NSDA Campus Training Materials

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Determining How Many Rooms to Purchase

- For each day of your tournament, determine the maximum number of rounds you will run simultaneously—that number is the number of rooms you should purchase. This is equivalent to an in-person tournament—you will need the same number of NSDA Campus rooms per day you would need to hold those same rounds in person per day.
    - Example: If you will have 30 rounds happening at the same time on Friday, then 25 on Saturday, and 10 on Sunday, you'll need to purchase 65 rooms.
    - Flighted rounds are possible in NSDA Campus and do not require separate rooms. Determine the number of rooms based upon how many rooms are running simultaneously in a time slot, not how many "rounds" are happening in a room.
- If you need to run more than 150 rooms simultaneously, please contact us before buying so that we can provide you with more information about running a tournament of that size.

Purchasing NSDA Campus Rooms

Although one does not need to be an NSDA Member to purchase NSDA Campus rooms, they must have a free SpeechAndDebate.org website account to complete the purchase. For a quicker purchasing process, be sure to be signed into your SpeechAndDebate.org account before requesting rooms in Tabroom.com.

1. After creating a tournament and making decisions regarding entries, schedules, and fees, etc., tournament directors can purchase rooms in NSDA Campus.
2. Under the *Settings* tab, select *Sites & Rooms*.
3. In the top right corner of the screen, there is a white rectangle titled *NSDA Campus.*
4. Click on the yellow rectangle in that box to begin configuring your purchase.
5. Select the total number of rooms needed for the tournament (each "room" is good for a 24-hour period beginning at 6:00 a.m in your local time zone). You will have the opportunity to divide and assign the rooms as needed in the tournament setup after purchase.
6. After filling in the quantity, click the button next to it that says *Go*. That will load a purchase form with the important details filled in and allow you to complete checkout.
7. *Remember—rooms will not be activated until payment is received. The tournament must be created and paid for (a Purchase Order counts as payment) at least two full business days before the tournament starts (e.g., a tournament beginning on Friday should be paid for by 5pm CST Tuesday; a tournament beginning Saturday or Sunday should be paid for by 5pm CST Wednesday). Rooms can be added after the original purchase by contacting via phone or email. There are no exceptions to the policy and no refunds or credits available for unused rooms.*

Configuring an Event as Online via NSDA Campus

1. [Once an event has been created](#), an *Online* tab will appear.
2. Use the *Online Event* toggle to set the event to green (online).
3. Select *NSDA Campus* by clicking on the circle to the right of the text.
4. Make the appropriate selections under *Identify Users in Online Rooms*. This gives you the option to set how each user's name is displayed in the video room. For example, *Tab - George Brown, Judge - Alana Green,* or *Code - Student Name.* Select the option that works best for your tournament.

5. The section titled *Online Support Options* gives tabulation staff the ability to list email(s) and instructions that will appear on online room landing pages.

Setting up Competition Rooms

- Once your tournament's rooms are activated, you can designate rooms for each day of the tournament. All settings are accessed by hovering over the *Settings* tab, clicking on *Sites & Rooms*, then selecting *NSDA Campus* in the upper right corner.

Setting up Utility Rooms (e.g., Judge Pooling, Tab Rooms, etc.)

1. After purchasing NSDA Campus rooms, hover over the *Paneling* tab and click on *Rooms.*
2. Select *Utility* and add a room name.
3. Determine if this room is for Entries, Judges, Coaches, or Tab, and whether it's for a specific event, and click *Save.*
4. *Remember—we suggest that rooms host no more than 15 people at a time. If you need a room that can easily manage more than 15 people, you may want to set up a room on a different platform (e.g., Zoom) for better quality.*

Linking Student Performance Videos

Note: NSDA Campus does not provide a means for recording or storing videos, but it does allow tournaments to upload links to videos recorded elsewhere.
1. Once your tournament is created, hover over the *Entries* tab and then click *Data.*
2. Click the blue rectangle with the words *Import CSV/Excel.*
3. Upload a CSV file that has columns for Code and Link.
   [Detailed Instructions for Setting Up Asynchronous Speech Judging in Tabroom.com](#)

Holding Asynchronous Prelims and Synchronous Elims

1. For prelims, hover over *Settings,* then click on *Events*, and then select the event you wish to edit.
2. Click the *Online* tab, then set the event to "Asynchronous links to online videos."
3. Upload your video links.
4. Once prelims are over, go back to *Settings* » *Events* » <Event> » *Online*, and set to "NSDA Campus."
5. At this point, your rounds will be synchronous and will have links to NSDA Campus rooms.
6. *Remember—The NSDA Campus rooms have to be purchased in advance and assigned to the correct day of your tournament.*
- [Detailed Instructions for Setting Up Asynchronous Speech Judging in Tabroom.com](#)

Live Streaming Options

- We recommend you use the free Open Broadcaster Software (OBS):
  https://obsproject.com/
  - OBS allows anyone to stream what they see on their screen (including an NSDA Campus room) directly to YouTube or other streaming services.

- For tournaments considering streaming via YouTube, please remember that YouTube requires the streamer to have a verified YouTube streaming account, which takes approximately 24 hours and must be set up before the day of the tournament.
- You may also opt to use a different video platform (e.g., Zoom) for your later elimination rounds that you wish to stream. You can then save a URL to a specific external room in *Settings* » *Sites & Rooms* to be used on a Tabroom.com pairing.
- You also have the option to host your elimination rounds on a public server that has the ability to livestream to YouTube enabled directly from NSDA Campus. However, this comes with significant downsides and is entirely at your own risk:
  - Security – While issues are unlikely, these public rooms are much less secure and susceptible to unauthorized access.
  - Quality – Additional observers in public rooms will degrade the audio/video quality, potentially significantly.
  - Stability – Since the public rooms are not under the NSDA's control, we can't guarantee their stability or performance.

Tips for Successful Setup on NSDA Campus

As you're planning your tournament, past tournament hosts have discovered that these suggestions have made their tournaments run more smoothly on the NSDA Campus platform!

We will continue to add tips as they are shared with NSDA Staff.

- **Ensure all participants are linked on Tabroom in advance.**
- **Ensure several days in advance that participants can connect to both the Test Practice Room and Test Competition Room at campus.speechanddebate.org.**
  - **Here are the websites you'll want to make sure you've whitelisted:**
    - Meet.jit.si
    - Web-cdn.jitsi.net
    - Meet-east.speechanddebate.org
    - Meet-west.speechanddebate.org
    - Meet.speechanddebate.org
    - Campus.speechanddebate.org
  - **Additionally, the following ports will need to be opened:**
    - 80 TCP: HTTP
    - 443 TCP: HTTPS
    - 10000-20000 UDP: RTP
- **Stagger start times** - It works best to stagger round blasts/start times for different events by at least 5 minutes. This helps with server load, so that everyone at the tournament isn't joining their room at the exact same time.
- **Less "in room" wait time** - The less time users are in rooms the better! No need for users to be in rooms for thirty minutes to an hour before start time!
- **Back up Plan** - Some users may not be able to access NSDA Campus rooms for reasons neither you nor the NSDA can control (such as school content filters). Have a backup plan for rooms

outside of the NSDA Campus platform for those unique situations. Consider using Zoom, Google Meets, or other virtual platforms.

- **Understand the NSDA's Backup Procedures** - In the event of a widespread technical issue, the NSDA has multiple backup plans to switch infrastructure and ensure Campus will continue to operate. In that case, the best thing to do is have your participants close their rooms, wait 5-10 minutes, and come back in via Tabroom/Speechwire. There usually will be no need to postpone rounds more than that, repair, or take other drastic action unless told otherwise by the NSDA

What happens if something goes wrong?

First, don't panic! The NSDA has multiple backup plans, and can almost always get things back on track in a short timeframe. In the event of major issues, we can also move participants over to backup servers, either piecemeal or all at once, as the situation requires. Each of these steps only takes a few minutes, so stay patient.

Unless you hear otherwise from NSDA Staff, there's no need to move all rooms to a different platform, redo round pairings, or postpone your schedule. Most glitches can be dealt with by a short 5-10 minute pause: have everyone leave their rooms, wait a few minutes for us to fix the problem, then try to re-enter their room via Tabroom/Speechwire. Repeatedly reloading the page will just make things worse. Once the NSDA has remedied the source of the problem, rooms should go back to working again as normal.

If you experience problems, attempt to determine whether the issue is actually with NSDA Campus, or with individual participants. If you're only getting reports of issues from some participants, the issue is very unlikely to be with Campus itself. If every room simultaneously starts having issues (e.g. mass disconnections or "kick outs"), it is more likely to be a Campus-wide issue.

Quick Links

- [Tabroom.com Guides](#)
- [Detailed Instructions for Setting Up Asynchronous Speech Judging in Tabroom.com](#)
- [NSDA Harassment and Discrimination Policy](#)
- [Judge Training Materials](#)
- [Purchase Trophies and/or Extemp Questions](#)

Need Support?

- If you have questions about NSDA Campus, please email info@speechanddebate.org so that your question may be directed to the appropriate staff member.
- If you need assistance with setting up a tournament on Tabroom.com, please contact the Tabroom support team at help@tabroom.com.