Here are step-by-step instructions for accessing draw materials and submitting videos for the limited prep categories. Video links may be entered in Tabroom any time before the registration deadline of Thursday, January 28 at 5pm. **However, links must be pasted into Tabroom within the time limits specified below for each category** (30 minutes for Impromptu, 60 minutes for Extemp and Radio).

**IMPROMPTU SPEAKING**Step 1: When your student(s) are ready to record their speech, connect with them by phone or video meeting.

Step 2: Open the [IMPROMPTU PROMPTS Google Form](https://docs.google.com/forms/d/e/1FAIpQLSdicg0uh2sFfquB_ARAQcuwjj2diZNhiHHWsYnvKhjGI7cvFA/viewform?usp=sf_link). (Coaches should do this part, not the student.)

Step 3: Ask your student to choose THREE numbers between 1 and 15. Give them the three corresponding prompts from the list on the Google Form. The student should choose ONE of the three prompts as their speech topic.

Step 4: Enter the student's name on the form, and indicate which prompt they chose using the radio buttons. Hit 'Send' on the Google Form.

Step 5: The student should begin prepping and recording their speech immediately after choosing their prompt. Students must include their prep time on the video.

Step 6: As soon as the student has recorded their speech, they should upload the video to YouTube as UNLISTED (not private). As soon as they BEGIN uploading, they should copy the link and send it to you.

NOTE: Videos can take up to several hours to upload to YouTube. Don't worry! The video link may be copied and pasted into Tabroom as soon as the student STARTS uploading the video. No need to wait until the upload is finished to copy the link.

Step 7: Paste the video link into the student's entry in Tabroom. **Links must be entered in Tabroom within 30 minutes of the timestamp on the Google Form.** Instructions for adding your students’ video links to Tabroom are [here](https://drive.google.com/file/d/1IXj8EDHRMDuLZ1m89_NXL8c0Vwo4Oifl/view?usp=sharing).

Do you have more than one student competing in Impromptu Speaking? Fill out a separate Google Form for each competitor.

**EXTEMPORANEOUS SPEAKING**Step 1: When your student(s) are ready to record their speech, connect with them by phone or video meeting.

Step 2: Open the [EXTEMP QUESTIONS Google Form](https://docs.google.com/forms/d/17_9cliuBEo9PrWLF4_mIquUd1QDjDk7QjOKIzTMeBlY/edit?usp=sharing). (Coaches should do this part, not the students.)

Step 3: Ask your student to choose THREE numbers between 1 and 15. Give them the three corresponding questions from the list on the Google Form. The student should choose ONE of the three questions as their speech topic.

Step 4: Enter the student's name on the form, and indicate which question they chose using the radio buttons. Hit 'Send' on the Google Form.

Step 5: The student should begin prepping and recording their speech immediately after choosing their question. Students do not need to include their prep time on the video.

Step 6: As soon as the student has recorded their speech, they should upload the video to YouTube as UNLISTED (not private). As soon as they BEGIN uploading, they should copy the link and send it to you.

NOTE: Videos can take up to several hours to upload to YouTube. Don't worry! The video link may be copied and pasted into Tabroom as soon as the student STARTS uploading the video. No need to wait until the upload is finished to copy the link.

Step 7: Paste the video link into the student's entry in Tabroom. **Links must be entered in Tabroom within 60 minutes of the timestamp on the Google Form.** Instructions for adding your students’ video links to Tabroom are [here](https://drive.google.com/file/d/1IXj8EDHRMDuLZ1m89_NXL8c0Vwo4Oifl/view?usp=sharing).

Do you have more than one student competing in Extemp? Fill out a separate Google Form for each competitor.

**RADIO SPEAKING**Step 1: When your student(s) are ready to record their speech, connect with them by phone or video meeting.

Step 2: Open the[RADIO PACKET Release Form](https://docs.google.com/forms/d/e/1FAIpQLSc0SiJI6N4YKYLY5aARmabolKhDX2L6B8CP_QB3hmrBQ9Zeuw/viewform?usp=sf_link). (Coaches should do this part, not the students.)

Step 3: Enter the student's on the form. (If you have more than one student competing in Radio, complete a separate Google Form for each entry.)

Step 4: Hit the purple 'Send' button in the upper righthand corner of the page. A confirmation message will appear. It includes a RADIO PACKET link. Forward the RADIO PACKET link to your student.

Step 5: The student should begin prepping and recording their speech immediately after receiving the packet. Students may choose to cut the packet electronically. Students do not need to include their 30-minute prep time on the video.

Step 6: As soon as the student has recorded their speech, they should upload the video to YouTube as UNLISTED (not private). As soon as they BEGIN uploading, they can copy the link and send it to you.

NOTE: Videos can take up to several hours to upload to YouTube. Don't worry! The video link may be copied and pasted into Tabroom as soon as the student STARTS uploading the video. No need to wait until the upload is finished to copy the link.

Step 7: Paste the video link into the student's entry in Tabroom. **Links must be entered in Tabroom within 60 minutes of the timestamp on the Google Form.** Instructions for adding your students’ video links to Tabroom are [here](https://drive.google.com/file/d/1IXj8EDHRMDuLZ1m89_NXL8c0Vwo4Oifl/view?usp=sharing).

Do you have more than one student competing in Radio Speaking? Fill out a separate Google Form for each competitor.

Please direct any limited prep category questions to me:
geyser@muhs.edu or text / call 414-202-4353
Amy Geyser
Director of Forensics
Marquette University High School

Best of luck to your team members!