# SAUSD NCFL Quals Judge Information

## Check back for more updates/info as it becomes available.

This document will serve as an ongoing communication as a one stop for all the info you may need.

#### **MOST IMPORTANT INFORMATION FIRST:**

- 1. You will need an electronic device to judge these events. You may use an ipad or phone, but a laptop is best in order to type comments more easily. You will use this for filling out all ballots on <u>Tabroom.com</u>.
- 2. You need to create a Tabroom account in order to be assigned as a judge and access ballots. <u>Click here</u> to create an account.
- 3. Each event has specific instructions and information about what criteria you will use when judging. When you get your ballots and find out which events you are judging, look over the <a href="NCFL Descriptions">NCFL Descriptions</a> in order to familiarize yourself with the specific events.
- 4. If you would like a full course on how to judge, there is an excellent free course titled <u>Adjudicating Speech and Debate</u> offered by the National Speech and Debate Association. Some of the events differ slightly from those for NCFL, but the concepts remain the same.

CHECK your email regularly for updates, especially SPAM folders. Many <u>tabroom.com</u> emails often go directly to SPAM.

Judges will receive their assignments via an email blast. Please click the "START" button AS SOON AS you get your assignment so tournament officials know you have accepted your ballot and will be the judge for the round.

Most judges will have three rounds assigned to judge. Please take the time to judge each round in one sitting- approximately 1 hour- so you can freshly decide who is the best speaker. You do not have to complete all rounds in a row, but should budget so that your ballot is finished and submitted before the deadline in order to anticipate any problems.

## **GENERAL Tournament Information**

- This is a 3 round tournament.
- Submit your ballots as soon as you are done reviewing, critiquing, and ranking each speaker.

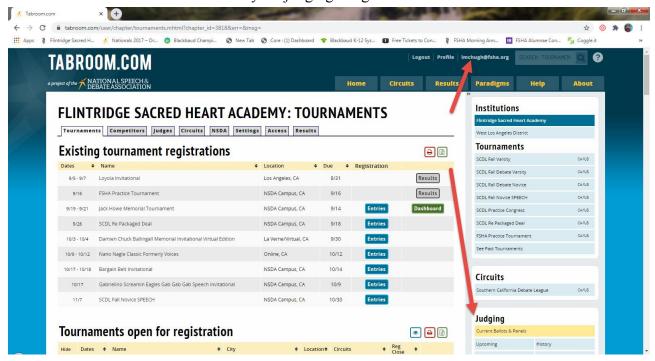
## **BEFORE** the Tournament

Go to <a href="www.tabroom.com">www.tabroom.com</a> and log in. This is just to confirm that you know your tabroom account name and password.

- If your attempt to log in fails, try resetting the password.
- If that fails, contact the coach of the school and see what email they have your login name under.
- Once you log in, you should be able to see on the right side under "Judging" →
  Upcoming. It should indicate SAUSD NCFL Qualifiers.

## **DURING** the Tournament

- 1. Accessing the Tournament and Ballots
  - Please log into <u>tabroom.com</u>.
  - Click your email address on the top right corner.
  - Look for the judging tab on the <u>right side</u> of the page
    - You will be able to see your judging assignments



### 2. Starting the Round

• Click Start - this will open up the ballot in a <u>separate window</u>. It will also indicate to tournament officials that you have your ballot.

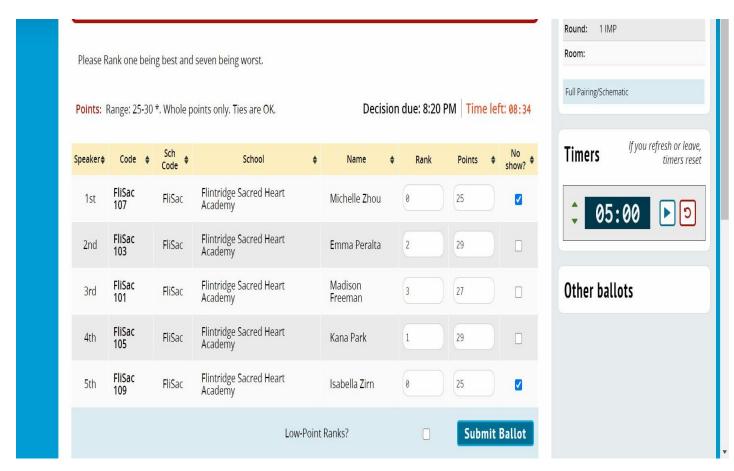
PLEASE MAKE SURE TO CLICK THE START BUTTON WHEN YOU SEE IT.

Start means "accepting the ballot", not actually the start of the round.

3. There will only be ONE judge in each preliminary round. Your feedback is meaningful to our students!

#### 4. Filling out the Ballot

- **RANK** students from 1st (being best) to 6th (being least best). Ties are **NOT** permitted in rank.
- RATE students from 18-25 (25 being best). Ties NOT permitted.



This <u>VIDEO</u> does an excellent job of showing you how to fill out your ballot on a LAPTOP. **Ignore the information about** *virtual competition rooms and debate ballots*- for this tournament, you will be clicking on each competitor's videos to watch their speeches. At minute 9:55, the SPEECH BALLOT portion begins.

This <u>VIDEO</u> does an excellent job explaining how to fill out a ballot on YOUR PHONE. It is about 2 minutes long. AGAIN, it is encouraged to use a laptop in order to better type comments and critiques for students on what worked well and what could be improved.

#### Ballot Writing -

- 1. You will complete your ballots in Tabroom.com.
- 2. You will watch the round via the video links on the ballot.
- 3. \*\*\*It is recommended to open a word doc/google doc to write your comments **as the speakers speak** and then copy and paste your comments into the appropriate fields later.

#### AFTER THE ROUND, ENTER YOUR Ranks and CONFIRM AS SOON AS POSSIBLE.

- You may continue to edit your feedback after you have submitted your ranks
- You may **NOT** change your **ranks** after you press SUBMIT and CONFIRM.

NOTE: In the *confirm* screen.... tabroom will reorder the speakers from SPEAKING ORDER to YOUR RANK ORDER. This is a second layer of double-checking to assure you are entering the correct rank for each student.