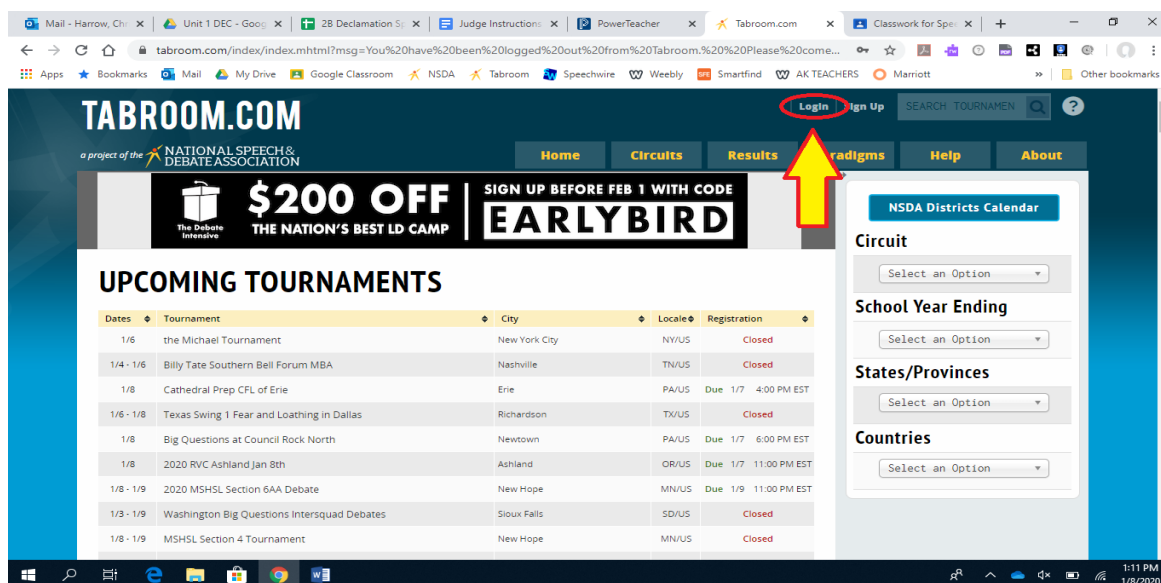


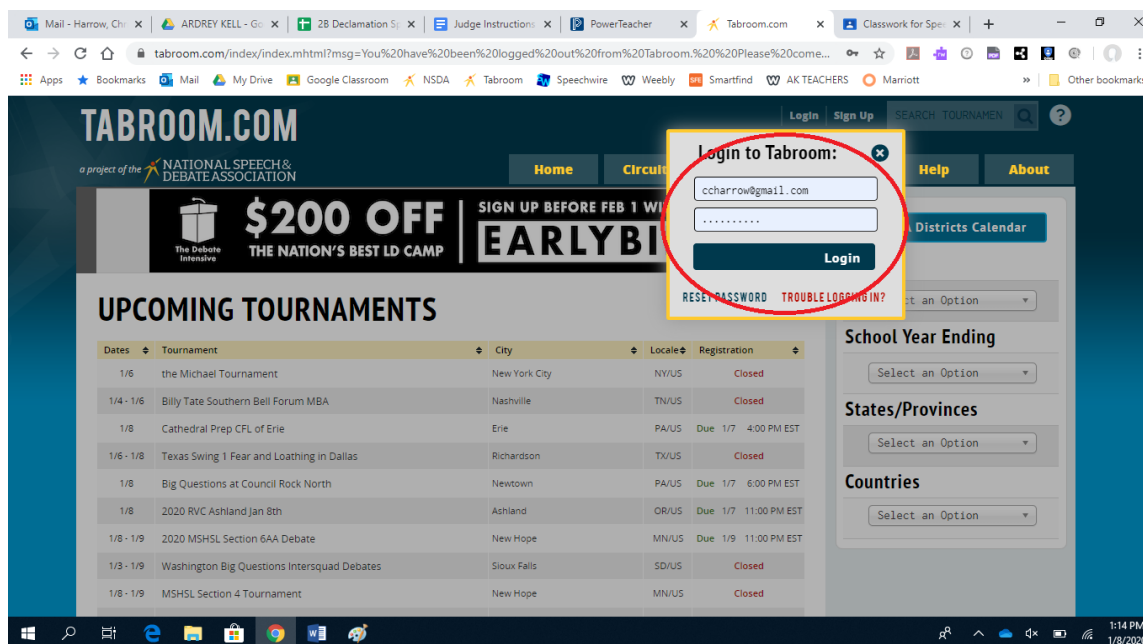
Tabroom.com Online Ballot How-To-Guide

Hello! Welcome to the world of judging debate competitions using Tabroom.com. Thank you for volunteering your time as a judge to help make this activity possible for students! If at any point you are not able to follow the directions in this guide, please come to the tournament tab room or contact the number given to you in the morning meeting.

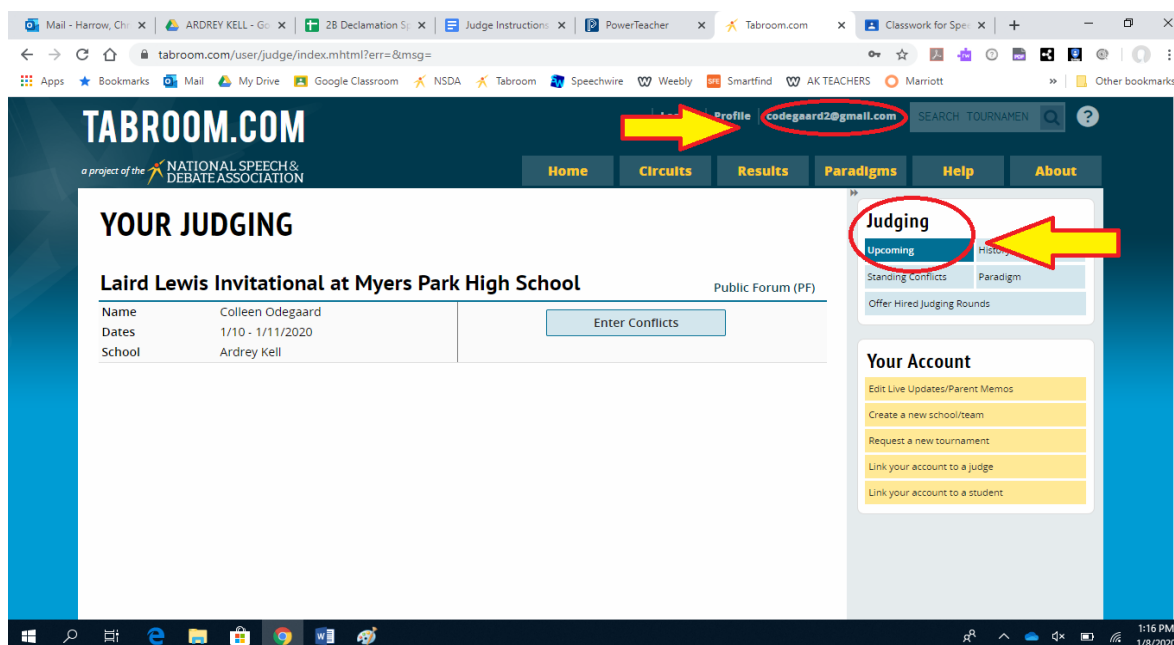
STEP 1 - SIGNING IN



Click the Login button at the top-right corner of the Tabroom.com home page



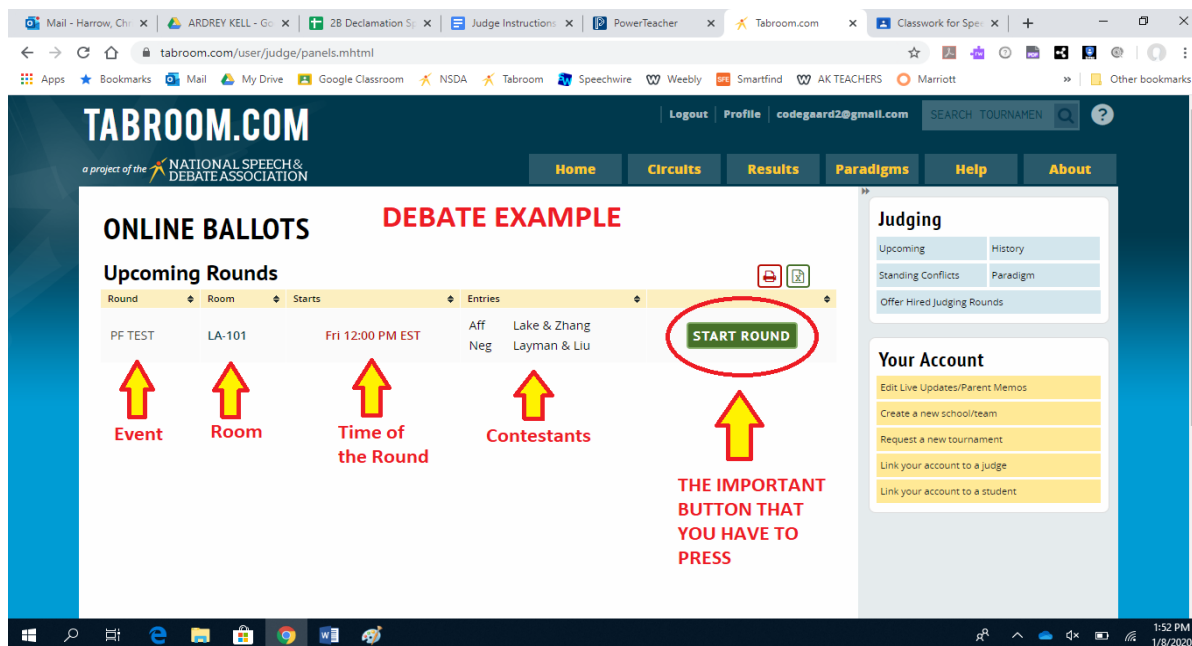
Your login information is your email address and password. If you have not set up an account then go through the directions on Sign Up. Be sure the coach of the team you are judging for has your email that you used to set up the account so they can add you to the tournament. If you are hired make sure the tournament director has your account linked to the tournament.



You will see a page that may not look exactly like this, but will definitely have two things:

1. Your email address in the top right. This is your “Home” button while using tabroom. If you get stuck and can’t figure out how to find something, click this button to return to the start.
2. Your “Judging” menu. If you see these things, congrats! You’ve done it right.

STEP 2 - GETTING A BALLOT



First, you MAY (**though UNLIKELY**) get an email blast notification from the system that will tell you that you have been assigned to judge. Please make sure your phone/tablet/whatever has notifications turned on. If you are signed into the tabroom program look for the “bell” in the upper corner and click it to turn it green. That enables your notifications. But it is not perfect, always check your actual tabroom account for rounds. Second, you will see the

above screen(s). **BUT** if you don't, you are better off just checking tabroom just before or at the start time of the next round. Click your email address in the upper righthand side of the screen and you'll see the home page with rounds listed.

It is very important that you do a few things in this order:

First, go to the room. Please go directly to the room prior to the posted time for the round. The quicker each round begins, the more on time the tournament will run!

Second, make sure it is the correct room. Make sure you have all the correct students.

Students may end up in the wrong place. If a student comes to your room, but their name/code is not on your ballot, have them double check their tabroom.com account for the correct room.

Third, HIT THE GREEN START BUTTON ONLY WHEN ALL PARTICIPANTS ARE PRESENT IN THE ROOM. This is a very important step. **Do not skip it.** If you skip it the tab staff will be very sad and someone from the tournament will have to come find you and ask you to press the button 😞😞 It is how the tabroom knows your round has started.

For **DEBATE** events, you need BOTH teams/students present and correctly identified before the debate can begin.

If you are still missing a debater or team 10 minutes after the posted start time, please alert Tab. Do NOT leave in case they show up. Send some of the kids or call the tournament director. If one team is forfeiting because they are more than 15 min late for their round and Tab agrees to forfeit them then tab will record the rest of your ballot as you can't.

STEP 3 - JUDGING THE ROUND

Room: LA-101 Colleen Odegaard PF TEST

Topic: Resolved: The United States should end its economic sanctions against Venezuela

Points: Range: 20-30 . Ties are OK. Steps of 0.1

Side	Speaks	Code	School	Name	Speaker	Points
Aff	Pick	1019	Cary Academy	Lake & Zhang	Andrew Lake:	
					Han Zhang:	
Neg	Pick	1055	Peddie	Layman & Liu	Louis Layman:	
					Dennis Liu:	

Winner: Choose winning entry Side: ☐ Aff ☐ Neg Low-Point Win? ☐

Submit Ballot

Feedback

Reason for Decision: 1019 1055

Timers: 04:00 03:00

When you click the green START button, your page will open to a screen similar to the example above. You will see your name, the names of the contestants, and their Schools. Again, make sure you have the right kids!

In DEBATE you will have to confirm which team is debating on which side (Pro or Con) and which position (first or second speakers). Please do this before the debate begins, and check with the students to make sure that you have it right. If the tournament is using Online Coin Flips, you will simply confirm the sides and positions which appear on your ballot (always hit refresh before you check).

If the tournament is not using Online Coin Flips, you will conduct a flip in the round with the two teams. You may use an actual coin or an app to flip. The team listed on the left side of the schematic will call the flip. The winner of the flip will choose EITHER Pro or Con OR 1st or 2nd speaking order. Then you will have to record the side and order in tabroom on your ballot.

To adjust the Side, you will need to use the pull down on the left of the team name to match if they are Pro or Con.

The screenshot shows a ballot interface with a table of teams. The 'Select Side' dropdown menu is open for the 'International Academy Central SN' team, showing 'Pro' and 'Con' options. A red oval highlights this dropdown menu. The table has columns: Select Side, Speaking Position, Entry Code, Speaker, and Points. The teams listed are Cass City Jr. BP and International Academy Central SN. The 'Winner' section at the bottom shows 'Choose Winning Entry' and 'On the' with radio buttons for Pro and Con. A 'Submit Ballot' button is at the bottom right.

Select Side	Speaking Position	Entry Code	Speaker	Points
Pro		Cass City Jr. BP	Tyler Budreau:	
			Marshall Posluszny:	
Con		International Academy Central SN	Neha Nagappa:	
			Mitul Sanikal:	

Winner: Choose Winning Entry
On the ☐ Pro ☐ Con
Submit Ballot

To adjust the ORDER, you will need to use the pull down on the left of the team name, but to the right of the side they will support. Use the pull down for Speaking positions to indicate which team is speaking first and which is speaking second.

The screenshot shows the same ballot interface as before, but the 'Speaking Position' dropdown menu is open for the 'International Academy Central SN' team, showing '1st' and '2nd' options. A red oval highlights this dropdown menu. The 'Winner' section at the bottom shows 'Choose Winning Entry' and 'On the' with radio buttons for Pro and Con. A 'Submit Ballot' button is at the bottom right.

Select Side	Speaking Position	Entry Code	Speaker	Points
Pro		Cass City Jr. BP	Tyler Budreau:	
			Marshall Posluszny:	
Con		International Academy Central SN	Neha Nagappa:	
			Mitul Sanikal:	

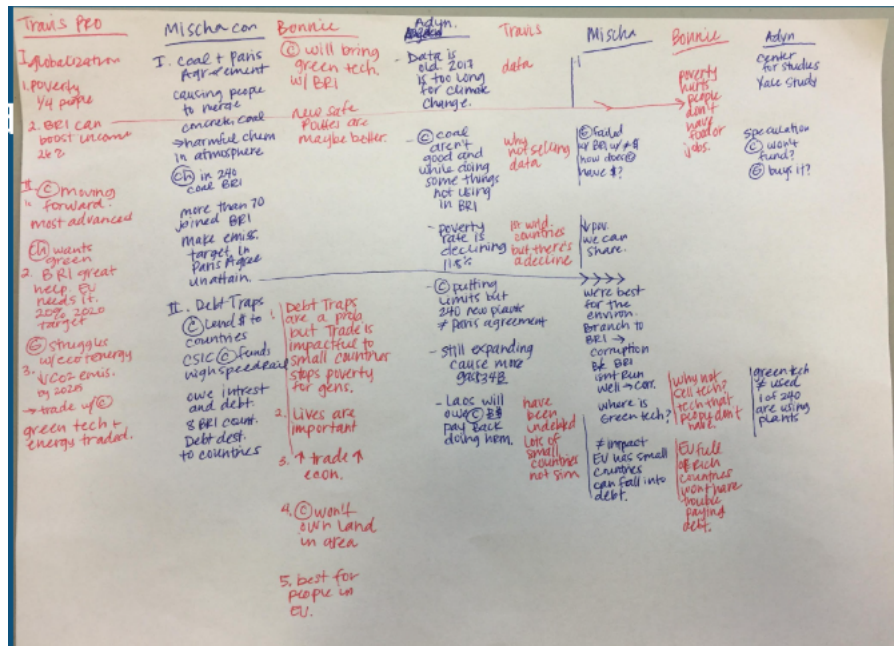
Winner: Choose Winning Entry
On the ☐ Pro ☐ Con
Submit Ballot

Once you have double-checked that you have the correct teams, indicated the correct sides, and the correct speaking order, you are ready to Flow the Round!

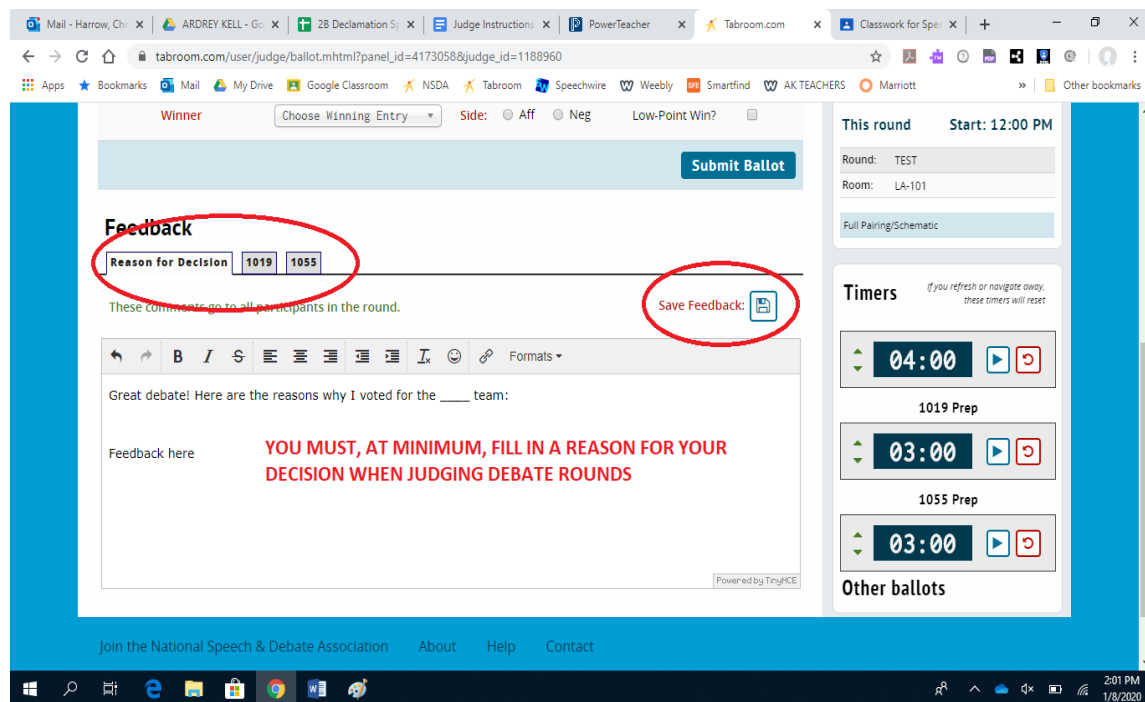
STEP 4 – WATCHING AND FLOWING THE ROUND

It is IMPERATIVE that you take notes during the debate. It's a good idea to use two different colors of pens to keep track of the arguments. By using one color for Pro and another color for Con you can easily keep track of what the students on each side argued. You can tell if an argument was dropped or carried through the end of the debate. You will use these notes to fill out your Reason For Decision, or RFD, on your ballot after the round.

REMEMBER YOU CAN ONLY VOTE ON ARGUMENTS MADE BY THE STUDENTS DURING THE ROUND! Your knowledge, ideas, biases, etc. SHOULD NOT play a role in your decision in the round. Below you will see a FLOW.



You will not fill out the decision/points until after the round is over. In **DEBATE** your feedback section will look like this.



You have 3 tabs - the **REASON FOR DECISION** tab is where you can record feedback that will go to both teams and their coaches. You can use the save button at any point to save your work, or two switch between tabs. The other two tabs are for individual comments that will only go to that specific team or student. When judging **DEBATE**, at a minimum we ask that you fill out the Reason for Decision tab with a clear indication of why you made the decision that you did, and we hope you will include references to specific arguments from your flow.

If you need paper or pens to flow with, please ask in Tab—we will have some for you.

STEP 5 - WHEN THE ROUND IS OVER

After the debate ends, it's time to submit your decision. **It is important that you do this AS SOON AS THE ROUND IS OVER. If you are not finished writing feedback that is ok, there is a way to do that later in STEP 6!** If you do not submit your decision in a timely manner, we will run behind schedule and Tab will hunt for you, call, or text you to get your decision because we can't pair the next round without all of the ballots in. 😞

In **DEBATE** you must give each student a point score, then pick the winner before hitting SUBMIT. If you are judging Public Forum you can give 1/2 points (27.5) In Policy you can give 1/10th points (27.8). You CANNOT TIE points. Every speaker gets different points. [Here is a link to the rubric you should use for scores](#). The lowest score you should give (for a speaker who doesn't use their whole time, makes a lot of mistakes, or gives up mid-round) would be a 25. Students who complete their speeches and give it a solid try should get in the 27-29 range. No two students can receive the same points, so use your decimals!

Room: LA-101 Colleen Odegaard PF TEST

Topic: Resolved: The United States should end its economic sanctions against Venezuela

Points: Range: 20-30. Ties are OK. Steps of 0.1.

Side	Speaks	Code	School	Name	Speaker	Points
Aff	1st	1019	Cary Academy	Lake & Zhang	Andrew Lake:	30
				Han Zhang:	29	
Neg	2nd	1055	Peddie	Layman & Liu	Louis Layman:	28.5
				Dennis Liu:	28.5	

Winner: 1019 Side: Aff Neg Low-Point Win? ☐

Submit Ballot

Feedback

Reason for Decision: 1019 1055

These comments go to all participants in the round. Save Feedback: [Icon]

Timers: 04:00 03:00

In Public Forum debate the winning team must have equal or more points than the losing team. In Policy Debate the losing team can get lower points than the winning team. You should avoid this unless you have a good reason that is specified on the ballot. **ALWAYS CHOOSE THE WINNING TEAM AND AWARD SPEAKER POINTS BEFORE GIVING ANY ORAL COMMENTS. DO NOT WRITE OUT YOUR WHOLE BALLOT UNTIL AFTER YOU SUBMIT AND CONFIRM YOUR BALLOT!** You will then be taken to a confirmation page like the examples shown below.

You voted for

1019 on the Aff (Lake & Zhang: 0th speakers)

1019 (Lake & Zhang)	1055 (Layman & Liu)
Andrew Lake: 30	Louis Layman: 28.5
Han Zhang: 29	Dennis Liu: 28.5

Please check the accuracy of the information above & confirm. You cannot change confirmed ballots online. You may write further feedback until the end of the tournament.

NO! RE-ENTER BALLOT YES! CORRECT! CONFIRM IT

RFD Great debate! Here are the reasons why I voted for the ___ team: Feedback here

MAKE SURE EVERYTHING HERE IS ACCURATE. THEN HIT THE BIG GREEN BUTTON!!

Check the information, then hit CONFIRM. If you don't hit confirm (you just close your device after hitting submit), tab will be sad and have to come find you 🙄 and you will delay the tournament.

STEP 6 (OPTIONAL) - EDITING FEEDBACK

If you did not finish writing your feedback on a ballot, use these steps from your home screen to add more concrete reasons/arguments that you evaluated to make your decision or to clean up / fix what you wrote during the round.

Click your email address in the upper right hand corner of tabroom and it will take you to your home page. On it you will see the EDIT FEEDBACK. This screenshot only shows one round to edit, but all of your ballots will show up there. Coaches and students will not see the results and comments until about 8 PM. You will have a couple of hours to finish up your comments after you're done judging.

The screenshot shows the Tabroom.com interface. The main content area is titled 'Previously Entered Results' and contains a table of results for a debate round. The table has columns for Aff, Neg, W, L, and scores. The first row shows 'Lake & Zhang' as the Aff team with a score of 30, and 'Layman & Liu' as the Neg team with a score of 28.5. A red circle highlights the 'Edit Feedback' button next to the first row. A yellow arrow points to the 'Edit Feedback' button. The page also includes a sidebar with 'Judging' and 'Your Account' sections.

Aff	Neg	W	L	Score
Lake & Zhang	Layman & Liu	30	28.5	

And that's it! Now you just wait for more ballots so you can judge more great kids!

Thank YOU!