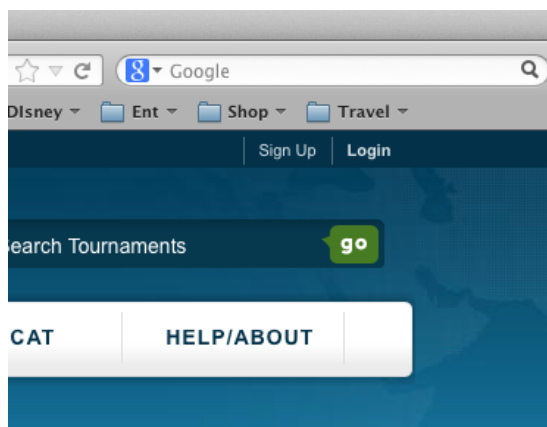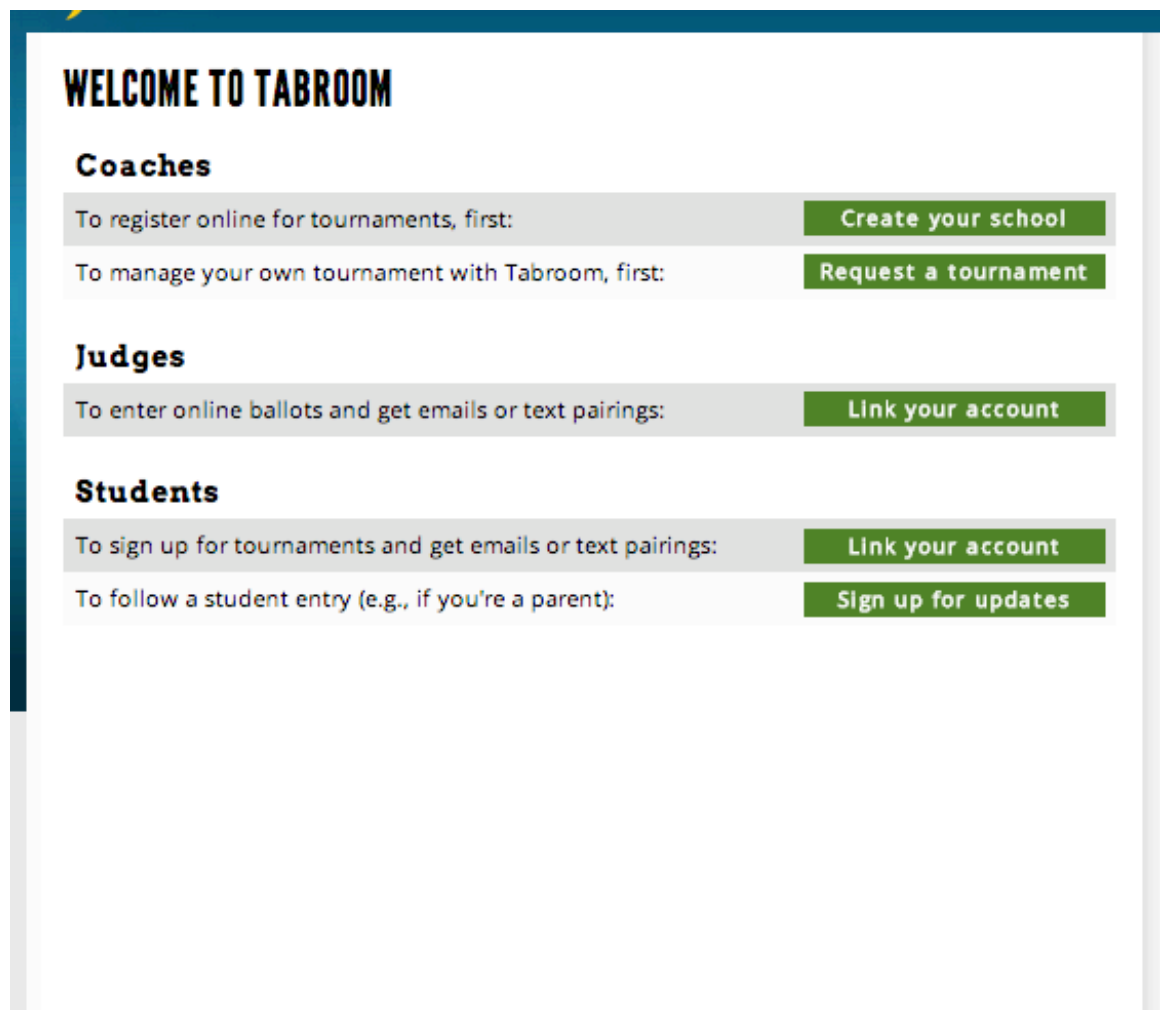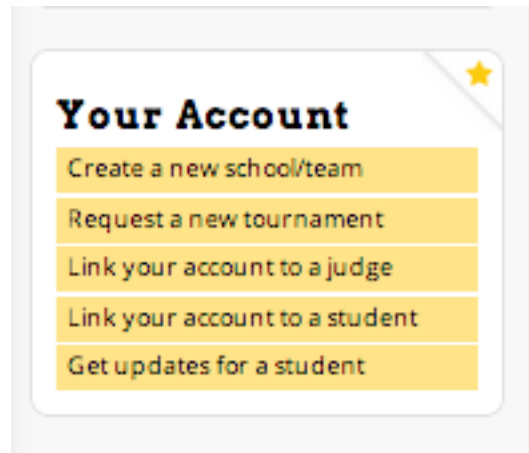# E-Ballots

E-balloting means that instead of going to a ballot table to find a schematic and grab your ballot, you will get a notification on your phone sending you directly to your round. After the round when you've made your decision, you just enter it directly into the tab system. Neat, clean and fast! Plus, the ballots go on line for the debaters to consult later—no more lost ballots.

The first step in casting e-ballots is to register with tabroom.com. It is best to do this in advance of the tournament.

1. Go to **Tabroom.com**

2. Click **Sign Up** in the top right corner to create an account.

3. Once an account is created, click **Link your account to a judge** under the **Your Account** header.

Your Account

Create a new school/team

Request a new tournament

Link your account to a judge

Link your account to a student

Get updates for a student

WELCOME TO TABROOM

Coaches

To register online for tournaments, first:	Create your school
To manage your own tournament with Tabroom, first:	Request a tournament

Judges

To enter online ballots and get emails or text pairings:	Link your account

Students

To sign up for tournaments and get emails or text pairings:	Link your account
To follow a student entry (e.g., if you're a parent):	Sign up for updates

4. Search for your judge record within the tournament you're attending to connect your account.

As soon as you arrive at a tournament, connect to the wireless network.

After the tournament starts, you will get notifications whenever you have a ballot.

1. Go to your assigned room.
2. After the competitors arrive, go to tabroom.com. The ballot assignment page will be the first thing to pop up. When everyone is ready (and the sides are determined and set in PF), click **START ROUND** and the round can begin. This will let the tab room know that everyone is there and accounted for.
3. As soon as the round is over and you have made your decision, click on the **ENTER** button to submit your results. *YOU MUST CONFIRM THE RESULTS AS DIRECTED.*
4. RFDs and comments to the debaters should be entered after you've submitted the results (and even later, if you're rushing to your next assignment).

A Step By Step Guide to E-Balloting

Among the many functionalities of tabroom.com is the ability to submit your ballot online. Before you can do that, you need to create a tabroom account for yourself and link that account to who you already are as a judge in the system. That's covered in another document.

First Steps

When you arrive at the tournament, connect to the school's wireless network and log into your tabroom.com account. When you've been assigned to judge a round, you'll see that information on your screen. It will look something like this:

CURRENT TOURNAMENT ASSIGNMENTS & BALLOTS

Pending Rounds:

Round	Room	Starts	Entries	
PF Round 1		8:30 AM CST	Aff — Bateman & Wagner Neg — Kannenberg & Lewis	START ROUND

Go right to the room you've been assigned to. When all the debaters are in the room and the round is starting, click on Start Round. This seems obvious, but when you do that, it conveys this info to the tabroom, making it a lot easier for them to know if they need to reassign a judge.

After you click on Start Round you'll find the ballot. The screen should look something like this:
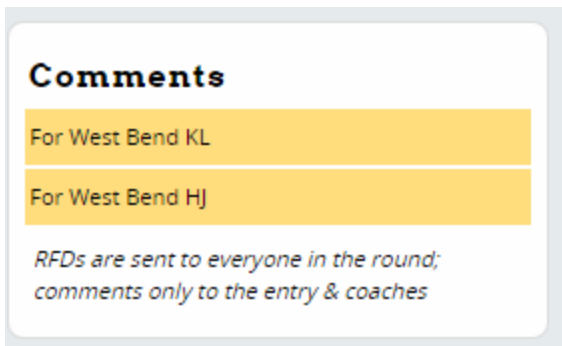
PF ROUND 1 BALLOT FOR KNETZGER   NO ROOM ASSIGNED

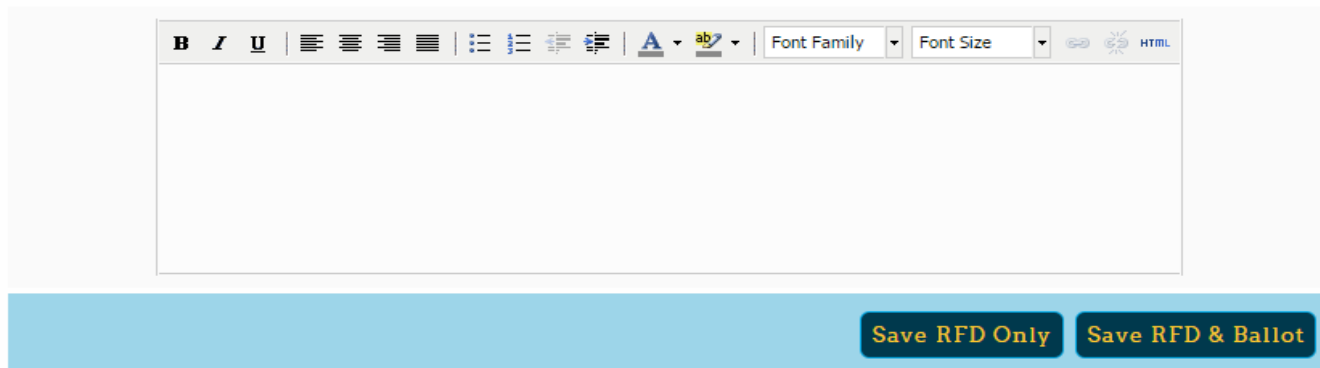| Side	Entry		Points	Range: 20 - 30. No point ties Steps of 0.5
Pro ▼	West Bend BW	Briana Bateman:		
		Emily Wagner:		
Con ▼	West Bend KL	Ben Kannenberg:		
		Jacob Lewis:		
Win goes to:	Choose Winning Entry ▼	Side: ○ Pro ○ Con	Low-Point Win? ☐	
			Submit Ballot	

On the right side of the screen you'll see the codes of the competitors. When you click on them, you'll be taken to a screen to enter comments for the speakers on that team. It might look like this:

Comments

For West Bend KL

For West Bend HJ

RFDs are sent to everyone in the round; comments only to the entry & coaches

Be sure to click on "Save Comments" when you're done and head back to the Ballot/RFD screen.

When you're ready to enter your RFD, you'll find that below your ballot. You may enter comments at any time during the round, but you'll need to click on save if you want to go to enter comments for the speaker. It won't be submitted until the end of the round. The RFD box looks something like this:

Reason for Decision:

B *I* U | ≡ ≡ ≡ ≡ | ⋮≡ ≔ ≔ ≔ | **A** ▾ ab2 ▾ | Font Family ▾ Font Size ▾ | ⊷ ⅔ HTML

Save RFD Only   Save RFD & Ballot

Final Steps:

When you've entered comments, points (ranks if required), picked a winner, and entered your RFD, you're almost done. After you have saved your RFD and submitted your ballot, you'll be asked to verify all the info. If you've made a mistake, this is the place to change it. If you've entered something incorrectly, tabroom will ask you to fix it. The verification screen looks like this:

Your winner was

West Bend BW on the Pro

(Bateman & Wagner)

West Bend BW (Bateman & Wagner)	West Bend KL (Kannenberg & Lewis)
Briana Bateman 30	Ben Kannenberg 27
Emily Wagner 29	Jacob Lewis 28

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

Once you confirm your ballot, you cannot change it online. You'll have to contact the tournament staff to make any further changes

When you click on the green button, you're all done. Hang out until the next round is announced and repeat this process!

If you have questions, ask the tabroom.