DELAWARE Law Related Education Center

To: Delaware High School Mock Trial Coaches

From: DELREC mock trial committee

Re: How to register in Tabroom for the Delaware High School Mock Trial Competition

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Dear Teacher and Attorney Coaches,

Welcome to another academic year, and another year of Mock Trial! If your institution is returning, welcome back to mock trial. If your institution is joining us for the first time this year, WELCOME! We know you and your students are going to have a wonderful time and learn something along the way.

If this is your first time registering your school for the competition (or you are returning and have never registered through Tabroom), please read this guide in full and complete all steps to register.

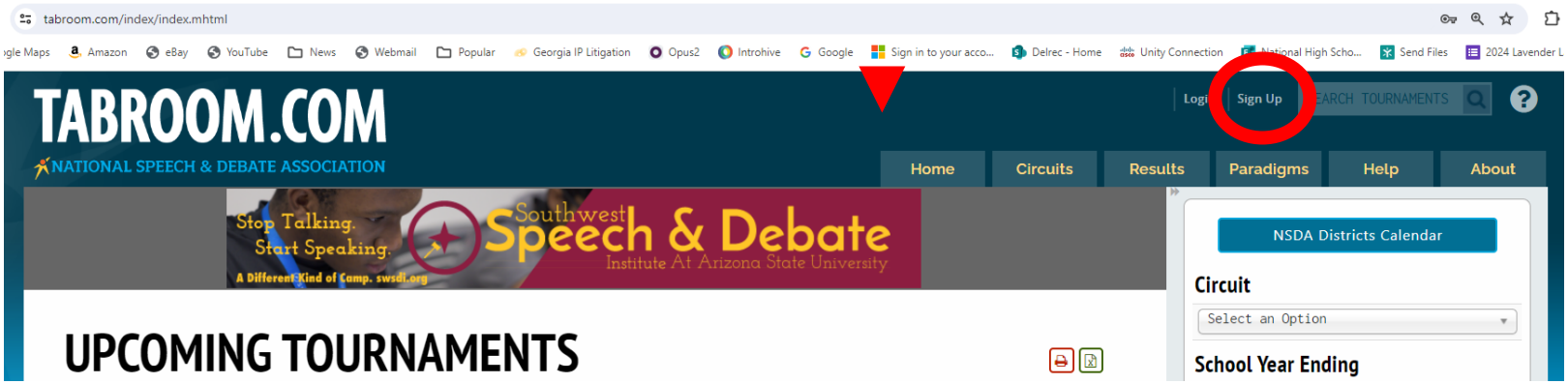
If you have registered through Tabroom before, you can skip to Step 3.

If you have any issues with the instructions below, please do not hesitate to reach out to Daniel Attaway at daniel.attaway@wbd-us.com.

Tabroom will allow you to generate invoices directly in the system for registration fees. The invoice will also have instructions for payment (either via credit card through Stripe or via check).

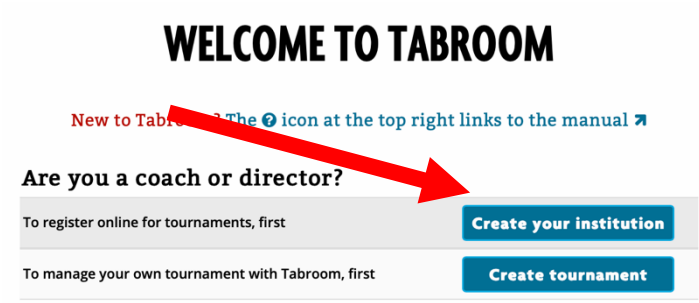
STEP 1 (ONLY COMPLETE IF YOU HAVE NOT USED TABROOM): Create an account on https://www.tabroom.com

- In the top right corner of the Tabroom webpage, click “Sign Up.”



- Fill out the information under the “Non-NSDA Members” heading, and then click “Create Account,” making sure to remember or otherwise document the email and password you chose.
- Once you have submitted the form, you will need to confirm your Tabroom account. You will receive an email with a verification code to enter in order to verify your account.
- **Each coach associated with a school must complete this step and must register for Tabroom.**

STEP 2 (ONLY COMPLETE IF YOUR INSTITUTION DOES NOT HAVE A TABROOM MOCK TRIAL ACCOUNT): Create your school



- Once you are logged into Tabroom (after verifying your account, click on "Create your Institution."
- Complete the form and click "Save School Info." You do not have to provide a full mailing address. The two required fields are school name and state.
- **NOTE:** If your school also has a speech and debate program, it may ask you to confirm that you mean to create a new program instead of gaining access to the existing school account. That's in place so that if a debate coach leaves, we can give the new coach access to the program history instead of them creating a new one. However, for your purposes **AND IF YOUR INSTITUTION HAS NOT COMPETED IN THE COMPETITION SINCE WE MOVED TO TABROOM**, scroll to the bottom of the page and select "You confirm this is not a duplicate program" and hit "Save School.
- Once you have created your institution, when you log in, you will be taken to your school's page in Tabroom. From here, you can complete the necessary registrations for your team using the instructions that follow. When you login to Tabroom, you should be taken to your school's page by default and Tabroom defaults to the view in the "Tournaments" tab.

STEP 3: Join the National High School Mock Trial Circuit

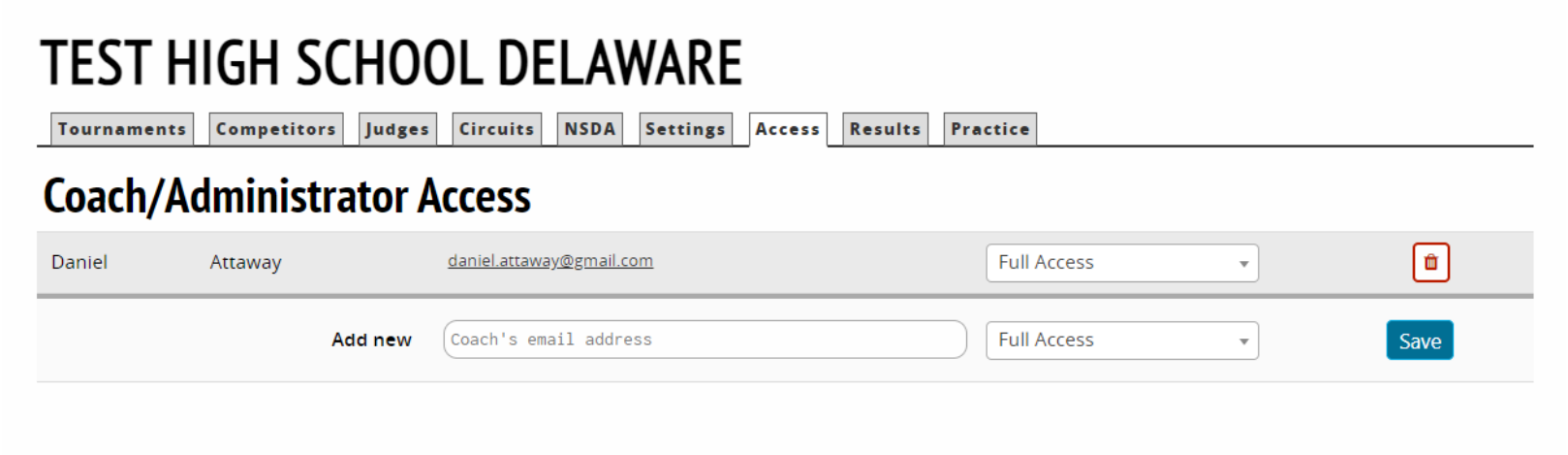
- The first time you log in to Tabroom.com after creating your institution, you will see a page that looks like the below:



- Tournaments in Tabroom are organized by “circuit.” This helps you to see only those tournaments that are relevant to your school. Delaware’s state competition is in the National Mock Trial (US) circuit.
- Using the drop down menu on the left, search for or scroll to “National Mock Trial (US)” and click “Join”

STEP 4: Make sure that all coaches are associated with your institution

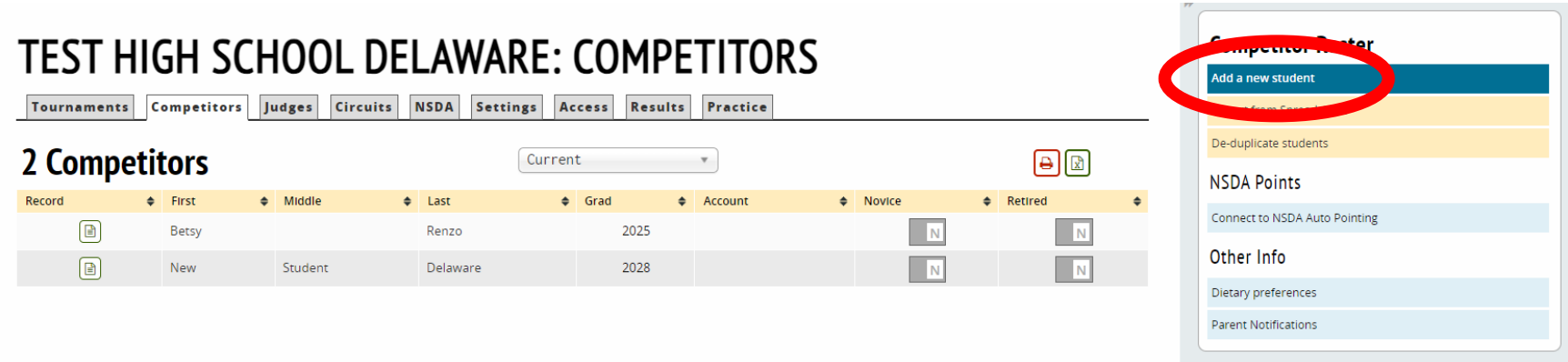
- In order for your coaches to have access to your institution, including pairing information, competition room assignments, and results, it is imperative that ALL coaches register for a Tabroom.com account (STEP 1), and that the owner of your institution (i.e., the person that created the institution in Tabroom), associate the coaches with the team.
- To associate the coaches with the team, go to the "Access" tab (shown below) and add them using the email address they used to sign up in Tabroom.



- To reiterate, **EACH COACH ASSOCIATED WITH YOUR TEAM MUST MAKE A TABROOM ACCOUNT AND YOU MUST ASSOCIATE THE COACH WITH YOUR TABROOM INSTITUTION TO REGISTER THE COACHES.**
- **If your coaches are not registered, they will not be able to see anything other than the public-facing information about the competition (most importantly, the students and the ballots).**

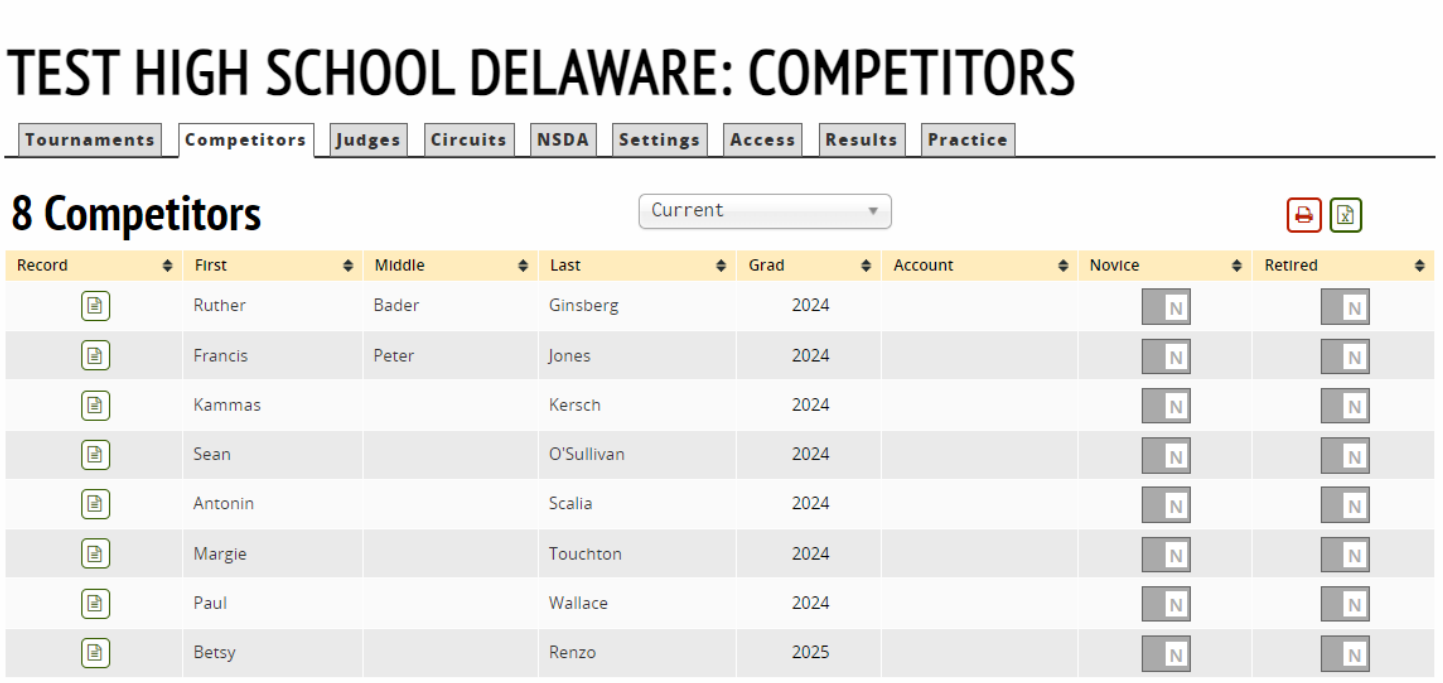
STEP 5: Add your students to your school

- On the main screen for your institution, select “Competitors”
- Then you will select “Add a new student” under the Competitor Roster tab at the far right (shown below)



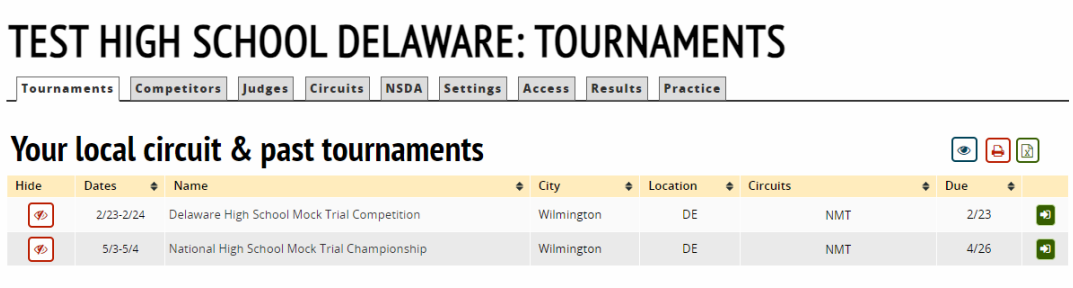
- For each student, please enter at least the student’s first and last name and graduation year.
- If your student has a hard to pronounce name, we would appreciate you completing the Phonetic Guide.
- Once you have completed the information for the student, please click “Save Student Info.”
- To add the next student, click “Add another student” on the right hand side of the screen. Repeat until ALL students from your school associated with the competition have been added.
- If you competed in prior yearsand students have graduated, you can “Retire” those students by toggling the button under “Retired” to “Y.”
- If the student has not competed in a mock trial competition before, please be sure to mark the student as “Novice.” Alternatively, please remove the novice designation for students who have competed in a prior year. Please note that under the Rules of Competition, ONLY those teams who are new to the competition or where all students have never competed before will be treated as novices for the competition.

- When complete, click “Return to student roster.” Your screen should now look like the below:



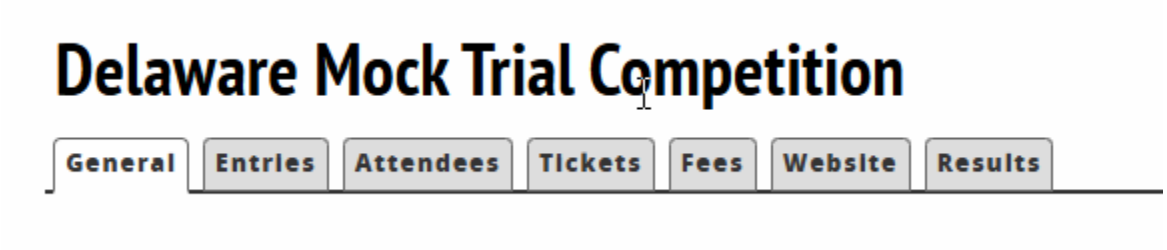
Step 6: Register for the Delaware State Competition

- Once you have joined the Circuit, the "Tournament" tab for your school will look similar to the image to the right.
- Click on the green arrow on the right of "Delaware High School Mock Trial Competition" to go to the competition home page.

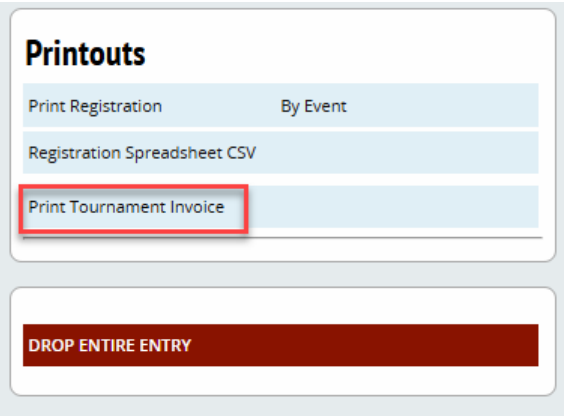


- You will be taken to the registration page for the competition. This page will contain information about the competition in general and allow you to register.
    - On the "General" tab, you must list at least one coach to proceed.
    - **We strongly encourage you to list all coaches (they much have a Tabroom account).**
    - You can toggle the School Contact, Emails, and On Site buttons for each coach. At least one coach must be designated as school contact and at least one coach must be on site for the competition.
    - We strongly encourage all coaches to sign up for coach emails. **After registration closes, ALL communications about the competition will be sent through Tabroom. These communications will ONLY go to listed coaches. If a coach chooses not to register for Tabroom and be listed, or chooses not to receive emails, they will NOT receive the official communications.**

- If you are only listing one coach, please refresh your screen to see the additional Tabs to continue. After a second coach is added (and provided that at least one coach is marked for each of the three categories), your refreshed screen will look like the following:



- Below is an explanation of the Tabs:
    - General provides general information about the competition, including deadlines and the coaches associated with your teams.
    - Entries is where you enter and manage your registrations for the mock trial, artist, and journalist competitions
    - Attendees is not used for the Competition.
    - Tickets is where you indicate if any students have specific dietary restrictions.
    - Fees will allow you to see your outstanding fees and print an invoice.
    - Website will take you to the Delaware HS Mock Trial Tabroom website.
    - Results will allow you to see the results after the competition.
- NOTE: You can print an invoice from the "General" page by clicking the "Print Tournament Invoice" button.



- **NOTE: ALL DEADLINES ARE LISTED ON THE GENERAL TAB, AS ILLUSTRATED BELOW. Absent extenuating circumstances, these deadlines will not be changed.**

Tournament Registration Deadlines

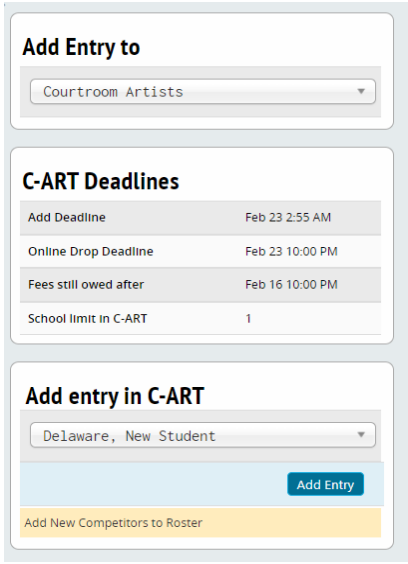
All times are in EDT

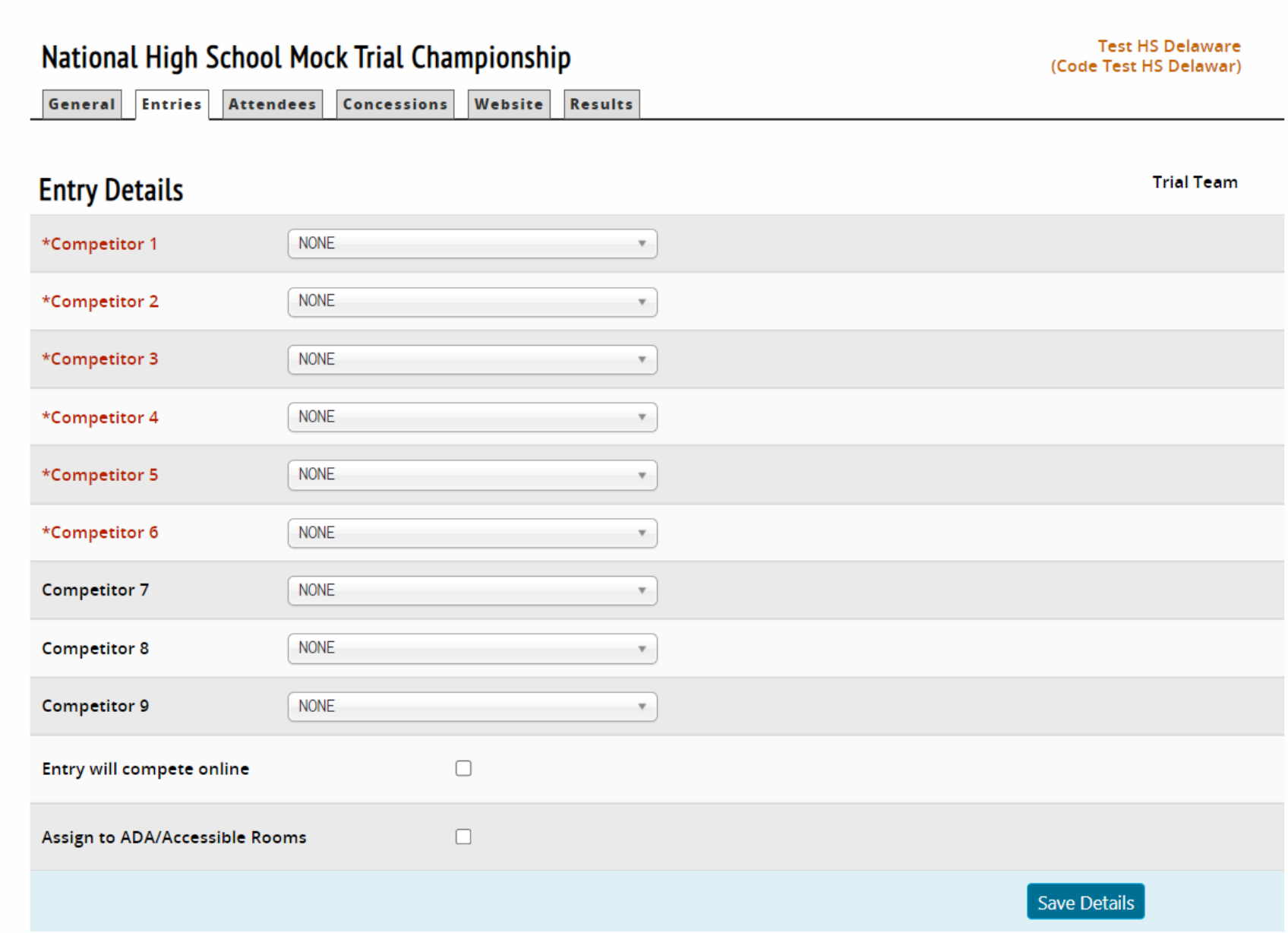
These deadlines are those set in Tabroom for technical purposes. Always consult the invitation or tournament notices for official policies about deadlines and procedures.

You must add entries by	Fri, December 18, 2026	5:00 PM
Your registration fees/obligations are frozen on	Fri, February 5, 2027	12:00 AM
You can drop entries or change names online until	Fri, March 12, 2027	5:00 AM
Nuisance fines in addition to reg fees for changes start at	Sat, March 13, 2027	8:00 PM
Additional Student Passes orders are due by:	Fri, February 26, 2027	12:00 AM
Dietary Restrictions orders are due by:	Fri, February 26, 2027	12:00 AM

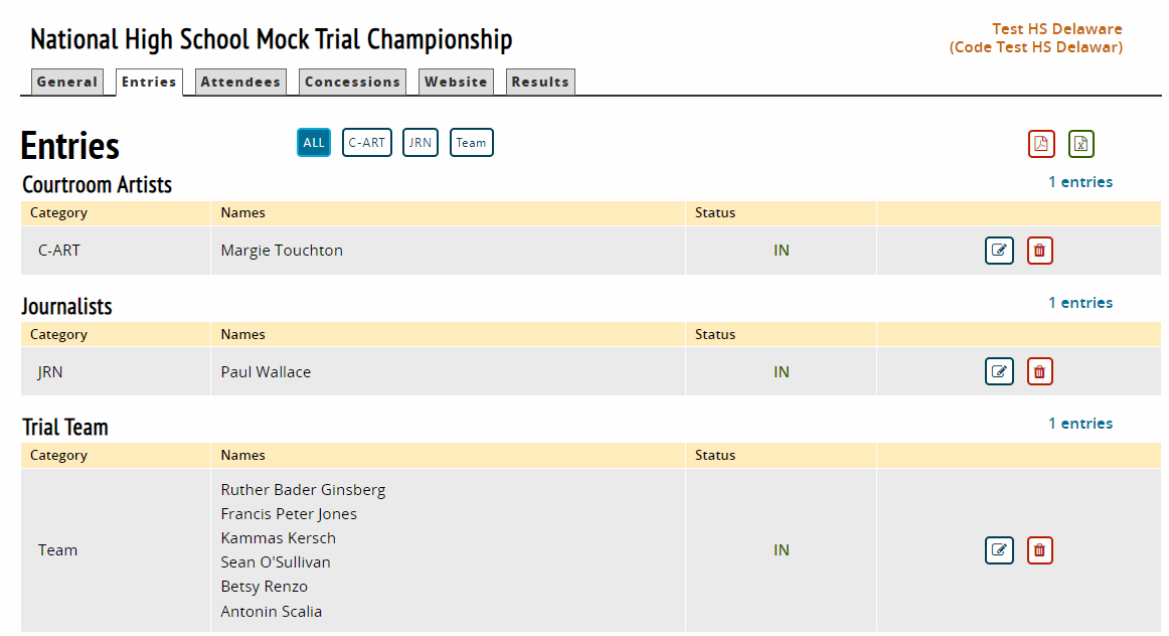
Step 8: Add your teams and competitors.

- On the competition home page for your school, click on the “Entries” tab
- On the right side of the screen, there will be a box that says “Add Entry To.” Click on this to open the drop down menu.
    - Each team is allowed to register up to two mock trial teams.
    - Teams competing in the mock trial competition may also register up to two courtroom artists and two courtroom journalists.
- For example, selecting the Courtroom Artist will cause the screen to look like the image to the right.
- Select the student from your roster from the drop-down menu and click “Add Entry.” If the student is not on your roster, select “Add New Competitors to Roster.”
- Repeat for the Courtroom Journalist competition, if applicable.
- When you select Trial team, you will select “Add entry in Team” which will bring up the following screen:



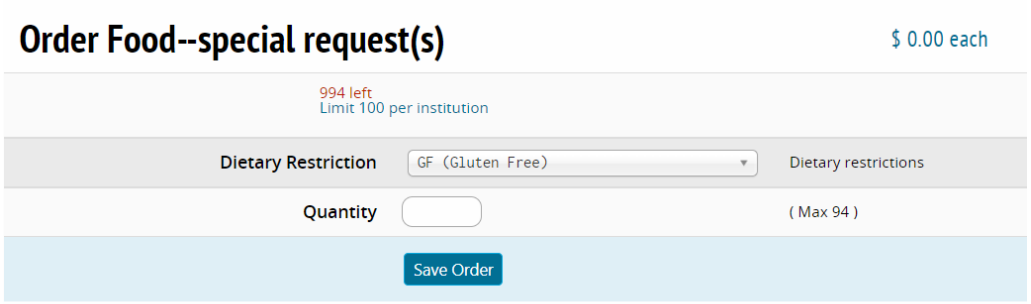

National High School Mock Trial Championship
Test HS Delaware
(Code Test HS Delawar)
General
Entries
Attendees
Concessions
Website
Results
Entry Details
Trial Team
*Competitor 1
NONE
*Competitor 2
NONE
*Competitor 3
NONE
*Competitor 4
NONE
*Competitor 5
NONE
*Competitor 6
NONE
Competitor 7
NONE
Competitor 8
NONE
Competitor 9
NONE
Entry will compete online
Assign to ADA/Accessible Rooms
Save Details

- **Note that you must enter at least six competitors PRIOR TO the registration deadline (you can change these prior to the competition and you do not have to enter them at registration—it will still generate an invoice for you)**
- Select each competitor for the team.
- If a member of your team (student, coach, or observer) requires an ADA accessible courtroom, please click the box for "Assign to ADA/Accessible Rooms."
- Click "Save Details"
- Click on "Entries" to return to the "Entries" screen. Once you have completed the entries, your "Entries" tab should look something like the below (assuming you have registered a mock trial team, an artist, and a journalist):



Step 8: Confirm any dietary restrictions and order any additional passes

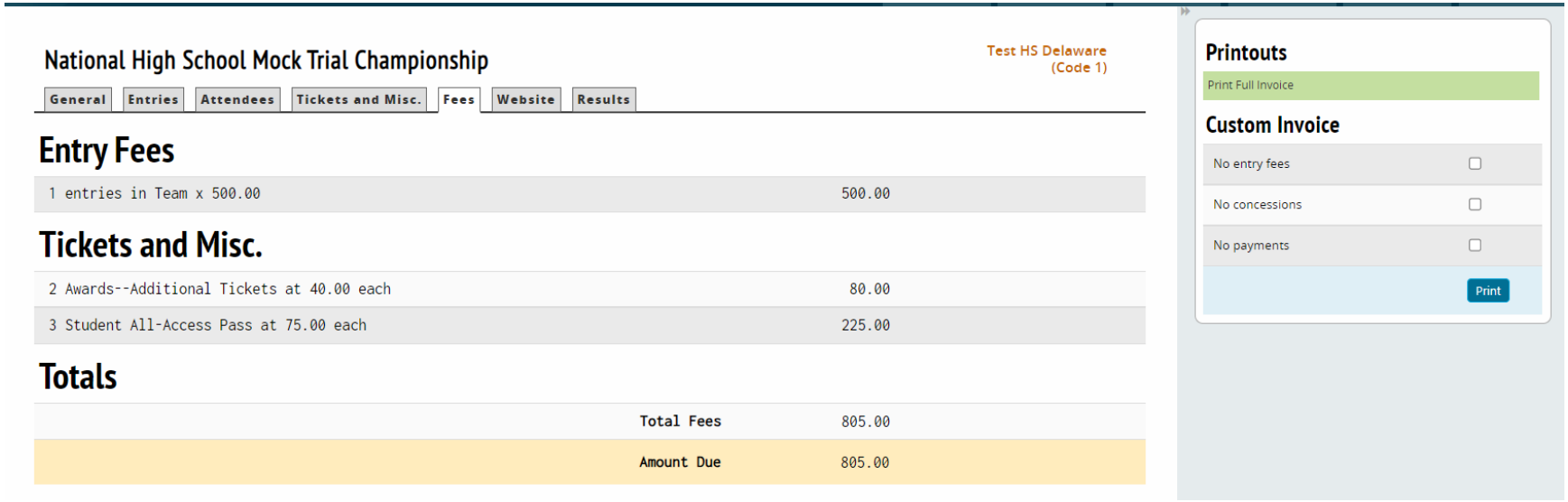
- Next, you will need to enter any dietary restrictions for the coaches or students and order any additional necessary passes (each team may bring up to 14 competing students, 3 coaches, and, if applicable, 1 artist and 1 journalist—if you have more students or coaches than the total number (17 without artist and journalist), then you must order a pass for those non-competing students. Passes are $15.00.
- To do this, click on the "Dietary Restrictions and Passes" tab:
- When you click on the Dietary Restrictions, it will bring up a screen that will let you select the dietary restriction (gluten free, dairy free, vegetarian, vegan, nut allergy, or other) and enter a quantity. You will need to enter the total number for each type separately.



- Note that a running list of your orders will be shown on the right side of the screen, along with any costs associated with your orders.
- If you select "other," please reach out to Betsy Renzo (brenzo@delrec.org) to let her know your specific request.

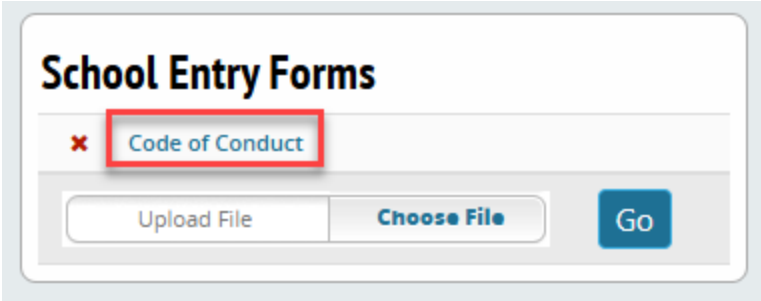
Step 9: Print an invoice and PAY YOUR FEES

- If you need an invoice for the registration and other fees, you can access this under the “Fees” tab. This tab will show you a full accounting of all fees that you have incurred through registration.
- To print an invoice, click on the “Print Full Invoice” on the right side of the screen.
    - Note: if you need to exclude certain fees (for example, to make multiple invoices for different costs) you can do so on the right side by excluding information and then clicking print.
    - NOTE: Only those orders that have a fee associated with them will show up on the “fees” tab

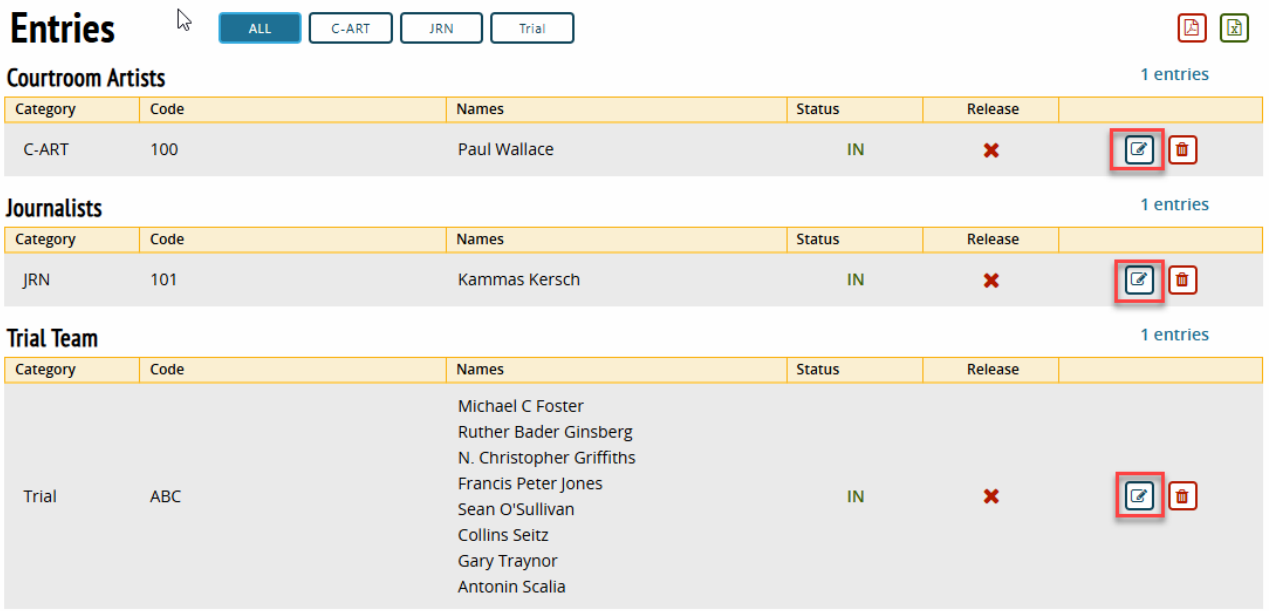


STEP 10: Download (and upload) your forms

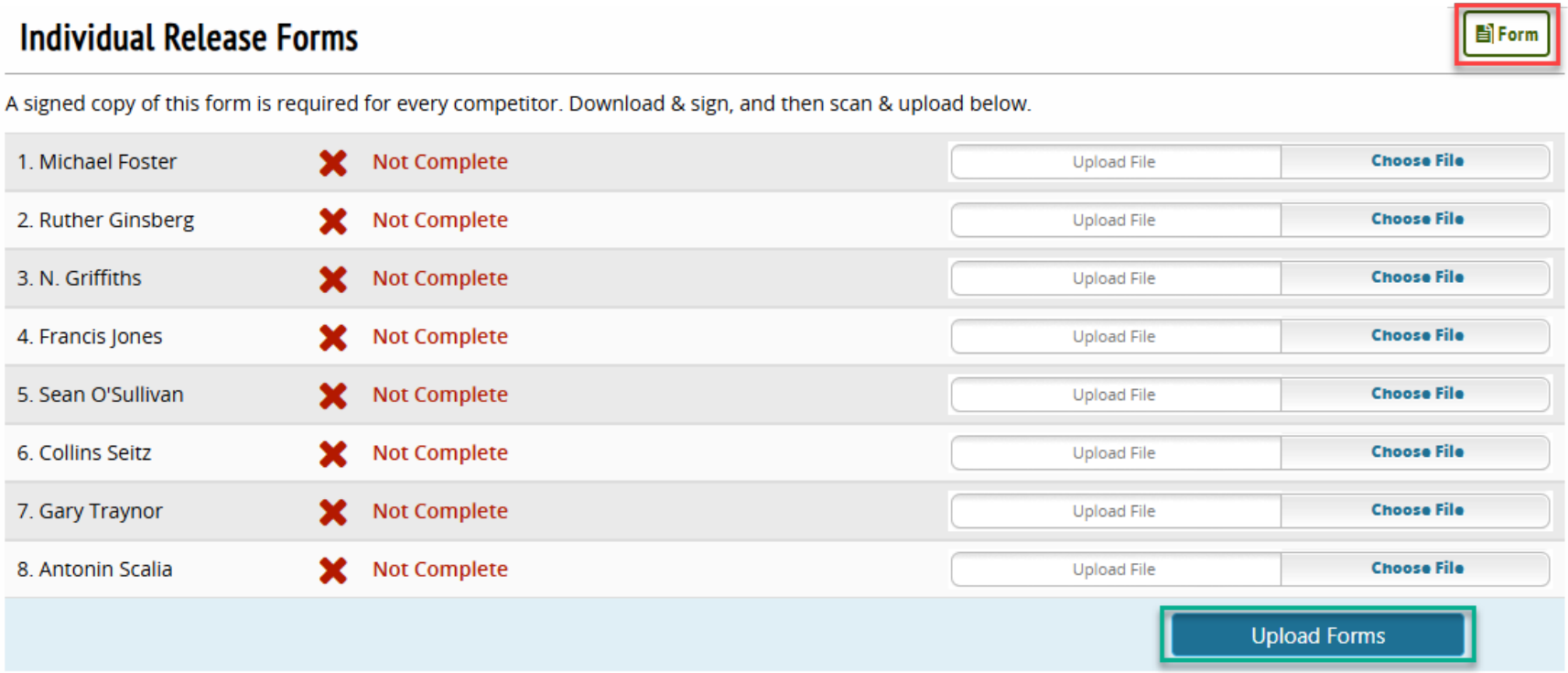
- There are two separate forms that you must download and then upload.
- The first is the Code of Conduct, which should be signed as a single document by all competitors and coaches and then scanned and uploaded. This form is found on the right side of the "General" tab under "School Entry Forms"
    - To download the form, click on "Code of Conduct"
    - To upload the completed form, click on "Choose File," navigate to the file, then click "Go."



- The second is the Video and Photo Release. To download this form, navigate to the "Entries" tab and click the blue "Edit Entries" button (as shown below)



- You can download the form by clicking on the “Form” button in the upper right corner of the main screen, then upload the completed form for each competitor using the upload window. Be sure to click “Upload Forms”



- For both the code of conduct and the video and photo release forms, the red X will turn to a green check once the forms are uploaded.

STEP 11: Download the Roster document (and review the email archive):

Once you are registered, you can download the roster form from the main website, which can be reached at https://democktrial.tabroom.com. The roster form is on the right-hand side of the page, under "Pages & Uploads." You do not need to upload your Roster form.

You can check what events you have registered for (and see who else is competing) under "Events & Divisions" and, once registration closes, you can see all email communications sent through Tabroom under "Email Archive."

