



Member Roles and Account Permissions

This document provides a brief description of the three main roles on an NSDA speech and debate team: advisors, coaches, and students. Plus, we share what each group can see on their account dashboards based on their role and permissions.



ADVISORS

Advisors are the main contact for a speech and debate program at a school. One advisor is listed under **Primary Advisor** on the school profile page of your NSDA account. In addition to the benefits all coaches receive (see reverse side), there are some actions that can only be taken by an advisor, which fall under three main categories:

- ▶ **Creating and paying invoices, including:**
 - Renewing a school membership
 - Purchasing the Team Resource Package
 - Purchasing student/coach memberships
 - Purchasing NFHS insurance
 - Applying prepaid memberships to an invoice
- ▶ **Entering the school's vote for:**
 - Debate topics
 - Board of Directors elections
 - District leadership elections

Note: only one advisor per school can vote
- ▶ **Serving as the primary recipient of NSDA mail:**
 - Receiving the school's copy of *Rostrum* magazine
 - Receiving certificates, seals, and other membership-related items on behalf of the school

Dashboard Highlights:

- 1 NSDA Voting:** Here, one advisor can cast the school's vote for debate topics and in elections. *Note: Topic votes are weighted—coach votes are worth 75% and student votes are worth 25%.*
- 2 School Roster:** From the student section of this tab, advisors can add students, transfer students, and approve pending students. From the coach section of this tab, advisors can add a coach, transfer a coach from another school, and transfer a coach who was a student member.
- 3 Enter Points:** On this tab, advisors can confirm pending autoposted points and add points manually.
- 4 School Purchases:** This tab lets advisors renew their school, purchase the Team Resource Package, purchase NFHS memberships, pre-pay student memberships, and purchase coach memberships.
- 5 School Finances:** From this tab, advisors can view, email, or print invoices and see payment history.

Note: Some advisors grant other coaches permissions. See details on the reverse side.

	Profile
	Your Profile
1	NSDA Voting
	Reports
	Search Records
	Membership Reports
	Schools
	NSDA Test HS (formerly NFL Test)
	School Profile
2	School Roster
3	Enter Points
4	School Purchases
5	School Finances
	District Info



ALL COACHES

An adult who has an account linked to their school but is not an advisor is known as a coach. All coaches can:

- ▶ Access resources
- ▶ Earn awards and degrees
- ▶ Submit service citations for recognition
- ▶ Pursue our professional development opportunities
- ▶ Attend the NSDA National Conference
- ▶ Read *Rostrum* online—or borrow the advisor's copy!
- ▶ Buy the Individual Resource Package (if the school doesn't have a Team Resource Package)

Dashboard Highlights:

- 1 **School Profile:** On this tab, coaches can check if their school has a Team Resource Package, view their team's strength, and see other school-level data.
- 2 **School Roster:** On this tab, coaches can see a list of both paid and unpaid students on the team, their contact info, their current points, and whether they are eligible to compete at districts.
- 3 **District Info:** This tab lets coaches see district contacts, standings, and award winners.

Schools	
	NSDA Test HS (formerly NFL Test)
1	School Profile
2	School Roster
3	District Info

PRO TIP — Designating Special Permissions:

Our system is set up so that only advisors can add points and add students, but advisors can grant coaches permission to:

1. Add points for students and assign the coach who receives the coaching points.
2. Add students/transfer students.

To grant permissions:

The advisor will click on the “School Roster” page and then the “Coaches” tab and click “Manage Permissions” in the lower right corner. They can toggle “Manage Members” and “Enter Points.” If permissions are granted, the coach will see *Enter points* under the “Schools” tab of their account, as shown on the advisor dashboard image on page 1.



STUDENTS

Of the honor societies in which students can earn recognition, ours—the National Forensic League—is one of the oldest and largest. Since 1925, we've offered a tiered recognition approach that allows students at various levels of success to earn distinction. When student members compete or perform speaking-related acts of service, they earn Honor Society points. Entering points can help motivate students to stick with competition, even if they are experiencing losses or difficulty from time to time. Once an advisor purchases their lifetime membership, your students will be able to:

- ▶ Access resources
- ▶ Earn degrees and distinction in our Honor Society
- ▶ Compete at the district tournament to qualify to Nationals
- ▶ Vote on debate topics
- ▶ Earn awards, including:
 - District Student of the Year Award
 - Service Awards
 - All American Award
 - Academic All American Award (if eligible)
- ▶ Submit Public Forum topic suggestions
- ▶ Wear honor cords at their high school graduation

Dashboard Highlights:

- 1 **Your Profile:** On the Profile tab, students can see if your school has a Team Resource Package (marked with a check), view their degree level, and see how many points until they reach the next level.
- 2 **NSDA Voting:** On this tab, students can vote for upcoming debate topics. *Note: Topic votes are weighted—coach votes are worth 75% and student votes are worth 25%.*
- 3 **School Roster:** Students can see who else is on the team and view their degree levels.

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Remember, advisors and coaches with permissions can enter points for a student on their school roster whose individual membership has not been invoiced up until they reach 75 points. At that point, no additional points entries may be submitted until that student's membership fee has been invoiced.