

## National Tournament Registration Checklist

Login to Tabroom.com and click “Entry” next to National Speech and Debate Tournament.

**Red boxes** denote required items due on May 1.

### National Speech and Debate Tournament

#### 1. On the General tab (all items are due May 1)

- Enter the contact information of the adult who will be supervising your students at the tournament
- List the coaches who should be given credit for your team’s success in the tournament book
- Select the hotel you’re staying in, or select “Not in block” if you are staying outside the hotel block
- Select whether you would like your \$200 judge bond returned as a check to your school or as credit on your NSDA account

#### 2. On the Entries tab

- Check that all students you are bringing are listed in the correct event with “ACCEPTED” next to their name.  
Click the blue and white edit button next to EACH student’s name, and check the following:
  - This student has been pre-registered for supplemental and consolation events. (Optional and due on June 1)
  - This student has their entry release signed, scanned, and uploaded. (REQUIRED and due on May 1)  
*Tip: There will be a green check mark next to the entry release form if it has been uploaded properly!*
  - The phonetic pronunciation guide is complete for this student’s name. (Optional)
  - The coach who will receive NSDA coaching points for this entry has been chosen. (REQUIRED and due on May 1)
  - The name(s) of the coaches who will be recognized if this student makes it to the stage have been added. (Optional)  
If this student is in Interp: (All items are due on May 1)
    - Their script has been uploaded (with works cited if POI)  
*Reminder: Your piece must be uploaded by May 1, but if anything changes about your cutting, you must re-upload it before the tournament.*
    - The title and author of their piece has been added
    - EITHER the print publication or digital publication info has been added

If this student is in Oratory or Info: (All items are due on May 1)

- Their manuscript has been uploaded with works cited  
*Reminder: This must be uploaded by May 1, but if anything changes, you must re-upload it before the tournament.*
- The piece title and topic of their speech has been added

### 3. On the Judges tab

If you have students in main events:

- Do you have at least six rounds covered by an in-person judge?
- Are your Policy and Public Forum rounds covered by an in-person judge?
- The bottom right corner of the table (total rounds still owed) must be ZERO

### Main Tournament

Rounds



	Policy*	Public Forum*	Congress	Lincoln Douglas	Speech	Supps & Conns	Total
Needed	8				12	3	23
Provided	8				0	0	8
Hired							15
Still Owed	0	0	0	0	12	3	0

- If you only have students in World Schools Debate:  
*Note: Your judge will be managed by your district, and your school does not owe a judge bond*  
If your WSD competitors are entered in supps/cons, you must provide a judge to cover those rounds OR hire out those rounds
- If you have a Big Questions entry, you must provide one full-time judge

\*Click on the blue and white edit button next to each judge's name

- This judge has a Tabroom account linked (REQUIRED in debate – helpful in everything else!)
- This judge has an email and phone number entered.
- This judge is entered for a maximum of 8 rounds.
- This judge is entered in one or more judge event pools.
- If this judge is in Policy or LD, they have filled out the paradigm on the right side of the screen. (REQUIRED and due May 1)
- This judge has any school or student conflicts entered (REQUIRED and due May 1)
- This judge has been nominated for late elimination rounds (Optional)
- This judge has filled out the demographics questionnaire (Optional)

**4. Click the Meals, T-shirts, Resource Package tab**

Nothing required here! Be sure to pre-order t-shirts if you'd like them ready when you arrive. Pay special attention to the venue (PF & BQ are at the Crowne) when ordering meal tickets and note that they will not be available for sale on site. The resource package is for the 2018-2019 school year – if you'd like to pre-purchase the resource package for the 2019-2020 school year, please do so on your NSDA account!

**5. Click the Fees tab**

Verify your fees are correct, and click "Make Payment". This will direct you to your NSDA account for you to pay.

Payment must be postmarked via certified mail by May 1 if by check, or paid online by May 1. You may send a PO to [billing@speechanddebate.org](mailto:billing@speechanddebate.org) by May 1 to meet the deadline.

If you have completed the above steps, your registration is complete! Thank you and congratulations!

Please email [info@speechanddebate.org](mailto:info@speechanddebate.org) with questions.