ONLINE BALLOT SET UP

COACHES:

1. Go to Tabroom.com and log in.
   a. Click "Entry" next to NSDA Nationals, and select the "Judges" tab.
   b. Click the judge category in which you have judges. Click the blue and white edit button next to each judge. Ensure that the correct email address is linked.

   This is how judges will receive updates and ballots throughout the tournament.

2. Select the "General" tab on your tournament registration. Look on the right side of your screen.
   a. Under "School contacts", enter the email address of any assistant coach, chaperone, parent, or school official who should be receiving updates from the tournament.

   These updates may include procedures during an emergency, reminders about tournament events, and updates to the schedule or location.

   b. Under "Live Updates", enter the email address of any person who would like to receive an email update every time a round pairing is released.

   This will be useful for parents or a chaperone who may need to locate students.

STUDENTS:

1. Go to Tabroom.com and create an account or log in.
   a. Click "Link your account to a student". Search for your last name. Click "Link" next to the correct name.
   b. Ask your coach to approve the link by logging in to Tabroom.com and going to the "Competitors" tab.

   Linking an account is the best way to receive notifications about postings and topic releases.

2. Click "Profile" in the upper right next to your email.
   a. Enter your phone number and cell provider to enable you to receive text updates when a round you are assigned has been posted.
   b. If you choose, enter your pronouns. These will be sent to judges and competitors in your rounds. They will also appear on your online or printed ballots. They will not appear on the public Tabroom.com website.

JUDGES:

1. Go to Tabroom.com and log in. Click "Upcoming" under "Judging" on the right side of your screen. Make sure you see "NSDA Nationals. If not, contact the coach of the school you are judging for to be sure the correct email address is linked to your judge entry.

2. Click "Profile" in the upper right next to your email.
   a. Enter your phone number and cell provider to enable you to receive text updates when a round you are assigned has been posted.

   * This is the best way to receive updates during the tournament.*

   b. If you choose, enter your pronouns. These will be sent to judges and competitors in your rounds. They will also appear on your online or printed ballots. They will not appear on the public Tabroom.com website.

Turn this page over!

JUDGING WITH ONLINE BALLOTS

1. Log in to Tabroom.com. As soon as the tournament releases each round, you will see the ballot on screen.
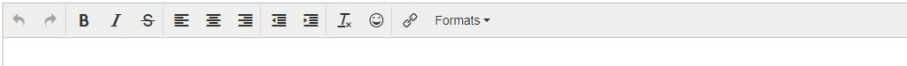
Upcoming Rounds

Round	Room	Starts	Entries	
LD Round 1 Flight 1	1002	Mon 9:00 AM EDT	Aff John Doe Neg George Mathis	START ROUND

2. Report to your assigned room at the time listed. Use the helpline to report any missing judges or competitors. *Call or text the helpline at (920) 748-6206.*

3. **<u>IMPORTANT</u>**: Judges must click "Start Round" once the appropriate competitor(s) and judge(s) are present.

4. Begin the round! Make comments to individual students/teams by clicking their code in the comment box at the bottom. Comment to all students in the "Reason for decision" box. Save comments throughout the round.

General Feedback

Reason for Decision	L345	L346

These comments go to all participants in the round.

5. At the end of a debate round, select the winning code from the dropdown menu. Choose the winning side. Submit your ballot.

Side	Code	
Aff	L345	
Neg	L346	
Winner	Choose Winning Entry Choose Winning Entry L345 L346	Side: ○ Aff ○ Neg **Submit Ballot**

At the end of a speech round, rank the speakers in order and submit your ballot.

Speaker	Code	Ranks	No show?
1st	139		☐
2nd	133		☐
3rd	208		☐
4th	146		☐
5th	152		☐
			Submit Ballot

6. A screen will ask you to confirm your decision. Double check and confirm your ballot!

7. You MUST submit your decision before typing additional comments or giving feedback to the debaters. You may edit written feedback after your decision has been submitted. Do this by clicking your email in the upper right corner of the screen, then click "Edit Feedback" next to the appropriate round.

Mon 9:00 AM – Round 1 Flt 1 Lincoln-Douglas   Edit Feedback

Aff	L345	John Doe	W
Neg	L346	George Mathis	L

Turn this page over!