Tabroom.com online ballot
How-To-Guide

Hello! Welcome to the world of judging speech and debate competitions using Tabroom.com. Thank you for volunteering your time as a judge to help make this activity possible for students!

If at any point you are not able to follow the directions in this guide, please reach out to your school's coach. They will be able to help you or get in touch with the Director of Judges for assistance.

1. Create a Tabroom account as soon as possible. This links you to our school and makes judging possible. Tabroom info is on the next page. Make sure to tell your coach what your email/username is so they can connect you to the team.

2. Bring a laptop to the tournament. A pen, notebook, this manual, and charger are also helpful but not mandatory. Tournaments use electronic ballots on Tabroom to evaluate rounds.

3. Ask where the judges room is when you arrive at the tournament. They will send you to the right spot.

SET UP
Tabroom Account

● Go to Tabroom.com. Click the "Sign Up" link in the upper right hand corner of the page:

● Then, fill out the form and click "Create Account:"

● Use your email address. If you put in their cell phone number and choose your provider, you will be able to receive texts from tournaments you judge with pairings, information, etc. **Don't worry, it will not send Spam email.** You can edit your contact information as well as opt out of text or notification emails in your account settings after signing up.

● After signing up you will have to verify your account by entering a confirmation code. If you think that they did not receive a confirmation code please check the spam folder. If the code was never sent, please contact help@tabroom.com. Tabroom support staff can manually confirm and verify your account.

STEP 1 - SIGNING IN
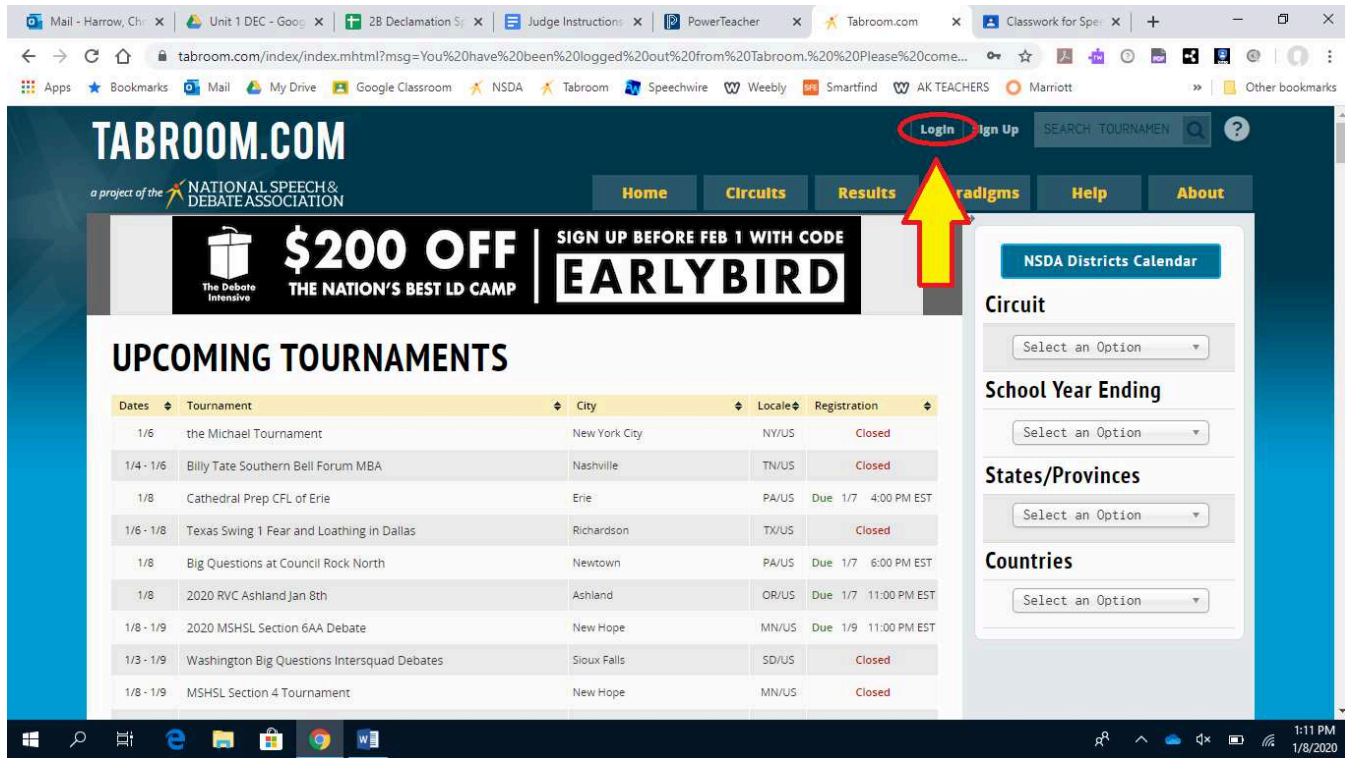
Click the Login button at the top-right corner of the Tabroom.com home page
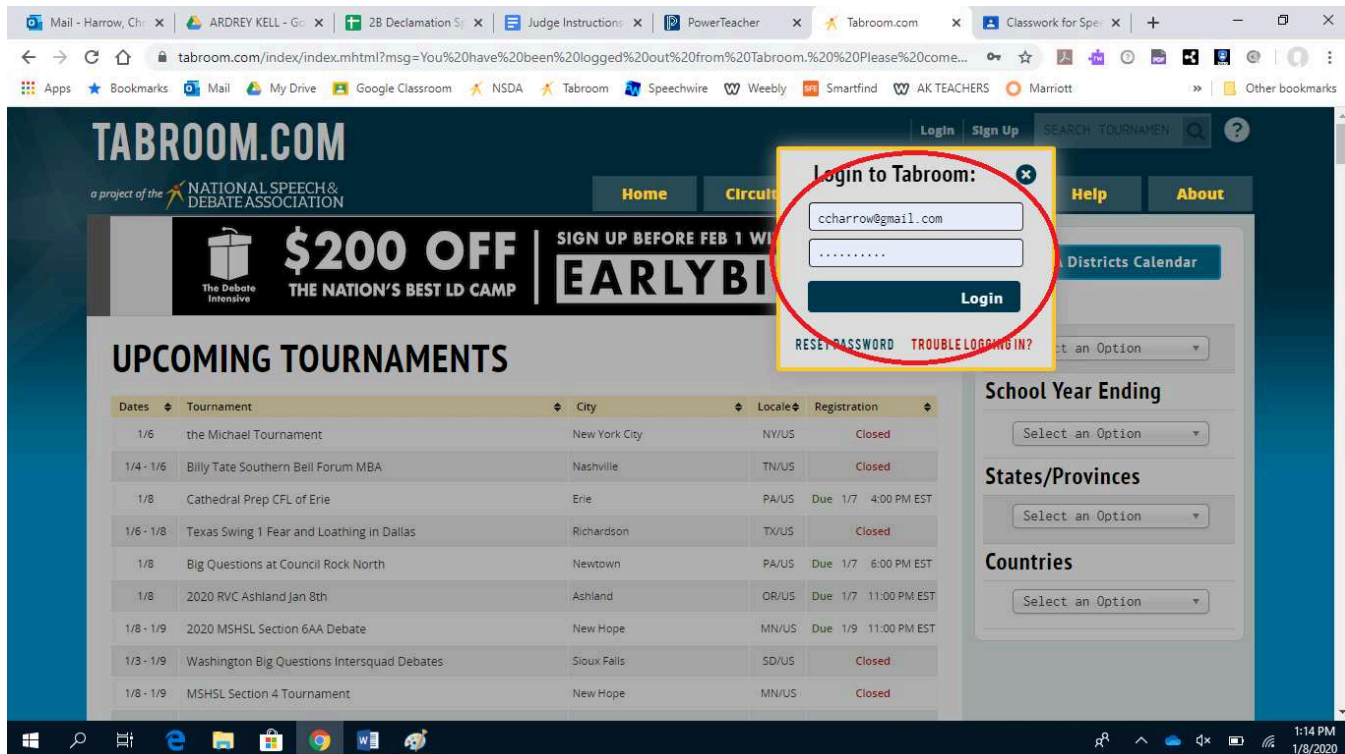
Your login information is your email address and password. The coach for your school may have created your account, or you may have set it up yourself. If you have issues logging in, first check with your team's coach to see if they can help you. If they cannot, check in with tab staff.
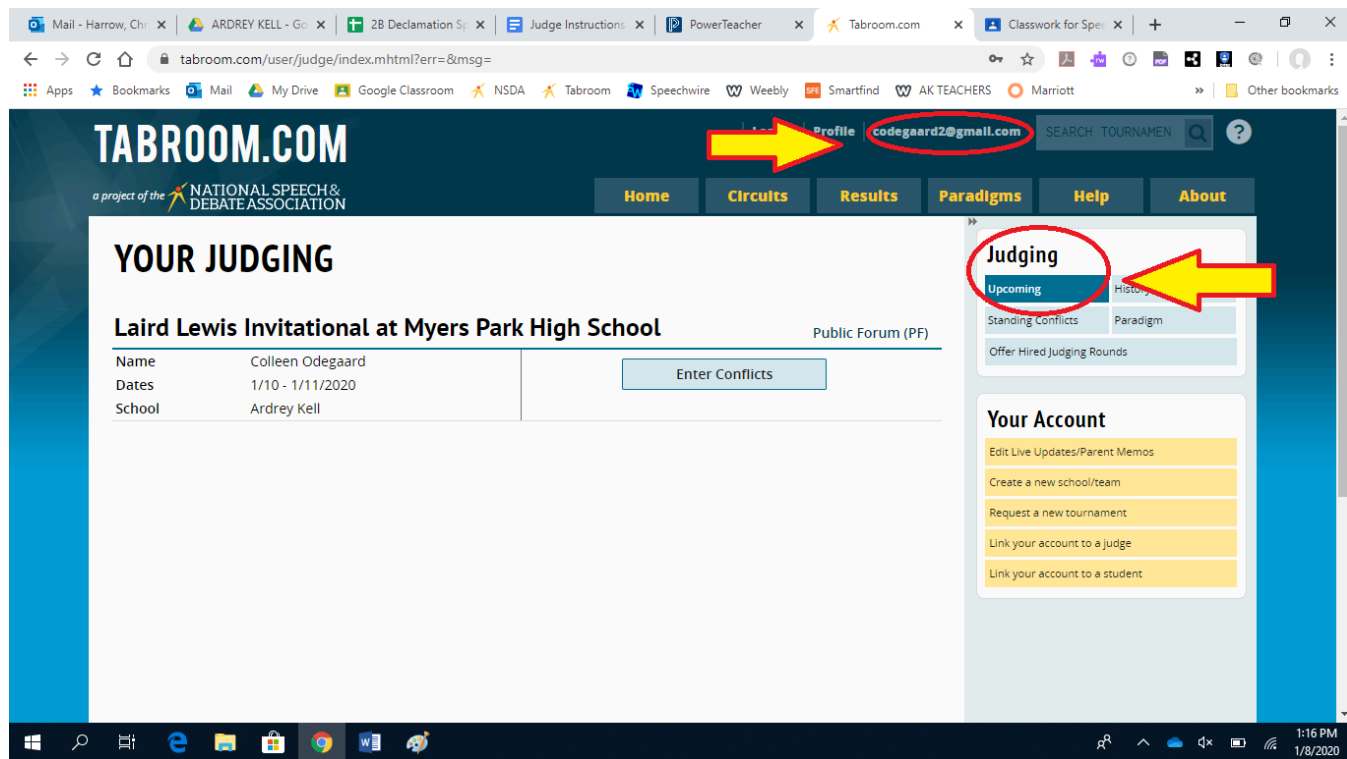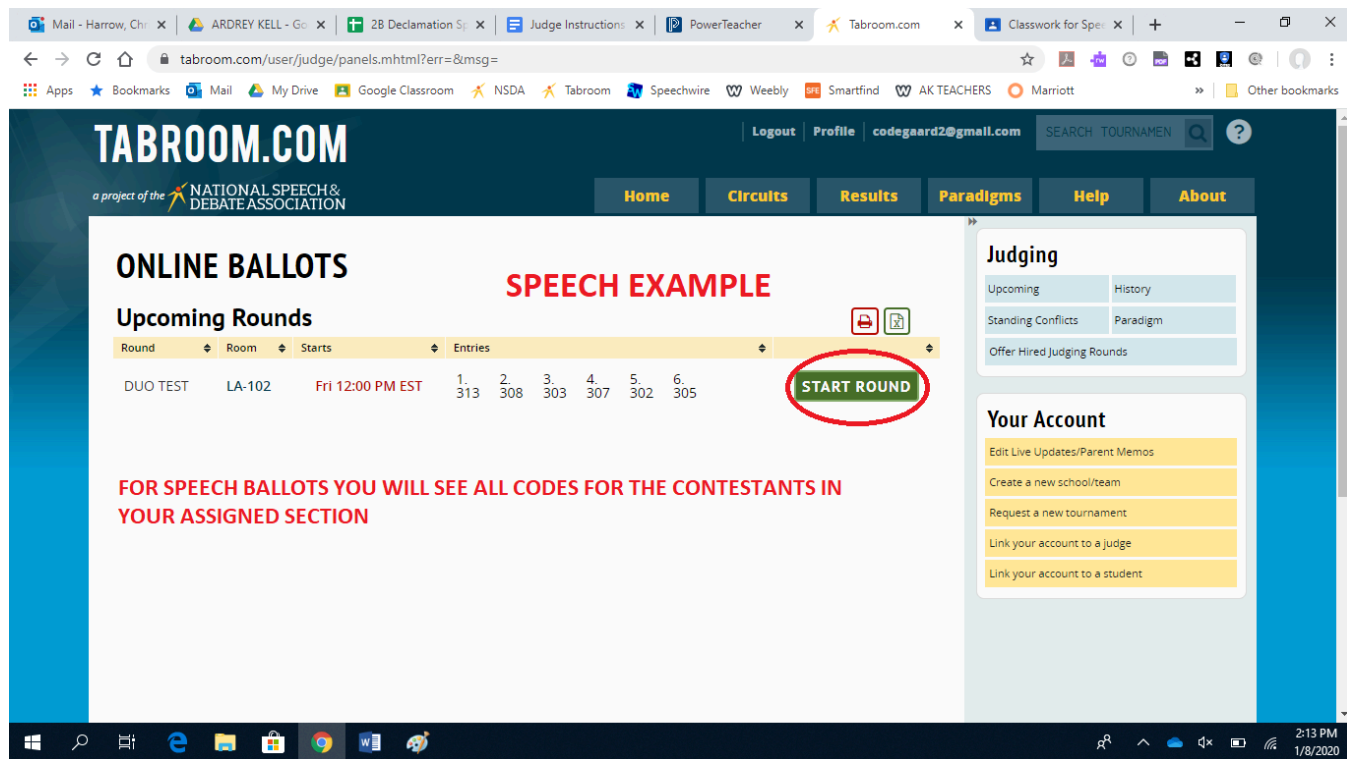
You will see a page that may not look exactly like this, but will definitely have two things:

1. Your email address in the top right. This is your "Home" button while using tabroom. If you get stuck and can't figure out how to find something, click this button to return to the start.
2. Your "Judging" menu. If you see these things, congrats! You've done it right.

STEP 2 - GETTING A BALLOT
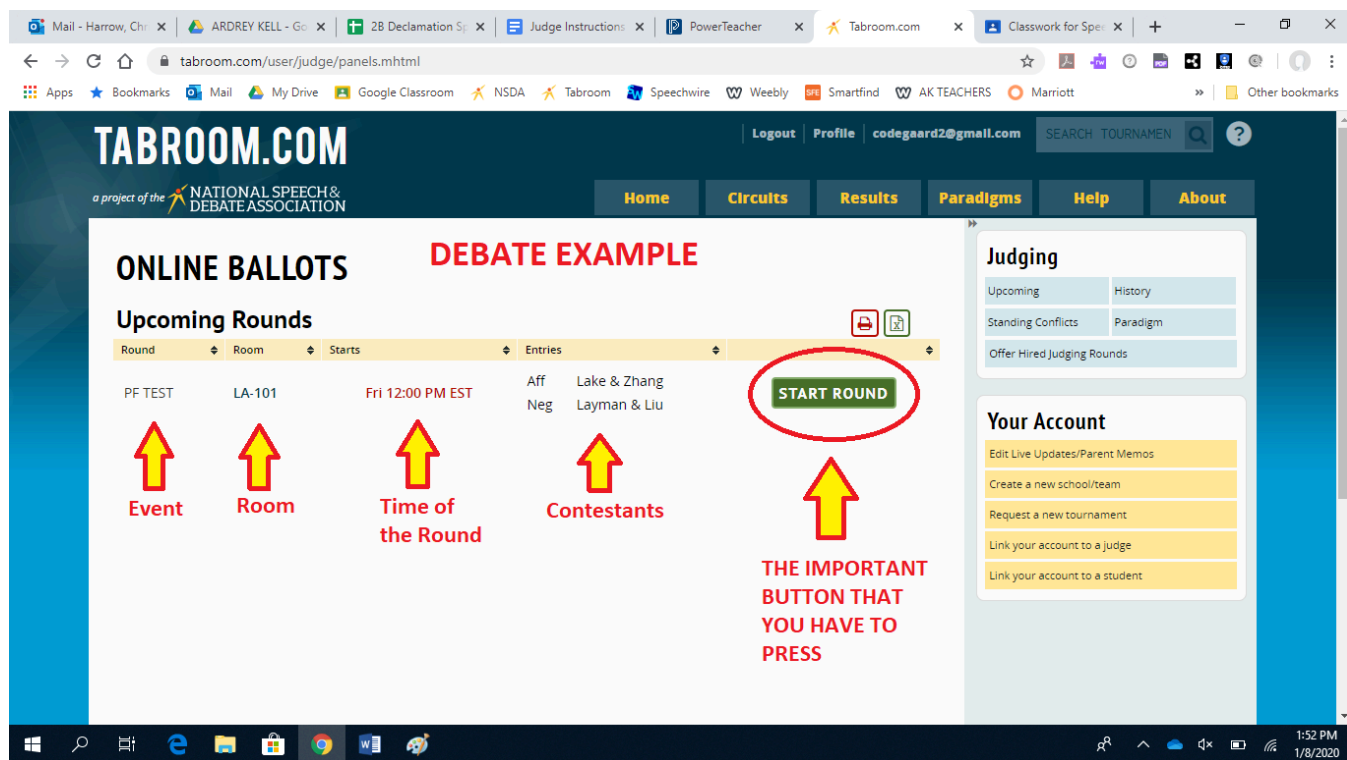
First, you will get a text and/or email blast notification from the system that will tell you that you have been assigned to judge. Please make sure your phone/tablet/whatever has notifications turned on.

Second, you will see the above screen(s).

It is <u>very important</u> that you do a few things in this order:

First, HIT THE GREEN START BUTTON. This is a very important step. Do not skip it. If you skip it the tab staff will be very sad and someone from the tournament will have to come find you and ask you to press the button.

Next, go to the room. Please go directly to the room prior to the posted time for the round. The quicker each round begins, the quicker the tournament will run!

Make sure it is the **correct** room.

Finally, verify that you have the **correct debaters!!!**

Debaters may end up in the wrong place or have the wrong round info. If a student comes to your room, but their name/code is <u>not</u> on your ballot, <u>SEND THEM TO TABROOM TO VERIFY WHERE THEY SHOULD BE.</u>

For **DEBATE** events, you need BOTH teams/students present and correctly identified before the debate can begin.

If you are still missing a debater or team 10 minutes after the posted start time, please alert the hall or room monitor so they can let tab know. Do NOT leave. If one team is forfeiting, someone will personally let you know.

For **SPEECH** events, you need SOME students in ANY order before you can begin. They will be listed in a "speaking order" on your ballot. Try to stick to this order as best you can, but understand that some students may arrive late if they are competing in multiple events and had to go to another event first.

There may be gaps where you are still waiting on a student to arrive, but the other students have all presented. This is OK, and you can dismiss the finished students if everyone is in the room at that time. HOWEVER, that does not mean your missing student is a no-show. They may be entered in other categories, and a delay in one of those could cause a delay in getting to you for that student. Please WAIT until they arrive. If everyone in the room has gone, and the missing speaker is still absent, wait an additional 15 minutes OR until someone from the tournament lets you know it's OK to end the round. We will try not to keep you waiting, but sometimes life happens!

STEP 3 - JUDGING THE ROUND

Please refer to the Debate and Speech Judging Handbooks for specifics on how to judge each round.

When you click the green START button, your page will open to one of the examples above. In either example, you will see your name, the names of the contestants, and their codes. Again, make sure you have the right kids!

In **DEBATE** you will have to tell the system which team is debating on which side. Please do this before the debate begins, and check with the students to make sure that you have it right.

In **SPEECH**, you may have to manually write in some of the titles or topics that students are speaking on.

You will not fill out the decision/points or ranks/points until after the round is over.

In **DEBATE** your feedback section will look like this.

- You have 3 tabs - the REASON FOR DECISION tab is where you can record feedback that will go to both teams and their coaches. You can use the save button at any point to save your work, or two switch between tabs.
- The other two tabs are for individual comments that will only go to that specific team or student.
- When judging **DEBATE**, at minimum we ask that you fill out the Reason for Decision tab with some indication of why you made the decision that you did.

In **SPEECH** it looks a little different. You have a drop-down menu with each contestant, along with an option that will give feedback to everyone. Make sure you have selected the right student, and use the save button before switching to a different student.

STEP 4 - WHEN THE ROUND IS OVER

After the debate ends, or every student in a speech round has presented, it's time to submit your decision.

It is important that you do this AS SOON AS THE ROUND IS OVER. If you are not finished writing feedback that is ok, there is a way to do that later in step 5!

Room: LA-102

Colleen Odegaard

DUO TEST

Points: Range: 80-100 . Whole points only. No ties. Ranks and points must agree.

Speaks	Code	Sch Code	Name	Title/Question	Rank	Points	No show?
1st	313	AW	Palermo & Wigent	title here	3	95	☐
2nd	308	BD	Bayard & Whitaker	Answering 911: Life in the Hot S	2	97	☐
3rd	303	AD	Herndon & Carlinnia	Front Porch Chronicles	6	85	☐
4th	307	AJ	Tate & Lozano	Aladdin	4	92	☐
5th	302	BN	Kundu & Sachdeva	title here	5	89	☐
6th	305	AK	Saenz & Pallander	Snow White and the Gucci Stillet	1	98	☐

Submit Ballot

Feedback

Comments go to: Everyone (Reason for R ▾)

MPHS
Myers Park High School

This round   **Start: 12:00 PM**

Round: TEST

Room: LA-102

Full Pairing/Schematic

Timers   *If you refresh or navigate away, these timers will reset*

▲ **10:00** ▶ ↺
▼

Other ballots

You voted for

1019 on the Aff
(Lake & Zhang: 0th speakers)

1019 (Lake & Zhang)		1055 (Layman & Liu)	
Andrew Lake:	30	Louis Layman:	28.5
Han Zhang:	29	Dennis Liu:	28.5

Please check the accuracy of the information above & confirm.
You cannot change confirmed ballots online.
You may write further feedback until the end of the tournament.

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

RFD

Great debate! Here are the reasons why I voted for the ____ team:

Feedback here

MAKE SURE EVERYTHING HERE IS ACCURATE.

THEN

HIT THE BIG GREEN BUTTON!!

Check the information, then hit CONFIRM. If you don't hit confirm and just close your device after hitting submit, tab will be sad and have to come find you 😱

STEP 5 (OPTIONAL) - EDITING FEEDBACK

If you did not get to finish feedback before the round ended, use these steps from your home screen to add more stuff, or to clean up / fix what you had.

And that's it! Now you just wait for more ballots to go judge more great kids!