TABROOM.COM: BASIC TEAM MANAGEMENT

There are two levels to team management on tabroom. The basic team management section gets you set up with an account and shows you how to register students and judges.

First step: Get an account
- Click on the "sign up" tab at the top right of the home screen
- **If you are a new coach of an existing team (or not sure), DO NOT make a new school! If you know the former coach that person can give you rights OR contact me and I will add you to the school and remove the former coach if necessary.**
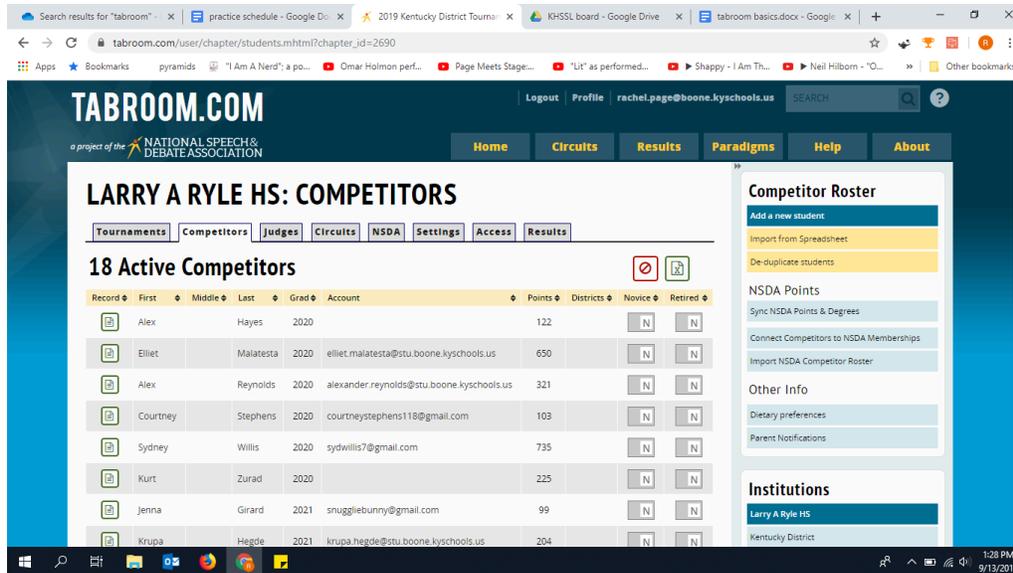
Next: Enter your kiddos
- When you login, you will see this screen:

- Before you can register kids for tournaments, they must be on your roster. Click on the tab for competitors:

- Under "competitor roster" you can add a new student (this is in blue). You can also retire graduated students (if you make a mistake, they aren't gone forever) and list students as novices.
- You can also sync with your NSDA roster to auto-record points. Your school must have an NSDA membership in order to do so. If you need help with syncing your roster, contact the KYNSDA district chair (that's me!).

Other stuff on your home screen:
- **Judges:** Before you can register judges for a tournament, they must also be on your roster. The judge tab is similar to the competitor tab.
- **Circuits:** This is set for KY. If you wish to have other tournaments show up on your tournament tab, then you would join other circuits. For most of us, that is not the case.
- **Settings:** This is basically just school demographic info.
- **Access:** The big thing here is the ability to add other coaches to the account. They must have a tabroom.com account first.
- **Results**: If a tournament you attend publishes results online, you can easily go back and see those results.
- **Your Account:** This on the right hand side. Some of the stuff you don't need to deal with. If you coach at multiple schools, you would use *Create New School/Team.* If you are hosting a tournament, you use *Request a New Tournament.*

Registering for Tournaments:
- Click on a tournament to register. **NOTE: Once you click on "Register," you are registered, even if you do not click on "save contact info."** There is a button on the right hand side that says "drop tournament entry." Do this if you decide not to attend. This way, tournament managers don't have to ask you if something weird happened with your entry or if you are not coming.

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- Click on the tabs to register students and judges. The entry process is pretty self-explanatory. If you forgot to add a student or judge to your roster beforehand, you can do it here, but it will take you out of the tournament entry to do so.
- You can set it so students on your team can sign up for tournaments, and you approve their entries (more details on this in a later section).
- **General:** When you go back to this tab, there is a *Printouts* section on the right hand side. Here you can print a tournament invoice for your bookkeeper to write a check. **You should also make sure to double-check this against what you think the fee should be.** Sometimes, the wrong box is checked in a tournament, and the tournament manager doesn't realize the issue.
- **Important note: If you do not have at least one student registered, you will not get any emails the tournament director sends out.** Many TDs will send out reminders and important information before the registration deadline.

TABROOM.COM: ADVANCED TEAM MANAGEMENT

This is called advanced because for most tournaments you can compete using the basic steps above. The following features allow for a more comprehensive use of the platform and will be incredibly helpful in an online world. In fact, some of these are **required** for online competing/judging.

Student Tabroom Accounts:
- Have your students sign up for accounts using the same process ("Sign Up" in the upper right corner). They should follow the prompts and link to your school. This will send you an email to approve the link. Make sure your students are on your roster first before you have them sign up! Otherwise, you will need to search for them via email, or end up with dual students on your roster.
- This allows students to see any online ballots and scores that pertain to them, as well as dance cards. Certain tournaments, mainly KHSSL state, will send out announcements and reminders via tabroom that would be helpful when students are in multiple buildings.
- **All students competing in KHSSL tournaments online must have tabroom accounts.**

Judge Tabroom Accounts:
- Have your judges sign up for accounts using the same process. If you know the email they used, you can add them that way. Otherwise, they will link like the students do.
- This document is a set of instructions you can give to your judges to set up and link a tabroom account as well as how to judge using online ballots.
- **All adults judging in KHSSL tournaments online must have tabroom accounts.**

Linking Parents:
- If you want to use tabroom as your ultimate communication center, you can link parents to student accounts. They will get notifications whenever tournament memos are sent to students, and you can email all parents of students going to a particular tournament.
- When you go to the "Competitor" tab, click on the "Parent Notifications" bar on the right menu.

- This gives you a list of your competitors and you can enter a parent email. Parents do not need a tabroom account.
- Students can add parent notifications as well from their login screen.

Syncing Rosters to NSDA Accounts:
- [Watch this how-to video.](#)
- NSDA members: If you do not do this before competition, you will have to manually add NSDA points from those tournaments. Syncing your roster allows NSDA points to auto-post, and all you have to do is go into your NSDA account and approve points.

Practice Tab:
- This tab allows you to keep track of attendance at practices. Pretty self-explanatory to set up when you look at it.

Creating Team Signups:
- This feature allows you to virtually determine which students are attending tournaments and communicate with students and parents attending specific tournaments.
- Once you have clicked "Register" for a tournament, click on the "Signups" tab at the top. At this tab you can toggle between two views. You want to be on "Settings."

- At this screen you can specify the details for the tournament. These details will show up on your students' screens when they login:

- When they click on the signup icon it will take them to a screen that shows your message and allows them to choose events.
- When you have new signups, your tab will turn red and from the "Signups" view you will be able to accept or reject the entries.

<u>Contacting Students/Parents/Judges</u>
- To contact participants in a particular tournament, go to the "Emails" tab **when you are in the registration page for that tournament**.

- You can specify who the messages will go to. This is an easy way to cater your communication to different groups of people, as you most likely will have different students attending different tournaments.

Additional instructions and assistance can be found in this help document from Tabroom. If you click on the ? icon at the top right when you are in Tabroom, it will take you to that document. Don't click on the "Help" tab! All it does is allow you to email Tabroom support. Go to the help document first.