NSDA District Congress Rules in Tabroom

SETTINGS MENU

You'll see more options under the Settings menu, but generally speaking, all of these are automatically preset for you. Do not change any tiebreakers or event settings that control how rounds are paired or results are determined. However, you do have more flexibility to review the settings and ensure they are correct, and to adjust other settings such as the use of online ballots, and settings relating to judging. All changes in the settings menu are logged.

Here are some common mistakes we notice in your settings:

- **Online day-of registration**: (found at Settings > Tournament > General) This does NOT control the dates that your tournament registration opens and closes. Online day-of registration turns on the ability for schools to "confirm" their entries and judges and is typically turned on the morning of your event to help catch last minute changes. Your dates/times set at Settings > Tournament > Dates control registration for your tournament.
- **Event abbreviations**: (found at Settings > Events > Main tab) Do not change the event abbreviations, even if they are not what you're used to! These abbreviations control which events your qualifiers are registered for in the National Tournament.
- **Online vs in-person**: (found at Settings > Events > Online tab) Don't forget to tell Tabroom.com how you're running your tournament. If you choose to use NSDA Campus, pay for rooms within 30 minutes of your round 1 beginning at Settings > Tournament > Payment.
- **Online ballots**: (found at Settings > Events > Tabulation) Don't forget to toggle on online ballots if you're using them! Some people assume that Tabroom will automatically turn on online ballots if you mark that you're holding your event online, but this is not the case. If your judges are missing a "Start Round" button next to their assignment on Tabroom.com, it's because online ballots are not turned on.

SCHOOL BLOCS

If you want your tournament's registrants to be able to assign their Congress students to chambers and determine which students are in chambers together, the setting must be turned on before you open registration. Go to Settings > Events > [House or Senate] > Registration tab. Where it says "Number of House chambers", enter the number of chambers you plan to hold. As long as the number is more than one, coaches will be asked which chambers (1, 2, 3, etc.) they'd like their students to be part of. When you're chambering the rounds from the Schemats page, click "House blocs" under Display to see which blocs students were assigned by their coaches.

PRESET RECENCY CHARTS

"Auto-generate precedence" will already be turned on in your settings to create a preset speaking order for students. When a Parliamentarian opens their ballot, they will see a tab labeled "Precedence" that will list students in a random speaking order. Parliamentarians should share that list with the elected PO.

SCHEDULE SET UP

Almost every time there is an issue during a district tournament, a problem with the round type or tiebreakers in the SCHEDULE is the issue! Please pay special attention to set up of this portion of your tournament at Settings > Schedule. One of the key features of the debate rules is that prelims and, to some degree, the number of elims is predictable ahead of time. Therefore, you can and should set up your schedule for prelims and elims for each event as usual, first by establishing time blocks under Settings > Schedule, and then by setting up prelims and elims for each event by clicking on the event names on the right side of the page after your time blocks are established.

If you're online:
- Chambers must be between 8-15 students. The exception is that if you have exactly 16 entries, you can hold one chamber of 16.
- The number of chambers you run determines your schedule. If you have 16 or fewer entries in your tournament, you can hold one chamber, which means you only need to do a minimum of two preliminary rounds. If you have 17+ entries, you must hold more than one chamber, which means you need to do a minimum of one prelim round and a final round.
- If you have one chamber, your two rounds should both be round type "Prelim/Preset" and tiebreakers "Congress Prelims".
- If you have more than one chamber, your first round should be round type "Prelim/Preset" and tiebreaker "Congress Prelims". Your second round type should be "Final" and tiebreaker "Congress Elims".
- You are welcome to do more than the minimum. Any prelim round added should be "Prelim/Preset" and tiebreaker "Congress Prelims". Any elim added that is not a final round should be round type "Elim" and tiebreaker "Congress Elims".

If you're in-person:
- Chambers must be between 8-29 students. Your district has the autonomy to determine chamber sizes within that range; for example, if you had 20 students, you could do one chamber of 20 or two chambers of 10.
- The number of chambers you have determines your schedule. If you have one chamber, you only need to do a minimum of two preliminary rounds. If you have more than one chamber, you need to do a minimum of one prelim round and a final round.
- If you have one chamber, your two rounds should both be round type "Prelim/Preset" and tiebreakers "Congress Prelims".
- If you have more than one chamber, your first round should be round type "Prelim/Preset" and tiebreaker "Congress Prelims". Your second round type should be "Final" and tiebreaker "Congress Elims".

- You are welcome to do more than the minimum. Any prelim round added should be "Prelim/Preset" and tiebreaker "Congress Prelims". Any elim added that is not a final round should be round type "Elim" and tiebreaker "Congress Elims".

PAIRING PRELIMS

Rounds are paired directly on the schematic (Schemats > Event Abbreviation). Follow these steps:

1. Go to the round you want to pair and hit the bright green button on the top right corner for "Auto-Chamber Round".
2. Chamber composition will remain the same through preliminary rounds. On this page, Tabroom will show you which rounds are "linked", i.e. which rounds you are chambering. You will chamber all preliminary rounds in this step.
3. Type the number of chambers you will hold in this event. If you would like Tabroom to assign parliamentarians, scorers, and rooms in this step, select the appropriate boxes. Click "Set Chambers".
4. Back on the schematic, you will find "Auto-Assign Scorers" and "Auto-Assign rooms" buttons. Click each to complete your pairing.
5. To assign one of your judges as Parliamentarian, select the Room number, and select the gavel icon next to the appropriate judge.
6. On the schematic, select "Round Disaster Check" under the Share & Enjoy header to check for common issues and mistakes that are general to tournaments. (Clicking "Event Disaster Check" will double check all of the rounds you've already paired in that event.) You must select "Round Disaster Check" before the buttons allowing you to publish the pairing will appear.
7. When you are ready to release your pairing, change the Publish dropdown under the Share & Enjoy header to "Full Schematic" and click "Go". No one except tournament admins can see the pairing until you do this step. If your tournament is online, no one can enter their virtual rooms until you do this step.
8. Click "Go" next to Blast Emails & Texts to set up a text message/email alert that the pairing has been released.

PAIRING ELIMS/FINALS

1. Go to the round you want to pair and hit the bright green button on the top right corner for "Auto-Advance to X Round".
2. You will be presented with a list of contestants in order by seeding, and you must select at the bottom right how many elim contestants should advance. You will advance a certain number from each prelim chamber into the elimination round. Type that number where it says "Breaks per chamber".
3. Select the number of elims chambers you will have in this round and type the number next to "Chambers". Select "Break them". Assign judges as usual!

A note about Congress ballots:

Judges MUST assign speech scores for each speech a competitor gives on the "Speeches" tab of their ballot. These speech scores both determine NSDA points that are auto-posted from Tabroom.com AND

tell the system how many students spoke in the round. Students must speak once in the round to count as an entry. If your judges do not assign a student a speech score, Tabroom.com will not count them as an entry, which will impact the number of qualifiers your district earns.

PARLIS

If you run multiple preliminary rounds, the Parliamentarian will remain the same in all prelims. The Parliamentarian will not assign speech scores to students. Instead of a Speeches tab on their ballot, they will have a Feedback tab where they can write comments. They will only submit one ballot at the conclusion of all preliminary rounds, and their ranks will represent a holistic picture of students' performances throughout all prelims. If you hold more than one prelim, the Parli's ballot will show up as already completed for any prelims that are not the last prelim. Parliamentarians will rank every student in the round; they will not stop at a rank of 9.

QUALIFIERS

After all is done, go to Results > Qualifiers and select an event from the dropdown. Certify that you will audit results. Then, you will see a list of qualifying entries and alternates in order.

ENDGAME

Once all of your rounds have been completed, you go to either "Display National Qualifiers" off the last round's schematic or click on Results > Qualifiers on the top menu. Once you've verified you will audit results, you can see qualifiers and alternates in order. Print this list for reading using the red PDF symbol at top right. If an entry double-qualifies, their preference choice will be listed here as well; mark the entry they are giving up as "vacated" at the far right, and the slot will move down.

After March 1 when National Tournament registration opens and your entire district tournament (all weekends!) are complete, follow these steps to enable your district's schools to register for Nationals:

1. Go to the admin side of your tournament in Tabroom (you may have to click "See past tournaments").
2. Go to Results > Web Publish and click "Generate All Results" on the right side. This results sheet is permanent! It will not change even if you change ballots or scores. If you need to re-generate results, click "re-generate" in order for changes to be reflected. This sheet will be the basis of your entry to Nationals; vacated slots will still be listed on it but will not be posted to Nationals.
3. Click the green "Post Registration" button. (Will not appear until Nats reg opens 3/15!)
4. Review the list of qualifiers to ensure it is correct. You can vacate an entry that has given up their qualification spot by toggling "vacate". This will automatically pull up the next qualifier onto this list.
5. Once you've confirmed this list is correct, click the box next to the certification at the bottom and then click "Post Nationals Registration".

This will send an automatic email to all qualifying coaches letting them know that they can now begin the Nationals registration process!