Tabroom dot com online ballot How-To-Guide Extravaganza

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!
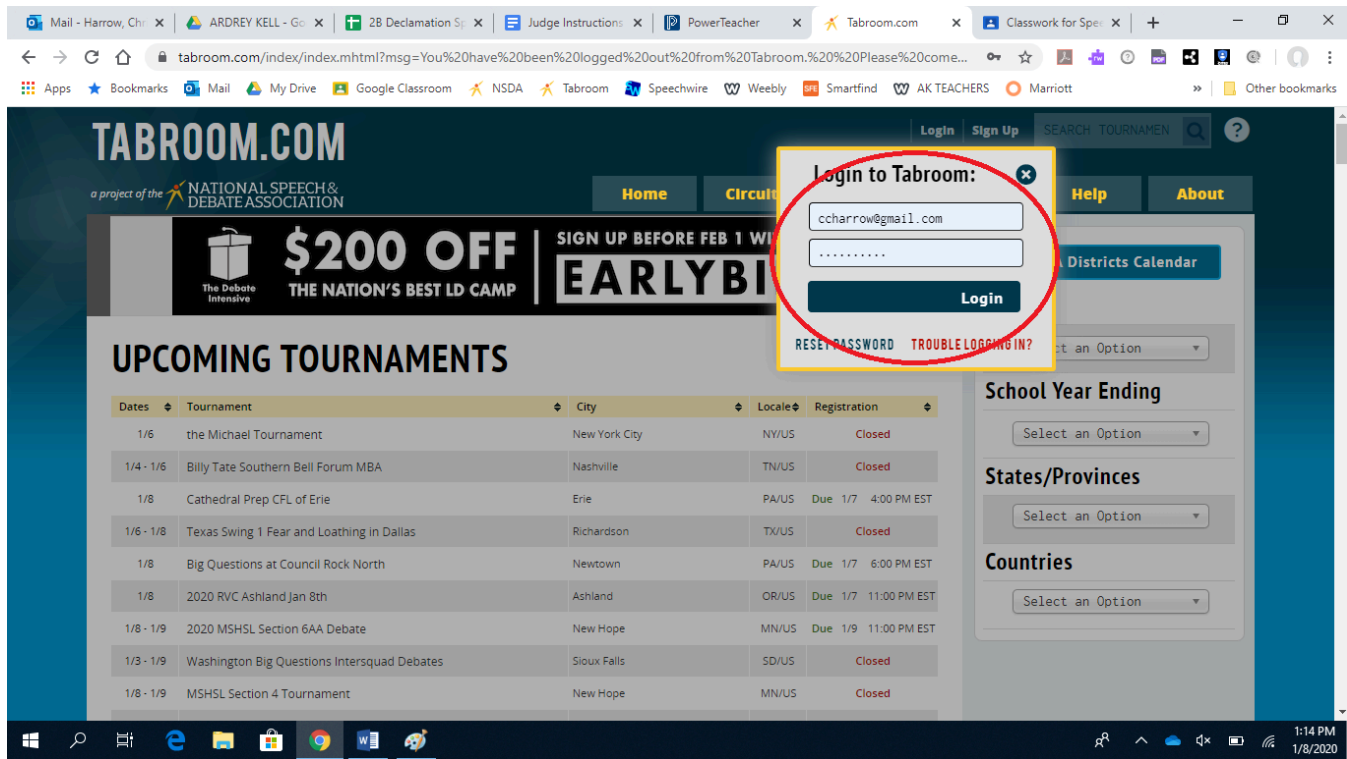
If at any point you are not able to follow the directions in this guide, please come see the HELP table in the judges lounge, or come to the tab room if there is no one to help you in the lounge.
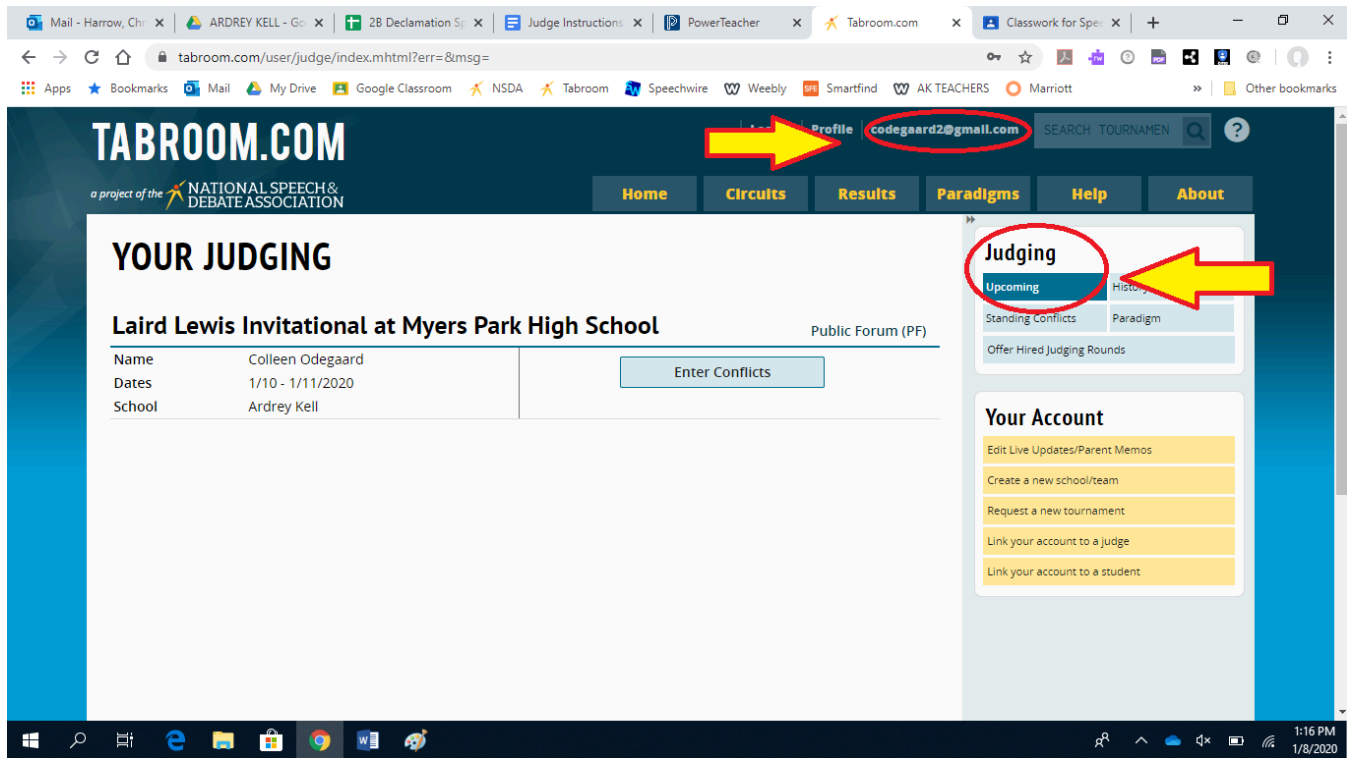
STEP 1 - SIGNING IN

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, 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!

Second, make sure it is the **correct** room.

Third, 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 😥😥

Fourth, verify that you have the **correct children!!!**

Children are silly sometimes. They may end up in the wrong place. If a child comes to your room, but their name/code is <u>not</u> on your ballot, <u>SEND THEM AWAY</u>. Do not pity them and think "oh, sweet child, I will let you compete in my room because you are lost." NO. This will get that lost child disqualified for the round, which will make them cry 😭

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 the room at that time is done. 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 90 minutes past the posted start time for the round 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

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.

Keep going for Step 4

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!

If you do not submit your decision in a timely manner, we may all run behind schedule 😢😳

In **DEBATE** you must give each student a point score, then pick the winner before hitting SUBMIT.

It is OK to give students the same number of points. They can tie in points even while one wins and one loses.

It is *technically* OK to give the loser more points than the winner, but you should avoid this unless you REALLY know what you're doing and have a REALLY good reason (please do not just feel sorry for the losing side and give them more points. This can end up really hurting your winning side later in the tournament).

In **SPEECH** you must RANK each contestant best to worst. A rank of 1 is the best (aka 1st place).

You will also give each student a point score that you believe corresponds to the overall quality of their performance.

You may NOT tie students in ranks or in points.

You may NOT give lower-ranked students a higher point score than those you ranked ahead of them.

When you have done this ranking, hit SUBMIT.

In either category, you will be taken to a confirmation page like the examples shown below.

Screenshot 1 (Tabroom ballot confirmation):

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!!

Screenshot 2 (Ranking confirmation):

Please confirm your ranking of this round:

Rank	Points	Code	School	Name	Title/Question	Spoke
1	98	305	AK	Saenz & Pallander		6th
2	97	308	BD	Bayard & Whitaker		2nd
3	95	313	AW	Palermo & Wigent	title here	1st
4	92	307	AJ	Tate & Lozano		4th
5	89	302	BN	Kundu & Sachdeva	title here	5th
6	85	303	AD	Herndon & Carlinnia		3rd

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

ALRIGHT FRIENDS, THIS SCREEN HAS A HISTORY OF CONFUSING FOLKS.

WHEN CONFIRMING THE INFORMATION HERE, DO NOT CONFUSE THE "SPOKE" COLUMN AT THE FAR RIGHT (YELLOW ARROW) WITH THE "RANK" COLUMN AT THE FAR LEFT (BLUE ARROW)

YOUR RANKINGS AND ASSIGNED POINTS ARE LISTED ON THE **LEFT**

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!