

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!

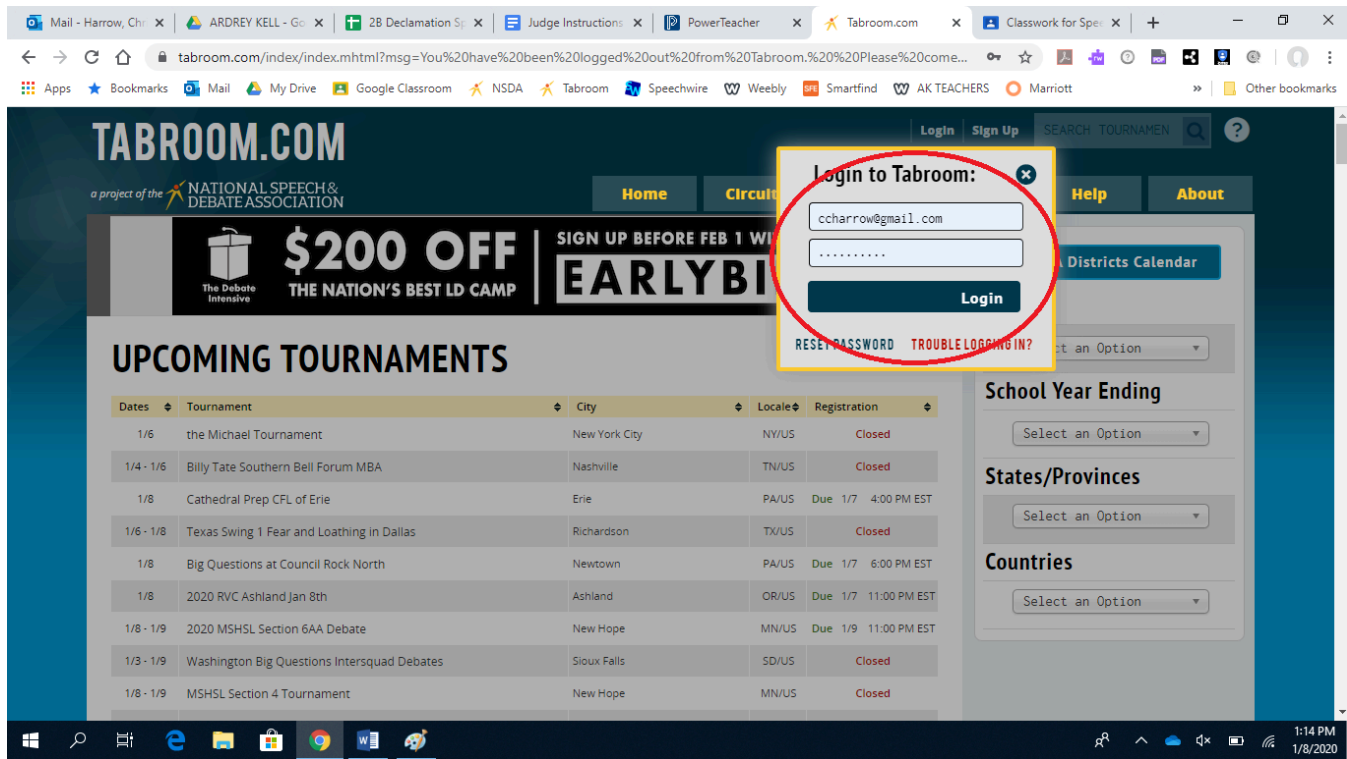
If at any point you are not able to follow the directions in this guide, please come see the HELP table in the judges lounge, or come to the tab room if there is no one to help you in the lounge.

STEP 1 - SIGNING IN

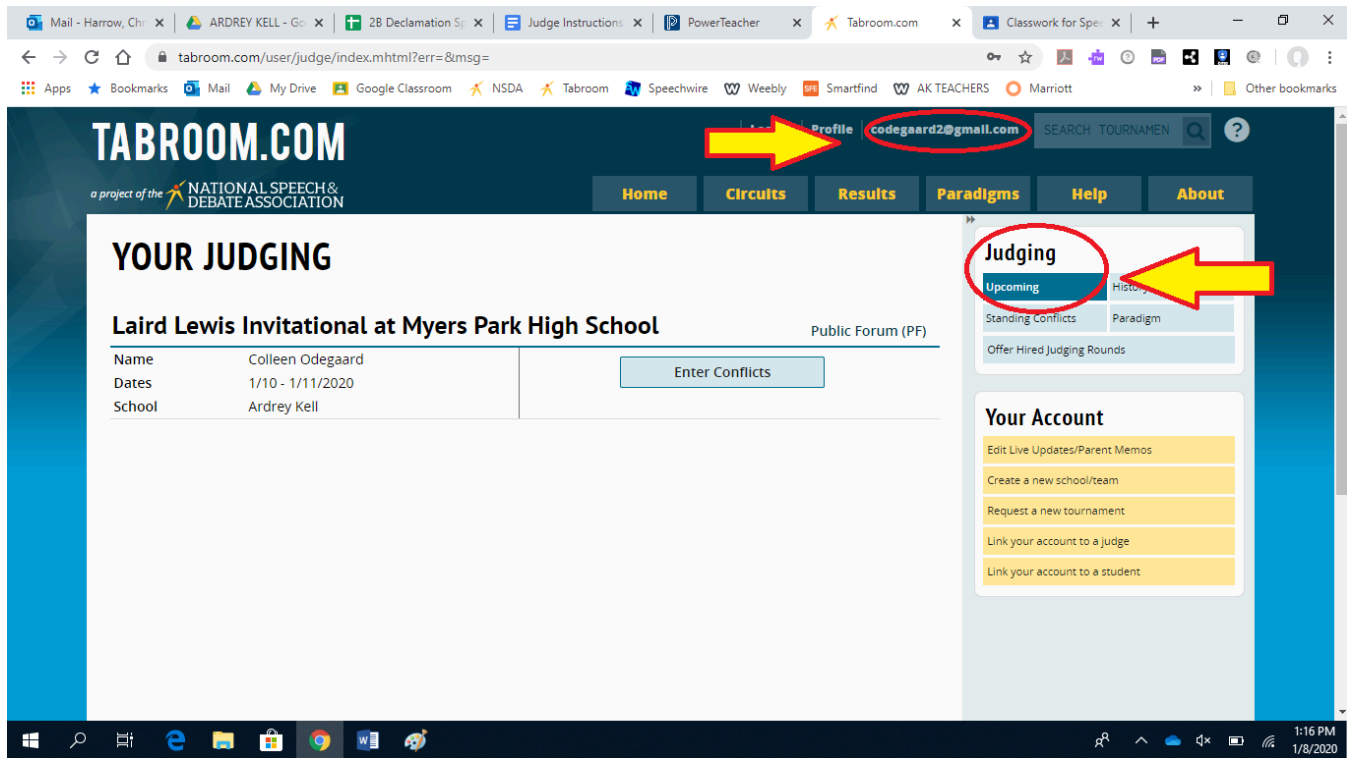
The screenshot shows the Tabroom.com website interface. At the top right, the 'Login' button is highlighted with a red circle and a yellow arrow. Below the navigation menu, there is a promotional banner for 'The Debate Intensive' offering '\$200 OFF THE NATION'S BEST LD CAMP' with the code 'EARLYBIRD' for sign-ups before Feb 1. The main content area is titled 'UPCOMING TOURNAMENTS' and contains a table with the following data:

Dates	Tournament	City	Locate	Registration
1/6	the Michael Tournament	New York City	NY/US	Closed
1/4 - 1/6	Billy Tate Southern Bell Forum MBA	Nashville	TN/US	Closed
1/8	Cathedral Prep CFL of Erie	Erie	PA/US	Due 1/7 4:00 PM EST
1/6 - 1/8	Texas Swing 1 Fear and Loathing in Dallas	Richardson	TX/US	Closed
1/8	Big Questions at Council Rock North	Newtown	PA/US	Due 1/7 6:00 PM EST
1/8	2020 RVC Ashland Jan 8th	Ashland	OR/US	Due 1/7 11:00 PM EST
1/8 - 1/9	2020 MSHSL Section 6AA Debate	New Hope	MN/US	Due 1/9 11:00 PM EST
1/3 - 1/9	Washington Big Questions Intersquad Debates	Sioux Falls	SD/US	Closed
1/8 - 1/9	MSHSL Section 4 Tournament	New Hope	MN/US	Closed

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

TABROOM.COM
a project of the NATIONAL SPEECH & DEBATE ASSOCIATION

Home Circuits Results Paradigms Help About

ONLINE BALLOTS

DEBATE EXAMPLE

Upcoming Rounds

Round	Room	Starts	Entries
PF TEST	LA-101	Fri 12:00 PM EST	Aff Lake & Zhang Neg Layman & Liu

START ROUND

Event Room Time of the Round Contestants

THE IMPORTANT BUTTON THAT YOU HAVE TO PRESS

Judging

Upcoming	History
Standing Conflicts	Paradigm
Offer Hired Judging Rounds	

Your Account

- Edit Live Updates/Parent Memos
- Create a new school/team
- Request a new tournament
- Link your account to a judge
- Link your account to a student

TABROOM.COM
a project of the NATIONAL SPEECH & DEBATE ASSOCIATION

Home Circuits Results Paradigms Help About

ONLINE BALLOTS

SPEECH EXAMPLE

Upcoming Rounds

Round	Room	Starts	Entries
DUO TEST	LA-102	Fri 12:00 PM EST	1, 313 2, 308 3, 303 4, 307 5, 302 6, 305

START ROUND

FOR SPEECH BALLOTS YOU WILL SEE ALL CODES FOR THE CONTESTANTS IN YOUR ASSIGNED SECTION

Judging

Upcoming	History
Standing Conflicts	Paradigm
Offer Hired Judging Rounds	

Your Account

- Edit Live Updates/Parent Memos
- Create a new school/team
- Request a new tournament
- Link your account to a judge
- Link your account to a student

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 very important 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 not on your ballot, SEND THEM AWAY. 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 in 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

tabroom.com/user/judge/ballot.mhtml?panel_id=4173058&judge_id=1188960

Home Circuits Results Paradigms Help About

Room: LA-101 Colleen Odegaard PF TEST

Topic: Resolved: The United States should end its economic sanctions against Venezuela

Points: Range: 20-30 . Ties are OK. Steps of 0.1

Side	Speaks	Code	School	Name	Speaker	Points
Aff	Pick	1019	Cary Academy	Lake & Zhang	Andrew Lake: Han Zhang:	<input type="text"/>
Neg	Pick	1055	Peddie	Layman & Liu	Louis Layman: Dennis Liu:	<input type="text"/>

Winner: Choose winning entry Side: Aff Neg Low-Point Win?

Submit Ballot

Feedback

Reason for Decision: 1019, 1055

MPHS
Merrill Park High School

This round Start: 12:00 PM

Round: TEST
Room: LA-101

Full Pairing/Schematic

Timers

04:00

1019 Prep

03:00

1:58 PM 1/8/2020

tabroom.com/user/judge/ballot.mhtml?panel_id=4173105&judge_id=1188960

Home Circuits Results Paradigms Help About

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2nd	308	BD	Bayard & Whitaker	Answering 911: Life in the Hot S	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3rd	303	AD	Herndon & Carlinnia	Front Porch Chronicles	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4th	307	AJ	Tate & Lozano	Aladdin	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5th	302	BN	Kundu & Sachdeva	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
6th	305	AK	Saenz & Pallander	Snow White and the Gucci Stillet	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Submit Ballot

Feedback

Comments go to:

MPHS
Merrill Park High School

This round Start: 12:00 PM

Round: TEST
Room: LA-102

Full Pairing/Schematic

Timers

10:00

Other ballots

2:15 PM 1/8/2020

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.

Winner Choose Winning Entry Side: Aff Neg Low-Point Win? Submit Ballot

Feedback

Reason for Decision 1019 1055

These comments go to all participants in the round.

Save Feedback:

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

Feedback here **YOU MUST, AT MINIMUM, FILL IN A REASON FOR YOUR DECISION WHEN JUDGING DEBATE ROUNDS**

Powered by TinyMCE

This round Start: 12:00 PM
Round: TEST
Room: LA-101
Full Pairing/Schematic

Timers

If you refresh or navigate away, these timers will reset

04:00

1019 Prep

03:00

1055 Prep

03:00

Other ballots

Join the National Speech & Debate Association About Help Contact

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.

Submit Ballot

Feedback

Comments go to: Everyone (Reason for Rankings)

These comments go to all participants in the round.

BE SURE YOU HAVE THE CORRECT STUDENT(S) SELECTED BEFORE ADDING FEEDBACK

313 Palermo & Wigent
308 Bayard & Whitaker
303 Herndon & Carlinnia
307 Tate & Lozano
302 Kundu & Sachdeva
305 Saenz & Pallander

MPHS
MIDDLE 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

Join the National Speech & Debate Association About Help Contact

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

Room: LA-101 **Colleen Odegaard** PF TEST

Topic: Resolved: The United States should end its economic sanctions against Venezuela

Points: Range: 20-30 . Ties are OK. Steps of 0.1.

Side	Speaks	Code	School	Name	Speaker	Points
Aff	1st	1019	Cary Academy	Lake & Zhang	Andrew Lake:	30
					Han Zhang:	29
Neg	2nd	1055	Peddie	Layman & Liu	Louis Layman:	28.5
					Dennis Liu:	28.5

Winner: 1019 Side: Aff Neg Low-Point Win?

Submit Ballot

Feedback

Reason for Decision: 1019 1055

These comments go to all participants in the round. Save Feedback:

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

04:00 1019 Prep

03:00 1055 Prep

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).

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	<input type="checkbox"/>
2nd	308	BD	Bayard & Whitaker	Answering 911: Life in the Hot S	2	97	<input type="checkbox"/>
3rd	303	AD	Herndon & Carlinnia	Front Porch Chronicles	6	85	<input type="checkbox"/>
4th	307	AJ	Tate & Lozano	Aladdin	4	92	<input type="checkbox"/>
5th	302	BN	Kundu & Sachdeva	title here	5	89	<input type="checkbox"/>
6th	305	AK	Saenz & Pallander	Snow White and the Gucci Stillet	1	98	<input type="checkbox"/>

Submit Ballot

Feedback Comments go to: Everyone (Reason for R)

MPHS
Meyers 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

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.

Mail - Harrow, Ch... x ARDREY KELL - Go... x 2B Declamation S... x Judge Instructions... x PowerTeacher... x Tabroom.com... x Classwork for Spe... x +

tabroom.com/user/judge/ballot_save.mhtml

Apps Bookmarks Mail My Drive Google Classroom NSDA Tabroom Speechwire Weebly Smartfind AK TEACHERS Marriott Other bookmarks

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!!

2:04 PM 1/8/2020

Mail - Harrow, Ch... x ARDREY KELL - Go... x 2B Declamation S... x Judge Instructions... x PowerTeacher... x Tabroom.com... x Classwork for Spe... x +

tabroom.com/user/judge/ballot_save.mhtml

Apps Bookmarks Mail My Drive Google Classroom NSDA Tabroom Speechwire Weebly Smartfind AK TEACHERS Marriott Other bookmarks

DEBATE ASSOCIATION

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**

2:20 PM 1/8/2020

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.

The screenshot shows the Tabroom.com website interface. At the top, there is a navigation bar with the site logo, user profile information, and search options. Below this is a main menu with categories like Home, Circuits, Results, Paradigms, Help, and About. The central content area is titled 'Previously Entered Results' and includes a warning about editing comments. A table lists results for a 'Fri 12:00 PM - TEST Public Forum Debate'. The table has columns for Aff, Neg, W/L, and scores for various participants. An 'Edit Feedback' button is circled in red, and a yellow arrow points to it. On the right side, there are sidebars for 'Judging' and 'Your Account'.

Fri 12:00 PM - TEST Public Forum Debate						
Aff	Lake & Zhang	W	Lake:	30	Zhang:	20
Neg	Layman & Liu	L	Layman:	28.5	Liu:	28.5

Comments for 1019 - Cary Academy - Lake & Zhang

Now I can add more feedback here if I did not get a chance to during the round. Hooray!

Comments for 1055 - Peddie - Layman & Liu

Save RFD & Comments

YOU MAY USE THIS SCREEN TO ADD MORE FEEDBACK TO CONTESTANTS UNTIL THE END OF THE LAST ROUND OF THE TOURNAMENT.

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