Tabroom Registration

HELP!! How do I register my novices for Stennis?!

Step 1 - speechanddebate.org accounts (Slides 3-4)

 - coaches & students

Step 2 - tabroom.com accounts (Slides 5-7)

 - coaches, students, and judges

Step 3 - tabroom.com tournament registration

(Slides 8-10)

Step 1. **speechanddebate.org** accounts

1. If *you* don't already have a coach's account on speechanddebate.org, you need to get that done FIRST. *If this is your first year coaching, you probably need to do this.* Once you've created an account, you will be able to link it to your school.

2. All of your novice students need to create their own speechanddebate.org accounts. You should *not* do this for them. *After* they have created their accounts and verified their email address, they'll need to log in and request to be linked to your school.

For both coach and student accounts, start at
https://www.speechanddebate.org/join/

Step 1. **speechanddebate.org** accounts (Part 2)

3. Once students have requested to be linked to the school, you'll log into your account and approve their link request. This will add them to your roster.

*Log in at https://www.speechanddebate.org/account/#/, then click **School Roster** on the left sidebar. There will be a button near the top of the page to approve pending requests. You should "create new" roster spots for each student, unless they were already on your roster for some reason. In that case, you'll link them to the name already on your roster.*

Note: **Judges** (whether parents, community members, or non-coaching teachers) do **not** need to create a speechanddebate.org account. They DO need to create tabroom.com accounts (see next step).

Step 2. **tabroom.com** accounts

1. If *you* don't already have a coach's account on tabroom.com, you need to get that done FIRST. (You'll use your speechanddebate.org account to do this.)
2. All of your **novice students** and any **judges** *also* need to create tabroom accounts. (Their speechanddebate.org accounts do NOT help them do this.) And again, do not do this for them.
3. For both all accounts, start at
   https://www.tabroom.com/user/login/new_user.mhtml

↓Coaches start here↓   **↓Students *and* Judges start here↓**

↓   ↓   **(***Yes, even if they ARE NSDA members. It is poorly worded.)*

NSDA School Advisors

Import your Account & Roster automatically.

Login with your NSDA website login. Your school, list of

Non-NSDA Members

If you're not a NSDA head coach, create a new Tabroom account:

Step 2. **tabroom.com** accounts (Part 2)

3. Import your NSDA roster and link students.

Once you are logged into tabroom.com, click on your email address at the top of the page, then click the Competitors tab.

On the right side, click "Import NSDA Roster" and then approve any linking requests from students. (You can do this multiple times if you have students who join later. You don't have to wait on all of them.)

For new students, make sure to select the "Novice" switch in the row with their name.

Step 2. **tabroom.com** accounts - Competitors Page

(requests for linking students will be at the top of the competitor list)

If a student does not have an email listed under "account," then they have not signed up for a tabroom account (or have not linked the account) and they <u>will not be able to compete</u> in online competition.

Step 3. **tabroom.com** Tournament Registration

1. Click "Home" when already logged in on Tabroom.com. You should see a long list of tournaments. Filter by state on the right-hand side. Stennis should be the first tournament currently showing up for Mississippi.
2. Click on the tournament name.

Step 3. **tabroom.com** Tournament Registration

3. Click and download the Tournament invitation.
4. Take note of important deadlines.
5. Click "Register"

Step 3. **tabroom.com** Tournament Registration

6. Click the "Entries" tab, then select an event under "Add Entry to"
7. Select a student from the drop-down menu and "Add Entry"
8. ***Remember, students MUST be Novices*** - tabroom won't necessarily block you from adding a Varsity student, but it is YOUR responsibility to follow the rule.

Tip

Once you have even a single student or judge registered for the tournament, it will show up on your account page (*click on your email at the top of the page to get there*) under "Existing Tournament Registration," and you won't have to go to the "Home" list every time just to get back to Stennis.

MURRAH HIGH SCHOOL: TOURNAMENTS

| Tournaments | Competitors | Judges | Circuits | NSDA | Settings | Access | Results |

Existing tournament registrations

Dates ⇕	Name ⇕	Location ⇕	Due ⇕	Registration
9/25 - 9/27	Holy Cross Navy and Old Gold Debate and Speech Exhibition	Online, LA	9/17	**Entries**
10/2 - 10/3	John C Stennis Novice Invitational	NSDA Campus, MS	9/22	**Entries**