

SUBMITTING ONLINE BALLOTS AT THE TOURNAMENT

Once you have linked your account to a judge entry, you can access your online ballots.

- 1) To see your current ballots, log-in and go to your account dashboard by clicking your username/email in the upper part of the page. If you have any current ballots, you should see a list. **Make sure to click "Start Round" to let the tournament know that you are in the room and all competitors are present:**

CURRENT TOURNAMENT ASSIGNMENTS & BALLOTS

Pending Rounds:

Round	Room	Starts	Entries	
OD OD 1	H110	8:00 AM PST	Aff Pollard & Thomas Neg Klarman & Lowe	START ROUND

If you don't see your ballot, you can check on upcoming rounds by clicking the "Upcoming" link in the sidebar, and then looking for the "Enter" button for the tournament you're attending:

The screenshot shows the 'Judging' section of a tournament dashboard. At the top right, it says '2015 Kathryn Klassic Cal State Fullerton' and '12/24 - 12/26/2015'. On the left, there are four buttons: 'Upcoming' (which is circled in red), 'History', 'Conflicts', and 'Paradigm'. In the center, there are several status boxes: 'School Northwestern', 'Obligation for School 6', 'Judge Group Policy', 'Hired Rounds 0', 'Diversity Enhancing? NO', and 'Enter Ballots Online' with a 'ENTER' button. The 'Upcoming' button is highlighted with a blue background.

- 2) For each ballot, verify and fill out the required information (Points, Win/Loss, Side, etc.) and then click "Submit Ballot."

The screenshot shows the 'OD OD 1 BALLOT FOR HARDY' form. At the top right, it says 'Room H110'. The form has a table for entries. For the Aff side, Washington PT is listed with points for Tim Pollard (1-30 range) and Dylan Thomas. For the Neg side, Emory KL is listed with points for Brian Klarman and Kristen Lowe. Below the table, there are dropdowns for 'Win goes to:' (Choose Winning Entry), 'Side' (radio buttons for Aff or Neg), and 'Low-Point Win?' (checkbox). At the bottom right is a 'Submit Ballot' button.

- 3) After submitting your ballot the first time, you must confirm the ballot - you'll be shown the data you entered the first time, and then the option to confirm or re-enter if you made a mistake:

NO! RE-ENTER BALLOT

YES! CORRECT! CONFIRM IT

- 4) You **must** make thorough and constructive comments for both teams. Use the “Comments” section sidebar and click the Entry you want to leave comments for.

Comments

For Washington PT

For Emory KL

RFDs are sent to everyone in the round; comments only to the entry & coaches

- 5) You **must** also fill out a Reason for Decision below the ballot - this will be saved and available to competitors and their coaches.

Reason for Decision:

Rich text editor toolbar with various styling options like bold, italic, underline, etc.

Save RFD Only Save RFD & Ballot

-Note that comments are only visible to that entry and their coaches, while the RFD is available to everyone in the round.

-If you accidentally close your ballot before filling it out completely or confirming it, you can still access it from your main account dashboard. You'll see "Re-Enter" or "Confirm" options, like this:

Pending Rounds:

Round	Room	Starts	Entries	Aff	Neg	REENTER	CONFIRM
OD OD 1	H110	8:00 AM PST		Pollard & Thomas	Klarman & Lowe		

-Once you have confirmed your ballot, you cannot make changes to the results/points without contacting the tournament director.

-However, if you would like to add additional information to the RFD or Comments sections, you can access them in your "Upcoming" list, by viewing previous ballots you've entered and clicking "Edit Comments:"

CURRENT TOURNAMENT ASSIGNMENTS & BALLOTS

Previously Entered Results:

Rnd	Entry	Res	Speakers	
OD 1	Aff	Pollard & Thomas	W	Pollard: 28 Thomas: 28.1
OD 1	Neg	Klarman & Lowe	L	Klarman: 28.2 Lowe: 28.3

[Edit Comments](#)