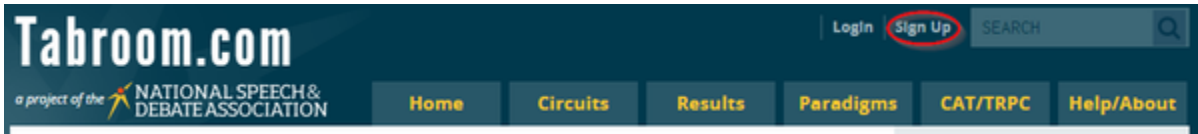


TABROOM.COM JUDGE BALLOT INSTRUCTIONS

JUDGES: Please set up and link your tabroom.com account ASAP and at least a few days ahead of the tournament. Communicate with your coach if there are issues. They can then communicate with the tournament director if the issues still need resolution.

IF YOU DO NOT ALREADY HAVE ONE, CREATE A TABROOM.COM JUDGE ACCOUNT

- 1) Go to tabroom.com
- 2) Click the "Sign Up" link in the upper right hand corner of the page:



- 3) Fill out the form and click "Create Account:"

CREATE YOUR TABROOM ACCOUNT

Email Address:	<input type="text"/>	*
First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Phone Number:	<input type="text"/>	
Cell Provider:	<input type="text" value="Landline/Do not text me"/>	
State (if applicable):	<input type="text" value="Select an Option"/>	
Country:	<input type="text" value="United States"/>	
Time Zone:	<input type="text" value="New_York"/>	
Password:	<input type="password"/>	*
Repeat the Password:	<input type="password"/>	*

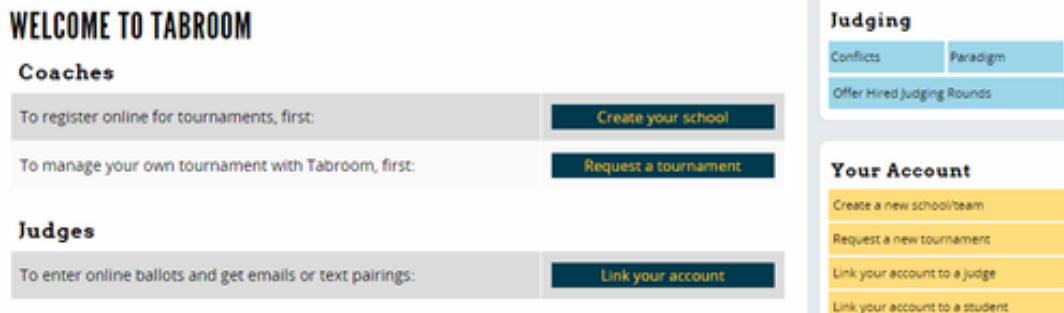
* These fields are required.

-You can use any email address you like to sign up.

-Please put in your cell phone number and choose your provider, **you will be able to receive texts from tournaments you attend with pairings, information, etc.** You are strongly encouraged to do this. Otherwise, notifications can only come via e-mail.

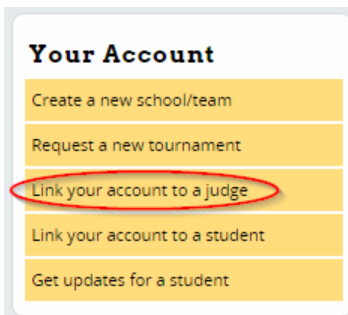
-You can edit your contact information as well as opt out of text or notification emails in your [account settings](#) after signing up.

- 4) Once you have signed up, click "Link Your Account" for Judges.



LINKING A JUDGE TO A SCHOOL

- 1) In order to receive online ballots, *coaches* must link your account to the judge entry on your school's roster. *Make sure you provide them with the correct e-mail address used for your account.*
- 2) You can request the linking of your account to a judge by clicking the link for "Link your account to a judge" in the sidebar:



This will automatically search for any unlinked judges and show you a list of results, if any:

JUDGES NAMED JOHN SMITH

Link a judge record to your accounts for email/text pairings & ballot assignments. Note: the administrators of your team or school will have to approve requests to claim a judge record before you can access them. Team admins will be notified of requests by email.

Only link to your OWN judge record; this controls online ballots!

Name	School/Team	Created	Tournament(s)	
John Smith	St Josephs Prep (PA)		0 tournaments	Claim judge
John Smith	United States Military Academy		1 tournaments	Claim judge
John Smith	Turkey Foot Middle School		12 tournaments	Claim judge
John Smith	Battlefield		1 tournaments	Claim judge

Search another name [Go](#)

If you want to get text/updates for one of your team's judges, you should instead sign up on the tournament's online updates page.

If you find yourself in the list, click the "Claim judge" button to request linking to that judge. *Your school coach/administrator will still need to approve your request - they will be notified of your request by email.*

If no results are found automatically, you can also use the "Search" box at the bottom of the page to try a different name, different spelling, etc.
