



# Judge: Online Balloting

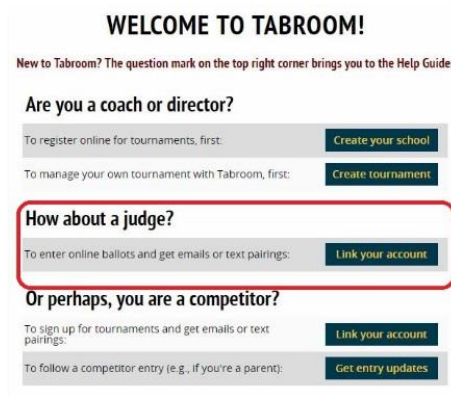


## OVERVIEW: TOURNAMENT ONLINE BALLOTING & TEXT PAIRINGS

For a judge to receive text/email round assignment communications and complete and submit ballots online at WACFL tournaments, they must have a Tabroom.com ("Tabroom") account linked to their team's Judges roster. The process takes about two minutes to complete.

### Tabroom Account Set-Up

- To create your Tabroom account, go to [www.tabroom.com](http://www.tabroom.com) and click on *Sign-Up* in the upper right of the website.
- Under **Create a Tabroom Account**, enter your email address, name, cell phone information, and the password you wish to use for the account. Make sure you provide your cell number and provider so you can receive pairings texts during tournaments.
- On the **Welcome to Tabroom!** screen, click the *Judge* "Link you account" button.
- If your coach already has you on the team's Tabroom Judges roster, you will see your name listed next to the school and a **Claim judge** button. If the name and school are accurate, click the button.  
If your name and school don't appear, try searching for them using just your last name. (If unsuccessful, confirm with your coach that you're on the roster.)
- The next screen will display a message that will be confusing, saying "There are no judges named [Your Name] who are not connected to an account already. If this is in error..." As misleading as this may be, this actually confirms your account is ready to be linked by the coach to the team's Judges roster. You are finished and can log out.
- The team's coach will receive both an email and Tabroom alert informing them your account is ready to be linked to the Judges roster; they then approve. Once linked, you will receive round assignment texts/emails (pairings) when at tournaments, and online ballots will be available for completion and submission for each round you judge.



### 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	<b>Claim judge</b>
John Smith	United States Military Academy		1 tournaments	<b>Claim judge</b>
John Smith	Turkey Foot Middle School		12 tournaments	<b>Claim judge</b>
John Smith	Battlefield		1 tournaments	<b>Claim judge</b>

Search another name  First name  Last 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.

### Judge Online Ballot Voting and RFDs/Comments Entry

Judges must have an electronic device—such as a laptop or tablet/iPad—to enter and submit online ballots. Laptops are strongly encouraged due to ease of keying Reasons for Decisions (RFDs) and Comments to the competitors; phones are not optimum for entering the amount of text associated with RFDs and comments, and may conflict with using them as timers. Judges should also locate their seat during the round near a power outlet to ensure there is no interruption or delay during the round to a dead computer. (Paper ballots will be provided in exceptional circumstances, such as poor WiFi reception in a classroom.)

- To see your current ballots, log into Tabroom and go to your account dashboard by clicking your email/username in the upper part of the page. Your current ballots are listed under *Pending Rounds* (just one for a Policy round, and two if you're judging a double-flighted Public Forum or Lincoln-Douglas round).
- If you don't see your ballot, check upcoming rounds by clicking the "Upcoming" link in the sidebar to the right, and then clicking the "Enter" button for the tournament you're at.

### CURRENT TOURNAMENT ASSIGNMENTS & BALLOTS

#### Pending Rounds:

Round	Room	Starts	Entries	
<a href="#">OD_OD_1</a>	H110	8:00 AM PST	Aff Pollard & Thomas Neg Klarman & Lowe	<b>START ROUND</b>

- Click on **START ROUND** *as soon as all competitors are present* and you are ready to begin. (This notifies Tab Room *all is well*.)
- For each ballot, verify the competitor information (schools and names), including sides (AFF/NEG or PRO/CON). Fill out the required information and then click **SUBMIT BALLOT**. Keep in mind that ballot appearance may vary from event to event.

### OD OD 1 BALLOT FOR HARDY

Room H110

Side	Entry	Points	Range: 1 - 30. No point ties Steps of 0.1
Aff	Washington PT	Tim Pollard:	<input type="text"/>
		Dylan Thomas:	<input type="text"/>
Neg	Emory KL	Brian Klarman:	<input type="text"/>
		Kristen Lowe:	<input type="text"/>
Win goes to:		Choose Winning Entry ▾	Side: <input type="radio"/> Aff <input type="radio"/> Neg
			Low-Point Win? <input type="checkbox"/>

**Submit Ballot**

NO! RE-ENTER BALLOT

YES! CORRECT! CONFIRM IT

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

Review this information carefully before Confirming.

- The Reason for Decision (RFD) is separate from the “voting” part of the ballot, and, therefore, can be completed separately, after the ballot is submitted. The RFD is below the ballot—this will be saved and available to competitors and their coaches. If you'd like to provide individual comments for each debater/team, you can use the "Comments" section on the sidebar. RFDs go to everyone; Comments only to the competitor and the coach.

### Reason for Decision:

Rich text editor toolbar: B, I, U, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font Family, Font Size, etc.

Save RFD Only

Save RFD & Ballot

- If you accidentally close your ballot before filling it out completely or confirming it, you can still access it from your account dashboard. You'll see "Re-Enter" or "Confirm" options. Once you have confirmed your ballot, you cannot make changes to the results/points without contacting the tournament director.

### Pending Rounds:

Round	Room	Starts	Entries	
OD OD 1	H110	8:00 AM PST	Aff: Pollard & Thomas Neg: Klarman & Lowe	<div style="background-color: #004a7c; color: white; padding: 2px; text-align: center;">REENTER</div> <div style="background-color: #c00000; color: white; padding: 2px; text-align: center;">CONFIRM</div>

### Comments

For Washington PT

For Emory KL

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

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" before the tournament ends.

## CURRENT TOURNAMENT ASSIGNMENTS & BALLOTS

### Previously Entered Results:

Rnd	Entry	Res	Speakers	
OD 1	Aff: Pollard & Thomas	W	Pollard: 28 Thomas: 28.1	<div style="background-color: #004a7c; color: white; padding: 2px; text-align: center;">Edit Comments</div>
OD 1	Neg: Klarman & Lowe	L	Klarman: 28.2 Lowe: 28.3	

Additional information regarding your Tabroom Judge account and managing your online ballots can be found at [http://docs.tabroom.com/Judging#Online\\_Ballots](http://docs.tabroom.com/Judging#Online_Ballots). Also, please feel free to consult with your coach or the tournament Tab Room staff.