This email is to help clarify all of the responsibilities you have this week to be prepared to register for the NSDA IE Qualifier this weekend. Please make sure you have all of the following for registration. All cover forms, schedules, judge requirements and other information is posted on the Tabroom website. Access this information at [http://sunflower.tabroom.com](http://sunflower.tabroom.com/). On the right-side you will see “INFO” and all files are downloadable from there. You will also need to complete all forms under the NSDA forms section on your entry page.

This registration process is tedious and there are several lines that you will proceed through. If you are new to this process, PLEASE arrive at noon so you will have time to complete anything you might have missed. We need to start the assembly on time.

Bring/Complete all of these things with you for registration:

1. Any outstanding invoice(s) for the NSDA must be cleared by the NSDA. The Committee must have written verification that all invoices have been paid or are being processed. You can provide a receipt, PO or pay the invoice at registration. The Committee cannot allow any school to enter with unpaid obligations to NSDA.
2. Single Entry Letters of Intent (Completed through NSDA Forms Tab). It is not sufficient to simply enter the preferences in Tabroom. Each entry who is double-entered in the IE tournament or has already qualified, or is an alternate, in a debate event must have a Single-Entry Letter of Intent signed by the coach and presented at registration. If you are not sure a student is an alternate, it is recommended you complete the form just in case. This only requires a coach’s signature, so it’s fairly easy to complete. It is recommended you discuss the options with your students to avoid any miscommunication. THE DECISIONS MADE ON EVENT CHOICES WILL BE DETERMINED BY THE EVENTS INDICATED ON THE FORM. This cannot be changed once the tournament has begun and cannot be altered with any oral statement.
3. Oration/Informative – You must print out the Oration/Informative Cover Sheet (Under INFO on the tournament main page) for each informative or oration entered. You AND the competitor must sign the form. You are NOT required to submit a typed manuscript of the speech. HOWEVER, if there is a challenge, a copy must be immediately available (within 10 minutes). See the Oration/Informative Rules/Guidelines under the INFO tab.
4. Interpretation – You must print and sign the Interpretation Cover Sheet (Under INFO on the tournament main page) for each interpretation (DUO, DI, HI, POI) entered. Only the coach needs to sign this cover sheet. You will not be required to submit the original work, but you must have the originals available in case of a protest (within 10 minutes). You will attest to the following:

 \_\_\_\_\_ I have included a word-processed manuscript of the cutting.

\_\_\_\_\_ I have included a highlighted copy of the original script. The pages are in the order of the cutting. If lines from one page were used more than once within the cutting, the original page was re-copied, highlighted, and inserted to show the order of the line(s) used.

\_\_\_\_\_ I have clearly indicated in ink any words added or changed as permitted in the rules.

\_\_\_\_\_ I am aware of the Transition Rule: “Failure to clearly indicate the addition of words will be subject to disqualification. Changes to the script may only be used for the purpose of transition or to eliminate profane language. Transitions may be used to clarify the logical sequence of ideas. They are not to be used for the purpose of embellishing the humorous or dramatic effect of the literature.”

  \_\_\_\_\_ The pages submitted from the original script accurately reflect the performance.

1. Extemporaneous – Please review all of the rules regarding computer use with your students. This can be found on page 47 of the High School Unified Manual. Remind students they will NOT be allowed to plug-in devices in the extemp prep room, even if outlets are available. This is specifically prohibited. Please make sure all files are in compliance with the manual prior to extemp check-in at 2:30 pm on Friday.
2. School Consent Form – This is in the NSDA forms section. You will need to print and sign this form and bring it with you to registration. This has been the most forgotten form in the debate qualifiers.

We look forward to seeing everyone this weekend. Please get your judges entered in Tabroom and make sure you include notes telling us what rounds they will judge and indicate all constraints. Please make a note if your judge is a freshman. You must have your quota of judges through semi-finals. If you have competitors in semi-finals, your judges will be obligated for finals. We need 40 judges for finals, so this is important!

Please read all of the files under INFO if you have a question. If you have a question about NSDA rules, please refer to the NSDA High School Unified Manual. If you still are unable to find an answer to your question, feel free to email any of your NSDA Sunflower Committee members.