LINKING TO A JUDGE

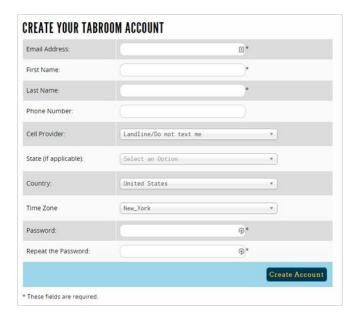
In order to receive online ballots, tournament notifications, etc. as a judge, **you must have your own Tabroom account.**

Signing up for a Tabroom account is quick and easy:

Go to www.tabroom.com and click the "Sign Up" link in the upper right hand corner of the page:



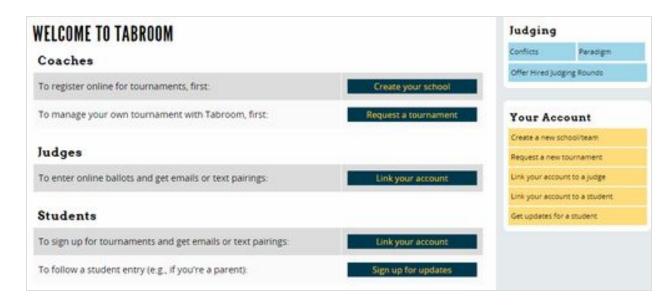
Then, fill out the form and click "Create Account:"



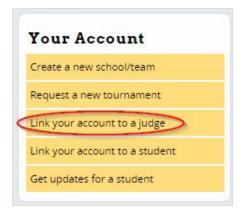
You can use any email address you like to sign up. If you put in your cell phone number and choose your provider, you will be able to receive texts from tournaments you attend with pairings, information, etc. KHSSL WILL ASK FOR JUDGE CELL PHONE NUMBERS AT REGISTRATION, SO PLEASE ADD IT.

You can edit your contact information as well as opt out of text or notification emails in your <u>account</u> <u>settings</u> after signing up.

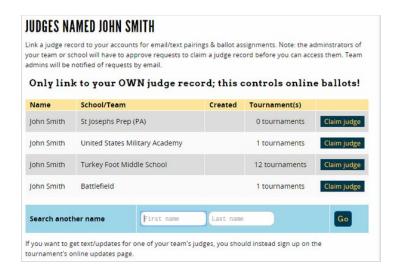
Once you have signed up, you will be given a number of options to get started, whether you're a coach, a student, or a tournament director:



If you have already created an account but have not linked it, you can request linking 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:



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.