Navigating Tabroom.com for Entering UIL CX Debate State 2021

UIL will be using Tabroom.com to administer the virtual tournament. Now that official results have been entered into the UIL Spring Meet Online System by your district official, it is now time to enter your state-qualifying team and judge(s) for the state meet on the Tabroom.com website. **In order to receive notifications about schematics (postings) and to have your judge(s) appropriately receive online ballots, it is necessary that you properly enter your team and ensure that your judge(s) set up their account at Tabroom.com.**

If you already have an account at Tabroom.com, you can skip through that section of the instructions.

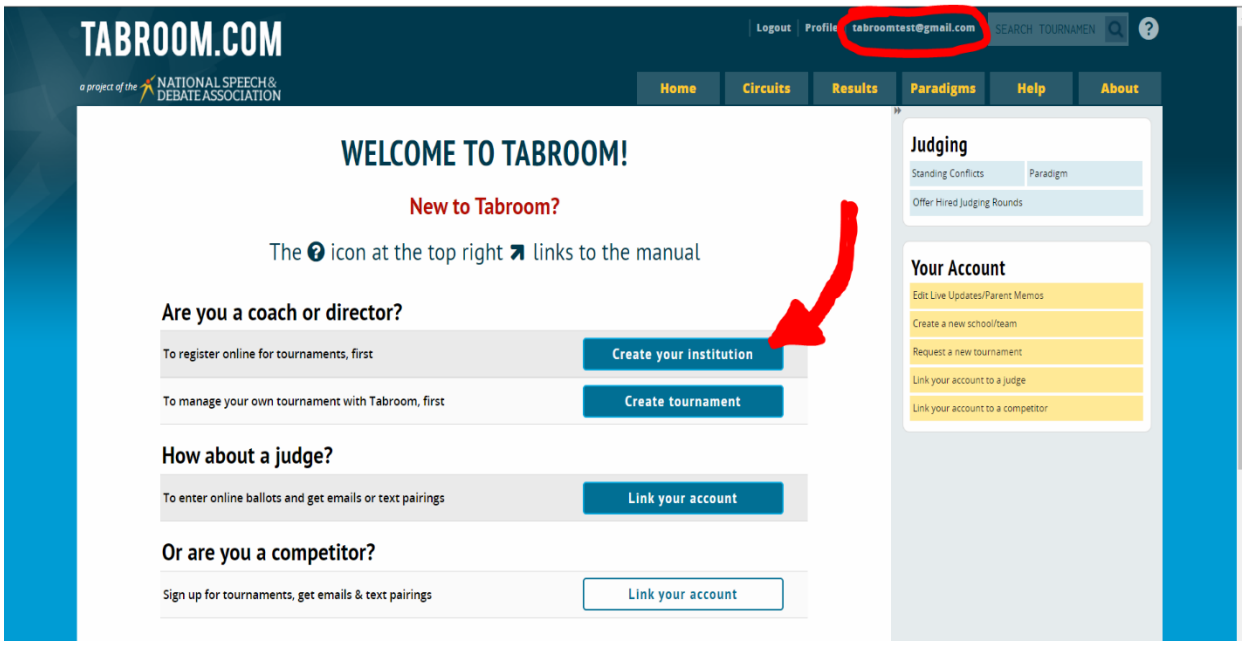
I. Creating an Account

A. Coach/Institutional accounts

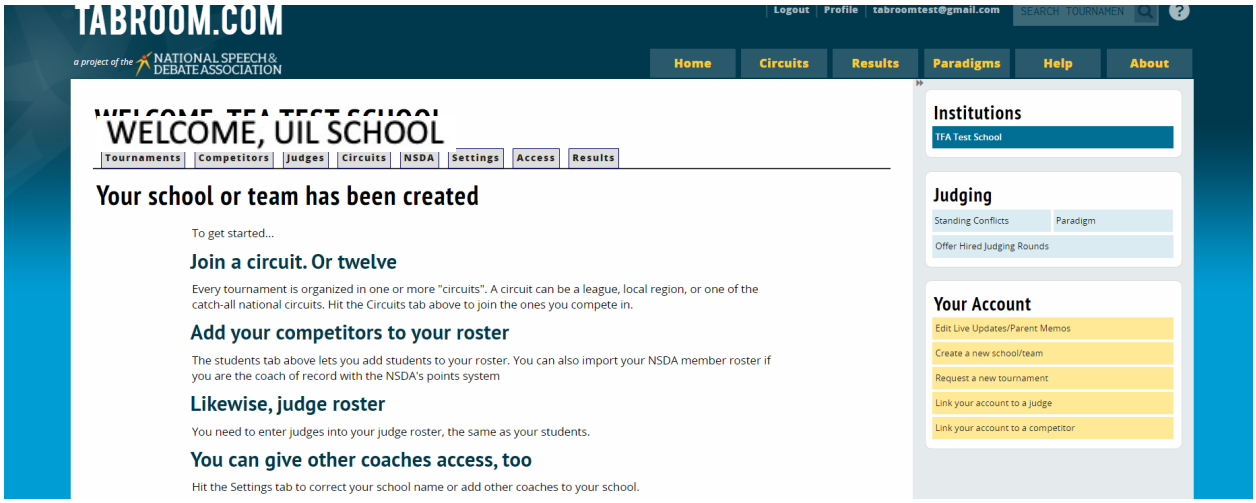
1. **Go to tabroom.com**.
   - In the top right hand corner of the webpage, you should see a button that says **'Sign-Up.'** Click on it.

   (If you already have an account for your team, skip this step and **click on 'Sign-In')**
2. For those **creating new accounts**, there are two ways that you can create a tabroom.com account: either as an NSDA Member Coach (if you are a member) or just as a regular tabroom.com user.
   - NSDA: The benefit of registering as an NSDA Member Coach is, if you already have an NSDA Coach account, Tabroom uses the same email/password as your NSDA account AND automatically links you to your school, and imports your student roster, and NSDA ID numbers.
   - If you are not an NSDA member, don't worry; it is not difficult to create an account and set up a team.
   - Input your information. It is important that **you enter your cell number and your cell phone provider accurately** or you won't be able to receive text messages for judging assignments.

     You will **receive an email confirmation** that your account is set up. If you do not see it, check your spam folder.
3. Once you have created an account, you will be taken to a page that looks like this:



4. Next, click on the big button that says **"Create Your Institution."** <u>Do not click "link account to a judge" at this time.</u>
5. Fill out the information about your school and **click "SAVE"**. You will then see a screen that looks like this:



6. Congrats! You have created your team! Now, you need to fill out the other items before you start registering for the UIL tournament.

a. **Join a circuit.**

i. In order to access the UIL CX Debate State Tournament, you will need to **select the "UIL Circuit."** You may not see this circuit in the dropdown list, so instead, click on "Afghanistan" (the first circuit to appear because it is first alphabetically) and you will be given a search box.

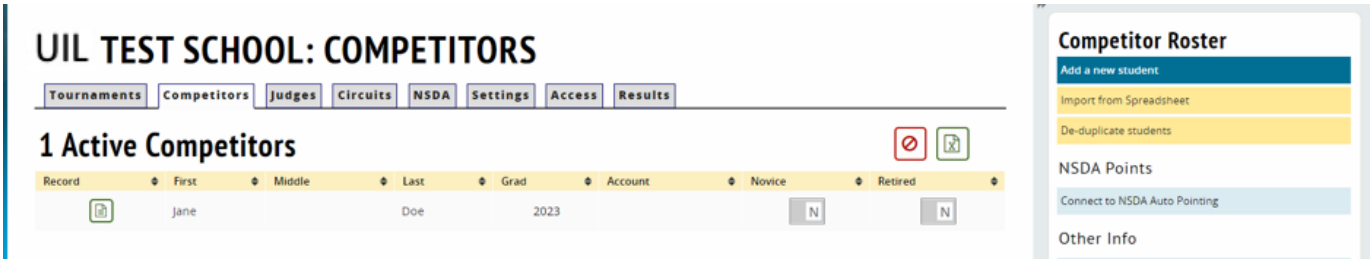
Use the search box to enter **UIL Circuit.**

Click **"Add Circuit."** You can be a member of multiple circuits, so if you are already a member of the TFA Circuit or others, you can also add the UIL Circuit from your account homepage.

b. **Add Competitors to Your Roster,**

i. (if you signed up with your NSDA Account info, your current NSDA roster will be imported for you; however, you may still need to link students to their Tabroom email).

- Click on the **Competitors Tab**. On the right side of the screen, there will be a column with a series of options.
- Click **"Add a Student**" to add students to your roster. If your student has created a Tabroom.com account previously, then you simply need to enter the email address that they used when creating the account and they will be automatically added to your roster with all of their information. If your student has **NOT** already created a tabroom.com account, you can manually enter information for them. You do not need to enter information in every field; Name and Graduation year are sufficient to add a student to your roster. It will show your school name.



You now have an active competitor on your roster! When your student creates a Tabroom.com account (**they will need to do so in order to compete)** all you have to do is click on their name and enter their Tabroom.com email into the field that says: **"Link Jane Doe to a Tabroom login:"**

c. Add Judges to Your Roster

- The judge must first create their own Tabroom account.
  (If they have an account already, you may go directly to step #2)
  You should NOT set the account for them.
  This step should be completed by the judge.
- The judge should go to Tabroom.com.
- In the upper right corner, click on **"Sign Up."**
- Under **Non NSDA members,** fill in the following boxes:
  - Email address
  - First name
  - Last name
  - Phone number
  - Cell provider
  - Password
  - Repeat Password
- Click "**Create Login".**
- Tabroom will send a confirmation code to the email address the judge provided. Judge will enter the code in the box and click **"Submit".**

#2: Now add the Judge to your Roster

- Go to Tabroom.com and log in.
- Click on your email address in the upper right corner.
- On the right side of the screen under "**Institutions",** click on your school name.
- Click on the gray tab that says **"Judges"**.
- On the right, of the screen, you will see a section labeled **"Judge Roster".** Click the yellow button that says **"Add a New Judge"**. (New means that the judge is new to your roster.)
- In the center of the screen, directly below the gray tabs, you will see a heading "**Create New Judge"** and below it, **"Find Judge with Tabroom account".** In the box that says "**Search by Email Address,"** type in the email address that your judge used for their account.
- Click **"Submit".**
- Verify that the information is correct: then click **"Save Judge".**

B. Creating an Account for a Student/Judge

1. First, do not create a tabroom.com account for anyone other than yourself. The student must create their own account.
2. If a student would like to create a tabroom.com account, they should follow the exact same steps outlined above that a coach without an NSDA account would take. The

easiest way to add a student to your roster is have them make an account and then follow the above steps in the section: **Add competitors to your Roster.**

3. Follow the same steps if you need to add a judge to your roster.

II. Before the Tournament

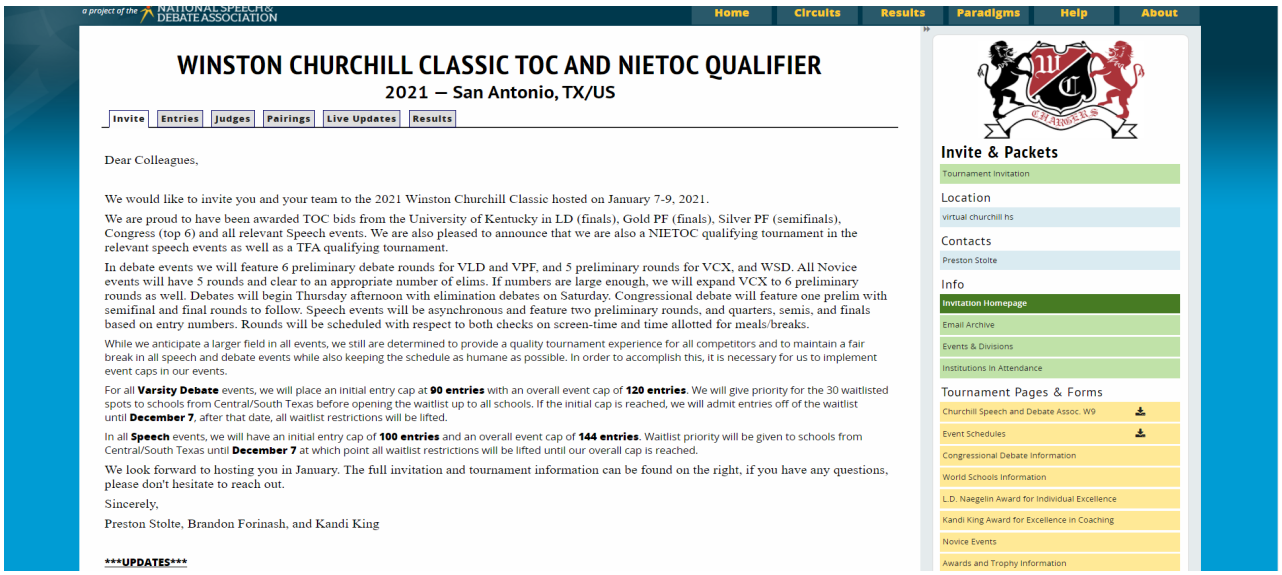
A. Finding The Tournament:

If you have added the UIL Circuit, then among the tournaments listed as open for registration on your personal homepage, you should see the "UIL CX State Tournament for Conferences 1A, 2A, and 3A" as well as the "UIL CX State Tournament for Conferences 4A, 5A, 6A.

You also can find the tournament by using the search option on the tabroom.com main page OR by going to: **uilcxstate123.tabroom.com** (1A-3A) or **uilcxstate456.tabroom.com** (4A-6A)

B. Navigating the Tournament's Homepage

1. When you get to the tournament homepage it will look something like this – an example of a tournament on Tabroom.com:



2. The page for the 2021 Churchill Tournament example:
   a. **Invite Tab**: This is the main tournament invite. Other tournaments may choose to upload a 'tournament invitation packet' as a .pdf or .doc with more information in it (look in the top right-hand corner at the green box under Invite and Packet).
   b. **Entries Tab**: This tab will show you all of the entries in the various events at the tournament. Tournament hosts may choose to turn this function on or off.
   c. **Judges Tab**: Same as entries tab, but shows the judges for that tournament.

d. **Pairings Tab**: This tab will show you the publicly posted pairings when the tournament is happening. Nothing will display here until the tournament starts and rounds have been posted.

e. **Live Updates Tab**: This tab will allow you to follow updates for either specific entries or all entries from a school. If you are a coach and want to know when pairings come out for all your kids, you will want to set this up each tournament.

f. **Results Tab**: This tab shows the results that have been posted, so far. During the tournament, this tab will generally only show win/loss, not full results like speaker points and feedback.

g. **Right-hand Column**: This is where tournaments will make important information easily accessible to coaches. Tournaments will frequently post schedules, fees, contact information, judge paradigms, etc. here.

h. **Email: Pay attention to your email** in the top-right corner of the page. This portion of the page is referenced often because it will take you to your home page when clicked.

C. Registration and Entering Your Students



i. This is your school's general registration page for any given tournament.

In this instance, the tournament is the "UIL CX State Tournament for Conferences 1A,2A, 3A, or 4A, 5A, 6A". This is where you will include the coach contact information, see tournament deadlines, and print out registration check sheets.

IMPORTANT TABS:

a. **Emails**: The emails tab is where you can send emails to your students about the tournament. If you'd also like to link a student's parents in this email, check that box.

b. There are two ways that you can enter students into a tournament:

   i. **Entries**: This tab allows you to enter students by EVENT. To get started, click on the drop-down menu in the upper-right corner and select an event (1A, 2A, 3A, or 4A,5A,6A) Enter the team(s) who will be competing in that event according to the results already entered into the UIL Spring Meet Online System.

   Once you have entered students in the event, clicking on this tab will show you your tournament entries, broken down by event.

ii. **Competitors**: This tab allows you to enter students by INDIVIDUAL STUDENT. You will select a student's name and then choose which event(s) you are entering them in.

Once you have multiple students entered in the tournament, if you click on this tab you can see a list of your entries broken down by student.

c. **Judges**: Use this tab to enter the judge(s) that you have submitted to the UIL website. If you need to add a new judge to your roster, there is a button you can click that will allow you to do that.

d. **Website**: This tab will take you to the tournament's home page.

e. **Results**: This tab will show you your team's results, including ballots, both during official verification at the end of Day 1 and at the end of the tournament on Day 2.

III. During the Tournament

During the tournament, you as a coach will have a variety of things you'll need to keep up with that have transitioned from paper to online. By and large, this greatly simplifies the tournament experience and should help things run smoothly by the ease of distribution of information.

A. Pairings

1. Live Update:

- **The first thing you should do for a tournament after registering is sign up for live updates**. As a coach, you will NOT automatically get an email with pairings for your team unless you sign up for updates.
- When signing up for live updates, you have the option to receive updates for your entire team.

  Important note: Live updates will only send an email, not a text message. You will only get text messages when pairings are released if you are assigned to judge, or if you are a competitor.

2. Public pairings:

- If you would like to **view the entire pairing for a round** and not just the matchups for your team, then you will **go to the tournament page and click on the "Pairings" tab**.
- Once you click on this tab, you will be taken to a page with a drop-down menu of the events offered.
- Select the event you would like to view, and you'll be able to see the pairing for a given round.
- If a pairing is not posted on the web, but students have already gotten texts saying they have a round, that means the tournament forgot to click the button to 'publish' the pairing. Contact the tournament director to fix that.

3. **Dashboard:**

- This allows you as the coach to see a live dashboard for your team.
- You can see
    - where your competitors are debating,
    - their current and past opponents and judges,
    - when the debate started (based on the judge hitting "start round")
    - whether the judge has already voted or not.

  It's a great one-stop shop for tracking your team's progress.

- **All you have to do to access this dashboard is click on your email address (top-right corner)** once the tournament has begun.

B. Results (during a tournament)

Once the preliminary rounds are complete, you will be able to see results so that you can verify whether your team has qualified for elimination rounds;

Note that for UIL State, as is tradition, results will not be released until after all prelim debates during the 'verification' period.

In order to check this, you have a few options:

1. **Dashboard:**
    - This is probably the easiest way to see pairing and results, once they have been made public by the tournament.
2. **Public Results:**
    - Similar to the public pairings process mentioned earlier, there is **a tab on the tournaments homepage** that you can click and then select an event to see the results that have been made public thus far for that particular event.
3. **Coach Results:**
    - The final way to view results is **"Coach Results"**. Your students won't be able to see judge comments/speaker points until full results are released at the conclusion of the tournament.
    - In order to check results this way, **click on your email** (top-right corner), click on the **tournament name** under "**Existing Tournament Registrations,"** and then click on the tab that says **"Results."**
    - From there, you can see the current results of the tournament.
    - If a tournament has chosen to make comments available to coaches, you can click on the **'View Ballots'** button in the right-hand column to view current feedback.

C. Judging and Ballots:

1. If you are judging (and you entered your phone number, service provider, and email address) you should receive a text/email notification when you are assigned a round to judge.

   This notification should include the event, time, location, and (in debate) the teams you are judging.

2. Once you receive the text, you should be able to login to your tabroom.com account to access your ballot.

   - To do so, go to tabroom.com, click on your email in the top-right corner, and the first thing you see on your screen should be the round you are supposed to judge, with a **"START ROUND**" button.



- Clicking the button will take you to your online ballot, which will look like a normal paper ballot.
- For debate events, you may write comments directly to one of the competitors/teams you're judging, and you may also write comments for all debaters to see.
- You may save your comments throughout the round, and you may finish writing your comments even after submitting your decision.
- You may not edit your comments after the tournament has ended.

3. You will have the option to click **"START ROUND"** – Please don't click the button until all judges (if an elimination round with three judges) and competitors are present, so they know when the round has actually begun. The tournament should make this clear to judges before rounds begin.

4. If you received a text/email to judge a debate, but you have logged in and you **DON'T** see a ballot, there are two likely explanations for this:

- Similar to the public pairings not being posted, if a tournament host forgets to 'publish' the pairings online before blasting out the text reminders, not only will the pairings not appear, but neither will judge ballots.
- If you realize that you got a text/email to judge, but weren't checking your phone/email and the round should have already started and/or is close to starting, you may not see a ballot because tabroom officials assumed that you were a no-show and they pushed the ballot to another judge.

IV. After the Tournament

Results

When a tournament concludes, it will remain under **"Existing Tournament Registrations"** for a few days. There should be a button that appears to the right of the tournament name that now says **"Results."**

- Click that to view the tournament results.
- Alternatively, you can click on the tournament's name and then click on the results tab to be taken to your team's results page.
- If the tournament doesn't appear under **"Existing Tournament Registrations,"** that just means that it has been moved to the "Results" area of your coach tabroom.com page.
- In order to access it, go to your home page (click on your email in the top-right corner) and then
- click on the tab that says '**Results.'** This will show you all of the past tournaments/results for your school.