

# \*\*\*SUPER IMPORTANT STARTER NOTE\*\*\*

This is all copied from the Tabroom help center, located at [https://www.tabroom.com/docs/wiki/Main\\_Page](https://www.tabroom.com/docs/wiki/Main_Page). (It's also downloadable in PDF form.) If you've got questions that aren't answered by this cheat sheet, please visit their site and/or contact me ([rberryncp@gmail.com](mailto:rberryncp@gmail.com)). Headings that are flagged with an asterisk will be specifically of use to schools new to Tabroom.

## \*SIGN UP

Signing up for a Tabroom.com account is quick and easy:

Click the "Sign Up" link in the upper right hand corner of the page:



Then, 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"/> *

[Create Account](#)

\* These fields are required.

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.

You can edit your contact information as well as opt out of text or notification emails in your [account settings](#) 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:

## WELCOME TO TABROOM

### Coaches

To register online for tournaments, first:

Create your school

To manage your own tournament with Tabroom, first:

Request a tournament

### Judges

To enter online ballots and get emails or text pairings:

Link your account

### Students

To sign up for tournaments and get emails or text pairings:

Link your account

To follow a student entry (e.g., if you're a parent):

Sign up for updates

### Judging

Conflicts Paradigm

Offer Hired Judging Rounds

### Your Account

Create a new school/team

Request a new tournament

Link your account to a judge

Link your account to a student

Get updates for a student

# SCHOOL SETUP

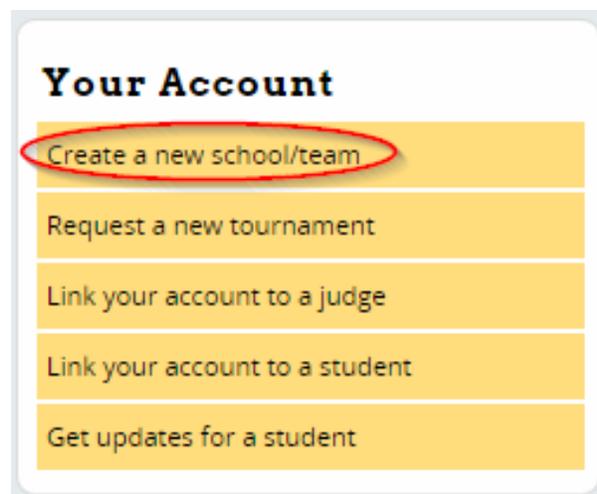
Before you can access your school's student roster, tournament registrations, etc. you must first either create a new school (also known as a chapter), or link your Tabroom account to the pre-existing school account.

\*CREATING A SCHOOL

## \*\*\*NOTE\*\*\*

Most CDL Blue/White conference schools already have entries. If you aren't sure if you have one, or if you're a first-year coach who might not have access to your team's entry, please contact me.

If your school doesn't exist in Tabroom yet, you'll need to create it. After logging in, click the link for "Create a new school/team" in the sidebar:



Then, fill out the required information such as School Name, State, etc. If you have a National Speech & Debate chapter number, or a variety of other school ID numbers, you can put them in here to ensure proper tracking. When done, press Save School Info.

## CREATE A NEW SCHOOL/TEAM

School/Team Name	<input type="text" value="Test High School"/>
Level	<input type="text" value="Select an Option"/>
Country	<input type="text" value="United States"/>
State/Province (if applicable)	<input type="text" value="Select an Option"/>
National Urban Debate League member reporting?	<input type="checkbox"/>
National Speech and Debate Association chapter number?	<input type="text"/>
National Center for Education Statistics number (US High Schools)	<input type="text"/>
IPEDS Number (US College/Universities)	<input type="text"/>

[Save School Info](#)

If a school already exists in Tabroom with a similar name, you will see a warning that says "THAT INSTITUTION ALREADY EXISTS!"

If you need help getting access to an existing school, email [\[\[mailto: help@tabroom.com\]\]](mailto:help@tabroom.com). If you're sure you need to create a new school, check the "Confirm duplication" box:

Confirm duplication:	<input checked="" type="checkbox"/>
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Once your school is created, you should see a welcome message telling you what to do next - each of the suggested steps is covered in this manual in detail:

## WELCOME, TEST

Tournaments Students Judges Circuits Settings Results

### Your school or team has been created

Now you have to complete three quick steps before registering for tournaments.

- You need to enter your student names into your roster. The student roster is under the "Students" tab above. You need only enter each student name once; you can just pick existing students from your roster for future tournaments.
- You need to enter judges into your judge roster, the same as your students.
- And finally, you must join the circuits for the tournaments you want to register for.

Each of these steps is explained in greater detail as you click on each link.

After the three steps are completed, click on the Tournaments tab above, and start registering for tournaments!

## SCHOOL SETTINGS

To make changes to your school name, coach access, etc. you will use the Settings tab:

## TEST

Tournaments Students Judges Circuits Settings Results

### Institution Settings

Name	<input type="text" value="Test"/>	Entries may enter their own prefs	<input type="checkbox"/>
Level	<input type="text" value="Select an Option"/>	NSDA Chapter Number	<input type="text" value="0"/>
Country	<input type="text" value="United States"/>	Nat'l Center for Education Statistics ID	<input type="text" value="0"/>
State/Province	<input type="text" value="California"/>	IPEDS ID:	<input type="text" value="0"/>
Coach names	<input type="text"/>	NAUDL results reporting	<input type="checkbox"/>

[Save Chapter Details](#)

# STUDENT ROSTER

Before registering for a tournament, you must add students to your student roster. When you first go to the Students tab, your roster will be empty:

## TEST: STUDENTS

Tournaments Students Judges Circuits Settings Results

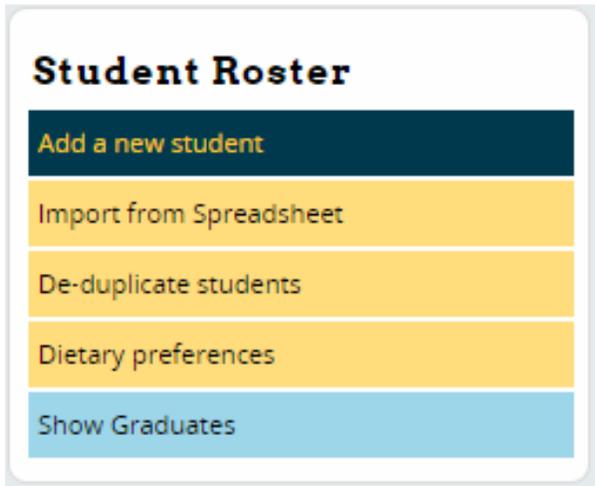
### 0 Students

⊕ Last ⊕ First ⊕ Grad ⊕ Account ⊕ Novice ⊕ Retire ⊕

You can add students to your roster manually, import them from your NSDA account, or import them from a file.

**\*ADDING STUDENTS MANUALLY**

Click the "Add a new student" link on the sidebar:



This will give you two options - you can search for a student to add by their Tabroom account's email address, or you can manually enter their information and click the "Save Student" button. You can always link your student roster entries to your student's Tabroom account later if you wish.

**Add a student:**

Find student w/ an tabroom.com account

**Or, Create a new student (without tabroom.com account)**

First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Smith"/>
Phonetic Pronunciation	<input type="text"/>
Grad Year	<input type="text" value="2018"/>
Novice	<input checked="" type="checkbox"/>
Gender	<input type="radio"/> M <input checked="" type="radio"/> F <input type="radio"/> Other
Diet Notes	<input type="text" value="Vegetarian"/>

Make sure to give each of your students a 4-digit graduation date, like "2018," and not just two-digits. You can also fill out additional information, such as diet preferences and gender. When

you're done entering all your students, you can return to your student roster by using the link on the sidebar.

#### ADDING STUDENTS FROM A FILE

To make it easier to add large numbers of students to your roster at once, you can use the "Import From Spreadsheet" option in the sidebar instead.

This will give you a form to choose the file to import:

**Import from Spreadsheets**

Files must be saved in CSV (Comma Separated Values) format.  
DO NOT UPLOAD AN EXCEL .xls or .xlsx DOCUMENT.

Please use the templates provided below as a formatting guide.

Students: No file selected Choose File Upload

Judges: No file selected Choose File Upload

**Templates**

Download Students template Download Judges template

Your file must be saved as a ".csv" comma-delimited file. You can download a sample file to fill out on the upload page. While it is possible to create an upload file manually, it is much easier to use this template, fill out the names and other information, then save and upload the file - just make sure your spreadsheet program doesn't change the file format.

#### MANAGING YOUR STUDENT ROSTER

*STUDENT INFO*

Once you have added students to your roster, you will see them in a list on the Students tab:

**2 Students**

	Last	First	Grad	Account	Novice	Retire
<a href="#">Record</a>	Mitchell	John	2018		VARSITY	RETIRE
<a href="#">Record</a>	Smith	Jane	2015		VARSITY	RETIRE

Each line on your roster has a number of options. Clicking the "Record" button will take you to individual results for that student:

## Arjun Vellayappan

[Return to Roster](#)

Results	Tourn	Date	Code	Division
<a href="#">Record</a>	2014 Franklin R Shirley Classic	11/15/2014	Northwestern MV	Open Division
<a href="#">Record</a>	Harvard Debate Costume Contest and Tournament	10/25/2014	Northwestern MV	Open
<a href="#">Record</a>	GSU National College Debate Tournament	9/20/2014	Northwestern MV	OPEN

Clicking either their first or last name will let you edit their information, such as name and gender. This will also let you link or unlink them to a Tabroom account:

### John Mitchell

Link John Mitchell to an tabroom.com account

Search by email address

[Search](#)

#### Edit Details

First Name

Last Name

You can see if an entry on your roster is linked to a Tabroom account on your roster by looking in the "Account" column.

#### \*JUDGE ROSTER

The judge roster works very similar to the student roster. You can click the "Add a new judge" link in the sidebar, or if your judge roster is empty, the form will appear automatically:

### Judges

[Add a new judge](#)

[Return to Judge Roster](#)

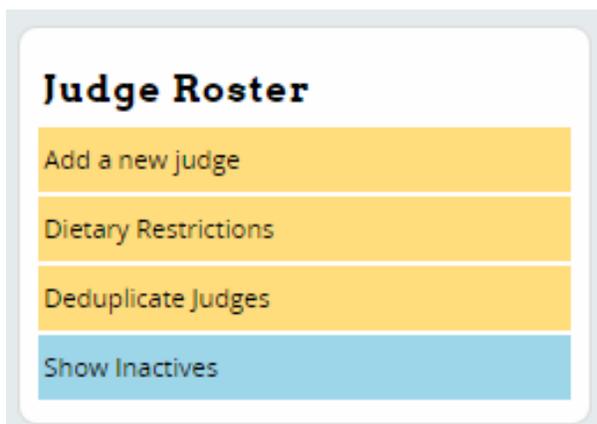
You can add judges by their Tabroom account email, or manually enter their information and click the "Save Judge" button. You can link judges on your roster to their Tabroom accounts later if you wish.

If you want to add a large number of judges at once, you can also use the "Import from Spreadsheet" option, which is found in the sidebar on your Students tab (not the Judge tab). For more information, see the section on [Adding Students From A File](#) above. Make sure you use the "Judge" template, instead of the "Student" template.

Once you have added judges to your roster, they will appear in a list:

Last	First	Phone	Account	
Mitchell	John	222-222-2222		DE-ACTIVATE
Smith	Jane	111-111-1111		DE-ACTIVATE

Clicking on a judge's first or last name will let you edit their information. You can also toggle a judge between active/inactive to keep your roster easier to manage. You can select whether to see active or inactive judges on the sidebar:



If you accidentally created duplicates on your judge roster, you can easily remove them by using the "Deduplicate judges" link on the sidebar. If any duplicates are found, you will be given the choice to merge them:

Name	Judges	Merge?
Jane Smith	56040 Jane Smith: 0 tournaments 56044 Jane Smith: 0 tournaments	<input checked="" type="checkbox"/>

Merge Duplicates

To keep track of your judges dietary preferences, you can use the "Dietary Restrictions" link on the right - it will take you to the same page as for your student roster.

#### \*CIRCUITS

In order to register for a tournament, you must first join the appropriate "circuit." All tournaments on tabroom must be part of a "circuit" - to find out which circuit the tournament you're interested in is a part of, look on the main [Calendar](#).

Then, use the "Circuits" tab to join the circuit

## Circuits You Can Join

A screenshot of a web interface titled "Circuits You Can Join". On the left, there is a dropdown menu with "Afghanistan (AF)" selected. Below it is a search bar with a magnifying glass icon. A list of circuit options is shown, including "Albany Capital Region (NY/US)", "Allentown CYO (PA/US)", "Allentown Diocese Forensics League ()", "American Parliamentary Debate Association (US)", "Baltimore Urban Debate League ()", "Boston Debate League (MA/US)", and "Brooklyn Public School Speech League ()". To the right of the dropdown is a "Tournaments Only" dropdown menu and a blue "Join" button.

First, select the circuit you want to join from the dropdown. Then, choose whether to join for "Tournaments Only" or "Full Membership."

Choose "Tournaments Only" if you want to register for tournaments, but don't want circuit emails or to be a dues paying member. Some circuits are run entirely on a tournament-only basis, such as the US National Circuit (HS).

"Full Membership" means you will be able to register for tournaments, and will receive emails about the circuit. You may also be billed for membership dues. This is best for joining a state or local circuit that uses Tabroom to manage its membership.

Once you have joined a circuit, your Circuits tab will change to show you the list of tournaments your school is a part of, and will give you the option to leave a circuit:

A screenshot of a web interface showing a navigation bar with tabs: "Tournaments", "Students", "Judges", "Circuits", "Settings", and "Results". Below the navigation bar is a table with the following data:

Circuit	Location	Membership	
National Circuit (US HS)	US	Tournaments Only	Leave Circuit

# REGISTERING FOR A TOURNAMENT

## \*\*\*NOTE\*\*\*

T3 and T4 are "closed" tournament in that I have to manually add your school (this prevents random non-CDL schools from taking space that might be necessary for CDL teams). You shouldn't need to take the following steps to register for this tournament, but they're here to be safe.

Once your school has joined a circuit, your Tournaments tab will show you a list of upcoming tournaments that you can register for:

### Tournaments open for registration

	Dates	Name	Locale	Circuits	Due	
X	1/2 - 1/4	CLU Invitational	CA/US	NatCir	1/3	Register
X	1/8 - 1/11	Southwest Championship at Arizona State	AZ/US	NatCir	1/6	Register
X	1/9 - 1/11	Gonzaga University HS Tournament Conway Classic	WA/US	NatCir	1/2	Register
X	1/9 - 1/10	George Mason University Patriot High School Debate Tournament	VA/US	NatCir	1/7	Register
X	1/9 - 1/11	Samford University Bishop Guild	AL/US	NatCir	1/5	Register
X	1/10 - 1/11	Trinity University Round Robin	TX/US	NatCir	1/3	Register

Click the "Register" button next to the tournament to get started. You can also click the red "X" next to a tournament to ignore it so it won't show up on your list. You can then choose "Show Ignored Tournaments" at the bottom if you want to add it back.

Once you click "Register," you may be asked to provide an Adult Contact for tournaments which require it. You can edit this information later on the General tab of your entry:

### THIS TOURNAMENT REQUIRES AN ADULT CONTACT

Before you can register further, you must supply the name and phone number for the responsible adult who is attending the tournament.

#### ADULT CONTACT INFORMATION:

Adult attending the tournament:	<input type="text" value="Jane Smith"/>
That adult's cell number:	<input type="text" value="111-111-1111"/>
Your School Code*	<input type="text" value="Test"/>

[Save Contact Info](#)

#### \*ADDING ENTRIES

Click the Entries tab and then choose an Event on the sidebar. The number next to each event is the number of entries you currently have in that event.

## Events:

0 - Congressional Debate

0 - Dramatic Interpretation

0 - Duo Interpretation

0 - Expository Speaking

0 - Extemporaneous Speaking

0 - Humorous Interpretation

0 - Impromptu Speaking

0 - JV LD

0 - JV Policy

0 - JV Public Forum

0 - Original Oratory

0 - Varsity LD

0 - Varsity Policy

0 - Varsity Public Forum

Use the "Add Entry" box on the right to select a student(s) names, and then click "Add Entry:"

## Add Entry

Mitchell, John ▼

Add Entry

Once you have created entries, you will see them in your list, where you can edit or drop them:

### Dramatic Interp Open Entries

Code	Name	
	John Mitchell	<a href="#">EDIT</a> <a href="#">DROP</a>

#### \*ADDING JUDGES

Once you have entered competitors, you can use the Judges tab to enter your judges. The sidebar will show you a list of judge groups you can enter judges in, and will appear in red if you have not entered enough judges to meet your commitment:

### Judge groups

Individual Events	0/1
Lincoln Douglas	0/0
Parliamentary	0/0
Policy	0/1
Public Forum	0/0

Choose a judge group on the right, and then use the Add Judges box in the sidebar to add a judge:

### Add Judges:

Select judge... ▼

[Enter Judge](#)

Judges will then appear in your list, where you can edit or drop them:

### Policy Judges

Name	
Jane Smith	<a href="#">EDIT</a> <a href="#">DROP</a>
Rounds Provided	

When adding a judge, you may be asked to provide additional details, such as how many prelim rounds they are entered for, or contact information for them:

## ADDITIONAL DETAILS NEEDED

### Other Details

<input type="text" value="6"/>	Prelim round judging obligation
ADA/Accessible Rooms Needed	<input type="checkbox"/>
Judge Cell Phone Number	<input type="text"/>
Notes. Are these still accurate?	<input type="text"/>
<a href="#">Save Details</a>	

### LIMITING JUDGE AVAILABILITY

Once you have added a judge to your entry, you can notify the tournament if they will not be available for certain days/rounds. From your judge entry, click the link under the "Availability" column:

### Varsity Policy Judges

Name	Rounds	Availability		
Jane Smith	<input type="text" value="6"/>	All rounds	<a href="#">EDIT</a>	<a href="#">DROP</a>
<b>Rounds Provided</b>	6			

Depending on the tournament, this will let you mark a judge as unavailable for particular rounds or days - click the button in the Available column to toggle between Yes and No:

### LIMIT JANE SMITH'S AVAILABILITY

Block	Time Not Available	Fee if under obligation	Available
No Saturday	Sat 8:00 AM through Sat 10:00 PM	\$0	<a href="#">YES</a>
No Sunday	Sun 8:00 AM through Sun 10:00 PM	\$0	<a href="#">YES</a>
No Monday	Mon 8:00 AM through Mon 10:00 PM	\$0	<a href="#">YES</a>

If fines apply for being under your judging obligation, you will be shown the applicable amount.

# ACCESSING RESULTS

## SCHOOL RESULTS

If your account is the admin for your school, you can access results for your entire team.

## ACCESSING RESULTS

From your account dashboard, you can use the Results tab to see a list of tournaments with available results:

### LEXINGTON HIGH SCHOOL: RESULTS

Dates	Locale	Circuit(s)	Tournament	
12/19/2014	MN/US	NatCir	John Edie Holiday Debate Tournament Hosted by The Blake School	<a href="#">RESULTS</a>
12/12/2014	NJ/US	MHL NatCir NJFL	The 2014 Ridge Debates	<a href="#">RESULTS</a>
12/5/2014	NJ/US	NatCir	The Princeton Classic	<a href="#">RESULTS</a>
12/4/2014	PA/US	NatCir	The Electric City Debates	<a href="#">RESULTS</a>
11/22/2014	IL/US	NatCir	The Glenbrooks	<a href="#">RESULTS</a>

Clicking the Results tab will give you a list of available reports for that tournament. Full Tournament Results takes you to the full public results for the entire tournament instead:

### Your Reports

[Return to Results List](#)

**Tournament Stats**

- [Show Entry Roster](#)
- [Show Team Results](#)
- [Print Team Results](#)
- [Show Online Ballots](#)
- [Print Ballots](#)
- [Show Invoice/Receipt](#)
- [Print Invoice/Receipt](#)

[Full Tournament Results](#)

Tournament Stats will give you a general overview of participation at the tournament.

Show Entry Roster will show you your complete entry from the tournament.

Show Team Results will give you the complete results for the entire team, including final places, seeds, and speaker awards:

### JOHN EDIE HOLIDAY DEBATE TOURNAMENT HOSTED BY THE BLAKE SCHOOL

#### CX Final Places

Place	Entry	Tiebreakers						Ballots		
	Kim & Krishnan	Win	Pts-1HL	Pts-2HL	Pts	OSd	Rand-1HL	L 29 28	W 28.7 28.8	L 28.7 28.5
		4	286.1	171.7	399.7	85	708	W 28.7 29	W 29.2 29.3	L 28.3 28.4
								W 27.5 27.6		

Print Team Results contains the same information, but in PDF form for easy printing.

#### ACCESSING ONLINE BALLOTS/COMMENTS

The Show Online Ballots link in the sidebar allows you to access and RFD's or Comments (if any) that judges entered online:

#### Online Ballots

##### Lexington KK Kim & Krishnan Ballots

Round 1 Rfd	Alix Dahl	L 28 29	Washburn KH Kate Huber
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Print Ballots contains the same information in PDF form.