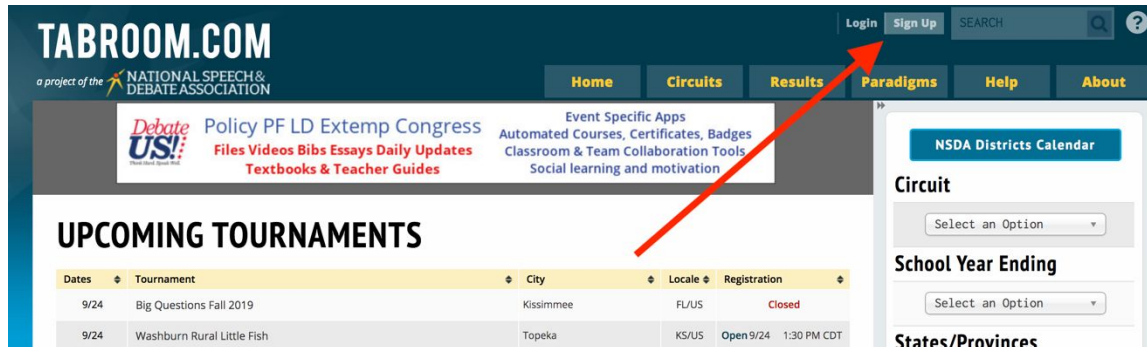


HOW TO USE E-BALLOTS – from new account to starting a round!

1. Create tabroom account. Do so by going to tabroom.com and clicking on the upper right hand corner.



Check http://docs.tabroom.com/Your_Account if you are having difficulty.

2. Enter your cell number, email, full name, and create and save a password in order to receive pairings ASAP by email or text.*

3. **Link your account to the tournament by letting us know the email you used.** This is usually where there is a disconnect – we need the email address from you before we can help fix any delay or issue.

4. After pairings are released, **in order to access your ballots, just click on your accounts name in the top right corner. Right next to the picture above.**

5. Hit the start round button (bright green button next to your ballot) as soon as all debaters are present to prevent staff from having to leave the judge table unattended

6. Type comments for the debaters throughout the round during prep time, and at the end type an RFD. Please give comments to each speaker and be constructive and kind.

7. Please submit your decision online before you start giving comments, if possible, so that tab can make sure the tournament runs on time

*If you are not judging, you will not receive a text.