ACTAA

Arkansas Communication & Theatre Arts Association

TOURNAMENT TABROOM MANUAL

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Tournament Tabroom Manual

The Arkansas Communication and Theatre Arts Association is committed to providing a competitive tournament experience for all competitors. This document provides an operations manual for the methods to successfully utilize Tabroom.

This manual provides a general guide to tournament operations for ASC Qualifying Tournaments. This manual speaks to the utilization of tabroom.com but if you choose to utilize another tabulation platform, the same constraints should be used. It's important that this manual be utilized in consultation with the ASC Qualifying Tournament Document.

If you have questions or concerns about the protocol listed within the following manual, please consult the State Committee PRIOR to the hosting of your tournament.

Tabroom Set Up

The NSDA Sponsored Platform, Tabroom, provides a software which is utilized at local, regional, state, and national competitions. This software accelerates the tabulation process and provides an easy user interface that is accessible to students, parents, judges and coaches alike.

The following sections will outline the steps for setting up a tournament on tabroom. Even if you aren't hosting an ASC Qualifier, it's still recommended to utilize these rulesets.

Requesting a Tournament

Requesting a Tournament on Tabroom is the first foundational step to having a tournament that is published and live on the site. You will need to login to Tabroom and then select the option for "Request a New Tournament" in the bottom right of the screen.

Your Account

Edit Live Updates/Parent Memos

Create a new school/team

Request a new tournament

Link your account to a judge

Link your account to a student
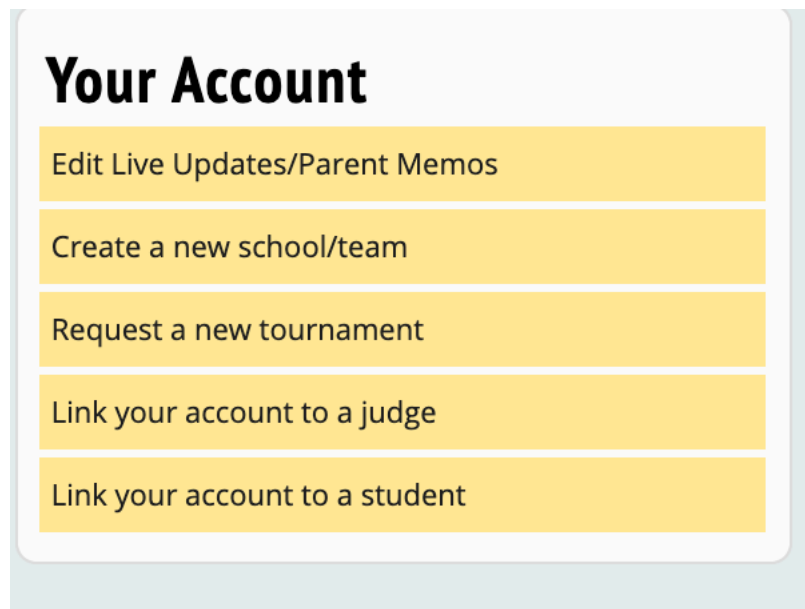
Once you've requested a tournament, you'll be brought to this page (see graphic on page 4) to insert the basic information about your tournament such as Tournament Name, Web Address Name, Location, Dates, Etc.

This is also the page that if you are 'cloning' a tournament set up from a previous year or another event, where you will do that (if you were an administrator for that tournament)

Do not just go to the tournament from the previous year and change the dates on the tournament. This will not remove any of the entries or the tabulation from the following year

MANAGE A TOURNAMENT WITH TABROOM

Please DO NOT include the year of your tournament in its name. It's automatically included where needed.

Tournament Name			
Web Name	Existing	Select an Optio ▾	*** Lowercase letters, no spaces, no year.** Keep the same webname year to year. Your tournament website will be http://<<webname>>.tabroom.com
	Or, New*		
Dates	Start	at 8:00 AM	
	End	at 8:00 PM	
Location	City		
	State	Arkansas ▾	
	Country	United States ▾	
	Time Zone	Chicago – CST or CDT ▾	
Clone setup from	None: Create tournament from scratch ▾		
Test Tournament	☐	A test tournament is useful to test & learn how to use Tabroom.com. Test tournaments do not appear on the front page or for registration. They also allow you to quickly create fake entries & results.	

You may choose to run a 'test tournament' which is an opportunity to test the features of tabroom on a non-public tournament.

Once you've completed this page, your tournament (if not a test tournament) will be public on Tabroom. You will be able to click on your email/name at the top of the page and the tournaments you are an administrator for will be posted on the right hand side.

TABROOM.COM
a project of the NATIONAL SPEECH & DEBATE ASSOCIATION

Logout | Profile | rachelmauchline@gmail.com | SEARCH TOURNAMEN

Home | Circuits | Results | Paradigms | Help | About

CABOT HIGH SCHOOL: TOURNAMENTS

Tournaments | Competitors | Judges | Circuits | NSDA | Settings | Access | Results

Existing tournament registrations

Dates	Name	Location	Due	Registration	
4/17 - 4/20	Tournament of Champions	Lexington, KY	4/9	Entries	
6/14 - 6/19	National Speech and Debate Tournament	Online, US	6/10	Entries	

Tournaments open for registration

Institutions

Cabot High School
Cabot Jr. High South
Cabot Junior High North
Arkansas District

Tournaments

Rachs Practice 20	AR/US
Cabot Classic	AR/US
Cabot Big Questions Scrimmage	AR/US
See Past Tournaments	

Settings- Tournament

When you click on your tournament from your account you are brought to this page which is the 'default home screen' when you are running or tabulating a tournament. Each of the tabs at the top go in the chronological order of the actions you need to complete throughout the pre-tournament, tournament, and post-tournament.
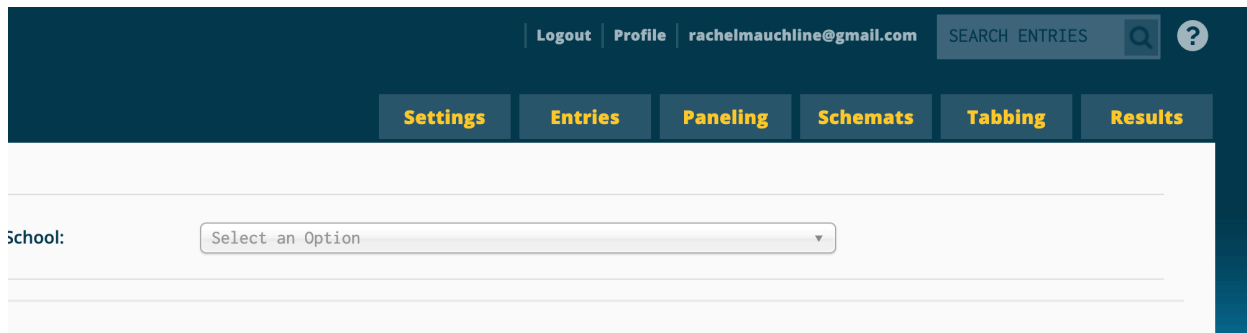
Settings- Tournament is the section that is the basic foundation of your tournament. There are a number of different tabs under this section that are important to note and act on.

Name & Info- You've usually set most of this up when requesting the tournament. This is also the location that you upload your invitation, congress legislation, and tournament logo. You can also request to be listed on specific 'circuits' here. This means that specific programs will be able to find and choose to come to your tournament. You should default select to be visible to the Arkansas and National Circuits. You can then choose which others you join based on the events you are offering/locale.

General- This is the place that you set up some general information about your tournament. There isn't a right and wrong way to do this because it is based on your tournament policy. Logging registration changes is helpful in order to track entry counts per day. It's also important to request and require some form of contact information for a judge who will be at the tournament in the event of any issues.

| Name & Info | General | Dates | Access | Messages | Housing | Notes | Merge |

General Settings

Require adult contact info to register	Y	Ask for refund information	N
Ask for adult contacts by category	N	Publish list of registered schools	Y
Ask for secondary adult contact	N	Use school regions	N
Ask for eligibility documentation	N	Tournament-wide cap on entries	0
Log registration changes	Y	School code style	Incremental (AA, AB, A ▾)
Hide Speaker Codes from Registrants	N	First school code:	1
Closed tournament: admin staff registers	N	Allow duplicate codes in different events	N
Test tournament, not public.	N	Do not avoid ADA rooms/Other Pools' Rooms	N
Waitlisted entries still hit double entry limits	N	Require Google Hangout Accounts	N

Save Settings

Dates- You will set up the dates of your tournament along with dates specific information is due. Please make sure you are in the correct time zone on this page. If you aren't this is changed in the 'Names and Info' tab. Tabroom details what each of the date and deadline options mean on the side of this page

Dates & Deadlines   Times are CDT

Tournament start	1/22/202	4:00 PM	Fees & Obligations freeze	1/15/202	4:00 PM
Tournament end	1/23/202	4:00 PM	Judge entries due	1/15/202	4:00 PM
Registration opens	12/7/202	8:00 AM	Drops & name changes due	1/15/202	4:00 PM
New entries due	1/15/202	4:00 PM	Nuisance fines apply after	1/15/202	4:00 PM

Save Dates

Access- You add specific email addresses for people you want to have access from an adminstrator perspective (tabulator, auditor, tournament director, etc) There are different levels of access depending on the needs

Messages- This is an opportunity to have specific messages and notes for individuals to see on different materials such as invoices and for competitors when registering.

Housing- If your tournament is offering housing/lodging opportunities to competitiors, this is organized and set up here.

Notes- This is a place to store notes or ideas or issues that occur to work on for the following year or event. You can also use a piece of paper if you prefer ☺

Merge- If you have two tournaments running side by side that need to be merged together, this is the set up for completing that.

Settings- Rules/Results (Tiebreakers)

While most of this section is set up for you based on the defaults of Tabroom and other national tournaments; there are some sections within this that are important to change based on the size of Arkansas Tournaments. Based on the recommendation of the ASC Committee the following tiebreakers should be set-

Debate Speakers If you have 3-4 prelim rounds offered, you shouldn't drop high/low speakers with so few prelims. If you have 5 or more prelims offered, you can choose to drop high/low.

Tiebreaks in order

1. Points from prelim round(s)	✎	🗑
2. Ranks from prelim round(s)	✎	🗑
3. Opp ranks from prelim round(s)	✎	🗑
4. Opp points from prelim round(s)	✎	🗑
5. Reciprocal ranks from prelim round(s)	✎	🗑

Speech Prelims- Make sure there isn't a mention of points as a tiebreaker (unless you are doing a tournament utilizing NSDA ballots which have points out of 100)

Tiebreaks in order

1. Ranks from prelim round(s)	✎	🗑
2. Reciprocal ranks from prelim round(s)	✎	🗑

Speech Cumulative/Sudden Death- You don't need to make any changes to the ruleset but it's important to clearly choose in your invitation and when doing later set up of your tournament which of these you will be utilizing. All your IE's should use the same one of these tiebreakers. The default at most Arkansas Tournaments is Sudden Death.
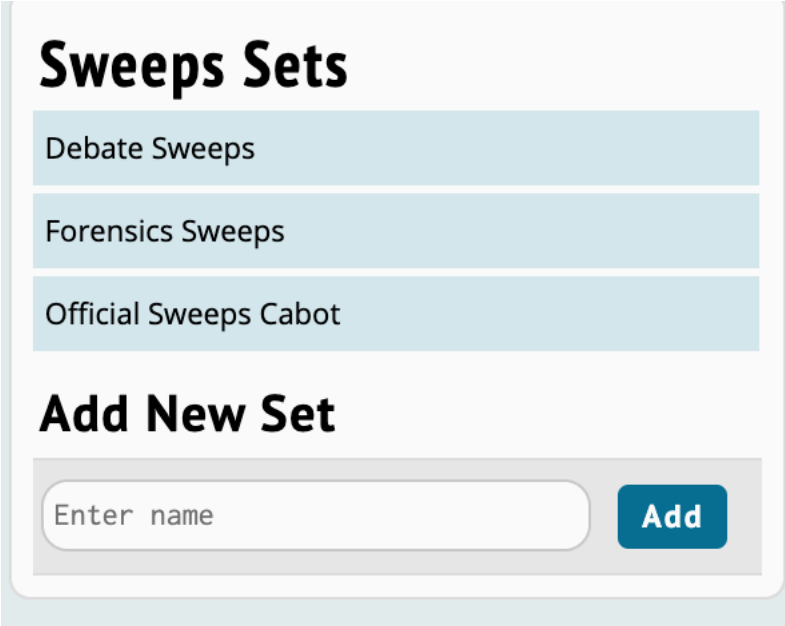
Settings- Rules/Results (Sweepstakes)

Please note that Sweepstakes is not something that the ASC Committee has jurisdiction over; however there have been concerns/questions in recent years over the set-up of sweepstakes. It's the recommendation of the ASC Committee that tournaments clearly announce/designate if they are utilizing these rules or another method.

ASC recommends setting sweepstakes up AFTER you set up events and judge pools.

First, it's important to set up 'sets' for your Sweepstakes. If you just offer 1 category with combined Forensics/Debate sweeps, you simply need 1 set. If you offer separate Forensics sweeps and Debate sweeps, you will need 2 sets. If you offer Forensics Sweeps, Debate Sweeps, and Overall Sweeps, you will need 3 sets.   (The image is an example from Cabot Classic with 3 sweeps sets)

Within these sets, you'll be able to determine winners. You don't need to have different sets for Large School, Small School, Junior High, etc. You won't need to have Cumulative and Squad Efficiency sets. All of those designations are something you can see with the total report at the end when determining the tournament Sweepstake winners

Second, you'll need to designate the specific set-up for your sweep set. You can choose to have only a certain number of entries per school counted per event or a 'sweep slate' You need to make sure you include all the events you want to have counted.

Setup Official Sweeps Cabot

Delete Ruleset

Name of ruleset	Official Sweeps Cabot	Multiply this ruleset's scores by	
Entries counted across all events		Only count novice entries	☐
Entries counted per event		Exclude breakout rounds	☐
Number of events to count		Count points by individual, not by entry/team	☐
Wildcards (entries counted beyond limits)		Count only 1 entry per individual competitor	☐
		Maximum competitors an entry counts for	

Save Setup

Scope

Click on a event, round or ruleset to remove it from the scope of this ruleset.

Events Counted

BQ   HSCD   HSDI   HSDP   HSDUC   HSHI   HSIMP
HSINF   HSISP   HSIX   HSOO   HSPOI   HSRT   HSSLI
HSSTO   HSUSX   HSWM   JHBQ   JHCD   JHDI   JHDUO
JHEX   JHHI   JHIMP   JHINF   JHISP   JHOO   JHPEN
JHPOE   JHPOI   JHPRO   JHRT   JHSLI   JHSTO   JHWM
NCX   NLD   NPF   NPOE   NPRO   PEN   VLD
VPF   VPOE   VPRO

`Select to add  ▼`

Third, you need to set up specific rules that will designate the number of points that will be awarded to each specific round/event/score. This model that has been used at a number of Arkansas tournaments models after the NSDA point system in order to make the system as fair as possible between Forensics and Debate.

Two important notes…

1) Debate Speaker Awards are by DEFAULT NOT included in sweepstake calculation. You will need to manually add these points to totals if you choose to have them count (most do choose this).
2) Congress points sometimes are not calculated with Tabroom. It's always important to check on the results page at the end of

the tournament. If they don't calculate automatically, you will manually add those in using the same formula of points. With a set distinction of points for prelim ranks, advancement, and final placement.

Rules in ruleset

1.	6 points	Round won	in all rounds	🗑
2.	3 points	Round lost	in all rounds	🗑
3.	20 points	1st place	in all rounds	🗑
4.	15 points	2nd place	in all rounds	🗑
5.	10 points	3rd place	in all rounds	🗑
6.	8 points	4th place	in all rounds	🗑
7.	6 points	5th place	in all rounds	🗑
8.	4 points	6th place	in all rounds	🗑
9.	6 points	Each individual rank of 1	in all rounds	🗑
10.	5 points	Each individual rank of 2	in all rounds	🗑
11.	4 points	Each individual rank of 3	in all rounds	🗑
12.	3 points	Each individual rank of 4	in all rounds	🗑
13.	2 points	Each individual rank of 5	in all rounds	🗑
14.	1 point	Each individual rank of 6	in all rounds	🗑

It's important to make sure your sweeps are set up correctly and include all the needed rules. This is something that is tedious to complete during a tournament and easier to complete and check before the tournament begins.

Sweeps results are located under the tab Results- Reports. If you need to manually add points, this can be done under tabbing and sweepstakes.

Points/Bids- This section only applies if you are a tournament that is a National TOC bid tournament.

Settings- Judge Categories

Having judges for a tournament is important and judge categories are the way that judges are organized/correctly programmed. The first step on this page is making judge categories. You can do as many or as few judge categories as you wish. Some tournaments do 1 judge category for all judges. Some tournaments like the image below do categories by level and event type. More national tournaments with larger judge pools do different pools for LD, CX, PF, WSD, and Speech Events.

The important thing to think about when choosing your judge pool is that the 'burden' for judges owed needs to be the same for all events you place in the pool. For example, If you want to require the burden to be 2 entries for debate equals 1 judge, it might be more practical and fair to participants if congress entries count toward the forensics burden of 10 entries for forensics/congress equals 1 judge.

There are a number of tabs that pop up under each of the judge categories. You need to set up each judge category and make sure you have settings that represent what you wish to have for the tournament.
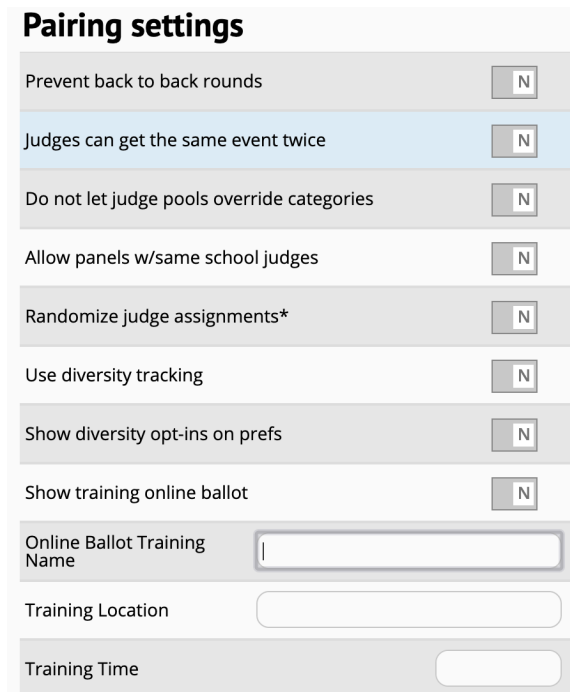
Register- This is the basic information for the judge category. Below is a screenshot of the settings that many Arkansas tournaments use when setting up judge pools. It's important to publish a list of judges online for students to be able to read judge paradigms as published along with coaches seeing any conflicts or issues in the pool. If you are running a tournament with online ballots, you'll need to 'require judges to have linked accounts.' This is also where you note the cost of not meeting the judge requirement and also what the judge requirement is for that category.

| Register | Hires | Tabbing | Ratings | Shifts | Pools | Messages |

Registration settings

Name:	High School Debate	Abbreviation, max 4 letters:	HDB8
Suppress judge codes (names only)	Y	Show judge contact info on reg sheets	N
Start judge codes with		Ask for judge qualifications and histories	N
Publish the list of judges online	Y	Ask for parliamentarians	N
Require judges to have linked accounts	N	Registrants can mark first year outs	N
Ask for judge phone #s at registration	Y	Label for FYOs:	
Ask for judge departure times at registration	N	Registrants can mark neutral judges	Y
Judge notes/details due	Date... Time...	Allow judge double-entry in other categories	N
		Ask to specify an alternate judge category	Y

Burden method   Pick only one

Alter burden

Entries per judge owed	2	Drops do not count against judge burden	N
Rounds owed per entry		Fine per missing judge	10

Hires- Tabroom has a function that allows hired judges to reach out and register/signup via the tournament website. This can be set up at this tab.

Tabbing- Tabbing is a setting that is based upon the judge pool that you are creating. There are three headings that relate to this section.
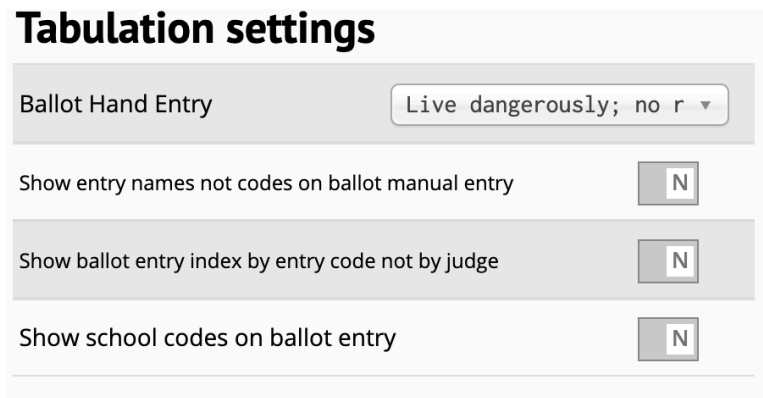
  A. Pairing- Judges in debate can get the same event twice so I make sure to select that setting. That isn't the case in IE's where they can't get the same event twice. The other settings are optional based on the tournament.

Pairing settings

Prevent back to back rounds	N
Judges can get the same event twice	N
Do not let judge pools override categories	N
Allow panels w/same school judges	N
Randomize judge assignments*	N
Use diversity tracking	N
Show diversity opt-ins on prefs	N
Show training online ballot	N
Online Ballot Training Name	
Training Location	
Training Time	

  B. Tabulation Settings- This is entirely based on the person tabulating the tournament and their preference. If you simply want to enter the ballot once and do a visual check manually, it's this setting below. There are other options based on your preference/the tournament having an auditor, etc.

Tabulation settings

Ballot Hand Entry	Live dangerously; no r ▾
Show entry names not codes on ballot manual entry	N
Show ballot entry index by entry code not by judge	N
Show school codes on ballot entry	N

C. Ballot Options- This is for IE's. This is all based on the tournament and what's preferred. It's always strongly encouraged to ask for judges cell phone numbers on ballots. This way you have a method of communication if there is an issue.

Ballot Options

List Entry Names	N
List Entry First Names	N
IE: Piece titles/question	N
IE: Space for times	Y
School codes	N
School names	N
IE: List Speaker Order	N
Space for judge signature	N
Ask judges for phone numbers ballots	Y

Ratings- If you want to utilize judge preference or strikes via the computer, it's set up here.

Shifts- This is very important especially with volunteer judges and making sure that they can only be scheduled for specific times that they can be at the tournament. There needs to be judge shifts that are

created for times judges are unavaliabke. They can come with a fine if they aren't meeting a full commitment if you choose.

Part-time judging

These timeblocks allow registering coaches to mark judges as unavailable during the shifts you specify. The fees will be charged if a school is under their burden during that shift; so if a school owes 2 judges and only 1 judge is free on Friday night, the Friday night fine will be charged. However, if the school brings 3 judges, of which 2 are always available, the fine will not be charged.

You can also use judge shifts to allow those who use the public judge signup to declare their own availability, if you are using the Public Judge Signup (available under the Hires tab).

Name	Type	Fee		Day		Time		
No Friday Round 1	Both	0	Start	● F-22nd ○ S-23rd		4:30 PM		🗑
			End	● F-22nd ○ S-23rd		6:00 PM		
No Friday Round 2	Both	0	Start	● F-22nd ○ S-23rd		6:15 PM		🗑
			End	● F-22nd ○ S-23rd		7:45 PM		
No Friday Round 3	Both	0	Start	● F-22nd ○ S-23rd		8:30 PM		🗑
			End	● F-22nd ○ S-23rd		10:00 F		
No Sat Round 1 9a	Both	0	Start	○ F-22nd ● S-23rd		9:00 AM		🗑
			End	○ F-22nd ● S-23rd		10:30 A		
No Sat Round 2 10	Both	0	Start	○ F-22nd ● S-23rd		10:30 A		🗑
			End	○ F-22nd ● S-23rd		11:30 A		

Pools- These can be created if you want to make a pool for a certain round or certain event or time period.

Settings- Events

The next step for tournament set up is creating the events. It does take time to make events, but once you've done it one time, you can clone for other tournaments.

Main- Set up foundational information. If it's a debate event that allows mavericks say 1-2 people. For group events, it needs to be 3 to 40. Make sure you set up entry codes how you wish. Most AR tournaments do School Code and Entry Name for all but Group Events which is school name. This is also where you set up NSDA Points. Make sure you designate the correct category

Registration- Make sure to use the setting 'Publish field report/entry list on web' as per the ASC Qualifying Document about Challenges etc.

Pairing-

    A) For Debate- Make sure PF is 'Flip for Sides' (if you choose to utilize NSDA rules). Make sure to use same rooms for round to round. Make sure live updates are turned on. Make sure for IPDA you have 30 minute prep timer scheduled

    B) For Congress- Make sure to use same rooms from round to round. Make sure live updates are turned on. Set default chamber size (normally 20).

    C) For IEs- Make sure to use same rooms from round to round. Make sure live updates are turned on. Set a default section size (normally 6 or 7). Make sure for Extemp you have 30 minute prep timer scheduled.

Tabulation-

For Debate- Make sure to set the point increments (lots of judges are using tenths and it's easier to set it that way than have to change it mid tournament). Set minimum and maximum speaker points. This should make the rules for the style of debate. List length of flight. You need to change the setting for 'Output for Speaker Awards'. Debate Speakers need to be the tiebreaker.

IE and Congress usually don't have any changes that are imperative to change for a smooth tournament.

Ballots/Rules- Helpful tool if you are running online ballots which allows clear topics, rules, and other materials to be visible to judges. There are also some settings you can change if needed for ballots in general.

On the 'Event' section of Settings there are options for Patterns/Double Entry. Since Arkansas normally has kids in 6-7 events, it's not recommended to set policies in tabroom for double entry limits. These just need to be listed clearly in your tournament invitation.

Settings- Schedule

This is BY FAR the most important component of set up and most commonly the component of set up which causes tabulation errors and questions.

TWO IMPORTANT NOTES:

1- It's recommended that you set the times of the schedule but not assign it to events until after registration closes. This allows you to make changes based on events not making/rounds events will break to

2- You shouldn't have a time slot for each event like PF R1, LD R1, CX R1. It should just be "HS Debate Round 1. Otherwise it is very confusing to tab if separated like this.

Timeslots: Saturday 1/23

Label	Day	Start Time	End Time	
HS Congress Rour	Sat ▾	7:30 AM	10:00 AM	🗑
JH Congress Rour	Sat ▾	8:00 AM	10:00 AM	🗑
HS Debate Elim 1	Sat ▾	8:00 AM	10:00 AM	🗑
HS RT	Sat ▾	8:00 AM	8:30 AM	🗑
JH Pattern B Pre	Sat ▾	8:30 AM	10:00 AM	🗑
HS WM	Sat ▾	8:30 AM	9:00 AM	🗑
HS Pattern B Pre	Sat ▾	9:00 AM	10:30 AM	🗑
JH BQ Semis	Sat ▾	10:00 AM	11:00 AM	🗑
HS Congress Rour	Sat ▾	10:15 AM	12:45 PM	🗑
HS Pattern A Fir	Sat ▾	10:30 AM	11:30 AM	🗑

This is a tedious process but yet again, if you use the same schedule year after year, it's easy to duplicate. You don't need to list registration or awards on this schedule. This is simply for the tabulation process and scheduling judges and rooms.

After registration closes, you make the schedule for each event. You have the ability to 'clone schedules' for events which works well with pattern specific events. This is also where you need to mark what tiebreakers you will utilize. This is also where you will designate if events will be flighted.

High School Big Questions Debate schedule

Show Empty Slots

Fri 1/22	Y/N	Label		Type		Tiebreaks		Flights	
HS Debate Round 1 4:30 P	☑	1	Label	Prelim/Preset ⬍		Debate Prelims ⬍		1 ⬍	
HS Debate Round 2 6:30 P	☑	2	Label	Prelim/Preset ⬍		Debate Prelims ⬍		1 ⬍	
HS Debate Round 3 8:30 P	☑	3	Label	Prelim/Preset ⬍		Debate Prelims ⬍		1 ⬍	
Sat 1/23	**Y/N**	**Label**		**Type**		**Tiebreaks**		**Flights**	
HS Debate Elim 1 8:00 A	☑	4	Quart	Elim ⬍		Debate Elims ⬍		1 ⬍	
HS Debate Elim 2 10:45 A	☑	5	Semis	Elim ⬍		Debate Elims ⬍		1 ⬍	
HS BQ Finals 1:30 P	☑	6	Final	Final ⬍		Debate Elims ⬍		1 ⬍	

Save Rounds

* You may not delete or move rounds that have been sectioned with this screen; it will delete and re-create rounds, not move them. If you want to move rounds on your schedule, go to the schematic and use the menu on the Settings tab.

High School Dramatic Interp schedule

Show Empty Slots

Fri 1/22	Y/N	Label		Type		Tiebreaks		Flights	
HS Pattern A Round 1 4:30 P	☑	1	Label	Prelim/Preset ⬍		Speech Prelims ⬍		1 ⬍	
HS Pattern A Round 2 6:15 P	☑	2	Label	Prelim/Preset ⬍		Speech Prelims ⬍		1 ⬍	
HS Pattern A Semis 8:30 P	☑	3	Semis	Elim ⬍		Speech Elims: Suc ⬍		1 ⬍	
Sat 1/23	**Y/N**	**Label**		**Type**		**Tiebreaks**		**Flights**	
HS Pattern A Finals 10:30 A	☑	4	Final	Final ⬍		Speech Elims: Suc ⬍		1 ⬍	

Save Rounds

Some important tips/tricks about the schedule-

One of the biggest issues that comes up with creating the schedule is events that break directly to a final rouds such as RT or WM or some IE events. When setting up, YOU CANNOT set them up with the 'Final' designation. The programming gets confused because nobody is 'breaking' to the final round. You need to set it up as Prelim and then change it after the round is completed.

If you've already scheduled a round and realize it was under the wrong time block, you need to erase the round and go back and make the change to the schedule. It doesn't let you make the change at that point.
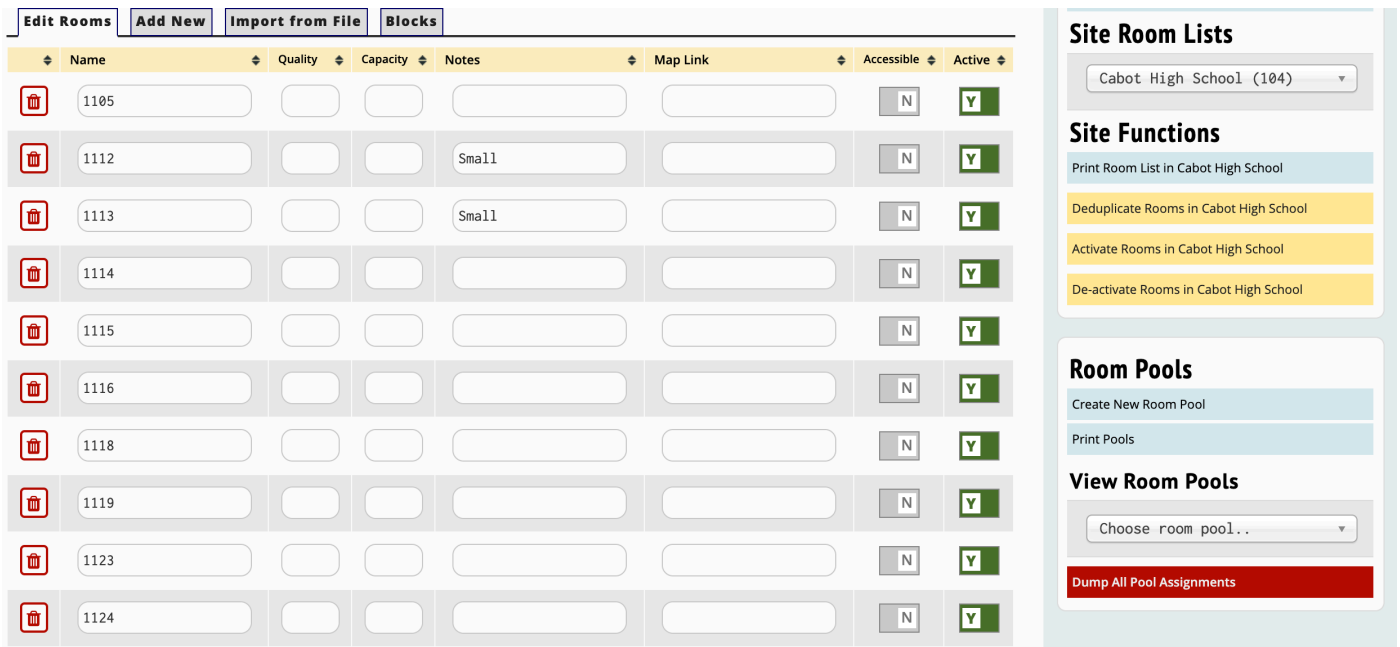
It's important to triple check that your tiebreakers are the same for the same type of event (eg. DI Semis has the same tiebreaker as POE Semis)

If your schedule is wrong, it's going to have lasting consequences for the room pooling and judge assignments. This cannot be stressed enough.

Settings- Sites and Rooms

This step is adding your room list to Tabroom. This is simple yet tedious. You don't need to add rooms that aren't going to be used for competition such as 'Extemp Draw' or 'Judges Lounge'. You can also leave notes, if you wish, about specific rooms that will last year after year about the specific state of a room.

If you choose to stop using a room during the tournament for whatever reason, simply mark the room as inactive; don't delete the room. If you delete the room, it risks losing all results that came from that room during the tournament!

	Name	Quality	Capacity	Notes	Map Link	Accessible	Active
🗑	1105					N	Y
🗑	1112			Small		N	Y
🗑	1113			Small		N	Y
🗑	1114					N	Y
🗑	1115					N	Y
🗑	1116					N	Y
🗑	1118					N	Y
🗑	1119					N	Y
🗑	1123					N	Y
🗑	1124					N	Y

Site Room Lists

Cabot High School (104) ▾

Site Functions

Print Room List in Cabot High School

Deduplicate Rooms in Cabot High School

Activate Rooms in Cabot High School

De-activate Rooms in Cabot High School

Room Pools

Create New Room Pool

Print Pools

View Room Pools

Choose room pool.. ▾

Dump All Pool Assignments

You have the ability to also create 'room pools' like the image shows on the right hand side. This way you can schedule certain rooms and events to be in certain areas of the building.

Settings- Money

This is probably one of the easiest components when it comes to setting up a tournament. There is a panel as shown below with the different components of finances. Clicking thru each of these is very self explanatory and allows you to assign specific fees to specific actions, entries, missing judges, school fees, etc.

C.R.E.A.M.

Invoice Message/Payable Note

Entry Fees

School & Student Fees

Judge Hire Fees

Nuisance Fines

Concessions

Hotel Blocks
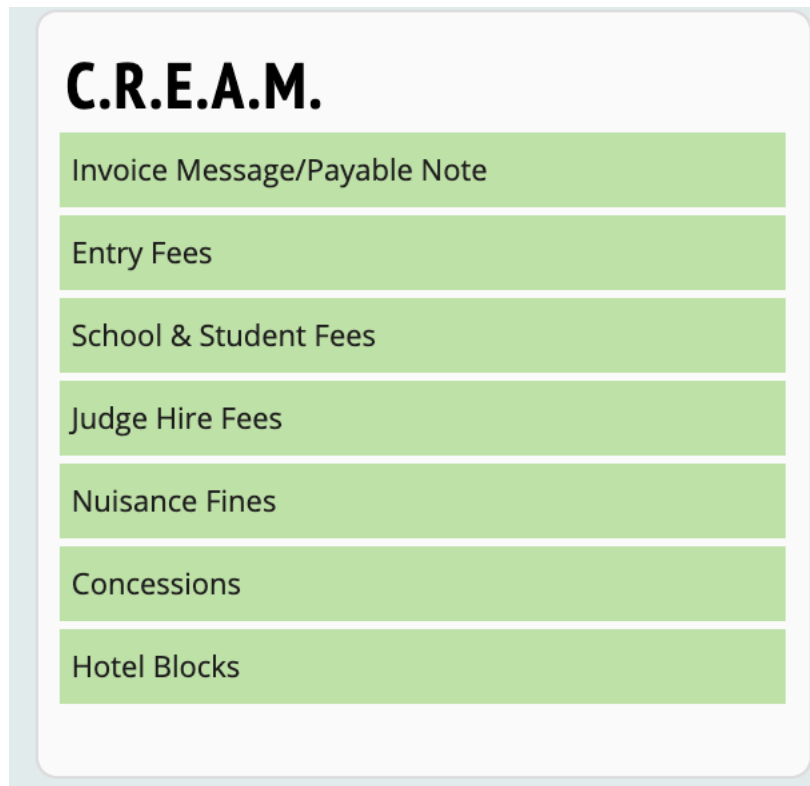
Settings- Website

The website of a Tabroom Tournament is important and the 'first impression' that schools get when registering for your tournament. The first component that needs to be set up is the 'main page' which you can access on the right hand side.

Standard Pages

Main Page

Field Reports

Judge Lists

Postings

You have the ability to have custom pages with additional information instead of having a very long main page.

Custom Pages

Extemp Topic Areas

Sweepstakes

High School Forensics Schedule

Junior High Forensics Schedule

High School Debate Schedule

Junior High Debate Schedule

Definition of Novice

Pentathlon

Tournament Notes and Information

Duo Poetry

Congress Legislation

Impromptu Areas

Debate Information

Add Custom Page

There is also a section to 'Publish Postings' here which is one of a couple options to quickly post quickly during the tournament

Events- Schools

This is the default page that you are taken to when clicking on your tournament. This is also the page that many schools utilize for registration. This gives you the option to check schools in as they arrive on campus.
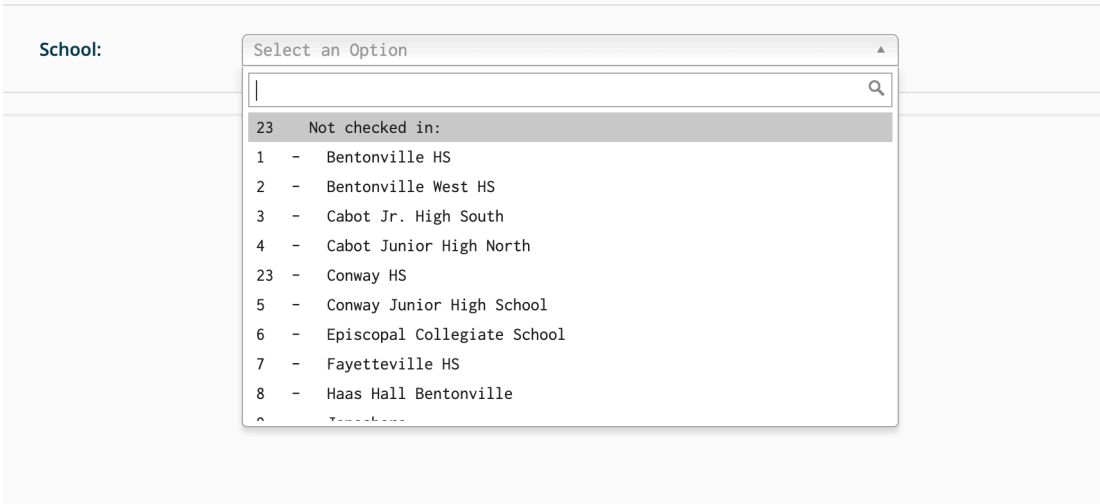
Once you click on a school, you can see the contact name and information for the adult on campus, the invoice, the registration, dance cards, etc. You can also confirm onsight and take any notes that you need about issues/concerns that school has that need to be handled.

This is the easiest place to come to handle judge/entry drops. If an entry drops during the tournament, you need to toggle drop or drop/fine options.

If an entry drops before the tournament (before you've sectioned or paired), you can use the toggle options for drop or drop/fine

If an entry drops before the tournament (after you've sectioned and paired) you can use the toggle options and then completely delete the entry with the trash button and then add the drop/registration cost of the entry manually onto the invoice.

Competitors

Event	Code	Name	Registered	Notes	Drop	Drop & Fine	
VPF	Cabot FY	Fry & Young	10/21 8:40 PM		N	N	
BQ	Cabot AS	Atira Schulte	10/22 8:32 AM		N	N	
HSUSX	2 Atira Schulte	Atira Schulte	10/22 8:33 AM		N	N	
VPF	Cabot BT	Beard & Turnage	10/22 8:33 AM		N	N	
CD	2 Amber Beard	Amber Beard	10/22 8:33 AM		N	N	
CD	2 Jasmine Turnage	Jasmine Turnage	10/22 8:33 AM		N	N	
CD	2 Taniya Henderson	Taniya Henderson	10/22 8:33 AM		N	N	
CD	2 Christina Smith	Christina Smith	10/22 8:33 AM		N	N	

Events- Events

This is a helpful tab when looking at:

1) ASC Level Qualification
2) Trophy Order
3) Schedule Creation
4) Room/Judges Needed

There isn't much action taken here, but it's an important place to find information quickly about competitors in events during the tournament.

EVENTS / DIVISIONS

Event	Abbr	Active	Dropped	Total
High School Congressional Debate	HSCD	81		81
Junior High Congressional Debate	JHCD	17		17
High School Big Questions Debate	BQ	17		17
Junior High Big Questions Debate	JHBQ	6		6
Novice Lincoln Douglas Debate	NLD	11		11
Novice Policy Debate	NCX	3		3
Novice Public Forum Debate	NPF	8		8
Varsity Lincoln Douglas Debate	VLD	10		10
Varsity Public Forum Debate	VPF	12		12
High School Dramatic Interp	HSDI	37		37
High School Duet Improv	HSIMP	38		38
High School Duo Interp	HSDUO	23		23
High School Duo Poetry	HSDP	8		8
High School Humorous Interp	HSHI	32		32
High School Impromptu	HSISP	42		42
High School Informative Speaking	HSINF	28		28
High School International Extemp	HSIX	13		13

Events- Judges

As previously stated in the manual, having judges at your event is important and this tab is key to knowing the number of judges that you have available in each judge pool.

JUDGE CATEGORIES

Category	Judges	Hire Requests	
High School Debate	65	0	judges
High School Forensics	175	0	judges
Junior High Debate	10	0	judges
Junior High Forensics	109	0	judges
Total	359		

Groups

High School Debate

High School Forensics

Junior High Debate

Junior High Forensics

All Judges

CSV   Print

Check School Judging Burdens

You can click on each of these categories to get information about the judges who are currently listed in each pool. It's very important to keep track of the information here including the 'notes' that are left by Coaches. You need to make sure conflicts with competitors, events, and time slots are marked.

You do this by clicking on the judge and then going to their information. You can choose to edit information, see what rounds they are currently listed in, or look at their strikes. You can strike them from specific constraints. It's also important to remember to make sure to go back to their 'rounds' to make sure none of the rounds they've been assigned are impacted.

This is also the place to put strikes if you do them via email. You can program them in here so that they aren't visible to the public but the computer will default make sure that judges aren't assigned to a certain school/program. See graphic below.

Katie Curry Edit Rounds Strikes

Shifts unavailable

No Friday Round 1 4:30pm-6pm	Fri	4:30 PM - 6:00 PM	N
No Friday Round 2 6:15pm-7:45pm	Fri	6:15 PM - 7:45 PM	N
No Friday Round 3 8:30pm-10pm	Fri	8:30 PM - 10:00 PM	N
No Sat Round 1 9am-10:30am	Sat	9:00 AM - 10:30 AM	N
No Sat Round 2 10:30am-11:30am	Sat	10:30 AM - 11:30 AM	N
No Sat Round 3 11:30am-12:30pm	Sat	11:30 PM - 12:30 PM	N
No Sat Round 4 1:15pm-2:15pm	Sat	1:15 PM - 2:15 PM	N

Competitors

Strike Entry	Visible*	Select an Option
Strike Person	Visible*	Select an Option
Conflict	Visible*	Select an Option

Schools

| Conflict | Visible* | Select an Option |
| Strike | Visible* | Select an Option |

This is also the spot where you can add judges that are hired or volunteers for the tournament. Simply click "add judge' and add the info.

HDB8 Add Judge

HDB8 Roster	PDF	CSV
Hire Requests		
Conflict List	Conflict Sheets	
Dance Cards	Rounds Judged	
Seasonal Totals		

If they have some sort of judge strikes or conflicts, please click on the sectioning for editing judge that is attached in the image below

Last Judge Added

Natalie Mauchline ()

Edit judge info for Mauchline
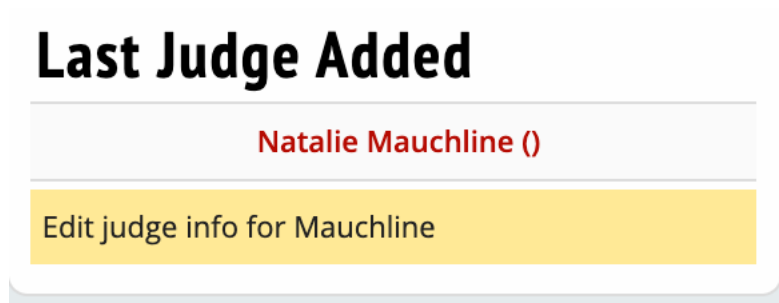
You can also see schools that have requested hired judges from the tournament on this tab and make the decision to accept/decline those.

Events- Data

Tournament tabulation is reliant on data that is programmed into the computer. Because of this, it's important that each entry is coded and set up in a specific way. This gives you the ability to manipulate and change the codes and/or add new ones to the computer.

You can add new schools post deadline or delete schools post deadline that have no entries. You can recode school codes and entry codes as needed.

IMPORTANT- Tabroom has a habit of glitching when assigning school codes and freezing and stopping assigning codes after 10 (which means there are multiple school 10) Once registration closes, you can go to School Codes and click the button for recoding. When you do this you need to go back and reset the entry codes below it and make sure the codes are correct based on the updated school numbers.

.

Entry Manipulation

Add new school	Empty schools
Onsite Schools	
Drop TBAs	Delete TBAs

Codes & Names

School codes	School states
Entry codes	Entry names
Judge codes	Code Codeless Entries
Mutually conflict schools' judges	
School Contacts	

Pre-Tournament Information

Paneling- Reports

This is the best area to mass print or view information related to the tournament. You can print schematics, pairings, master ballots, etc. This will give you the ability to download this information such as schematics before the tournament to send to coaches.

You can also view 'Tab Sheets' and 'Disaster Check' on the side. In 'Tab Sheets' you can print and have a paper tab running synchoronously with the electronic tab.

'Disaster Check' provides a report letting you know of large issues that you have with your tournament at the moment. It's not a perfect 100% check of the tournament, but it is important to check before each round.

Paneling- Rounds

You have the ability here to panel all your prelim rounds in a mass format. This is commonly done with large tournaments. If you have a small tournament, you can do this individually under tabbing-schematics.

You can only panel prelims for speech and congress here. You cannot pair your debate rounds at this section.

Paneling- Judges

This page gives the opportunity to mass assign, pool judges, and view avaliability of judges by judge category.

Mass Assign- This gives tabulators the ability to mass assign judges for a set round type or time period. This can be done during the tournament for prelims and also can assign judges throughout the tournament for elimination rounds.

Assign Judges to Rounds   For RRs, IEs and Congress only

Vital Statistics

Events/Divisions	20	Panels/Rooms	0
Maximum judges needed at one time		Timeslots	10

Repanel judge assignments:

Judges per panel	1
Timeslot	All ▾
Round Type	All ▲
	All
	Prelim
	Elim
	Final
	Runoff

Erase existing assignments and ballot scores:

Reassign Judges

Pools- You can create a judge pool that can be used for grouping a set of judges during a set time period. Example 'Debate Quarters Sat Morning' and you can publish the list online so judges know they have a ballot during a set time. This will *hopefully* increase the likelihood of judges arriving at their rounds on time.

Create new pool

Name: Name the pool...

Show pools to judges online ☐

Publish judges on web: ☐

Use as standby ☐

During   All Timeslots ▾

Save Pool

Pool Judges- This is where you add judges to set pools that you created on the previous tab

Chart- Chart is incredibly useful as a quick way to see a judges schedule/amount they have judged throughout the weekend. You can see the event they are judging, room, time, etc.

131	Bailey	Brumbelow	8:00 A – BQ – R3 – S8 In 1124	11:15 A – BQ – Octos – S1 In FA 3129		2
1 144	Jenni Lee	Buckner	11:00 A – PF – R4 – S8 In 1124	8:30 A – LD – R3 – S3 – F1 In 1141		2
8 107	Daniel	Caudle	1:30 P – PF – Quarters – S1 In 1114	8:00 A – BQ – R3 – S5 In 1118	9:30 A – BQ – R4 – S3 In 1115	9
			2:15 P – BQ – Semis – S1 In FA 3130	5:00 P – PF – R1 – S10 – F1 In 1124	8:30 A – PF – R3 – S6 – F1 In 1125	
			11:15 A – LD – R4 – S3 – F1 In 1132	5:00 P – PF – R1 – S7 – F2 In 1124	11:15 A – LD – R4 – S17 – F2 In 1132	
121	Harrison	Cook	1:00 P – HOU – R1 – S2 In FA 3127	1:40 P – LD – Octos – S1 In FA 3127	3:15 P – POI – Semis – S1 In 1246	10
			4:45 P – LD – Quarters Runoff – S1 In FA 3127	8:00 A – BQ – R3 – S11 In FA 3129	9:30 A – BQ – R4 – S12 In FA 3130	
			12:45 P – BQ – Quarters – S1 In FA 3127	7:15 P – PF – R2 – S11 – F1 In 1123	8:30 A – PF – R3 – S11 – F1 In 1123	
			7:15 P – PF – R2 – S9 – F2 In 1123			
178	Adam	Cox	1:00 P – HOU – R1 – S3 In FA 3129	3:00 P – PF – Semis – S1 In 1309	7:15 P – BQ – R1 – S3 In 1114	7
			9:30 A – BQ – R4 – S5 In 1118	2:15 P – BQ – Semis – S1 In FA 3130	8:30 A – PF – R3 – S2 – F1 In 1122	
			8:30 A – PF – R3 – S10 – F2 In 1122			

Avaliability- You can get clear numbers (once you've programmed judges into the computer) on the number of judges you have per round. This will help tabbers and tournament directors be aware of the number of judges that they need to recruit in order to be comfortable to host the tourament.

Judges Available in DEB

BQ		CX		PF	
Round 1	35	Round 1	12	Round 1	17
Round 2	34	Round 2	17	Round 2	19
Round 3	27	Round 3	23	Round 3	27
Round 4	27	Round 4	22	Round 4	29
Octos	28	Semis	33	Quarters	26
Quarters	28	Finals	13	Semis	26
Semis	24			Round 7	23
Finals	27				

Paneling- Rooms

This section is VERY similar in structure to the section above about judges.

Mass Assign- You can mass assign rooms for a set round type or time period. This can be done during the tournament for prelims and you also can assign rooms throughout the tournament for elimination rounds.

There are sections for pools/pool rooms. If you followed the steps above, you will have already completed this section when it comes to the settings section of tabroom. If not, you can complete that section here.

Chart- This is the most convienent way to view which rooms are being used during which time. This will help find rooms avaliable quickly and also allows rooms to be checked off quickly.

Room ⇕	Qual ⇕	Cap ⇕	ADA ⇕	Fri ⇕		Sat ⇕		Sun ⇕		Pools ⇕
1113	0	0	N	CX R1	5:00 P - 7:00 P	CX R1	5:00 P - 7:00 P	BQ R1	7:15 P - 8:15 P	
						CX R2	7:15 P - 9:15 P	BQ R2	8:30 P - 9:30 P	
						CX R3	8:30 A - 10:30 A	BQ R3	8:00 A - 9:00 A	
						PF R4	10:45 A - 12:30 P	BQ R4	9:30 A - 10:30 A	
						PF Quarters	3:00 P - 4:00 P	BQ Quarters	12:45 P - 1:45 P	
1114	0	0	N	CX R1	5:00 P - 7:00 P	CX R1	5:00 P - 7:00 P	BQ R1	7:15 P - 8:15 P	
						CX R2	7:15 P - 9:15 P	BQ R2	8:30 P - 9:30 P	
						CX R3	8:30 A - 10:30 A	BQ R3	8:00 A - 9:00 A	
						PF R4	10:45 A - 12:30 P	BQ R4	9:30 A - 10:30 A	
						LD Octos	1:40 P - 2:40 P			
						PF Quarters	3:00 P - 4:00 P			
						PF Quarters	3:00 P - 4:00 P			
1115	0	0	N	CX R1	5:00 P - 7:00 P	CX R1	5:00 P - 7:00 P	BQ R1	7:15 P - 8:15 P	
						CX R2	7:15 P - 9:15 P	BQ R2	8:30 P - 9:30 P	
						CX R3	8:30 A - 10:30 A	BQ R3	8:00 A - 9:00 A	
						PF R4	10:45 A - 12:30 P	BQ R4	9:30 A - 10:30 A	
						PF Quarters	3:00 P - 4:00 P			

Paneling- Web Publish

This provides a convenient location to publish pairings and other information on the tabroom website for the tournament. You can choose to publish per event, per time period, or everything all at once.

When publishing rounds, it's critical that you publish normally and not 'without judges' unless you are posting a pairing and plan to publish the judges later.

This is also where you publish specific win/loss records for debate throughout the tournament. You can also publish results for specific rounds this way at the conclusion of the tournament for all events.

PUBLISH CONGRESS (CONGRESS) TIMESLOTS

Timeslot	Start	Private	Pub w/o Judge	Public	Results		
Congress Session 1	1:00 PM			HOU Session 1 SEN Session 1		Publish All / Publish w/o Judges / Blast All / Publish Results	Unpublish All / Undo Results
Congress Session 2/Finals	6:00 PM			HOU Finals SEN Session 2		Publish All / Publish w/o Judges / Blast All / Publish Results	Unpublish All / Undo Results

Tabulation

Tabbing – Status

The 'status' board on tabbing provides a grid that shows the status of each event. It shows the number of ballots that are still remaining out for a round, if a round is due to have a break, or if the round is 100% complete. This is something that is important to keep track of during the tournament in order to see what needs to happen and when.


If you do online ballots, going to the 'started' and 'entered' tabs it gives you the opportunities to see which rounds have and haven't started yet. This helps send individuals to rooms to check what is happening.

Schematics/Tabbing – Debate

The following section explains the optimal method for tabulation for debate. This section speaks to the following styles of debate: IPDA, CX, LD, PF, BQ, WS.

 It's HIGHLY recommended that you don't pair debate until the last possible moment. If you have drops/adds in debate after you pair, it gets really messy and you have to repair the round. If there are drops/adds after pairings already came out, you can make changes by adding byes, etc.

You always click "auto pair" and then auto assign room and auto assign judges. In the event you get an error message that shows you don't have enough rooms or judges, you'll need to manually go in and make changes as needed/add judges and rooms.
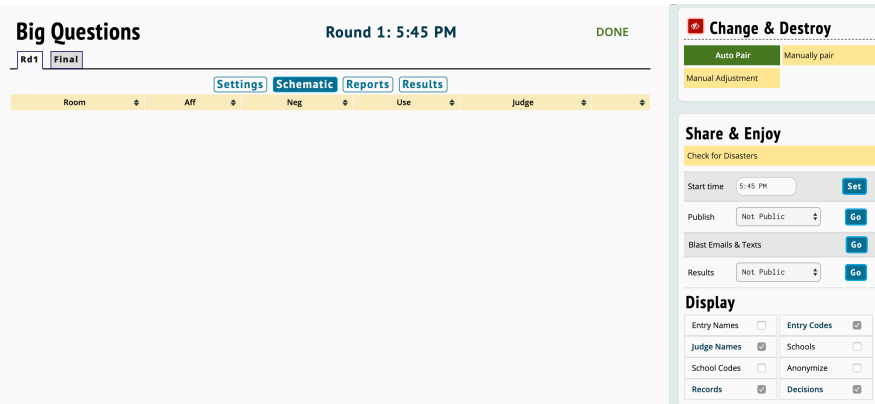
For tabulation, you go to 'tabbing' and click on the round and then search for the judge. In this example, the judges are called numbers. You would see judge names and you click on that judge in order to fill in the ballot.
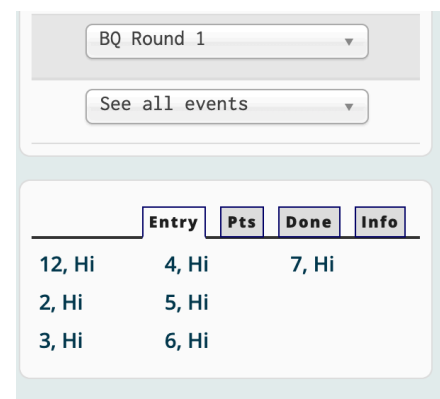
This is an example of what a debate ballot would look like. Of course if it's a partner event or team event, there will be that set number of people on the ballot. Each individual speaker gets points.

For example in PF or elimination rounds, it's important you click 'switch sides' BEFORE you type in the information on the ballot. That's critical to making sure records and results are accurate.

If there is a forfeit/no show, you will click the box for forfeit/no show for the team that will lose the round and will check 'bye' for the team that will receive the win.

Rachel Mauchline   [BQ Rnd 1]   [A105]

Side	Entry	Points	Bye	Fft
Aff	4 Mayah Singh	Singh, Mayah	☐	☐
Neg	4 Ruthie Morgan	Gassert, Aurora	☐	☐
		Winner:		

[Swap Sides]   [Save Results]

Hints & Shortcuts   Shortcuts Enabled: **Y**

= , +	Switch Sides
a , p , g , 1	Aff win
n , c , o , 3	Neg win

You fill in the speaker points. It's important that your speaker points are set up correctly based on what the judge assigns (Tenths, Halves, Full Points, etc). And then you type any of the shortcuts at the bottom of the screenshot to represent affirmative or negative winning the debate.

It's always important to visually confirm your ballot before submitting the ballot. If you know you've made a mistake, click the 'done ballots', and you can resubmit it correctly.

You will be able to follow and see ballots as they are submitted. This is one of multiple options to check the status of ballots in a round.

Room	Aff	Neg	Use	Judge	
A101	4 Claire Fennell	4 Flora Peng		12, Hired	A
A102	4 Alex Williams	4 Eva Augst		6, Hired	N
A104	4 Srushti Batni	4 liam Torbert		4, Hired	N
A105	4 Mayah Singh	4 Ruthie Morgan		Mauchline, Rachel	A
A106	4 Annie Marshall	4 Hunter Webb		3, Hired	N
A107	4 Ahad Ahad Ansari	4 Nate Brunk		2, Hired	N
A110	4 Alex Wei	4 Johnathon Giesecke		7, Hired	A
BYE	4 Varsha Iyengar			BYE	B

Breaks are simple. You simply click 'auto advance to elim or final round'. This will then bring up the chart as shown below with the seeds in order. You need to make sure to pay close attention to W/L records and make sure the correct number of individuals are breaking. You make these changes on the right hand side and then 'break them'.

Big Questions Finals: 11:45 PM DONE

Rd1 Final

Settings Pre create Actions Schematic Reports Results

Change & Destroy

Auto-Advance to Final Round

Share & Enjoy

Check for Disasters

Start time 11:45 PM Set

Publish Not Public Go

Blast Emails & Texts Go

Results Not Public Go

Display

Break from Round 1 of BQ   Hover mouse over codes to see scores

P	Code	Win	Pts -1HL	Pts -2HL	Pts	OSd	Rand	
1	4 Eva Augst	1	0	0	27	11.00	9.44	1
2	4 Mayah Singh	1	0	0	26	11.00	9.81	2
3	4 Claire Fennell	1	0	0	26	15.00	7.71	3
4	4 Hunter Webb	1	0	0	25	9.00	1.17	4
5	4 Alex Wei	1	0	0	21	13.00	6.36	5
6	4 liam Torbert	1	0	0	20	9.00	4.26	6
7	4 Nate Brunk	1	0	0	20	14.00	2.90	7
8	4 Varsha Iyengar	1	0	0	0	0.00	5.99	8
9	4 Annie Marshall	0	0	0	29	4.00	3.27	9
10	4 Srushti Batni	0	0	0	29	6.00	2.53	10
11	4 Alex Williams	0	0	0	28	1.00	1.54	11
12	4 Ruthie Morgan	0	0	0	28	2.00	4.63	12
13	4 Johnathon Giesecke	0	0	0	27	5.00	0.80	13
14	4 Ahad Ahad Ansari	0	0	0	26	6.00	5.00	14
15	4 Flora Peng	0	0	0	25	2.00	8.08	15

Advance BQ

From Round Round 1

Into Round Finals

Number to Advance

Starting seed 1   1+ wins 8

Ending seed 2

Finals Round Settings

Type Final

Tiebreaks Debate Elims

During bq elim 1

Label Finals

Break Them

Schematics/Tabbing- Congress

Congress is simple to section because sections remain the same for all prelim sessions. You click 'auto chamber' and make sure the correct number of judges and the correct rooms are used. Make sure to have qualified parlimentarians. Most AR tournaments have 2 judges and 1 parlimentarian per chamber.

Congress

Session 1: 5:45 PM   DONE

Sess1 Sess2

Settings Schematic Reports Results

⊘ Change & Destroy

Auto Chamber   Hand Assignments

Share & Enjoy

Check for Disasters

Start time   5:45 PM   Set

Publish   Not Public ⏷   Go

Blast Emails & Texts   Go

Results   Not Public ⏷   Go

Display

Entry Names	☐	Entry Codes	☑
Judge Names	☑	Schools	☐
School Codes	☐	Anonymize	☐

Chamber Assignments   Currently 0 chambers

Linked Sessions   Session 1

All these sessions are scored together and should have the same chamber assignments and parliamentarians.
To alter, select Settings on the pairing for a round under Schemats :: JHCD, and change the "Tie session to another" setting.

Options

| Section | This process will make new chamber assignments and place them in ALL 1 sessions listed above. |

Chambers

Number of Chambers	2 ⇕	Minimum 2 of 30, Maximum 3 of 15
Parliamentarians	☐	Assigns parliamentarians to all 1 sessions of the new panels. Uses any/all judges with "Parli" flag marked first. Same parliamentarians are assigned to all sessions of a chamber.
Scorers	☐ # 1	Assigns scorers to all 1 sessions of the new chambers. Avoids judges with "Parli" flag marked first. Different set of scorers assigned each session.
Rooms	☐	Assigns rooms to all 1 sessions of the new panels. Same rooms are assigned to all sessions of a chamber.

Set Chambers

The judges who have a gavel by their name are designated as the assigned parlimentarian. It's standard practice that the Parlimentarian remains the same for all prelims rounds per chamber. Once a congress ballot has been submmited it will say "IN" by their name.

Ballots for Congress are very simple, but easy to mistabulate if you aren't paying close attention. Default tabroom will give every individual who isn't in the top 8 a rank of a 9 for judge ballots. For parlimentarian ballots, EVERY individual rank needs to be inputted. I highly recommend you check over your ballots before submitting.

Harrison Cook   JHCD Session 1   Chamber 1 in A116

Code	Last	First	Rank
107	Basch	Emme	
132	Chan	Lucas	
133	Chen	Vail	
104	Cox	Silas	
121	Das	Yash	
131	Ding	Albert	
130	Ganjam	Rohith	
113	Groves	Teegin	
115	Harris	Abby	
116	Johnson	Katelyn	
102	Lemaster	Briana	
125	Mehrzad	Saba	
110	Peng	Flora	
124	Replinger	Ian	

Breaking in congress is similar to that of debate breaks but it's critical to have a clear 'number to advance' based on the participants in each chamber/congress overall. The default is normally 6-8 individuals per chamber advancing based on the NSDA norms.

Break from Session 1 of JHCD   Hover mouse over codes to see scores

P	Code	ScRk	Sect	Rk	JP	Rcp	Rk -1HL	JP	PRk	
1	127	1	1	11.00	0	1.42	4.00	0	1	1
2	106	1	2	12.00	0	1.61	2.00	0	2	2
3	133	2	1	14.00	0	1.36	4.00	0	4	3
4	124	2	2	13.00	0	0.89	4.00	0	4	4
5	126	3	1	16.00	0	0.81	5.00	0	9	5
6	107	3	2	16.00	0	1.28	6.00	0	9	6
7	105	4	1	17.00	2	0.78	6.00	0	6	7
8	100	4	2	17.00	0	0.78	6.00	0	9	8
9	125	5	1	17.00	1	0.56	6.00	0	7	9
10	131	5	2	17.00	0	0.63	6.00	0	6	10
11	110	6	1	19.00	2	0.74	8.00	0	2	11
12	123	6	2	17.00	0	0.54	5.00	0	5	12
13	130	7	1	19.00	1	1.22	9.00	0	9	13
14	116	7	2	19.00	0	1.22	9.00	0	1	14
15	132	8	1	21.00	0	0.55	9.00	0	3	15
16	113	8	2	21.00	1	0.55	9.00	1	2	16

Advance JHCD

| From Round | Session 1 ▾ |
| Into Round | Session 2 ▾ |

Number to Advance

Breaks per chamber   6

Session 2 Round Settings

Type	Final ▾
Tiebreaks	Congress Elims ▾
During	BQ Round 1 ▾
Label	
Chambers:	1

Break Them

Schematics/Tabbing- Speech

Forensics sectioning is very straight forward. When you auto section, you are given the ability to choose the number of sections based on the constraints of numbers you decide of individuals per section. You then auto assign judges and rooms based on that.

PANEL ROUND 1 OF DI

Round Type	Randomly assigned prelim	**Section Sizes**	Default	6
Competitors	16		Minimum	5
			Maximum	8

Options

Number of sections	○ 2	◉ 3	○ 4	

Wipe existing sectionss ☐

Section

Entering ballots for forensics is pretty straight forward. You click on the judge under 'tabbing' and the round. If a student was a no show, but sure to mark them that way so they won't be permitted to break.

Rachel Mauchline   DI Round 1   Section 1 in A101

Speaks	Entry	Rank	Noshow*
1st	5 Varsha Iyengar	⬍	☐
2nd	4 Srushti Batni		☐
3rd	4 Annie Marshall		☐
4th	3 Claire Fennell		☐
5th	3 Nate Brunk		☐

Save Scores

* Entries marked forfeit will not be permitted to clear to elims

You click 'auto advance to elim/final' round once all the prelim ballots have been entered. Make sure to break the correct number of competitors. If there is a tie, either neither competitor or both competitors advance. It's important to check that you are breaking a number of entries that makes sense for the total number of competitors.

Break from Round 1 of DI

Hover mouse over codes to see scores

P ⇕	Code ⇕	Rk ⇕	Rcp ⇕	⇕
1-T	3 liam Torbert	1.00	1.00	1
1-T	4 Hunter Webb	1.00	1.00	2
1-T	4 Annie Marshall	1.00	1.00	3
4-T	5 Johnathon Giesecke	2.00	0.50	4
4-T	5 Varsha Iyengar	2.00	0.50	5
4-T	5 Ahad Ahad Ansari	2.00	0.50	6
7-T	3 Claire Fennell	3.00	0.33	7
7-T	3 Eva Augst	3.00	0.33	8
7-T	3 Flora Peng	3.00	0.33	9
10-T	4 Srushti Batni	4.00	0.25	10
10-T	4 Ruthie Morgan	4.00	0.25	11
10-T	5 Alex Williams	4.00	0.25	12
13-T	3 Nate Brunk	5.00	0.20	13
13-T	3 Alex Wei	5.00	0.20	14
13-T	3 Mayah Singh	5.00	0.20	15

Advance DI

From Round	Round 1 ▾
Into Round	Finals ▾

Number to Advance

Starting seed	1
Ending seed	6

Finals Round Settings

Type	Final ▾
Tiebreaks	Speech Elims: Su ▾
During	di elim 1 ▾
Label	Finals
Sections	1

Tabbing- Sweepstakes

If you choose to have sweepstake points that are external to the ones calculated by tabroom, such as speaker points, they can be added per entry so they are easy to follow and verify.

EXTERNALLY TABBED SWEEPSTAKES POINTS

Dramatic Interp   16 entries

Code	Name	School	Code	Sweeps
3 Alex Wei	Entry 10	School 3	3	
3 Claire Fennell	Entry 5	School 3	3	
3 Eva Augst	Entry 6	School 3	3	
3 Flora Peng	Entry 11	School 3	3	
3 liam Torbert	Entry 3	School 3	3	
3 Mayah Singh	Entry 12	School 3	3	
3 Nate Brunk	Entry 8	School 3	3	
4 Annie Marshall	Entry 14	School 4	4	

Results

Results- Reports

This is the most important page at the culmination of the tournament. This provides you award scripts, speaker awards, sweepstakes results, etc. It's important to make sure you don't simply print in bulk. Make sure to take the time to audit yourself before announcing at awards.

Results- Web Publish

As per the 2019 revision to the ASC Qualifying Document, it's required that tournament directors publish all results at the culmination of the event.

During the tournament, you can choose to publish debate brackets once elimination rounds have started. You simply toggle to allow it to be accessible to the public. This is all based on the decision of the tournament.

WEB PUBLISH FINAL RESULTS

Del	Event	Result Set	Generated On	Time	Coaches	Public
🗑	BQ	Bracket	1/9/2020	6:22 PM	N	N
🗑	DI	Final Places	1/9/2020	6:41 PM	N	N

At the end of the event, you should create as many reports as possible for each set of events and make sure you publish. Don't do this at the end of the specific event. Do it at the end of the tournament as another way to have coaches check for issues and/or concerns.

Generate results sheet

Event   All Congress events ▼

Report   Final Places ▼

Publish?   ⚪ Yep   🔘 Nope

Limit to the top [   ] places

Calculate