

A Step By Step Guide to E-Balloting

Among the many functionalities of tabroom.com is the ability to submit your ballot online. Before you can do that, you need to create a tabroom account for yourself and link that account to who you already are as a judge in the system. That's covered in another document.

First Steps

When you arrive at the tournament, connect to the school's wireless network and log into your tabroom.com account. When you've been assigned to judge a round, you'll see that information on your screen. It will look something like this:

CURRENT TOURNAMENT ASSIGNMENTS & BALLOTS

Pending Rounds:

Round	Room	Starts	Entries	
PF Round 1		8:30 AM CST	Aff	Bateman & Wagner
			Neg	Kannenberg & Lewis

START ROUND

Go right to the room you've been assigned to. When all the debaters are in the room and the round is starting, click on Start Round. This seems obvious, but when you do that, it conveys this info to the tabroom, making it a lot easier for them to know if they need to reassign a judge.

After you click on Start Round you'll find the ballot. The screen should look something like this:

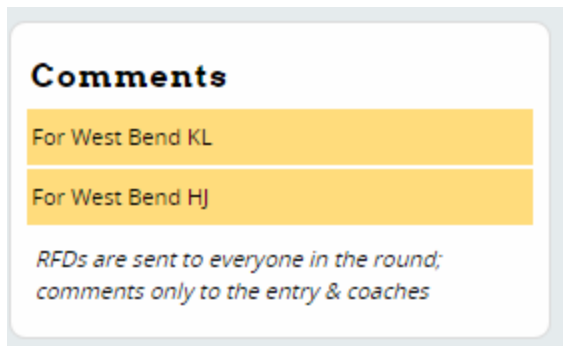
PF ROUND 1 BALLOT FOR KNETZGER

NO ROOM ASSIGNED

Side	Entry		Points
Pro	West Bend BW	Briana Bateman:	<input type="text"/>
		Emily Wagner:	<input type="text"/>
Con	West Bend KL	Ben Kannenberg:	<input type="text"/>
		Jacob Lewis:	<input type="text"/>
Win goes to:	Choose Winning Entry	Side: <input type="radio"/> Pro <input type="radio"/> Con	Low-Point Win? <input type="checkbox"/>

Submit Ballot

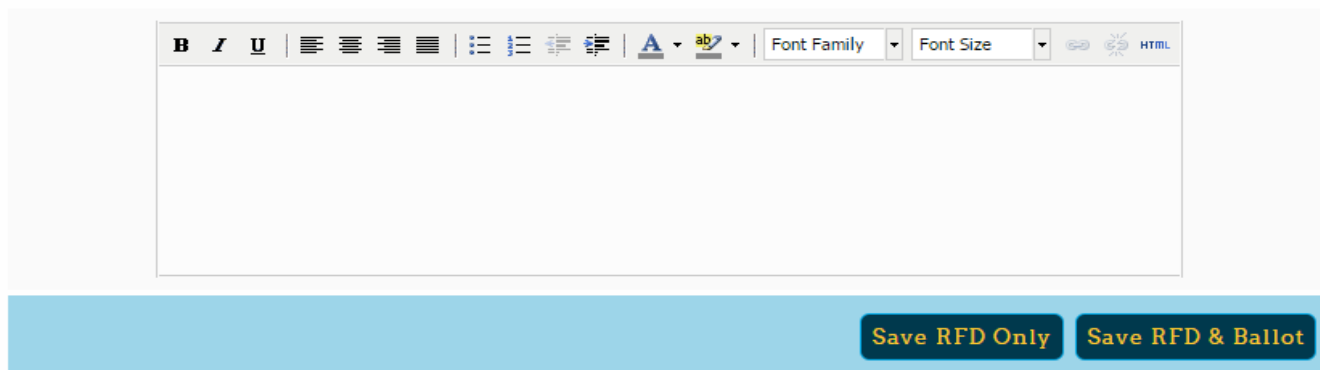
On the right side of the screen you'll see the codes of the competitors. When you click on them, you'll be taken to a screen to enter comments for the speakers on that team. It might look like this:



Be sure to click on "Save Comments" when you're done and head back to the Ballot/RFD screen.

When you're ready to enter your RFD, you'll find that below your ballot. You may enter comments at any time during the round, but you'll need to click on save if you want to go to enter comments for the speaker. It won't be submitted until the end of the round. The RFD box looks something like this:

Reason for Decision:



Final Steps:

When you've entered comments, points (ranks if required), picked a winner, and entered your RFD, you're almost done. After you have saved your RFD and submitted your ballot, you'll be asked to verify all the info. If you've made a mistake, this is the place to change it. If you've entered something incorrectly, tabroom will ask you to fix it. The verification screen looks like this:

Your winner was

West Bend BW on the Pro

(Bateman & Wagner)

West Bend BW (Bateman & Wagner)

Briana Bateman 30
Emily Wagner 29

West Bend KL (Kannenberg & Lewis)

Ben Kannenberg 27
Jacob Lewis 28

NO! RE-ENTER BALLOT

YES! CORRECT! CONFIRM IT

Once you confirm your ballot, you cannot change it online. You'll have to contact the tournament staff to make any further changes

When you click on the green button, you're all done. Hang out until the next round is announced and repeat this process!

If you have questions, ask the tabroom.