

# Using Tabroom.com at Tournaments

When tournaments are tabbed on tabroom.com, the system can notify judges and competitors of their assignments. No more squinting to see the tiny print on a schematic with 200 of your new friends!

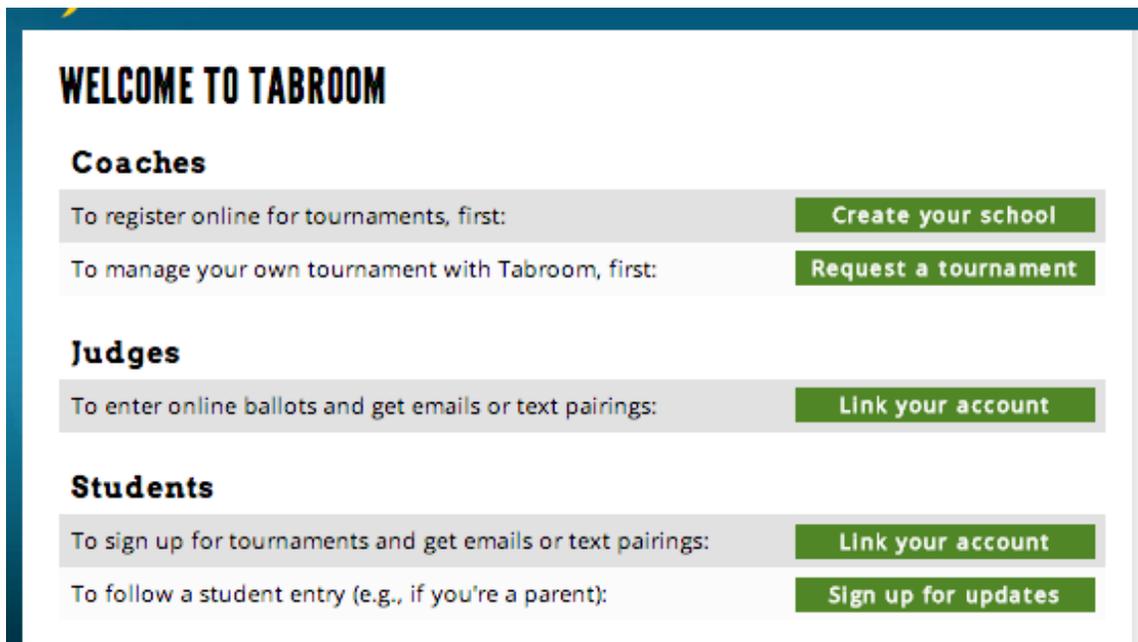
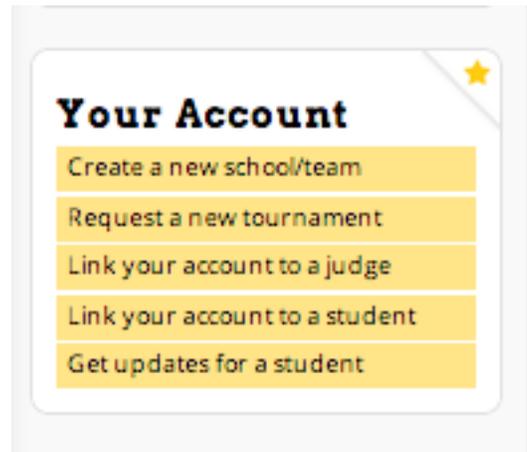
There are two ways to use this service via tabroom. The first is to create an account linked to your student/judge entry in the system. At any tournament using tabroom, you will receive notification of your assignments via text and/or email (depending on options you choose at sign up).

## Creating a tabroom.com account

1. Go to [Tabroom.com](http://Tabroom.com)
2. Click **Sign Up** in the top right corner to create an account.

A screenshot of the "CREATE YOUR TABROOM ACCOUNT" form. The form includes the following fields: "Email Address:" (required), "First Name:" (required), "Last Name:" (required), "Phone Number:", "Cell Provider:" (dropdown menu with "AT&T" selected), "Time Zone:" (dropdown menu with "New\_York" selected), "State (if applicable):" (dropdown menu), "Country:" (dropdown menu with "United States" selected), "Password:" (required), and "Repeat the Password:" (required). A green "Create Account" button is located at the bottom right of the form. A note at the bottom left states: "\* These fields are required." On the right side of the page, there is a vertical sidebar with the text "AI" and "We pro text out you 'Lai to g Sigr acc acc Tab to l you eve You at z Tab Acc sele turr not adn Tsh".

- Once an account is created, click **Link your account to a judge** (or student) under the **Your Account** header.



- Search for your record within the tournament you're attending to connect your account. **Someone with coach access to the team's account will need to approve each student/judge link.** When the coach logs in to tabroom, the Students or Judges tab will be red when approvals are pending; they should also receive an email with the request.

That's it! When the tournament "blasts" the pairings for a round, you will receive a notification. As with anything relying on cell service or wifi, coverage is imperfect; if you do not receive an assignment, please check the paper copy schematic just to be sure!

## Using Live Updates

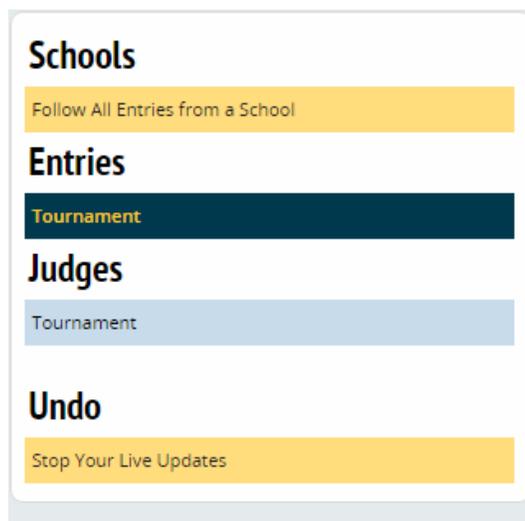
The other method of receiving assignment notifications is to use Live Updates. This does not require account creation, but does require choosing live updates at each tournament.

To sign up for Live Updates:

1. Go to **tabroom.com**.
2. Do not log in. Instead, click on **the name of the tournament** you are attending.
3. From the tournament home screen, click on **Live Updates**. Note that you can also click on Pairings to see a full schematic to check for your assignment.



4. Use the options at the right side of the screen to select either Entries or Judges. From there, click on your code/name to receive notifications of assignments. Coaches can choose to follow all entries from a school to receive an email with all of their squad's assignments for each round.



That's it! When the tournament "blasts" the pairings for a round, you will receive a notification. As with anything relying on cell service or wifi, coverage is imperfect; if you do not receive an assignment, please check the paper copy schematic just to be sure!

## E-Balloting

E-balloting means that instead of going to a ballot table to find a schematic and grab your ballot, you will get a notification on your phone sending you directly to your round. After the round when you've made your decision, you just enter it directly into the tab system. Neat, clean and fast! Plus, the ballots go online for the debaters to consult later—no more lost ballots.

After the tournament starts, you will receive notifications via text/email whenever you have a ballot.

1. Go to your assigned room.
2. After the competitors arrive, go to [tabroom.com](http://tabroom.com) and log in. The ballot assignment page will be the first thing to pop up. When everyone is ready (and the sides are determined and set in PF), click **START ROUND** and the round can begin. This will let the tab room know that everyone is there and accounted for.
3. As soon as the round is over and you have made your decision, click on the **ENTER** button to submit your results. *YOU MUST CONFIRM THE RESULTS AS DIRECTED.*
4. You can enter (and save) comments throughout the round, and continue to edit them through the end of the tournament. RFDs and comments to the debaters should be entered after you've submitted the results (and even later, if you're rushing to your next assignment).