

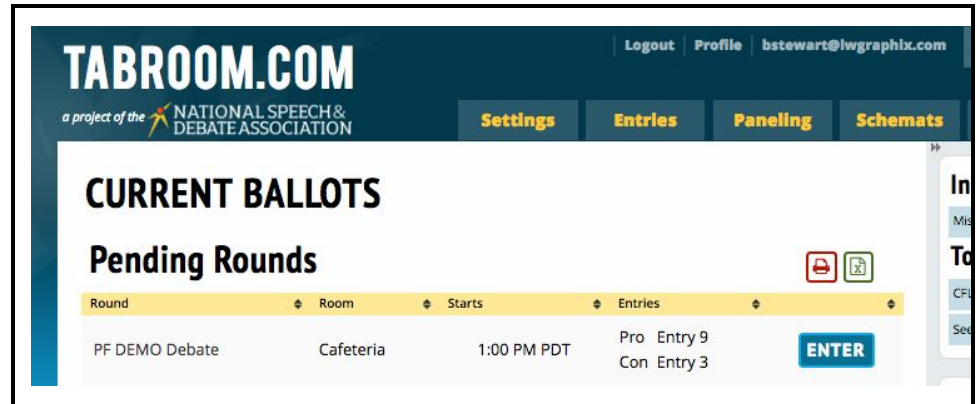
Guide to Tabroom.com Debate Ballots

“PICKING UP” YOUR BALLOT

To see your current ballots (including upcoming rounds if they've been posted), log in to your Tabroom.com account.

You should then see a page that looks like image to the right. This is your [judge dashboard](#).

If you do not see this page, click on your email address at the top of the page to get here.



Ballots are typically released 15 - 30 minutes before the start of the round. If you do not have a ballot, wait in the judges room until dismissed. If you do have a ballot, you should head to the competition room about 10 - 15 minutes before the round is scheduled to start. **AS SOON AS YOU GET TO THE ROOM, EVEN IF THE ROUND HASN'T STARTED**, please click the big green button that says “Start Round”. This is very important, as it lets tournament staff know that you have received your ballot and are on the way to the competition room. If you don't, tournament staff may reassign your ballot to another judge, and can penalize your school.

FILLING OUT THE BALLOT

A screenshot of a 'PF DEMO Debate Ballot for Stewart' in the 'Room: Cafeteria'. The ballot includes instructions: 'Points: Range: 25-30 *. Ties are OK. Steps of 0.1.' Below this is a table with columns for 'Side', 'Speaks', 'Code', 'Speaker', and 'Points'. The 'Pro' side is assigned to 'Notre Dame San Jose MaMaT' and includes speakers Sarah Madison and Carlos Martinez. The 'Con' side is assigned to 'Mission San Jose BrBrT' and includes speakers Brett Brodin and Riley Brown. At the bottom, there are fields for 'Win goes to:' (with a 'Choose Winning Entry' dropdown), 'Side:' (radio buttons for Pro and Con), and a 'Low-Point Win?' checkbox. A blue 'Submit Ballot' button is at the bottom right. A footer note states: '* The full point range is 1 - 30 but you must ask the tab room to give points outside of 25 - 30.'

Your ballot will look something like the image at the left.

In the center of the ballot you will see **ENTRY CODES** for each side with a set of box for entering speaker **POINTS** for each team member. The rules for what point range you can give are noted above the ballot.

Usually the **SIDE** column will be filled in for you. If the round uses a coin flip to determine sides, you will see dropdown menus to indicate which team argued Pro/ Con (or Aff/Neg) and which team **SPEAKS** first or second.

Once the debate is done, click the dropdown menu to select your **WINNING ENTRY** and indicate which **SIDE** they argued for (Aff/Neg). If you gave the win to a team with lower points, you'll need to click the **LOW-POINT WIN** box to verify your intent.

SUBMITTING YOUR BALLOT

AS SOON AS YOU HAVE MADE YOUR DECISION AND ENTERED POINTS, CLICK THE SUBMIT BALLOT BUTTON. This allows the tournament to better stay on schedule. After the ballot is submitted you will not be able to edit your decision or speaker points, but you will be able to come back and edit your comments.

USING THE COUNTDOWN TIMERS



NEW THIS YEAR: Next to the ballot you'll see a series of timers like the one at the left. You do not have to use them, but they are helpful for timing the debate speeches and each team's prep time remaining. The green arrows adjust minutes remaining on the clock, and the red button resets it.

PROVIDING FEEDBACK

Below the ballot is a section titled **General Feedback**. This is the place where you will give your comments to the students. You will be able to edit these comments after you've submitted your ballot, so please submit the ballot as as soon as possible after the debate has finished and then return to work on comments.

More valuable to the students than any trophy is your feedback, for a ballot with no comments is barely of any use to them in becoming better debaters. Please give thoughtful attention to providing useful comments to EACH student.

Below the rankings you'll see a section like this: The first tab is "**Reason for Rankings**". Any comments entered here will go to ALL students in the round. Please take some time to tell the students what criteria you used to decide who won the round (e.g. which arguments you found more compelling, or arguments the losing team may have dropped, etc).

Next to that will be a tab for **each student (or team) in the round**. These comments go only to the individual student(s). Please be thoughtful and specific about what you what you felt they did really well or could improve (e.g. arguments that were especially strong/weak, how they handled crossfire, anything you didn't understand, and what you think they can do to improve). Please consider both arguments and oratorical skills in your feedback.

General Feedback

Reason for Decision | Mission San Jose BrBr | Notre Dame San Jose MaMa

These comments go to all participants in the round.

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Save Comments Only | Save Comments & Ballot

If you don't flow arguments during the debate, it can be helpful to make some notes for each student while they deliver their arguments. To make sure you don't lose any work it's a good idea to click the "**Save Comments Only**" button after frequently during the debate.

REVISING COMMENTS

Previously Entered Results:

Note: You cannot edit past results; you can only view them. Once you have confirmed a ballot, you must contact the tournament officials to make changes. You may edit/extend past comments until the tournament ends.

DEMO PF		DEMO Debate		Edit Feedback	
Pro Speaker	Entry 9	W	Madison: 29	Martinez: 29.4	
Con Speaker	Entry 3	L	Brodin: 28.7	Brown: 29	

To prove the point that comments are the most important thing on the ballot, even after you submit the ballot you can still edit comments.

After you've submitted your ballot, you can click the "Return to Home" button to be taken back to your [dashboard](#), where you will see a new section that looks like the image at the left.

Click the "Edit Feedback" button to go to a page where you can see and edit the comments you made for each student. The layout will be a bit different than it was on the ballot — each student (or team for partner debates) will have a separate box, with the general Reason for Rankings at the top — but otherwise it acts the same.