



# CONNECTICUT MIDDLE SCHOOL DEBATE LEAGUE

## Using Tabroom.com to Register for CTMSDL Events

CTMSDL uses tabroom.com to handle registrations for tournaments. Tabroom.com, which is hosted by the International Debate Education Association, is a collaborative project using software contributed by Chris Palmer and John Brusckke. It is available to the debate community at no charge. For more information see the About page on the website.

Tabroom.com greatly facilitates the process of setting up tournaments. Coaches are able to maintain their team rosters and enter tournaments. Coaches are responsible for getting their entries in on time and making sure they are correct! Having to make changes on Saturday morning delays the start of the tournament, and risks the tournament ending late.

If you have a debate team email address, you might want to use that as your school's ID on Tabroom, so that you or your successor can use the same entries each year. The benefit is that once you enter your school and student data, Tabroom saves it and lets you re-use it at every tournament this year and in succeeding years. To register for a tournament, you simply need to select the students to pair as teams and the judges who are coming.

### Setting up Your Account and Team

To use tabroom.com you will need to follow these steps to enter yourself, your school, your team, your judges and to join the CTMSDL league. You will need to do all of these steps before you sign up for your first tournament. Afterwards, you will only come back to these items occasionally to add and edit information.

#### 1. Sign up as a tabroom.com user

Go to [www.tabroom.com](http://www.tabroom.com)

In the upper left-hand corner click "Sign Up"

A sign-up form will appear, asking for your email address (which will be your login ID for Tabroom), your first and last name, your phone number and service provider, time zone, state, country and password. Note the phone number and location information are not required.

When finished, click the "Create Account" button at the bottom.

Note that, in the future, rather than clicking "Sign Up," you will click "Login" in the upper right and use your email address and password to gain access.

If you wish to edit your sign-up information once you login, click "Profile" in the upper right and you can change the values you entered.

When you login, you will find yourself at your home page. To get back to your home page at any time, click your email/userid in the upper right.

When you are finished, click “Logout” in the upper right.

## **2. Create an entry for your school**

Click “Create a new school/team” in the right-hand margin of your home page. An entry form will ask for the school or team name, the country and the state or province. When the data is entered, click “Save School Info” at the bottom right.

To edit your school information, or grant permission to someone else to edit the school information, click on the “Settings” tab at the top of the page.

To grant another user permission to edit your school information, enter their email address in the appropriate “Add” field and click “Grant.” The email address must already have signed up to Tabroom. To revoke permission, click “Remove” next to the listed email address. Note that if you grant access to another account, they have the ability to change everything, including removing you from the school. Access should be granted sparingly.

## **3. Create entries for each of your students**

You will need to create an entry for each of your students. You only have to do this once for each student. When you enter the team in the tournament, you will simply select the team members from a list to create your teams.

To add a new student, select the “Students” tab at the top of your home page and then click “Add a new student” in the margin to the right.

Fill in the fields in the data entry form: first name, last name, phonetic pronunciation, graduation year, whether they are a novice, and gender. Alternatively, if a student has an account on tabroom.com, you can search for them by their email address. When finished, click “Save student and add another.”

If you have no more students to enter, click on “Return to student roster” in the right margin.

To edit a student’s information (i.e. you misspelled their name, or someone decides they want to be known by their nickname), select the “Students” tab at the top of your home page. Your entire roster will be listed. Click on the student name, make your changes, and click the “Save student” button at the bottom right.

You can sort the student roster display by any of the fields, by clicking on the field name. For example, clicking on “Last name” will sort the student by last name.

You can switch a student into or out of Novice by clicking on the “No” or “Yes” in the Novice column of their name.

You can remove a student from your roster by clicking “Retire” next to the student name.

## **4. Create entries for each of your judges**

You will need to create an entry for each of your judges. Once you have done this, when you enter the tournament, you will simply select the judges who are accompanying your teams.

To add a new judge either select the “Judges” tab at the top of your home page and then click “Add a new judge” in the margin to the right.

Fill in the fields in the data entry form: first name, last name, cell phone number, year they started judging and gender. There is also a space for notes about the judge. Alternatively, if a judge has an account on tabroom.com, you can search for them by their email address. When finished, click “Save judge.”

If you have no more judges to enter, click on “Return to judge roster” in the right margin. To edit a judge’s information (i.e. you misspelled their name, or someone decides they want to be known by their nickname), select the “Judges” tab at the top of your home page. Your entire judge roster will be listed. Click on the judge name, make your changes, and click the “Save judge” button at the bottom right.

You can sort the judge roster display by any of the fields, by clicking on the field name. For example, clicking on “Last name” will sort the judge by last name. You can remove a judge from your roster by clicking “De-activate” next to the judge’s name.

Once you have completed all of these steps, you have all of your team data entered on the system. You are ready to sign up for a tournament.

### **Registering for a Tournament**

You’ve already done most of the work to register for a tournament. Tabroom lets you select from the names you’ve entered to fill in your teams and judges.

1. On your Homepage (click “Profile” in the upper right) select the “Home” tab. A list of tournaments available should appear.
2. Select the tournament you want to register and a standard entry screen with tabs at the top will appear. Note: Tabroom allows the tournament director to set the date and time registration opens and closes. You cannot register until the first date and time, and your entries are frozen after the second.
3. Enter the adult contact name and phone number and click “Save Contact Info.” The page will also have the list of cut off dates and times for various actions. At any time, selecting the “General” tab will bring you back to this page.
4. To enter student teams, select the “Students” tab. This will open a page with a list of your existing entries in the center, lists of students in the right-hand margin, and lists of available events. CTMSDL tournaments currently have one event, “Parli Debate”. Select that event. Then create your teams by selecting the first member of the three-person team from the first list of students, and the second member of the team from the second list of students, and then the third member of the team and finally click “Add Entry.” The triple will show up in the list of entries in the center.
  - a. If you need to change a team, click the “Edit” button next to the entry in the center. The display will change to a list of entry details, where you may change the students selected. (Please don’t change the “Entry Schematic Code.”) You can also indicate whether the student needs an ADA accessible room. When

finished click "Save Entry Details" and you go back to the Students page. Note that as you select students, they will be unavailable to add a second time.

- b. To delete an entire team, click "Drop" next to the team name. The names you release will reappear in the lists of students in the right-hand margin and you can add them to other teams. (This does not remove students from your roster, just the team from the tournament entry.)
5. To enter judges, select the "Judges" tab. A list of the judges you have entered will appear in the center, and a list of judges you have available will appear in the right margin. Below that will be a list of the different judge groups you can enter judges in. Currently we only have one judging group, "MS Judges". To add a judge, select the judge name from the list of judges in the right margin and then click "Enter Judge."
  - a. If you click "Edit" next to a judge you have entered, you go to a page where you can indicate whether the judge needs an ADA accessible room. When finished click "Save Details" to return to the main Judge page.
  - b. To remove a judge, click "Drop" next to the judge's name. The released judge will return to the list of available judges in the right margin.
6. When you have finished registering, or if you want to pause and continue later, you may go do something else in Tabroom, or logout of Tabroom and do something totally different. When you log back in to Tabroom, your Homepage will have a list of tournaments you have entered under the "Tournaments" tab. To edit your entries, select the Tournaments tab, click the tournament name or the "Entry" button next to the tournament name and you will go to your entry page for that tournament. Follow the instructions above to add additional teams or judges, or to edit the ones you have already entered.

Remember, you cannot enter a student or judge in a tournament unless you have already entered their names in the "Students" or "Judges" tab on your Homepage.