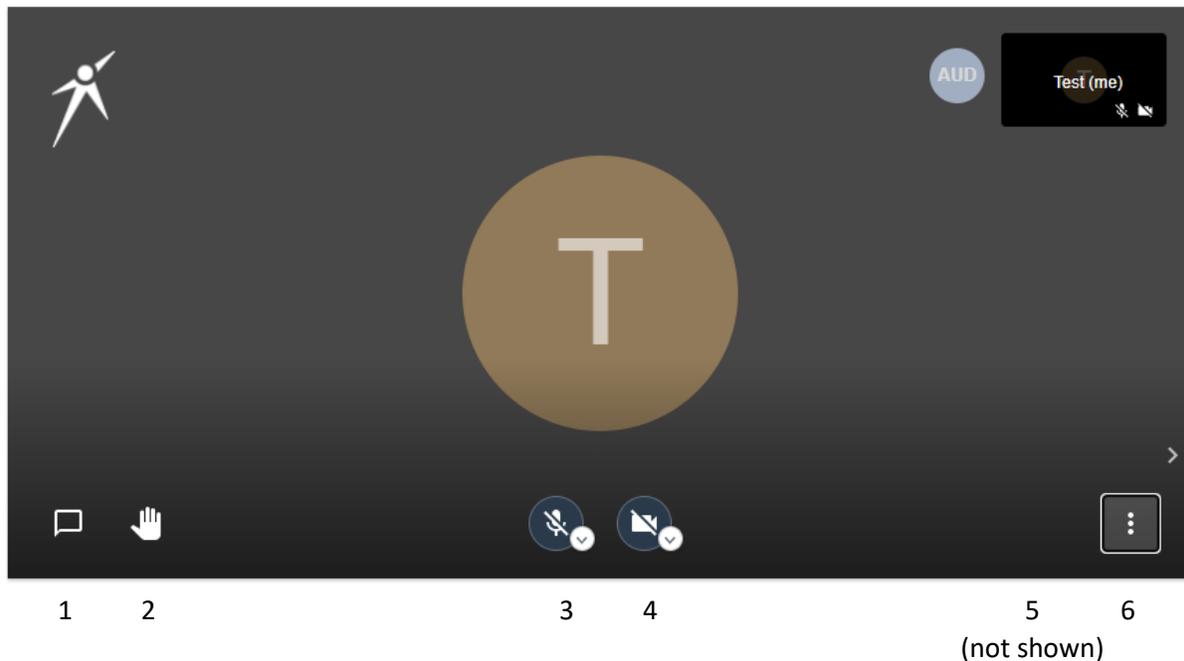# Student Congress on NSDA Campus

Prerequisites

- Use **Google Chrome** on your laptop or desktop computer; tablets may also be supported
- You must have a linked Tabroom account; check that the email address is correct
- Try logging into Tabroom in advance of the tournament
- In your Tabroom profile, make sure that "No emails or texts" is **NOT** checked

Joining Your Round

- Log into Tabroom; if you're logged in, click your email address at the top of the screen
- Your scheduled round will appear (at the start time); click the blue button with the camera
    - **JUDGES:** Click the "Ballot" button *before* the blue button to open your online ballot
- NSDA Campus will open in a new tab; you can drag this tab down to open a new window
- You may be prompted to allow access to your microphone and camera; **allow both**

NSDA Campus Controls

1. **Show/hide text chat**—Use the text chat as the equivalent of passing notes. Just be aware that anything you type in chat is visible to the entire chamber, the judges, and the Tab Room.
2. **Raise hand**—Displays a blue "hand" badge on your picture to get the PO's attention. Use this button instead of standing for recognition or voting.
3. **Mute/unmute**—Use this to turn your microphone on or off. In general, you should stay muted except when you have the floor, e.g., you're speaking, asking a question, or actively presiding.

4. **Camera on/off**—Use this to turn your camera on or off. You should have your camera on while competing. If you need to turn your camera off, make a point of personal privilege to exit chambers.
5. **Change view**—When multiple people are in a room, there is a button that switches between Gallery View (shows all participants in small windows) and Speaker View (shows one speaker). The PO should use Gallery View at all times; everyone else can do what they feel is best.
6. **More features**—Adjust the video quality or enter full screen mode.

Additional Guidance

- Speakers should stand when speaking and adjust their cameras accordingly. Questioners and POs may remain seated.
- All votes, including PO elections, are to be taken by show of hands. Voice voting is impractical.
- The PO should use Gallery View and full screen (keep track of recency with pen and paper or another device) and keep a watch for "hand" icons.
- The PO should give time signals either by hand or using time cards. At 3 minutes, the PO should unmute and gavel the speaker down.
- If a speaker has forgotten to unmute, the PO should immediately stop them, remind them to unmute, *ensure that they have done so*, and restart time.