Judging with Tabroom and NSDA Campus

Florida Gulf Coast Catholic Forensics League

Prerequisites

- Use a laptop, desktop, or tablet with a camera, microphone, and speakers/headphones
- Use **Google Chrome** browser
- You must have a linked Tabroom account; try logging in the day before the tournament
- In your Tabroom profile, make sure that "No emails or texts" is **NOT** checked
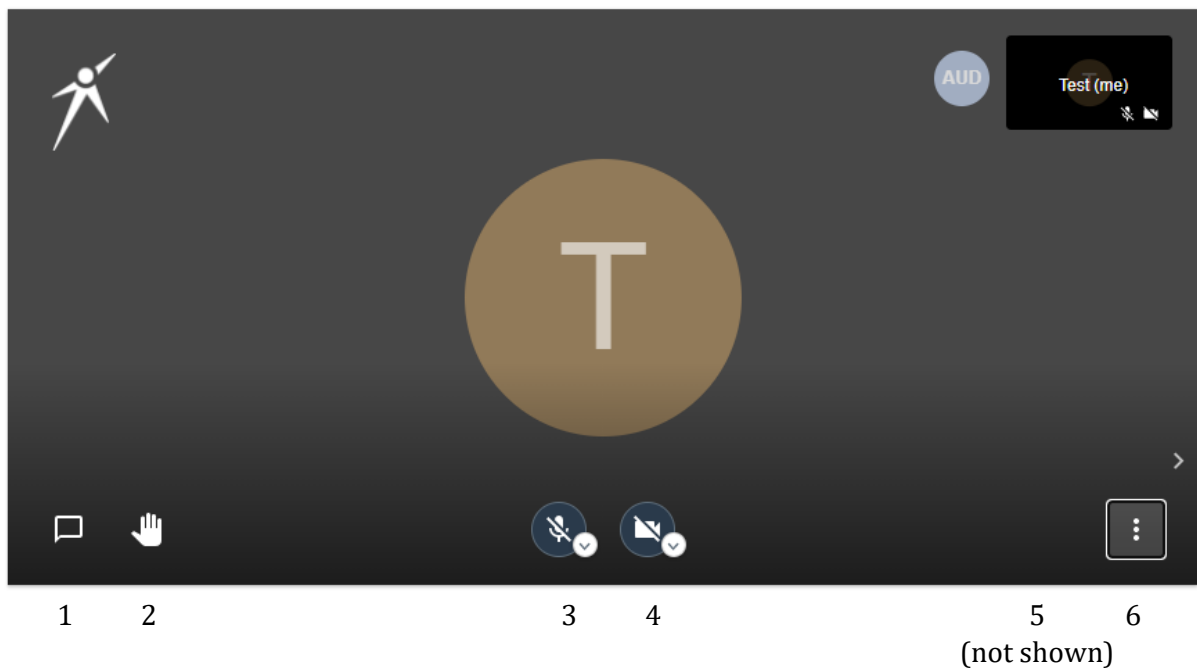
Meeting Rooms

- Log into Tabroom; if you're logged in, click your email address at the top of the screen
- In addition to your assigned competition rooms, you will have access to two other meeting spaces: the Judge Pooling room and your school's Squad Room
- Click the blue button with the camera to open the room in a new tab; you can drag this tab down to open a new window
- You must be in the Judge Pooling room 15 minutes before the scheduled start of each round (you can have your microphone and camera off); any announcements will be made here
- The Squad Room provides a place where you can confer with your coach and others from your school

Getting Your Assignments and Submitting Your Ballots

- Log into Tabroom; if you're logged in, click your email address at the top of the screen
- Each scheduled round will appear near its start time; click the blue button with the camera
- 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**
- Return to your Tabroom tab and click the "Ballot" button to open your online ballot
- **Read the instructions on your ballot CAREFULLY!**
    - You will complete decision/ranks/speaker points as usual
    - You will be able to provide comments to individual contestants and to everyone
    - Expected completion time will appear on the ballot

NSDA Campus Controls

1	2	3	4	5	6
					(not shown)

1. **Show/hide text chat**—Used in Debate and Congress for prompting and citation exchange. You will be able to monitor what students enter.
2. **Raise hand**—Used in Congress to get the Presiding Officer's attention.
3. **Mute/unmute**—Use this to turn your microphone on or off. In general, you should stay muted unless you need to speak to the room or call on the next contestant.
4. **Camera on/off**—Use this to turn your camera on or off. You should have your camera on for the entire round.
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).
6. **More features**—Adjust the video quality or enter full screen mode.

Additional Guidance

- IE contestants must stand while performing. Debaters and Congress contestants may sit or stand as they see fit.
- If a contestant has forgotten to unmute, please stop them immediately, remind them to unmute, *ensure that they have done so*, and restart time.
- NSDA Campus provides timers for contestants and judges. You are encouraged to use them.