

# Extemp on 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

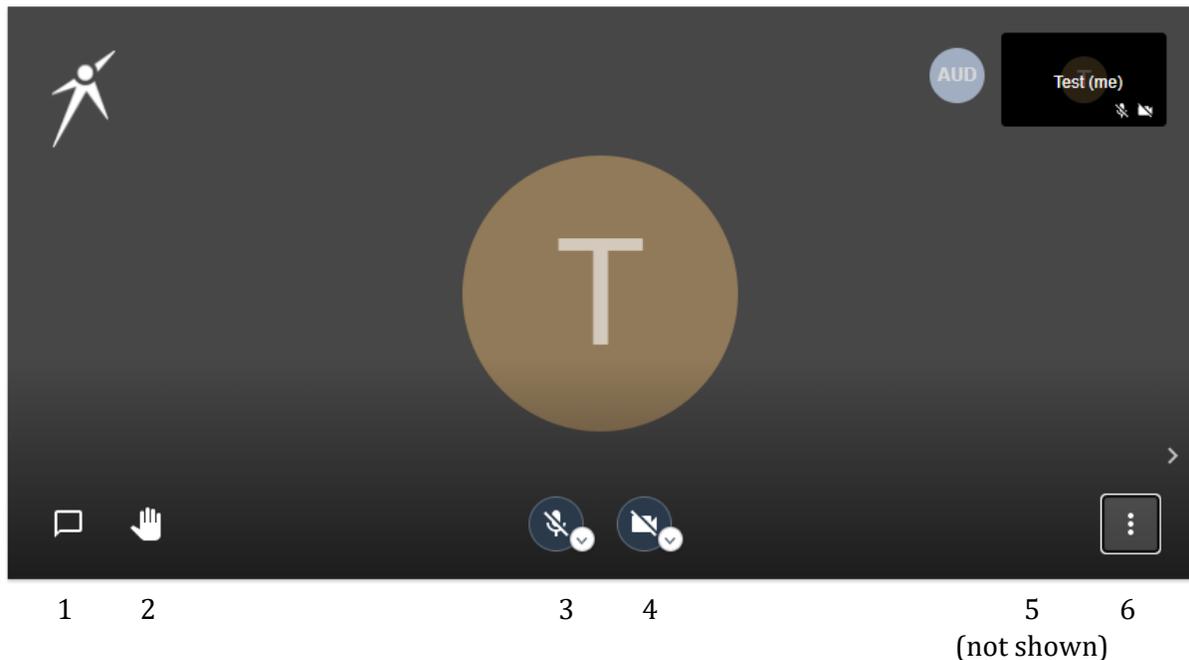
## Draw and Prep

- Log into Tabroom; if you’re logged in, click your email address at the top of the screen
- The first speaker draws **10 minutes before** the start time of the round.  
Subsequent speakers draw at **10 minute intervals** after that.
- Click on “Extemp Draw” and enter your speaker code and initials. For example, Cady Heron with code M314 would enter “M314CH.” Your topic set will appear at the appropriate time.
- Return to Tabroom and click on “Extemp Prep.” You will need to have your camera on and microphone off while in the prep room.

## Joining Your Rounds

- At the end of your prep time, close the “Extemp Prep” tab.
- 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**.

## NSDA Campus Controls



1. **Show/hide text chat**—Use only to hide “ghost” speakers (see below).
2. **Raise hand**—Not to be used in Extemp.
3. **Mute/unmute**—Use this to turn your microphone on or off. In general, you should be muted in Extemp Prep and unmuted while speaking.
4. **Camera on/off**—Use this to turn your camera on or off. You should have your camera on at all times while preparing or competing.
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. Cameras should be adjusted accordingly.
- If a “ghost” or duplicate speaker appears, enter some text in the text chat to remove it.
- If a speaker has forgotten to unmute, the judge should immediately stop them, remind them to unmute, *ensure that they have done so*, and restart time.
- NSDA Campus provides timers for contestants and judges. *Please use them.*