Judge Instructions

FGCCFL Online Tournaments

NOTE: Some aspects of the Tabroom user interface may have changed since this guide was written.

Getting Your Assignments

If your email address appears at the top of the Tabroom screen, click it. Otherwise, click **SIGN IN** and enter your email and Tabroom password. This will take you to your *Tabroom dashboard*. On the right, under **Judging**, click **CURRENT BALLOTS & PANELS**. This screen will display your assigned rounds and any meeting rooms to which you have access, including a *Judge Pooling Room* where you will wait for judge calls and a *Squad Room* where you can meet with others from your school.

NOTE ON ASSIGNED ROUNDS: These are subject to change throughout the day. We may need to reassign you to replace a judge who is unavailable or who has a technical problem. DO NOT assume that just because you don't have a ballot, you have the round off.

Each assignment will have two buttons. The first is a blue button with a camera on it; this button opens the NSDA Campus competition room. The second is a green button marked **START**; clicking it will open your ballot and notify the Tab Room that you have done so. Once you have opened the ballot, the **START** button be replaced with a blue button marked **BALLOT**, which does the same thing.

Reporting to Your Assigned Rounds

At the start time of the round—or when you receive a *blast* (text/email notification) with round information—you should click the **START** or **BALLOT** button. This will record that you have accepted the judging assignment. You should then click on the blue button with the camera. NSDA Campus will open in a separate tab, which you can drag downward to detach from the main window.

Once you enter your NSDA Campus room, *you MUST turn on your camera* **for the entire round.** The contestants need to be able to see who is judging them. Keep your microphone muted when contestants are performing; just remember to unmute when you need to address them.

Using NSDA Campus

The main NSDA Campus window has an interface similar to Zoom and other conferencing apps. The buttons at the bottom of the screen control your experience. From left to right:

1. *Show/hide text chat.* Used in debate and Congress rounds or to provide tech help.
2. *Raise/lower hand.* Used only in Congress.
3. *Mute/unmute microphone.*
4. *Turn camera on/off.*
5. *Toggle grid/speaker view.*
6. *Access other features.*
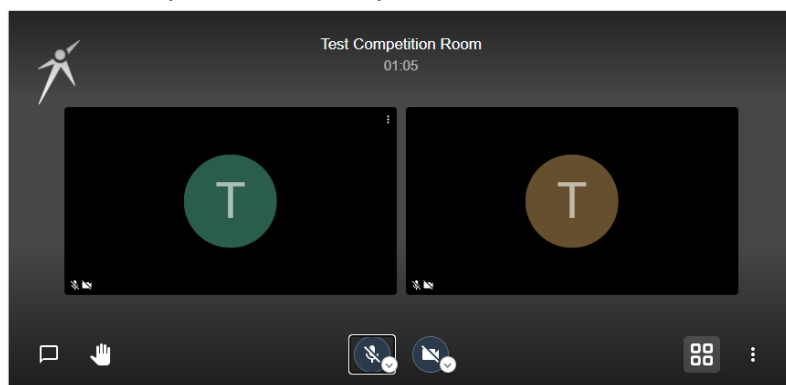
Other NSDA Campus Features

To the right of the main window are tabs with additional features, which may include the following:

- *Info.* Includes more instructions for using NSDA Campus.
- *File Share.* Allows participants to drag and drop files to share with the room. Once a file is uploaded, a download link appears here. Used to share evidence in debate and Congress.
- *Timer.* Offers a user-adjustable countdown timer for use in the round. Also includes dedicated timers for Aff/Pro and Neg/Con prep time in debate.
- *Contact.* Provides a way to email tab staff. **NOT RECOMMENDED** if quick help is needed.

Completing Your Ballot

Your electronic ballot will be laid out differently depending on the event. However, it will always have (1) a space to enter comments and (2) a space to enter decisions, ranks, and ratings.

PLEASE write your individual comments DURING THE ROUND (while the contestants are speaking), and enter them DIRECTLY into the electronic ballot. DO NOT WAIT until the end of the round. You can save and edit comments as you go without submitting the entire ballot.

At the end of the round, you can close the NSDA Campus window and complete the parts of the ballot that pertain to the whole round:

- *In debate:* Decision, speaker points, and RFD.
- *In speech:* Ranks and speaker points.
- *In Congress:* PO ballot and ranks.

Special Instructions for Congress Ballots

Write one Congress ballot for each speech. Select the speaker's name from the drop-down, enter the speech topic in the space provided, write your comments, assign a score from 1-6, and save the ballot. **To write the PO ballot,** select the PO's name from the drop-down, toggle the *Presiding Officer switch* from No to Yes, write your comments, assign a score from 1-6, and save the ballot. You will write one PO ballot for a 90-minute session.

DO NOT WRITE BALLOTS FOR STUDENTS WHO DID NOT SPEAK.

Rankings appear on a separate tab; the link is above the speaker ballots. At the end of the session, complete the rankings as instructed, then submit the ballot.

Submitting and Confirming Your Ballot

After you complete your decision/ranks/points as appropriate, you can submit your ballot by clicking the **SUBMIT** button. The system will check the ballot and, if everything appears OK, ask you to confirm it. You MUST confirm your ballot before it is considered complete!

Once you have confirmed your ballot, your round is complete. Remember to be in your Judge Pooling room 15 minutes before the start of the next round.

Thank you for judging! We hope you enjoy your rounds.