

Welcome to iDebate Tabroom!

The first time using any registration site is the hardest, but we are confident that anyone who can use email and spends 10 minutes reading this document can go from having never used the site to entering their first tournament in under 30 minutes. Once you are familiar in the process, you can generally enter tournaments in under 5 minutes. And once you set up your basic accounts, you won't have to constantly re-enter contact information and name information every time you enter a new tournament. Plus, entering your information here will allow us to link all of the results to your competitors and judges, and that allows us to automatically calculate your results in important point systems (such as iDebate Honors points, but including the WUDC World Rankings, and the NDT, CEDA, and NDCA systems). It will give your students customized results pages, and get you customized information about your squad. With just a few clicks you should be able to generate comprehensive reports for use by coaches and administrators.

Please take 10 minutes to read through this document. There are 3 basic things to do to enter your first tournament. After your first run-through, you'll only need to do the 3rd step for subsequent tournaments.

- Step one is to set up your initial accounts.
- Step two is to enter your competitor and judge information.
- Step three is to register for the tournament.

Keep in mind that iDebate Tabroom is designed to serve users in many formats in many countries, and as a result some of terminology might be unfamiliar to you. There is almost always a very near equivalent, and while we try to accommodate all different debate vernaculars, some terms will surely be unfamiliar to some users. In the discussion below, key terms appear in ***bold italics***, and specific link titles will appear inside of quotation marks.

As a general orientation, the links on the top-right get you to your account information, and the links on the top left get you to important companion sites. The ribbon at the top can get you to major sections of the site, and the page you are working on will appear in the middle of the screen. A navigation toolbar that will help you get to the other places you might need to will appear in the right column, and is usually customized to the page you are working on.

Step One: Initial Account Setup

The most important thing to understand is that information in iDebate Tabroom is organized around ***chapters*** and ***accounts***.

How chapters work: Entry into tournaments accepting registration for iDebate Tabroom is organized around chapters. A **chapter** is a stable group usually linked to an institution. At Berkeley, for example, there is a chapter for the policy debate team and a separate chapter for the parliamentary debate team. Some institutions may wish to only have a single chapter that supports both policy and parliamentary debate, so it's really up for the institution to decide. But tabroom keeps no record of institutions per se, only chapters at institutions. Different accounts can be given access to manage chapter information and settings. Each chapter must have one (and may have several) **administrators**. An administrator is someone who has the ability to set up a chapter account, add and remove competitors and judges from the chapter, and register entrants for tournaments. Often, the terms "school" or "team" may be used interchangeably. The term "school" is especially common for programs that have only one chapter for their institution, and the term "team" can be confusing because often a chapter/school can field multiple debate teams at a single tournament.

How accounts work: An "account" is just a record linked to an individual person, uniquely identified by email. Anyone can sign up and get an account for free, and this account record is what allows us to trace a person's activity as a judge or competitor or coach as director. Competitors, judges, coaches, directors, and supporters can all create accounts in tabroom. You must have an account to become the administrator for a chapter.

Initial Set Up. Initial set up is completed when an administrator for a chapter sets up an account for themselves and creates an account for their chapter.

To set up an account, just click on the "sign up" link in the top-right of any tabroom page. Setting up the account is quick and easy and should take most users under 2 minutes.

After you have your account make sure you are logged in, and to set up a chapter account click the link in the lower-right that says "create a new school/team." This will take you to a page where you can enter basic information about your chapter. Again, set up should take only a few minutes.

Adding and Removing Administrators from your Chapter. Once you have set your account up, you can add or remove administrative status to allow anyone to manage the account. You can also customize the powers of any designated administrator.

Log in to tabroom.com and click your email address at the top right. Toward the middle of the page find the tab "Settings", click. Most general settings for your chapter will be located here. The last section of the page is called "Accounts with access to this tabroom.com chapter" at the bottom of simply add the email of the person who you would like to receive administrative access and click "grant".

Anyone that you want to have the ability to make changes to your account should have administrative access but you probably do not want this to include your students. Good candidates for administrative statues include the following: other administrators of the team, teachers, interns, graduate students, so on.

Step Two: Adding students and judges to your chapter

Navigate to your chapter's home page

Log in to tabroom.com and get to your chapter/school homepage. If you click your email address at the top right you should be taken there by default, but if not you can click on the name of your chapter under "institutions." When your school name appears in the middle of the page with a series of tabs, you are at the main school page.

How to add judges to your chapter

Navigate to the chapter homepage. Toward the middle of the page find the tab "Judges" and click that tab. All of your judges will be housed here. To add a new judge to your chapter locate the "Judge Roster" box on the right side and click "Add a new judge." If your judge already has an iDebate Tabroom account you can simply search for their email and link their personal account to your chapter's page. If the judge does not have an account you will need to fill out the appropriate information on this page. Once the information is entered click "Save Judge." You will stay on the add judge screen where you can add more judges or you can move on to any other tabroom.com function of your choosing.

How to add students to your chapter

Navigate to the chapter/school page. Toward the middle of the page find the tab "Students" and click that tab. All of your students will be housed here. To add a new student to your chapter locate the "Student Roster" box on the right side and click "Add a new student." If your student has already created an iDebate Tabroom account you can simply search for their email and link their personal account to your chapter's page. If your student does not have an account you will need to fill out the appropriate information on this page (only check the "novice" box if your student is in their first year of debate). Once the information is entered click "Save Student and Add Another;" this function will save the student's information but you do not have to add another student and you can instead move on to any other tabroom.com function of your choosing.

STEP THREE: ENTERING A TOURNAMENT

How to locate the tournament you wish to enter

First you will have to locate the tournament you would like to enter. If you know the name the tournament you wish to enter you can simply type in the name; it is often better to use a shortened

version of the name (i.e., “Wake Forest” will be sufficient to find “The Wake Forest Franklin R. Shirley Memorial Debate Tournament”). Otherwise, you can click the “iDebate Tabroom Home” in the upper left corner of the site; from there you can scroll through **all** upcoming tournaments or you can narrow the list by using one of the search tools (date, country, state) found on the right side. Once you have found the tournament you wish to enter click the name of the tournament, and this will bring you to the home page for the tournament.

The homepage for the tournament will be organized in a series of tabs, the first tab being the invite for the tournament. The last tab should be “<Name of Your Chapter>’s Reg” click that tab. You will now want to add the name and contact information for the adult (or team captain, president, or contact person) who will be in charge of your chapter during the tournament. This information might automatically be filled in but you should check to make sure it is correct. Also, take note of the important dates for the tournament found on this page.

How to enter competitors in a tournament

If you have not added student to your chapter please refer to “how to add students to your chapter” before you continue in this section.

Navigate to the homepage for the tournament as described above and click the “Entries” tab. On the right side you will find a box labeled “Events” and below that will be the different events offered at the tournament. Click the event you would like to enter. On the right side will be a box labeled “Add Entry” and below that you will find a list of your students. Scroll through the list until you find the student/students you wish to enter. Simply click their name/names followed by clicking the green “Add Entry” button. You will stay on the entry screen where you can add more students or you can move on to any other tabroom.com function of your choosing.

If the deadline for entries and adds has passed you will not be able to add without contacting the tournament administrator. The contact information of the tournament administrator on the right side of the tournament’s homepage under contacts. Clicking on the names of the administrator will bring up their email.

How to enter judges in a tournament

If you have not added judges to your chapter please refer to “how to add judges to your chapter” before you continue in this section.

Navigate to the homepage for the tournament as described above and click the “Judges” tab. On the right side you will find a box called “Add Judges” simply click the name to the judge you would like

the enter in the tournament followed by clicking the green “Enter Judge” button. You will be brought to the “Additional Details Needed” page.

On the “additional Details Needed” page please indicate how many rounds the judge can or is obligated to judge. You can also indicate if the judge will need to have limited travel between debates and/or be placed in a room without stairs because of a disability by clicking “ADA/Accessible Rooms Needed”. In the “other notes” section you write any other informants the people who are running the tournament should know about the judge (can they only be at the tournament for one day, are they leaving early on the last day) anything that will impact the running of the tournament should be indicated here.