**DEBATERESULTS.COM TO TABROOM.COM**

This guide is for former users of the debateresults.com website, primarily hosts of college policy tournaments.

Thank you for using debateresults.com over the years; it’s a labor of love and I look forward to making tournament hosting even better in coming years. Here are some exciting things:

1. Seamless web integration with the CAT2 software. With one button click, you can download your tournament from the web and into the tabulation software. Click a different button, you can upload the pairings. Click a third, and you can download all the online ballots. All of this without creating any additional files.
2. Seamless online balloting. Instead of tournaments collecting emails and sending ballot codes, users simply log into tabroom.com. If they have a ballot, it simply appears.
3. Ready for large, multi-event tournaments. The entry interface will be much friendlier to tournaments with IE or parliamentary (or WUDC) components. The CAT2 software has been designed to handle any set of scores for events with any number of teams and judges.
4. Even better results outputs. In addition to the CEDA/NDT points results, all tournament results will be output for the new iDebate honors badging system. High school tournaments run through the site can automatically post NFL or NDCA points.

If you are a student or a judge, the transition should be completely painless and take under 2 minutes. If you are a director, you should expect 30 minutes to an hour to set up your new account and get used to the entry features. If you host a tournament you should plan on about an hour to get the initial tournament setup running.

As always, please contact me if I can help you make the transition. Thanks for using debateresults.com, and I hope that tabroom.com will pay off for you!

**Tabroom.com: Basic structure, terminology, and differences from debateresults.com**

In debateresults, almost everything worked off of a school password. In tabroom, everything runs off of individual user accounts. Unlike debateresults, in tabroom everyone (all judges, competitors, and directors) needs an account. Anyone can create an account by clicking the “sign up” link in the top right. All of those user accounts can then be ***linked*** to school information.

The basic process will go like this: The director sets up the school account, and enters the names of all competitors, judges, and coaches. Those competitors, judges, and coaches will then create individual user accounts. As soon as the user account is created, the user can link themselves to the records in the school account. If the users can’t figure out how, or if the director would prefer, the director can also link those judge, competitor, and coach accounts to the school account themselves (they must have the email that was used to create the user account). The only limitation is that a director can’t link school records to a user account that hasn’t been created.

As a director, you do not have to wait for all your competitors and coaches to create their accounts before you register them for tournaments.

Debateresults was divided into sections for college and high school tournaments; tabroom is organized around different ***circuits***. College users of debateresults should link themselves to the “college policy” circuit, which in some places might also appear as “NDT/CEDA.” High school tournaments with a national draw are part of the “US National Circuit.” Otherwise, you can get a complete list of circuits by going to the tabroom homepage and clicking on the “circuits” link.

Finally, tabroom divides circuits into “***chapters***,” which for most debateresults users are synonymous with schools. An important difference is that a university can have chapters for different circuits, so that if your university has separate policy and (for example) parliamentary debate squads, each can maintain a different chapter account and participate on different circuits with stepping on each other’s toes.

All circuits have a central ***circuit manager***; I am the circuit manager for the US Policy Debate circuit. If you have problems with your tournaments, I’m the guy to support you, and you should email me at [jbruschke@fullerton.edu](mailto:jbruschke@fullerton.edu).

After some discussion, we decided it was best to have everyone set up a new account on tabroom rather than migrate all of the information over.

**HOW A DIRECTOR CAN SET UP A SCHOOL ACCOUNT ON TABROOM.COM**

1. Create a user account (click “sign up” in the top right)
2. Click on “create your school.” You only need to enter the school name, country, and state.
3. Click on the “circuits” tab and click the “join fully” link next to “College Policy Debate”
4. Click on the “students” and “judges” link and enter the names of your participants; this is your school “roster.” Note that the “add” link may appear in the right-hand sidebar. If accounts already exist, you can search by email and add them automatically. If no account exists (which it probably doesn’t), simply enter the information.
5. Encourage your students you create their accounts and link them to the record in your school account. To link a student on your student roster to that student’s user account, go to the students tab and click on the student name. The top box will say “link <student name> to an idebate.org account.” Note that you do not need to do this if the student has linked their own account, and your search will fail if the student has not yet created an account.
6. Note: You can refresh the page by clicking the “student” link. If a student email appears next to the student name, their account is linked on to your system.

**HOW TO ENTER A TOURNAMENT**

1. Make sure you have set up your user account, and linked that to a school.
2. Log in, and you should be taken to the tournaments page by default. If not, click on the tournaments tab.
3. Click the “register” button next to the tournament in question. If a tournament appears on the list that you know you won’t attend, you can click “ignore.”
4. To enter teams, click on the “students” tab, and select the division in the right-hand column.
5. Using the “add entry” box in the right-hand column, click on the students for the team, and click the green “add entry” button. The team will appear in the list of entries on the center of the page.
6. To enter judges, click on the “judges” tab and your judge roster will appear in the right-hand column. Click on a judge and the green “enter judge” button. The judge will appear in the center screen; from there you can enter the number of rounds and any hired rounds (as of August 14, 2012, the hired judge process was still being improved, but we expect the full system to be in place as it was on debateresults by Sept 1, 2012).

**IF YOU ARE A JUDGE**

In the bottom-right of the homepage under “Your Account” is a link to “link your account to a judge.” Make sure you click that link and link yourself to the judge name on the judge roster for your school. This step NEEDS to be completed before online balloting will work. Once this step is complete, you simply need to log into your account and your ballots will appear.

**HOW TO HOST A TOURNAMENT**

Things to remember:

1. There will be issues in the transition as new things come up and new systems get fully deployed.
2. You can now copy your tournament from year to year, so you only need to get this up and running once, and you can just copy it over next year. You’ll need to invest some time into figuring out the new system, but you should only have to do it once.
3. If you start early and encourage early entries we should have weeks and weeks to deal with problems that come up; the longer you wait the more likely it is that you won’t get the help you need at the moment you need it.

As a quick reminder, reading the instructions on each web page will be the most helpful thing you can do. A very human thing is to click the button that makes the most sense, but taking a moment to read what’s on the screen will very often solve most problems.

From your homepage you can request a tournament; that comes to me and I approve it. You don’t have to wait for my approval to start setting the tournament up. Once the tournament is created, you can access it from the right-hand column of your main homepage.

The main task is to click on each of the 6 main tabs. Of those, 85% of your time will be spent on the first first tab (“settings”). Note that clicking on that tab creates a drop-down list, and selecting items from that drop-down list will often produce groups of settings in the right-hand column. It doesn’t get any deeper than that; you only have 2 navigate 3 levels.

Some important (and not necessarily obvious) things:

**Settings -> Judges -> “Hires & Fees”** (in the right-hand column). You probably want to check the button that says “Hiring Exchange”. That way judges can offer rounds to hire and people can hire them. If you check “offer tournament hired judging” then all the hires go directly through you.

**Settings -> Events (click event name in right-hand column).** Check the button that says “judges can strike self from event.” If you don’t, novice-only judges (for example) can’t preclude themselves from open division, etc. You might NOT check this button for novice division (if you have one), in order for all judges to be eligible to hear novice.

***MAIN TAB: SETTINGS***

**Drop-Down: NAME & INVITE:** (1) Keep the web name short; this can be a shorthand link that people can use to get to your tournament site quickly. “Fullerton.tabroom.com” is better than “2012FullertonKathrynKlassicFormerlyWinterInTheSun.tabroom.com.” (2) the time zone is REALLY important, since all deadlines are applied in real time (3) Make sure you link it to a circuit. The one you want is “NDT-CEDA” (unless you are entering a high school or parli tournament). (4) If you have a typed invite, you can upload it here.

**Drop-Down: TOURNAMENT RULES**: Note there are actually 7 pages here and you navigate them in the right-hand column. Each one has a separate group of settings. (1) Registration; make sure you select “shorten school name” under Codes. You probably want to click “ask for judge cell numbers.” (3) Paneling: you probably want to allow judges to hear the same event twice and judges from the same school on a panel. (4 & 5): Note that you can set your tiebreakers online, and then they’ll automatically copy from year to year. Tiebreakers and tiebreaker sets are things you’ll probably have to get used to in CAT2, but there are complete descriptions there and easy-to-use defaults if this page gets too confusing.

**Drop-Down: JUDGES:** Note again that there are 6 sets of settings in the right-hand column. The big new terminology involves judge groups and pools, but for most college tournaments you can you set up one (and only one) judge group for your tournament, and make sure you set an appropriate entry deadline. College policy users probably don’t need to worry about pools. Call the group something like “all judges.” (1) Information and burdens: This is where you set the number of rounds owed per entry. (3) **Ratings and strikes**: Note that there is a separate deadline for pref entry! Unless you set it here your entrants won’t be able to enter correctly. If you are using ordinals, you can skip the strikes, coach ratings, and conflicts sections.

**Drop-Down: EVENTS:** Make sure you set an appropriate judge registration deadline! Max and min students per entry should also be set to 2 (unless you allow maverick or 3-peron teams). Hybrid is a setting to consider. Unless you check publish web field report nobody can view the entries in your tournament. Set Max and Min speaker points (probably 30 and 1), and set point increments (probably to tenths). The Council of Tournament Directors recommendations are to use decimals and no ties.

**Drop-Down: SCHEDULE**: On the schedule button, you will need to create **BOTH** timeslots and rounds. The TRPC default was 15 timeslots, but it didn’t always use them all. Here you can set only the number you’ll need. This also allows more flexibility for things like holding novice finals during open round 8, and so forth. After you have entered the timeslots, click on the division name under the “schedule rounds” box in the right-hand column to set up the schedule. Publish judge paradigms should be set to yes.

**Drop-Down: SITES AND ROOMS:**  Tabroom supports multiple sites; for example, if you are running LD out of one high school and policy on a college campus. You need to set up at least one tournament site. Once the site is set you can upload rooms from a text file; instructions are on the screen. If you don’t want to do this online, you can do the rooms in CAT2.

**Drop-Down: HOUSING**: This is mostly for high school use at tournaments where host families agree to house competitors. For almost all college policy tournaments, leave this turned off.

**Drop-Down: MONEY**: For online fees; almost no debateresults.com users were using this feature, but tabroom has expanded ability to keep track of fees online and generate invoices. You can do registration right from the website (see below) and it can print both receipts and invoices.

**Drop-Down: WEBSITE**: This is purely informational; note that you define the shortcut URL for your tournament under Settings -> Name and Invite.

***MAIN TAB: ENTRIES***

**Drop-Down: SCHOOLS:** You can do your registration electronically through the webpage using this screen. Clicking on a school will take you to a screen where you can view the school entry and make almost any edit you’d need. You can also print invoices from this screen. You can only add students to an entry if they aren’t already entered in the event. If the drop-down boxes under the “add entry” (lower-left box) are blank, you either need to delete a current entry or add students to the roster (both of which you can do using the controls in the right-hand column). The schools will be marked as “not in” until you select them and click on the “Mark as registered and paid” link.

**Drop-Down: EVENTS**: This will allow you to view entries by event. After selecting events, use the controls on the right to select the event.

**Drop-Down: JUDGES**: This will show a list of judges. IMPORTANTLY, THIS IS WHERE YOU LINK JUDGES TO THEIR ONLINE ACCOUNTS. Judges cannot access online balloting until this is done. Ideally, when a school registers all their judges will be linked to online accounts. However, some may be late in doing so, or you might have hires that you need to give online balloting access to at registration (or later). To do so, make sure the judge has a tabroom.com account. Obtain the email they used when setting up their account. Click on the “Link judges to online accounts” link in the right-hand column. A list of judges who are not yet linked will appear; enter the relevant emails and click on the “link accounts” button. You can enter multiple emails at once if you wish; messages will appear in the top-left to indicate how the information was processed.

**Drop-Down: REPORTS:** Are all informational. There are some cool things here to look at.

**Drop-Down: DATA MANIPULATION:** More features will likely be added here, but 2 interesting things are (a) you can drop blank schools; that is, schools who had entries at one point and dropped them all. (b) You can block schools’ judges against each other. You can also manually export the datafile from this screen, although if you are using the CAT2 this will be done automatically.

**Drop-Down: EMAILS:** This is for you to send email to all entrants. You can use it to make tournament announcements.

***MAIN TAB: PANELING***

This is for judge placement. You can skip it. Eventually, we hope to allow online tabbing, in which case you may use this a lot.

***MAIN TAB: PAIRINGS***

This is the director’s copy of the online pairings.

You can select a division/event from the right-hand column.

The far-right column of the pairing will be blank, show a time, or show the word “IN.” A time indicates that the judge has checked in and/or indicated that their round has started. The word   
“IN” means the ballot has been submitted.

Notice that after you post a round from the CAT it will NOT be visible to anyone other than you until you click the “PUBLISH” button in the far-right hand column.

If you click the “RESULTS” button once it will allow anyone to view the results and points for the round. If you click it twice it will reveal the decision but not the speaker points.

If under “Stats & Data” you click the “show results” link it will display all entered ballots.

***MAIN TAB: TABULATION***

***MAIN TAB: RESULTS***

Are not active and will not be necessary until we enable online tabulation.