



Judge Training



# Tabroom Online Ballots

Judge Walkthrough

---

For judges unfamiliar with Tabroom

**Results first • OA second • required feedback through Edit Feedback**

Find Your Voice.

# Today's Workflow

TOC Asia · Tabroom Judge Walkthrough



## 01 Log in

Use the email linked to the tournament and find your judge home page.

## 02 Find the ballot

Check the event, room, time, and competitors before you start.

## 03 Judge with outside notes

Use paper, Word, Google Docs, or a notes app. Do not flow in Tabroom.

## 04 Submit results first

Enter winner/ranks and points, submit, then confirm.

## 05 OA, then written feedback

Give the OA after confirming the result, then finish feedback through Edit Feedback.



## THE GOLDEN RULE

# Do not let feedback delay the tournament.

Feedback is required. The workflow is what changes.



---

**Never make the tab room wait for your full written comments before they can pair the next round.**

Do your notes outside Tabroom. Enter the result as soon as the round ends. Then use Edit Feedback to make the written ballot useful.

SECTION 01

# Find Your Ballot

[Log in](#) · [Judge home](#) · [Upcoming rounds](#)

01



# Before Round 1: Set Up Your Workspace

TOC Asia · Tabroom Judge Walkthrough



## 1 Tabroom

Open and logged in with the email linked to the tournament.

## 2 Timer

Use KikoTime or another reliable timer. Do not rely only on students.

## 3 Notes document

Use paper, Word, Google Docs, or a local notes app.

## 4 Help contact

Know where the help table, judge room, or tab room is.

**Do not use Tabroom as your live notes document.**



# Step 1: Log In to Tabroom

TOC Asia · Tabroom Judge Walkthrough

Click LOGIN at the top right

Dates	Tournament	City	Locale	Registration
1/6	the Michael Tournament	New York City	NY/US	Closed
1/4 - 1/6	Billy Tate Southern Bell Forum MBA	Nashville	TN/US	Closed
1/8	Cathedral Prep CFL of Erie	Erie	PA/US	Due 1/7 4:00 PM EST
1/6 - 1/8	Texas Swing 1 Fear and Loathing in Dallas	Richardson	TX/US	Closed
1/8	Big Questions at Council Rock North	Newtown	PA/US	Due 1/7 6:00 PM EST
1/8	2020 RVC Ashland Jan 8th	Ashland	OR/US	Due 1/7 11:00 PM EST
1/8 - 1/9	2020 MSHSL Section 6AA Debate	New Hope	MN/US	Due 1/9 11:00 PM EST
1/3 - 1/9	Washington Big Questions Intersquad Debates	Sioux Falls	SD/US	Closed
1/8 - 1/9	MSHSL Section 4 Tournament	New Hope	MN/US	Closed

Use the email address that is linked to this tournament.

- If login fails, check with tab staff.
- Stay logged in on the device you will use for ballots.

**Use a laptop or tablet if possible.  
Kids think phone=playing.**

# Your Judge Home Page

TOC Asia · Tabroom Judge Walkthrough



## 1 Your email is Home

If you get lost, click your email in the top right to return to your judge home page.

## 2 Judging menu

Upcoming rounds, history, judge paradigm, and Edit Feedback are found from this area.

Look for two things

The screenshot shows the Tabroom.com interface. At the top right, the user's profile is listed as 'codegaard2@gmail.com'. Below the navigation bar, the 'Judging' menu is highlighted in red. The main content area displays 'YOUR JUDGING' for the 'Laird Lewis Invitational at Myers Park High School'. A table lists the judge's name (Colleen Odegaard), dates (1/10 - 1/11/2020), and school (Ardrey Kell). An 'Enter Conflicts' button is visible next to the school information.

Name	Colleen Odegaard
Dates	1/10 - 1/11/2020
School	Ardrey Kell
<input type="button" value="Enter Conflicts"/>	

Notifications help, but do not trust them alone.

# Step 2: Find the Ballot

TOC Asia · Tabroom Judge Walkthrough



## Before you click Start Round, check everything on the row.

**ONLINE BALLOTS**

**Upcoming Rounds**

Round	Room	Starts	Entries	
DUO TEST	LA-102	Fri 12:00 PM EST	1. 313 2. 308 3. 303 4. 307 5. 302 6. 305	<b>START ROUND</b>

**SPEECH EXAMPLE**

**FOR SPEECH BALLOTS YOU WILL SEE ALL CODES FOR THE CONTESTANTS IN YOUR ASSIGNED SECTION**

- Event: PF, JWSDC, Impromptu, Expository, etc.
- Room: go to the assigned room.
- Time: be ready before the posted start.
- Entries: make sure the competitors match the ballot.

**If the ballot is not there, refresh and check again. Then ask staff.**



# Start Round Only When the Room Is Correct

TOC Asia · Tabroom Judge Walkthrough

The green button tells tab staff you have seen your ballot and are in the room or on your way there now.

In TOC Asia, it will say **ACKNOWLEDGE BALLOT**.

- Go directly to the room before the posted time.
- Make sure it is the correct room.
- Verify the competitors on the ballot are actually present.
- If someone is missing or in the wrong room, contact staff.

**Do not start a debate round until both teams are present and correctly identified.**

Green Start Round button

The screenshot shows the Tabroom.com interface. At the top, there's a navigation bar with 'Home', 'Circuits', 'Results', 'Paradigms', 'Help', and 'About'. Below that, the main content area is titled 'ONLINE BALLOTS' and 'Upcoming Rounds'. A table lists rounds, with the first row showing 'DUO TEST' in room 'LA-102' starting at 'Fri 12:00 PM EST'. The 'START ROUND' button is circled in red. A red text box below the table reads: 'FOR SPEECH BALLOTS YOU WILL SEE ALL CODES FOR THE CONTESTANTS IN YOUR ASSIGNED SECTION'. On the right side, there are sections for 'Judging' and 'Your Account'.

Round	Room	Starts	Entries
DUO TEST	LA-102	Fri 12:00 PM EST	1. 313 2. 308 3. 303 4. 307 5. 302 6. 305

# If Something Looks Wrong

TOC Asia · Tabroom Judge Walkthrough



## Wrong room

Check the room on your ballot. Ask staff before moving the round.

## Wrong competitor

Do not let a competitor perform or debate on the wrong ballot. Message the judge group

## Missing debater/team

Stay in the room. Alert staff according to tournament procedure. **Do not declare a forfeit yourself.**

## Speech late arrival

Students may be double-entered. Follow event instructions and wait for staff if unsure.

## No ballot showing

Refresh. Click your email to go Home. Check Upcoming Rounds. Then ask staff.

## Technical issue

Take a screenshot or note the exact problem and contact the help table or tab room.

**When in doubt: stop, keep students calm, and ask staff.**



SECTION 02

# Judge With Clean Notes

02

Confirm setup · Use outside notes



# Debate Ballot Setup

TOC Asia · Tabroom Judge Walkthrough



Check room, side, order, and entries

Room: LA-101 Colleen Odegaard PF TEST

Topic: Resolved: The United States should end its economic sanctions against Venezuela

Points: Range: 20-30. Ties are OK. Steps of 0.1

Side	Speaks	Code	School	Name	Speaker	Points
Aff	Pick	1019	Cary Academy	Lake & Zhang	Andrew Lake: Han Zhang:	<input type="text"/>
Neg	Pick	1055	Peddie	Layman & Liu	Louis Layman: Dennis Liu:	<input type="text"/>

Winner:  Choose Winning Entry Side:  Aff  Neg Low-Point Win?

Submit Ballot

Timers: 04:00, 03:00

Before speeches begin, confirm the debate information out loud.

- Correct team codes and students
- Correct side: Pro or Con
- Correct speaking order: 1st or 2nd
- Coin flip result is entered correctly if the ballot requires it.

**• REMEMBER- PF MUST HAVE A COIN FLIP!**

**Most dangerous mistake: side, order, or team code entered wrong.**

# Speech Ballot Setup

TOC Asia · Tabroom Judge Walkthrough



## Speech ballots look different from debate ballots.

- Students may appear in a speaking order, but flexibility may be needed.
- Some events require you to type a title or topic.
- Do not rank or score until every eligible student has presented or staff tells you to close the room.
- When entering comments, select the correct student before writing.

Speech ballot example

Room: LA-102      Colleen Odegaard      DUO TEST

Points: Range: 90-100. Whole points only. No ties. Ranks and points must agree.

Speaks	Code	Sch Code	Name	Title/Question	Rank	Points	No show?
1st	313	AW	Palermo & Wigent	Enter title or extemp question			<input type="checkbox"/>
2nd	308	BD	Bayard & Whitaker	Answering 911: Life in the Hot S			<input type="checkbox"/>
3rd	303	AD	Herndon & Carlinnia	Front Porch Chronicles			<input type="checkbox"/>
4th	307	AJ	Tate & Lozano	Aladdin			<input type="checkbox"/>
5th	302	BN	Kundu & Sachdeva	Enter title or extemp question			<input type="checkbox"/>
6th	305	AK	Saenz & Pallander	Snow White and the Gucci Stillet			<input type="checkbox"/>

Submit Ballot

Feedback      Comments go to: Everyone (Reason for R)

MPHS  
Merrill Park High School

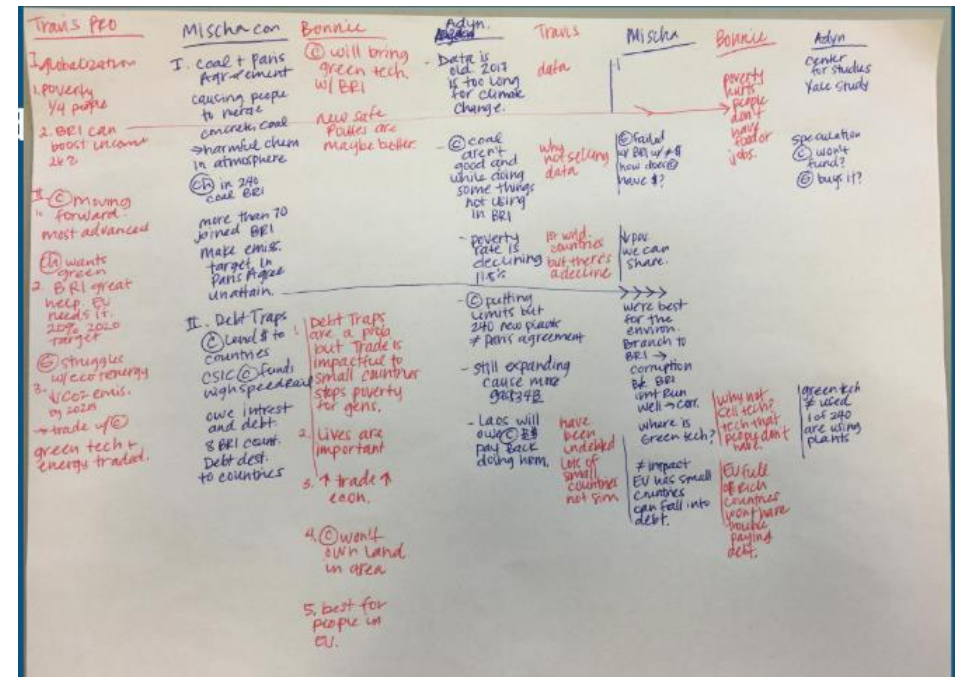
This round      Start: 12:00 PM  
Round: TEST  
Room: LA-102  
Full Pairing/Schematic

Timers      *If you refresh or navigate away, these timers will reset.*  
10:00

Other ballots

# Tabroom is the ballot. It is not your notebook.

## Example of a flow / notes sheet



- Paper flow or separate document
- Short phrases, not full essays
- Track the reasons that decide the round
- Use notes to write final feedback after result is safe

**Do not type live flow into Tabroom feedback boxes during speeches.**

# What Your Notes Need to Capture

TOC Asia · Tabroom Judge Walkthrough



## Debate

- Side, team code, and speaking order
- Main arguments and responses
- What was dropped or answered
- The argument that decided your ballot
- Useful notes for each team' s comments

## Speech

- Student code/name and speech order
- Topic or title if required
- Strengths and weaknesses
- Reason for each rank placement
- One clear improvement for each student

**Your notes are the evidence for your feedback.**



# During the Round: Listen First

TOC Asia · Tabroom Judge Walkthrough

## Do not fill out the final decision while the round is still happening.

- Keep timing responsibilities separate from Tabroom entry.
- Take notes in your separate notes document or on paper.
- Do not coach, help, or advise students during prep or speeches.
- Do not let your own beliefs decide the result. Judge what happened in the room.

### Simple live workflow

- Time
- Listen
- Take notes
- Decide after the round

**Tabroom entry starts when the performance or debate is done.**



SECTION 03

# Submit Results Correctly

03



Enter · Submit · Confirm · Then OA



# When the Round Ends

TOC Asia · Tabroom Judge Walkthrough

## Your first job is to enter the result.

### 1 Decide

Use your notes to identify the winner or the speech ranking.

### 2 Enter result

Debate: winner + points. Speech: ranks + points.

### 3 Submit

Click Submit Ballot.

### 4 Confirm

Check accuracy. Then hit the green confirmation button.

### 5 OA

Announce the oral adjudication only after the result is confirmed.

**Do not give OA before the result is submitted and confirmed.**



# Debate Results: Winner + Speaker Points

TOC Asia · Tabroom Judge Walkthrough

- Pick the winning side/team after the debate is over.
- Enter each speaker's points carefully.
- Make sure the winner, side, team code, and speaking order match your actual decision.
- Low-point wins are rare. If it happens, write why in the ballot. Only allowed in PF- not allowed in JWSD.

**Results must be correct before OA.**

Debate ballot screen

Room: LA-101 Colleen Odegaard PF TEST

Topic: Resolved: The United States should end its economic sanctions against Venezuela

Points: Range: 20-30. Ties are OK. Steps of 0.1

Side	Speaks	Code	School	Name	Speaker	Points
Aff	Pick	1019	Cary Academy	Lake & Zhang	Andrew Lake:	
					Han Zhang:	
Neg	Pick	1055	Peddie	Layman & Liu	Louis Layman:	
					Dennis Liu:	

Winner: Choose winning entry. Side:  Aff  Neg Low-Point Win?

Submit Ballot

Feedback

Reason for Decision: 1019, 1055

Timers: 04:00, 03:00

# Speech Results: Ranks + Points

TOC Asia · Tabroom Judge Walkthrough



**Ranks are placements. Points measure quality.**

Speech ranks and points

Room: LA-102 **Colleen Odegaard** DUO TEST

Points: Range: 80-100. Whole points only. No ties. Ranks and points must agree.

Speaks	Code	Sch Code	Name	Title/Question	Rank	Points	No show?
1st	313	AW	Palermo & Wigent	title here	3	95	<input type="checkbox"/>
2nd	308	BD	Bayard & Whitaker	Answering 911: Life in the Hot	2	97	<input type="checkbox"/>
3rd	303	AD	Herdon & Carlinnia	Front Porch Chronicles	6	85	<input type="checkbox"/>
4th	307	AJ	Tate & Lozano	Aladdin	4	92	<input type="checkbox"/>
5th	302	BN	Kundu & Sachdeva	title here	5	89	<input type="checkbox"/>
6th	305	AK	Saenz & Pallander	Snow White and the Gucci Stillet	1	98	<input type="checkbox"/>

Submit Ballot

Feedback Comments go to: Everyone (Reason for R)

This round Start: 12:00 PM  
Round: TEST  
Room: LA-102  
Full Pairing/Schematic

Timers If you refresh or navigate away, these timers will reset  
10:00

Other ballots

- Rank 1 is the best performance in the room.
- Do not tie ranks.
- Do not give a lower-ranked student a higher point score than someone ranked above them.
- Check the correct student before entering comments.

# Submit Is Not the Last Click

TOC Asia · Tabroom Judge Walkthrough



## After Submit, Tabroom asks you to confirm.

- Read the confirmation page carefully.
- If something is wrong, re-enter the ballot.
- If everything is correct, click the big green confirm button.
- Closing the browser before confirm means the ballot may not be finished.

**Submit + Confirm = result is safe.**

Confirmation page

**You voted for**

1019 on the Aff  
(Lake & Zhang: 0th speakers)

1019 (Lake & Zhang)		1055 (Layman & Liu)	
Andrew Lake:	30	Louis Layman:	28.5
Han Zhang:	29	Dennis Liu:	28.5

**Please check the accuracy of the information above & confirm.**  
**You cannot change confirmed ballots online.**  
You may write further feedback until the end of the tournament.

**NO! RE-ENTER BALLOT**      **YES! CORRECT! CONFIRM IT**

**RFD**  
Great debate! Here are the reasons why I voted for the \_\_\_ team.  
Feedback here

**MAKE SURE EVERYTHING HERE IS ACCURATE.**  
**THEN**  
**HIT THE BIG GREEN BUTTON!!**



# OA comes after the result is confirmed.

OA = oral adjudication. It should be clear, brief, and kind.

## Say

- The winner and team code in debate.
- One or two turning points
- Your judge feedback/OA. It must be clear to the kids why you made your decision. Be ready for them to ask questions.

## Do not say

- **PUBLIC SPEAKING RESULTS. Public Speaking (EXP/IMP/PS has NO DISCLOSURE AT ALL.)**
- Exact scores
- Private comments about students
- Long coaching speeches
- Anything that contradicts the submitted result

**After OA, finish written feedback through Edit Feedback.**



SECTION 04

# Finish Required Feedback

04



Feedback is not optional. The edit workflow is normal.

# Feedback Is Not Optional

TOC Asia · Tabroom Judge Walkthrough



## A ballot without useful written feedback is incomplete.

### Decision reason

What argument, clash, or performance difference decided the result?

### Specific reference

Name the argument, skill, speech, or moment from your notes.

### Actionable improvement

Tell the student what to improve next round.

### Professional tone

Be kind, clear, and comfortable with students and coaches reading it.

**Submit and confirm first. Then use Edit Feedback to finish the written ballot.**



# Debate Feedback: Use the Right Tab

TOC Asia · Tabroom Judge Walkthrough

## Debate feedback tabs

The screenshot shows the Tabroom.com judge ballot interface. The 'Reason for Decision' tab is highlighted with a red circle. A 'Save Feedback' button with a document icon is also circled in red. The feedback area contains a red warning: "YOU MUST, AT MINIMUM, FILL IN A REASON FOR YOUR DECISION WHEN JUDGING DEBATE ROUNDS". The interface includes a 'Submit Ballot' button, a 'Winner' dropdown, and a 'Timers' section on the right.

## Tabroom usually gives debate ballots three feedback spaces.

- Reason for Decision: shared with both teams and coaches.
- Team/student tabs: comments only for that side or student.
- Save before switching tabs.
- Use your outside notes to make comments specific.

**Minimum: a clear RFD that explains why you voted the way you did.**

# Speech Feedback: Select the Correct Student

TOC Asia · Tabroom Judge Walkthrough



## Speech feedback is usually organized by student.

- Open the correct student from the drop-down.
- Write comments for that student only.
- Save before switching to the next student.
- Make the comment match the rank and score.

**Wrong-student comments are hard to fix and confusing for families.**

## Speech feedback drop-down

The screenshot shows a web browser window with the URL `tabroom.com/user/judge/ballot.mhtml?panel_id=4173105&judge_id=1188960`. The page title is "Speech feedback drop-down". The main content area is titled "Feedback" and has a "Comments go to:" dropdown menu. The dropdown menu is open, showing a list of students: "Everyone (Reason for Rankings)", "313 Palermo & Wigent", "308 Bayard & Whitaker", "303 Herndon & Carlinnia", "307 Tate & Lozano", "302 Kundu & Sachdeva", and "305 Saenz & Pallander". A red circle highlights the dropdown menu. Below the dropdown menu, there is a red warning message: "BE SURE YOU HAVE THE CORRECT STUDENT(S) SELECTED BEFORE ADDING FEEDBACK". The page also features a "Submit Ballot" button, a "MPHS" logo, and a "Timers" section with a timer set to 10:00. The footer includes links for "Join the National Speech & Debate Association", "About", "Help", and "Contact".



# Edit Feedback: The Normal Finish Line

TOC Asia · Tabroom Judge Walkthrough

## Home page after confirmed results

The screenshot shows the Tabroom.com interface. The main content area is titled "Previously Entered Results" and contains a table of results for a debate event. The table has columns for Aff, Neg, W, L, and scores. The "Edit Feedback" button is circled in red, and a yellow arrow points to it from below.

Aff	Neg	W	L	Score
Lake & Zhang	Layman & Liu	30	28.5	

## Edit and save comments

The screenshot shows the "Comments for 1019 - Cary Academy - Lake & Zhang" page. The page has a text area for comments and a "Save RFD & Comments" button at the bottom, which is circled in red. A red text box on the right side of the page reads: "YOU MAY USE THIS SCREEN TO ADD MORE FEEDBACK TO CONTESTANTS UNTIL THE END OF THE LAST ROUND OF THE TOURNAMENT."

Home → Previously Entered Results → Edit Feedback → Save RFD & Comments



# A Simple Feedback Formula

TOC Asia · Tabroom Judge Walkthrough

Use this when you do not know what to write.

**1 Result sentence** I voted for [side/team/student] because...

**2 Turning point** The most important reason was...

**3 Why it mattered** This mattered more than the other side because...

**4 Improvement** Next round, focus on...

**Feedback should explain the ballot, not rewrite the whole round.**

# Written Feedback: Do This, Not That

TOC Asia · Tabroom Judge Walkthrough



## Do

- Be specific and kind
- Tie comments to your result
- Give one actionable next step
- Mention arguments or skills from the round
- Save before leaving the page

## Do not

- Use AI to write ballot feedback
- Insult or mock students
- Contradict your submitted result
- Reveal exact scores in OA
- Paste a messy live flow with no explanation

# Troubleshooting: When to Ask for Help

TOC Asia · Tabroom Judge Walkthrough



**Login/account problem**

**Ask tab staff.**

**Ballot missing**

**Refresh, click Home, check Upcoming. If still missing, ask staff.**

**Wrong side/order/team**

**Do not start. Fix it before speeches begin.**

**Competitor missing**

**Stay in the room and contact staff. Do not leave.**

**Submitted wrong result**

**Contact tab immediately. Do not try to hide it.**

**Unsure about a rules issue**

**Pause and ask staff. Do not invent a procedure.**

**Good judges ask early. Bad ballots create bigger problems later.**

# Final Checklist

---



## Before

- Logged in
- Correct ballot
- Correct room and competitors
- Separate notes document ready

## During

- Time speeches
- Take notes outside Tabroom
- Judge only what happens in the room
- Do not coach students

## After

- Enter result
- Submit and confirm
- Give OA
- Finish required written feedback through Edit Feedback

**Find Your Voice.**



# Questions?

Ask now. If a real ballot problem happens later, ask staff immediately.

---