Using tabroom.com to Register for Civics First

We are moving to tabroom.com to handle registering for debate tournaments.

YOU WILL BE RESPONSIBLE FOR GETTING YOUR ENTRIES IN ON TIME AND MAKING SURE THEY ARE CORRECT!

You can manage your tabroom.com entries yourself, or you can have your team captain do the honors. If you have a debate team email address, please use that as your school's ID on Tabroom, so you or your successor can use the same entries each year.

Why this is exciting:

Coaches can maintain their team rosters and make changes in pairings and judges up to the last minute, using a cell phone or tablet (at least in theory), or on a regular computer. We hope that there will thus be very few changes on the morning of the tournament, allowing us to stay on schedule. The software will also allow us to pair each round more quickly. Lastly, once you enter your school and student data, Tabroom saves it and lets you re-use it at every tournament. To register for a tournament you simply need to select the students to pair as teams and the judges who are coming.

---- Step-by-Step Guide Below ----

Step-by-Step Guide

Setting up Your Account and Team

You will need to do all of these steps before you sign up for your first tournament. Afterwards, you will only come back to these items occasionally to add and edit information.

1. **Sign up as a tabroom.com user**

   Go to www.tabroom.com

   In the upper right hand corner, click "Sign Up"

   A sign up form appears, asking for your email address (which will be your login ID for Tabroom), your first and last name, your phone number and service provider, state, country, timezone, and password. Phone and location info are not required.

   When finished, click the "Create Account" button at the bottom. You're in!

   In the future, rather than clicking "Sign Up," you will click "Login" in the upper right, and use your email address and password to gain access.

   If you wish to edit your sign up information, once you login, click "Profile" at the top of your screen and you can change the info you entered.

   When you login, you will find yourself at your splash page. To get back to your splash page at any time, click your email address in the upper right.

   When you are finished, click "Logout" at the top of the screen.

2. **Create an entry for your school**

   Login. If you are not already at your splash page, click your email address at the top of the screen to get there. The yellow bars to the right of your screen include an option for "Create a new school/team". Click it.

   An entry form asks for your school or team name, your level (i.e., middle school/high school), and your location info. Please also fill in your NCES and CEEB numbers (leave IPEDS blank). You can find your school's NCES number here and CEEB number here. This will ensure you don't make a duplicate account for your school.

When the info is entered, click "Save School Info" at the bottom right.

If you ever need to edit the info you just entered, click the "Settings" tab at the top of the page.

If you wish to grant another user permission to edit your school information, first they need to sign up for tabroom.com with their own email address. Second, log in to your school account and click the "Access" tab at the top of the page. Enter their email address in the appropriate "Add new" field and click "Save." To revoke permission, click the red trash can next to the email address you wish to revoke.

Note that if you grant access to another account, they have the ability to change everything, including removing you from the school. Access should be granted sparingly.

3. **Join the Civics First "circuit."**

   [THIS STEP IS UNECESSARY FOR NOW; SKIP TO STEP 4]

   A "circuit" is the Tabroom name for a league.

   Click on the **gray** (*not* blue and yellow) "Circuits" tab at the top of your splash page. Two drop down menus will appear. In the menu on the left, find the "Civics First – Debate" circuit. In the menu on the right, click "Full Membership." Click Join. That's it.

   From now on, when you click the gray "Circuits" tab on your splash page, you will see the circuits you have joined at the top of the list. When you click "Tournaments" you will see a list of any upcoming tournaments offered by the circuits you have joined.

   If you ever need to leave a circuit, click the gray "Circuits" tab on your splash page and click the red trash can next to the circuit you wish to leave.

4. **Create entries for each of your students**

   You will need to create an entry for each of your students. Once you have done this, when you enter the team in the tournament, you will simply select the team members in pairs to create your teams.

To add a new student, first click the "Competitors" tab at the top of your splash page. Second, in the margin to the right, immediately under "Competitor Roster," click the blue "Add a new student" bar.

Fill in the fields in the data entry form: first name, last name, phonetic pronunciation (e.g., "JAW-nuh-thin Mih-KEN-zee"), graduation year, gender, and any allergies/dietary needs. When finished, click "Save Student & Add Another." Repeat until all competitors are entered.

If you have no more students to enter, click on "Return to student roster" in the right margin.

If you ever need to edit a student's information (e.g., you misspelled their name, or someone decides they want to be known by their nickname), click the "Competitors" tab at the top of your splash page. Your entire roster will be listed. Click on the student name, make your changes, and click the "Save Student" button at the bottom right.

You can sort the student roster display by any of the fields, by clicking on the field name. For example, clicking on "Last name" will sort the students by last name.

You can switch a student into or out of Novice by clicking the "No" or "Yes" in the "Novice" column of their name.

You can remove a student from your roster by clicking the "No" or "Yes" in the "Retired" column next to their name.

5. **Create entries for each of your judges**

You will need to create an entry for each of your judges. Once you have done this, when you enter the tournament, you will simply select the judges who are accompanying your teams.

To add a new judge, first click the "Judges" tab at the top of your splash page. Second, in the margin to the right, immediately under "Judges," click the yellow "Add a new judge" bar.

If a judge has an account on tabroom.com, you can search for them by their email address. Otherwise, fill in the fields in the data entry form: first name, last name, cell phone

number, email, gender, year they started judging under "Notes," and any allergies/dietary needs. When finished, click "Save Judge."

To add another judge, click the "Add a new judge" bar in the right margin. Enter their info, click "Save Judge," repeat until all judges are entered. If you have no more judges to enter, click "Return to Judge Roster" in the right margin.

To edit a judge's information (e.g., you misspelled their name, or someone decides they want to be known by their nickname), click the "Judges" tab at the top of your splash page. Your entire judge roster will be listed. Click on the judge name, make your changes, and click the "Save judge" button at the bottom right.

You can sort the judge roster display by any of the fields, by clicking on the field name. For example, clicking on "Last name" will sort the judges by last name.

You can remove a judge from your roster by clicking the "No" or "Yes" in the "Inactive" column of their name.

Once you have completed all of these steps, you have all of your team data entered on the system. You are ready to sign up for a tournament.

Registering for a Tournament

You've already done most of the work to register for a tournament. Tabroom lets you select from the names you've entered to fill in your teams and judges. Tabroom will also save your progress, so if you have registered some teams/judges but need to stop and come back later to finish the rest, you can do so. Let's get started.

1. On your splash page (click your email address at the top of your screen) click the "Tournaments" tab. A list of upcoming tournaments offered by the circuits you have joined (e.g., Civics First - Debate) should appear.

2. Click the "Entry" button next to the tournament you want to register for. The tournament entry screen will appear, with new gray tabs at the top.

3. Under "Adult Contact Information," enter the name, email, and cell phone number for your primary chaperon and click "Save." Below, you will see "Tournament Deadlines." At any time, clicking the "General" tab will bring you back to this page.

4. **To enter student teams** click the "Competitors" tab. This will open a mostly blank page with a dropdown menu next to where it says "New competitor." Click the dropdown menu and select the name of the first student you want to register for the tournament. A new dropdown menu will appear. Select "Debate." A new set of options will appear. Ignore "Entry Name" and "Entry Code." If either team member needs a wheelchair-accessible room, check the "ADA/Accessible rooms required" box. Ignore "Hybrid with." For "Competitor 2," select the second member of the team. Click the blue "Save Changes" button at the bottom right.

   To add your next team, click the blue arrow at the top left, just under your gray tabs, next to the student name. In the dropdown menu next to "New Competitor," select the first member of your second team. Follow the same steps you just did for the first team. Repeat until all teams are added.

   a. If you need to change a pair, click their name. When finished, click "Save Changes." Click the blue arrow in the top left to go back to the list of registered students. **You cannot add someone to two teams at once**. To switch which team someone is on, first you must remove them from their current team.

   b. To delete a team, click the red trash can next to the team name. The names you release will reappear in the lists of students you can add to teams.

5. **To enter judges** click the "Judges" tab. In the right margin under "Add Judge" is a dropdown menu saying "Select judge…" Click it, and select the first judge you wish to add. Then click the blue "Add Judge" button.

   a. If the judge needs a wheelchair-accessible room, click the green pencil icon next to their name, then check the box that appears and click "Save Details" to return to the main Judges page.

   b. To remove a judge, click the red trash can icon next to the judge's name. The released judge will return to the list of available judges in the right margin.

6. That's it! You're done.

7. If you ever need to update your tournament registration, first log in to tabroom.com. Next, if you are not already at your splash page, click your email address at the top of the screen.

   a. If you need to add students or judges you have <u>never entered into Tabroom</u>, click the "Competitors" or "Judges" tab. Follow the same steps you did before at pp. 3-5 of this Guide.

   b. If you need to <u>switch previously entered</u> students/judges, click the "Tournaments" tab then click the tournament you wish to update. You should now be back at the tournament entry page. Follow the same steps you did before at pp. 5-6 of this Guide.

   c. Remember, you cannot enter a student or judge in a tournament unless you have already entered their names in the "Competitors" or "Judges" tab on your splash page.

Good luck! Remember we are all new at this, so we expect some difficulty at first. But registration and tournament run time will be greatly improved. If you have trouble, email civicsfirstdebate@gmail.com and we will do what we can to help.