Tabulation

Entering Ballots

Our next step, after the rounds are out, is to enter the ballots. This is all done under the **Tabulation** menu. There are a lot of options here, but for debate rounds you'll probably only use the first one, **Enter Ballots**. Feel free to explore the rest, but the real action is at the top.

One strong recommendation: Use the option under **Settings/Judges/Tabbing** to **Enter twice**. This is a better system than having ballots read aloud to an inputter, and is guaranteed to result in fewer tab errors than any sort of single entry. But don't shoot your own foot off by having one person enter the data twice. One person inevitably repeats the same mistake, usually missing a low point win. Do it the way it's supposed to be done, and you'll reap the benefits.

When you go to **Enter Ballots**, you'll see this on the right of the screen. Those numbers in green are your judges' codes. You can make it names, which is what you'll usually want to do, by changing the judge group setting to **Suppress judge codes (names only)**.

If there's multiple flights, it will show **Flight 1** and **Flight 2**. (No amount of writing letters to the *Times* will, apparently, get the programmers to change this to Flight A and Flight B. So it goes.) Obviously, there's two tabs, for **Undone** and **Done**.

Below is what the ballot entry page looks like. (Forgive the silly team names; this is from a test tournament.) There's nothing special here: put in the numbers and mark the winner. Do note the **Hints & Shortcuts** at the bottom.

If your computer doesn't have a number pad, it is recommended that you get a cheap USB add-on, which makes tabbing so much simpler than using the top of the keyboard.

You may have some divisions using half points and some using tenths, which are entered differently. You can set them both the same to protect your sanity in the tab room, but instruct your judges to do it the way you want them to do it. That is, my usual tab team likes to enter by tenths, but we tell our PF judges that the standard is halves; we get their half-points and translate them to tenths ourselves, which is way easier than switching back and forth, often ballot by ballot, as we enter LD, PF and Policy ballots at roughly the same time.

If you have a bye/forfeit, check the boxes at the right but don't enter points or a winner. Tabroom will handle that for you.

20 1028 Test 29

	Mail Rnd 1		Panel 20 in

Side	Team	Points		Bye	Fft
Aff	Demonology T21	21, Test		☐	☐
Neg	Convent of the Whining Baby T3	39, Test		☐	☐
		Winner:			

Save Scores

Hints & Shortcuts

Point step is set to half points. Entering 0 as the third digit after whole points advances the cursor to the next box. Entering . or 5 after adds .5 points to the total and advances the cursor. So 280 = 28 points, 28. or 285 is 28.5.

= , +	Switch Sides
a , p , g , 1	Aff win
n , c , o , 3	Neg win

Timeslot #: 11328, Round #: 72600 Panel #: 379574, Judge #: 168332

If you are doing double entry, after a ballot is first entered, it will turn yellow. Second entry will make it disappear completely (or, more accurately, migrate to the Done tab).

There are some other functions you might find useful at the bottom of the page. They are self-explanatory, except for **Force Edit Results.**

There are a number of ways to get to a force-edit screen, and a number of variations to the screen, but they all look roughly like this. Prelim rounds have points, of course; this one has three judges as tabs. On this screen you can enter or fix results. Make sure you click the Done boxes on the left. There is no double-checking of entry here, so make sure you're confident that you've done it correctly.

E-ballots

Electronic balloting is enabled on the **Settings/Event/Tabulation** page.

As far as tabroom is concerned, there isn't much to think about with e-balloting. First, you turn it on. Then, when a round is paired, you **blast** the round, and the judges are given their assignments.
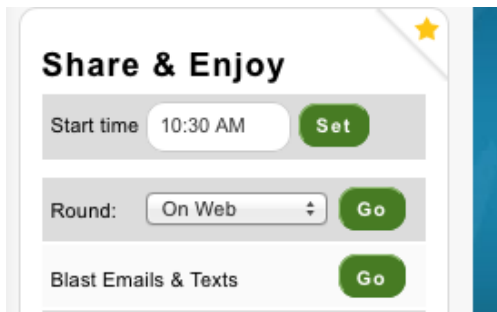
When the judges get to the room and the round starts, they click on **start**. You'll see in the **Pairings** the exact time this button was clicked. And when they enter their results, the time will be placed by the word **In**, and there you are.

Dream on.

The first requirement for successful e-balloting is a wifi network capable of coping with the resulting traffic. One tournament we went to got their tech support to open up 1000 slots for about 300 entrants. All thousand slots were used up before the tournament started, because everybody and their coaches and their judges connected their computers, their phones, their iPads, their pacemakers, their Mickey Mouse watches—everything that uses electricity. By the time people got into the rounds, they couldn't get access to the network. E-ballots were tossed and we went to paper.
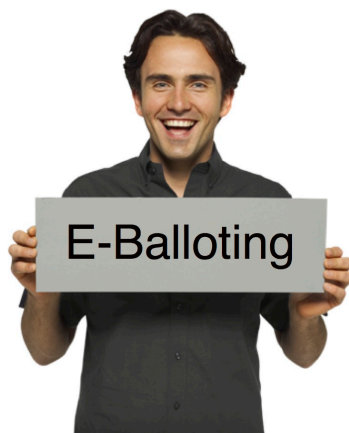
Second, you need a willing population of judges. As a rule, varsity LD and Policy judges go digital without a hitch. Other populations, especially PF, are not so hitchless. The thing about the PF pool is not that the parents that comprise most of it are digitally inept, but they are not particularly experienced as judges. The idea that they also have to cope with some new program or other, while trying to figure out which speaker went first, scares them. This may change over time, but if you're expecting to go digital with a PF event, don't expect full cooperation. It will be a mix of paper and electrons, which tabroom ballot printing allows for.

Third, and this is important: the geography needs to make sense. If a judge doesn't check in, and you're in the A building and the round is in the X building, who's over at X to

check and see if the judge is there or not? Site management issues do need to be considered. High schools with solid wifi are a no-brainer. Universities with a disparate pool spread over a couple of square miles? Use your judgment. You can e-enable any part of a tournament, independent of the other parts.

We supply a document before a lot of tournaments on how to connect as a digital judge, which will follow this entry. Adjust it as you see fit and distribute it as necessary. Even though the process is easy as pie doesn't make every potential e-judge a baker.

Keep an eye on the **Entries/Judge** page. New requests to connect for e-balloting are noted here, and may keep coming for the duration of a tournament. You have to approve people to get them in.

Sometimes school judges first need to be connected to their own teams. If someone has signed on to tabroom but you don't see them on your end, that's the missing link.

And sometimes a judge forgot their computer or whatever, and wants to be removed from the e-system. To do this, go to the judge's page and unlink them. Tell them that this is a permanent condition, and they will have to relink the next time they want e-ballots.
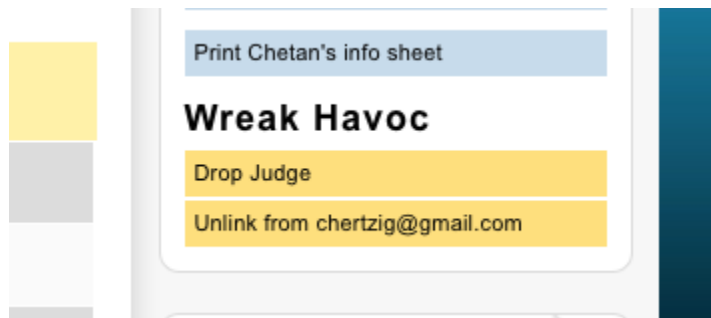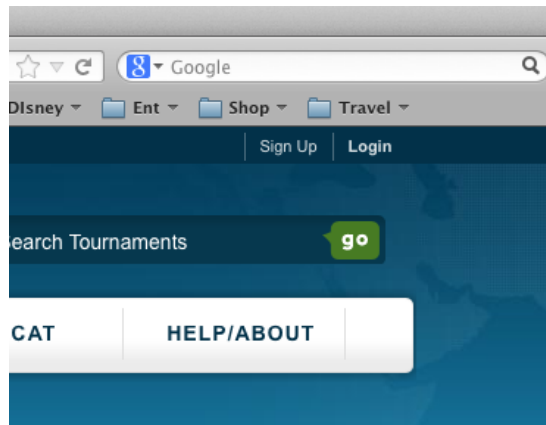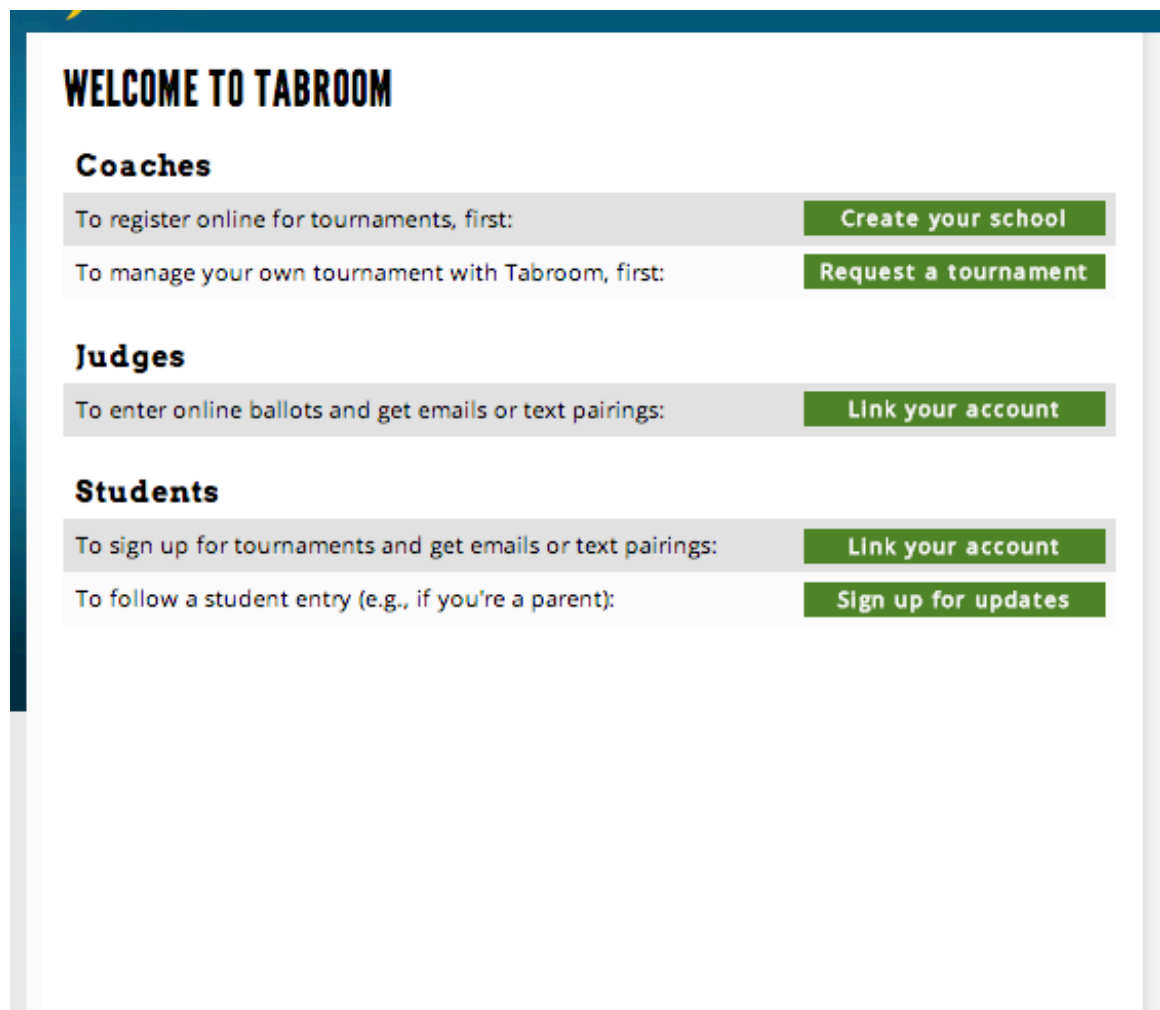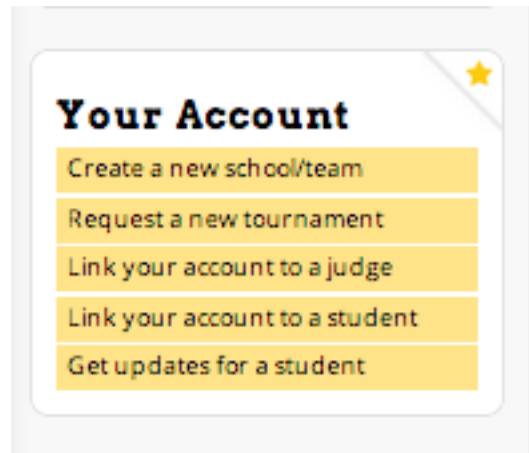
E-Ballots Instructions

E-balloting means that instead of going to a ballot table to find a schematic and grab your ballot, you will get a notification on your phone sending you directly to your round. After the round when you've made your decision, you just enter it directly into the tab system. Neat, clean and fast! Plus, the ballots go on line for the debaters to consult later—no more lost ballots.

The first step in casting e-ballots is to register with tabroom.com. It is best to do this in advance of the tournament.

1. Go to **Tabroom.com**

2. Click **Sign Up** in the top right corner to create an account.

3. Once an account is created, click **Link your account to a judge** under the **Your Account** header.

Your Account

Create a new school/team

Request a new tournament

Link your account to a judge

Link your account to a student

Get updates for a student

WELCOME TO TABROOM

Coaches

To register online for tournaments, first:	Create your school
To manage your own tournament with Tabroom, first:	Request a tournament

Judges

To enter online ballots and get emails or text pairings:	Link your account

Students

To sign up for tournaments and get emails or text pairings:	Link your account
To follow a student entry (e.g., if you're a parent):	Sign up for updates

4. Search for your judge record within the tournament you're attending to connect your account.

As soon as you arrive at a tournament, connect to the wireless network.

Instructions for [your school here]:

1. Log onto the server **name of server**
2. Open your browser and navigate anywhere on the web. This will bring up the dialogue box to connect.
3. If you are asked whether to trust the network or to allow the server access to your computer, click yes and allow until you get to a login screen.
4. Username: **username**
5. Password: **pw**

After the tournament starts, you will get notifications whenever you have a ballot.

1. Go to your assigned room.
2. After the competitors arrive, go to tabroom.com. The ballot assignment page will be the first thing to pop up. When everyone is ready (and the sides are determined and set in PF), click **START ROUND** and the round can begin. This will let the tab room know that everyone is there and accounted for.
3. As soon as the round is over and you have made your decision, click on the **ENTER** button to submit your results. *YOU MUST CONFIRM THE RESULTS AS DIRECTED.*
4. RFDs and comments to the debaters should be entered after you've submitted the results (and even later, if you're rushing to your next assignment).