THANK YOU for volunteering to judge! We are excited to be using online ballots for this tournament. Although it does take a little getting used to, once you have used online balloting once or twice it pretty easy to use. We hope this handout will help guide you through the day.

If at any point you have questions or concerns, please bring them to the Tab room or ask Tab personnel circulating throughout the tournament.

1. Please login using the login button on the top right hand side of your screen.
2. Please make sure your account includes your email address and cell phone number, so that you can receive an email and text message when you have a round to judge.
3. You will then be directed to your personal “Current Ballots & Panels” screen. If you are not taken there automatically, look under the “Judging” section to the right of your screen and you’ll see a link that will take you there. The “Current Ballots & Panels” screen is where you will see your assignments.

4. On your home screen, you will see a list of “Pending Rounds” under the “Current Ballots” section. Just like a schematic or a ballot label, this listing tells you the category you are judging, what room it is in, the time of the round, and the students you will be judging. To the right of that information will be a green button that says “START ROUND”. Please hit this button when you have arrived in that room, so we know you are there and ready. Pressing this button alerts the tournament staff that you have arrived, so we know which judges have not yet arrived at their assignment for each round.

5. Once you have hit “START ROUND”, you will see your ballot. The code numbers will be listed in speaker order in the left hand column. The next column is for final Rank. If you choose, you can note the time elapsed in a student’s
individual comment area. Please verify codes with all contestants. Make sure that all ranks, points, and comments are tied to the person(s) you are judging.

6. Below the ranking portion of the ballot, is where you’ll type in your comments. The system allows you to give overall feedback for the round, as well as individual commentary.
7. The default box is “General Feedback: Reason for Rankings” for the full round. Every competitor in that round will receive any commentary you enter there. While general feedback to the entire round is optional, we are requiring comments for individual students section).

8. To enter feedback for an individual contestant, use the dropdown box to the right of “Comments”. We do ask that all judges try to give students as much feedback (both positive and constructive) as possible. Remember that your feedback is how the students get better, and they really appreciate whatever advice or commentary you can share. Remember: The majority of students will not leave with a trophy but they will all get ballots - make them count! (Further information below about entering feedback)

9. Before you leave the round, make sure your ranks and points are entered correctly and hit “Save Comments and Ballot”. Please then confirm your ranks and hit CONFIRM on the next page.
10. If a student shows up in your round and they are not listed on your online ballot, please send them to TAB. They are in the wrong place and you are not able to judge them.

**ONLINE BALLOT BONUS!** After you have left the round, you can go back to a previous round you have judged that day and add additional comments if you choose. To do this, go back to your “Current Ballots & Panels” screen, find the round you’d like to add additional comments to, and hit “Edit Feedback”. Due to this function, please SUBMIT your ranks immediately upon your final decision even if you plan to enter additional feedback. This will help move the tournament along.

11. We do ask that you keep an eye on your email or text messages so that you can be on time for your assignments, and help keep the tournament running on time.

Additional Notes:

- We recommend using a laptop for online balloting. While you can use a tablet or a smartphone, the interface on a laptop is easier to use.
- We know it is strange to have your computer or device on and active while in a round. Please try to balance typing your comments/looking at your screen with looking at the student who is speaking as best you can.
- If you try to submit your online ballot and you receive an error message, hit the back button and double check your ballot to be sure the ranks/points are correct and descend in order. Also, please check that time violations are still recorded as they may not stay checked after using the back button. If you have difficulties you cannot resolve, check with the Tab Table. We’ll be more than happy to help you out!

Again, we appreciate your willingness to help us implement online balloting for speech. Thank you for judging!