

## Online Speech Ballots Guide for Judges

**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.

The screenshot displays the 'CURRENT BALLOTS' section with a 'Pending Rounds' table. A 'START ROUND' button is circled in red. To the right, the 'Judging' section is also circled in red, showing the 'Current Ballots & Panels' link.

Round	Room	Starts	Entries
DUO Round 1	A101	Sat 9:15 AM EDT	1. 149 2. 134 3. 119 4. 197 5. 104 6. 194

**START ROUND**

### Previously Entered Results

Note: You cannot edit past results; you can only view them. Once you have confirmed a ballot, you must contact the tournament officials to make changes. You may edit/extend past comments until the tournament ends.

*Sat 1:30 PM – 4 Dramatic Performance* [Edit Feedback](#)

Speaker	Score	Rank
1st speaker	111	Rank: 1
2nd speaker	105	Rank: 2
3rd speaker	110	Rank: 3
4th speaker	127	Rank: 4
5th speaker	120	Rank: 5

*Thu 5:10 PM – Round 3 Ft 1 Big Questions*

Aff	Opponent	W/L	Score
Basson & Peljovich	W	Basson: 28 Peljovich: 28.5	
Shayan Raza	L	Raza: 27.5	

*Thu 5:10 PM – Round 3 Ft 2 Big Questions*

Aff	Opponent	W/L	Score
Katsnelson & Fisch	W	Katsnelson: 28 Fisch: 28.5	

### Judging

- Current Ballots & Panels
- Upcoming
- Standing Conflicts
- Offer Hired Judging Rounds

### Your Account

- Edit Live Updates/Parent Memos
- Create a new school/team

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.**

## DP 4 Ballot for Cunningham Room: A110

**RULES OF PROCEDURE:**

- The speaker must offer a memorized dramatic presentation. If the speaker refers to prepared notes of any kind or a script during the presentation, the speaker will be disqualified.
- The presentation must be from a single published play, single published script, or single fictional or non-fictional work (not poetry). It is the affirmative obligation of all NCFL coaches to ensure that all materials presented in interpretation events must be available and readily accessible to all members of the league. Lines which are attributed to one character in a published play or script must not be attributed to another character in the performance. The author's words as published in the literature must not be altered for the presentation with the exception that cutting is permitted.
- No properties or costumes of any kind may be used. Using "properties" means manipulating articles of clothing or objects to enhance the performance. Speakers using properties and/or wearing costumes will be disqualified.
- Only the performer's feet may touch the ground.

**Any questions regarding rules infringement should be brought to the attention of the Tabulation Room Staff immediately after the round and not to the student.**

Speaker	Code	Ranks	No show?
1st	† 111	<input type="text"/>	<input type="checkbox"/>
2nd	† 105	<input type="text"/>	<input type="checkbox"/>
3rd	† 110	<input type="text"/>	<input type="checkbox"/>
4th	† 127	<input type="text"/>	<input type="checkbox"/>
5th	† 120	<input type="text"/>	<input type="checkbox"/>

**Submit Ballot**

† These entries are doubled entered in another category this round. Please accomodate their need to leave early, or wait for them to appear late.

**This round**

Round: 4  
Room: A110  
Start  
Panel:

Full Pairing/Schematic

**Timers** If you refresh or navigate away, these timers will reset

10:00  

**Other ballots**

- BQ Round 1 Flt 1 Done
- BQ Round 1 Flt 2 Done
- BQ Round 2 Flt 1 Done
- BQ Round 2 Flt 2 Done
- BQ Round 3 Flt 1 Done
- BQ Round 3 Flt 2 Done

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.

Speaker	Code	Ranks	No show?

**Submit Ballot**

† These entries are doubled entered in another category this round. Please accomodate their need to leave early, or wait for them to appear late.

### General Feedback

Comments go to: Everyone (Reason for R ▾)

These comments go to all participants in the round.

  **B** *I*         Formats ▾

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**Save Comments Only** **Save Comments & Ballot**

**This round**

Round: 4  
Room: A110  
Start  
Panel:

Full Pairing/Schematic

**Timers** If you refresh or navigate away, these timers will reset

10:00  

**Other ballots**

- BQ Round 1 Flt 1 Done
- BQ Round 1 Flt 2 Done
- BQ Round 2 Flt 1 Done
- BQ Round 2 Flt 2 Done
- BQ Round 3 Flt 1 Done
- BQ Round 3 Flt 2 Done

- 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).
- 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)

Speaker	Code	Ranks	No show?
4th	+ 127	<input type="text"/>	<input type="checkbox"/>
5th	+ 120	<input type="text"/>	<input type="checkbox"/>

Submit Ballot

↑ These entries are doubled entered in another category this round. Please accomodate their need to leave early, or wait for them to appear late.

**General Feedback** Comments go to: 111 Jane Smith

These comments go only to 111 & coaches

Save Comments Only Save Comments & Ballot

**This round**  
 Round: 4  
 Room: A110  
 Start  
 Panel:  
 Full Pairing/Schematic

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

**Other ballots**  
 BQ Round 1 Fit 1 Done  
 BQ Round 1 Fit 2 Done  
 BQ Round 2 Fit 1 Done  
 BQ Round 2 Fit 2 Done  
 BQ Round 3 Fit 1 Done  
 BQ Round 3 Fit 2 Done

- 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.

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**Please confirm your ranking of this round:**

Rank	Code	Spoke
1	111	1st
2	105	2nd
3	110	3rd
4	127	4th
5	120	5th

**Once you confirm your ballot, you cannot change it online.**

You'll have to contact the tournament staff to make any further changes

You are able to write more comments/feedback until the end of the tournament; you just may not change scores.

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

**RFD**

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!