

National Tournament Registration Checklist

Login to Tabroom.com and click “Entry” next to National Speech and Debate Tournament.

Red boxes denote required items due on May 15.

National Speech and Debate Tournament

1. On the General tab (all items are due May 15)

Tip: Your registration is complete once there are three green checkmarks on this page!

- Enter the contact information of the adult who will be supervising your students at the tournament AND a secondary emergency contact
- List the coaches who should be given credit for your team’s success in the tournament book
- Select the hotel you’re staying in, or select “Not in block” if you are staying outside the hotel block (do this before completing registration as it will affect fees)
- Select whether you would like your \$200 judge bond returned as a check to your school or as credit on your NSDA account

2. On the Entries tab

- Check that all students you are bringing are listed in the correct event with “ACCEPTED” next to their name.
Click the blue and white edit button next to EACH student’s name, and check the following:
 - This student has been pre-registered for supplemental events. (Optional and due on June 1)
 - This student has their entry release signed, scanned, and uploaded. (REQUIRED and due on May 15)
Tip: There will be a green check mark next to the entry release form if it has been uploaded properly!
 - The phonetic pronunciation guide is complete for this student’s name. (Optional)
 - The coach who will receive NSDA coaching points for this entry has been chosen. (REQUIRED and due on May 15)
 - The name(s) of the coaches who will be recognized if this student makes it to the stage have been added. (Optional)
- If this student is in Interp: (All items are due on May 15)
 - Their script has been uploaded (with works cited if POI)
Reminder: Your piece must be uploaded by May 15, but if anything changes about your cutting, you must re-upload it before the tournament.
 - The title and author of their piece has been added
 - EITHER the print publication or digital publication info has been added

If this student is in Oratory or Info: (All items due on May 15)

Their manuscript has been uploaded with works cited
Reminder: This must be uploaded by May 15, but if anything changes, you must re-upload it before the tournament.

The piece title and topic of their speech has been added

3. On the Judges tab

If you have students in main events:

Do you have at least two days covered by an in-person judge?

Are your CX, LD, and PF days covered by an in-person judge?

The bottom right corner of the table (total days still owed) must be ZERO

Main Tournament

Judge Days



	Policy*	Public Forum*	Congress	Lincoln Douglas	Speech	Supps & Conns	Total
Needed	2				1	0	3
Provided	2				0	0	2
Hired					1		1
Still Owed	0	0	0	0	0	0	0

If you only have students in World Schools Debate:

Note: Your judge will be managed by your district, and your school does not owe a judge bond

If your WSD competitors are entered in supps, you must provide a judge to cover those days OR hire out those days

If you have a Big Questions entry, you must provide one full-time judge

*Click on the blue and white edit button next to each judge's name

- This judge has a Tabroom account linked (REQUIRED, all events are using online ballots!)
- This judge has an email and phone number entered.
- This judge is entered for a maximum of 3 days.
- This judge is entered in one or more judge event pools.
- If this judge is in Policy or LD, they have filled out the paradigm on the right side of the screen. (REQUIRED and due May 15)
- This judge has any school or student conflicts entered on the right side of the screen (REQUIRED and due May 15)
- This judge has been nominated for late elimination rounds (Optional)
- This judge has filled out the demographics questionnaire (Optional)

4. Click the T-shirts tab

Nothing required here! Be sure to pre-order t-shirts if you'd like them ready when you arrive. T-shirts will need to be picked up by Thursday of the tournament!

5. Click the Fees tab

Verify your fees are correct and click "Make Payment". This will direct you to your NSDA account for you to pay.

Payment must be postmarked via certified mail by May 15 if by check or paid online via credit card or ACH by May 15. You may send a PO to billing@speechanddebate.org by **May 15 to meet** the deadline.

If you have completed the above steps, your registration is complete! Thank you and congratulations!

Please email info@speechanddebate.org with questions.