



National Tournament Registration Instructions

Red denotes required items due on May 15.

Before you can begin registration:

1. Log in to Tabroom.com and click “Entry” next to National Speech and Debate Tournament.
2. **Judge Bond/Refunds**: Select whether you would like your \$200 judge bond returned as a check to your school or as credit on your NSDA account.
3. **Disclaimer**: Read and agree to the disclaimer. You cannot access registration until you do!

On the General tab:

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

1. **Contact Information**: Enter the primary and secondary contacts for your school’s entry in the National Tournament. These contacts will receive email updates about the tournament and act as emergency contacts. You must have two contacts listed. You cannot move forward with registration until at least one contact is entered.
2. **Tournament Book Coaches**: List the coaches who should be given credit for your team’s success in the tournament book! Any coach that will be receiving points for one of your entries will be automatically listed.
3. **Mailing Address**: This is where awards, t-shirts, and refund checks will be mailed with no shipping cost to you. Please list the street, city, state, and zip code. We cannot mail to PO boxes.

On the Entries tab:

Note: This tab will only appear once you have saved contact information on the General tab!

1. **Accept Entries**: Click the checkmark next to each entry that accepts their qualification spot. Click the X next to each entry that rejects their qualification spot so that the alternate can be pulled up. Entries will be listed as “ACCEPTED” or “REJECTED”.
2. **Edit Entry Details**: After you accept entries, a blue and white edit button will appear next to each. Click that button to edit details for that entry. This step will need to be completed for each entry.
 - a. **Pre-Register for Supplementals**: Read about supplemental event procedures [here](#)! When you save pre-registration, additional questions, including space to put a link to their recording, will appear at the bottom of the page.
 - b. **Tabroom Account**: Each student must have a linked Tabroom account. View instructions for linking [here](#). Note: A Tabroom account is different than an NSDA account!
 - c. **Pronunciation Guide**: Please help us ensure that your students’ names are pronounced correctly during the awards ceremony! This is not required.

- d. Entry Release Form: It is required that you obtain a release form for each student, but you do not need to upload it to Tabroom unless you choose to do so.
- e. Main Event Details
 - i. Coach for Points: You must assign an NSDA coach to receive points for each entry. Any coach listed on your NSDA roster is eligible.
 - ii. Coach Names for Awards: List anyone you would like credited for coaching this entry! They will be announced at the awards ceremony if this entry is recognized.
 - iii. (if speech) Script/Manuscript Upload: View instructions [here](#) for what must be uploaded for each event.
 - iv. (if speech) Piece Title/Author: List the required information.
 - v. (if speech) Publication Info: Complete EITHER the left column or the right column. If you complete the right column, the URL must have <http://www> listed.
 - vi. (if speech) Video Performance Link: Students in main event speech will perform live. They have the option to add a link to a backup recording of their performance that will be used in case of irresolvable technical issues during a round. This must be added by June 1. It is not required. View rules about main speech backup recordings [here](#).
- f. (if applicable) Supplementals: If you pre-registered this entry for supplemental events, a place to put the coach who will receive points for that entry, coach names for awards, and a link to their video performance (if supplemental speech) will appear. Supplemental speech will be held asynchronously, so recordings are required. Links to the recordings are due June 1. View recording rules about supplemental speech videos [here](#).

On the Judging tab:

Tip: This tab will appear red until your obligation is covered!

- 1. If you have entries in main events:
 - a. Requirements: Click “Add MAIN Judge” or “Add BQ Judge” to enter a school-provided judge. View judge obligations and judge requirements [here](#).
 - i. Every school must have at least two days covered by a school-provided judge.
 - ii. CX, LD, PF, BQ, and WSD days must be covered by a school-provided judge.
 - iii. WSD and BQ judges will not be entered for a number of days because they must be available for the entirety of the tournament.
 - iv. WSD judges are managed by the district; a school that has one or more students competing on a WSD team does not owe a separate judge. If your school’s only entry is in WSD, your school does not owe a judge bond. If WSD competitors are entered in supplemental events, your school must cover judging (or hire those days) in supplemental events.

- b. **Add your judge's information.** It is REQUIRED that they have a Tabroom account. If you select them from the "Tabroom judge" or "NSDA Coach" dropdowns, their information will auto-populate. Click "Save Details" and additional information will appear.
 - c. **Days Committed:** A judge will automatically be added for a default of 3 days. This is the maximum number of days a judge may be entered. You can lower this amount if you owe less than 3 days of judging.
 - d. **Identify as Diversity-Enhancing:** Check this box if you or this judge believes that they add diversity to the National Tournament judging pools. Regardless, we ask that each judge entered fills out the demographics questionnaire. The coach entering the judge or the judge themselves may complete the questionnaire.
 - e. **Events to Judge:** Select the events you would like this judge to be eligible to judge in. Make sure you add them in the event that you owe judges in, but you can also mark them as eligible to judge other events they are qualified in! Click "Save Pools" when finished.
 - i. "Why do all of the events have a line through them?" – This means that your judge does not have a Tabroom Account listed! Scroll to the top of the page and put the email address associated with their Tabroom account next to the red X where it asks for the Tabroom Account. Save Details, and the events will become available.
 - f. **Late Elimination Nominations:** Check the box if you believe this judge would be willing, available, and qualified to judge a semi or a final round. Complete the questionnaire and click "Save Nomination". Coaches can complete this nomination, or judges can nominate themselves!
 - g. **Conflicts:** On the right side of the page, you will see a red button labeled "Judge Conflicts". It is required that each judge enters any school conflicts prior to the tournament.
 - h. **Questionnaires:**
 - i. **Demographics:** We request that all judges fill out this questionnaire to help u assess and promote diversity in our judging panels. These answers do not save year over year, so please complete this form even if you have done it in the past or believe we are aware of your demographic information in another way.
 - ii. **Paradigm:** Judges in Lincoln-Douglas or Policy must fill out the paradigm questionnaire by May 15 or they cannot fulfill a school's obligation. The coach can fill out the paradigm questionnaire for the judge, or the judge can do it themselves. Creating a text-based paradigm in Tabroom does not fulfil this requirement.
2. **Hiring judges:** On the Judges tab, Tabroom will tell you the maximum number of days you can hire for (pay for instead of bringing a school-provided judge to cover). Enter the number of days you wish to hire, if any, and click "Save Hires".
 3. **How do I know my judging obligation is complete?**
 - a. Click the Judges tab. Your judge will have a green checkmark next to their name if their information is complete.

- b. Your Judges tab itself will stop appearing red once all required judge days are covered.
- c. The bottom right corner of the table on the Judges tab will show zero.
- d. The General tab will show a green checkmark next to “Judging” to indicate you have no outstanding judge items to complete.

On the T-shirts Tab:

Nothing required here! Order [Nationals t-shirts](#) to be shipped to you at no cost. Sizes adult small through adult 4XL are available. They will be shipped to the address you provide on the General tab.

On the Fees Tab:

1. **Verify:** Double check the amount is correct! You will see entry fees, hired judge fees, t-shirt costs, and your \$200 judge bond on your invoice. If your only entries are in WSD, you will not have a judge bond since your entry is managed by your district.
2. **Make Payment:** Click the red “Make Payment” button. This will open your NSDA account for you to log in and pay or download your invoice. Payment must be postmarked via certified mail by May 15 if paid by check or paid online or via ACH by May 15. You may send a PO to billing@speechanddebate.org by May 15 to meet this deadline.

Am I done?

Go to the General tab, and you should see three green checkmarks if your registration is complete! Congratulations and thank you for your work in creating a National Tournament opportunity for your qualifiers!

Questions?

Please email us at info@speechanddebate.org.