

CREATING AN ACCOUNT IN TABROOM

Two Ways:

1.) You Have an NSDA Account (on the NSDA Side) But Are Not Listed as the Chapter Advisor and You Do Not Have a Tabroom Account

- Go to www.tabroom.com
- Click “Sign-Up”
- Use the **right side** of the page and enter your NSDA login (username and password)
 - Username: advisor@speechanddebate.org
 - Password: NSDA2019

After clicking the “Create Login” button at the bottom, the system will then take you to this page:

You can either click the appropriate button in the middle of the page or you can click the appropriate button of the right side of the page (yellow). Both sections do the same things. You want to get your account in Tabroom linked to a school so you will click “Create Your Institution” (blue button) or “Create a New School/Team (in yellow).

CREATE A NEW SCHOOL/TEAM

School/Team Name: NSDA Test

Level: High School/Secondary

Street:

City:

State/Province (if applicable): Iowa

US Zip:

Postal Code (Non-USA):

Country: United States

Is your school a member of a Urban Debate League affiliated with NAUDL? ☐

The following information helps us prevent duplicate records

National Center for Education Statistics number:

CEEB (College Entrance Examination Board) number:

IPEDS Number (US College/Universities - optional):

[Save School Info](#)

Judging

[Standing Conflicts](#)

[Offer Hired Judge](#)

Your Account

[Edit Live Updates](#)

[Create a new school](#)

[Request a new team](#)

[Link your account](#)

[Link your account](#)

Clicking the button will bring up something like this below. Pay close attention to the name of the school the system found and the “Accounts w/ Access” as those are the Chapter Advisors for this school and if those look familiar to you, you should not go to the bottom section and create another new school. You should reach out to those people listed and see if you can be added to Tabroom so you can have access.

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THAT INSTITUTION ALREADY EXISTS!

An institution already exists with that name & location. If you are a new coach for an existing program, you should instead email the previous coach to request access to that program's account, so you can gain access to the existing team history & records.

To gain access to an account where the coaches with access have departed, please contact help@tabroom.com

However, if you are creating a parallel program, or if there are just two schools with the same name or something, click “confirm duplication” below

Name	Accounts w/access
NSDA Test High School	Test Advisor (advisor@speechanddebate.org) Lisa Porter (nsdalisal@gmail.com)

Or, change names or confirm that this is a new school:

School/Team Name: NSDA Test

Level: High School/Secondary

Street: NSDA Test

City: NSDA Test

State/Province (if applicable): Iowa

US Zip:

Postal Code (Non-USA):

Country: United States

Is your school a member of a Urban Debate League affiliated with NAUDL? ☐

2.) You Have an NSDA Account as the Chapter Advisor but no Tabroom account:

- Go to www.tabroom.com
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 - Username: advisor@speechanddebate.org

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NSDA School Advisors
Import your Account & Roster automatically.
Login with your NSDA website login. Your school, list of competitors, and coaches will all be imported. Your entries will automatically be set up to auto-post NSDA points.

Email
Password
Login

Non-NSDA Members
If you're not a NSDA head coach, create a new Tabroom account:

Email Address
First Name
Middle Name
Last Name
Phone Number
Cell Provider
State
Country
Time Zone
Password
Strength
Repeat Password
Create Login

About your login
We ask for your cell number & provider so you can use the text messaging service to find out pairings and results at tournaments just select "Landline" if you do not want to get these texts, or don't enter a phone number at all.
Tournaments will NOT see individualized contact details if you are a competitor at a tournament; only mass/section wide notices can be sent. Tournament admins CAN see contact details if you are judging. Please do not enter these details if you do not consent.
You can turn off email notices at any time; just log into your Tabroom login, click on Profile in the top right and select "No Emails". This will turn off ALL reminders, pairing notices, and tournament administrator emails.
Tabroom is a free service for the world's speech & debate communities. Work on Tabroom has been supported by the National Speech and Debate Association, The Open Society Foundations, Summit Debate, and California State University at Fullerton.

* These fields are required.

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Last Name
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State
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Time Zone
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* These fields are required.

Tabroom uses cookies stored on your computer when you log in. Tabroom's cookies permit your authentication to Tabroom for a limited time and authenticate you to tournaments you administer, and contain no other data, and are used for no other purpose. By creating a login and logging into Tabroom, you consent to the storage & use of these cookies.

After clicking the “Login” button you will see this screen come up because Tabroom sees that your NSDA account is connected to a school and you can click the “Import” button:

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Your account nsdalisa@gmail.com has been imported

The following NSDA member schools have no Tabroom school. Import them?

NSDA Test High School	IA/US	IMPORT: <input type="button" value="Import"/>
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Import

Once you click the “Import” button, it moves the students to your school now created in Tabroom and any coaches listed are now listed as judges on the judges tab. The program tells you that the school was successfully imported into Tabroom.



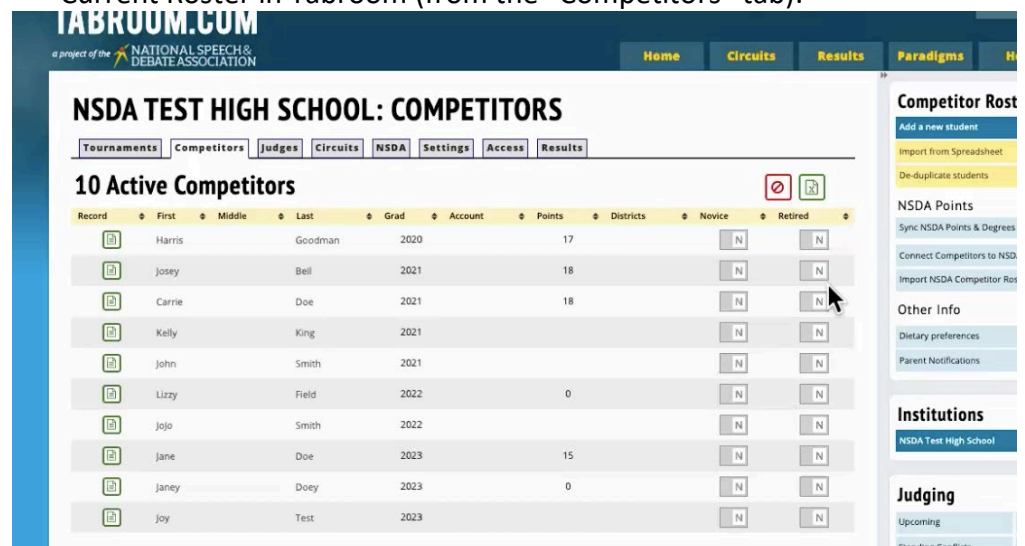
GETTING YOUR ROSTER ON THE NSDA SIDE CONNECTED TO YOUR ACCOUNT IN TABROOM:

Remember, if you get lost in Tabroom, you can always click your email at the top of the page which will take you to the main page which shows you the tournaments.

Click on your school under institutions. If you have more than one school listed, make sure you click the correct school you want to work with.

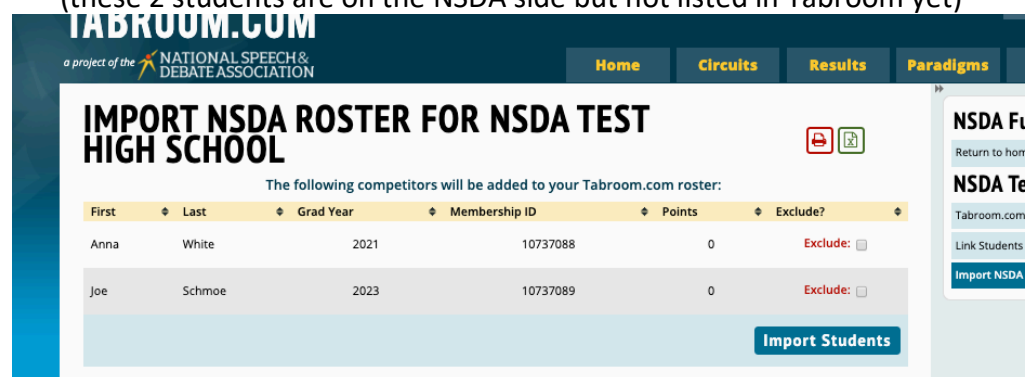
Click the “Competitors” tab. From the “Competitors” tab there are several buttons on the right menu you can work with. Remember, you have to be on the “Competitors” tab to see these buttons.

- “Import NSDA Competitor Roster” button:
 - Click this button if you have students who are listed on the NSDA side, but you are not seeing these students on the “Competitors” tab in Tabroom.
 - Current Roster in Tabroom (from the “Competitors” tab):



Record	First	Middle	Last	Grad	Account	Points	Districts	Novice	Retired
	Harris		Goodman	2020		17		N	N
	Josey		Bell	2021		18		N	N
	Carrie		Doe	2021		18		N	N
	Kelly		King	2021				N	N
	John		Smith	2021				N	N
	Lizzy		Field	2022		0		N	N
	Jojo		Smith	2022				N	N
	Jane		Doe	2023		15		N	N
	Janey		Doe	2023		0		N	N
	Joy		Test	2023				N	N

- What I see after clicking “Import NSDA Competitor Roster”:
(these 2 students are on the NSDA side but not listed in Tabroom yet)



First	Last	Grad Year	Membership ID	Points	Exclude?
Anna	White	2021	10737088	0	Exclude: <input type="checkbox"/>
Joe	Schmoie	2023	10737089	0	Exclude: <input type="checkbox"/>

- Click “Import Students” and this is what I see:
(now my roster shows those two students)

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NSDA TEST HIGH SCHOOL: COMPETITORS

Tournaments Competitors Judges Circuits NSDA Settings Access Results

12 Active Competitors

Record	First	Middle	Last	Grad	Account	Points	Districts	Novice	Retired
	Harris		Goodman	2020		17		N	N
	Josey		Bell	2021		18		N	N
	Carrie		Doe	2021		18		N	N
	Kelly		King	2021				N	N
	John		Smith	2021				N	N
	Anna	Test	White	2021				N	N
	Lizzy		Field	2022				N	N
	Jojo		Smith	2022				N	N
	Jane		Doe	2023		15		N	N
	Janey		Doey	2023				N	N
	Joe		Schmoe	2023				N	N
	Joy		Test	2023				N	N

- “De-Duplicate Students”:
 - In Tabroom, if you manually add a student to tabroom, by clicking the “Add a new student”, from the menu on the right, please remember that the student you add to Tabroom is not connected to the same student you might already have listed on the NSDA side. When you click the “Import NSDA Competitor Roster” button, there might be two students listed with the same name or similar names because the manually entered student and the student imported from the NSDA side will be listed.
 - You should correct the name that is not listed the way the name is listed on the NSDA side and save. You do this by clicking on their name from the “Competitors” tab, in Tabroom, making the change and then saving. Once you have done so, click the “De-duplicate students” button to merge the two together. Please note that you might have to correct the name spelling as well as the grad year.

NSDA TEST HIGH SCHOOL: COMPETITORS

Tournaments

Competitors

Judges

Circuits

NSDA

Settings

Access

Results

11 Active Competitors

Record	First	Middle	Last	Grad	Account	Points	Districts	Novice	Retired
<div></div>	Harris		Goodman	2020		17		<div>N</div>	<div>N</div>
<div></div>	Josey		Bell	2021		18		<div>N</div>	<div>N</div>
<div></div>	Carrie		Doe	2021		18		<div>N</div>	<div>N</div>
<div></div>	Carrie	Lynn	Doe	2021				<div>N</div>	<div>N</div>
<div></div>	Kelly		Kine	2021				<div>N</div>	<div>N</div>

- After taking out “Lynn” and saving, the two students now show up when I click “De-duplicate” and the “Merge Duplicates” should be clicked so that the two records will be merged into one.

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NSDA TEST HIGH SCHOOL: DE-DUPLICATE STUDENTS

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Name Students Merge?

Carrie Doe TR #901571 Carrie Doe '2021: 0 entries
TR #901470 NSDA: 10722406 Carrie Doe '2021: 0 entries

Merge Duplicates

- “Connect Competitors to NSDA Memberships”:
 - When you click this button, there could be two sections, “Match Unlinked Tabroom Competitors” and “Competitors Already Linked”. Any unmatched students with the correct person in the drop down that the system choses should be confirmed that it is matching the correct student and then the “Link Students” button should be clicked. This links the students from the NSDA side to Tabroom.

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NSDA TEST HIGH SCHOOL

Tournaments Competitors Judges Circuits NSDA Settings Access Results

Match Unlinked Tabroom Competitors

First	Last	Grad	NSDA Member	Confirm Link
Janey	Doey	2023	#10736944 Janey Doey 2023	Confirm: <input checked="" type="checkbox"/>
Lizzy	Field	2022	#10736939 Lizzy Field 2022	Confirm: <input checked="" type="checkbox"/>

Link Students

Competitors Already Linked

First	Last	Grad	NSDA Member	Points	Districts Eligible	Undo link
Josey	Bell	2021	#1072393 Josey Bell	18	N	Delink: <input type="checkbox"/>

- If there are no unmatched students, then nothing needs to be done here because you won't see a section called "Match Unlinked Tabroom Competitors".
- "Sync NSDA Points & Degrees":
 - From the "Competitors" tab, clicking this button will fix/connect/confirm students with their points and degrees.