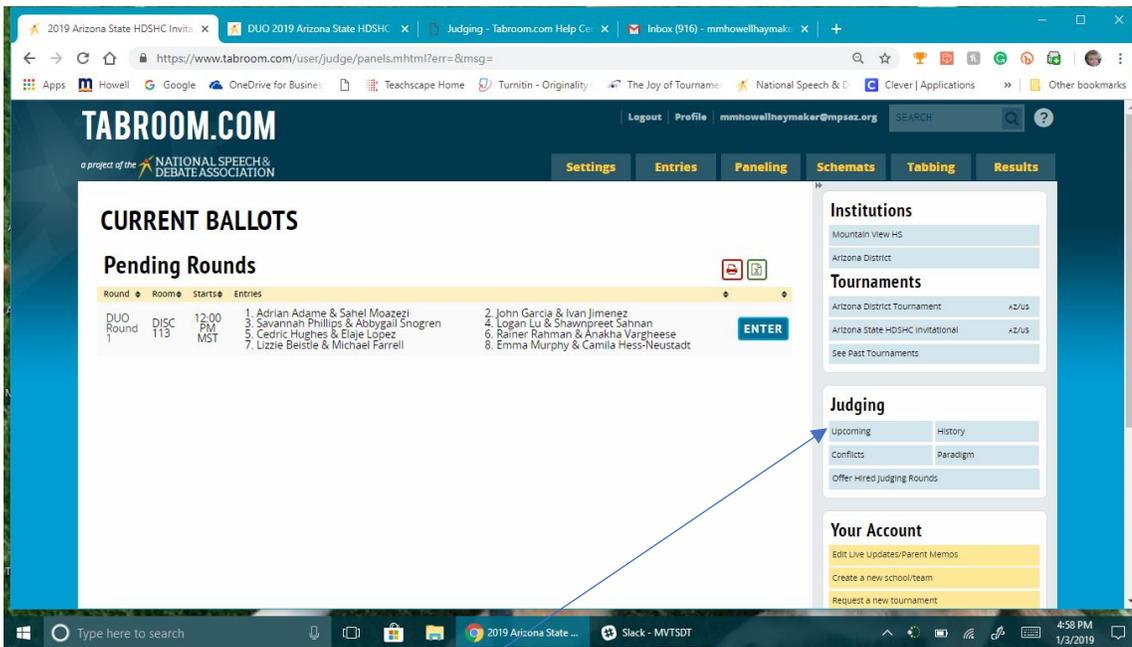
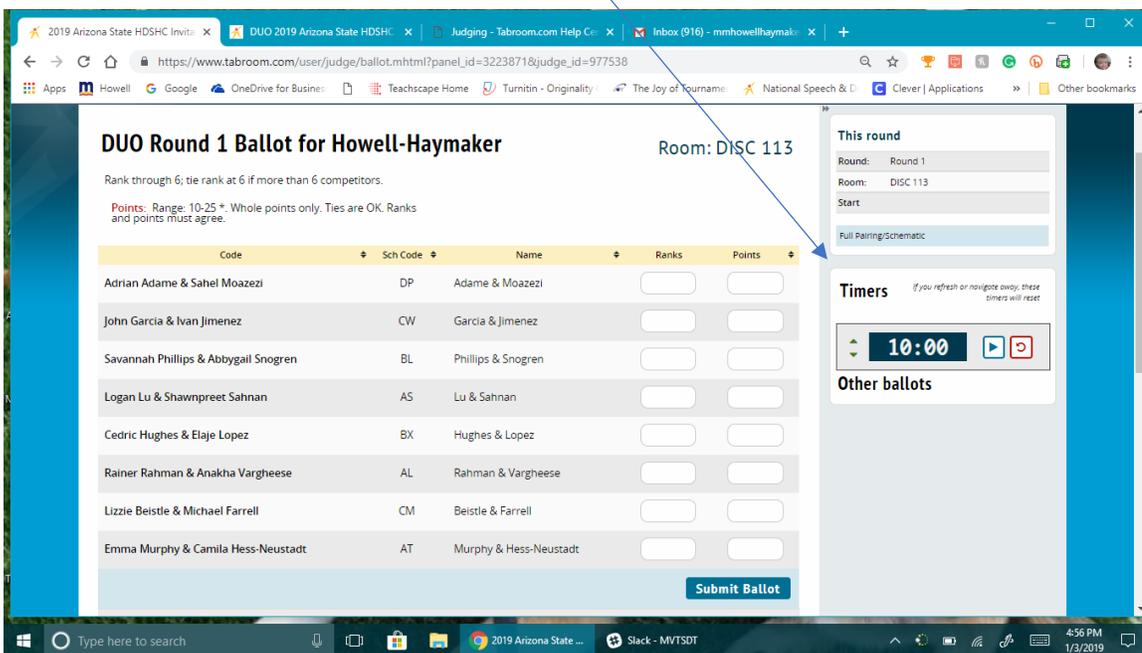


IE Judge Instructions for Online Ballots on Tabroom.com

1. Login to Tabroom.com
2. If you have a ballot, this will appear when you click on your username / email in the upper right-hand corner.



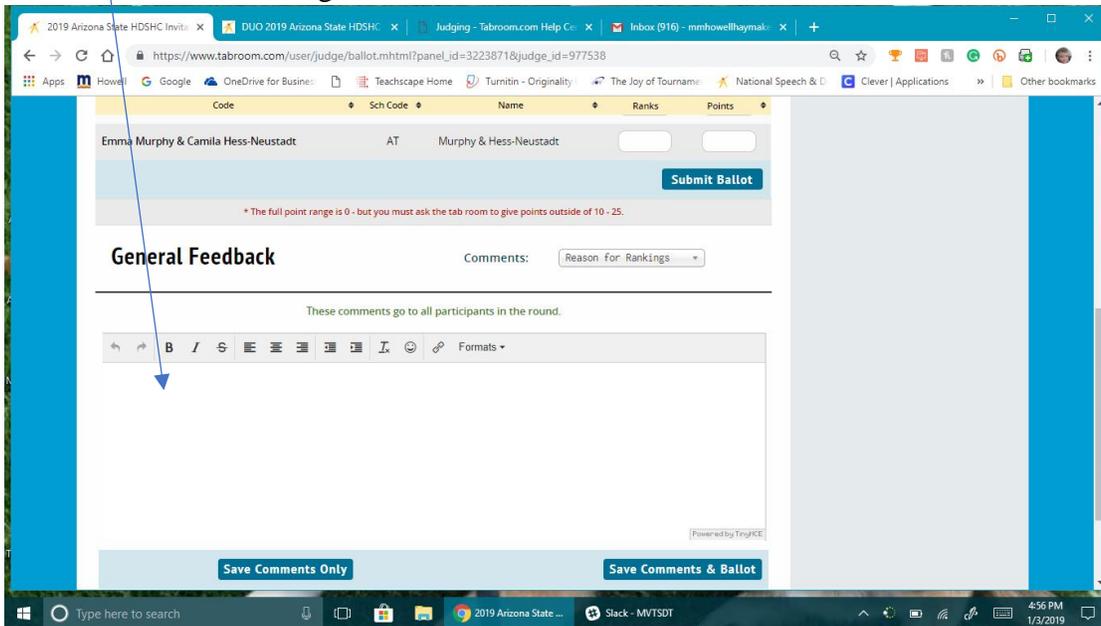
3. If nothing appears, click on the **upcoming** button under Judging to see future rounds.
4. Once you are in the room, click on the **ENTER** button to open the ballot.
5. Before you begin the round click the **START** button! THIS IS VERY IMPORTANT. We must assume you have not shown up to your round if you don't click that button. Then, we have to send someone to the room to verify before sending out another judge. All of this, DELAYS the tournament.



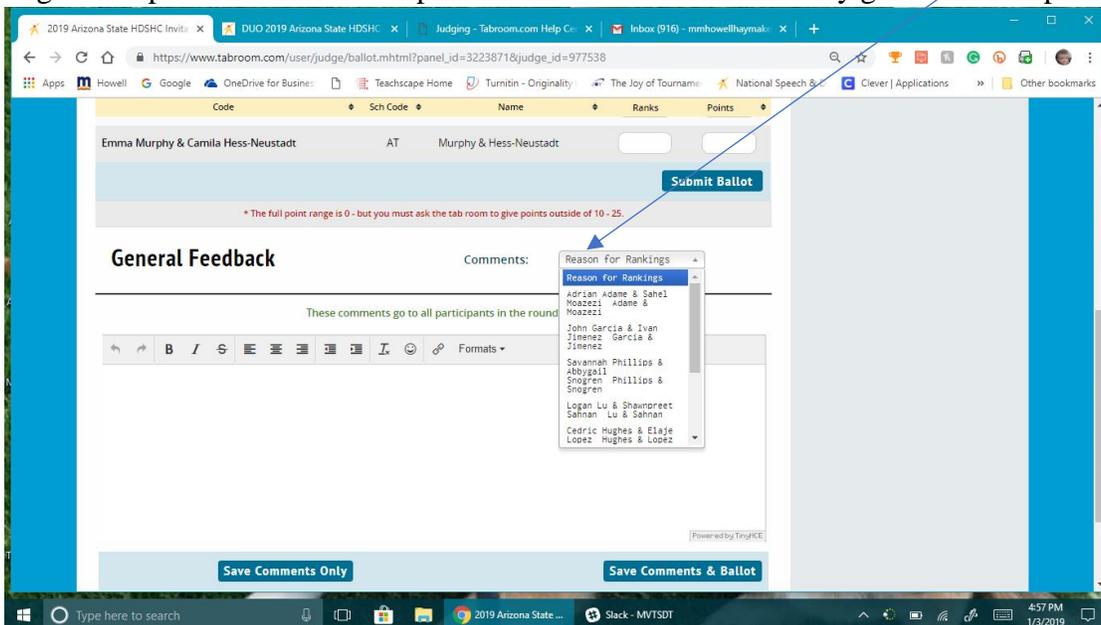
6. The **TOP** half of the ballot is where you will give each competitor a **RANK** and **POINTS** after you have **watched the entire round**. Please **RANK** the students 1 through 6. The only ties are ranks of 6. **POINTS** should be between 10-25. Whole points only. Ties are okay. Ranks and points must agree.

7. The **BOTTOM** half of the ballot is where you will put your feedback. Feedback is vital for these competitors to learn what they need to do to improve.

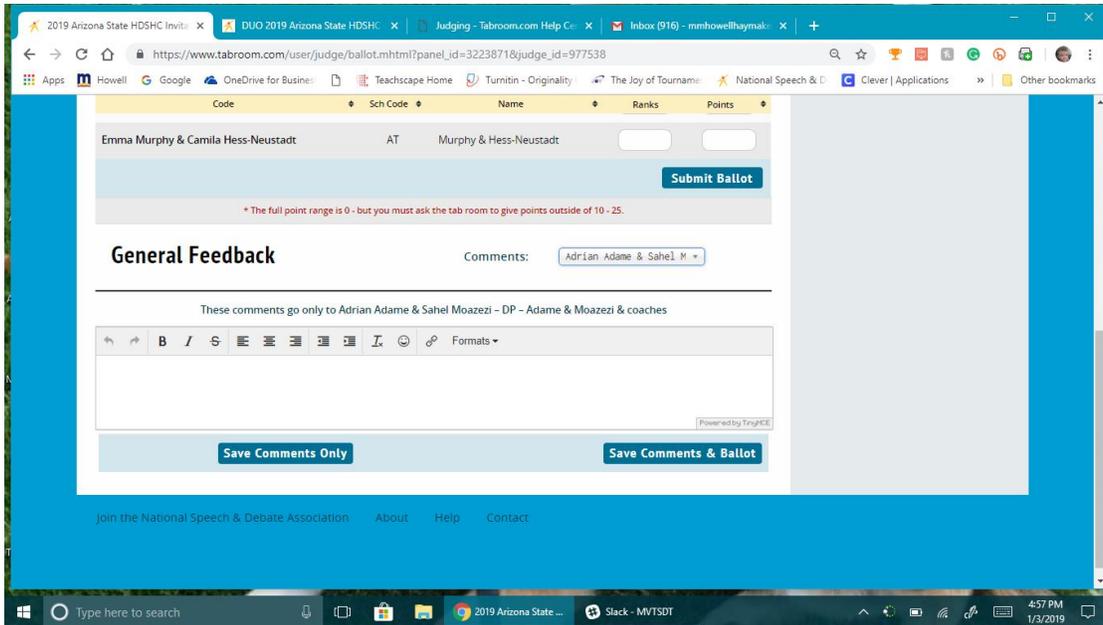
Before each competitor begins, make sure you verify the competitor's name and code and make sure you have opened the correct competitors comment section on the ballot. Please realize anything you type in the **General Feedback** will go to **ALL PARTICIPANTS IN THE ROUND**.



8. To leave specific comments for each competitor, click the **COMMENTS: REASON FOR RATINGS** box to get a drop down for each competitor. These comments will only go to that competitor.



As you can see in the screenshot below, the comments typed in the General Feedback section will only go to the team of Adame/Moazezi. As you listen to each competitor, click on their name to provide them specific feedback.



9. After you have provided each competitor with specific feedback and then provided general feedback for the entire section, you must click on the **SUBMIT BALLOT** button.