

Completing Speech E-ballots on SpeechWire

Your coach should have already submitted your email address to the tournament manager during registration. If you already have a SpeechWire account, you will be able to use it to submit your e-ballots. If not, then at some point the management of the tournament should link your email address to a new SpeechWire account, at which time you will be emailed login details for the account at your email address.

You will access your e-ballots by going to the SpeechWire e-balloting website, which is at:

ballots.speechwire.com

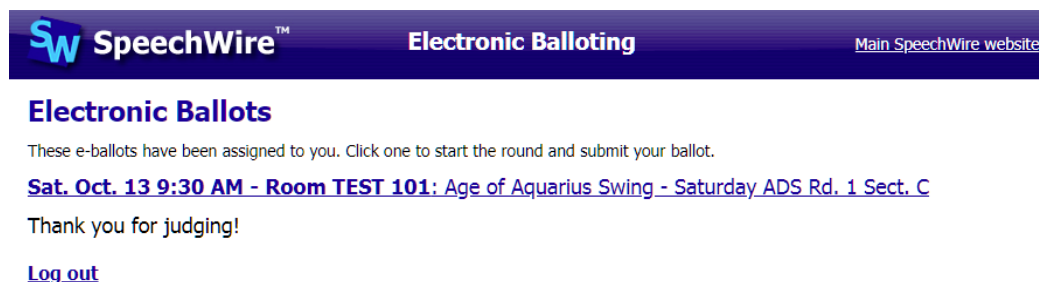
There is also a link in normal SpeechWire coach accounts to the e-balloting login, but you can bypass that step by just going to ballots.speechwire.com directly.

If you need to reset your SpeechWire account password, you can do so at:

www.speechwire.com/forgot

Once on the ballots website, type in your email address and your SpeechWire account password.

Once you log in, you will see any ballots that you have been assigned on the home page:



The screenshot shows the SpeechWire Electronic Balloting interface. At the top, there is a dark blue header with the SpeechWire logo on the left, the text "Electronic Balloting" in the center, and a link "Main SpeechWire website" on the right. Below the header, the title "Electronic Ballots" is displayed in blue. A message states: "These e-ballots have been assigned to you. Click one to start the round and submit your ballot." Below this, a specific ballot is listed: "Sat. Oct. 13 9:30 AM - Room TEST 101: Age of Aquarius Swing - Saturday ADS Rd. 1 Sect. C". A "Thank you for judging!" message follows, and at the bottom left, there is a "Log out" link.

Click or tap the round that you are currently judging. If you have not yet started the round, a large highlighted link will let you mark that it has begun. Do this once they are in the room with competitors and the round is actually starting. This lets the tab room know that the room has started and that they don't need to worry about what's happening there.

Electronic ballot

**Age of Aquarius Swing - Saturday ADS Rd. 1 Sect. C
Room TEST 101, Sat. Oct. 13 at 9:30 AM**

[Click here to start the round](#)

Please click the link above when the round begins so that the tab room knows that you have started the round.

[Return to home page](#)

Once you start the round, you will see your electronic ballot.

There are drop-downs where you can select the rank for each student, and a box to type in the points for each student. If a student is a no-show, you can select NOSHOW from the ranks drop-down and leave the points for them blank. **Please note that you can only submit the ranks and points for the round ONCE! You cannot edit it later! If you make a mistake, you must go and let the tab room know!**

[Save ballot](#) [Return to home page](#)

Pos.	Competitor	Comments	Rank	Points
1	ZZ1 Abbi Adkins	Edit comments		
2	ZZ5 Laura Poughkeepsie	Edit comments		
3	ZZ2 CJ Lowe	Edit comments		
4	ZZ6 Zak Vilen	Edit comments		
5	ZZ4 Hannah Clarkson	Edit comments		
6	ZZ3 Raul Winthrop	Edit comments		
7	ZZ7 Xenia Royce	Edit comments		

As the round is happening, you can submit comments for each of the speakers using the "Edit comments" button on their line. The box will be highlighted in red for any students that you have not submitted comments for yet. Once you submit comments for them, it will turn green.

Electronic comments

**Age of Aquarius Swing - Saturday ADS Rd. 1 Sect. C
Room TEST 101, Sat. Oct. 13 at 9:30 AM**

Speaker #1 -- ZZ1 Abbi Adkins

[Save comments](#) [Discard changes and return to ballot](#)

Type your comments here

You can submit comments during the round, or you can submit your ranks and points first and then go back in and submit comments. Once the round is over, please submit your ranks and points as soon as possible, and then finish your comments! Please do not hold up the tournament by waiting to submit ranks and points.

A completed round will eventually look something like this:

[Save ballot](#) [Return to home page](#)

Pos.	Competitor	Comments	Rank	Points
1	ZZ1 Abbi Adkins	Edit comments	2	98
2	ZZ5 Laura Poughkeepsie	Edit comments	1	100
3	ZZ2 CJ Lowe	Edit comments	5	90
4	ZZ6 Zak Vilen	Edit comments	5	88
5	ZZ4 Hannah Clarkson	Edit comments	NOSHOW	
6	ZZ3 Raul Winthrop	Edit comments	4	92
7	ZZ7 Xenia Royce	Edit comments	3	95