Hello Coaches/Team Admins!

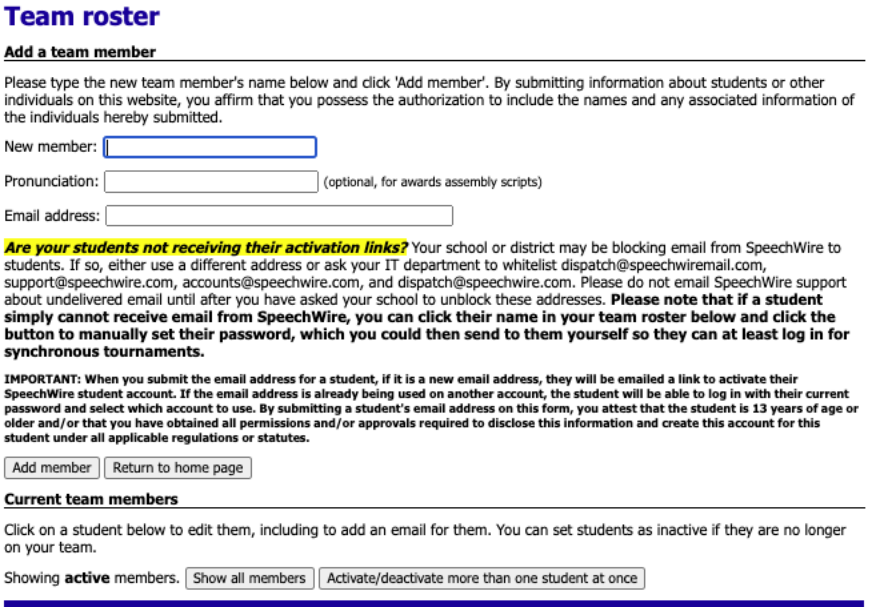
We run our Tabulation through Speechwire! If you have participated in the Hingston tournament in the past few years, your team likely has an account already.

To register, navigate to www.speechwire.com. If you know your way around, great! If not, follow the prompts to create an account or log in.

If you need access to a team account because there has been coaching or personnel changes, please contact Ben Stewart at Speechwire at accounts@speechwire.com.

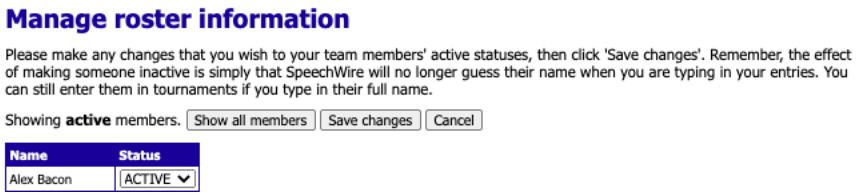
When you log in, you should see this page. Here you can register/manage tournaments, adjust your roster, and later, access e-ballots from the tournament.

To add students to your team, click on Team Roster. This will allow you to add Team Members.



Students can sign up for accounts after being linked to their team. They can receive schematics information by email during tournaments.

If you already have a roster, or want to do some housekeeping in yours, you can Activate/Deactivate students clicking the link under "Current Team Members."



Then, use the menu to activate or deactivate students.

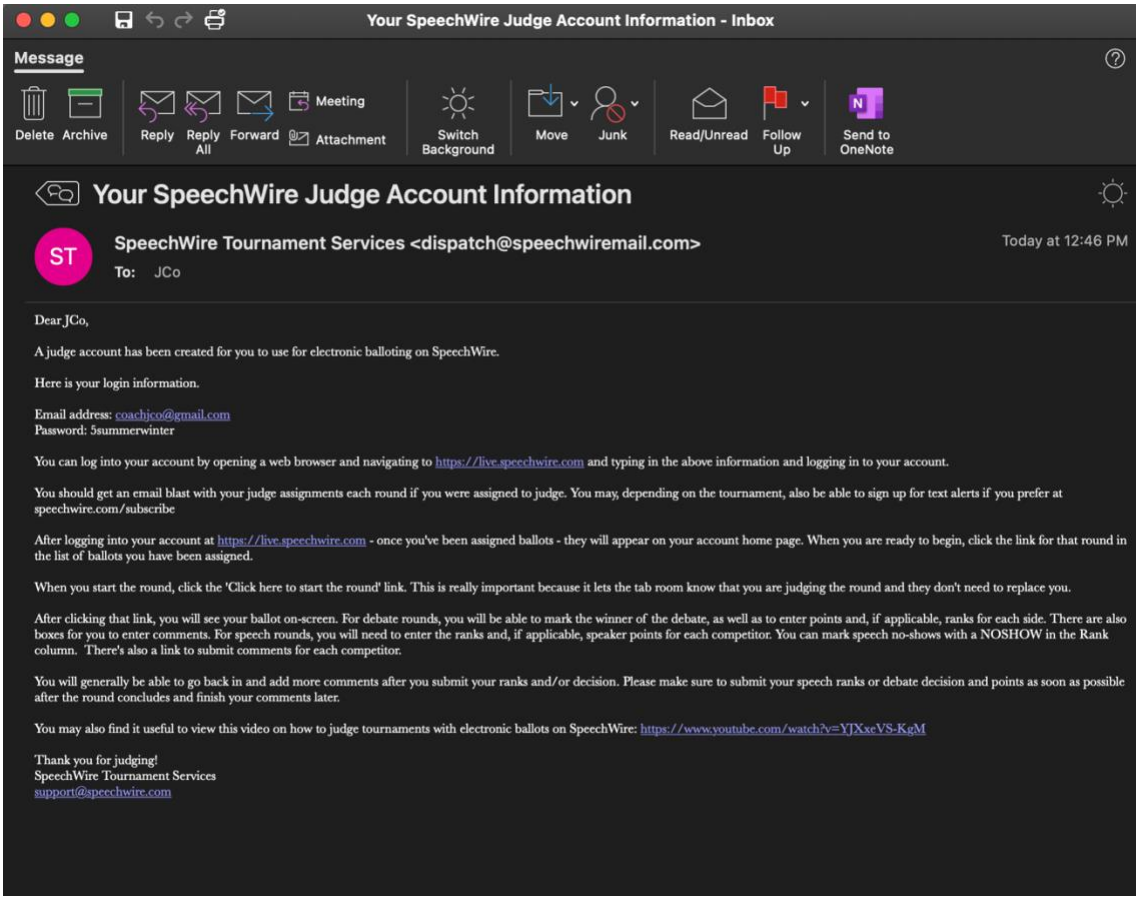
In order to register for a tournament, navigate to the tournament you'd like to register to and add your entry! Do watch out for phantom entries (accidentally "adding" an entry/blank). Once the blank entry is saved, you can go back to drop the entry with the drop-down menu. The benefit of having students in your Roster is that they will auto-fill when you start typing their name as an entry.

JUDGES/Speechwire

The easy part about getting judges onto Speechwire is that you only need to add their name and email to your entry. When they are added as judges, Tab staff will connect the judge to Speechwire. Please double-check that emails are correct!

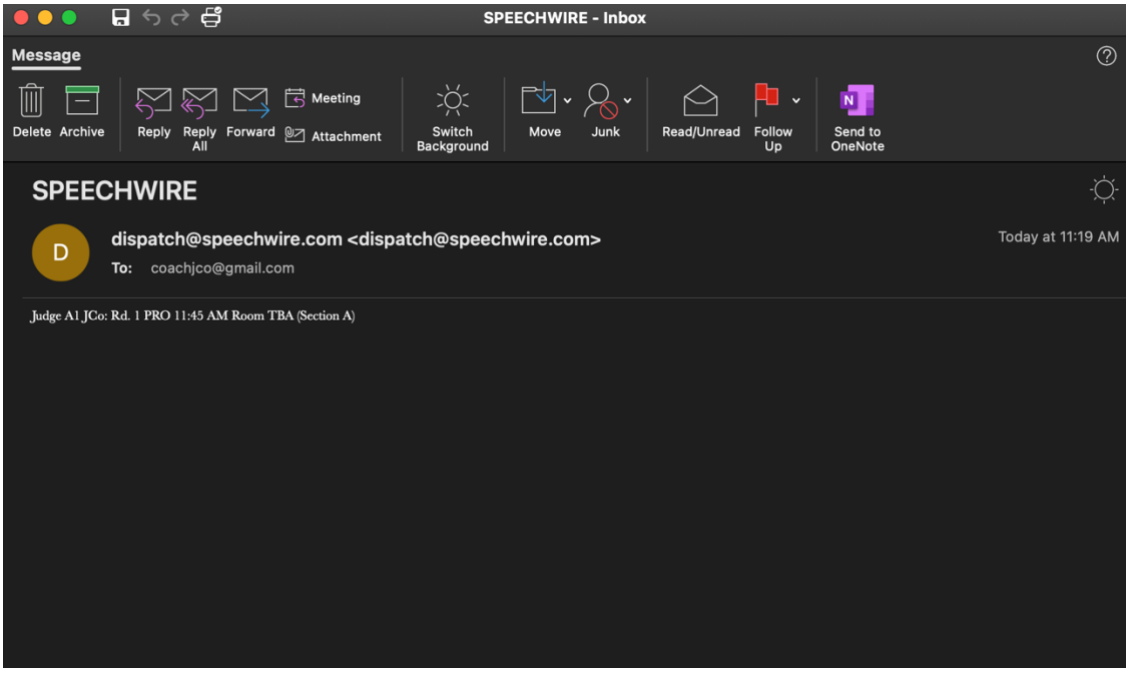
When judges have been entered, Tab staff will "link" to the judges' email. In order to keep judging pools orderly and invoices simpler, we have both Individual Event/Speech-only judges and Debate (Parli, Public Forum, or LD) judges. You will need to enter your judges twice, once as an IE judge and once as a Debate judge, if they are judging both days. If you have a judge that prefers or needs a specific type of debate, please note that in the judge comments when you register your judges.

When judges are "linked in our system, they will receive an email if they do not have an account. It will look like this (don't worry, that's not the current password on there!):

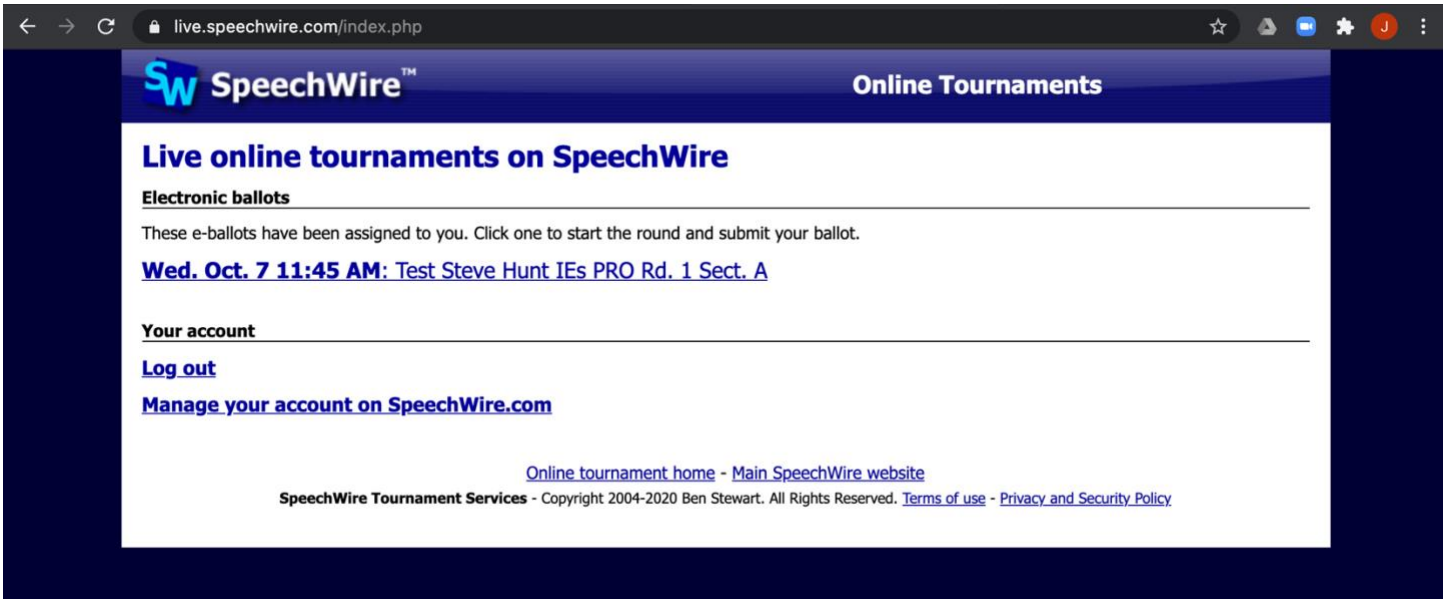


Follow the prompts in the email to set up the account! Once their account is setup, they are ready to receive electronic ballots!

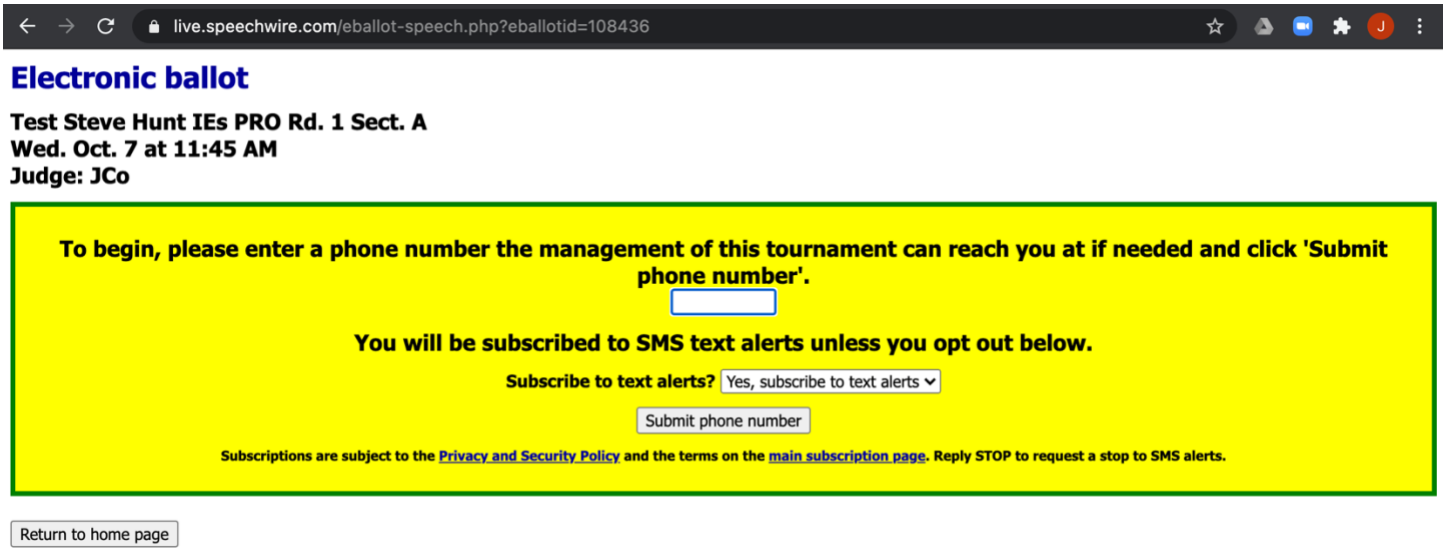
During a tournament, ballots are accessed on www.live.speechwire.com. Judges will need to sign in with the email that was given on Speechwire. Please contact Tab immediately (Help Desk in the Yaatly Tournament or via email/phone) if we need to change an email. When rounds are released by the tournament, judges should get an email notification that they have a ballot (they can also sign up for text alerts).



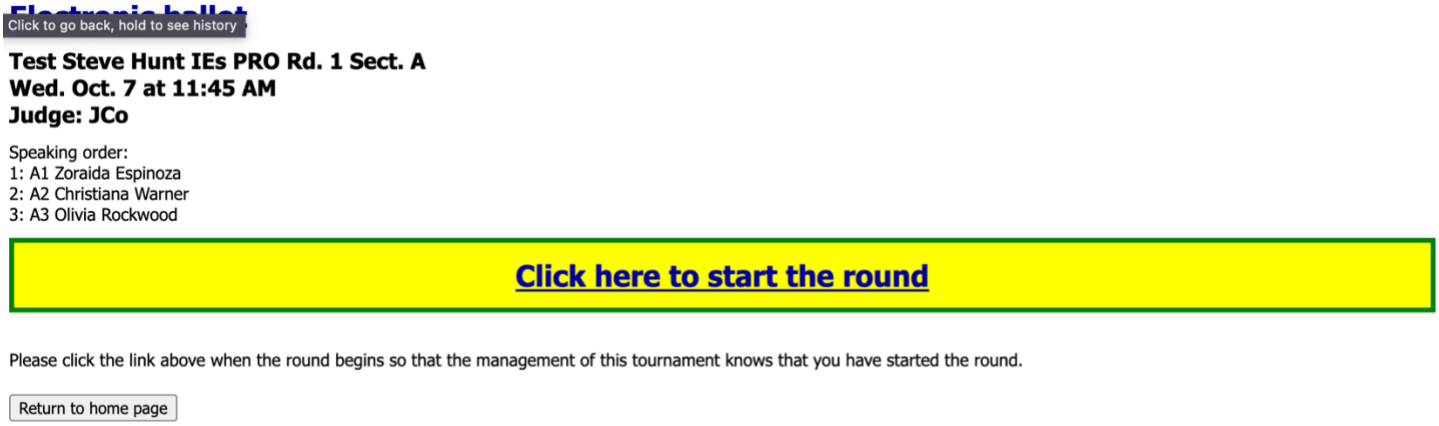
When they are notified that they have a ballot, they log on to www.live.speechwire.com, log in with their email and password, and they will land on a page like this:



The first time a judge clicks on their ballot, this screen asking for a phone number will appear. The Tab staff will use this number to contact a judge in case there is a question on submitted ballots. A judge can also subscribe to text alerts as well.



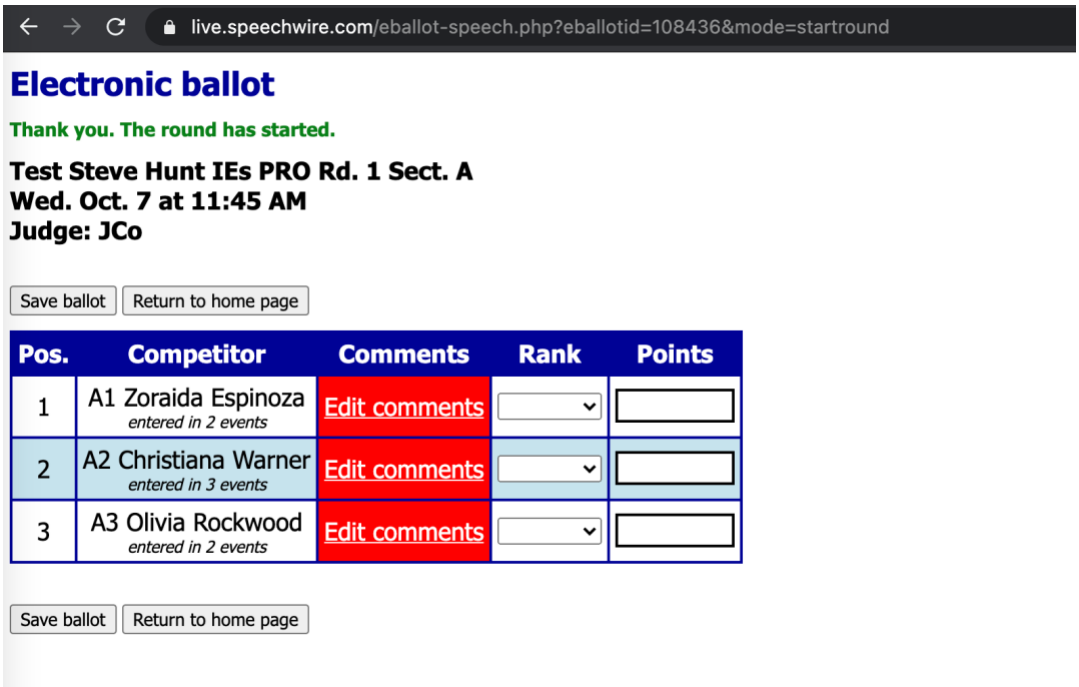
When judges complete that step, the next page is to start the round:



Please click the "Click here to start the round" when you receive your ballot, or by the time the first speaker is going, so we know that the round is ready to go! If you receive a notification of a ballot but cannot judge that round, please contact Tab as soon as possible so the round can be reassigned.

While this is your ballot that will be filled out, you will watch your competition round on Yaatly. Please sign into your account on Yaatly (see the Yaatly tutorial if you have questions about this) and enter your competition room as the judge. In case you are "pushed" a ballot, enter the room as the judge you are replacing. Your name will populate on the screen for competitors to see.

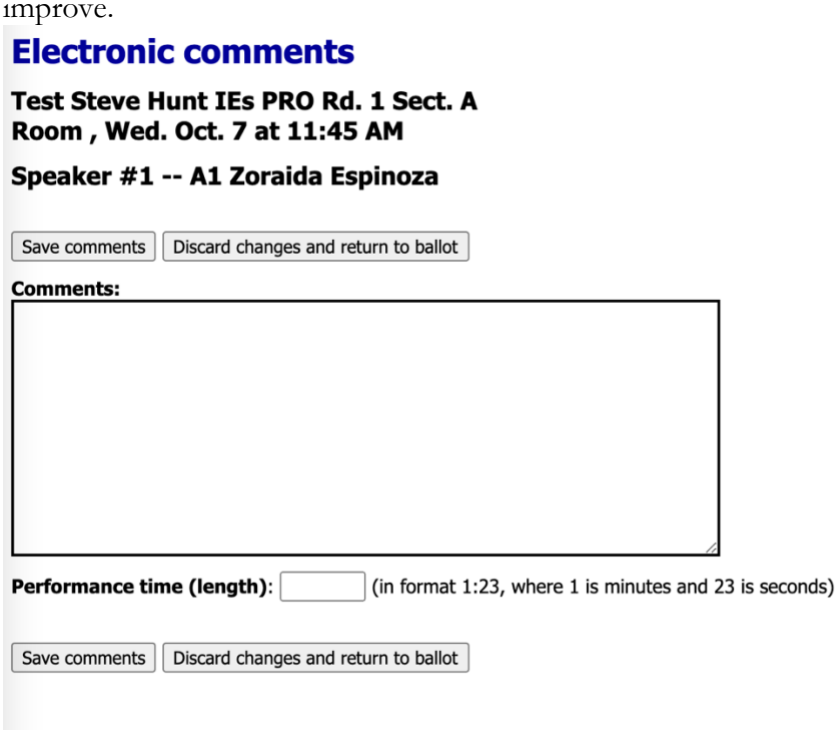
An electronic ballot looks like this:



You might know this part well! You will rank competitors 1-5 in prelim competition and rate out of 25 points. In Final Rounds, rankings will go all the way down (e.g., if there are 6 or 7 competitors in the room). If you put a rank of 6 in prelims, Speechwire will automatically convert it to a 5 when the ballot is submitted. Each tournament may

be different, but generally the speaker rank needs to follow the rating. For instance, if I rank the top student a 1, with 24 speaker points, the second-place competitor will need to have 24 or less speaker points.

Please provide feedback to all competitors. A good standard is three positive comments about what you liked about the speech, and three suggestions for improving the speech. At minimum, please provide a Reason for Decision for each ballot; meaning, why did the particular competitor receive a certain score. As a former competitor and current coach, a "5" on a blank ballot does not help a student learn to be a better speaker or understand where they need to improve.



Please submit scores shortly after the round. You can continue to edit your comments on your ballots at any time during the tournament.

When you save comments, the screen will update:

Electronic ballot

SUCCESS!
Comments saved.

Test Steve Hunt IEs PRO Rd. 1 Sect. A
Wed. Oct. 7 at 11:45 AM
Judge: JCo

Save ballot | Return to home page

Pos.	Competitor	Comments	Rank	Points
1	A1 Zoraida Espinoza *entered in 2 events*	Edit comments		
2	A2 Christiana Warner *entered in 3 events*	Edit comments		
3	A3 Olivia Rockwood *entered in 2 events*	Edit comments		

Save ballot | Return to home page

In the event you have a competitor not show up (please stay as long as possible in the event of a tech glitch or other issue besides a drop), you can mark that directly on the ballot using the "NOSHOW" rank.

When you are satisfied with your ranks, hit "Save ballot." This submits your ballot to Tab. If you have any changes to the rank/points, please contact Tab directly. You can continue to edit comments throughout the tournament.

Electronic ballot

Your ballot has been saved! If you made an error, please notify the management of this tournament. You may continue working on comments below if you want!

Test Steve Hunt IEs PRO Rd. 1 Sect. A
Wed. Oct. 7 at 11:45 AM
Judge: JCo

Return to home page

Pos.	Competitor	Comments	Rank	Points
1	A1 Zoraida Espinoza *entered in 2 events*	Edit comments	1	24
2	A2 Christiana Warner *entered in 3 events*	Edit comments	2	23
3	A3 Olivia Rockwood *entered in 2 events*	Edit comments		

Return to home page

If you have questions about Speechwire ballots, or would like to have an in-depth look at different types of ballots, please see Ben's tutorial here: https://www.youtube.com/watch?v=YJXxeVS-KgM