Hi Coaches,

We are excited to welcome you to our campus for our second annual Webster Classic High School Tournament!! We are thrilled to welcome 26 schools and 651 entries to our tournament. Please take a moment to read the notes and please read to the bottom as all of the information is important.

1. **Tournament headquarters**, **registration**, and the **main ballot help/information table** will be in the University Center (175 Edgar Road).
    a. There will be seating in the Sunnen Lounge for students as well as in the commons area of the University Center.
    b. **Additional Ballot help/ information tables** will also be located inside the Edward Jones Commons on the second floor lobby of the EAB and the West Lobby of the Sverdrup building.
2. **The help desk can also be texted** at 314-327-9732 if you or your students need assistance.
3. **Judges Needed—**We are super short on judges as the tournament is proving to be a big one. Please continue to help us find judges. We will also need to use coaches so please be understanding.
4. **Electronic Ballots—**Will be using all electronic ballots this year. Please follow these instructions.
    a. You will receive an email from Speechwire telling you that you have a ballot. Once you have received that email, please go to **live.speechwire.com.**
    b. To access and complete your ballot, follow these steps:
        i. Log into your account (note: you MUST be on live.speechwire.com, NOT the main Speechwire website.
        ii. After you log in, you will see a link to your ballot. Please click the link immediately and "click to start the round" to accept your ballot. This allows us to know you are aware of the ballot and still available to judge the round. ***Do not wait for the round to start, please do this as soon as you receive the ballot.***
        iii. You will need to enter your phone number to start the round on your first ballot. This will allow the tournament director to contact you if there is an issue with your ballot. Click to subscribe to text messages to receive ballot alerts through text as well as email.
        iv. As the round starts, be sure to write comments, rank each competitor, and give each competitor their speaker points. If you are judging debate, remember to indicate which side won the debate and include a reason for decision.

v. After you have filled out your ballot, **BE SURE TO HIT SUBMIT.**

you can edit your feedback after you submit the ballot, but you cannot change ranks or speaker points once it is submitted

5. **Deadline for Drops is Friday at noon.** We plan to schedule by Friday at noon to allow you maximum time for drops. Please email jensen@webster.edu if you have a drop. All drops need to be made by then.
6. **Campus Map**--We are using most of the campus and have created a better map to help you find buildings. We will have signs out pointing towards the buildings and we also hope to chalk the sidewalks, but chalk will be weather dependent.
    a. Our student staff will be standing by to help point you towards buildings.
7. **Coach Supervision Form**--We that **ask all coaches to fill out** the coaches form to indicate who will be "on duty" during the tournament. Please don't fill this out for coaches/supervision that will not be present at the tournament. Please click the link to fill it out. **https://forms.gle/kR6ZTbsnqxbSyPsg8**
8. **Hospitality Room-**--We will have a hospitality room for coaches, judges, and bus drivers in the Presentation Room of the University Center.
9. **Concession Stand-**--We will also have a concession stand for students in the University Center commons. Among the items we will have are pizza, candy, soda, and water.
10. **Team Gathering Areas—**There are numerous places for teams to gather and hang out all over campus. Here are some that we suggest:
    a. The University Center has seating on two levels. One the top level, there is the Sunnen Lounge, the commons and eating areas. Downstairs there is also seating.
    b. The East Academic Building has two commons areas. The Edward Jones Commons is on the 2nd floor and has tables and chairs, The Centene Lobby is on the first floor and has benches and some additional seating. The East Academic Building also does a good job of spreading seating throughout the building.
    c. The Sverdrup Building also has seating in both of its downstairs lobbies.
    d. Webster Hall has a dining area that will have seating but limited hours.
11. **Parking**— Parking is located behind the University Center (175 Edgar Road) and in the parking garage on Garden Ave (568 Garden Avenue) or any of the surface lots near there. Lots H, P, D and K are your best bets for this weekend.
12. **Building Locations-**--Here are some helpful addresses of our buildings. Please don't use our mailing address as that will only take you to one of our buildings.

a. **Registration and Main Ballot/Help Information Table:** University Center 175 Edgar Road
b. **Parking:** Parking is located behind the University center and in the parking garage on Garden Ave. While there are other lots you can park in, these are the closest to the main ballot help/information table. Parking garage 568 Garden Ave
c. **East Academic Building (EAB):** 545 Garden Ave
d. **Sverdrup Building:** 8300 Big Bend
e. **Webster Hall:** 470 E. Lockwood (but better to access it on Big Bend across from Sverdrup
f. **Browning Hall/Interdisciplinary Science Building (ISB):** 8274 Big Bend
g. **Sam Priest Center:** 8270 Big Bend

13. Door Dash and food deliveries are best sent to the ballot help table in the University Center.
14. Here is the **Wi-Fi information**.
    a. Go to WU_Guest
    b. Click on the link at the bottom that says register for access.
    c. Enter your name and email address.
    d. You will be sent a confirmation email with a temporary username and password that is good for 8 hours. You can return to WU_Guest and enter this information. If you are with us Sunday as well, you can repeat this process.
    e. Once you have done this, just click connect and you will be connected to the Wi-Fi
15. You will not get good connectivity in the library unless you have an iPhone.
16. **Extemp Draw is in EAB 102**—all extemp draws will be there.
17. **Awards** location is TBA.
18. You can contact me (Gina Jensen) at 314-223-6141 or my assistant Tom Serfass at 314-853-2553.

Thank you for joining us for our Second Annual Webster High School Classic!

Sincerely,

Gina Jensen
Director of Forensics
Webster University