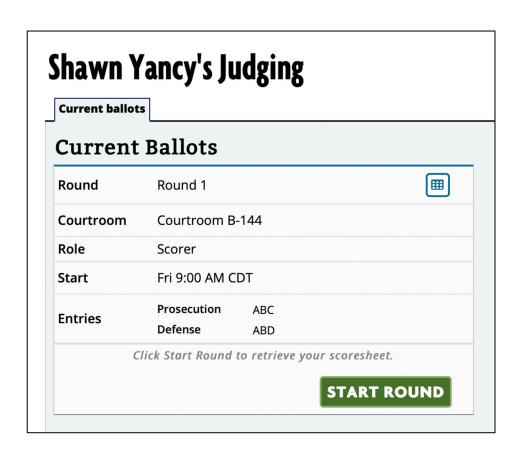
Judge Instructions Accessing, Completing, and Submitting Ballots

Step 1: Login to Tabroom.com

After you receive notification from Tabroom or from tournament staff that judging assignments have been completed, login to your Tabroom account. You may login by following the link sent to you by email or text message, or you can simply navigate to https://www.Tabroom.com and login to your account. If you do not see the screenshot below, click the home button in the top-right of the window (shown here).

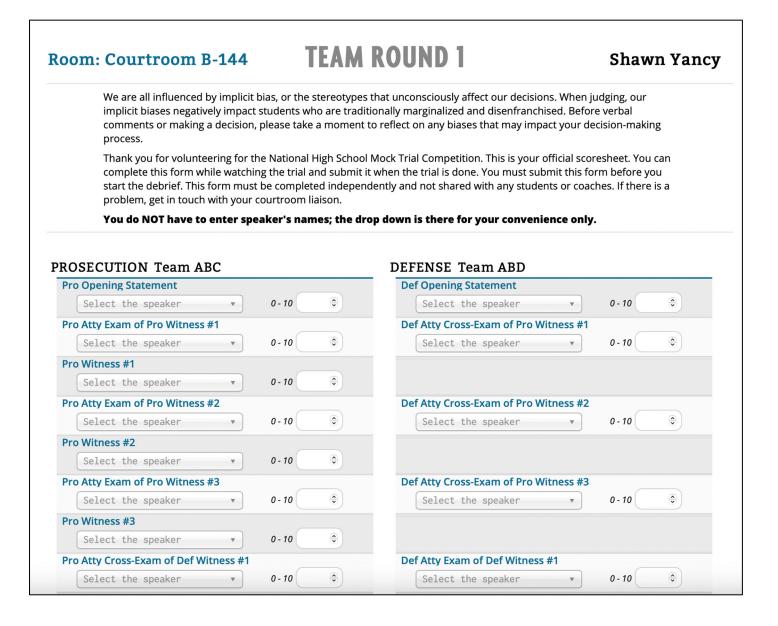


- You may access the ballot on your phone, tablet, or a computer—as long as it's connected to the internet (Wi-Fi or cellular data).
- You will see the screen displayed below, showing (1) your name, (2) the round number, (3) the courtroom to which you have been assigned, (4) what your role will be in the trial (Presiding Judge or Scorer), (5) the day and time the round is to begin, and (6) the two teams you will be judging and which of those is Prosecution and which is Defense.



Step 2: Access the ballot and begin the round.

- Once all the judges and necessary personnel are in place, you may begin the trial. All judges should click the green "START ROUND" button (shown in the above screenshot). This will open your ballot, and it also allows us to see that you have started your trial.
- The ballot should look mostly familiar in its layout, with score entries for each trial segment and the prosecution scores on the left and the defense scores on the right. A screenshot is shown below.

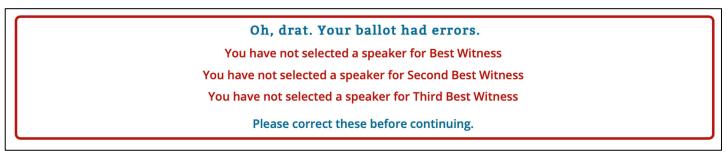


Step 3: Complete the Ballot

- Score as you go. We also recommend that you write the scores on a piece of scratch paper. This will ensure that if any technology issues arise, you will have a record of the scores you are awarding.
- DO NOT navigate away from the ballot during the trial round or refresh the webpage—this will
 delete your scores (it is fine if your device sleeps and the screen turns off).
- You are not required to use the drop-down menu to select the speaker of each role; that is provided for your convivence only.
- Once all scores have been entered, Tabroom will display the result of your ballot as shown in the screenshot below. Remember, you may not award a tie.



DO NOT hit save scores yet. You must first complete the remaining part of the ballot nominating students for individual awards. If you attempt to submit an incomplete ballot (all trial elements scored and all six individual award nominations), you will receive an error like this:



- For the best attorney and best witness awards, YOU ARE REQUIRED to choose the student's name from the dropdown menu provided. You will choose the top three attorneys and top three witnesses from the round.
- Once you have completed your ballot, click "Save Scores."

Step 4: Confirm your Ballot.

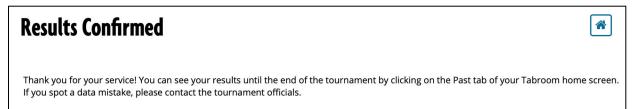
- Your ballot has not been submitted yet. After you click "Save Scores" you will be brought to a page summarizing your ballot. See the screenshot below (note, this example has errors).
- Review the scores you entered and the individual award nominations to confirm they are correct.
- If they are correct, click the green button to confirm and submit your ballot. If not, click the red button to return to your ballot and make the appropriate edits and then submit and confirm again.

		Defe	nse: ABD		
ABC on the Prosecution		G SIDE	ABD on the Defense		WINNING SIDE
Pro Opening Statem	ent 1		Def Opening Statement		1
Pro Atty Exam of Pro	Witness #1 1		Def Atty Cross-Exam of Pro Witness #1		7
Pro Witness #1	1		Def Atty Cross-Exam of Pro Witness #2		5
Pro Atty Exam of Pro	Witness #2 8		Def Atty Cross-Exam of Pro Witness #3		8
Pro Witness #2	6		Def Atty Exam of Def Witness #1		5
Pro Atty Exam of Pro	Witness #3 6		Def Witness #1		7
Pro Witness #3	7		Def Atty Exam of Def Witness #2		6
Pro Atty Cross-Exam	of Def Witness #1 7		Def Witness #2		7
Pro Atty Cross-Exam of Def Witness #2			Def Atty Exam of Def Witness #3		6
Pro Atty Cross-Exam of Def Witness #3			Def Witness #3		7
Pro Closing Argumen	nt 6		Def Closing Argument		8
TEAM TOTAL	49		TEAM TOTAL		67
	Top Competitors				
	Best Attorney	Laur	a5 Lee	ABD	
	Second Best Attorney	Step	hen Breyer	ABC	
	Third Best Attorney	Laur	a Lee	ABD	
	Best Witness	John Roberts		ABC	
	Second Best Witness	Niel Gorsuch		ABC	
	Third Best Witness	Elana	a Kagan	ABC	

YES! CORRECT! CONFIRMED!

NO! RE-ENTER BALLOT

• Once confirmed, Tabroom will display a confirmation message:



Congratulations and thank you! You have completed your judging assignment for this round.

A couple important reminders:

- DO NOT leave the courtroom until your liaison has confirmed receipt of your ballots by Tabroom.
- If you have any difficulty submitting your ballot, work with your liaison who may be able to help troubleshoot. If they cannot, the liaison will reach out to the competition staff for assistance.
- If you have volunteered for the next round today, please return to the judge orientation room.