Tabroom Team Registration Guide

STEP ONE: Go to http://losangelesmt.tabroom.com and log in

- Already have a Tabroom account, log in:
    - Click on **"Login"**
    - Enter your username and password
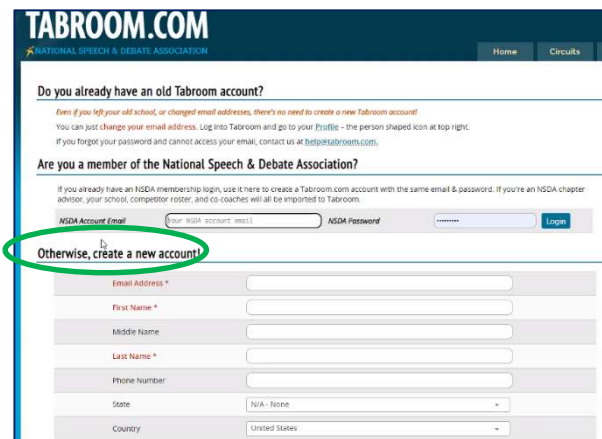   - Skip to Step Two on page 2

- Do not have a Tabroom account:
    - Create and confirm your account:
        - Click on **"create a tabroom.com account"**

    Next Screen:
    - Under the **"Otherwise, create a new account!"** heading, fill out the required information
      Note: A phone number is required to move forward.
    - Check your email for an email from Tabroom.com with a verification code and confirm your account.
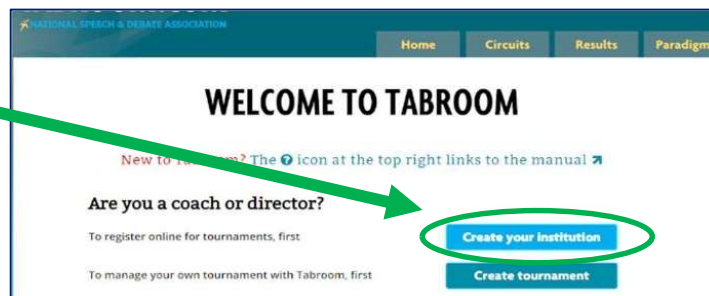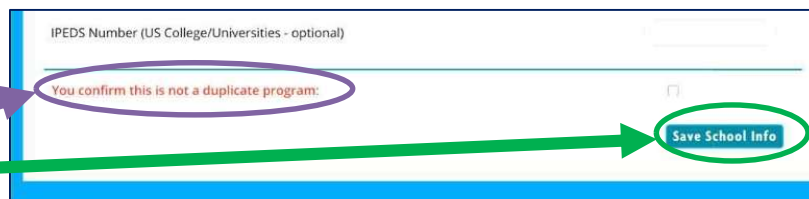

    Next Screen:
    - Once you confirm your account, create your school:
        - Click on **"Create Your Institution"**

    Next Screen:
    - Fill out the requested information about your school, such as the school's name, county, and state.
      Note: If your school also has a speech & debate program, it may ask you to confirm that you mean to create a new program instead of gaining access to the existing school account. Scroll to the bottom of the page and check off **"You confirm this is not a duplicate program:"**
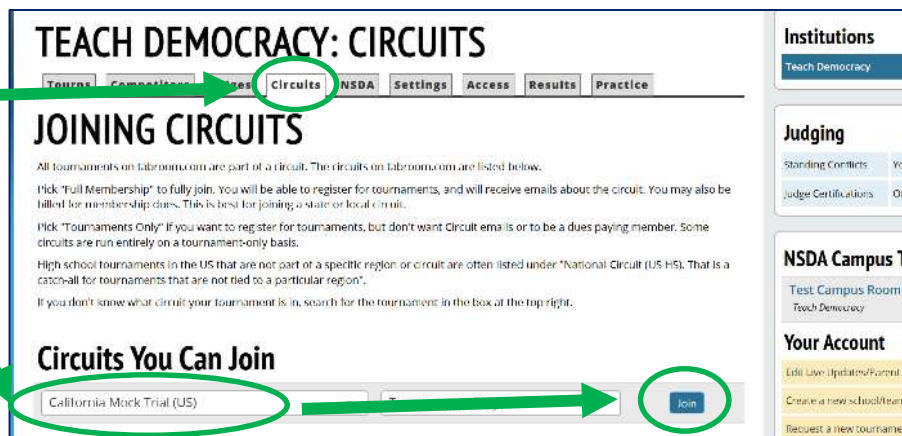   - Click on **"Save School Info"**

TIP: To return to your home screen at any time, click on your email address at the top right corner.

STEP TWO: Join the Los Angeles County Mock Trial Circuit

Next Screen:
- Click on the **"Circuits"** tab
- From the "**Circuits You Can Join**" drop-down menu, select **"California Mock Trial (US)"**
- Click on **"Join"**

Next Screen:
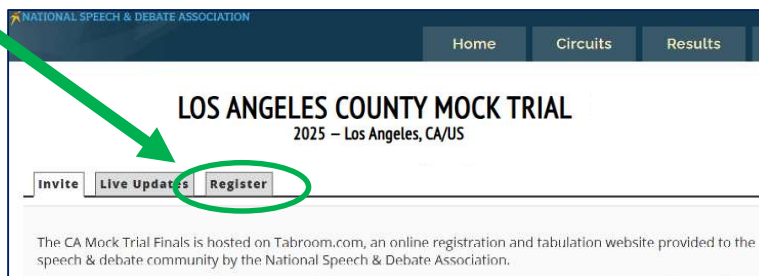- Under the **"Circuit"** column, click **"California Mock Trial"**

Next Screen:
- Under the **"Name"** column, click "**Los Angeles County Mock Trial**"

Next Screen:
- Click on **"Register"** tab

TIP: To return to your home screen at any time, click on your email address at the top right corner.

STEP THREE: Enter the team members' names

Next Screen:
- Click the **"Competitors"** tab
- On the top right, click on **"Add a new student"**

JMNZ: COMPETITORS

| Tourns | Competitors | Judges | Circuits | NSDA | Settings | Access | Results | Practice |

Competitor Roster
- Add a new student
- Import from spreadsheet
- De-duplicate students

NSDA Points
- Connect to NSDA Auto Pointing

0 Competitors

Current

Rec	First	Middle	Last	Grad	Account	Novice	Retired

Next Screen:

Under **"Add Student"**
- Enter a student's first and last name at a minimum. The other information is optional.
- Click on **"Save Student Info"**
- The system will allow you to enter another student name. Follow the steps above until you have entered all the team members' names.

| Tourns | Competitors | Judges | Circuits | NSDA | Settings | Access | Results | Practice |

Add Student

Link to [Email address of Tabroom account]

First Name		Phonetic Guide	
Middle Name		Grad Year	
Last Name		Novice	☐
Gender			

Save Student Info

Parent notifications

Parents will be notified, and sent tournament messages/memos, when a competitor signs up for a tournament. Notifications do not get automatically sent if a coach/team admin registers a competitor, but they will get emails/information you send out afterwards.

Parent followers need their own verified Tabroom.com accounts.

Add [Email address] Add

Once you finish, you should have a complete list of your student competitors.

Next Screen:
- Read Notes/Disclaimer on abiding by rules and procedures from Team Rulebook.
- Click on **"I understand and agree"**

LOS ANGELES COUNTY MOCK TRIAL

Notes/Disclaimer

Rule 1.1 — Rules
B. All CA Mock Trial competition participants must follow all rules and procedures specified in the California Mock Trial Team Rulebook, California Case Materials, and the California Mock Trial Rules of Evidence disseminated by Teach Democracy (formerly CRF).

Rule 1.2 — Code of Ethical Conduct
All participants (including coaches and attendees/observers) are bound by all sections of this Code and agree to abide by the provisions.

I understand and agree

TIP: To return to your home screen at any time, click on your email address at the top right corner.

STEP FOUR: Enter the team to the competition

Next Screen:

- Click the **"Tourns"** tab
- Under the **"Name"** column, click on **"Los Angeles County Mock Trial"**

Next Screen:

- Click on the **"Entries"** tab
- Select **"Senior/Junior"** under the drop-down menu **"Add Entry to"**,
- Forgot a student? Click the yellow "**Add New Competitors to Roster**".

Next Screen:

- Select your students' names from the drop-down menu to enter the competition
- Once you have selected all your team members' names, click **"Save Details"**

Once you're done, your entry under the Entries tab should look like this. You have completed the Tabroom registration!