

Teams participating in the 2024 CA Mock Trial Finals must register the team’s student members via **Tabroom** by **March 6th**. If you need assistance contact Daisy at daisy@teachdemocracy.org or 213-316-2127.

STEP ONE: Create a Tabroom account (if you do not have one).

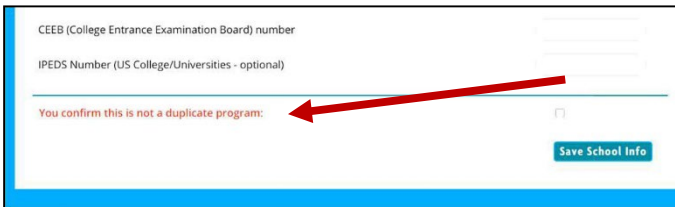
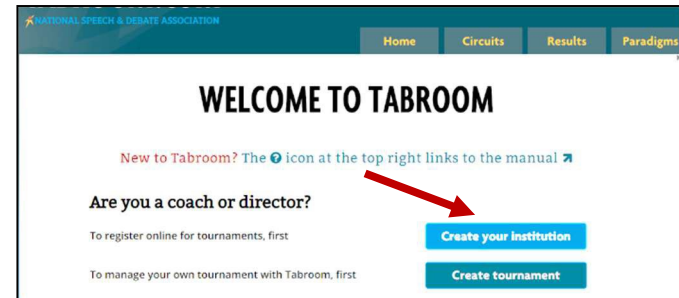
Go to <http://californiamt.tabroom.com>:

- Click on “Create a Tabroom Account” in the middle of the page.
- Fill out the information underneath the “Non-NSDA Members” heading. A phone number is required in case we need to reach you during the competition.
- You will receive an email from Tabroom.com with a verification code to the email provided to complete your Tabroom account. Once you complete STEP ONE go to STEP TWO.



STEP TWO: Create your school.

- Select “Create Your Institution”.
- Fill out the requested information about your school. A full address or the requested NCES/CEEB numbers are not mandatory; the most important bits are the name of the school and the state.

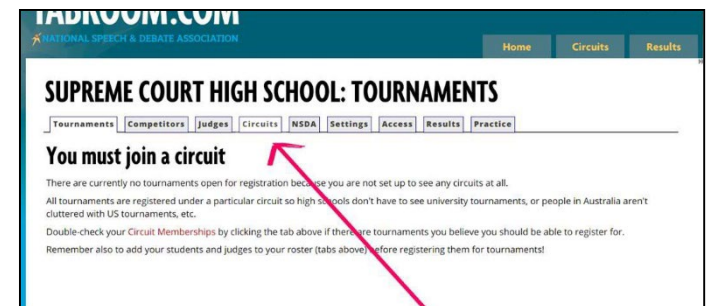


Note: If your school also has a speech & debate program, it may ask you to confirm that you mean to create a new program instead of gaining access to the existing school account. That’s in place so that if a debate coach leaves, we can give the new coach access to the program history instead of creating a new one. However, for your purposes, scroll to the bottom of the page select “You confirm this is not a duplicate program” and hit “Save School”.

STEP THREE: Join the circuit.

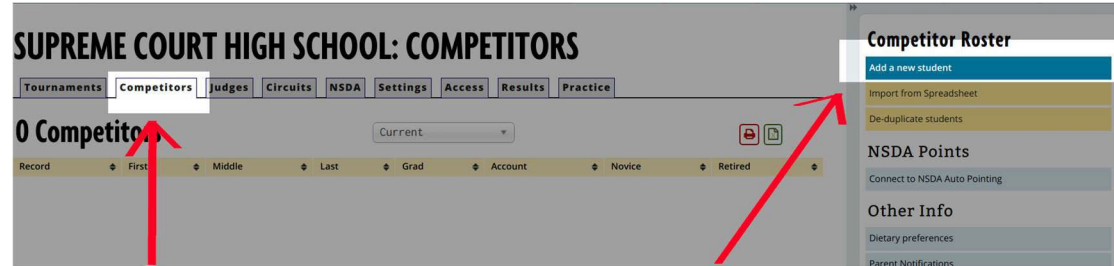
Tabroom tournaments/programs are organized into “circuits.” That helps you to see only the Mock Trial competition offerings relevant to your program, without having to wade through hundreds of other tournaments across the country.

- Select the CA Mock Trial circuit. Then click join.
- Click CA Mock Trial.
- Click on “Register”.



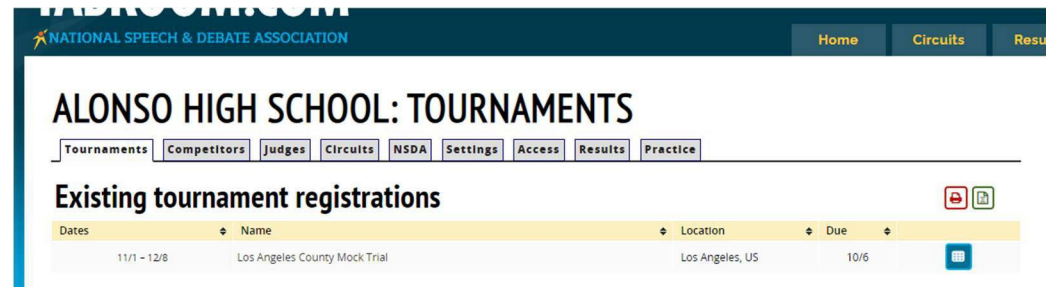
STEP FOUR: Enter the team roster.

- Click the house icon at the top right corner and click the “Competitors” tab.
- Click on “Add a new student” on the top right.
- Fill in the students’ first and last name and graduation year at a minimum; the graduation year will allow you to skip this step for the student in future years. The other demographic information is optional.
- Then, hit Save Student Info and the system will allow you to enter another.
- Once you finish you should have a complete roster of your student competitors.



STEP FIVE: Enter the competition.

- Click the “Tournaments” tab and select the 2024 CA Mock Trial Finals.
- Then select the “Entries” tab. Here, you enter your competitive team.
- At right, select whether you are entering a trial team, or are registering a courtroom artist or journalist entry. Once you select the entry type, select “Add Entry to **State Finals**” at the right below the selector.
- Then, you select which students from your competitor roster you wish to enter into the competition and hit “Save Entry” below.
- If you forgot a student, you can click the yellow “Add New Competitors to Roster” button below the “Competitors” tab to add them.



Add Entry to

Trial Team

TRIAL Deadlines

Add Deadline	Mar 3 11:55 PM
Online Drop Deadline	Mar 3 11:55 PM
Fees still owed after	Mar 3 11:55 PM
School limit in TRIAL	1
Tournament cap	36

Add entry in TRIAL

Add New Competitors to Roster

General Entries Attendees Website Results

Entry Details

*Competitor 1	Francesco Bernoulli
*Competitor 2	Sally Carrera
*Competitor 3	Chick Hicks
*Competitor 4	Doc Hudson
*Competitor 5	Tow Matter
*Competitor 6	Lightning McQueen
*Competitor 7	Cruz Ramirez
Competitor 8	Strip Weathers

Once you're done, your entry under the Entries tab should look something like this. You can return to this screen to change your roster of competitors (Click the blue Edit button) or to withdraw the entry altogether (the red Trash button). You can also, under the Attendees tab, register any non-competing attendees (coaches, chaperones, parents, observers) who will be at the tournament.

General Entries Attendees Website Results

Entries ALL TRIAL

Trial Team 1 entries

Category	Names	Status	
TRIAL	Francesco Bernoulli Sally Carrera Chick Hicks Doc Hudson Tow Matter Lightning McQueen Cruz Ramirez Strip Weathers	IN	