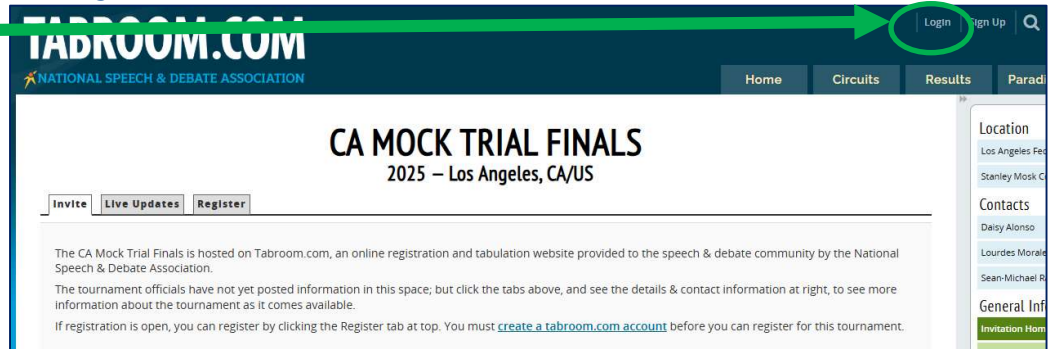


## Tabroom Team Registration Guide

### STEP ONE: Go to <http://californiamt.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

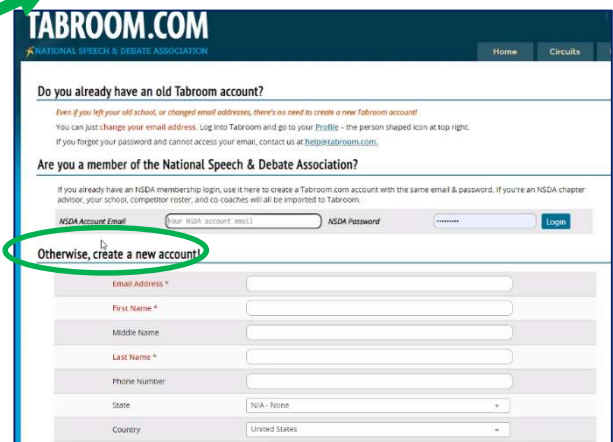


- Do not have a Tabroom account:

- 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:

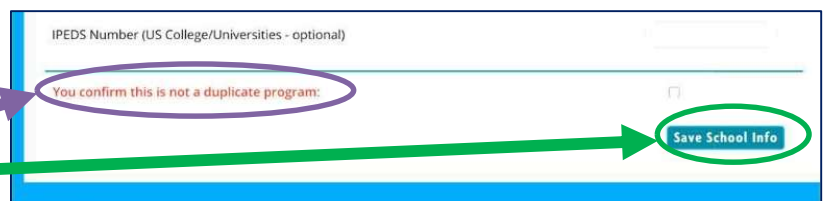
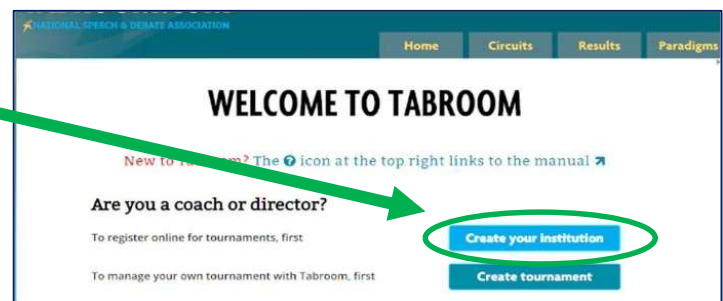
- Once you confirm your account, create your school:
  - Click on **“Create Your Institution”**

#### 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 CA 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”

Circuit	Location	Membership
California Mock Trial	US	Tournaments Only

### Next Screen:

- Under the “Name” column, click “CA Mock Trial Finals”

Name	Location	Date(s)	Events	Reg Opens	Reg Ends	TZ#
CA MT Test	Los Angeles, CA	Mon Aug 26-27	Team	Jun 21	Aug 16	PST
CAMT Tabroom	Los Angeles, CA	Mon Sep 23-30	Team	Jul 19	Sep 13	PST
Los Angeles County Mock Trial	Los Angeles, CA	Mon Nov 4-Dec 5	C-ART, JRN, JR, SR	Sep 9	Oct 10	PST
Riverside MT Test	Riverside, CA	Wed Dec 4-Feb 18	Team	Nov 1	Dec 3	PST
Kern County Mock Trial Competition	Bakerfield, CA	Wed Dec 11-Jan 25	Team	Sep 11	Oct 28	PST
CA Mock Trial Finals	Los Angeles, CA	Mon Jan 6-Mar 18	Team	Jan 13	Feb 28	PST

### 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

0 Competitors Current

Rec First Middle Last Grad Account Novice Retired

**Competitor Roster**

- Add a new student**
- Import from spreadsheet
- De-duplicate students
- NSDA Points
- Connect to NSDA Auto Pointing

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  **Add**

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

Next Screen:

- Read Notes/Disclaimer on Rule 2.1 – G.
- Click on **“I understand and agree”**

**CA MOCK TRIAL FINALS**

Notes/Disclaimer

The registered team members participating in the 2025 state finals must be the same registered team members that participated at the county level competition. See rule below.

Rule 2.1 — Team Eligibility

G.

No new team members may be added to a team after the county registration deadline. This also applies to individual teams from counties where two teams per school are allowed. Team members must remain in the designated registered team, with no substitution between the two teams. Teams representing a county at the state finals must be composed of students who registered and participated on the current county-winning team.

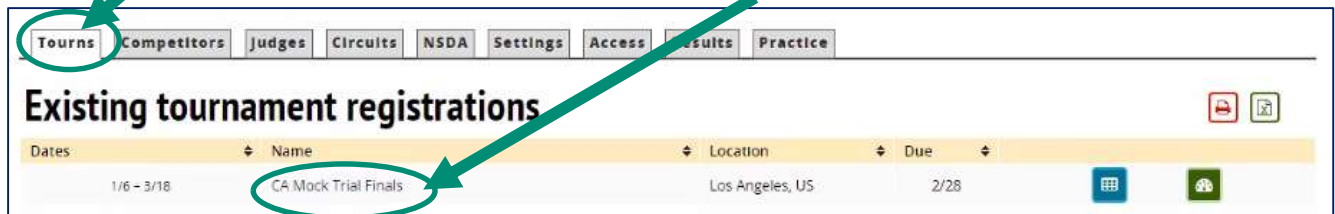
**I understand and agree**

**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

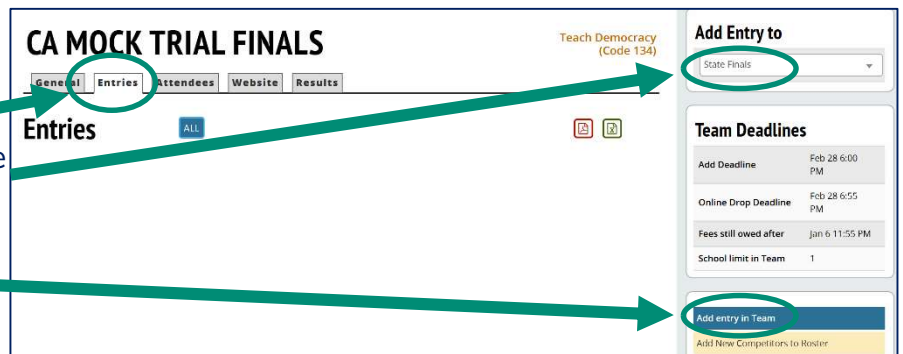
Next Screen:

- Click the **“Tourns”** tab
- Under the **“Name”** column, click on **“CA Mock Trial Finals”**



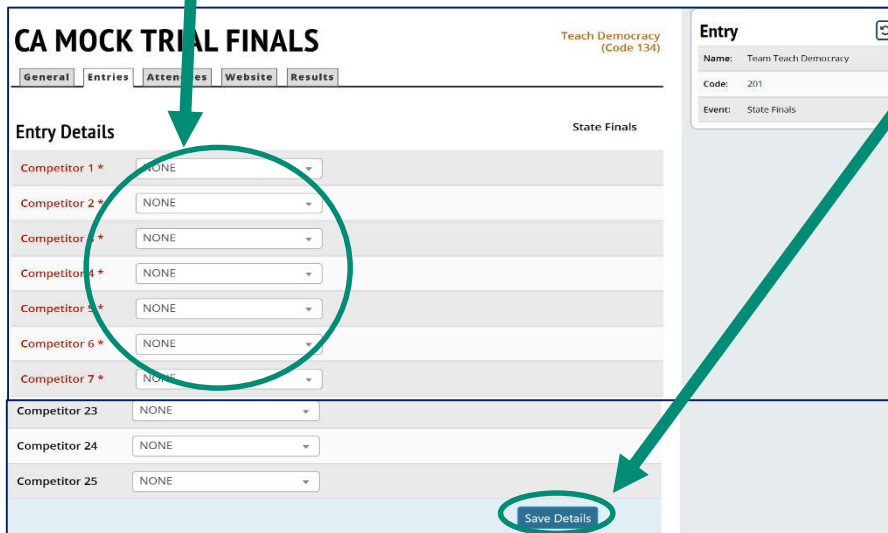
Next Screen:

- Click on the **“Entries”** tab
- Select **“State Finals”** under the drop-down menu **“Add Entry to”**,
- Click on **“Add entry in Team”**



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!

