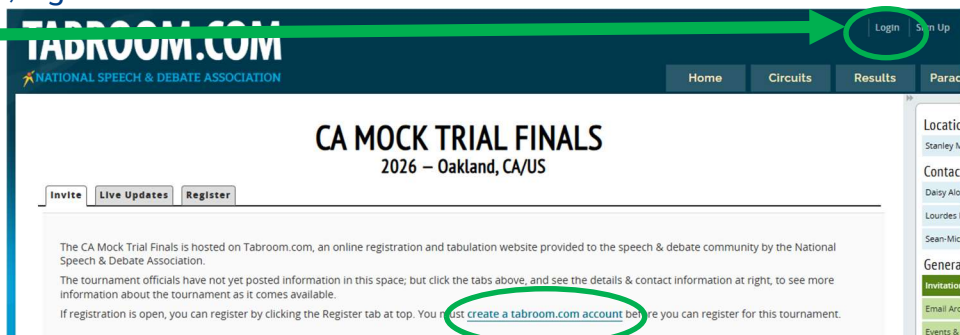


Tabroom Team Registration Guide

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

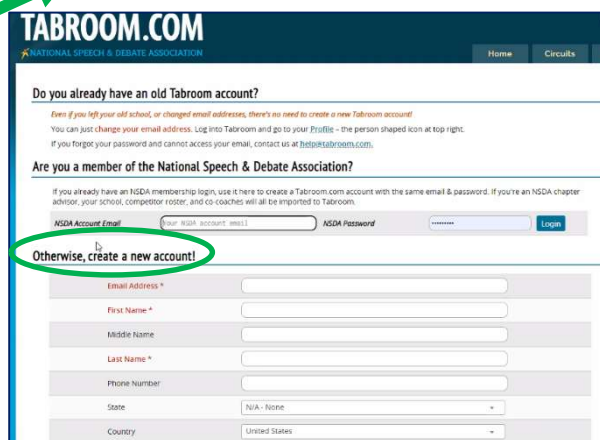


- Do not have a Tabroom account:

- 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:

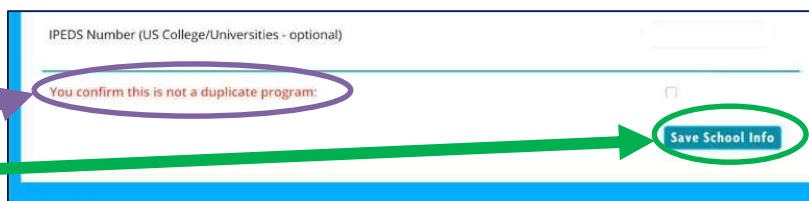
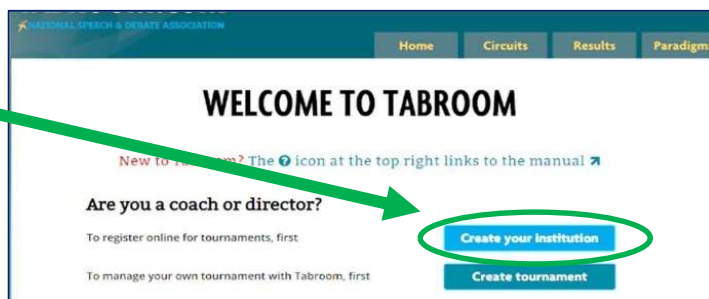
- Once you confirm your account, create your school:
 - Click on **"Create Your Institution"**

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"**



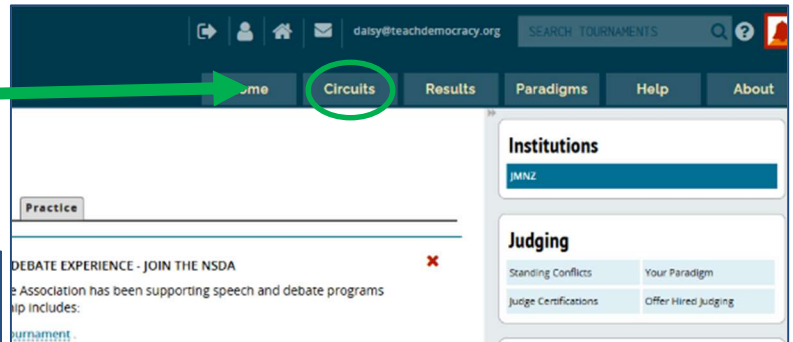
TIP: To return to your home screen at any time, click on your email address at the top right corner.

STEP TWO: Join the CA Mock Trial Circuit

Next Screen:

- Click on the “Circuits” tab
- Scroll down to find “California Mock Trial”

Abbr	Circuit Name	Loc
BCFL	Baltimore Catholic Forensics League	
BCFL	British Columbia Forensics League	
BCMSDL	Bergen County Middle School Debate League	
BDL	Boston Debate League	
BOCES	Dutchess BOCES	
BPSDL	Bridgeport Public School Debate League	
BQ	Big Questions	
BQCFL	Brooklyn-Queens CFL	
BrDL	Brooklyn Debate League	
BuFCFL	Buffalo Niagara Forensics Circuit	
CAMT	California Mock Trial	
CARD	(CARD) Collegiate Advocacy Research & Debate	
CBSR	Citrus Belt Speech Region	



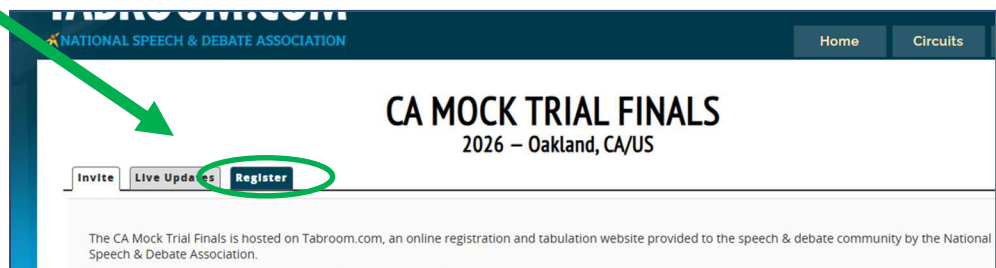
Next Screen:

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

California Mock Trial			
2025-2026 CALENDAR			
Name	Location	Date(s)	Events
CA Mock Trial Finals	Oakland, CA	Tue Jan 6–Mar 22	Team
CA Mock Trial Finals Junior Division	Los Angeles, CA	Tue Jan 6–Apr 19	Team
San Luis Obispo Mock Trial	San Luis Obispo, CA	Fri Jan 9–May 28	Team
CA Duplicate	Los Angeles, CA	Tue Jan 6	Team
San Luis Obispo County Mock Trial MS	CA	Sat Jan 31–Feb 12	slomt
San Luis Obispo County Mock Trial HS	San Luis Obispo, CA	Sat Jan 31–Feb 12	slomt

Next Screen:

- Click on “Register” tab



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.

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 in 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 THREE: Enter the team members' names

Next Screen:

- Click the **“Competitors”** tab
- On the top right, click on **“Add a new student”**

JMNZ: COMPETITORS

Tours 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.

Tours 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.

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"**

Dates	Name	Location	Due
1/6 - 3/18	CA Mock Trial Finals	Los Angeles, US	2/28

Next Screen:

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

CA MOCK TRIAL FINALS

Teach Democracy (Code 134)

General Entries Attendees Website Results

Entries

ALL

Add Entry to

State Finals

Team Deadlines

Add Deadline Feb 28 6:00 PM

Online Drop Deadline Feb 28 6:55 PM

Fees still owed after Jan 6 11:55 PM

School limit in Team 1

Add entry in Team

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"**

CA MOCK TRIAL FINALS

Teach Democracy (Code 134)

General Entries Attendees Website Results

Entry Details

State Finals

Competitor 1 * NONE

Competitor 2 * NONE

Competitor 3 * NONE

Competitor 4 * NONE

Competitor 5 * NONE

Competitor 6 * NONE

Competitor 7 * NONE

Competitor 23 NONE

Competitor 24 NONE

Competitor 25 NONE

Save Details

Entry

Name: Team Teach Democracy

Code: 201

Event: State Finals

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

General Entries Attendees Website Results

Entries

ALL TRIAL

1 entries

Trial Team

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