This year, NHSMTC will begin partnering with Tabroom.com to manage the competition operations for the National Championship. During the competition, your roll as a presider or scoring judge and the locations of the trials to which you are assigned will be sent from Tabroom, and you will also complete and submit your scoring ballots online through Tabroom.

This all requires that you create an account and register on Tabroom.com. Because this is a transition year, it means registration will require a few extra steps in addition to your registration on the Arkansas Nationals website. We appreciate your patience as we roll-out this system, and we welcome your feedback as we grow into this process.

## STEP 1: Create an account on <a href="https://www.tabroom.com">https://www.tabroom.com</a>.

- In the top-right corner of the Tabroom webpage, click "Sign Up." (see the screenshot to the right)
- Fill out the information underneath the "Non-NSDA Members" heading, and then hit "Create Account." (If you want to receive our notices via text message, you will need to include your cell-phone number)

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 Once you have submitted the form, you need to confirm your Tabroom account. You will receive an email with a verification code to enter in order to verify your account.

# Step 2: Sign-up for the 2023 National High School Mock Trial Championship at

#### http://nhsmtc.tabroom.com.

- Go to the "Volunteer Signup" tab. (see the screenshot to the right)
- From the drop-down menu, "Select a volunteer category," choose "Judging Panel Members."



- Mark the box indicating that you agree to the disclaimer.
- Under "Volunteer Category," choose the category that best describes you, and then complete the remaining questions.
- The "Diversity Identification" section is optional, but it will help us create diverse scoring panels.
- Select the competition rounds for which you are available and willing to judge—you will be selected for all rounds you choose here; take care to note for your own records which rounds you have selected.
- Enter your current professional affiliations.
- Click the "Register to Judge" button. (note, this button only activates when all required fields have been completed)

## Step 3: Select your "Conflicts & Affiliations."

 From the drop-down menu, choose your state of residence and any other states from which you should be conflicted from judging. (if you choose an option by error, click the red trashcan icon to remove it)



# COMPLETE!

Your registration to volunteer as a judge for the National Championship is now complete. During judge orientation on the day of competition, you will receive notification with your judging assignments. You will then login to your account on Tabroom.com, and that is where you will enter scores during competition rounds—additional instruction will be provided during judge orientation.