This year, NHSMTC will begin partnering with Tabroom.com to manage the competition operations for the National Championship. During the competition, notifications for round pairings as well as final scores and ballots will be made available through Tabroom.

This all requires that you create an account and register your team on Tabroom.com. As this is a transition year, it means this will require a few extra steps in the registration process. 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 https://www.tabroom.com.**

- 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." (make sure to remember or document the email and password you choose)

- 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.
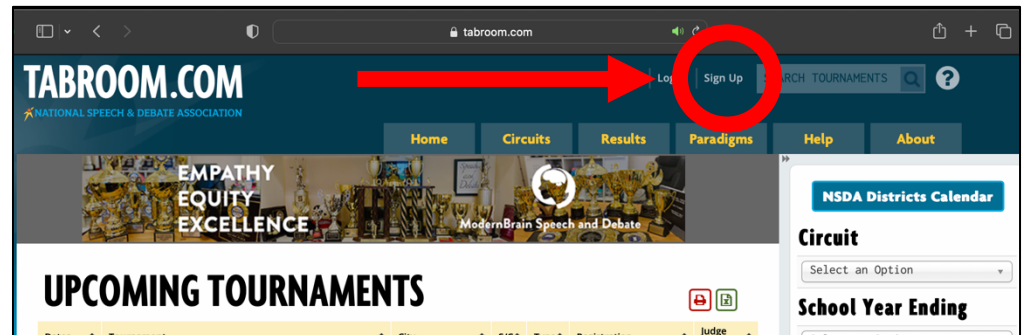
Step 2: **Create your school.**

- Once you are logged in after verifying your account, click on "Create your institution."
- Complete the form and click "Save School Info." You do not have to provide a full mailing address—the two required fields are school name and state.
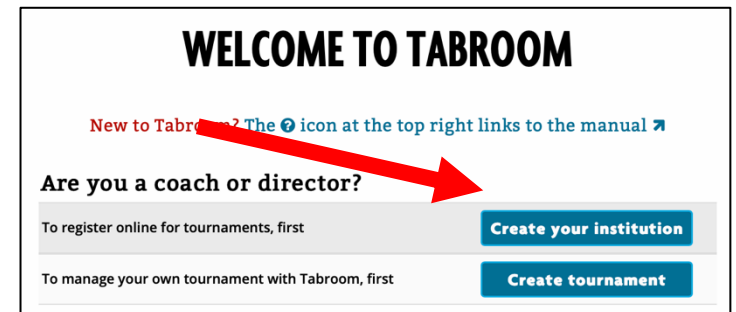
This is your school's page on Tabroom. From here, you can complete the necessary registration for your team using the instructions that follow. When you login to Tabroom.com, you should be taken to your school's page by default, and Tabroom defaults the view to the "Tournaments" tab.

Step 3: **Join the National Mock Trial Circuit.** Tournaments on Tabroom.com are organized by "circuit." This helps you see only those tournaments that are relevant to your school. The Nationals Championship is its own circuit.

- From your school's page, click on the "Circuits" tab.
- Using the drop-down menu, choose "National Mock Trial (US)" and click "Join." (the second drop-down does not apply to mock trial tournaments)
- You are now able to register for events in the circuit.

Step 4: **Enter Your Mock Trial Team Roster.**

- Navigate to the "Competitors" tab.
- On the menu along the right-side of the website, under "Competitor Roster" click "Add a new student."

- At a minimum, each student's first name, last name, and graduation year are needed.
- Once you have completed entering the information, click "Save Student Info."
- You will see that the fields have cleared. Repeat to enter each student on your roster.
- After you have entered your last student, click on "Return to student roster" located in the right-side menu.
- Confirm all of your official team has been entered (your screen should now look like the screenshot on the right).
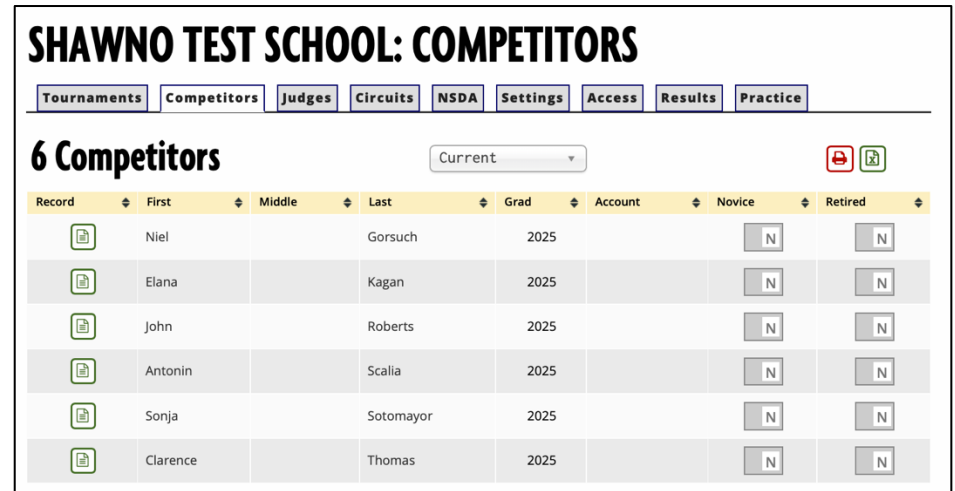
This does not replace the need to provide printed rosters to judging panels during the competition.

Step 5: **Join the National High School Mock Trial Championship.** You next need to join the competition.

- Still on the school page, navigate to the "Tournaments" tab.
- You should now see the National High School Mock Trial Championship listed. Click on the green button located on the right-side of the tournament listing. This action enters your school into the National Championship and takes you to the remaining team registration pages.
- On the first page you see the "General" tab. Provide the requested information on that tab.
- Navigate to the "Entries" tab.
- Using the drop-down on the right-side menu, select the "Trial Team" entry. (note, you will <u>not</u> enter artist or journalist students this year)
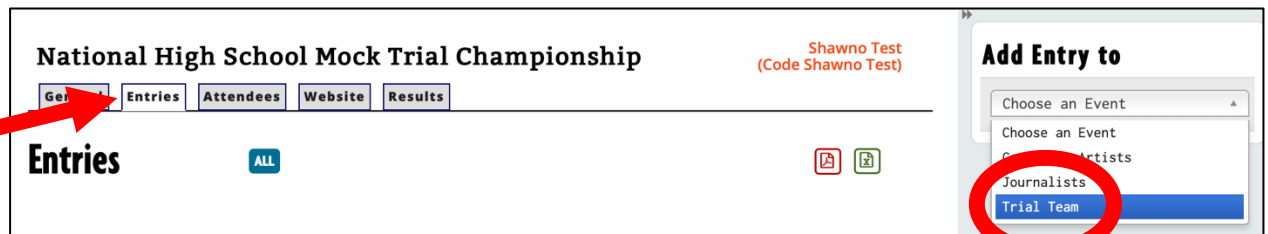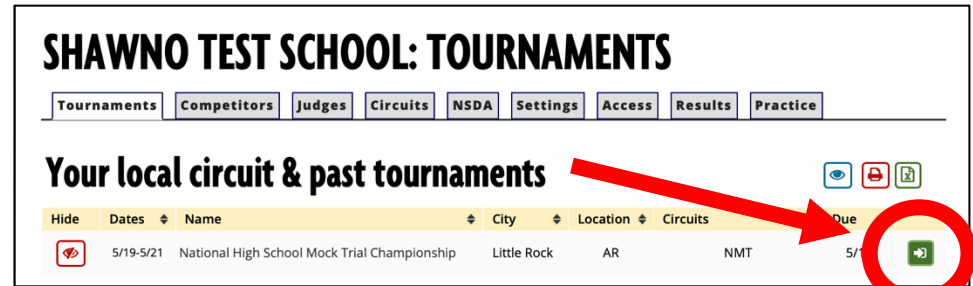
- You will see the right-side menu expand. Click on "Add entry in Team."
- Using each drop-down, choose the competitors you entered in your roster that you are entering for trial competition (i.e. select all official team members competing in mock trial).
- Click "Save Details" at the bottom of the page.
- Click on the "Entries" tab, and it should now look like the screenshot below.

If your school has non-competing observers (other students, parents, attorney coaches/advisors, etc.), you may add them to your registration using the "Attendees" tab; but this is not required.

You have now completed team registration! With this registration, you (the coach) will be the only individual who receives emails or text blasts from Tabroom. Students, parents, etc. may also receive those notifications, but to do so will require each of them individually to create a Tabroom.com account, and then you will need to add them to your school through the methods identified above and then link their email addresses to the entries you make—they cannot join your school themselves. You may undertake that administration if you choose. However, there are two additional sources of competition information your team and its supporters may access: (1) round pairing information will be available on the public-facing tournament page on Tabroom.com (no account is needed to view); and (2) NHSMTC social media accounts will post round pairings and important notices as usual—follow "@nhsmtc" on Facebook, Instagram, and/or Twitter.