



Loyola High School

SPEECH & DEBATE

Tournament Guide

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1.0 Technology

1.1 Required Technology

In order for competitors, judges, and staff to have a smooth experience with NSDA Campus and the Loyola Invitational tournament, the following are required pieces of technology:

- High Speed Internet Connection - we recommend a minimum download speed of 5 MBPS
 - If you are unsure of your internet speed, please visit <https://www.fast.com/> to run a test
- Google Chrome Internet Browser
 - Available for download here: <https://www.google.com/chrome/>
- Microphone/Speakers - we recommend the use of a plug in device, but built in will work as well. We do not recommend using a bluetooth or other wireless option as battery life may not last for the duration of a competition day.
- Video Camera

1.2 NSDA Campus

[NSDA Campus](#) is the platform used to host this tournament.

If you read nothing else in this document and have not used NSDA Campus before, please watch this short video to familiarize yourself with the layout:
https://www.youtube.com/watch?v=Aw7J8_ag6s&feature=emb_title

In order to access your round, all participants (competitors, judges and staff) must be logged into their own tabroom account using google Chrome as your browser.

After logging in, click on your email address at the top of the screen:

TABROOM.COM
a project of the NATIONAL SPEECH & DEBATE ASSOCIATION

Logout Profile **Your Email**

Home Circuits Results Paradigms Help About

Adjudicating Speech and Debate
Free course on NFHSLearn.com

UPCOMING TOURNAMENTS

Dates	Tournament	City	ST/CY	Registration
7/23 - 9/7	Camp Pennsbury	Fairless Hills	PA	No open registration
8/23 - 9/23	SSSDL September Speech Debate	NSDA Campus	NY	Due by 9/18 5:00 PM EDT
9/5 - 9/7	Loyola Invitational	Los Angeles	CA	Closed
9/3 - 9/5	Hendrickson Pflugerville Swing	Pflugerville	TX	Closed
9/4 - 9/5	Southlake Carroll Dragon Faire	Online	TX	Closed
9/4 - 9/6	TeleHealth Access for Seniors Charity Debate Classic	Zoom/Discord	FL	Closed
9/5 - 9/6	Fall Online Classic	Online	US	Due by 9/6 8:00 PM PDT
9/2	Asynchronous IE Check	NSDA Campus	TX	Opens 9/3 1:00 PM CDT

NSDA Districts Calendar

Circuit
Select an Option

School Year Ending
Select an Option

States/Provinces
Select an Option

Countries
Select an Option

1.2.1 Judges

**Competitors & staff can skip to the next sections below*

Judge View:

If you are a judge with a ballot and click on your email address, you will see this screen. Please use the Blue Video Link (Circled in Red) to access your room. Your room will open in a new browser tab.

The screenshot shows the TABROOM.COM website interface. The header includes the logo, navigation links (Home, Circuits, Results, Paradigms), and user options (Logout, Profile, @gmail.com). The main content area is titled 'Current Rounds' and contains a table with the following data:

Judge	Round	Room	Starts	Entries
Vepa	LD Round 1 Flt 1		Sat 5:00 PM EDT Sat 2:00 PM PDT	Aff: Code of Flight 1 Aff Entry Neg: Code of Flight 1 Neg Entry
Vepa	LD Round 1 Flt 2		Sat 6:00 PM EDT Sat 3:00 PM PDT	Aff: Code of Flight 2 Aff Entry Neg: Code of Flight 2 Neg Entry

Each row in the table includes a green 'START' button. The video link icon in the first row is circled in red, and the 'START' button in the first row is circled in purple.

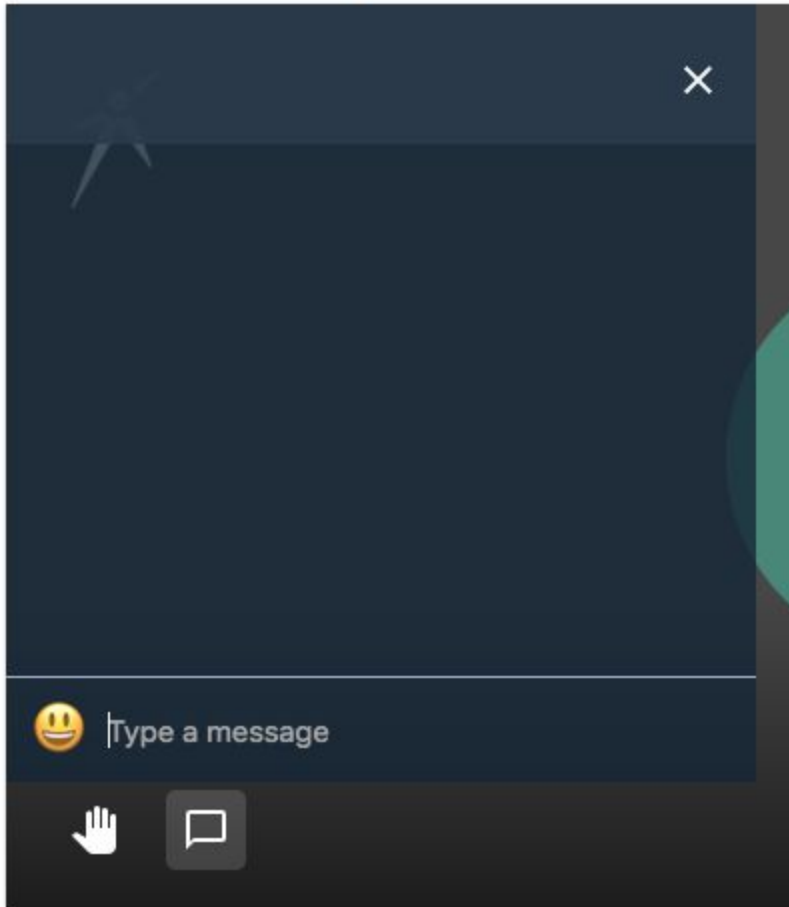
This is what your round room will look like after you click on the blue video link. Judges who enter the round will be designated Moderator. Please familiarize yourself with the options:

- Your section number will vary depending on the event you are judging and your specific ballot's ID code.
- You will see your name and (if your camera is on) your video feed. All participants will join with their cameras and microphones off.
- From left to right at the bottom of the screen, you will see options to Raise/Lower your hand, open/close the chat feature, mute/unmute your microphone, turn your video feed on/off, select between gallery and speaker view, and open further options that include managing video quality, making the round full screen, and muting everyone. Only moderators will have the option to mute everyone.

The screenshot displays the NSDA Campus meeting interface. At the top center is the NSDA CAMPUS logo. Below it, the text "NSDA Campus - LD 49" is shown in blue, with a red note: "Your section number will vary based on the event and your specific ballot". The main interface features a dark background with a large green circle containing the letters "JT". A control bar at the bottom includes icons for "Raise/Lower Hand", "Open Chat", "Mute/Unmute", "Video on/off", "Gallery/ Speaker View", and "More Options". A dropdown menu is open over the "More Options" icon, listing "Manage video quality", "View full screen", and "Mute everyone". On the right, a sidebar contains "INFO", "FILE SHARE", and "TIMER" tabs, with "INFO" selected. The sidebar text reads: "Welcome to NSDA Campus!", "Online Event Instructions", "General Tips:", "You must use Chrome, or the Jitsi Meet android/iOS app to access the room.", and "You must give your browser permission to access your camera and microphone. If they're not working, click the video icon in your url bar and select 'Allow':". At the bottom, a blue navigation bar contains "NSDA Home", "Terms & Conditions", and "Privacy Policy".

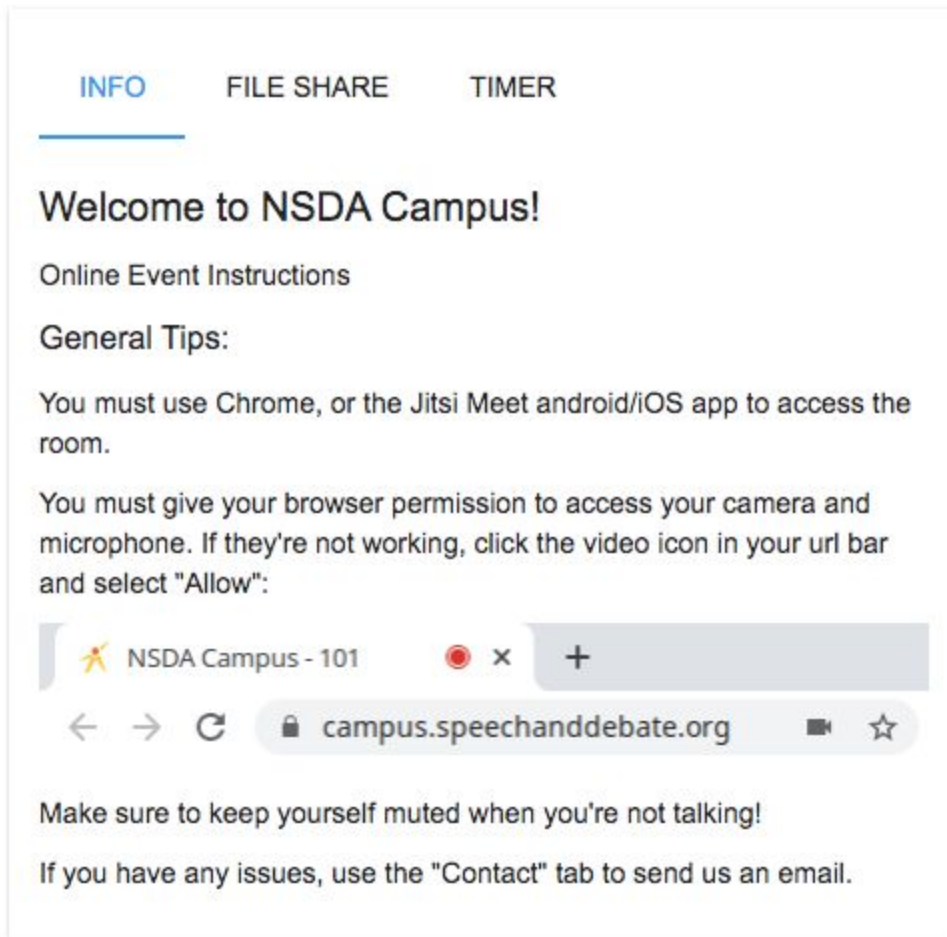
This is what the Chat feature will look like when opened:

NSDA Campus - LD 49



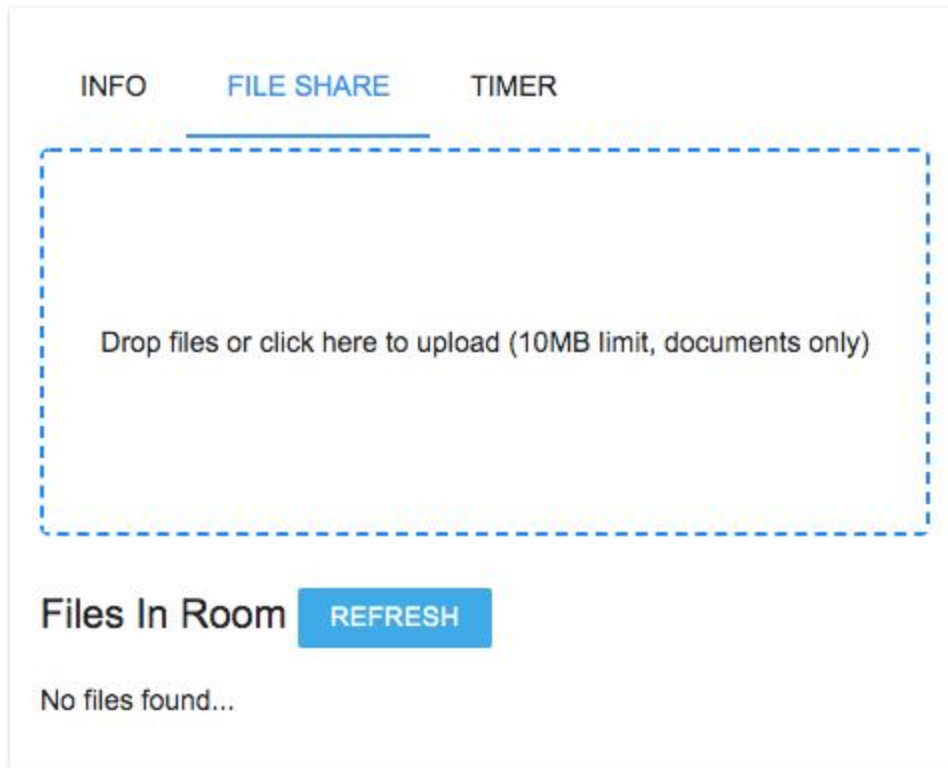
There are also 3 tabs on the right side of the screen. Please take a look and familiarize yourself with the options:

The first tab and the default is the INFO tab. It will tell you instructions on how to access the room. In case of tech failure with your primary desktop or laptop device, you may also access the room using the Jitsi Meet app on Android/iOS. We do not recommend this option at this time unless you are unable to access the room via a Chrome browser.



The screenshot shows the 'INFO' tab selected in a Jitsi Meet interface. At the top, there are three tabs: 'INFO' (highlighted with a blue underline), 'FILE SHARE', and 'TIMER'. Below the tabs, the main heading reads 'Welcome to NSDA Campus!'. Underneath, it says 'Online Event Instructions' and 'General Tips:'. The first tip states: 'You must use Chrome, or the Jitsi Meet android/iOS app to access the room.' The second tip states: 'You must give your browser permission to access your camera and microphone. If they're not working, click the video icon in your url bar and select "Allow":'. Below this text is a screenshot of a Chrome browser's address bar. The address bar shows a single tab titled 'NSDA Campus - 101' with a red indicator light. The address is 'campus.speechanddebate.org'. To the right of the address bar are icons for back, forward, refresh, and a video camera icon. Below the browser screenshot, the text continues: 'Make sure to keep yourself muted when you're not talking!' and 'If you have any issues, use the "Contact" tab to send us an email.'

The second tab is the FILE SHARE tab, which may be used as an alternative to email chains. Please note that files uploaded here are viewable by all participants, and the files cannot be deleted or renamed. Make sure they are named appropriately.



The screenshot displays a user interface for a file-sharing feature. At the top, there are three tabs: 'INFO', 'FILE SHARE', and 'TIMER'. The 'FILE SHARE' tab is selected and highlighted with a blue underline. Below the tabs is a large dashed blue rectangular area containing the text 'Drop files or click here to upload (10MB limit, documents only)'. Underneath this area, the text 'Files In Room' is followed by a blue button labeled 'REFRESH'. Below the 'REFRESH' button, the text 'No files found...' is displayed.

The third tab is the TIMER feature. By default, the timer opens up with the prep time clocks as the default on screen. Please ensure that you are using the correct amount of prep time for the tournament and division you are located in.

The screenshot displays the 'TIMER' tab interface. At the top, there are three tabs: 'INFO', 'FILE SHARE', and 'TIMER' (which is selected and underlined). Below the tabs are two identical boxes for setting prep time. Each box contains a red 'RESET' button, a digital display showing '05:00', and a blue 'RESUME' button. Below the display are four dark blue buttons: '+ S', '+ M', '- S', and '- M'. Below these two boxes is a larger digital display showing '00:00'. Underneath this display are two dropdown menus: the first is set to '6' with the label 'minutes', and the second is set to '0' with the label 'seconds'. Below the dropdowns are two large buttons: a blue 'START' button and a red 'RESET' button. At the bottom of the interface is a checkbox labeled 'Prep Timers' which is currently checked.



Under the 2 boxes for prep time, there is a box to use the speech timer, and a checkbox to not display the prep clock called "Prep Timers". Unchecking this box will result in the following view.

You can set the time using the dropdown menus for minutes and (if needed) seconds. Then you can use the blue START button to start the timer, pause the timer once started, or the red RESET button to reset the timer.

The image shows a user interface for a timer. At the top, there are three tabs: "INFO", "FILE SHARE", and "TIMER". The "TIMER" tab is selected and highlighted with a blue underline. Below the tabs, the timer display shows "00:00". Underneath the display, there are two dropdown menus: the first is set to "6" minutes and the second is set to "0" seconds. Below these settings are two large buttons: a blue "START" button and a red "RESET" button. At the bottom of the interface, there is a checkbox labeled "Prep Timers" which is currently unchecked.

Once you have confirmed that you have the ability to access the round and its associated features, please return to this tab and click on the START button (Purple Circle - Image Below). This will provide you access to your ballot. Press this button when all participants are present and ready to begin the debate.

The screenshot shows the TABROOM.COM website interface. At the top, there is a dark blue header with the site name and navigation links for Home, Circuits, Results, and Paradigms. Below the header is a section titled "Current Rounds" which contains a table of active rounds. Two rounds are listed, each with a "START" button highlighted by a purple circle and a video camera icon highlighted by a red circle.

Judge	Round	Room	Starts	Entries
Vepa	LD Round 1 Ft 1		Sat 5:00 PM EDT Sat 2:00 PM PDT	Aff: Code of Flight 1 Aff Entry Neg: Code of Flight 1 Neg Entry
Vepa	LD Round 1 Ft 2		Sat 6:00 PM EDT Sat 3:00 PM PDT	Aff: Code of Flight 2 Aff Entry Neg: Code of Flight 2 Neg Entry

When you press START, your ballot will appear on your screen. Your ballot will look like every other Tabroom.com ballot with one notable change - the blue video link to access your room (Red Circle) will be located at the top of your ballot screen:

The screenshot shows a web interface for a debate tournament. At the top, there is a navigation bar with links for Home, Circuits, Results, Paradigms, Help, and About. The main content area displays the name 'Teja K Vepa' and the round 'LD Round 1 Flt 1'. A 'Room Link' icon, which is a blue video camera symbol, is circled in red. Below this, the resolution is stated: 'Resolved: In a democracy, voting ought to be compulsory.' There are instructions for assigning speaker points and providing a Reason for Decision (RFD). The 'Points' section shows a range of 24-30 with no ties and steps of 0.1. The 'Decision due' is 3:15 PM and the 'Time left' is 22:50:49. At the bottom, the 'Online Flip Status' is 'Flip Complete'. On the right side, there is a logo for Loyola High School of Los Angeles and a table showing the current round and flight.

Round:	Round 1	Flight	1
Room:			

Because this is an online tournament, please at a MINIMUM indicate which side you voted for in the RFD field. We encourage all judges to provide written feedback in addition to post-round discussions. Keep in mind that written feedback will be visible to the coaches of the competitors and that coaches prefer enumerated feedback from judges to ensure miscommunication does not occur.

1.2.2 Competitors

Competitors must log into their tabroom account once pairings are released and can access their round by first clicking on their email address at the top of the screen:

TABROOM.COM
a project of the NATIONAL SPEECH & DEBATE ASSOCIATION

Logout Profile **'Your Email'**

Home Circuits Results Paradigms Help About

Adjudicating Speech and Debate
Free course on NFHSLearn.com

UPCOMING TOURNAMENTS

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9/2	Asynchronous IE Check	NSDA Campus	TX	Opens 9/3 1:00 PM CDT

NSDA Districts Calendar

Circuit
Select an Option

School Year Ending
Select an Option

States/Provinces
Select an Option

Countries
Select an Option

Competitors will then see 2 blue video links on their screen.

- One, located in the center of the screen, will take them to their team's squad room and is indicated by the name of their school and the text "Squad Room" immediately to the left of the blue video link. (Purple Circle - Image Below)
- The other link will take them to their round and is located under the "Room" header. (Red Circle - Image Below)

Competitors will also see the start time of their round both in their local timezone (based on what timezone is listed in their Tabroom profile) and the timezone that the tournament has designated as the tournament timezone.

Competitors will also see their opponent(s) and judge(s) on this screen.

The screenshot shows the 'Competitor Records' page for the 'Loyola Invitational' tournament. At the top, there are three tabs: 'Current', 'Future', and 'Results', with 'Current' selected. Below the tabs, the tournament name 'Loyola Invitational' is displayed on the left, and 'Varsity LD' is on the right. Underneath, there is a section for 'Online Spaces' containing a 'Squad Room' link with a video camera icon circled in purple. Below this is a table with columns: Round, Start, Room, Side, Opponent, Judges, and Results/Comments. The first row shows 'Round 1' starting at 'Sat 4:00 PM CDT' and '2:00 PM PDT'. The 'Room' column contains a video camera icon circled in red. The 'Side' column shows 'Neg', and the 'Opponent' column is redacted with a black bar. The 'Judges' column shows a 'P' icon and another redacted black bar.

Competitor Records

Current Future Results

Current Entries

Loyola Invitational

Varsity LD

Online Spaces

Squad Room

Round	Start	Room	Side	Opponent	Judges	Results/Comments
Round 1	Sat 4:00 PM CDT 2:00 PM PDT		Neg		P	

Once you click on the link to your round, you will be taken to this screen where your round will take place. Some features such as "Mute everyone" will only be available to the moderator.

Please familiarize yourself with the options:

- Your section number will vary depending on the event you are competing in and the specific ballot's ID code for your debate.
- You will see your name and (if your camera is on) your video feed. All participants will join with their cameras and microphones off.
- From left to right at the bottom of the screen, you will see options to raise/lower your hand, open/close the chat feature, mute/unmute your microphone, turn your video feed on/off, select between gallery and speaker view, and open further options that include managing video quality, and making the round full screen.

The screenshot displays the NSDA Campus interface. At the top center is the NSDA CAMPUS logo. Below it, the text reads "NSDA Campus - LD 49" in blue, followed by a red note: "Your section number will vary based on the event and your specific ballot". The main area shows a meeting room with a central video feed of a person with initials "JT". To the left of the feed are icons for "Raise/Lower Hand" and "Open Chat". To the right are icons for "Mute/Unmute" and "Video on/off". Below these are "Gallery/ Speaker View" and "More Options" buttons. A dropdown menu is open over the "More Options" button, showing "Manage video quality", "View full screen", and "Mute everyone". In the top right corner, there is a small video feed of a person with the name "Judge - Teja V..." and the text "Your name and video feed (if on)". On the right side, there is a sidebar with tabs for "INFO", "FILE SHARE", and "TIMER". The "INFO" tab is selected, showing a "Welcome to NSDA Campus!" message, "Online Event Instructions", and "General Tips" which include instructions on using Chrome or the Jitsi Meet app and granting browser permissions. At the bottom, there is a blue navigation bar with links for "NSDA Home", "Terms & Conditions", and "Privacy Policy".

The second tab is the FILE SHARE tab, which may be used as an alternative to email chains. Please note that files uploaded here are viewable by all participants, and the files cannot be deleted or renamed. Make sure they are named appropriately.

1.3 Pre-Tournament Best Practices

Failing to prepare is preparing to fail. As this is a new format for most everyone participating in this tournament, we highly suggest testing your equipment and NSDA campus prior to the start of the tournament.

Here is a link to test the "Competition Room" - <https://campus.speechanddebate.org/>

Please ensure the following:

- Good internet connection
- Video Camera Works
- Microphone Works
- Chat Works

If this is your first time accessing this site, you will be asked to authorize "Chrome" the use of your camera and microphone.

Most issues involving NSDA campus will be internet connection related and not hardware related. If possible, we suggest hardwiring to your router to ensure a constant connection.

If hardwiring to your router is not possible, we suggest sitting as close as possible to ensure a strong wifi connection.

If you are accessing NSDA Campus from your school network, you will need to ask your IT department to have the following domains whitelisted:

- meet.jit.si
- web-cdn.jitsi.net
- meet-east.speechanddebate.org
- meet-west.speechanddebate.org
- meet.speechanddebate.org
- campus.speechanddebate.org

Additionally, the following ports will need to be opened:

- 80 TCP: HTTP
- 443 TCP: HTTPS
- 10000-20000 UDP: RTP

You will be able to confirm that all network settings are set correctly if you can successfully test the competition room from this link:

<https://campus.speechanddebate.org/>

1.4 Pre-Round Best Practices

The only difference between this tournament and any other tournament you have competed in is the digital nature of the event. Treat this like your first ever debate tournament and over-prepare. We suggest the following:

- Show up to your room 10 minutes before the round is supposed to start. Use this time to test technology, prepare your flowing medium, get your speech out and ready, etc. This will allow you to start the round on time
- Ask family members/friends on your network to limit data usage during your round
- Hardwire into or sit close to your router to ensure a strong connection

We additionally suggest having a plan in place for technology failure:

- Record your speech on your phone
- Make a plan with your opponent/judge should a technology failure arise.
 - Use your phone as a WiFi hotspot
 - Communicate via NSDA campus chat
 - Reach out to your coach for help
 - Reach out to tournament staff for help

Do not share your phone number nor request phone numbers from minor student competitors. If an alternative round location or platform is required, contact the tournament staff.

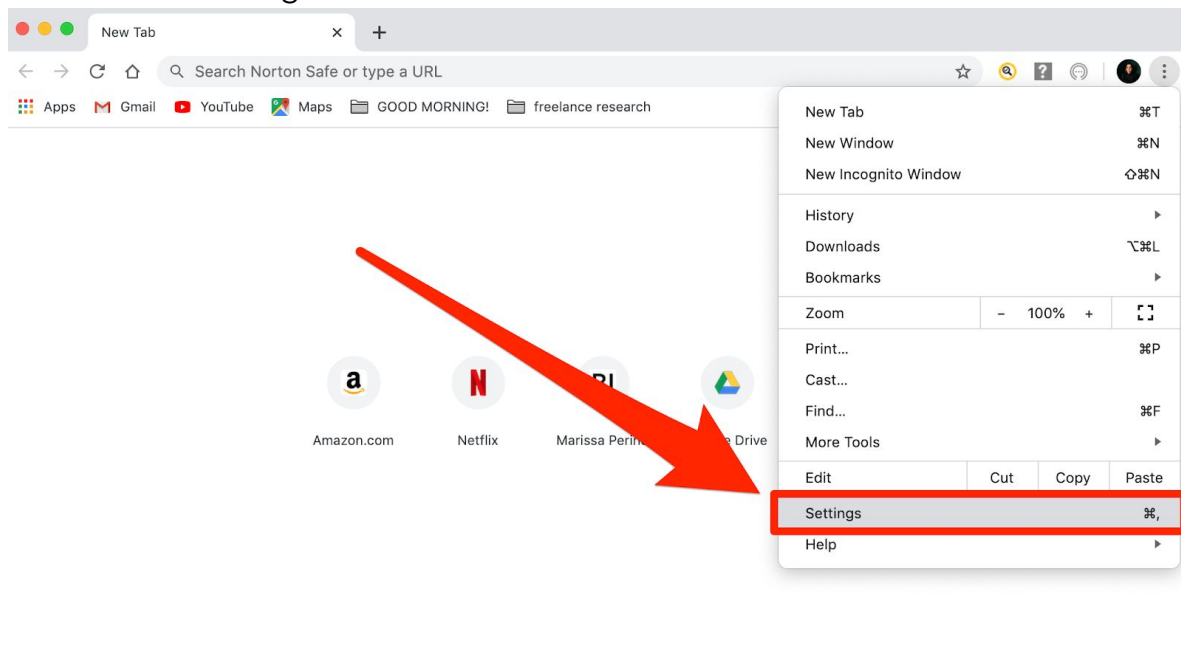
1.5 Technology Troubleshooting

1.5.1 Pre-Round Troubleshooting

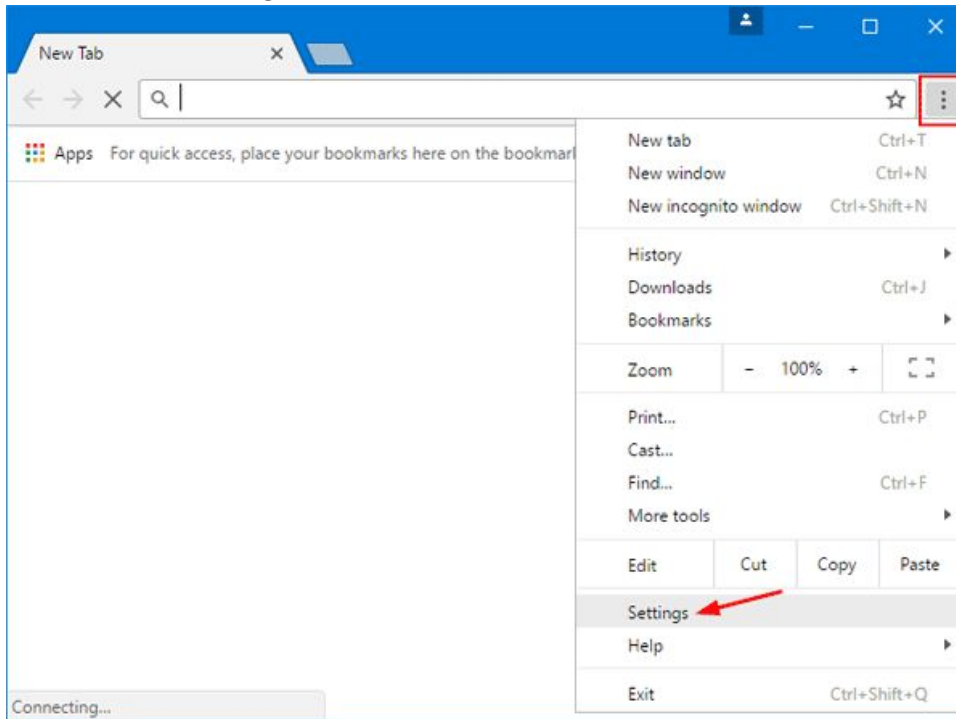
If you have issues connecting before the round begins, we suggest the following steps for troubleshooting:

- Close tabs that aren't being used
- Turn off/on your wifi connection
- Restart Chrome
- Clear your browser cache
 - Settings -> Privacy & Security -> Clear Browsing Data (Image Below)
- Use an "Incognito Window"
 - Settings -> New Incognito Window (Image Below)
- Restart your computer
- Restart your router

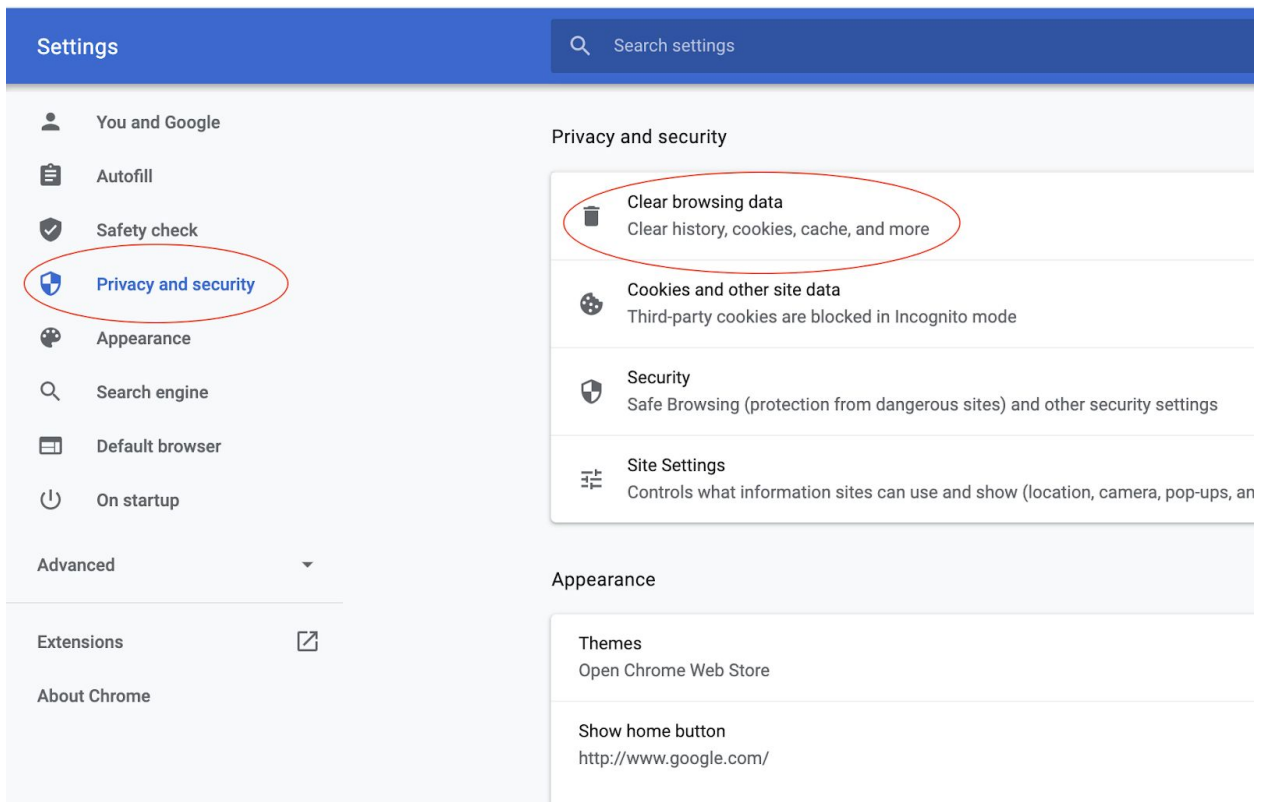
Mac View for Settings:



PC View for Settings:



Privacy & Security -> Clear Browsing Data



1.5.2 In-Round Troubleshooting

The success of in round troubleshooting will be dependent on your pre-round planning.

Try the following steps:

- Use the troubleshooting steps listed above
- Record your round on your phone or another recording device
- Use a mobile hotspot
- Communicate via NSDA campus chat
- Reach out to your coach for help
- Reach out to tournament staff for help

Do not share your phone number nor request phone numbers from minor student competitors. If an alternative round location or platform is required, contact the tournament staff.

While we cannot be your solution to every tech problem that may emerge during the tournament, we strongly believe that preparing ahead of time and following the guides listed in this document will set you up for success.