

Coaches Guide To Online Tournaments

ForensicsTournament.net (September 1, 2020)



This guide is designed to help **coaches** who are registering their schools to compete in an online tournament using ForensicsTournament.net.

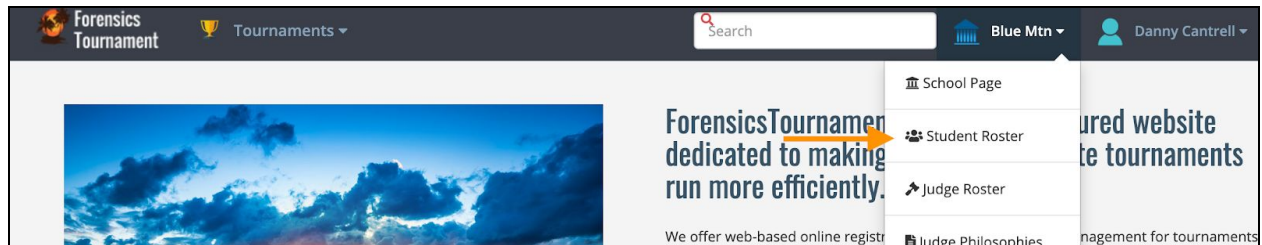
The main steps you will need to do are saving email/phone information for competitors & judges, updating posting/ballot preferences, and verifying the data.

[Tutorial Video](#)

Step 1 - Competitor Setup

One of the main differences when competing in an online tournament is the need to save a competitor's email and/or phone number on the website. This allows ForensicsTournament.net to email or text a copy of the student's postings to them for each competition round.

First, go to the Student Roster page under your account.



A. New Students

- Click on the Add New Student Button
- Enter all the required information including an email and/or phone number
- Update the student's posting preference to Email or Text so they will get their electronic postings.
- Click Save to add the student to your roster

A screenshot of the 'Active Students' page on the website. At the top, there's a header 'Active Students'. Below it, a row of buttons includes '+Add New Student' (highlighted with an orange arrow), 'View Inactive Students', 'Bulk Inactivate', 'Edit All Students', and 'Verify Contact Info'. The main section is titled 'Save New Student' and contains several input fields: 'First Name (given): *' with the value 'Ella', 'Last Name (family): *' with the value 'Baker', 'Email:' with the value 'ebaker@example.com', 'Phone:' (empty), and 'Posting Preference:' with a dropdown menu set to 'Email'. A green 'Save' button is located at the bottom right of the form.

B. Existing Students

If you already have students from a previous academic year on your student roster, you can easily add their contact information and update their posting preference.

- Click on the student's name to edit their information
- Add an email and/or phone number
- Change the student's posting preference to Email or Text so we know where to send the electronic postings. You'll note all students have a default of paper.
- Click Update to save your changes.

Edit George Washington

[← Back to Student Roster](#)

First Name (given): *	Last Name (family): *	Email:	Phone:
George	Washington	mtvernongwash@example.com	(555) 555-555
Student Status: *	Posting Preference:		
Active	Email		

C. Verify Contact Information

Next, we need to make sure the email or phone number has been entered correctly. You can send a verification email and/or text to the students. Once your student has received the verification, instruct them to click on the link. This will confirm ForensicsTournament.net can successfully connect with the student.

- You can verify a student's email and/or phone individually by clicking on the verify buttons on the student roster

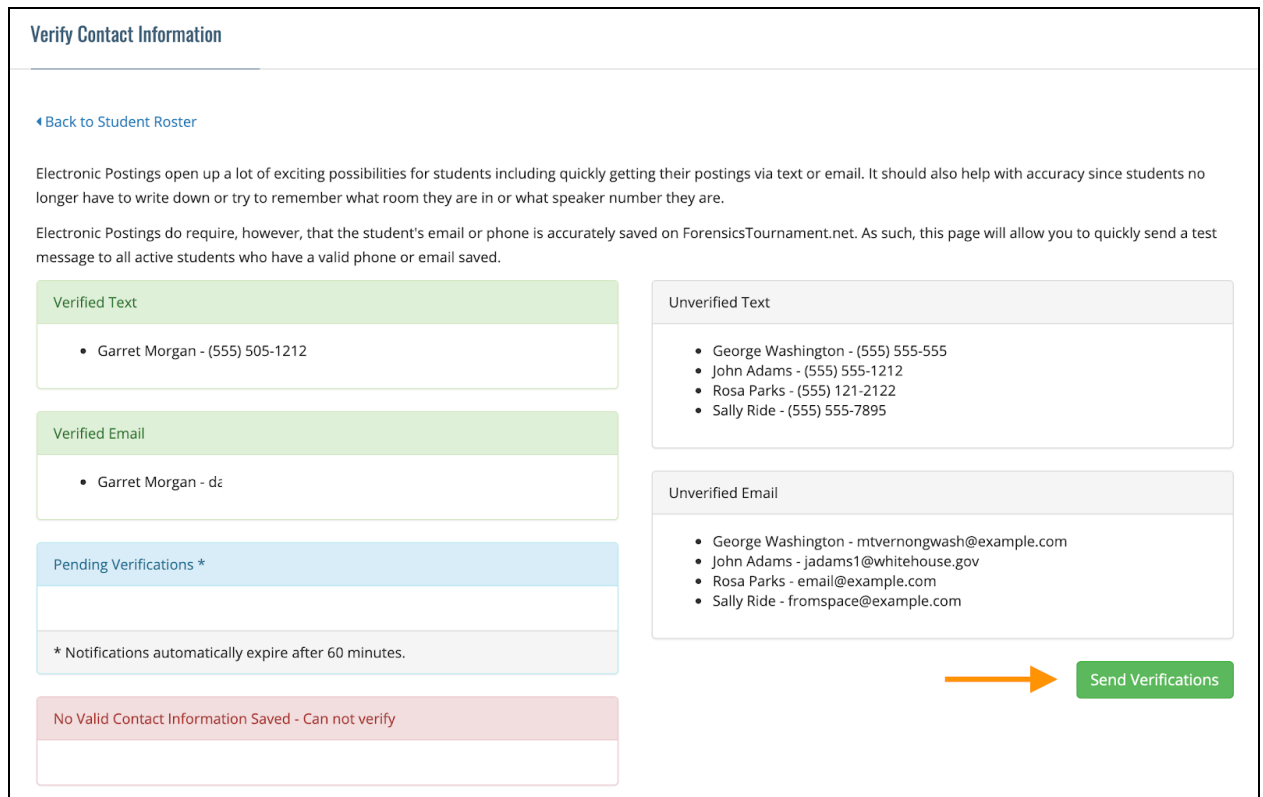
Active Students			
+Add New Student View Inactive Students Bulk Inactivate Edit All Students Verify Contact Info			
Student	Email	Phone	Posting Pref ⓘ
Garret Morgan	dannycantrell@gmail.com ✓	(555) 505-1212 ✓	email
George Washington	mtvernongwash@example.com ✗ Verify Email	(555) 555-555 ✗ Verify Phone	email

You can also quickly verify all contact information by clicking the “Verify Contact Information” link. This will take you to a summary page which will tell you who has verified their information and who still needs to verify.



The screenshot shows the 'Active Students' page. At the top, there's a header 'Active Students'. Below it, there's a navigation bar with links: '+Add New Student', 'View Inactive Students', 'Bulk Inactivate', 'Edit All Students', and 'Verify Contact Info'. An orange arrow points to the 'Verify Contact Info' link. Below the navigation bar, there's a table with columns 'Student', 'Email', and 'Phone'.

- Click Send Verifications to quickly send out verification emails and/or texts to all students listed under the unverified text/email lists.



The screenshot shows the 'Verify Contact Information' page. It has a 'Back to Student Roster' link. The page explains that electronic postings require accurate contact information. It displays four lists: 'Verified Text' (Garret Morgan), 'Verified Email' (Garret Morgan), 'Unverified Text' (George Washington, John Adams, Rosa Parks, Sally Ride), and 'Unverified Email' (George Washington, John Adams, Rosa Parks, Sally Ride). A 'Send Verifications' button is at the bottom right, with an orange arrow pointing to it. A note states: '* Notifications automatically expire after 60 minutes.' A red box at the bottom says 'No Valid Contact Information Saved - Can not verify'.

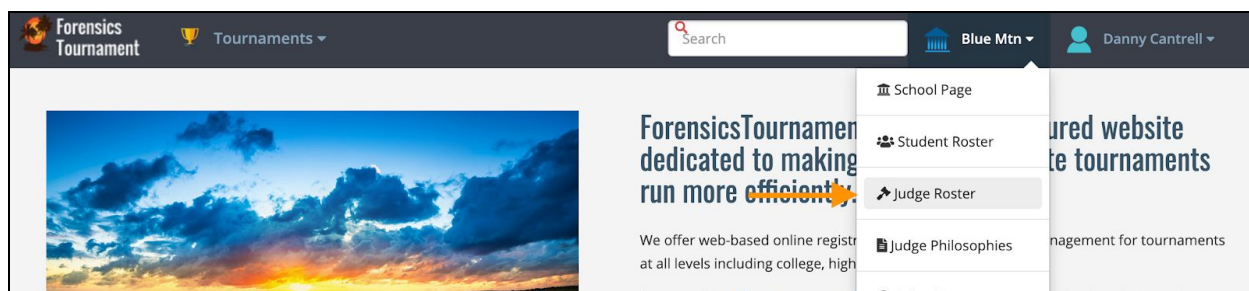
At this point, your students are all set to compete in online tournaments. During the tournament, the tournament directors will send out ePostings to all students via text or email a few minutes before the start of each round. Students simply need to click on the link in the text or email to go to their competition room. See the Competitor Guide for more information.

Step 2 - Judge Setup

Just as with students, judges need to have an email and/or phone saved in order for us to send them an eBallot during the tournament.

NOTE: It is helpful to have both email and phone numbers as that helps the tournament contact the judge if needed.

First, go to the Judge Roster page under your account.



A. New Judges

- Click on Add New Judge
- Enter all the required information including an email and/or phone number
- Update the judge's ballot preference to Email or Text so they will get their electronic ballots.
- Click Save to add the judge to your roster

A screenshot of the 'Active Judges' page. At the top, there's a header 'Active Judges'. Below it, a row of links: '+Add New Judge' (highlighted), 'View Inactive Judges', 'Bulk Inactivate', 'Judge Philosophies', 'Edit All Judges', and 'Verify Contact Info'. The main section is titled 'Save New Judge'. It contains four input fields: 'First Name (given): *' with the value 'Julian', 'Last Name (family): *' with the value 'Bond', 'Email:' with the value 'jbond@example.com', and 'Phone:' with the value '(555) 555-5555'. To the right of these is a 'Ballot Preference:' dropdown menu set to 'Text'. An orange arrow points from the 'Save' button at the bottom right to the 'Ballot Preference' dropdown.

B. Existing Judges

If you already have judges from a previous academic year on your judge roster, you can easily add their contact information and update their posting preference.

- Click on the judge's name to edit their information
- Add an email and/or phone number
- Change the judge's ballot preference to Email or Text so we know where to send the electronic ballots. For judges, it's helpful to have both an email and phone number.
- Click Update to save your changes.

Edit Alexander Hamilton

[← Back to Judge Roster](#)

First Name (given): *

Last Name (family): *

Email: ✖

Phone: ✖

Ballot Preference: *

Judge Status: *

[Update](#)

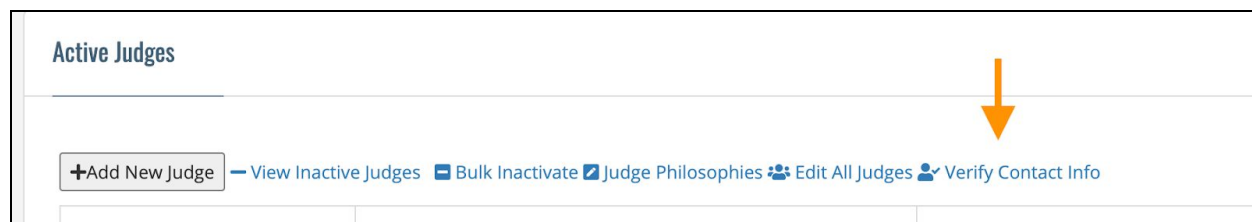
C. Verify Contact Information

Next, we need to make sure the email or phone number has been entered correctly. You can send a verification email and/or text to the judges. Once your judge has received the verification, instruct them to click on the link. This will confirm ForensicsTournament.net can successfully connect with the judge.

- You can verify a judge's email and/or phone individually by clicking on the verify buttons on the judge roster

Judge	Email	Phone	Ballot Preference ⓘ
Alexander Hamilton	aham@treasury.com ✖ Verify Email	(555) 555-5555 ✖ Verify Phone	text

You can also quickly verify all contact information by clicking the "Verify Contact Information" link. This will take you to a summary page which will tell you who has verified their information and who still needs to verify.



- Click Send Verifications to quickly send out verification emails and/or texts to all judges listed under the unverified text/email lists.

Home / School / Judge Roster / Verify Contact Information

Verify Contact Information

[Back to Judge Roster](#)

Electronic Ballots open up a lot of exciting possibilities for judges including quickly getting their ballots via text or email. It should also save a lot of time since judges will no longer need to walk back to the ballot table to drop off and pick up their ballots. Tab rooms also no longer have to record scores by hand.

Electronic Ballots do require, however, that the judge's email or phone is accurately saved on ForensicsTournament.net. As such, this page will allow you to quickly send a test message to all active judges who have an unverified phone or email.

Verified Text

Verified Email

Pending Verifications *

* Notifications automatically expire after 60 minutes.

No Valid Contact Information Saved - Can not verify

Unverified Text

- Alexander Hamilton - (555) 555-5555
- Julian Bond - (555) 555-5555
- Maya Lin - (555) 121-2121

Unverified Email

- Alexander Hamilton - aham@treasury.com
- Julian Bond - jbond@example.com
- Maya Lin - d@gm

[Send Verifications](#)

At this point, your judges are all set to judge at online tournaments. During the tournament, the tournament directors will send out eBallots to all judges via text or email a few minutes before the start of each round. Judges simply need to click on the link in the text or email to go to their eBallot. Their eBallot will then direct them to the competition room and allow them to enter feedback, ranks, and rates. See the Judge Guide for more information.