

# Coaches Guide To Online Tournaments

ForensicsTournament.net (September 1, 2020)

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This guide is designed to help **coaches** who are registering their schools to compete in an online tournament using [ForensicsTournament.net](https://ForensicsTournament.net).

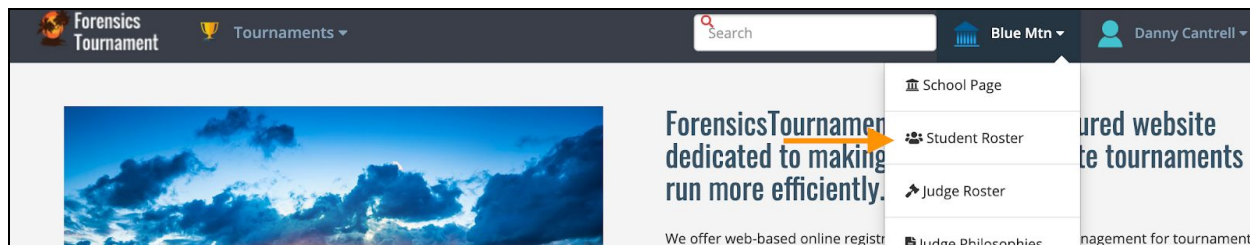
The main steps you will need to do are saving email/phone information for competitors & judges, updating posting/ballot preferences, and verifying the data.

[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. At the top, there is a header 'Active Students' and a row of buttons: '+Add New Student' (highlighted with an orange arrow), 'View Inactive Students', 'Bulk Inactivate', 'Edit All Students', and 'Verify Contact Info'. Below this is a section titled 'Save New Student' containing 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:
<input type="text" value="George"/>	<input type="text" value="Washington"/>	<input type="text" value="mtvernongwash@example.com"/>	<input type="text" value="(555) 555-555"/>
Student Status: *	Posting Preference:		
<input type="text" value="Active"/>	<input type="text" value="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
<a href="#">Garret Morgan</a>	dannycantrell@gmail.com ✓	(555) 505-1212 ✓	email
<a href="#">George Washington</a>	mtvernongwash@example.com ✗ <a href="#">Verify Email</a>	(555) 555-555 ✗ <a href="#">Verify Phone</a>	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.

**Active Students**

+Add New Student - View Inactive Students Bulk Inactivate Edit All Students **Verify Contact Info**

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

**Verify Contact Information**

[Back to Student Roster](#)

Electronic Postings open up a lot of exciting possibilities for students including quickly getting their postings via text or email. It should also help with accuracy since students no longer have to write down or try to remember what room they are in or what speaker number they are.

Electronic Postings do require, however, that the student'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 students who have a valid phone or email saved.

**Verified Text**

- Garret Morgan - (555) 505-1212

**Verified Email**

- Garret Morgan - d@

**Pending Verifications \***

\* Notifications automatically expire after 60 minutes.

**No Valid Contact Information Saved - Can not verify**

**Unverified Text**

- George Washington - (555) 555-555
- John Adams - (555) 555-1212
- Rosa Parks - (555) 121-2122
- Sally Ride - (555) 555-7895

**Unverified Email**

- George Washington - mtvernongwash@example.com
- John Adams - jadams1@whitehouse.gov
- Rosa Parks - email@example.com
- Sally Ride - fromspace@example.com

**Send Verifications**

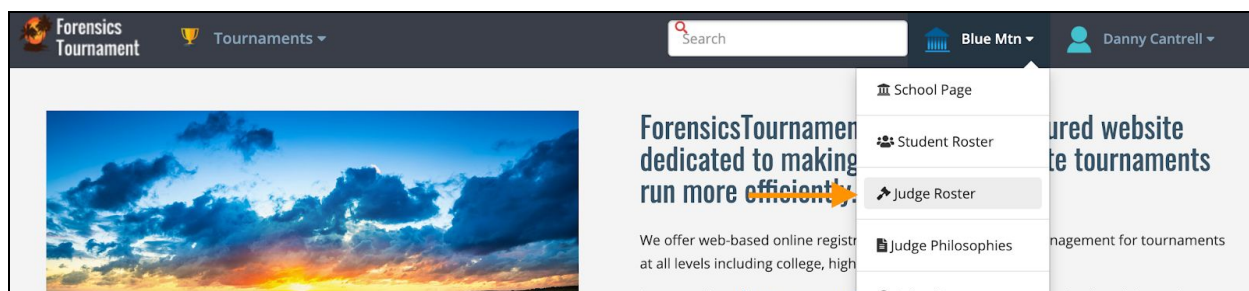
At this point, your students are all set to compete in online tournaments. During the tournament, the tournament directors will send out ePostings to all students via text or email a few minutes before the start of each round. Students simply need to click on the link in the text or email to go to their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



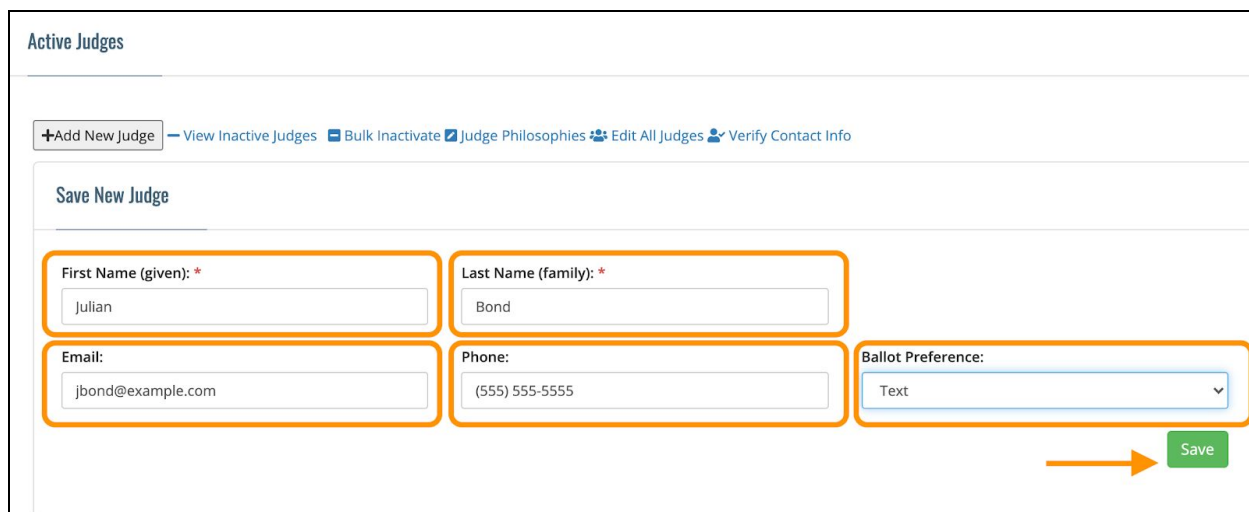
### A. New Judges

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 are navigation links: '+Add New Judge', 'View Inactive Judges', 'Bulk Inactivate', 'Judge Philosophies', 'Edit All Judges', and 'Verify Contact Info'. Below this is the 'Save New Judge' form. The form has five input fields: 'First Name (given): \*' with 'Julian', 'Last Name (family): \*' with 'Bond', 'Email:' with 'jbond@example.com', 'Phone:' with '(555) 555-5555', and 'Ballot Preference:' with a dropdown menu set to 'Text'. A green 'Save' button is at the bottom right, with an orange arrow pointing to it.

## 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 ✘ <a href="#">Verify Email</a>	(555) 555-5555 ✘ <a href="#">Verify Phone</a>	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.

