

## **Judge Logistics/Best Practices**

- All judges must have a verified phone or email saved on ForensicsTournament.net
- Coaches can save those (& verify) from the Judge Roster Page
- Judges will receive a text/email with their eBallot link. Judges should click on that link within 5 minutes of receiving it to indicate that they have “picked up” their ballot.
- On your eBallot you will have all the competitors in that round along with a link to a live video room. Click that link to go to your video conference room.
- Your eBallot will then have a feedback form where you can type your feedback to the student while they are performing or afterwards. The eBallot also has a timer to make it easy to time each speaker.
- If a judge’s keyboard is loud, they are encouraged to mute their audio during performances but please leave the video feed on so competitors can receive your visual feedback.
- Judges are instructed *not* to penalize students for sitting while speaking since the student’s particular tech setup may work better while sitting.
- Judges are also instructed *not* to penalize students for having mics/headphones on since audio quality is usually much better using a mic/headset.
- Judges are also instructed *not* to penalize students for lighting, video/audio quality, video background to the extent possible.
- **If a judge’s internet connection drops or audio quality is poor**, they will be encouraged to call into the video conference room and listen to speeches with audio only. While not ideal, it will ensure all student’s speeches are listened to by a judge. You can get the dial-in information from the info icon in the bottom right of the screen.

