STATE JUDGES

E-Ballot Pick-Up and Stand-By

Making sure all electronic ballots get picked up promptly on Speechwire is critical to the efficiency of the tournament. To make this process smoother, we need the help of our amazing judges in a few key ways.

1. All judges check in at the table on the ground floor in the breezeway of UTC before your first scheduled round for your judge packet and parking pass. Please review the information in the packet. If you are an LD Debate Judge, your assembly will occur in Jessen Auditorium just across the street from the UTC building in Homer Rainey Hall. Maps are posted on the State Tournament webpage.

2. Review the complete tournament time schedule on the state tournament webpage. Judges are requested to be in their contest rooms 15 minutes before the round is scheduled to begin, ready to access your ballot when it is pushed to you electronically.

3. E-Ballots become available on *live.speechwire.com*. There is a large highlighted yellow banner to take you there if you are on the SpeechWire homepage, or you can go directly to: **https://live.speechwire.com/**

4. If you are pushed a ballot, you should receive an email and/or text from SpeechWire alerting you to the ballot. If there are issues with your e-ballot in the room, text Wade at 713-882-0283 in the Tab Room or text Jana at 512-773-7372. Wi-Fi can be accessed at **"utguest".** No code is necessary.

5. We need standby judges to be present near the Judge's Table in the breezeway. If you DO NOT receive an e-ballot, please wait near the Judge's Table at least the first 10 minutes after the start of the round so that you can be easily located.

6. At the beginning of your round, make sure to formally **"start the round"** on your SpeechWire Ballot. This allows the tab room to determine which e-ballots need to be pushed or what judge is missing from the round.

7. You will be asked to provide your **cell phone number** with the first electronic ballot that you open. Please provide a cell phone number at which you can be reached for the entirety of the tournament.

8. There will be a panel of three judges for all rounds of Prose/Poetry/Informative/Persuasive. LD Debate will have one judge in preliminary rounds and three in elimination rounds. Don't begin the round until all judges are present.