BEFORE WE GET STARTED

Register your attendance.

Complete this form for each session you attend.

Session numbers are in the program.

Rosters

CAP CON 2024

Making Friends with SpeechWire

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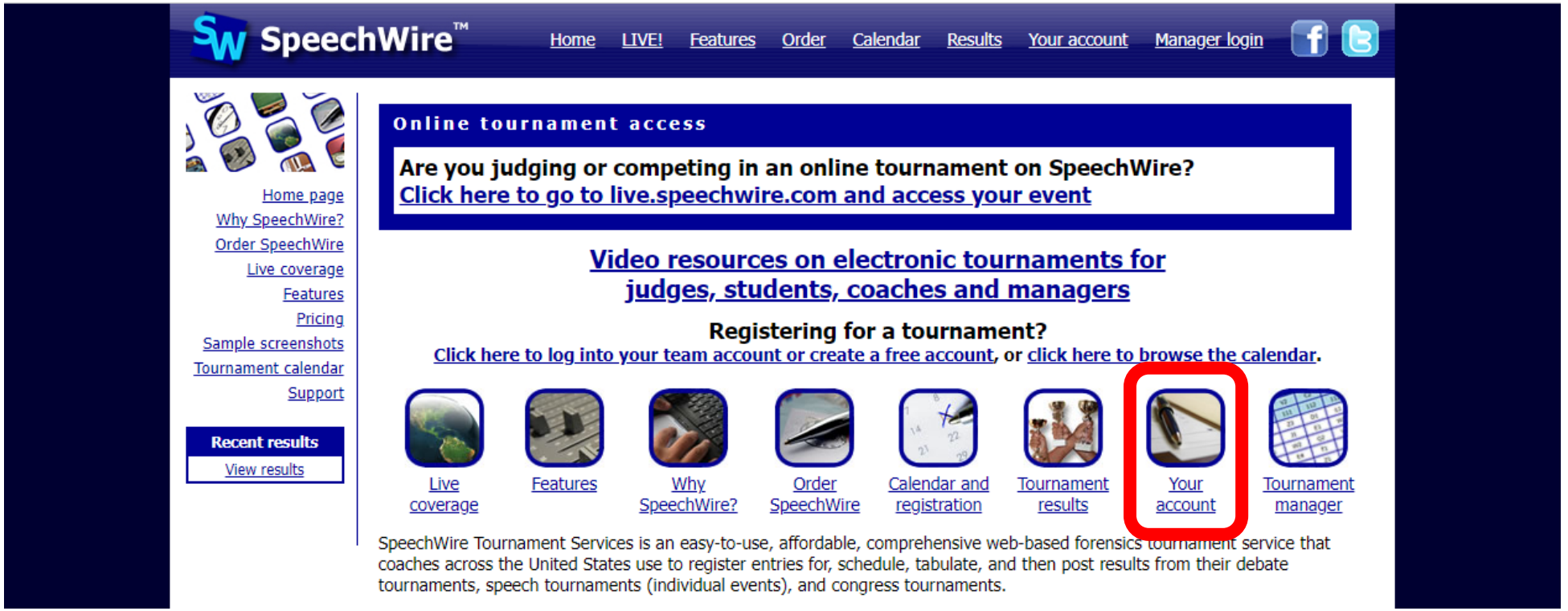
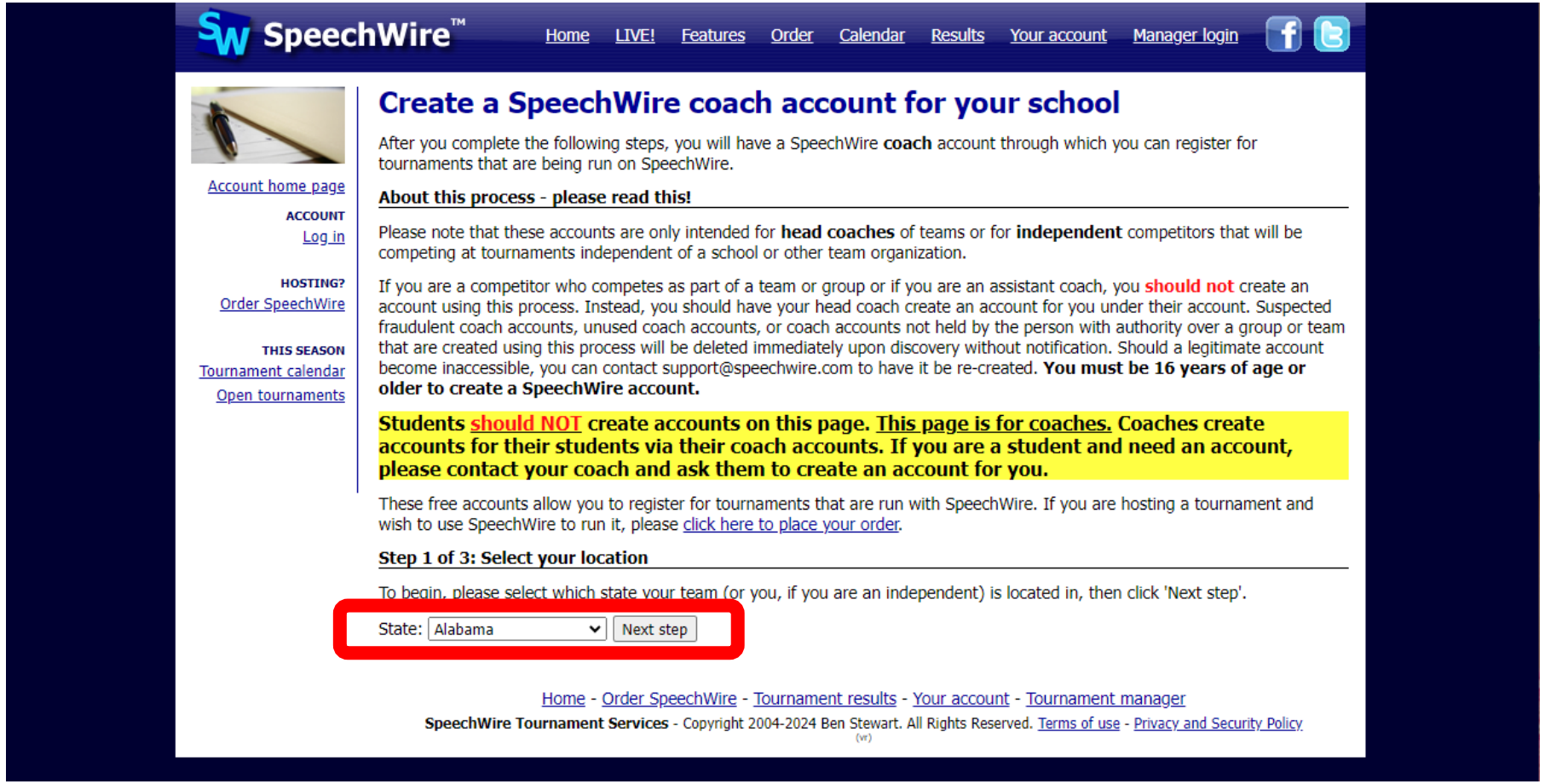
Where do I start?

- www.speechwire.com
- If you have NEVER had an account:

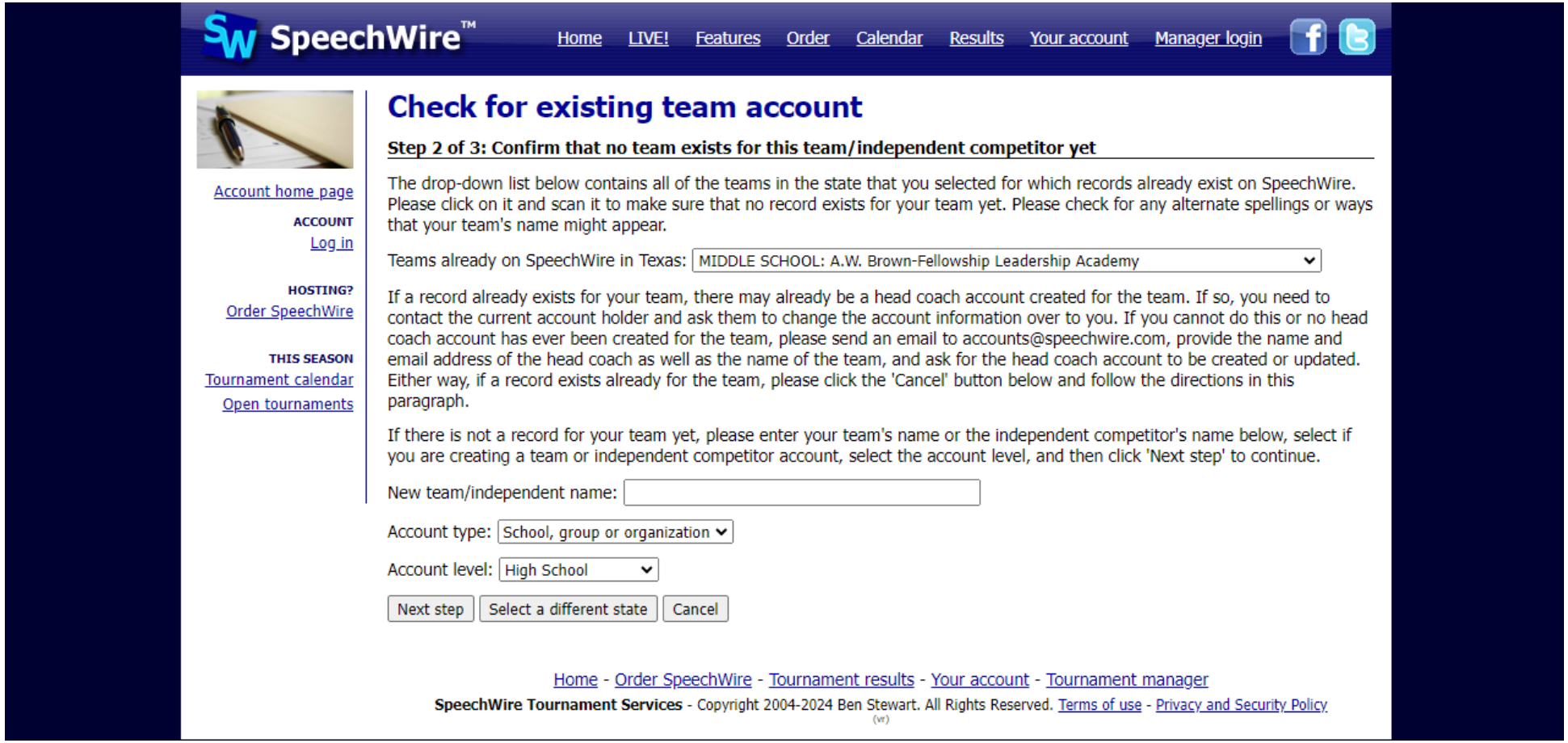


Create account

Select state



Find school in list or create if it doesn't exist.



NOTE:

- If you do not receive an email soon after creating the account, please check your junk folder or span filter. You may need to designate dispatch@speechwiremail.com as a safe sender.

I already have an account…

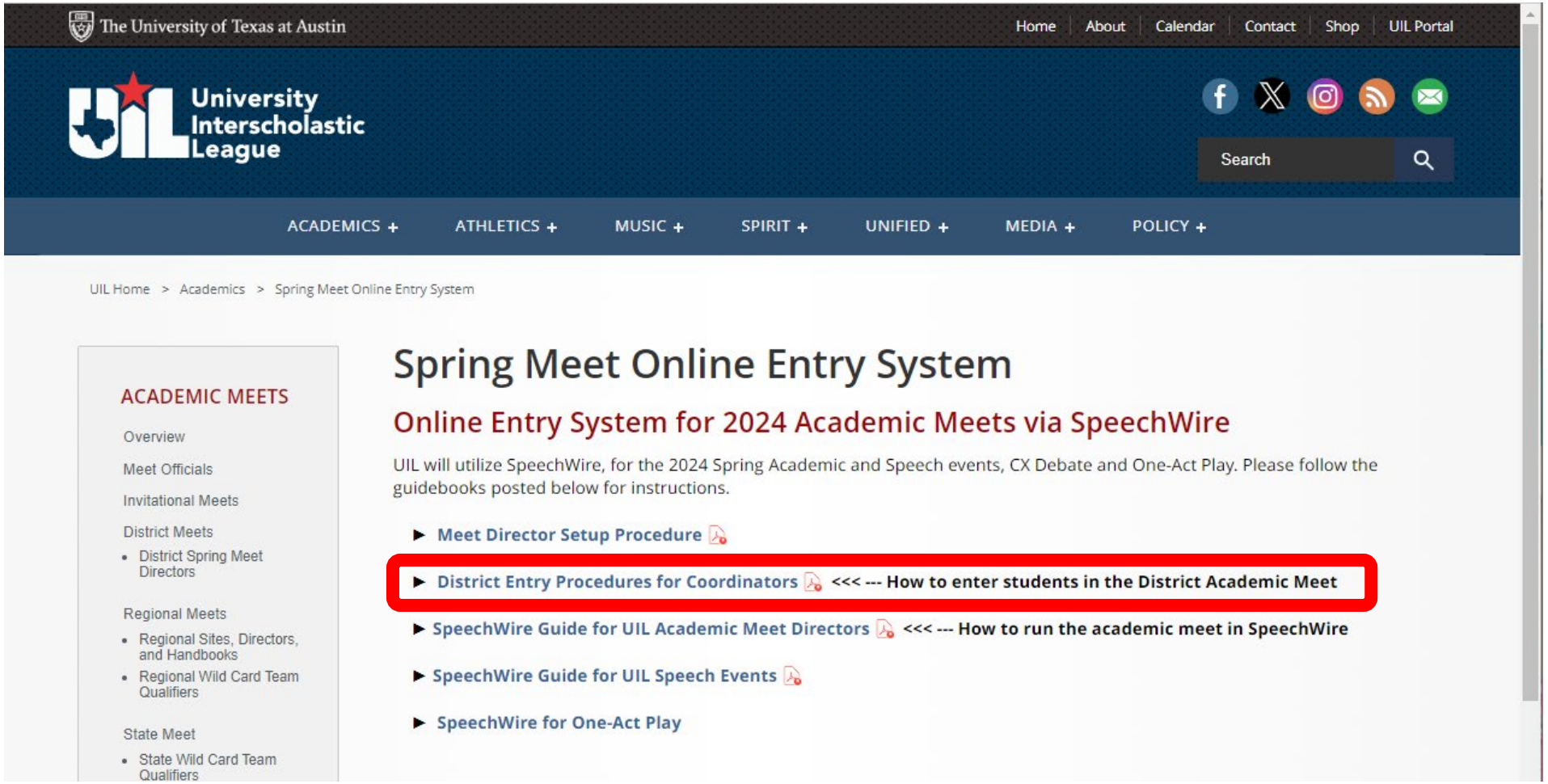
- www.speechwire.com/login

I have a problem with my account! What do I do?

- Changed schools?
  - Send email to accounts@speechwire.com
- Can't login?
  - Send email to accounts@speechwire.com
- Email address changed?
  - Send email to accounts@speechwire.com

Notice a pattern here?

District Entry Procedures for Coordinators



Step by Step

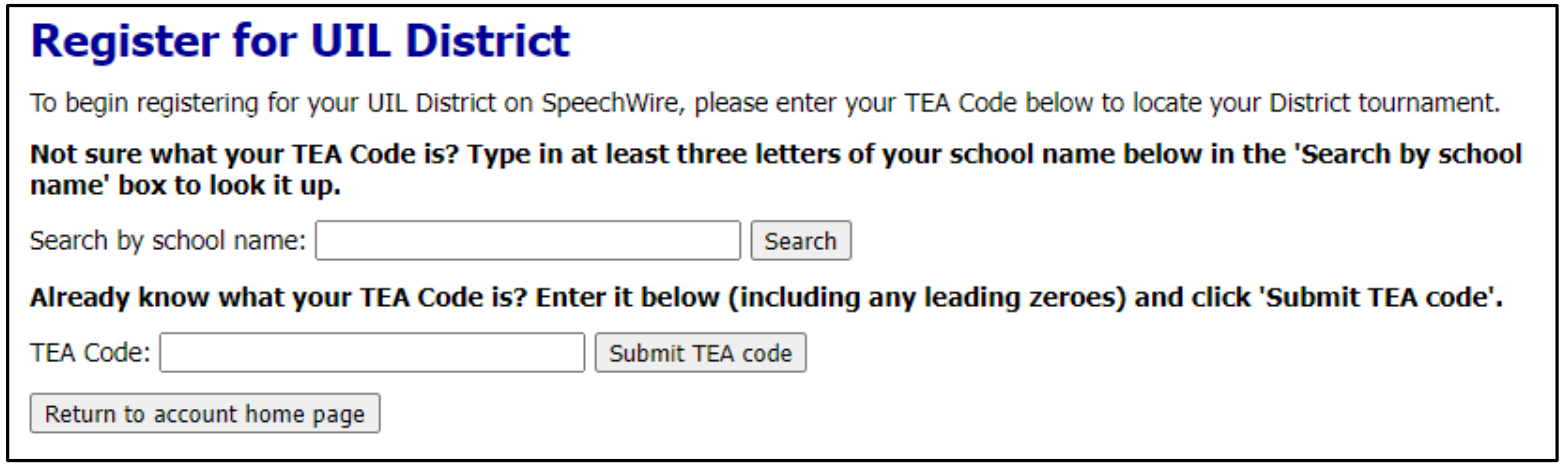
I. Logging In (We already covered this! You must have an account set up before you can enter any information in the system.)

Verifying Attendance

- Click the button labeled UIL Academics/Speech/LD Registration
- If you are logged into the official UIL school record for your school, you will see a page that has a button marked “Will you attend?”. If you see this, skep to the next section on Submitting your entries.

Verifying Attendance

- If you do NOT see the "Will you attend" button, you will see a page like this:

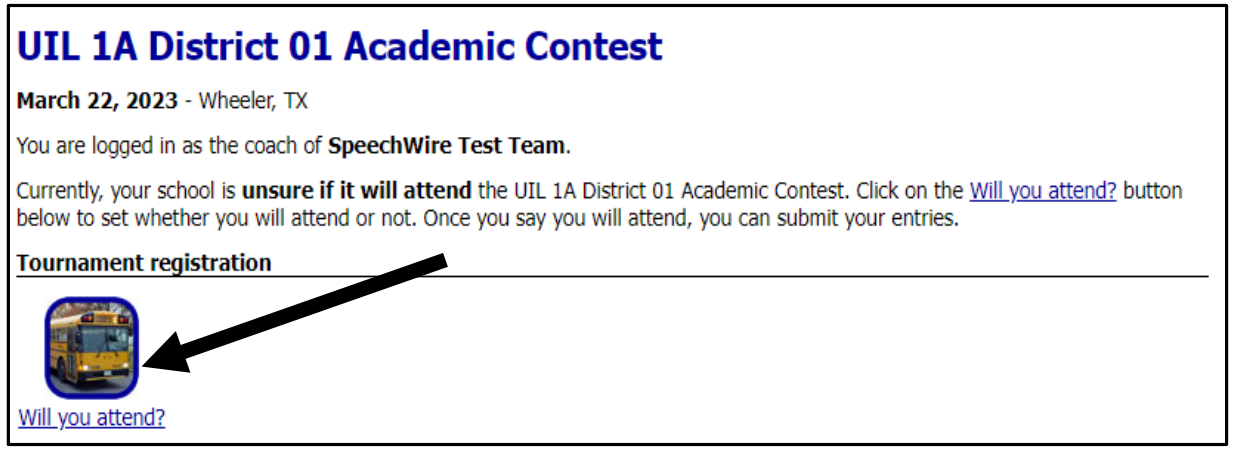


- Use the field to look up your school by name or enter your TEA code (if you know it) and submit it.

Verifying Attendance

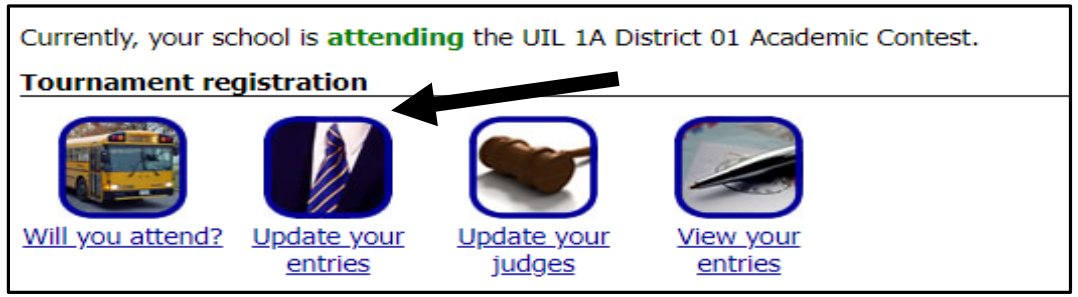
- NOTE: UIL often identifies schools by their city or ISD name before the school's name, i.e." Roscoe Highland, Northside Stevens, Austin Bowie.
- Once you locate your school/TEA code, you may be prompted for your name and email address.
  - *If you see a note indicating that you need to log into your account, this means that you already have an account on the official school record and need to log in – return to the beginning of this manual to carefully log in and do this and reset your password, if necessary.*
- You will be asked if you want to create an account on the official school record so that you can submit entries. Read the page carefully, and if you want to proceed, click "Create account." An account will be created for you and you will be emailed login details for it.

Submitting Your School's Academic Entries



- Double check that the information shows your District Meet and location.
- Click on the "Will you attend button?", and then mark "Yes, my team will attend" and click "Submit response"
- Click on the "Submit your entries now" button that appears.

Submitting Your School's Academic Entries



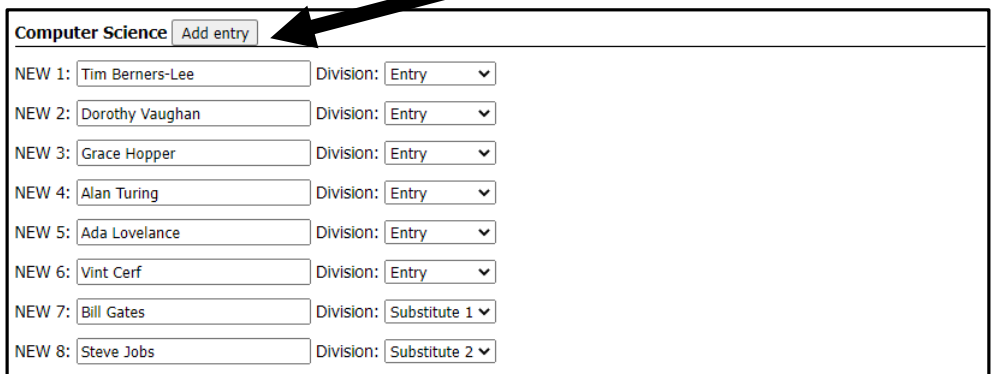
- If you see an "Update your entries" button, click it and move to the next paragraph.
- If you do not see it, you need to let the meet director know that you will be attending the district meet so you can be added to the list of participants.

Submitting Your School's Academic Entries

- After you click "Update your entries" you will see a list of events with an "Add entry" button next to each one.
- Click "Add entry" next to the event name for each entry and substitute (alternate) you plan to register.
- A text box will appear, and you can type the name of the student who will participate in that event.
- You will also see a "Division" drop down box where you will indicate if the student is an "Entry", "Substitute 1" or "Substitute 2."

Submitting Your School's Academic Entries

- Please enter complete first and last names (no middle initials in Proper Case (not all caps or all lowercase.
  - Correct format: John Smith
  - Incorrect formats: John T Smith, JOHN SMITH, john smith, Smith John
- Continue to click "Add Entry" for each contestant and substitute you will enter.



Submitting Your School's Academic Entries

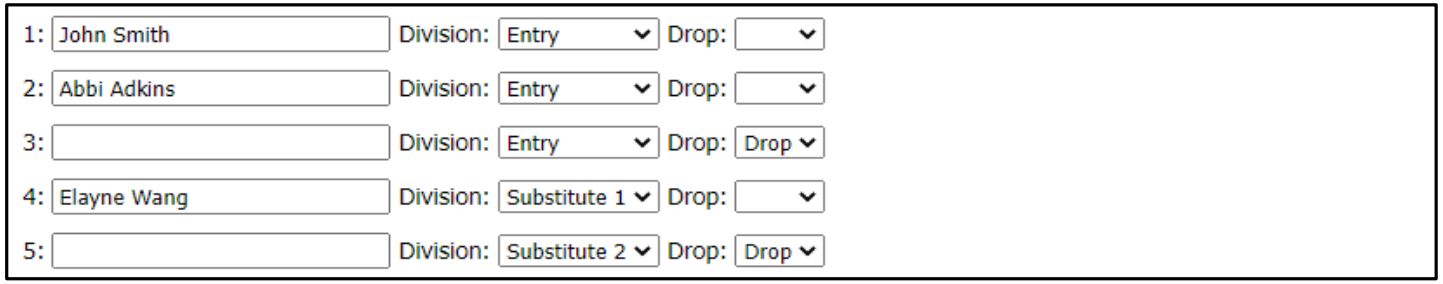
- Each school may enter up to 6 contestants in events with a team component and 2 substitutes unless it has been limited to 4 by the District Executive Committee.
- All other events are limited to 3 entries and 2 substitutes.
- Enter a maximum of 2 substitutes in each event. The system will allow you to enter more entries than the maximum allowed but it will reduce to the maximum when you click "Update entries."

Submitting Your School's Academic Entries

- You should mark the competitors as "Entry" and substitutes as "Substitute 1" or "Substitute 2."
- Once you are done, click "Update entries" at the top or bottom of the page to save your entries. An entry with no text in the box will not save.
- You can click "Update entries" multiple times during the process to save your entries as you go.

Did you accidentally submit too many entries?

- If so, you might see a blank entry after you submit them. You can use the “Drop” dropdown box to remove any errors.



Finalizing Your Entries

- You can click “Return to home page” and log out
- If you need to make changes
  - Log back in
  - Use the Update your Entries button

REQUIRED: Print your entry and review!! From the homepage, you can view your entries and print by event or student. UIL recommends that you save a final copy of your registration form. This is your verification that you submitted your entries correctly.

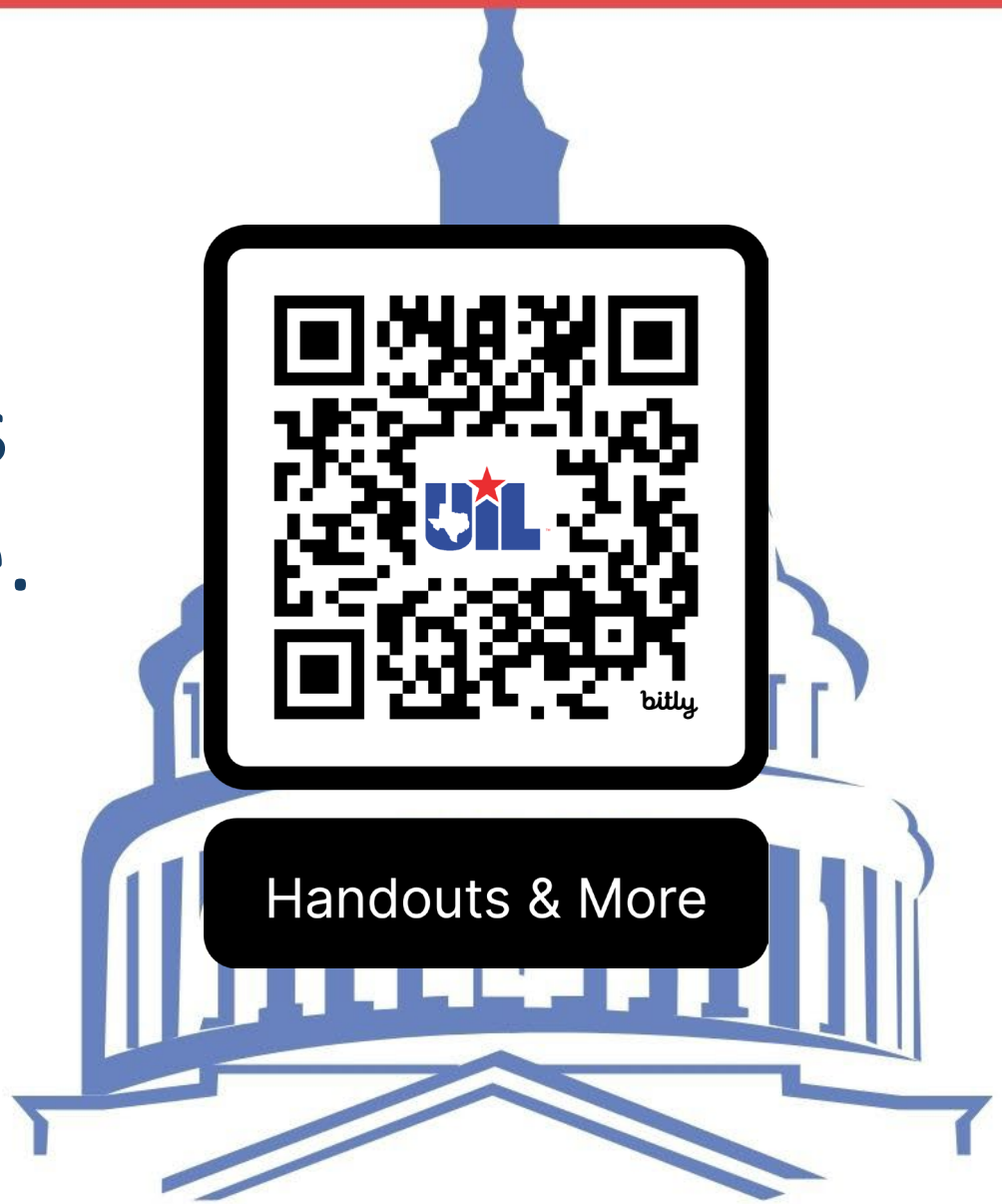
Let’s look around…

www.speechwire.com/uilregistration

THANK YOU FOR ATTENDING

Registration link, presentations and handouts are available on the website.

Remember to register your attendance for each session.



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