



BEFORE WE GET STARTED

Register your attendance.

Complete this form for each session you attend.

Session numbers
are in the program.

CAP
CON
2024



Rosters

Making Friends with SpeechWire

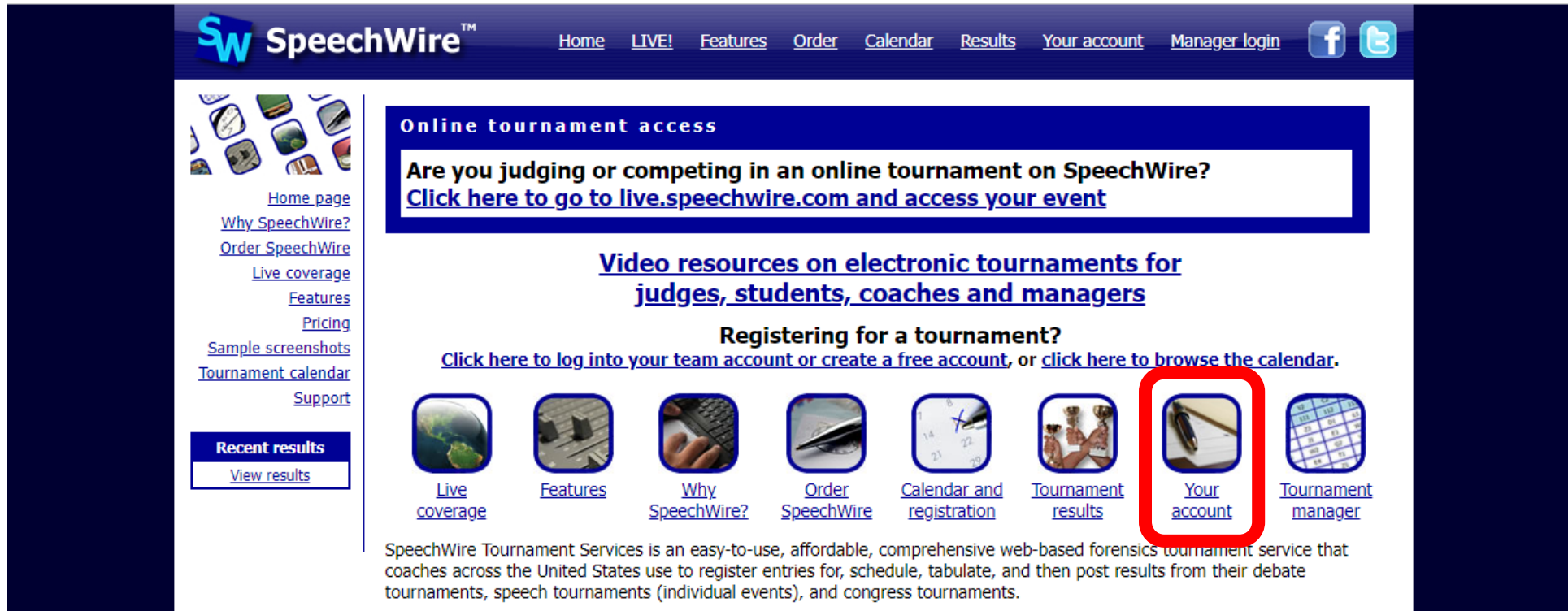
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Where do I start?

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



The screenshot shows the SpeechWire website homepage. The navigation bar at the top includes links for Home, LIVE!, Features, Order, Calendar, Results, Your account, and Manager login, along with Facebook and Twitter social media icons. A left sidebar contains a grid of icons and a list of links: Home page, Why SpeechWire?, Order SpeechWire, Live coverage, Features, Pricing, Sample screenshots, Tournament calendar, and Support. Below these links is a 'Recent results' section with a 'View results' button. The main content area features a blue banner for 'Online tournament access' with a call to action to visit live.speechwire.com. Below this is a section for 'Video resources on electronic tournaments for judges, students, coaches and managers' with a link to log into an account or create a free one. A row of seven icons with labels is displayed: Live coverage, Features, Why SpeechWire?, Order SpeechWire, Calendar and registration, **Your account** (highlighted with a red box), and Tournament manager. At the bottom, a paragraph describes the SpeechWire Tournament Services as a web-based forensics tournament service.

SpeechWire™ Home LIVE! Features Order Calendar Results Your account Manager login f t

Online tournament access

Are you judging or competing in an online tournament on SpeechWire?
[Click here to go to live.speechwire.com and access your event](http://live.speechwire.com)

Video resources on electronic tournaments for judges, students, coaches and managers

Registering for a tournament?
[Click here to log into your team account or create a free account](#), or [click here to browse the calendar](#).

[Live coverage](#) [Features](#) [Why SpeechWire?](#) [Order SpeechWire](#) [Calendar and registration](#) [Tournament results](#) [Your account](#) [Tournament manager](#)

SpeechWire Tournament Services is an easy-to-use, affordable, comprehensive web-based forensics tournament service that coaches across the United States use to register entries for, schedule, tabulate, and then post results from their debate tournaments, speech tournaments (individual events), and congress tournaments.

Create account



The screenshot shows the SpeechWire website interface. At the top, there is a dark blue navigation bar with the SpeechWire logo on the left and links for Home, LIVE!, Features, Order, Calendar, Results, Your account, and Manager login on the right. Social media icons for Facebook and Twitter are also present. Below the navigation bar, the main content area is divided into a left sidebar and a main section. The sidebar contains links for 'Account home page', 'Log in', 'Order SpeechWire', 'Tournament calendar', and 'Open tournaments'. The main section is titled 'Log in to your SpeechWire coach account' and contains a login form with fields for 'Email address' and 'Password', and buttons for 'Log in' and 'Forgot password?'. Below the login form, there is a section titled 'Do you need to create a SpeechWire account to register for tournaments with?' which includes a 'Create account' button highlighted with a red rectangle. An image of a hand typing on a keyboard is shown to the right of this section.

SpeechWire™ Home LIVE! Features Order Calendar Results Your account Manager login  

Log in to your SpeechWire coach account

In order to log in to your **SpeechWire coach account**, please enter your email address and account password below and click 'Log in'. If you have forgotten or misplaced your password, click 'Forgot password?' If you are a **student** or if you are **judging a tournament**, do not log on here - instead, go to <https://live.speechwire.com>.

Account home page

ACCOUNT
[Log in](#)

HOSTING?
[Order SpeechWire](#)


THIS SEASON
[Tournament calendar](#)
[Open tournaments](#)

Email address:

Password:

Do you need to create a SpeechWire account to register for tournaments with?

In order to register for tournaments on SpeechWire, you need to create a free SpeechWire account for yourself/your team. If you already have an account, please log in above. If you need to create one, click 'Create account' below.



Select state



SpeechWire™ Home LIVE! Features Order Calendar Results Your account Manager login  

 **Create a SpeechWire coach account for your school**

After you complete the following steps, you will have a SpeechWire **coach** account through which you can register for tournaments that are being run on SpeechWire.

About this process - please read this!

Please note that these accounts are only intended for **head coaches** of teams or for **independent** competitors that will be competing at tournaments independent of a school or other team organization.

If you are a competitor who competes as part of a team or group or if you are an assistant coach, you **should not** create an account using this process. Instead, you should have your head coach create an account for you under their account. Suspected fraudulent coach accounts, unused coach accounts, or coach accounts not held by the person with authority over a group or team that are created using this process will be deleted immediately upon discovery without notification. Should a legitimate account become inaccessible, you can contact support@speechwire.com to have it be re-created. **You must be 16 years of age or older to create a SpeechWire account.**

Students **should NOT create accounts on this page. This page is for coaches. Coaches create accounts for their students via their coach accounts. If you are a student and need an account, please contact your coach and ask them to create an account for you.**

These free accounts allow you to register for tournaments that are run with SpeechWire. If you are hosting a tournament and wish to use SpeechWire to run it, please [click here to place your order](#).

Step 1 of 3: Select your location

To begin, please select which state your team (or you, if you are an independent) is located in, then click 'Next step'.



State:


[Home](#) - [Order SpeechWire](#) - [Tournament results](#) - [Your account](#) - [Tournament manager](#)

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(v7)

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

SpeechWire™ Home LIVE! Features Order Calendar Results Your account Manager login  

 **Check for existing team account**

Step 2 of 3: Confirm that no team exists for this team/independent competitor yet

The drop-down list below contains all of the teams in the state that you selected for which records already exist on SpeechWire. Please click on it and scan it to make sure that no record exists for your team yet. Please check for any alternate spellings or ways that your team's name might appear.

Teams already on SpeechWire in Texas:

If a record already exists for your team, there may already be a head coach account created for the team. If so, you need to contact the current account holder and ask them to change the account information over to you. If you cannot do this or no head coach account has ever been created for the team, please send an email to accounts@speechwire.com, provide the name and email address of the head coach as well as the name of the team, and ask for the head coach account to be created or updated. Either way, if a record exists already for the team, please click the 'Cancel' button below and follow the directions in this paragraph.

If there is not a record for your team yet, please enter your team's name or the independent competitor's name below, select if you are creating a team or independent competitor account, select the account level, and then click 'Next step' to continue.

New team/independent name:

Account type:

Account level:

[Home](#) - [Order SpeechWire](#) - [Tournament results](#) - [Your account](#) - [Tournament manager](#)

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(v1)

NOTE :

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

I already have an account..

- www.speechwire.com/login



[Home](#) [LIVE!](#) [Features](#) [Order](#) [Calendar](#) [Results](#) [Your account](#) [Manager login](#)



[Account home page](#)

ACCOUNT

[Log in](#)

HOSTING?

[Order SpeechWire](#)

Log in to your SpeechWire coach account

In order to log in to your **SpeechWire coach account**, please enter your email address and account password below and click 'Log in'. If you have forgotten or misplaced your password, click 'Forgot password?' If you are a **student** or if you are **judging a tournament**, do not log on here - instead, go to <https://live.speechwire.com>.



Email address:

Password:

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

The screenshot shows the top navigation bar of the University of Texas at Austin website, including links for Home, About, Calendar, Contact, Shop, and UIL Portal. Below this is the UIL logo and social media icons for Facebook, X, Instagram, RSS, and Email. A search bar is also present. The main navigation menu includes categories like ACADEMICS, ATHLETICS, MUSIC, SPIRIT, UNIFIED, MEDIA, and POLICY. The breadcrumb trail indicates the current page is 'UIL Home > Academics > Spring Meet Online Entry System'. The main content area features a sidebar for 'ACADEMIC MEETS' with links to Overview, Meet Officials, Invitational Meets, District Meets (including District Spring Meet Directors), Regional Meets, and State Meet. The main heading is 'Spring Meet Online Entry System' with a sub-heading 'Online Entry System for 2024 Academic Meets via SpeechWire'. A paragraph explains that UIL will use SpeechWire for 2024 Spring Academic and Speech events. A list of links follows, with 'District Entry Procedures for Coordinators' highlighted in a red box. The other links include 'Meet Director Setup Procedure', 'SpeechWire Guide for UIL Academic Meet Directors', 'SpeechWire Guide for UIL Speech Events', and 'SpeechWire for One-Act Play'.

The University of Texas at Austin

Home | About | Calendar | Contact | Shop | UIL Portal

UIL University Interscholastic League

Search

ACADEMICS + ATHLETICS + MUSIC + SPIRIT + UNIFIED + MEDIA + POLICY +

UIL Home > Academics > Spring Meet Online Entry System

Spring Meet Online Entry System

Online Entry System for 2024 Academic Meets via SpeechWire

UIL will utilize SpeechWire, for the 2024 Spring Academic and Speech events, CX Debate and One-Act Play. Please follow the guidebooks posted below for instructions.

- ▶ [Meet Director Setup Procedure](#)
- ▶ [District Entry Procedures for Coordinators](#) <<< --- How to enter students in the District Academic Meet
- ▶ [SpeechWire Guide for UIL Academic Meet Directors](#) <<< --- How to run the academic meet in SpeechWire
- ▶ [SpeechWire Guide for UIL Speech Events](#)
- ▶ [SpeechWire for One-Act Play](#)

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



UIL
Academics/Speech/LD
Registration



Will you attend?

- 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, skip 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:

Register for UIL District

To begin registering for your UIL District on SpeechWire, please enter your TEA Code below to locate your District tournament.

Not sure what your TEA Code is? Type in at least three letters of your school name below in the 'Search by school name' box to look it up.

Search by school name:

Already know what your TEA Code is? Enter it below (including any leading zeroes) and click 'Submit TEA code'.

TEA Code:

- 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

UIL 1A District 01 Academic Contest
March 22, 2023 - Wheeler, TX
You are logged in as the coach of **SpeechWire Test Team**.

Currently, your school is **unsure if it will attend** the UIL 1A District 01 Academic Contest. Click on the [Will you attend?](#) button below to set whether you will attend or not. Once you say you will attend, you can submit your entries.

Tournament registration

 [Will you attend?](#)



- 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

Currently, your school is **attending** the UIL 1A District 01 Academic Contest.

Tournament registration

 [Will you attend?](#)

 [Update your entries](#)

 [Update your judges](#)

 [View your entries](#)

An arrow points from the "Update your entries" link to the "Update your entries" link.

- 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.

Computer Science

NEW 1:	<input type="text" value="Tim Berners-Lee"/>	Division:	<input type="text" value="Entry"/>
NEW 2:	<input type="text" value="Dorothy Vaughan"/>	Division:	<input type="text" value="Entry"/>
NEW 3:	<input type="text" value="Grace Hopper"/>	Division:	<input type="text" value="Entry"/>
NEW 4:	<input type="text" value="Alan Turing"/>	Division:	<input type="text" value="Entry"/>
NEW 5:	<input type="text" value="Ada Lovelance"/>	Division:	<input type="text" value="Entry"/>
NEW 6:	<input type="text" value="Vint Cerf"/>	Division:	<input type="text" value="Entry"/>
NEW 7:	<input type="text" value="Bill Gates"/>	Division:	<input type="text" value="Substitute 1"/>
NEW 8:	<input type="text" value="Steve Jobs"/>	Division:	<input type="text" value="Substitute 2"/>

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.

1:	<input type="text" value="John Smith"/>	Division: <input type="text" value="Entry"/>	Drop: <input type="text" value=""/>
2:	<input type="text" value="Abbi Adkins"/>	Division: <input type="text" value="Entry"/>	Drop: <input type="text" value=""/>
3:	<input type="text"/>	Division: <input type="text" value="Entry"/>	Drop: <input type="text" value="Drop"/>
4:	<input type="text" value="Elayne Wang"/>	Division: <input type="text" value="Substitute 1"/>	Drop: <input type="text" value=""/>
5:	<input type="text"/>	Division: <input type="text" value="Substitute 2"/>	Drop: <input type="text" value="Drop"/>

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/ui/registration



THANK YOU FOR ATTENDING

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

*Remember to register your
attendance for each session.*

CAP
CON
2024



Handouts & More

