

TOURNAMENT WEBSITES

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BEFORE WE GET STARTED

Register your attendance.

Complete this form for each session you attend.


Session numbers
are in the program.

CAP
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2024




Rosters

POSTING YOUR TOURNAMENT


- [UIL website](#)
 - [Facebook - UIL Academic Coordinators Group](#)
 - Tabroom or Speechwire
 - Communicate at your district UIL meeting
 - Share flyers at tournaments you attend
 - [Your District Website](#)
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PREPARE! PREPARE! PREPARE!

IMPORTANT THINGS YOU MAY FORGET & TO KEEP YOU ORGANIZED

- Reserve facilities early (9 months - 1 year early)
 - Order awards early (6 months early - remember ties and team awards)
 - Order materials early (6 months early)
 - Schedule send emails to staff reminding that you will be hosting and to lock away valuables 3 days before and the morning of the day before.
 - Email information about parking, registration, pairings, etc. 2 days before the tournament.
 - Set up QR code and post at front of school for WIFI
 - Set up QR code and post at front of school for tournament website
 - Set up QR code and post for pairings if doing digitally
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MAKING IT FLOW

- If you need multiple rooms for an event, presort students into rooms and post rooming list and contest number on wall outside door for students to self sort.
 - Make sure to have handbooks and materials sorted and ready for every room (including multiple rooms of the same event).
 - Establish and post the grading rooms on the schedule - sometimes doing it in the hospitality room or the testing room is best.
 - If writing events are using campus machines, make sure to test the logins and printing the day before and have a tech person on hand.
 - Have your results spreadsheet ready to update and already posted on the tournament website.
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BUILDING A WEBSITE - GOOGLE SITES

WHAT TO INCLUDE:

- Date and Location
- Registration link
- Schedule
- WIFI
- Speech/Debate information
 - Will pairings be paper or computer
 - Will ballots be digital or paper



BUILDING A WEBSITE - GOOGLE SITES

WHAT TO INCLUDE (continued):

- Computer Information
 - Will computers and printers be provided for journalism?
 - Will computers be provided for Computer Science?
- Awards information including categories
- Food for students
- Hospitality for adults
- Grading and Judging Requirements
- Results



HEADERS - BRANDING

Use CANVA to create Headers for your website to help make sure everyone knows it's your website.

Categories on the side or on the top -

- Click on the gear icon and navigation
- Under Mode Select Top or Side

Brand Images - Add your logo



NOW LET'S TRY



STUDENT ACTIVITIES CONFERENCES

September 7 – Tyler Junior College, Tyler

September 14 – Lone Star College – North Harris, Houston

October 5 – Texas Tech University, Lubbock

November 2 - University Of Texas at Austin





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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Handouts & More