

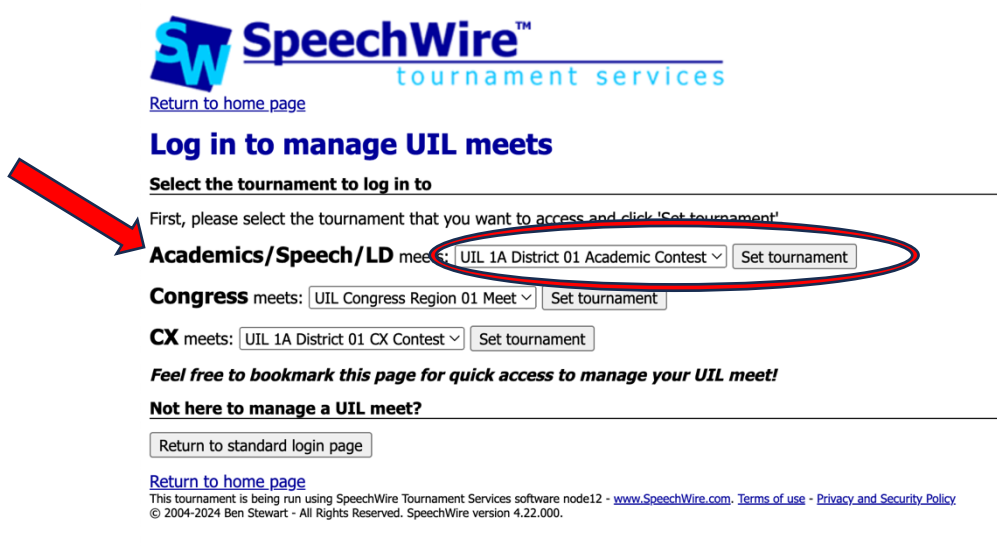
# UIL Academic District Meet Director Setup Procedure on SpeechWire UIL Online Entry System

## LOGGING IN

To access your UIL District meet management area as the meet director, please navigate to this page in a web browser:

<https://manage.speechwire.com/tabroom/login-uil.php>

Use the dropdown menu labeled Academics/Speech/LD. Select your meet listed by the **UIL Conference and District number** and then click the "Set tournament" button directly next to that dropdown box.



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### Log in to manage UIL meets

Select the tournament to log in to

First, please select the tournament that you want to access and click 'Set tournament'

**Academics/Speech/LD** meets:

**Congress** meets:

**CX** meets:

Feel free to bookmark this page for quick access to manage your UIL meet!

Not here to manage a UIL meet?

[Return to home page](#)

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Two boxes will be available, one for the manager's username and one for the manager's password. Enter your login information in the boxes, then click "Log in."



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### Log in to manage UIL meets

**Log in**

Selected tournament: **UIL 1A District 01 Academic Contest**

Please enter your username and password and then click 'Log in'.

Username:

Password:

Please refer to the meet director information email from SpeechWire to locate your username and password. If you cannot find your username and password, please email [academics@uiltexas.org](mailto:academics@uiltexas.org) with your name, conference and district number.

## ACTIVATE THE SPEECHWIRE WIZARD

After logging in, you will see a button marked "Activate wizard" or "Start wizard." Click it to begin the setup process.



SpeechWire's Setup Wizard will guide you through the initial meet setup, including being able to open your meet for entries.

Notice that at the top and bottom of each page is a link for "Return to home page." No matter which page you are on in SpeechWire, you can always click "Return to home page" to get back to your meet home page without undoing any steps you've already completed.

After you click "Yes, start using wizard," a green box confirms the Wizard has started. Click "Begin using the wizard."

**Note the blue bar with text and buttons across the page's upper part. This bar is how you navigate through each step of the Wizard. After you move past this step, it will offer you a Next step button and a Previous step button.**

Some pages may not *immediately* see a "Next step" button. If so, you must complete some action on the page to move on (or at least confirm and submit the settings on the page), so please read the text on the page to determine what you need to do.

Click "Next step" in the blue bar in the upper part of the page to move on.

## TOURNAMENT INFORMATION

SpeechWire will now ask you for basic information about your tournament. Complete the entire page, including the meet director information, meet location contact information, and contest material shipping information (**please include a physical shipping address for UPS deliveries – No PO Boxes**). Click the "Update tournament information" button when all information is completed. A green bar appears at the top of the page, indicating that your information has been updated. Then click "Next step."

## NUMBER OF ROUNDS PER GROUPING

This page will let you define how many rounds you will hold. Academic events always run with just one round (called Round 1). You can specify which speech events will have prelims and how many rounds of LD you plan to run. Speech events always have a final. Only the rounds you can configure will display boxes you can drop down and edit.

After finishing setup, you can always change these numbers if you need to by clicking "Tournament structure" on the home page, then "Rounds." These options will appear once you finish the Wizard.

Once the indicated rounds are complete, click "Save round numbers" and "Next step."

Grouping	Preliminary round(s)	Elimination round(s)
Accounting		1 round
Calculator Applications		1 round
Computer Applications		1 round
Computer Science		1 round
Copy Editing		1 round
Current Issues and Events		1 round
Editorial		1 round
Feature Writing		1 round
Headline Writing		1 round
Informative Speaking	1 round	1 (Finals)
Lincoln Douglas Debate	3 rounds	2 (Semis)
Literary Criticism		1 round
Mathematics		1 round
News Writing		1 round
Number Sense		1 round
Persuasive Speaking	1 round	1 (Finals)
Poetry Interpretation	1 round	1 (Finals)
Prose Interpretation	1 round	1 (Finals)
Ready Writing		1 round
Science		1 round
Social Studies		1 round
Spelling		1 round

## NUMBER OF JUDGES PER SECTION

In this step, you will tell SpeechWire how many judges will judge each section of each round in each speech event and LD debate. Prelims of speech and LD often have one judge, although you can use three-judge panels in speech event prelims. Elimination rounds generally have three-judge panels; a 3 should be pre-entered.

Grouping	Round 1	Round 2	Round 3	Semifinal	Final
Informative Speaking	1				3
Lincoln Douglas Debate	1	1	1	3	3
Persuasive Speaking	1				3
Poetry Interpretation	1				3
Prose Interpretation	1				3

Once you are complete, click "Save judge numbers" and then click "Next step."

## TOURNAMENT SCHEDULE

You will now create your tournament schedule. In the section labeled "Add a timeslot," you will enter each timeslot of your contest and click the round of every event that takes place at that time.

### Event abbreviations key:

ACCT – Accounting	MATH – Mathematics
CALC – Calculator Applications	NEWS – News Writing
CMSCI – Computer Science	NS – Number Sense
COPY – Copy Editing	PERS – Persuasive Speaking
CIE – Current Issues and Events	POE – Poetry Interpretation
EDIT – Editorial Writing	PRO – Prose Interpretation
FEAT – Feature Writing	RW – Ready Writing
HDLN – Headline Writing	SCI – Science
INF – Informative Speaking	SOCS – Social Studies
LD – Lincoln Douglas Debate	SPEL – Spelling and Vocabulary
LCRIT – Literary Criticism	

### Entering Events in Each Time Slot

NOTE: You will enter all events that begin during that time slot.

1. A description is optional. You can put a description of the timeslot in the box provided (something like Set 1, Events starting at 10:00 a.m., Computer Science Written, Extemp Finals, etc.). This is optional and not required.
2. Next, enter the date and time the events in this timeslot will begin.
3. Then, you will see a row of dropdown boxes under each event abbreviation. Tick the dropdown for all events beginning in that timeslot you are adding.
4. Then click "Add timeslot."

As you add each timeslot, they appear in a grid in the **Current tournament schedule** section below. You will see a grid of dropdown boxes indicating when each round of each event is set to begin.

**Make sure that you assign every round you will hold of every event to a timeslot, including one for prelims of speech events and one for finals, as well as one for Computer Science Written and one for Computer Science Programming.**

Your schedule may look something like this as you begin putting it together. The schedule below indicates that at 9:00 a.m., Current Issues, Number Sense, Poetry, Prose, and Ready Writing will occur. Likewise, at 11:00 a.m., Accounting, Science and Spelling will take place.

**Tournament schedule**

**SPEECHWIRE WIZARD**  
**Tournament timeslot schedule**  
 Please use this page to add all necessary schedule timeslots to your tournament. You will also tell SpeechWire when each round of competition of each event is taking place by using this page.

Previous step | Next step

**SUCCESS!**  
**Timeslot updated successfully.**

**Add a timeslot**

One by one, add each timeslot that will be in your tournament by using this form. You should add a timeslot for each time at which some kind of competition will be taking place, and you should also add a timeslot for non-competition events like registration or the awards assembly. For each timeslot, please complete the information below.

Description:  (optional)

Date: March 1, 2024

Start time: 1:00 AM

SpeechWire needs to know what, if any, competition will take place in this timeslot. If any competition groupings will have a round or prep period in this timeslot, please select the proper round in the table. If no competition will take place during this timeslot, just leave the boxes blank.

ACCT	CALC	CMAPP	CMSCI	COPY	CIE	EDIT	FEAT	HDLN	INF	LD	LCRIT	MATH	NEWS	NS	PERS	POE	PRO	R-W	SCI	SOCS	SPEL	

Click 'Add timeslot' to add this timeslot to your tournament.

Add timeslot

**Current tournament schedule**

The current tournament schedule is listed below. You can make any changes to the competition schedule (which groupings will have their rounds during each timeslot) by using the drop-down menus associated with each timeslot and each event, and then clicking 'Save changes'. You can also modify a timeslot by clicking on its time or description.

Save changes

Mar. 1, 2024

	ACCT	CALC	CMAPP	CMSCI	COPY	CIE	EDIT	FEAT	HDLN	INF	LD	LCRIT	MATH	NEWS	NS	PERS	POE	PRO	R-W	SCI	SOCS	SPEL		
9:00 AM						Rd. 1									Rd. 1		Rd. 1		Rd. 1				9:00 AM	
11:00 AM	Rd. 1																			Rd. 1			Rd. 1	11:00 AM

Don't forget to save your changes by clicking the button below!

Save changes

Please make sure that your schedule aligns with the UIL conflict pattern.

Once you are done, click "Save changes" at the bottom to save your meet schedule, then click "Next step."

NOTE: You do not have to finalize the schedule; once you complete the Wizard, you can always return to this page by clicking "Timeslots" on the home page.

### EDIT GENERAL INFORMATION FOR REGISTRATION WEBSITE

When coordinators log in to register entries in your meet, they can view the information you put on this page. This could be information you want to remind coordinators about, such as entry and roster change deadlines, facts about the meet, any information they might need for planning, arrival, holding areas, concessions, food options, etc. You can edit this later; once you complete the Wizard, this page is accessible by clicking "Registration manager" and then "Edit general information." Once done, click "Save general information" and "Next step."

## UPLOAD FILES FOR REGISTRATION

Here, you can upload files that attending coordinators can download from your meet website. These might include a campus map, a list of area restaurants, etc. There is a cap of 4 MB in size per file.

To upload files, click the link labeled "Click here" to upload files. Click "Choose file," locate the file, and then enter the title of the file and, optionally, a brief description of it. Click "Upload file" to upload it.

You can edit or delete files you have uploaded by clicking on them and then making any changes or clicking "Delete this file" to delete it.

You do not need to upload all the files before moving on – you can always return to this page once you complete the Wizard by clicking "Registration manager" on the home page and then "Upload files."

Once you are done, click "Next step" to continue.

## REGISTRATION SETTINGS

This page lets you manage the registration status and what coordinators can submit and update.

Change the "Overall registration status" to Open if you want to open registration.

Next, use the grid of checkboxes to determine what coordinators can submit/modify. If a checkbox is checked, then the coordinators will be able to submit/modify that information.

Here is what each means:

ADDING ENTRIES: Should coordinators be allowed to submit new entries?

DROPPING ENTRIES: Should coordinators be allowed to drop entries?

ENTRIES' NAMES: Should coordinators be allowed to change the names of students in existing entries?

JUDGES: Should coordinators be allowed to add, drop, or change their judges?

*You may allow coaches to submit speech judges depending on how you run judges. For instance, some contests may decide to have schools provide judges for Lincoln Douglas Debate, but the meet might provide judges for other speech events. There's no need to input judges for academic events.*

## Opening and Closing the Entry Process

If you are ready to open registration, change the Overall registration status to "Open" and check all the boxes (although you might choose not to check Judges if the meet provides all the judges).

Please set your **overall registration status** using this box:

<input checked="" type="checkbox"/> Adding entries	<input checked="" type="checkbox"/> Dropping entries	<input checked="" type="checkbox"/> Entries' names
<input checked="" type="checkbox"/> Whether the team will attend	<input checked="" type="checkbox"/> Judges	

Click "Update settings" and then click "Next step".

**THAT'S ALL FOR NOW!**

That's the end of the initial setup; assuming you opened registration, coordinators can now begin entering contestants into the meet.