SpeechWire Manual for Managing UIL CX Districts

Accessing SpeechWire and managing registration

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

Where it says "**UIL** Meets", click the button marked "Log in to UIL meets".

Use the dropdown menu labeled "**CX** meets" and select your CX meet listed by the **UIL Conference and District number** and then click the "Set tournament" button directly next to that dropdown box.

You will be presented with two boxes, one for your manager username, and one for your manager password. Enter your login information in the boxes, then click "Log in."

Please refer to the meet director information email from SpeechWire to locate your username and password. If you are unable to locate your username and password, please email speech@uiltexas.org with your name, conference and district number.

Upon logging in, you will see the home page, which is a grid of picture buttons that take you to different parts of the management area. You can click on buttons to access those different areas.

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." All features of SpeechWire can be accessed from the home page.

Managing the Status of the Meet

On the home page, click "Registration manager", then click "Registration settings". The "Overall registration status" box controls whether coaches can access registration:

> **Open**: Coaches can access registration
> **Closed**: Coaches cannot access registration

After your meet entry deadline to prevent further changes by coaches, set the status of your meet to "Closed."

Click here to view quick tips on managing the registration process

Please set your **overall registration status** using this box: [Closed ⌄]

☑ Adding entries	☑ Dropping entries	☑ Entries' names
☑ Whether the team will attend	☐ Judges	

[Update settings] [Return to control panel] [Return to registration manager] [Return to home page]

IMPORTANT: When making changes to the registration settings page click "Update settings" to save the changes.

The checkboxes below the overall registration status control what the coaches can and cannot *change*. As the tournament approaches, you may want to uncheck some or all of these to lock down the data for the tournament and make it such that only you can make further changes to entries and to prevent changes to entries without your knowledge. Setting the registration status to "Closed" will prevent all changes.

Sending email to your attending coaches

To communicate with coaches, click Teams, then scroll down to Communication (under the big team grid) and click "Send email to coaches". This will let you compose and send email to the coordinators and/or coaches on file for the attending schools.

Making Corrections to Entries

If you need to manually add/edit entries for a school, click the "Teams" button on the home page. You'll see a grid containing all of the schools that have entered your meet. Locate the school for which you need to make a change, then click the Entries button on their row.

You will see a list of their current entries. Notice that there is a Division box for each entry – this is set to either Entry, Substitute One or Substitute Two. If you want to drop one of these, use the "Drop?" dropdown box on their line – set it to Drop, then click Update entries. This will drop the entry. Should you need to change a substitute to an entry, change the Division box to Entry and click Update entries.

If you need to add a new entry, click the "Add entry" button on the header line for the event to add a new entry, then type in the name of the entry and use the "Division" dropdown to select if it is an Entry or Substitute One or Substitute Two.

Running your event and entering results

Entering overall placements if you are not running all rounds on SpeechWire

You may not be running all of your CX Debate rounds on SpeechWire; you might be running them offline, and just need to enter your 1st through 6th placements in CX Debate.

If this applies to you, click "Enter results" on the home page, then click "Enter overall placements". Select the grouping (event) you want to enter your placements in, then click "Select grouping".

A list of all of the entries in the event will appear. In the "Result" column, enter the numbers 1 through 6 next to your top 6 entries. You should enter a 1 for the 1st place finisher, down to a 6 for the 6th place finisher. Leave the rest blank. Then click "Submit results" to save the placements.

Finally, click "Posting center" on the home page, then "Post UIL results". On the line for "Cross-Examination Debate", click "Post" to post your results to the SpeechWire public website.

If you are planning to schedule all rounds of CX Debate on SpeechWire, assign judges in the system, and tabulate all rounds on SpeechWIre, please refer to the later sections of this document for instructions on doing that.

Adding and assigning rooms

You will need to add your rooms to SpeechWire and also tell it which rooms are to be used for each round of each event (competition grouping).

Adding rooms: To add your rooms, click the Rooms button on the home page. Then, using the 'Add a room' section, type in the room number or name of each of your rooms and then add them. *Tip: For room numbers, just enter the number. For instance, type 102, not Room 102.*

You can add more than one room at a time if you wish – if you click Rooms, then click "Click here to add a list of rooms", you can paste in a list of rooms, with one room per line (not comma-separated).

Assigning rooms: To assign rooms, click the Rooms button on the home page. Click "Click here to assign rooms to competition groupings". Then, choose which event (competition grouping) you want to assign rooms to and which round, and then click "Select round and grouping".

You will see a page with two sections. In the lower section of the page, you will see all the rooms that SpeechWire believes to be available for the round you are assigning rooms for based on your Timeslot schedule. Click on a room to assign it to the round and competition grouping that you selected. Notice that the room moves from the lower part of the page to the upper part, indicating that it is assigned to the round now. Click on a room in this upper portion to remove it from the round and return it to the pool of rooms available at this time.

Once you are ready to move on to another grouping, use the dropdown near the top of the page to select another round and grouping to work with and click "Select round and grouping".

Viewing a summary of your room assignments: You can see an overview of your room assignments by clicking Rooms on the home page, then View room counts per round. This grid will let you see if you have assigned enough rooms for each round of each grouping. You can use the page as a springboard

for finalizing your room setup. If you want to assign rooms to a round of a grouping or change the rooms assigned to it, click on the hyperlink in the "Round" column in the row for the grouping you want to work with. This will take you to the page where you can assign or un-assign rooms for that round.

Enabling electronic ballots (Optional)

Electronic ballots allow you to launch rounds via SpeechWire and place electronic ballots in your judges' SpeechWire accounts. **It is not required – you can also use paper ballots, which is the default.**

> If you want to use electronic ballots (eballots) at your tournament for CX debate, you will need to enable electronic balloting. You can do this by going to Control panel, then E-balloting and video settings. The first option on the page will let you turn on electronic balloting, which will enable collecting email addresses for the judges in your tournament. Every judge must have an account to complete eballots, and when an email address is entered for a judge, if they don't yet have an account, they will be emailed new account information that they can use to judge the tournament.

Adding judges

To do this, click Judges, then click Add a judge. You can use the form that appears on that page to add them. If they are affiliated with a school, you can add them to that school's entry to ensure they are blocked from that school. Notice that there is a space to mark a judge as Clean/Neutral; judges marked as Clean/Neutral may be scheduled to judge students from the same school they are affiliated with. *Do not mark a judge as Clean/Neutral unless they have NO conflicts at all with students from the school they are affiliated with.*

Unaffiliated judges: If you are adding entirely unaffiliated judges to your tournament, you can add them to the "Hired Judges" team that exists in your tournament. There will be no entries added to this team, so they will have no conflicts, but you should still designate them as "Clean/Neutral".

> **Optional electronic ballots Information**: If you plan to use electronic ballots (eballots) at your tournament, then make sure to include an email address or the judge will NOT be able to complete eballots. If you add a judge that does not yet have a SpeechWire account, they will immediately be sent a password they can use to judge. *They don't need to create their own judge account – one is created the moment they are added to the tournament with an email address*. They can always reset their password here:
>
> www.speechwire.com/forgot
>
> Judges ALWAYS go to this page to log in and judge online tournaments:
>
> https://live.speechwire.com

Scheduling a Round Robin – Scheduling A Round Robin with between 2 and 8 official entries

If you have between 2 and 8 total CX official entries (NOT substitutes), then you can have SpeechWire schedule a Round Robin tournament for you. To do this, click "Scheduling manager", then click "Schedule round robin tournament". Make sure that you want to have SpeechWire schedule a Round Robin for you, and then click "Yes, schedule round robin now". This will schedule your preliminary rounds as a Round Robin tournament in which every official entry will debate every other official entry once and sides will end up balanced by the end of preliminary rounds.

Scheduling NON-ROUND ROBIN Preliminary rounds

First, on the home page, click "Control panel" and then click "Debate dashboard". Check the "Matching?" column and ensure that each of your rounds is properly set to either "RANDOM preset matchups" or the appropriate style of power-matching (this will likely be HIGH-LOW if you are power-pairing any preliminary rounds). Make sure to click the button to "Save settings" if you make changes.

If you need to set seeds for your entries, you can click "Scheduling manager", then "Set seeded competitors". Put in the seed (1, 2 or 3) for each entry and save them. The system will try to use these seeds when pairing, but there may be other constraints that come into play. You are encouraged to double-check pairings to ensure they follow the rules to the best extent feasible. The seeds will be shown in brackets on the pairings on the manager's computer side (not on printouts or public postings).

Once your matching rules are set, go to Scheduling manager and click Schedule debate competition groupings. Click Schedule for the round you want to schedule and give it a moment as it generates pairings for the round. ***If you are scheduling a power-matched round, do not schedule it until the previous round(s) are fully tabbed, or you will be power-matching off of incomplete results and the pairings will be skewed.*** To view them, you can return to the home page, click "Schematic viewer" and then select Cross Examination Debate and view the schematic. This will show you your pairings.

NOTE*: Managers are encouraged to double-check the pairings created by SpeechWire. In cases where one school has an overwhelming number of entries and/or there is a small total number of entries, pairings may be created that a meet director might find sub-optimal and might be able to improve them. Please see below should you need to adjust your pairings.*

Adjusting pairings if needed

Should you need to make any changes to the pairings generated by SpeechWire, click Schematic viewer, then select Cross Examination Debate from the dropdown and click the button to view the schematic. Scroll to the round that you want to make changes in, and then click the "Edit schematic" button near the upper right corner of that round schematic.

You'll again see the schematic, but only for that round. Click on a debater to "pick them up". The schematic will now turn green and pink/red. A green highlighted debater (with no conflicts indicated below them) indicates a spot where SpeechWire believes you can make a "legal" swap with the debater that you picked up, meaning the swap does not pair teammates against each other, does not create a repeated matchup, and does not create a side imbalance. Any cells showing pink/red will detail below the debater's name the reasons that SpeechWire does not think you should swap with that debater. Click a debater to swap with them. SpeechWire will ask you to confirm the swap, then it will show you the new schematic.

Note that once you click the Edit schematic button for a round on the Schematic viewer, any current teammate hits, repeated matchups, or side imbalances in that round will have red text in bold face underneath them explaining the issue. This may help you identify issues you might be able to correct.

Automatically assigning judges

SpeechWire can automatically assign the judges for your CX Debate rounds if you wish. Note that this process works for both Preliminary and Elimination rounds of CX Debate. First, on the home page, click "Tournament structure", and then click "Judges". Make sure that your event indicates the number of

judges that you want to use for each round. If you make any changes, be sure to click the button to save them.

To have SpeechWire automatically assign judges to your rounds, click Scheduling manager, then Auto-assign judges. Check the boxes for the rounds you want to auto-assign, then click Auto-assign judges, then Yes, schedule now. Give it a moment and it will auto-assign and you will see a green Success! box, which indicates that it has completed its work. If SpeechWire failed to assign judges for some reason, it should detail the sections that you need to look at and manually assign judges to. ***You must schedule your schematics/pairings as described in the preceding parts of this manual before assigning judges.***

Manually assigning/changing judges

If you'd like to change one of the judges that SpeechWire assigned automatically, or if you want to assign your judges manually, click "Schematic viewer" on the home page, then choose an event (competition grouping) to assign/change judges for, and click the button to view the schematic (sectioning). Click on the section letter (A, B, C, for example) that you want to assign a judge to/change the judge for. *You must create your debate pairings before assigning judges.*

If a judge is already assigned to the section, click "Add/change judge(s)"; otherwise, click "Assign a judge to this section". A page will appear that will show you any judge(s) currently assigned to the section or debate near the top with a link to "Remove" each of them from the section if you want. The lower part of the page will show the other judges you could assign. ***Pay special attention to the Issues column.*** Judges showing **No issues** in green should have no conflicts; the other judges will have text describing why SpeechWire thinks you should consider not using them. However, as meet director, you can ignore the conflicts and click "Assign" to assign them if you know the judge can judge the round legally. ***Be careful! Always check the Issues column!*** Click the "Assign" link on the row for a judge to assign them.

> **Optional electronic ballots information:** If you have already released eballots for the round and the judge was entered with an email address, the eballot will immediately appear in their account. If you have not released eballots yet, the eballot will not appear in their account until you release eballots for the round. Judges are NOT immediately sent a blast email/text when you assign them a round. If you want to send them a blast email/text (for instance, if this is a replacement during the tournament), click the button to return to the section/debate viewer and then click the "Blast round assignment" link on the row for the judge. Note that judges DO NOT have to receive a blast to judge the round – once eballots for a round are released, any judge with an email address entered in the tournament can judge rounds at live.speechwire.com.

Seeing your judge usage

You can visualize your judge usage by going to Judges and clicking View judge usage. This will show you what event(s) each judge is judging, and at what time. You can click on an event abbreviation in the grid to open up that debate.

Printing materials

You can print materials for your tournament using the "Printing center" on the home page. This page lists a wide variety of reports that you could print for your tournament. *Once you generate any report*

that you would like to print out, press Control-P, or go to File >> Print…, or right-click and click Print… or do whatever is needed to send the report to your printer.

These are probably the most important reports on the Printing center page:

Normal schematic… this is the pairing for CX Debate. Click "Print schematics" to generate the pairings (schematic).

Debate ballots… these are the paper ballots for your debate rounds.

Grouping tab sheets… these are the general results for your preliminary rounds, showing all results.

Awards scripts… these are read sheets that you can read from at your awards ceremony. Don't print them until all of the results are tabulated!

Elimination round reports >> Debate bracket/Debate elim results printout… These contain the results of your elimination rounds of debate held after prelims conclude (if you are NOT running a round robin).

Entering results
Click "Enter results" on the home page, then select a round. Click on a judge or section letter to enter results for that judge/debate.

If you are using paper ballots, you will first enter the number of speaker points and rank assigned to each debater, then you will use the dropdown to select the winner on each judge's ballot. Once all points and decisions are entered, click "Submit results" to save them.

Launching rounds if you are using electronic ballots (optional)
On the day of the tournament, for judges to be able to actually access their electronic ballots (eballots), you will need to release them.

> Click "Posting center" and click "Release, post and blast rounds" (a very large, bold-faced link near the top of the page). Locate the round(s) you want to start and click "Go!" This will place the eballots into judge accounts and, depending on your configuration, may do some or all of the following: send email/text blasts to judges, send email/text blasts to students, post schematics/pairings online, release video round links/buttons to judges/students in their accounts. Wait until the cell in which the "Go!" button that you clicked is shown turns green before clicking the next "Go!" button.

Monitoring electronic balloting status (optional)
If you are using eballots, you will need to keep an eye on which debates have reported results and which have not.

> Click "Balloting status" on the home page. Select a time to view, and you can see the status of all ballots from that timeslot. You can also see the status on Schematic viewer – that will also show you the time each judge clicked start, as well as OUT for those eballots that clicked start and IN for the ballots that are in. You can also monitor the overall tabulation status of each of your rounds on View tab sheets >> Grouping tabulation progress.

Viewing results

To view results, click View tab sheets, then use the "Grouping tab sheet" report near the top to generate the full tab sheet with all the decisions/points from each round. To see the competitors' placements in order, there is a Competitors in order button on that tab sheet – and there is also a button to view that report from the View tab sheets page (above the tab sheet grid).

Moving from Preliminary rounds to Elimination rounds

Once all of your prelims of debate are tabbed, click Elimination rounds, then select Cross Examination Debate. Select the round you are creating and then you can click "Make cut here" at the appropriate spot to make your cut to advance the proper debaters to the elimination round in accordance with UIL rules. SpeechWire will create a single elimination bracket for the elimination rounds based on the seeding from Prelims. You may then automatically assign judges to the round or use the Schematic viewer (on the home page) to access each debate and manually assign judges.

Breaking the bracket manually to avoid teammate hits

In accordance with UIL rules, there may be cases where you want to adjust the bracket to move possible teammate hits later on in the bracket. If you believe you can legally do this, go to Schematic viewer and view Cross Examination Debate. Scroll down to the appropriate round and click "View bracket" in the upper right corner of the pairings. Notice there is a "Pick up" link next to each debater. Click one to pick them up. The other debaters will now show "Swap" links next to them. Click Swap to swap the debaters. *Be careful! Only make swaps that are legal under UIL rules! You are responsible for properly applying the rules!*

Creating a third-place debate after Semis if needed

If you need to run a third-place debate after semis to determine a third-place finisher, you should first create your Final round in debate using the Elimination rounds button as described above. Once you have done that, click "Scheduling manager" on the home page and then click "Create third-place debate after semis". Select the "Cross Examination Debate" competition grouping and then you can then create it. The two students who lost in Semis should now be paired in a debate in the Final round with the section name THIRD. You may then automatically assign judges to the round or use the Schematic viewer (on the home page) to access each debate and manually assign judges.

Sending email to your judges if you are using electronic ballots (optional)

If you are using electronic ballots, then you can send email to your judges.

> To email your judges, go to Posting center, then click "Compose and SEND EMAIL to your judges". You can then compose the email and send it.

Electronic ballot review for coaches (optional)

If you are using electronic ballots, SpeechWire supports ballot review for coaches – IF the coaches have SpeechWire coach accounts. **No coach can complete ballot review without a SpeechWire coach account on the PROPER SCHOOL RECORD that is entered in your tournament.** They can use the same account they used to register for Districts to review electronic ballots.

> To release a round to the coaches for review, do the following:
> 1. On the home page, click Posting center.
> 2. Click "Post eballots to student and coach accounts for viewing"

3. Set the option "Do you want any coaches and/or students to be able to see eballots for viewing in their accounts at this time?" to "Yes, show e-ballots in accounts at this time".

3. Make sure that the option "Once released for viewing, should both coaches AND students see their eballots, or just coaches?" is set to "Only coaches should see eballots". *Otherwise, students could see the eballots too!*

4. Make sure that "How do you want to release eballots for viewing - all at once, or by round/grouping?" is set to "Release eballots for viewing by grouping/round". *This will let you release one round at a time.*

5. If you made any changes, click Save settings.

6. You should see a grid lower on the page labeled "RELEASING E-BALLOTS TO COACH AND/OR STUDENT ACCOUNTS BY ROUND FOR VIEWING". Check any boxes for any rounds that you would like to release to the coaches for review, then click "Perform release as checked". This should immediately release the eballots for review, and the boxes you checked should switch from a pink background to a green background, indicating they have been posted to accounts for viewing.

Assuming you completed steps 2-3, the round you released will immediately be available for coaches to view in their coach accounts at www.speechwire.com/login

This video documents viewing eballots in coach accounts:

https://www.youtube.com/watch?v=SsWKMM8rUXk

Posting final placements/results online publicly

Once your results are all tabulated and you are ready to post your placement results publicly, click "Posting center" on the home page, then "Post UIL results". On the line for "Cross-Examination Debate", click "Post" to post your results to the SpeechWire public website.