

UIL CX Setup Procedure on SpeechWire

Logging in

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

<https://manage.speechwire.com>

Find the spot labeled **“UIL meets”** and click **“Log in to UIL meets”**.

UIL meets:

From the **“CX meets”** dropdown box, select your CX District, then click **“Set tournament”** next to that dropdown box.

CX meets:

You will be presented with two boxes, one for your manager username, one for your manager password. Enter your login information in the boxes and 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 jriggins@uiltexas.org and request it.

After logging in, you will see a button marked **“Start wizard”**. Click it to begin the setup process.



[Start wizard](#)



[Stop using wizard](#)



[Help and support center](#)

Activate the SpeechWire Wizard

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 marked **“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 the home page.

Note the blue bar with text and buttons that runs across the upper part of the page. This bar is how you navigate through each step of the wizard. It will offer you a “Next step” button, and will offer you a “Previous step” button after you move past this step.

Please note that on some pages, you may not *immediately* see a **Next step** button. This indicates that you have to 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 some basic information about your contest, including the contest date. Please confirm the information that appears is accurate and add any additional information you wish to add, then click **“Update tournament information”**, whether or not you made any changes. Then click **“Next step.”**

Number of rounds

This page will let you define how many rounds you will hold. The default is to hold 3 prelim rounds and 2 elim rounds (semifinals and finals). You can configure the system to expect quarterfinals if you need to.

You may not know for sure how many rounds you will have yet. This is OK – you can guess for now, and you can always change this later. After finishing setup, you can always change these numbers if you need to by clicking **Tournament structure** on the home page, which will appear once you finish the Wizard, then click on **“Rounds”**.

Once you are finished with this, click **Save round numbers**, and then click **“Next step.”**

Number of judges per round

On this step, you will tell SpeechWire how many judges will judge each debate in each round. Prelim rounds will generally have one judge, and elim rounds will generally have 3 judges, although you may need to run them with one judge depending on your configuration.

Once you have done this, regardless of whether you have made any changes, click **“Save judge numbers”**, and then click **“Next step”**.

Tournament schedule

You will now create your meet schedule. The top part of the page, labeled **“Add a timeslot”**, will let you add timeslots when rounds will begin. You can put in a description of the timeslot in the box provided if you wish – something like **“Round 1”** is fine – and select the date and time that the timeslot will begin. Then, you will see a dropdown box where you will select the Round that will happen at that time. Select it, and then click **“Add timeslot”**.

As you add timeslots, they will appear in a grid in the current tournament schedule section. You will see a grid of dropdown boxes indicating when each round is set to begin. You can use them to make changes to when you will hold each round. **Make sure that you assign every round you will hold to a timeslot.**

Once you are finished setting the times for your rounds, click **“Save changes”** to save your tournament schedule, then click **“Next step”**. Note that you don’t have to completely finalize

the schedule at this point; once you complete the Wizard, you can always get back to this page by clicking **“Timeslots”** on the home page.

Edit general information for registration website

When schools log in to register entries in your meet, they will be able to view the information that you put on this page. This could be information of the sort that you might want to remind them about, such as entry and roster change deadlines, facts about the meet, any information they might need for planning, arrival, holding areas, and concessions or food options, etc. You can always edit this later; once you complete the Wizard, this page is accessible by clicking **“Registration manager”**, then **“Edit general information”**. Once you have completed this, click **“Save general information”** and then click **“Next step”**.

Upload files for registration

Here, you can upload files that attending schools will be able to download from your meet website. These might be things like 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 a title of the file and, optionally, a brief description of it. Click **“Upload file”** to upload it.

You can edit or delete files that you have uploaded by clicking on it and then making any changes or clicking **“Delete this file”** to delete it.

You do not need to upload all of 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 have completed this section, click **“Next step”** to continue.

Registration settings

This page allows you to manage the status of registration, and what schools can submit and update.

If you want to open registration, begin by changing the **“Overall registration status”** to **Open**. Please note that coaches’ SpeechWire accounts will be automatically created soon, and if you open registration before they are created and emailed out, they may not be able to register until they receive the email from SpeechWire. You are welcome to open registration at any time, however.

Next, use the grid of checkboxes to determine what schools can submit/modify. **If a checkbox is checked, then the schools will be able to submit/modify that information. If a checkbox is NOT checked, then you as the meet director will manage those types of changes.** Keep in

mind that you could check all the boxes initially when registration opens, but then restrict changes later by returning to this page.

Here is what each checkbox means:

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

DROPPING ENTRIES: Should schools be allowed to drop entries?

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

WHETHER THE TEAM WILL ATTEND: Should new schools be allowed to sign up to attend and should attending schools be allowed to drop their whole team?

JUDGES: Should schools be allowed to add, drop, or change their school's judges?

To open registration initially, change the Overall registration status to **“Open”** and check all of the boxes (you might choose to not check Judges if the meet is providing all of 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”**.

If you want to return to this page after completing setup, just click **“Registration manager”** on the home page and then **“Registration settings”**. You will then see this array of checkboxes again and you can change what information schools can submit and what you as meet director will manage for any changes.

That's all for now!

That's the end of initial setup. Your schools have already been added to your meet. Assuming you opened registration, schools will be able to begin adding their schools and entries to the contest.