# OAP Company Info Lookup for AREA Contest Managers in SpeechWire

## Logging in

As the contest director, access your contest management area here:

https://manage.speechwire.com

• Find the spot labeled "UIL meets" and click "Log in to UIL meets".

UIL meets: Log in to UIL meets

- From the **"OAP contests"** dropdown box, select your contest, then click "Set tournament" next to that dropdown box.
- 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".

Note: Please refer to the contest director information email from SpeechWire to locate your username and password. If you are unable to locate your username and password, please email <u>theatre@uiltexas.org</u> and request it.

If you haven't finished setting up your meet, please return to the setup instructions posted on the UIL website and complete that part of the process: <u>https://www.uiltexas.org/theatre/online-entry</u>

If your meet has been setup and you finished the "Start Wizard" tool, you will arrive at the Tournament management page.

If there's a short turnaround from bi-district contests to area, you can look up OAP company information even before bi-district results have been entered and area qualifiers are designated.

To look up the company information for the schools who *COULD* qualify for your area meet, here's what you need to do after logging into your area meet in SpeechWire.

Click on the "Teams" icon.



You'll then see something that looks like this, where you can click on the button that says "View area play info":



You'll then see something like this, where you can click on a school name to see their cast/crew, set info, etc.:



UIL 1A Area 21-24 One Act Play -- Return to home page

# **View One Act Play entry information**

Please select which team you wish to see information about.

District 21-22: Cross Plains District 21-22: Gorman District 21-22: Gorman District 21-22: Huckapay District 21-22: Lingleville District 21-22: Santa Anna District 21-22: Sidney District 23-24: Blum District 23-24: Blum District 23-24: Covington District 23-24: Kopperl District 23-24: Oakwood District 23-24: Slocum District 23-24: Trinidad When both of the bi-districts that comprise your area have posted results in SpeechWire, here's how you look up the information for the qualifying schools, as well as contact information.

Click on the "Teams" icon.

**Tournament management** 



You'll see a chart with the participating schools listed. (Ignore the "Hired Judges" link, that's not for OAP). To see contact info, click on the school name.

# **Team listing**

#### **One Act Play Reports and Exports** View titles Manage teams Sort the table by: Team name V Sort table View entry spreadsheet View student counts View entry summary V Currently, 6 teams have marked that they will attend the tournament. (0 not attending, 0 not sure, 6 total teams in list below Code Zone Invited? Attending? View OAD details Judges Team name Results Gruver No Yes View OAP info udges Results **Hired Judges** Ζ No Yes Judges Results View OAF INTO Sanford-Fritch No Yes View OAP info Judges Results View OAP info Stinnett West Texas Yes No Judges Results View OAP info Stratford No Yes Results Judges No Yes View OAP info Sunray Judges Results

Click on the "OAP Team Info" button to see info for cast/crew/set/etc. If the school has completed some or all of their contestant entry, you will now see it.

For example, if info has been entered, you'll see the director's names, cast, crew names (NOT PICTURED) and set info, like this:

Stage weapons: No weapons used. Unit set 8' Pylons: 2 6' Pylons: 0 4' Pylons: 0 4x8 Platforms: 2 4x4 Platforms: 0 1x1 Cubes: 0 4x4 Ramps: 0 4' Steps: 2 2' Steps: 2 3-Fold Flats: 0 2-Fold Flats: 0 **Other items** 1: 1 fireplace 2: 4 bookshelves

- 2: 4 booksnelves
  3: 1 small side table
  4: 1 couch
  5: 1 desk
  6: 1 desk chair
  7: 1 stuffed chair
  8: 1 bench
  9: 1 dining table
  10: 4 chairs
- 11: 1 small round metal tiered table

If the school has NOT entered their information for cast/crew, set, etc., it will look like this:

### **Company: Cast and Crew**

#### **Entry information**

Runtime:

Setting:

Music credits:

Stage weapons:

Unit set 8' Pylons: 6' Pylons: 4' Pylons: 4x8 Platforms: 4x4 Platforms: 1x1 Cubes: 4x4 Ramps: 4' Steps: 2' Steps: 3-Fold Flats: 2-Fold Flats:

**Other items**