Managing Accounts in *SpeechWire* - 2025

The UIL Speech State Meet will be administered using the tournament management system *SpeechWire.* All ballots, pairings, announcements, and results will be electronic. You will access the system at ***www.speechwire.com***. Our tournament name is: **UIL State Speech and LD Contest. Do not confuse it with the academic meet also in *SpeechWire*. The Speech and LD contests are a separate meet.**

Coach Accounts: Please read these details thoroughly. Since Spe*ech*Wire has integrated our academic contests into its platform this season, if you are a coach who used it for previous Speech State meets, procedures have changed. Accounts are now registered in the system by school academic coordinators for all entries from your school. Therefore, the record that was used for District registration this season *must be used for UIL State Speech and LD Contests* since qualifiers were advanced from District to Region and now to State in that manner.

If you have advanced students to State either of the two previous years, as the speech coach you have a pre-existing record that is NOT connected to your UIL coordinator's record for registration at District and that will cause issues for viewing e-ballots that will be used for Speech/LD State.

To make it possible for you as the speech coach to view e-ballots during verification, *the **person who created the record used for District** needs to create a coach account for you.* Assuming that was your coordinator, they can do this by
- logging in at www.speechwire.com/login
- clicking "Coaches"
- using the form to add a coach account at Head Coach level for you, the speech coach.

This needs to be completed *before* you arrive at State so you won't have issues during verification that we won't be able to solve for you.

Note: This may cause you as the speech coach to have two different accounts. Just remember to click the account **used for District** in order to access your e-ballots. The official UIL account, if you have access to it, should say "(UIL school record)" next to it.

Student Accounts: Student accounts in *SpeechWire* are optional, even if they are Informative or Persuasive Speakers. Having an account set up does allow the student to view their own ballots, but many coaches prefer to look over the ballots before providing them to their students. In that case, no student accounts are necessary. You can forego this step and just generate a PDF of your student's e-ballots and distribute them as you wish.

Something to consider: You may coach multiple events that include academic contests. If you or the coordinator will be unable to attend your competitor's verification because you are monitoring other contests across campus, you would want your student to be able to attend verification and access their ballots at that time.

To create or manage student accounts, click the "Team roster" button on your coach account home page:

Once you have clicked that, you will be able to add students to your roster. Make sure to include their email address; they will immediately be emailed a link to click to activate their student account once you add them if you included an email address. You can click on a student to edit their record and add/change an email address if needed. Also, if they are having trouble activating their account, there is a button to manually set their password after you click their name. In that way, you can set their password to something you make up, then share that with them so they can log in. *Manually setting their password immediately activates their account, so you can register them into the state tournament at that point.*

Students always log into their accounts at https://live.speechwire.com

For more help creating student accounts, you can refer to this video: https://www.youtube.com/watch?v=dcGivaEKSuk

Registering your judges

For UIL Speech State, only schools who qualified students in LD Debate are required to provide judges. See your contest rules.

First off, you do **NOT** need to ask your judges to create their own SpeechWire judge accounts. **Judges should NOT create their own accounts on SpeechWire!** Your coordinator who created your school's district account or you (if you've been registered as a head coach under that account) can register them. If they don't already have an account, one will automatically be created for them and they will be emailed login details to use to judge the tournament.

To register your judges, click "Update your judges" on the tournament registration home page:

Tournament registration

Will you attend? Complete required information Update your entries Update your judges View your entries

Once you do, click "Add a judge to your entry":

Add a judge

To add a judge, click the 'Add a judge to your entry' button.

Add a judge to your entry

Type in the judge's email address and click "Search for judge":

Judge's email address: imajudge@judgemail.com   Search for judge

If the judge already has a SpeechWire judge (or coach) account, their name will automatically be filled into the field that appears. You can correct it if needed – either way, you then will click "Add this judge to your entry. *Coaches can use their SpeechWire coach login email and password to judge the tournament at https://live.speechwire.com.*

If they do not already have a SpeechWire judge (or coach) account, you will need to type in their name and click "Add this judge to your entry", which will email them a password they can use to judge the tournament and will add them to your entry:

No judge account was found for that email address. When you add the judge to your entry, an account will be created for them and they will be emailed a password to use to judge - the judge does NOT need to create their own account. Please enter the judge's name below and click 'Add this judge to your entry'.

Judge's **name:** [   ] [Add this judge to your entry]

☑ Save judge to your team's frequently used judges list so you can add them faster next time

Keep in mind that judging during the tournament always happens at https://live.speechwire.com.