BEFORE PROCEEDING. Make sure that you have your UTEID and password. If you have not set-up your UTEID and password, go to http://utdirect.utexas.edu/uil

YOU DO NOT NEED TO GET ANOTHER UTEID IF YOU ALREADY HAVE ONE OR HAVE CHANGED SCHOOLS.

INSTRUCTIONS

1. Go to the Theatre page of the UIL website www.uiltexas.org/theatre and click on the Spring Meet Entry Link on the right side of the page.
2. Click on the Contest Manager Certification link.
3. You are now in the UIL Gateway system. Login with your UTEID and password.

IF YOU ARE ENTERING THE SYSTEM FOR THE FIRST TIME, YOU WILL BE SENT TO THE CONTACT INFORMATION PAGE

4. Fill out the Contact Information and click "Save this information" then click "Return to Gateway."
5. Click on "Select Your Jobs." You are now on the Identify Your UIL Related Job Titles page.
6. Click on Option 3.
7. On the next page click on "One Act Play Contest Manager" which is located under Academics. Click "Save."
8. You will now see a list of TASKS to be completed.
9. Click on "Contest Manager Certification." Follow instructions for each module.
10. When you have completed all five modules, you will be able to print a certificate.
11. Later in the year, you will receive an email from the State Office asking you to register additional information about your availability to contest manage. This information will be posted to the UIL website as an informational resource for districts seeking certified contest managers.