One-Act Play Entry System: Contestant Entry

Before proceeding. Make sure you have acquired a UTEID and password by going to http://utdirect.utexas.edu/uil

PART ONE

1. **Go to www.uiltexas.org**
2. **Click on the "Academics" Pulldown Menu**
3. **Click on the "Theatre/OAP" Link**
4. **Click on the red "Contestant Entry" Button on the right**
5. **You are now on the "Spring Meet Entry System" page**
6. **Click on the "Spring Meet Entry System login" link**
7. **You are now on the Academic Coordinator's Logon page**
8. **Click on the "**logon and go straight to the Spring Meet Entry System" link
9. **Enter your UTEID and password. (If you forgot it or need one click on the orange link.)**
10. **Click on the "Log In" button.**
11. **You should receive a log on confirmation popup. Click on the "OK" button.**
12. **You are now on the "Entry Procedure" page**
13. **Enter your school's TEA Code.**
    (If you do not know it click on the blue link.)
14. **Using the pull-down menu, select "One-Act Play" and click on the "Go" button.**
15. **You are now on the "School Information page."**
16. **Check the information and make sure it is correct and complete. Update if necessary.**
17. **Click on "Contestant Entry" link in the gray box.**
18. **You are now in the "Contestant Entry" Page.**
19. **Type in last name, first name and role in play. List cast in order of performance first, followed by the crew and then alternates. IMPORTANT YOU DO THIS IN THIS ORDER**
    a. **PLEASE CHECK SPELLING. THIS WILL SERVE AS THE BASIS FOR PROGRAM COPY.**
    b. **DO NOT DESIGNATE CREW AS SOUND, LIGHTS, etc. Just "Crew."**
20. **Click on the "Enter New Contestants" button.**
21. **The page will update and indicate the number of students you have added.**

22. Click on the "Steps 3 & 4" Link on the gray sidebar
23. You are now in the "Step 3 Review Entries" page.

DO NOT FORGET TO DO THIS. YOU MUST ENTER SET AND SCRIPT INFO AND LIST ADDITIONAL DIRECTORS.

24. Click on the "For One Act Play, save set and script information HERE" link found in the gray rectangular box
25. Enter the play duration
26. Enter the time and place.
27. Using the pull-down menus indicate the unit set pieces you plan to use.
28. List the properties, tubs, and approved items you are bringing with you. Indicate the quantity.
29. Enter the names and contact information for the 2nd and 3rd directors, if necessary.
30. Save the information by clicking the "Save" Button.
31. Click on the Steps 3 & 4 Link on the gray sidebar again
32. Read the information in red.
33. Certify and lock the entries.
34. You are now on the "Entry Confirmation" page. THIS PAGE SERVES AS THE STANDARDS COMPLIANCE FORM
35. Print two copies of this screen. There is a "print" button
36. Send one signed copy to the UIL State Office and keep a blank copy for your records. Provide a signed copy to the contest manager at each level.
37. Log off.

IF YOU ADVANCE

1) Have the administrator sign and date a new Standards Compliance Form for each level. DO NOT SEND TO THE STATE OFFICE. WE ONLY NEED THE INITIAL ONE.
2) If necessary, update any changes. The enrollment system will be open 48 hours for changes from midnight the Saturday of each contest week until Monday midnight. You may change cast, sets, etc. between each session.