

## One Act Play CONTESTANT ENTRY

### **Before you get started:**

- you need to have a UT EID and password

### **If you need help getting a UT EID/ retrieving a password, etc.:**

Use the online UT EID Self-Service tools at [https://idmanager.its.utexas.edu/eid\\_self\\_help/](https://idmanager.its.utexas.edu/eid_self_help/)

NOTE: If you have problems obtaining or retrieving your UT EID/password, please call the UT EID Helpline at 512-475-9400. The UIL office cannot help you with UT EID or password issues.

### **Ready to enter your contestants?**

1. Go to this page: <http://www.uiltexas.org/academics/spring-meet-entry-system>
2. After clicking the Coordinator's Logon, you will be on the "Academic Coordinators" page. At the end of the first bullet point, click on the link "logon and go straight to the Spring Meet Entry System."
3. You will be prompted to log in with your UT EID and password.
4. You are now on the "UIL Spring Meet Entry Procedure" page.
5. In Step 1 – School Information, enter your school's TEA code.

TIP: Use the "Look up TEA code" link to help you retrieve your TEA code. It will open a pop-up window. Schools are listed alphabetically, so if you need to find the TEA code for Zephyr HS, for example, use the "Enter school name" search field and click the "Go" button. It may be easiest to type just part of the school's name like "Mi" for Miami or Midland HS. When you see your school's name in the popup window, you can click on the TEA code, and it will populate this information in the Step 1 field.

6. "Event(s) you wish to enter:" Use the dropdown menu to select One Act Play. Click the "Go" button.
7. You are now on the "School Information" page. Update the One Act Play Director information as needed. Click the "Update HS One Act Play Information" button to save any changes.
8. In the grey outlined box on the top of the page, click on the "Step 3) Enter Company and Set Information" link.
9. Follow the onscreen instructions. Do not designate crew as sound, lights, etc, just "Crew". Click the "Enter new contestants" button to save your entries.

10. Look on the left-side of this same web page, now click on “Steps 3&4 Review Entries & Final Checkout”
11. Look for the outlined grey box with the text: “For One Act Play, save set and script information HERE”. Click the link on the word “HERE”
12. Follow the onscreen instructions. Enter the play duration, set items, etc.

TIP: Below the unit set items, you may also list properties, tubs, and approved items you are bringing with you. You must indicate the quantity (otherwise the information will not be saved). For example: 2 tubs soft goods.

13. Continue to scroll down the page. Enter the names and contact information for the 2<sup>nd</sup> and 3<sup>rd</sup> directors, if applicable.
14. Click the “Save” button to save your data entry.
15. Click on the Steps 3 & 4 link on the grey sidebar again. Read the information in red. Click the “Certify and lock entries” button when you are ready to finalize and submit your contestants. This will lock your school record and you will not be able to make any additional changes.

NOTE: If you need your school record unlocked so that you can make changes, email the state theatre office at [theatre@uiltexas.org](mailto:theatre@uiltexas.org) with your name and your school name. As long as it is before your meet entry deadline, we can unlock your record. If it is after the entry deadline, we need permission from your meet director.

Congratulations! You have now entered your contestants for OAP competition. Please read below for additional steps you need to follow.

**For zone/district contestant entry, you must also fill out the**

High School Zone and District Contestant Entry Form

Found on this page: <http://www.uiltexas.org/theatre/zone-district>

**IF YOU ADVANCE beyond district competition**

For bi-district competition you need to fill out the

High School Bi-District Contestant Entry Form

Found on this page: <http://www.uiltexas.org/theatre/bi-district>

For area competition you need to fill out the

High School Area Contestant Entry Form

Found on this page: <https://www.uiltexas.org/theatre/area>

For region competition the UIL spring meet entry system will reopen for 48 hours. You will be able to make changes in cast, sets, etc.

For region competition you will also need to fill out the  
High School Region Contestant Entry Form

Found on this page: <http://www.uiltexas.org/theatre/regional>

For state competition the UIL spring meet entry system will reopen for 48 hours. You will be able to make changes in cast, sets, etc.

For state competition you will also need to fill out the  
High School State Contestant Entry Form

Found on this page: <http://www.uiltexas.org/theatre/state>