

How to Enter Results for OAP Contest Managers and Meet Officials

Before you get started:

- you need to have a UT EID and password
- you need to be authorized as a meet official for the meet

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/

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.

If you need to be authorized as a meet official:

Email the theatre office for authorization as a meet official at theatre@uiltexas.org

In the email, provide your name, UT EID and contests you will be managing. Do not send your password

You will be able to access information on your contest only after you receive an authorization confirmation e-mail from UIL.

Ready to enter results?

1. Go to this page: <http://www.uiltexas.org/academics/spring-meet-entry-system>
2. After clicking the Meet Official's Logon, you will be on the "District and Region Meet Directors" page. At the end of the first bullet point, click on the link "logon and go straight to the UIL Meet Update screen."
3. You will be prompted to log in with your UT EID and password.
4. You are now on the "Update Meet Information" page.
 - "Type of Meet": Select One Act Play from the dropdown menu
 - "Conference": Select the appropriate conference from the dropdown menu
 - "Level": Select the level from the dropdown menu.
 - NOTE: Bi-District and Area Meets are not options in this field
 - "District or Region Number": Type in the district number for district meets, or the region number for region meets.
 - "For One Act Play only - Zone or Area": Leave it set at "not applicable"
 - NOTE: Zone, Bi-District and Area meet results are ONLY submitted via the corresponding "machform". Do NOT enter zone, bi-district or area meet results in the spring meet system.
 - Click the "Go" button

5. You are now on the “Update Meet Information” page. Look at the left sidebar. Find and click on “Update Results”
6. You are now on the “Update Results” page. You will see a list of schools in your district. Follow the onscreen instructions:
 - Mark Advancing Teams with a 1.
 - Mark Alternates with a 2.
 - Mark all others with a 3.

Click the “Save Scores” button.

Once you have saved the score info for schools, you should then see a new link appear towards the top of the page:

Conference 1A District 1

One Act Play

These results are now tentative. Continue to [Individual Awards.](#)

Click on the link for “Individual Awards.”

7. You are now on the “Individual Awards” page. You should see all of the contestant names listed by school.

Follow the on-screen instructions to “Mark individual awards earned, then click the update button.” The “Update Awards” button is at the bottom of the screen.

Once you’ve clicked that “Update Awards” button, scroll back to the top of the page:

Conference 1A District 1

One Act Play Mark individual awards earned, then click the update button.

When the information below is accurate, continue to [Team Placement.](#)

Click on the link for “Team Placement.”

8. You are now in the “Team Final Placement” page. You should see the list of participating schools with school point totals and placements. Listed below the schools are the Individual Awards.

Click on the “Save Final Placement” button.

NOTE: The page will show the schools as advancing to Area. Bi-district meets don’t exist in the spring meet entry system, so do not worry that it does not show the schools advancing to Bi-district.

Once you've clicked the "Save Final Placement" button, look towards the top of the page:

One Act Play Round 2

Team final placement results have been saved for this event. You can now **certify the final event results.**

Click on the link for "certify the final event results."

9. You are now on the "Certify Event Results" page. It will show the list of participating schools and any overall points they earned.

Click on the button to "Certify One Act Play Results as Final"

Congratulations, you've successfully entered your results in the spring meet system!

On this same page you will see this information appear in the top portion of the page:

Important - When you are ready to make results public for this meet, return to [Update Meet](#), change **Status of Meet** to "Meet results posted and available for review", and click the update button. **Results will only be publicly available online for this meet after this change is made.**

Please follow these instructions by clicking on "Update Meet"

This will take you back to the "Update Meet Information" page.

Change the "Status of Meet" drop-down to "Meet results are posted and available for review"

Scroll to the bottom of the page and click the "Update this meet" button to save that status change.

This completes the process for entering results for either the district or region meet in the UIL spring meet entry system.

But you are not done just yet!

For every level of meet: zone, district, bi-district, area, or region, you MUST enter results in the corresponding “machform”

Those forms are linked here: <http://www.uiltexas.org/theatre/spring-meet-entry>

- High School **Zone and District Contest** Managers Contest Result and Attendance Report Form
- High School **Bi-District Contest** Managers Contest Result and Attendance Report Form
- High School **Area Contest** Managers Contest Result and Attendance Report Form
- High School **Regional Contest** Managers Contest Result and Attendance Report Form
- **JUNIOR HIGH A+ Contest** Managers Contest Result and Attendance Report Form

Once you’ve successfully submitted the “machform” with your contest results: it should send you an email receipt with all of the information you just entered. Keep that for your records.

Now you are really finally done with entering results, treat yourself to a cupcake!