

FOR MEET OFFICIALS ONLY. If you are a director who needs to enter contestants, you are on the wrong page.

How to set up Meets in the Spring Meet Entry System 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 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 set up your zone, district, or region meet? (Please note bi-district and area meets are handled through “machforms” for both contestant entry and reporting results. You do not need to set up or enter results in the spring meet entry system for bi-district or area meets.)

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”
 - (Exception: if you are setting up the individual zone meets, select the appropriate number: 1, 2 or 3. If your district is not zoning, leave this set at “not applicable”)
 - Click the “Go” button
5. You are now on the “Update Meet Information” page. Fill out the information in the open fields.
- NOTE: The “entry deadline” will default to 10 calendar days prior to the “Date meet begins”. You may set the deadline earlier, but please make triply sure that all of the participating schools are aware if you set the deadline earlier than 10 days prior to the meet.
 - **IMPORTANT: Please note that the “Status of Meet” is default set at “This meet is closed to schools and public”.** With the meet on this setting, no one will be able to enter contestants for competition. WHEN you are ready for schools to enter contestants, you need to change this setting to “Schools may enter contestants/schedule posted”. If you have already set up your meet, make sure to scroll all the way to the bottom of the page and click the “Update this meet” button to save this change.
6. If your district is zoning, please make sure to mark the zone designation (1, 2 or 3) for each of the schools listed in the “One Act Play Participating Teams”. If your district is not zoning, you do not need to enter anything in the “zone” field.
7. Scroll all the way to the bottom of the page and click the “Add this meet” button to save your meet information.

If you need to update or correct anything for your meet on the “Update Meet Information” page, you can make changes, but you must **always** scroll to the bottom of the page and click “Update this meet” to save those corrections/updates.