Instructions for Contest Manager Certification

The following are the steps that I took to complete Contest Manager (referred to as CM in this document) Certification. Please keep in mind the following:

- CM Certification is required annually.
- CM Certification must be completed by January 31st.
- CM's may take the Certification numerous times until the satisfactory percentage is achieved.
- Upon completion of the CM Certification, you may request to be added to the Contest Manager List. (See Step Two)
    - All names will be removed from the website lest each year on or before August 1.

Step One - Log onto Certification:
- Log onto the UIL website - https://www.uiltexas.org/theatre
    - Click on the **Contest Manager's** link (located to the left column of the page)
    - Click on the **Contest Manager Certification** (Gateway system Login) link
    - Click on the **One Act Play Contest Manager Certification** link
- You will now need to enter your UT EID and password
    - You do not need to get another UT EID if you already have one or have changed schools.
    - Follow the directions on the page if you have forgotten your UT EID or password
    - If you have not set up your UT EID
        - Go to **http://utdirect.utexas.edu/uil**
        - Follow the directions to create a new UTEID
        - You will be asked a series of questions and will be requested to give contact info.
        - After setting up the UTEID and PASSWORD, you will be asked to send an email for authorization. This is not needed for Contest Manager's Certification.
- After entering the UT EID, click **ok** on the next page.
- Click on **Identify your UIL related job titles** link
    - Click on Option #3 (You are an official of the State, not a representative of a school or district)
        - Check all boxes that apply for you, but make sure you click on the box for One Act Play Contest Manager.
        - Click **save** after checking all the boxes that apply.
- Side note: Now is a good time to update your Contact information. See the box to the right of this screen.
- On this page, look under Tasks at the bottom of the page.
    - Click on **One Act Play Contest Manager Certification** link. The status for this link should say "Incomplete."
    - Follow instructions for each module.
- When you have completed all five modules, you will be able to print a certificate.

    Step Two (OPTIONAL) - If you wish to be added to the Contest Manager List and be contacted to manage other contests, please fill out the form at
    - https://www.uiltexas.org/machform/view.php?id=83653

The League will add names to the Contest Manager List periodically. They are entered manually. They will not appear automatically.

Due to those some IT issues there is some information that is not correct on the reading portion of the test that we cannot fix at this time:

There is no more "Guide for Contest Managers." It was worked into the "Handbook for OAP 21st edition."

Sound checks are now allowed using the League produced audio file

All three Bi-District panel judges may be hired prior to August 10.

Critiques for panel judging may be held concurrently if they start after 9pm.