

One Act Play TITLE ENTRY, due by FEBRUARY 14 each year

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/

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 play title?

1. Go to this page: <http://www.uilutexas.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 2) Register Play Title, Author, and Publisher" link.

9. You will now be on the “One Act Play – Play Information” page. Enter the title of your play, author, publisher, etc. Click the “Save” button. Congratulations! You have now entered your play title. Note: you will not receive a confirmation email.

How to double-check that you have successfully entered you play title in the spring meet system:

You can always log off of the UIL spring meet entry system and repeat the steps above. If you get to the last step (STEP 9, above) you should see all of the play title information you previously entered.