

UIL OAP ZONE/DISTRICT Meet Setup Procedure on SpeechWire

Logging in

As the contest director, access your contest management area here:

<https://manage.speechwire.com>

- Find the spot labeled “UIL meets” and click “Log in to UIL meets”.

UIL meets:

- From the “OAP contests” dropdown box, select your contest, then click “Set tournament” next to that dropdown box.
- You will be presented with two boxes, one for your manager username, one for your manager password. Enter your login information in the boxes and then click “Log in”.

Note: Please refer to the contest director information email from SpeechWire to locate your username and password. If you are unable to locate your username and password, please email theatre@uiltexas.org and request it.

Starting the setup wizard (This is how you will set up your meet *the first time*)

- After logging in, you will see a button marked “Start wizard”. Click it to begin the setup process.



- SpeechWire’s Setup Wizard will guide you through the initial meet setup, including being able to open your meet for entries.

Notice that at the top and bottom of each page is a link marked “Return to home page”. No matter which page you are on in SpeechWire, you can always click Return to home page to get back to the home page.

Note the blue bar with text and buttons that runs across the upper part of the page. This bar is how you navigate through each step of the wizard. It will offer you a “Next step” button, and will offer you a “Previous step” button after you move past this step.

Please note that on some pages, you may not *immediately* see a **Next step** button. This indicates that you have to complete some action on the page to move on (*or at least confirm and submit the settings on the page*), so please read the text on the page to determine what you need to do. Click “**Next step**” in the blue bar in the upper part of the page to move on.

Entering Tournament (what MEETS are called in SpeechWire) information

- SpeechWire will now ask you for some basic information about your contest, including the contest date.
- Please complete the fields on the page.
- If you will be running Zone contests, please make sure to complete the lower part of the page having to do with Zone contests.

Once you are done, click “**Update tournament information**”, whether or not you made any changes. Then click “**Next step**.”

Edit general information for participating schools

When schools log in to register entries in your meet, they will be able to view the information that you put on this page.

- For this page, please paste in your welcome letter and/or general information. (Text only, no pdfs, handbooks, images, etc. That will be in the “Next Step”).

This could be information of the sort that you might want to remind them about, such as deadlines, facts about the meet, any information they might need for planning, arrival, holding areas, and concessions or food options, etc.

You can always edit this later; once you complete the Wizard, this page is accessible by clicking “**Registration manager**”, then “**Edit general information**”.

Once you have completed this, click “**Save general information**” and then click “**Next step**”.

Upload files for registration

Here, you can upload files that attending schools will be able to download from your meet website. These might be things like a campus map, a list of area restaurants, etc. There is a cap of 4 MB in size *per file*.

- To upload files, click the link labeled **“Click here”** to upload files.
- Click **“Choose File”**, locate the file, and then enter a title of the file and, optionally, a brief description of it.
- Click **“Upload file”** to upload it.

You can edit or delete files that you have uploaded by clicking on it and then making any changes or clicking **“Delete this file”** to delete it.

You do not need to upload all of the files before moving on – you can always return to this page once you complete the Wizard by clicking **“Registration manager”** on the home page and then **“Upload files”**.

Once you have completed this section, click **“Next step”** to continue.

Assigning your schools to zones

Once you move past the “Upload files for registration” step, you will see a page noting that the initial setup wizard is complete.

On this page, you will see a button marked “Assign schools to zones”.

If you are running Zone contests, click this button and you will see a list of the schools in your contest and a “Zone” column in which you can assign each school to its proper zone. Save any changes you make.

You can always visit this page by clicking Teams on the home page, then scrolling down and clicking “Assign teams to zones”.

If you need to make changes to tournament (aka meet) information, after you’ve initially set it up

Follow these steps if you need to make any changes to the tournament information page after completing the setup wizard.

Access it from the SpeechWire contest director home page, <https://manage.speechwire.com>

- click Control panel
- then click Tournament information

This will permit you to make any changes you need to make.