Entering Students in the UIL Academic District Meets on SpeechWire

This brief manual will guide the campus UIL Academic Coordinator through the steps of entering students for the District Meet.

Creating your account

Register as your school's coordinator on a free SpeechWire coach account (SpeechWire refers to coordinators as coaches).

If you do not have an account, you can create one on this page:

https://www.speechwire.com/uilregistration

If you have ever used SpeechWire to register for a tournament before, then you already have an account. *Do not create an additional one.* If you need a password reset, you can request one here:

https://www.speechwire.com/forgot

When you visit SpeechWire, enter your school's name and follow the steps on the screen to establish your account. You will need to enter at least your name and email address to establish an account. After you do that, login details for your new account will be emailed to you.

Create your new UIL registration account

Do you already have a SpeechWire account? **Click here to log in to it**

If you do not have an account yet, type in the name of your school below, then click 'Next step' to continue. It's OK if this name doesn't exactly match the way UIL identifies your school; that will get synced up when you start registering.

Your school's name: A UIL School

Next step   Select a different state   Cancel

NOTE: If you do not receive an email soon after creating the account, please check your junk folder or spam filter. You may need to designate "dispatch@speechwiremail.com" as a safe sender.

Please check the email and follow the instructions to log in to your new SpeechWire account. Use the link in the email to log in for the first time. Use the email address you set up your account with and the randomly generated password provided in the email. Once you have logged in you will be prompted to change your password to something that you will remember easily.

NOTE: Save your email address and password for future use.

Logging into your account

After you have created an account, go to this page to log in:

https://www.speechwire.com/login

Enter the email address and account password and click the button "log in."

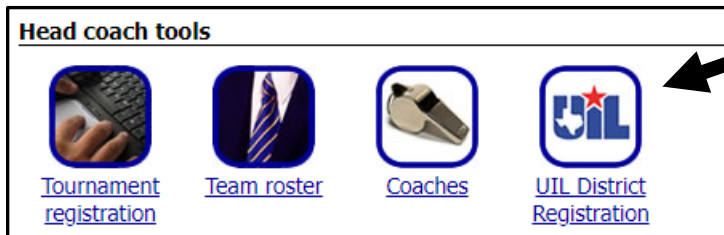## Accessing your District meet registration

After you have logged in, on your SpeechWire coach account home page, click on the "UIL District Registration" button:

Next, you will see a page that offers to locate your District Meet using your school's TEA code. If you already know your school's TEA Code, you can enter it in the box in the lower part of the page and click "Submit TEA Code." If you do not know it, use the upper part of the page to search for your TEA code by entering at least three letters of your school's name.

NOTE: UIL often identifies schools by their city or ISD name before the school's name, i.e.: Roscoe Highland, Northside Stevens, Austin Bowie.

Register for UIL District

To begin registering for your UIL District on SpeechWire, please enter your TEA Code below to locate your District tournament.

Not sure what your TEA Code is? Type in at least three letters of your school name below in the 'Search by school name' box to look it up.

Search by school name: [   ] [Search]

Already know what your TEA Code is? Enter it below (including any leading zeroes) and click 'Submit TEA code'.

TEA Code: [   ] [Submit TEA code]

[Return to account home page]

If you need to search for your TEA Code by entering part of your school's name, you should then see the TEA Code listed in a table. To immediately use it to search for your District, you can simply click on the TEA Code itself:

Search by school name: [test] [Search]

The results of your search are shown below. If you see your school, you can click on the TEA Code on that row to immediately use it.

School	TEA Code
SpeechWire Test School	999999999

Once you have submitted your TEA Code, you should see your District Meet listed, along with some information for you to review for accuracy. Once you have confirmed the information is correct and you are ready to proceed, click "Yes, I agree, please link my school".

Register for UIL District

Here is the District tournament that was found for the TEA code you submitted.

Your school: **SpeechWire Test Team**
Conference: **1**
District: **1**
Tournament: **UIL 1A District 01 Academic Contest**
Location: **Wheeler**
Date: **Mar. 22, 2023**

Check this information for accuracy before linking your email to your school.

Is this information correct? If so, please click 'Yes, I agree, please link my school' below to create a link between your SpeechWire school record and this TEA Code.

Please note that this will rename your SpeechWire school record to match the school name above to line up with UIL's school directory. This will also grant the UIL State Office administrative control of your SpeechWire school record, including creating and removing coach accounts to ensure long-term access to your school record by future UIL coordinators, and to ensure all necessary personnel have access to the school record. **By clicking 'Yes, I agree, please link my school' below, you agree that you have reviewed this statement and agree to the renaming of your school to line up with the UIL school directory and the administrative control of the UIL state office over your account.** *Your email address and the date and time of agreement will be logged.*

[Yes, I agree, please link my school] [No, cancel]

If 'Your school' above does not match your school, click 'Return to search page' below to search again.

[Return to search page]

You will then see a link to begin registering for your District contest:

Registering for your District tournament on SpeechWire

After you click on the button "Yes I agree, please link my school", then click the link "Click here to begin registering for your District contest", you will see this menu (just for your district tournament):

Double check that this is your District Meet location. Click on the "Will you attend?" button, and then mark "Yes, my team will attend" and click "Submit response". Then, click the "Submit your entries now" button that appears.

You will now be ready to submit the names of your contestants and substitutes in each event.

Submitting your school's District entries

You will see a list of the events with an "Add entry" button next to each one. To enter a contestant's name, click "Add entry" next to the event name. A text box will appear, and you can type the name of the student who will participate in that event. You will also see a "Division" drop down box where you will indicate if the student is an "Entry," "Substitute 1" or "Substitute 2."

NOTE: Please enter complete first and last names (no middle initials) in Proper Case **(not all caps or all lowercase)**.

      Correct format: John Smith
      Incorrect formats: John T Smith, JOHN SMITH, john smith

Continue to click "Add Entry" for each contestant and substitute name you will enter.

NOTE: Districts now have the option to enter up to six contestants in events with a team component and two substitutes with District Executive Committee approval. Those events are Accounting, Calculator Applications, Computer Science, Current Issues and Events, Literary Criticism, Mathematics, Number Sense, Social Studies, and Spelling and Vocabulary. All other events are limited to three entries and two substitutes.

The meet director will have set up your meet to allow the appropriate number of entries in team events based on what your district has decided. Enter a maximum of two substitutes in each event. The system will allow you to enter more entries than the maximum allowed but will reduce it to the maximum when you click "Update entries."

You should mark the competitors as "Entry" and substitutes as "Substitute 1" or "Substitute 2". Once you are done, click "Update entries" at the top or bottom of the page to save your entries. An entry with no text in the box will not save. (You can click "Update entries" multiple times during the process to save your entries as you go.)

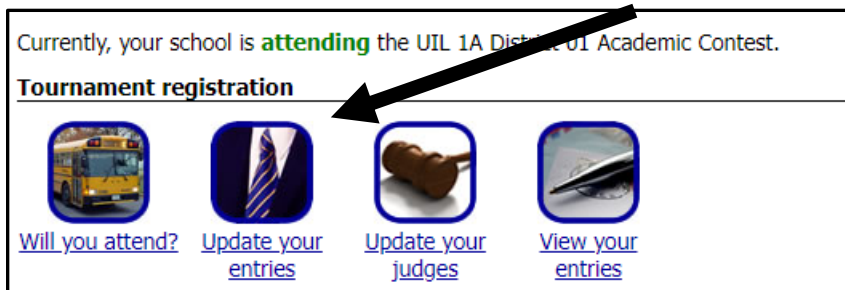***Did you accidentally submit too many entries?***

If so, you might see a blank entry after you submit them. Each of your entries, after you submit them, will have a "Drop?" dropdown box. You can use it to drop any entries you accidentally added:

1:	John Smith	Division: Entry ▾	Drop: ▾
2:	Abbi Adkins	Division: Entry ▾	Drop: ▾
3:		Division: Entry ▾	Drop: Drop ▾
4:	Elayne Wang	Division: Substitute 1 ▾	Drop: ▾
5:		Division: Substitute 2 ▾	Drop: Drop ▾

Once you have marked "Drop" in the Drop? dropdown box for any entries you need to drop, you can click "Update entries."

Finalizing your entries

When you have finished and clicked "Update entries" to save your entries, you can click "Return to tournament home page". The home page will now have an "Update your entries" button if you need to go back and add entries or make other changes:

Currently, your school is **attending** the UIL 1A District 01 Academic Contest.

Tournament registration

Will you attend?   Update your entries   Update your judges   View your entries

You may also see a button to "Update your judges" if your District is having attending schools register speech/LD judges.

You can click "Return to home page" and log out of your account if you are finished registering your entries.

NOTE: You can log back in and use the "Update your entries" button to modify your entries until your entries are locked or the meet director has closed the meet following the entry deadline.

NOTE: From the homepage, you can view your entries and print by event or student. UIL recommends that you save a final copy of your registration form.