

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 in spring Academics, Speech and LD Debate.

I. Logging Into / Creating Your SpeechWire Account

- **If You HAVE A SpeechWire Coach Account**

If you HAVE a SpeechWire coach account, please open a web browser and navigate to this page: <https://www.speechwire.com/login>


Log into your coach account with your email address and password.

Log in to your SpeechWire coach account

In order to log in to your **SpeechWire coach account**, please enter your email address and account password below and click 'Log in'. If you have forgotten or misplaced your password, click 'Forgot password?' If you are a **student** or if you are **judging a tournament**, do not log on here - instead, go to <https://live.speechwire.com>.

Email address:

Password:



Please skip to the next section in this guide titled **II. Verifying Attendance**.

- **If You DO NOT Have a SpeechWire Coach Account**

If you do NOT have a SpeechWire coach account, you can create one on this page:

<https://www.speechwire.com/uilregistration>

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:

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.

Follow the instructions above in the first bullet, **If You HAVE A SpeechWire Coach Account** to log into your account.

II. Verifying Attendance

Once you have logged into your account, click the button labeled “UIL Academics/Speech/LD Registration.”



If you are logged into the official UIL school record for your school, you will see a page that has a button marked “Will you attend?” If you see this, skip to the next section of this guide titled, **III. Submitting your entries**, for the next steps.



If you do NOT see a “Will you attend?” button, you will see a page like this instead:

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:

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

TEA Code:

Use the field to either look up your school by name or paste in your TEA code (if you know it) and submit it. **NOTE:** UIL often identifies schools by their city or ISD name before the school's name, i.e.: Roscoe Highland, Northside Stevens, Austin Bowie.

Once you locate your school/TEA code, you may be prompted for your name and email address.

If you see a note indicating that you need to log into your account, this means that you already have an account on the official school record and need to log in – return to the beginning of this manual to carefully log in and do this and reset your password, if necessary.

You will be asked if you want to create an account on the official UIL school record so that you can submit entries. Read the page carefully, and if you want to proceed, click "Create account." An account will be created for you, and you will be emailed login details for it. You can then log in as described at the beginning of the guide for when you have a SpeechWire coach account.

III. Submitting Your School's Academic Entries

Once you have logged into your account and clicked the registration button, you see the "Will you attend" button, double check that this is your District Meet and location.


Click on the "Will you attend?" button, and then mark "Yes, my team will attend" and click "Submit response."

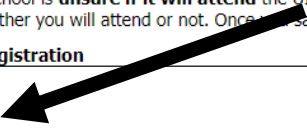
Then, click the "Submit your entries now" button that appears.

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

UIL 1A District 01 Academic Contest
March 22, 2023 - Wheeler, TX
You are logged in as the coach of **SpeechWire Test Team**.
Currently, your school is **unsure if it will attend** the UIL 1A District 01 Academic Contest. Click on the [Will you attend?](#) button below to set whether you will attend or not. Once you say you will attend, you can submit your entries.

Tournament registration


[Will you attend?](#)



If you see an "Update your entries" button, click it and move to the next paragraph. If you do not see it, you need to let the meet director know that you will be attending the district meet so you can be added to the list of participants.



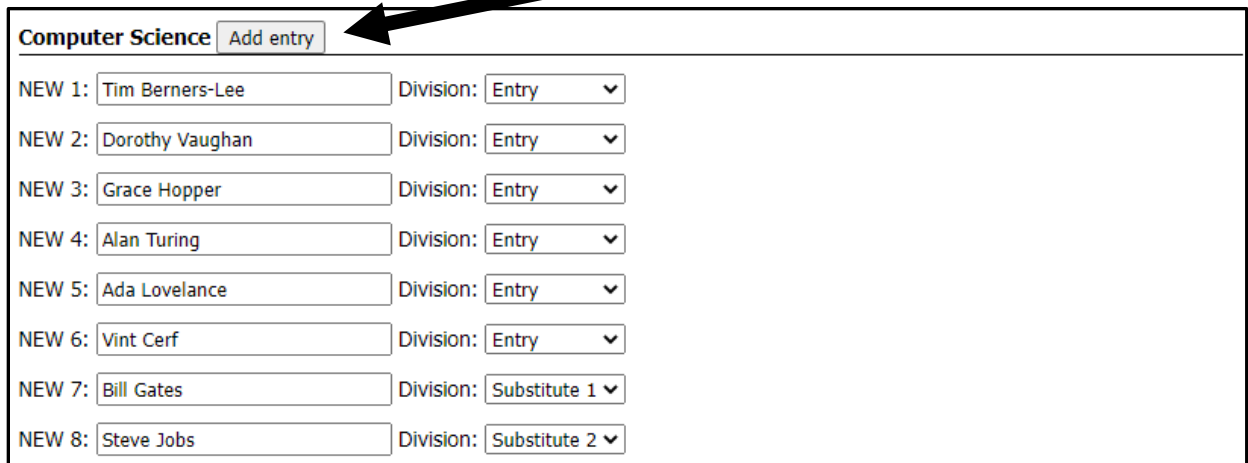
After you click “Update your entries,” you will see a list of the events with an “Add entry” button next to each one. Click “Add entry” next to the event name for each entry and substitute (alternate) you plan to register. A text box will appear, and you can type the name of the student who will participate 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, Smith John

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



NOTE: Each school in the district may enter up to six contestants in events with a team component and two substitutes unless it has been limited to four by the District Executive Committee. Those events are Accounting, Calculator Applications, Computer Science, Current Issues and Events, Literary Criticism, Mathematics, Number Sense, Social Studies, and Spelling and Vocabulary. Science may enter a maximum of six entries and two substitutes. All other events are limited to three entries and two substitutes.

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.)

Science

This team has no entries in this event.

Social Studies

This team has no entries in this event.

Spelling

This team has no entries in this event.

By submitting information about students or other individuals on this website, you affirm that you possess the authorization to include the names and associated information of the individuals hereby submitted.

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:	<input type="text" value="John Smith"/>	Division: <input type="text" value="Entry"/>	Drop: <input type="text" value="Drop"/>
2:	<input type="text" value="Abbi Adkins"/>	Division: <input type="text" value="Entry"/>	Drop: <input type="text" value="Drop"/>
3:	<input type="text"/>	Division: <input type="text" value="Entry"/>	Drop: <input type="text" value="Drop"/>
4:	<input type="text" value="Elayne Wang"/>	Division: <input type="text" value="Substitute 1"/>	Drop: <input type="text" value="Drop"/>
5:	<input type="text"/>	Division: <input type="text" value="Substitute 2"/>	Drop: <input type="text" value="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

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

Need to make changes? 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.

Need to review and save/print your entry? (highly recommended): 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.