

UIL Academic District Meet Director Setup Procedure on SpeechWire

UIL Online Entry System 2023

LOGGING IN

To access your UIL District meet management area as the meet director, please navigate to this page in a web browser:

<https://manage.speechwire.com>

Use the dropdown menu labeled “UIL meets” and select your meet listed by the **UIL Conference and District number** and then click the “Set tournament” button directly next to that dropdown box.

You will be presented with two boxes, one for your manager username, and one for your manager password. Enter your login information in the boxes, then click “Log in.”

Please refer to the meet director information email from SpeechWire to locate your username and password. If you are unable to locate your username and password, please email academics@uiltexas.org with your name, conference and district number.

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



[Start wizard](#)



[Stop using wizard](#)



[Help and support center](#)

ACTIVATE THE SPEECHWIRE WIZARD

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 for “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 your meet home page without undoing any steps you’ve already completed.

After you click “Yes, start using wizard”, a green box confirms the Wizard has started. Click “Begin using the wizard.”

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 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 must 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.

TOURNAMENT INFORMATION

SpeechWire will now ask you for basic information about your meet. Complete the entire page, including the meet director information, meet location contact information, and contest material shipping information (**please include a physical shipping address for UPS deliveries – No PO Boxes**). The form will not allow you to submit if all information has not been completed. Click the “Update tournament information” button. You will see a green bar appear at the top of the page indicating that your information has been updated. Then click “Next step.”

NUMBER OF ROUNDS PER GROUPING

This page will let you define how many rounds you will hold. Academic events always run with just one round (which will be called Round 1). You can specify which speech events will have prelims, as well as how many rounds of LD you plan to run. Speech events always have a final. Only the rounds you can configure will display boxes you can drop down and edit.

After finishing setup, you can always change these numbers if you need to by clicking “Tournament structure” on the home page, then “Rounds.” These options will appear once you finish the Wizard.

Once you are done, click “Save round numbers,” and then click “Next step.”

Grouping	Preliminary round(s)	Elimination round(s)
Accounting		1 round
Calculator Applications		1 round
Computer Applications		1 round
Computer Science		1 round
Copy Editing		1 round
Current Issues and Events		1 round
Editorial		1 round
Feature Writing		1 round
Headline Writing		1 round
Informative Speaking	1 round ▾	1 (Finals)
Lincoln Douglas Debate	3 rounds ▾	2 (Semis) ▾
Literary Criticism		1 round
Mathematics		1 round
News Writing		1 round
Number Sense		1 round
Persuasive Speaking	1 round ▾	1 (Finals)
Poetry Interpretation	1 round ▾	1 (Finals)
Prose Interpretation	1 round ▾	1 (Finals)
Ready Writing		1 round
Science		1 round
Social Studies		1 round
Spelling		1 round

Save round numbers Return to tournament structure View settings

NUMBER OF JUDGES PER SECTION

On this step, you will tell SpeechWire how many judges will judge each section of each round in each speech event and LD debate. Prelims of speech and LD often have one judge, although you

can use three-judge panels in speech event prelims if you choose. Elimination rounds generally have three-judge panels and a 3 should be pre-entered for them.

Grouping	Round 1	Round 2	Round 3	Semifinal	Final
Informative Speaking	<input type="text" value="1"/>				<input type="text" value="3"/>
Lincoln Douglas Debate	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="3"/>
Persuasive Speaking	<input type="text" value="1"/>				<input type="text" value="3"/>
Poetry Interpretation	<input type="text" value="1"/>				<input type="text" value="3"/>
Prose Interpretation	<input type="text" value="1"/>				<input type="text" value="3"/>

Once you are done, click “Save judge numbers,” and then click “Next step.”

TOURNAMENT SCHEDULE

You will now create your meet schedule. The top part of the page, labeled “Add a timeslot,” will let you add timeslots when contests or rounds will begin. You can put in a description of the timeslot in the box provided (something like Set 1, Computer Science Written, or Extemp Round 1, etc.) and select the date and time that the timeslot will begin. Then, you will see a row of dropdown boxes labeled with event abbreviations. For any events that will have a round begin at the time you are adding, select which round begins at that time. Then click “Add timeslot.”

Event abbreviations key:

ACCT – Accounting	LCRIT – Literary Criticism
CALC – Calculator Applications	MATH – Mathematics
CMAPP – Computer Applications	NEWS – News Writing
CMSCI – Computer Science	NS – Number Sense
COPY – Copy Editing	PERS – Persuasive Speaking
CIE – Current Issues and Events	POE – Poetry Interpretation
EDIT – Editorial Writing	PRO – Prose Interpretation
FEAT – Feature Writing	RW – Ready Writing
HDLN – Headline Writing	SCI – Science
INF – Informative Speaking	SOCS – Social Studies
LD – Lincoln Douglas Debate	SPEL – Spelling and Vocabulary

As you add timeslots, they will appear in a grid in the Current tournament schedule section. You will see a grid of dropdown boxes indicating when each round of each event is set to begin. You can use them to make changes to when you will hold each round of each event. **Make sure that you assign every round you will hold of every event to a timeslot, including one for prelims of speech events and one for finals, as well as one for Computer Science Written and one for Computer Science Programming.**

Your schedule may look something like this as you begin putting it together:

Oct. 6, 2022																									
	ACCT	CALC	CMAPP	CMSCI	COPY	CIE	EDIT	FEAT	HDLN	INF	LD	LCRIT	MATH	NEWS	NS	PERS	POE	PRO	R-W	SCI	SOCS	SPEL			
	Set 1																								
8:00 AM						Rd. 1					Rd. 1					Rd. 1		Rd. 1	Rd. 1					8:00 AM	
9:00 AM		Rd. 1																							9:00 AM
10:00 AM			Rd. 1																						10:00 AM
10:30 AM					Rd. 1																				10:30 AM
	Set 2																								
12:00 PM	Rd. 1									Rd. 1					Rd. 1		Rd. 1						Rd. 1		12:00 PM

Please make sure that your schedule aligns with the UIL conflict pattern.

Once you are done, click “Save changes” to save your meet schedule, then click “Next step.” Note that you don’t have to completely finalize the schedule at this point; once you complete the Wizard, you can always get back to this page by clicking “Timeslots” on the home page.

EDIT GENERAL INFORMATION FOR REGISTRATION WEBSITE

When coordinators log in to register entries in your meet, they will be able to view the information that you put on this page. This could be information that you want to remind coordinators about, such as entry and roster change 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 are done, click “Save general information” and then click “Next step.”

UPLOAD FILES FOR REGISTRATION

Here, you can upload files that attending coordinators 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 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 are done, click “Next step” to continue.

REGISTRATION SETTINGS

This page allows you to manage the status of registration, and what coordinators can submit and update.

If you want to open registration, begin by changing the “Overall registration status” to Open.

Next, use the grid of checkboxes to determine what coordinators can submit/modify. If a checkbox is checked, then the coordinators will be able to submit/modify that information.

Here is what each means:

ADDING ENTRIES: Should coordinators be allowed to submit new entries?

DROPPING ENTRIES: Should coordinators be allowed to drop entries?

ENTRIES' NAMES: Should coordinators be allowed to change the names of students in existing entries?

JUDGES: Should coordinators be allowed to add, drop, or change their judges?

You may choose to allow coaches to submit speech judges or not, depending on how you are running judges. For instance, some contests may choose to have schools provide judges for Lincoln Douglas Debate, but the meet might provide judges for other speech events. There's no need to input judges for academic events.

If you are ready to open registration, change the Overall registration status to “Open” and check all the boxes (although you might choose to not check Judges if the meet is providing all the judges).

Please set your **overall registration status** using this box:

<input checked="" type="checkbox"/> Adding entries	<input checked="" type="checkbox"/> Dropping entries	<input checked="" type="checkbox"/> Entries' names
<input checked="" type="checkbox"/> Whether the team will attend	<input checked="" type="checkbox"/> Judges	

Click “Update settings” and then click “Next step”.

THAT'S ALL FOR NOW!

That's the end of initial setup; assuming you opened registration, coordinators can now begin entering contestants into the meet.