SpeechWire Guide for UIL Academic Meet Directors

I.   Accessing SpeechWire

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

1. Use the dropdown menu labeled "**UIL meets**."
2. Select your meet in the dropdown list for **Academics/Speech/LD** listed by the **UIL Conference and District number** (or region number). i.e. District looks like "UIL 2A District 10 Academic Contest" and Region looks like "UIL 4A Region 2 Academic Contest."
3. 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 (or region) number. Usernames and passwords are unique for each meet.

Upon logging in, you will see the home page, which is a grid of icons with links that take you to different parts of the management area.

Notice that at the top and bottom of each page is a link for "Return to home page." Regardless the page you are on in SpeechWire, you can always click "Return to home page" to get back to this screen. All features of SpeechWire can be accessed from the home page.

II. Managing Registration (District Only)
(Region Meet Directors skip to III.)

Status of the Meet
The meet director will set the meet open to allow entries and changes or close the meet after the registration deadline so no further changes can be made.

1. On the home page, click "Registration manager."
2. Click "Registration settings".

The "Overall registration status" box controls whether schools can access registration to submit entries or make changes.
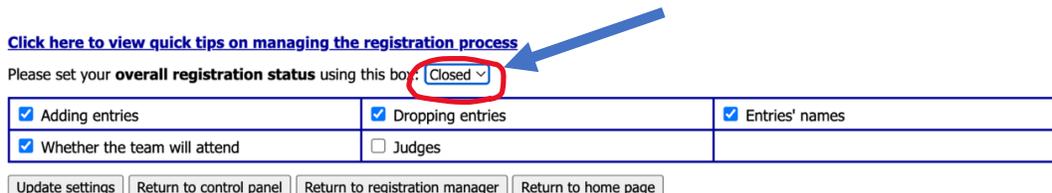
> **Open**: Coordinators can access registration
> **Closed**: Coordinators cannot access registration or view entries

To prevent further changes to the entries, there are two options:
1) Set the status of your meet to "Closed" after your meet entry deadline. This will remove access to view or make changes.
2) Leave the status of your meet to "Open," but uncheck all boxes. This will prevent changes, but still allow coordinators to view their entries. (**Preferred**)

Click here to view quick tips on managing the registration process

Please set your **overall registration status** using this box: [Closed ∨]

☑ Adding entries	☑ Dropping entries	☑ Entries' names
☑ Whether the team will attend	☐ Judges	

[Update settings] [Return to control panel] [Return to registration manager] [Return to home page]

The checkboxes below the overall registration status control what the coordinators and/or coaches can and cannot *change*. As the tournament approaches, you may want to uncheck some or all of these to lock down the data for the tournament and make it such that only you can make further changes to entries and to prevent changes to entries without your knowledge.

Setting the overall registration status to "Closed" will prevent all changes.

> IMPORTANT: When making changes to the registration settings page click "Update settings" to save the changes.

Sending Email to Your Attending Coordinators
To communicate with coordinators, from the home page click "Teams", then scroll down to Communication (below the teams grid) and click "Send email to coaches". This will let you compose and send email to the coordinators and/or coaches on file for the attending schools.

III. Making Corrections to Entries

Contestant names will need to be updated in the system when you are notified of changes so that rosters are correct at roll call. This may include replacing dropped contestants or substituting a student.

If you need to manually add/edit entries for a school:
1. Click the "Teams" button on the home page. You'll see a grid containing all schools in your meet.
2. Locate the school for which you need to make a change, then click the "Entries" button to the right of the school's name.

You will see a list of that school's current entries, sorted by event. Notice that there is a Division box for each entry – this is set to either Entry, Substitute One, Substitute Two, etc.

Accounting (Entry/Substitute 1/Substitute 2) [Add entry]

C1: [Dwayne Goodwin]   Division: [Entry ▾] Drop ✓
C2: [Doug Rose]   Division: [Entry ▾] Drop   Drop
C3: [Enrique Glover]   Division: [Entry ▾] Drop: [▾]

Calculator Applications (Entry/Substitute 1/Substitute 2) [Add entry]

C1: [Marc Obrien]   Division: [Entry ▾] Drop: [▾]
C2: [Shelley Saunders] Division: [Entry ▾] Drop: [▾]
C3: [Gene Little]   Division: [Entry ▾] Drop: [▾]

Computer Applications (Entry/Substitute 1/Substitute 2) [Add entry]

Complete steps 1. and 2. above to use the following features:

Substitutes and Alternates Listed on the Roster
To change a substitute listed on a roster to an entry, change the Division box next to the name from Substitute to Entry and click "Update entries." This will add the student to the page where a score or rank can be entered.

Dropping a Student from the Roster
If you want to drop a student from the roster, use the "Drop:" dropdown box next to the name and set it to Drop, then click "Update entries." This will remove the student's name from the roster.

Adding a New Entry to the Roster
If you need to add a new entry (or sub for a team member on the region roster), click the "Add entry" button on the header line next to the name of the event, type in the name of the entry and use the "Division" dropdown and select "Entry." This will add the student to the roster.

IV. Printing Roster and Results Worksheets

Provide each contest director with an updated roster with all changes having been made in SpeechWire prior to the contest.

Names of substitutes will appear on the roster sheets but **should not be called** unless an original contestant is not present. **Alternates can only replace a contestant from their own school at District or from their own District at the Region Meet.** If an alternate from that school or district is not present, the vacant spot is not filled.

If there are roster changes during roll call, update the event rosters in the online system with all additional substitutes and alternates before entering results.

Accessing Rosters for Roll Call
1. Click "Printing center" from the home page.
2. Under UIL meet reports, find "Roster and results worksheets".
3. Select which groupings or event to generate in the drop down menu.
4. For Region, the option to show district placement defaults to Yes.
5. Click "Print rosters and results worksheets". This will generate a report that you can then print out.

Printing Rosters
When the roster you wish to print is on your computer screen, you will need to initiate the print commands on your computer to print that page. Using "All groupings" in the drop down menu will print a roster for every event.

V. Entering Results

Entering Preliminary Results Before Verification
Scores/places/ranks shall be entered into the SpeechWire System **BEFORE**
verification and announcement of official results for each event. No matter how
important it is to get the students on the bus and back home, it is more important to
have the results entered in the system before verification and use those printouts to
assist you and your contest directors in preventing mistakes.

Dropping Students Who Are No Shows or Who Are Disqualified
Enter a score for every student competing in a contest. This is critical for teams. For
contests with ranks only (Ready Writing, Journalism and speaking events) enter 1st
through 6th places only. **Contestants who did not compete in the contest, or who
were disqualified, should be dropped from the list of contestants on the roster
or have a blank for their score.** A score of 0 will result in a missing student placing
or remaining on a team. (See Making Corrections to Entries section above).

Entering Results
**NOTE: Academic events are entered via the drop-down menu. Speech/LD Debate
events will need to go to the link under Special UIL results tools. Please read the
instructions below carefully.**

Entering ACADEMIC Results

1. From the home page, click "Enter results."
2. Select the academic event in the drop-down menu. (Speech events are entered
   in a different manner. See below.)
3. Click "Enter results."
4. Click the "Judge(s)" name listed as *UIL Academics Scoring*. Details are below
   regarding specifics for events tabulated by score, rank and the speaking events.

Events Tabulated by Score

Academic events tabulated by score will have different columns available depending on the event. Enter data required for the tabulation of the event you selected. Events based on score shall have a numerical score entered (numbers only).

The system will tabulate team scores and do the math for events that have multiple scores entered. You do not have to total the Science scores. The system will do that.

Breaking Ties and Entering Results in the Tiebreaker or Accuracy Column

The system is designed to use some columns for initial tabulation and some for tiebreaking based on UIL rules. If scores are entered correctly, **the system will break ties and list students in their correct placement** on the results page for verification.

> Tiebreaking procedures shall be utilized to break individual ties for 1st - 6th place rankings. Every event has tiebreaking procedures except for Accounting and Number Sense. **TIES AMONG ALL INDIVIDUAL TEAM MEMBERS ON 1ST AND 2ND PLACE TEAMS FOR TEAM EVENTS SHALL FOLLOW THE TIEBREAKING PROCEDURES FOR TEAMS AND THOSE TIEBREAKER SCORES ENTERED.** Procedures are found in the handbook for each event.

Enter results only in the columns that are required. For example, a Social Studies contestant who did not have an essay scored will have a blank in the Essay score column. Likewise, a student not involved in Calculator Applications will have a blank in all the Tiebreaker column.

Essay Scores

When Current Issues & Events and Social Studies essays are compared to break a tie, enter the better essay with a higher decimal. If both essays scored a 9, enter the better essay with a score of 9.5 to indicate the tie is broken in the system.

For Literary Criticism, enter the **ranks** for those essays since they do not receive a score. The better essay will receive a 1, second best 2, etc. to break the tie.

Percent Accuracy

For contests with a percent accuracy tiebreaker (Math, Science, Computer Science), Accuracy should be entered as a percentage with a decimal rounded to two decimal places – e.g. 66.67. ***Do not include a percent sign.*** Only enter the number.

Events Tabulated by Ranks

Rankings for 1st through 6th place in **Ready Writing** and all **Journalism** events **(including Copy Editing)** should be indicated with a number only next to the individuals who have placed in the contest. In the Result column, enter a 1 for the 1st place finisher to a 6 for the 6th place finisher. For the non-placing contestants, leave the Result column blank. Click "Submit results" to save the placements.

Entering Computer Science Programming Scores

1. To enter your Computer Science Programming scores, click "Enter results" on the home page.
2. Under "Special UIL results tools," click "Enter programming scores." This will provide a place to enter the Programming score for each school (you can leave it blank if the school did not have a Computer Science Programming score). NOTE: **Do not include the total score.** This entry is for Programming scores only. The system will tabulate the total team score.

Quick results entry

Round to enter: Accounting, Round 1 [Enter results] [Return to home page]

Special UIL results tools

Enter Programming scores... [Enter Programming scores]

Enter CX/One-Act Play points... [Enter CX/One-Act Play points]

Enter overall speech/LD placements... [Enter overall placements] (use ONLY if you are NOT scheduling and ta

Entering SPEECH/LD DEBATE Results
(if you are not running all rounds on SpeechWire)

If you are running Speech and LD Debate rounds offline and not on SpeechWire, you will need to enter your 1st through 6th placements in Speech events and LD Debate.

1. From the home page, click "Enter results."
2. Under "Special UIL results tools," click "Enter overall speech/LD placements."
3. Select the grouping (event) you want to enter results.
4. Click "Select grouping."

Quick results entry

Round to enter: Accounting, Round 1 [Enter results] [Return to home page]

Special UIL results tools

Enter Programming scores... [Enter Programming scores]

Enter CX/One-Act Play points... [Enter CX/One-Act Play points]

Enter overall speech/LD placements... [Enter overall placements] (use ONLY if you are NOT scheduling and ta

Enter speech/LD overall placements

If you are not using SpeechWire to schedule and tabulate all your rounds of speech and LD, you

Please select a grouping to enter results for | ✓ Informative Speaking | elect grouping | Return to result entry |

Return to home page
This tournament is being run using SpeechWire Tournament S... re.com, Terms of use - Privacy and Security Policy
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Lincoln Douglas Debate
Persuasive Speaking
Poetry Interpretation
Prose Interpretation

A list of all the entries in the event will appear. In the "Result" column, enter the numbers 1 through 6 next to your top 6 entries. You should enter a 1 for the 1st place finisher, down to a 6 for the 6th place finisher. For the non-placing contestants, leave Result column blank. Click "Submit results" to save the placements.

VI. Printing Results for Verification and Posting

Printing Results for Verification

Please Note: The scores/places shall be entered into the SpeechWire System prior to verification of that event and before results are announced as official.

1. Click "Printing center" from the home page.
2. Under UIL meet reports, locate "Verification report."
3. In the dropdown of Groupings, select the event. All groupings will print results for every event.
4. Click "Print verification report."
5. Use your print command options from your computer to print the verification screen. The shortcut is usually Ctrl + P to open the print window on a PC or Command + P to open the print window on an Apple computer.

Printing center

UIL meet reports

Rosters and results worksheets... Grouping(s): [All groupings ⌄]   [Print rosters and results worksheets]
Please print these off as close to the start of your meet as possible to ensure they match your final entries exactly!

~~Verification report...~~ Grouping(s) [✓ All groupings]   [Print verification report]

Accounting
Calculator Applications
Computer Applications
Computer Science
Copy Editing
Current Issues and Events
Editorial
Feature Writing
Headline Writing
Informative Speaking
Lincoln Douglas Debate
Literary Criticism
Mathematics

Schematics

Normal schematic... Grouping: [A...]   d: [All rounds ⌄]   [Print schematics]

Optional note on schematics/pairing...

Room signs... Room(s): [All rooms]   rounds [⌄]   [Print room signs]

Judging information

Speech ballots...

Grouping(s): [All groupings]   ort by: [Judge code ⌄]

Display competitor names? [No ⌄]   s per page? [1 ⌄]   [Print ballots]

Debate ballots...

The Verification report will include the individual results in order of placement as well as the team results at the bottom for those events that include an advancing team component.

VII. Academic Sweepstakes Points

CX Debate and One-Act Play Sweepstakes Points
Points earned by each school in CX Debate and One-Act Play will be tabulated automatically by the SpeechWire System if they have been entered by the meet director of the respective meet.

Viewing Overall Academics Results
To view overall Academics results, including Sweepstakes results,
1. From the home page, click "View tab sheets."
2. Scroll down to Sweepstakes tab sheets and UIL Results Calculation.
3. Click "Calculate UIL results."
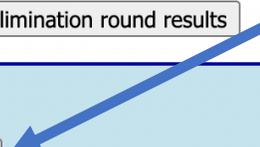
This will generate a report that shows,
1. The sweepstakes point total for each school.
2. Following that, you will see the top six entries in each Academic event, showing their placement and the number of sweepstakes points they scored for their school.
3. Below the individual results, you will see the Academic team competition results, along with their team score and team sweepstakes points received in that event.
4. Journalism and Speech team sweepstakes winners are listed on this report.
5. Top Scorers in each area of Science are listed.
6. Finally, you will see any extra points (CX or One-Act Play) that were added for each.

IX. Posting Official Results

Following verification, you can post results for public viewing which will also certify your results as final and official.

Posting center

Return to home page

Post UIL results

Post UIL results

1. From the home page under Settings and tools, click "Posting center."
2. Under the header "Post UIL results," click the icon "Post UIL results".
3. To post events one at a time, click "Post" next to each event once they are verified and declared official. Wait for the green box to appear confirming "Results posted."
4. To post all verified results that are in the system, click "Post all results."
5. If you need to take a posting down for some reason, click "Take down."

Post results

Return to postings center   Return to home page

Post all available results

If your meet is over and you want to post all of the results at once, click 'Post all available results' below. **Only click this if your meet is over! All of your results will immediately be published!**

Post all results   Take down all results

Post results one report at a time

If you would like to post results as your meet proceeds, you can use the table below. Please note that this posting is a static file and will not update live. You should post it only once it is complete.

Event/Report	Post	Take down
Accounting	Post	Take down
Calculator Applications	Post	Take down
Computer Applications	Post	Take down
Computer Science	Post	Take down
Copy Editing	Post	Take down
Current Issues and Events	Post	Take down
Editorial	Post	Take down
Feature Writing	Post	Take down
Headline Writing	Post	Take down
Informative Speaking	Post	Take down
Lincoln Douglas Debate	Post	Take down
Literary Criticism	Post	Take down
Mathematics	Post	Take down

X. Certifying Results as Final

Following your meet and after all events have been verified, click "Post all results" and all events results will be sent to the public posting site. Completing this final step will indicate that your meet is certified as final, results posted publicly and ready to advance to the next level of competition, and sweepstakes points have been tabulated and posted as final.

> After you have posted results, repeat the posting results process anytime changes have been made so that the corrected results are posted for the public.

A link for compiled results of all events in SpeechWire will be posted for public viewing on the UIL Website. Follow instructions above for certifying and posting official results. Completing this final step will assure your results are posted publicly and sweepstakes points have been tabulated and posted as final on the results site below.

- **District Meet Results**
- **Region Meet Results**

XI. SpeechWire Support

This **YouTube Video** is as step-by-step demonstration how to use the SpeechWire system for the meet director. Total playing time is 22 minutes.

> Timestamps for the video:
> 1:15 Logging in
> 2:00 Updating entries
> 3:45 Printing roster sheets
> 6:30 Entering Academics results
> 11:00 Entering Speech/LD overall placements (1-6) if not running all rounds on SpeechWire
> 12:40 Entering Computer Science programming scores
> 13:15 Entering CX Debate/One Act Play points
> 14:00 Printing verification sheets
> 16:30 Viewing overall/team total calculation/placements
> 20:20 Posting results

Support
If you are having issues or need assistance with SpeechWire, first contact the UIL state office.
>   Email: academics@uiltexas.org
>   Phone: 512-471-5883
>   After Hours/Weekends: dstevens@uiltexas.org or any academic staff member listed on the information sheet sent to meet directors.

Please do not email support@speechwire.com unless the UIL office is unable to assist and asks you to contact SpeechWire.