



SpeechWire Guide for UIL Speech Events

**Scheduling and Running All Rounds of
Speech and LD Debate on SpeechWire**

Scheduling And Entering Results for All Rounds of Speech/LD Debate

PLEASE NOTE:

This guide is for UIL meets utilizing SpeechWire software to run the speaking and LD Debate events in the district or region academic meet. The web-based software has the capability to schedule the speech tournament, section preliminary rounds, assign judges for speech events, tabulate ranks based on UIL rules, create and run the Finals in Speech and brackets in LD Debate, and post results. **THERE IS NOT A REQUIREMENT THAT THIS SYSTEM BE USED.** Please refer to the *UIL SpeechWire Guide for Academic Meet Directors* to only enter ranks for 1st through 6th final placements in speaking events if you are not using the SpeechWire system for running all rounds of the speech events.

If your meet is using SpeechWire to run speaking and LD Debate events, this manual specifically details how to run every aspect of those events in SpeechWire.

Adding and assigning rooms

You will need to add your rooms to SpeechWire and also tell it which rooms are to be used for each round of each event (competition grouping).

Adding rooms: To add your rooms, click the “Rooms” icon on the home page. Then, using the ‘Add a room’ section, type in the room number or name of each of your rooms and then add them. *Tip: For room numbers, just enter the number. For instance, type 102, not Room 102. (What if you need a building designated? Can that be added to the #?)*

You can add more than one room at a time if you wish – if you click “Rooms,” then click “Click here to add a list of rooms,” you can past in a list of rooms, with one room per line (not comma-separated.)

Assigning rooms: To assign rooms, click the “Rooms” icon on the home page. Click “Click here to assign rooms to competition groupings”. Then, choose which event (competition grouping) you want to assign rooms to and which round, and then click “Select round and grouping.”

You will see a page with two sections. In the lower section of the page, you will see all the rooms that SpeechWire believes to be available for the round you are assigning rooms for based on your Timeslot schedule. Click on a room to assign it to the round and competition grouping (event) that you selected. Notice that the room moves from the lower part of the page to the upper part, indicating that it is assigned to the round

now. Click on a room in this upper portion to remove it from the round and return it to the pool of rooms available at this time.

Once you are ready to move on to another grouping, (event) use the dropdown near the top of the page to select another round and grouping (event) to work with and click “Select round and grouping.”

Viewing a summary of your room assignments: You can see an overview of your room assignments by clicking “Rooms” on the home page, then “View room counts per round.” This grid will let you see if you have assigned enough rooms for each round of each grouping. You can use the page as a springboard for finalizing your room setup. If you want to assign rooms to a round of a grouping or change the rooms assigned to it, click on the hyperlink in the “Round” column in the row for the grouping you want to work with. This will take you to the page where you can assign or un-assign rooms for that round.

Speech/LD Debate: Enabling electronic ballots (Optional)

Electronic ballots allow you to launch rounds via SpeechWire and place electronic ballots in your speech and LD judges’ SpeechWire accounts. **It is not required – you can also use paper ballots, which is the default.** Electronic ballots are only available for Speech and LD debate – not Academics.

If you want to use electronic ballots (eballots) at your tournament for speech and LD debate, you will need to enable electronic balloting. You can do this by going to Control panel, then E-balloting and video settings. The first option on the page will let you turn on electronic balloting, which will enable collecting email addresses for the judges in your tournament. Every speech/LD judge must have an account to complete eballots, and when an email address is entered for a judge, if they don’t yet have an account, they will be emailed new account information that they can use to judge the tournament.

Speech/LD Debate: Adding judges

To add judges, click “Judges,” then click “Add a judge.” You can use that form to add them. If they are affiliated with a school, you can add them to that school’s entry to ensure they are blocked from that school. Notice that there is a space to mark a judge as Clean/Neutral; judges marked as Clean/Neutral may be scheduled to judge students from the same school they are affiliated with. *Do not mark a judge as Clean/Neutral unless they have NO conflicts at all with students from the school they are affiliated with.*

Judges for Speech or LD should be added to the “Speech/LD” judge type – you don’t need to add judges for Academics, as the system comes pre-loaded with 17 “academic tabulation judges” that can be automatically assigned to Academics events so that placements in them can be entered.

Unaffiliated judges: If you are adding entirely unaffiliated Speech/LD judges to your tournament, you can add them to the “Unaffiliated Judges” team that exists in your tournament. There will be no entries added to this team, so they will have no conflicts, but you should still designate them as “Clean/Neutral”.

Optional electronic ballots Information: If you plan to use electronic ballots (eballots) at your tournament, then make sure to include an email address or the judge will NOT be able to complete eballots. If you add a judge that does not yet have a SpeechWire account, they will immediately be sent a password they can use to judge. *They don't need to create their own judge account – one is created the moment they are added to the tournament with an email address.* They can always reset their password here:

www.speechwire.com/forgot

Judges ALWAYS go to this page to log in and judge online tournaments:

<https://live.speechwire.com>

Speech: Scheduling your Preliminary Round

If your Speech event will have enough entries to need a Round 1/Preliminary round, first, make sure *all of your entries* are registered. **Do not schedule with incomplete entries.** Once they are all registered, click “Scheduling manager,” then “Set section structure.” Use the +/- button on each row to change the number of prelim sections for each event, then click “Update section structure.”

Then, return to Scheduling manager and click “Schedule speech competition groupings.” Check the boxes for whichever prelims you want to schedule now and click “Schedule,” then “Yes, schedule now”. Give it a moment, and you should see a green Success! box appear. You can then go to the home page, click “Schematic viewer,” and “View your schematics.”

Speech: Manually adjusting sectioning

You may need to adjust your Speech sectioning (SpeechWire calls this a “schematic”) after running the automatic scheduler. There are a few reasons this may be needed:

- An entry was omitted at the time the scheduler was initially run
- A drop has occurred which has unbalanced your sectioning and you need to adjust
- You have determined that you want to make an adjustment to better match UIL rules

Should you need to do this, click “Schematic viewer” on the home page, then select a competition grouping (event) from the dropdown and click the button to view the schematic (sectioning).

Locate the section that you want to move a student **INTO** from another section. Click the section letter (A, B, C, for instance) of the section you want to move the student

INTO. Scroll down and click the “Add competitor” button. Locate the student you want to move **INTO** the section and select them, then click “Yes, move them.” They will move to the bottom of the section you selected. You can do this to get all the right students into one section and move onto the next one. In this way, you can adjust your sections as needed.

Speech: Scheduling events that will not have a Preliminary Round

If you have a small enough number of entries in a Speech event, you may not need to run a Preliminary Round, only a Final round. If this is the case, click “Tournament structure” on the home page, then click “Rounds”. Ensure for the event in question that the “Preliminary round(s)” column indicates “No prelims” and click “Save round numbers.”

Next, return to the home page and click “Elimination rounds” and then select the event for which you need to create the final round now and click “Select grouping,” then, on the next page, click “Select round.” You will see a grid with all of the entries in your Speech event. Click “Make cut here” to make the cut so that all will make it into the Final round. Then click “Yes, create round.” This will create the final round.

Speech: Checking speaking orders

The UIL manual has language about checking speaking orders regarding schools’ entries speaking early, middle and late in events. (when possible, a school should receive a variety of speaking orders) To check this, click “Scheduling manager” on the home page and then click “Assess prelim speaking orders” and select a competition grouping (event). SpeechWire will give you some metrics on the speaking orders (it views 1st and 2nd early, 3rd and 4th mid, and the rest late).

Speech: Adjusting speaking orders

If you need to adjust a speaking order, click “Schematic viewer” on the home page, then select a competition grouping (event) from the dropdown and click the button to view the schematic. Click the section letter (A, B, C, for instance) of the section that you want to change the speaking order for. Scroll down and find the “Speaking order” portion of the page. You will see “Move up” and “Move down” links in the “Speaking order” section. You can click them to move students up and down. There is no need to save your changes once you make any changes to the speaking order; it saves immediately as you work.

LD Debate: Scheduling Preliminary rounds

First, on the home page, click “Control panel” and then click “Debate dashboard.” Check the “Matching?” column and ensure that each of your rounds is properly set to either “RANDOM preset matchups” or the appropriate style of power-matching (this will likely be HIGH-LOW if you are power-pairing any preliminary rounds). Make sure to click the button to “Save settings” if you make changes.

Once your matching rules are set, go to Scheduling manager and click “Schedule debate competition groupings”. Click “Schedule” for the round you want to schedule and give it a moment as it generates pairings for the round. *If you are scheduling a power-*

matched round, do not schedule it until the previous round(s) are fully tabbed, or you will be power-matching off of incomplete results and the pairings will be skewed. To view them, you can return to the home page, click “Schematic viewer” and then select Lincoln Douglas Debate and view the schematic. This will show you your pairings.

NOTE: *Managers are encouraged to double-check the pairings created by SpeechWire. In cases where one school has an overwhelming number of entries and/or there is a small total number of entries, pairings may be created that a meet director might find sub-optimal and might be able to improve them. Please see below should you need to adjust your pairings.*

LD Debate: Adjusting pairings if needed

Should you need to make any changes to the pairings generated by SpeechWire, click “Schematic viewer,” then select Lincoln Douglas Debate from the dropdown and click the button to view the schematic. Scroll to the round that you want to make changes in, and then click the “Edit schematic” button near the upper right corner of that round schematic.

You’ll again see the schematic, but only for that round. Click on a debater to “pick them up”. The schematic will now turn green and pink/red. A green highlighted debater (with no conflicts indicated below them) indicates a spot where SpeechWire believes you can make a “legal” swap with the debater that you picked up, meaning the swap does not pair teammates against each other, does not create a repeated matchup, and does not create a side imbalance. Any cells showing pink/red will detail below the debater’s name the reasons that SpeechWire does not think you should swap with that debater. Click a debater to swap with them. SpeechWire will ask you to confirm the swap, then it will show you the new schematic.

Note that once you click the “Edit schematic button” for a round on the Schematic viewer, any current teammate hits, repeated matchups, or side imbalances in that round will have red text in bold face underneath them explaining the issue. This may help you identify issues you might be able to correct.

Speech/LD Debate: Automatically assigning judges

SpeechWire can automatically assign the judges for your Speech and LD Debate rounds if you wish. Note that this process works for both Preliminary and Elimination rounds of Speech events and LD Debate. First, on the home page, click “Tournament structure,” and then click “Judges.” Make sure that each of your Speech and LD Debate events indicates the number of judges that you want to use for each round. If you make any changes, be sure to click the button to save them.

To have SpeechWire automatically assign judges to your rounds, click Scheduling manager, then Auto-assign judges. Check the boxes for the rounds you want to auto-assign, then click Auto-assign judges, then Yes, schedule now. Give it a moment and it will auto-assign and you will see a green Success! box, which indicates that it has completed its work. If SpeechWire failed to assign judges for some reason, it should detail the sections that you need to look at and manually assign judges in. **You must**

schedule your schematics/pairings as described in the preceding parts of this manual before assigning judges.

Speech/LD Debate: Manually assigning/changing judges

If you'd like to change one of the judges that SpeechWire assigned automatically, or if you want to assign your judges manually, click "Schematic viewer" on the home page, then choose an event (competition grouping) to assign/change judges for, and click the button to view the schematic (sectioning). Click on the section letter (A, B, C, for example) that you want to assign a judge to/change the judge for. *You must section your speech events/create your debate pairings before assigning judges.*

If a judge is already assigned to the section, click "Add/change judge(s);" otherwise, click "Assign a judge to this section." A page will appear that will show you any judge(s) currently assigned to the section or debate near the top with a link to "Remove" each of them from the section if you want. The lower part of the page will show the other judges you could assign. ***Pay special attention to the Issues column.*** Judges showing **No issues** in green should have no conflicts; the other judges will have text describing why SpeechWire thinks you should consider not using them. However, as meet director, you can ignore the conflicts and click "Assign" to assign them if you know the judge can judge the round legally. ***Be careful! Always check the Issues column!*** Click the "Assign" link on the row for a judge to assign them.

Optional electronic ballots information: If you have already released eballots for the round and the judge was entered with an email address, the eballot will immediately appear in their account. If you have not released eballots yet, the eballot will not appear in their account until you release eballots for the round. Judges are NOT immediately sent a blast email/text when you assign them a round. If you want to send them a blast email/text (for instance, if this is a replacement during the tournament), click the button to return to the section/debate viewer and then click the "Blast round assignment" link on the row for the judge. Note that judges DO NOT have to receive a blast to judge the round – once eballots for a round are released, any judge with an email address entered in the tournament can judge rounds at live.speechwire.com.

Speech/LD Debate: Seeing your judge usage

You can visualize your judge usage by going to Judges and clicking View judge usage. This will show you what event(s) each judge is judging, and at what time. You can click on an event abbreviation in the grid to open up that section or debate.

Speech/LD Debate: Printing materials

You can print materials for your tournament using the "Printing center" on the home page. This page lists a wide variety of reports that you could print for your tournament. *Once you generate any report that you would like to print out, press Control-P, or go to File >> Print..., or right-click and click Print... or do whatever is needed to send the report to your printer.*

These are probably the most important reports on the Printing center page:

Normal schematic... this is the sectioning for your speech events or the pairing for LD Debate. Choose whether you want to print for all events/groupings or just one, then click “Print schematics” to generate the sectioning/pairings (schematic).

Speech ballots. These are the master ballots/cover sheets for your speech judges. They will write their ranks on these sheets. You can customize the report using the dropdown boxes provided. If you choose to put more than one ballot per page, you will need to cut them all in half and sort them, so it might be faster to just do one per page.

Debate ballots. These are the ballots for your debate rounds.

Critique sheets. These are the individual comments sheets that judges complete for each individual speaker they judge. Some tournaments create their own critique sheets, but if you want, you can print them from SpeechWire using this report.

Grouping tab sheets. These are the general results for your preliminary rounds, showing all ranks/results. Please note that if you panel your Round 1 of speech with 3 judges, it will run as a semifinal, and you will use the “Elimination round reports >> Speech results” report below.

Awards scripts. These are sheets that you can read from at your awards ceremony. Don’t print them until all of the results are tabulated!

Elimination round reports >> Speech results. These are broken-out tab sheets showing the results of each event or finals (and semifinals if you are paneling Round 1 and running it as a semifinal).

Elimination round reports >> Debate bracket/Debate elim results printout. These contain the results of your elimination rounds of debate held after prelims conclude.

Speech/LD Debate: Entering results

Click “Enter results” on the home page, then select a grouping (event) and round. Click on a judge or section to enter results for that judge/section.

For Speech, enter the ranks that each entry received from each judge in the “Result” column. You should leave any Speech no-shows **blank** (do **not** enter zeroes for them). Once the ranks are entered, click “Submit results” to save them.

For LD Debate, you will first enter the number of speaker points assigned to each debater, then you will use the dropdown to select the winner on each judge’s ballot. Once all points and decisions are entered, click “Submit results” to save them.

Speech/LD Debate: Launching rounds if you are using electronic ballots (optional)

On the day of the tournament, for judges to be able to actually access their electronic ballots (eballots), you will need to release them.

Click “Posting center” and click “Release, post and blast rounds” (a very large, bold-faced link near the top of the page). Locate the round(s) you want to start and click “Go!” This will place the eballots into judge accounts and, depending on your configuration, may do some or all of the following: send email/text blasts to judges, send email/text blasts to students, post schematics/pairings online, release video round links/buttons to judges/students in their accounts. Wait until the cell in which the “Go!” button that you clicked is shown turns green before clicking the next “Go!” button.

Speech/LD Debate: Monitoring electronic balloting status (optional)

If you are using eballots, you will need to keep an eye on which sections or debates have reported results and which have not.

Click “Balloting status” on the home page. Select a time to view, and you can see the status of all ballots from that timeslot. You can also see the status on Schematic viewer – that will also show you the time each judge clicked start, as well as OUT for those eballots that clicked start and IN for the ballots that are in. You can also monitor the overall tabulation status of each of your rounds on View tab sheets >> Grouping tabulation progress.

Viewing results

To view **Speech** results as they are entered, click “View tab sheets”, then click “View speech results”. Select a grouping and click the button to view it. You will see the individual ranks assigned to each student as well as their overall placement in the section, with columns for each of the tiebreakers. *The placement order in the section should match what it would be if you put it into TalkTab.*

To view **LD Debate** results, click View tab sheets, then use the “Grouping tab sheet” report near the top to generate the full tab sheet with all the decisions/points from each round. To see the competitors’ placements in order, there is a “Competitors in order” button on that tab sheet – and there is also a button to view that report from the View tab sheets page (above the tab sheet grid).

To view **Academics** results, click “View tab sheets” on the home page, then click “UIL Results Calculation”. Click “Calculate UIL results”. This will generate a report that shows, at the top, the point total for each school. After 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.

Following that, you will see the Academic team competitions and the top teams in each, along with their point total and the number of points they scored in that team competition. The same readout follows that for Journalism and Speech team points.

After that, you will see the top scorers in each area of Science. Finally, you will see any extra points (CX or Theatre) that were added for each team (see “Academics: Entering Computer Science team scores and CX Debate/Theatre sweepstakes points” for more information on adding CX and Theatre points).

Speech: Moving from the Preliminary round to the Final round

Once the Preliminary round of a Speech event is fully tabbed, click Elimination rounds and select a competition grouping (event) from the dropdown menu and click “Select grouping”, then click “Select round”. You will see several links marked “Make cut here”. The first one will take the top 1 student from each Preliminary section, the next one will take the top 2, the next one the top 3 from each Preliminary section.

Find where you want to make the cut to your Final round and click “Make cut here”. Note that below each “Make cut here” link, SpeechWire will show you how many entries will be in the Final round if you make the cut there. Next, SpeechWire will ask you to confirm that the correct students are advancing; check it over, and then click “Yes, create round” to create the final. You will be presented with a button to automatically assign judges and another that will allow you to manually assign judges if you want.

LD Debate: Moving from Preliminary rounds to Elimination rounds

Just like in speech, once all your prelims of debate are tabbed, click Elimination rounds, then select Lincoln Douglas Debate. Select the round you are creating and then you can click “Make cut here” at the appropriate spot to make your cut to advance the proper debaters to the elimination round in accordance with UIL rules. SpeechWire will create a single elimination bracket for the elimination rounds based on the seeding from Prelims. You may then automatically assign judges to the round or use the Schematic viewer (on the home page) to access each debate and manually assign judges.

LD Debate: Breaking the bracket manually to avoid teammate hits

In accordance with UIL rules, there may be cases where you want to adjust the bracket to move possible teammate hits later in the bracket. (known as “breaking brackets”) If you believe you can legally do this in keeping with the UI rules, go to Schematic viewer and view Lincoln Douglas debate. Scroll down to the appropriate round and click “View bracket” in the upper right corner of the pairings. Notice there is a “Pick up” link next to each debater. Click one to pick them up. The other debaters will now show “Swap” links next to them. Click Swap to swap the debaters. ***Be careful! Only make swaps that are legal under UIL rules! You are responsible for properly applying the rules!***

LD Debate: Creating a third-place debate after Semis if needed

If you need to run a third-place debate after semis to determine a third-place finisher, you should first create your Final round in debate using the Elimination rounds button as

described above. Once you have done that, click “Scheduling manager” on the home page and then click “Create third-place debate after semis”. Select the “Lincoln Douglas Debate” competition grouping and then you can then create it. The two students who lost in Semis should now be paired in a debate in the Final round with the section name THIRD. You may then automatically assign judges to the round or use the Schematic viewer (on the home page) to access each debate and manually assign judges.

Speech: Entering disqualifications

If you need to enter a disqualification in a speech event, click “Scheduling manager”, then “Enter disqualifications”. Select the grouping (event), the round, and the section, and then select the student that you need to disqualify. A disqualification should have the effect of basically removing the student from the section’s final placements; their ranks will be included in tabulation, but then right at the last moment, they are simply skipped in the placements and the students finishing below them are moved up. I encourage you to check the tab sheets and verify that the DQ has been handled the way it should be.

Speech/LD Debate: Sending email to your judges if you are using electronic ballots (optional)

If you are using electronic ballots, then you can send email to your judges.

To email your judges, go to Posting center, then click “Compose and SEND EMAIL to your judges”. You can then compose the email and send it.

Speech/LD Debate: Electronic ballot review for coaches (optional)

If you are using electronic ballots, SpeechWire supports ballot review for coaches – IF the coaches have SpeechWire coach accounts. **No coach can complete ballot review without a SpeechWire coach account on the PROPER SCHOOL RECORD that is entered in your tournament.** They can use the same account they used to register for Districts to review electronic ballots.

To release a round to the coaches for review, do the following:

1. On the home page, click Posting center.
2. Click “Post eballots to student and coach accounts for viewing”
3. Set the option “Do you want any coaches and/or students to be able to see eballots for viewing in their accounts at this time?” to “Yes, show eballots in accounts at this time”.
3. Make sure that the option “Once released for viewing, should both coaches AND students see their eballots, or just coaches?” is set to “Only coaches should see eballots”. *Otherwise, students could see the eballots too!*
4. Make sure that “How do you want to release eballots for viewing - all at once, or by round/grouping?” is set to “Release eballots for viewing by grouping/round”. *This will let you release one round at a time.*

5. If you made any changes, click Save settings.

6. You should see a grid lower on the page labeled “RELEASING E-BALLOTS TO COACH AND/OR STUDENT ACCOUNTS BY ROUND FOR VIEWING”. Check any boxes for any rounds that you would like to release to the coaches for review, then click “Perform release as checked”. This should immediately release the eballots for review, and the boxes you checked should switch from a pink background to a green background, indicating they have been posted to accounts for viewing. Assuming you completed steps 2-3, the round you released will immediately be available for coaches to view in their coach accounts at www.speechwire.com/login

This video documents viewing eballots in coach accounts:
<https://www.youtube.com/watch?v=SsWKMM8rUXk>