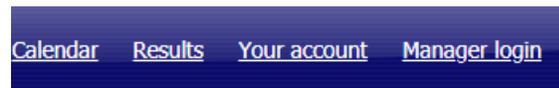**Registering for UIL State 2021 on SpeechWire**

Registration for the UIL state tournament will take place on SpeechWire. To log in to your school record, go here:

www.speechwire.com/login

If you already have an account, you can skip the next section.

Need to create a SpeechWire school account?

In order to register for the UIL State Speech and LD tournament on SpeechWire, you will need a SpeechWire school account. If you do not already have one, you can create one by going to www.SpeechWire.com and clicking "Your account" in the upper right corner of the page:

After clicking "Your account", click Create account, and follow the steps that follow to create your school account. There is a step that asks you to enter your school name – that page provides a list of schools in Texas that already exist in the system. *Please check the list and see if there's already a school record for your school so that you don't create a duplicate.* If there's already a school record for your school and you don't have access to it, please email accounts@speechwire.com for assistance in gaining access to it.

If there isn't a record already for your school, you can create one using the page that follows. It will ask for your name and email address. The email address is where your initial account password will be sent, so be sure to use one you have access to. Your email address will also be what you use to log in to register for the state tournament.

Managing/Creating your students' SpeechWire accounts

Because the tournament is running using NSDA Campus as its video platform, all students participating must have SpeechWire accounts set up that they can log into to access the buttons that will take them to their video rounds. *This is due to the design of NSDA Campus, which was designed with this level of security to ensure that buttons only appear to students who are scheduled to be in those video rounds.*

To create or manage student accounts, click the "Team roster" button on your coach account home page:

Once you have clicked that, you will be able to add students to your roster. Make sure to include their email address; they will immediately be emailed a link to click to activate their student account once you add them if you included an email address. You can click on a

student to edit their record and add/change an email address if needed. Also, if they are having trouble activating their account, there is a button to manually set their password after you click their name. In that way, you can set their password to something you make up, then share that with them so they can log in. *Manually setting their password immediately activates their account, so you can register them into the state tournament at that point.*

Students always log into their accounts at https://live.speechwire.com

For more help creating student accounts, you can refer to this video: https://www.youtube.com/watch?v=dcGivaEKSuk

Accessing registration

Once you have an account and have logged in, click "Tournament registration":

Head coach tools

Tournament registration   Team roster   Coaches

After clicking Tournament registration, click "View open tournaments". You will see the SpeechWire calendar – look under May 2021 and find "UIL Speech and LD State Meet 2021". Click the Register link on the row for the tournament:

| May. 25-26, 2021 | UIL Speech and LD State Meet 2021 | Info Register | H.S. |

Click the button with the school bus on it that asks "Will you attend?"

Tournament registration

Will you attend?

On the page that appears, change the dropdown box to "Yes, my team will attend" and click "Submit response":

Will you attend?

UIL Speech and LD State Meet 2021 registration

Will you be attending the UIL Speech and LD State Meet 2021? To add yourself to this open tournament, select 'Yes, my team will attend' below and click 'Submit response'.

[Yes, my team will attend ▾] [Submit response] [Cancel]

Next, click "Submit required information" to submit some details that are needed before you can add your entries:

Will you attend?

UIL Speech and LD State Meet 2021 registration

> **SUCCESS!**
> **Your team has been marked as attending the tournament.**

[Submit required information]

Please click 'Submit required information' above to submit details that are required before you can submit entries to the tournament.

A page will appear that requests some information that the UIL is collecting through SpeechWire regarding you and your program. You must complete all fields of the form and click "Submit information" to proceed with registration:

Required information

Please complete all of the information requested below and then click 'Submit information'.

[Submit information] [Return to registration home page]

School information

School name: [_____]

School city: [_____]

Coach information

Coach name: [_____]

Coach cell phone number: [_____]

Coach email address: [_____]

[Submit information] [Return to registration home page]

Adding your entries

Once you have completed the required information fields, more buttons will appear on the tournament registration home page:

Tournament registration

Will you attend?   Complete required information   Update your entries   Update your judges   View your entries

To submit your entries, click "Update your entries". You will see a page with a lot of text appear (sorry for all the text). Below that, you will see each event listed along with a button next to it that says "Add entry":

Click one of the Add entry buttons to add an entry in that event. A dropdown box will appear that contains the names of the students in your school record that have activated SpeechWire accounts:

Remember – because the tournament is holding video rounds on NSDA Campus, every student taking part *must* have an activated SpeechWire student account! <u>They do NOT need an NSDA account, just a SpeechWire account!</u> If you need to create your student accounts, refer to the "Managing/Creating your students' SpeechWire accounts" earlier in this document.

Once you have added all of your entries and selected their names, click the "Update entries" button. You can leave the "Division" set as Varsity. This is what a team with four entries might look like:

Registering your judges

For UIL Speech State, only schools who qualified students in LD Debate are required to provide judges. See your contest rules.

First off, you do **NOT** need to ask your judges to create their own SpeechWire judge accounts. **Judges should NOT create their own accounts on SpeechWire!** As you register them, if they don't already have an account, one will automatically be created for them and they will be emailed login details to use to judge the tournament.

To register your judges, click "Update your judges" on the tournament registration home page:

Tournament registration

Will you attend?	Complete required information	Update your entries	Update your judges	View your entries

Once you do, click "Add a judge to your entry":

Add a judge

To add a judge, click the 'Add a judge to your entry' button.

Add a judge to your entry

Type in the judge's email address and click "Search for judge":

Judge's **email address:** imajudge@judgemail.com | Search for judge

If the judge already has a SpeechWire judge (or coach) account, their name will automatically be filled into the field that appears. You can correct it if needed – either way, you then will click "Add this judge to your entry. *Coaches can use their SpeechWire coach login email and password to judge the tournament at https://live.speechwire.com.*

If they do not already have a SpeechWire judge (or coach) account, you will need to type in their name and click "Add this judge to your entry", which will email them a password they can use to judge the tournament and will add them to your entry:

No judge account was found for that email address. When you add the judge to your entry, an account will be created for them and they will be emailed a password to use to judge - the judge does NOT need to create their own account. Please enter the judge's name below and click 'Add this judge to your entry'.

Judge's **name:** [   ] Add this judge to your entry

☑ Save judge to your team's frequently used judges list so you can add them faster next time

Keep in mind that judging during the tournament always happens at https://live.speechwire.com.

Thank you for registering for the UIL State Speech and LD tournament on SpeechWire!