

Process for Entering & Certifying CX Debate District Results into the UIL Spring Meet Online System

Steps to Remember:

- Access the Spring Meet Online System through the meet official link with your EID and password. Go to the **Update Results** screen for your CX Debate District Meet. Enter places 1st – 4th.
You must then click the “Save” button before proceeding to the next step. You are not finished.
- Screen instructions tell you to click on the **Team Placement** link. This will take you to the **Team Final Placement** screen that calculates places, points, medals awarded and advancing teams.
- Any data appearing in red means it is **tentative**, allowing you to carefully review the accuracy of the data.
- If the final placement is accurate, **click on “Save Final Placement”**. Continue to read the instructions on the screen. **You are not finished.**
- Click on the link: **“You can now certify the final event results.”** This takes you to the **Certify Event Results** screen. This screen is used to certify the advancing teams to the next level. Follow the instructions printed in **red**. **If the data entry is correct, click on the button: Certify Cross Examination Debate Results as Final.**
- Now, look for a statement on the **Certify Event Results** screen that states: **“The results of this event are final and certified.”**
- After completing the certifying of results, continue to read the instructions on the screen. **You are still not finished.**
- Return to the **Update Meet** screen and change the **“status of your meet”** to **“Meet results posted and available for review.”** Click Update Meet at the bottom of the screen to save this status.
- This final step is critical. It allows your other district schools to view the online results. Results will only be publicly available online for your meet after this change is made.
- **NOW you are finished!** Congratulations!