

## OAP Company Info Lookup for Contest Managers in SpeechWire

### Logging in

As the contest director, access your contest management area here:

<https://manage.speechwire.com>

- Find the spot labeled “UIL meets” and click “Log in to UIL meets”.

UIL meets:

- From the “OAP contests” dropdown box, select your contest, then click “Set tournament” next to that dropdown box.
- You will be presented with two boxes, one for your manager username, one for your manager password. Enter your login information in the boxes and then click “Log in”.

Note: Please refer to the contest director information email from SpeechWire to locate your username and password. If you are unable to locate your username and password, please email [theatre@uiltexas.org](mailto:theatre@uiltexas.org) and request it.

*If you haven't finished setting up your meet, please return to the setup instructions posted on the UIL website and complete that part of the process: <https://www.uiltexas.org/theatre/online-entry>*

If your meet has been setup and you finished the “Start Wizard” tool, you will arrive at the Tournament management page.

Click on the “Teams” icon.

#### Tournament management



[Enter results](#)



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[Teams](#)

You'll see a chart with the participating schools listed. (Ignore the "Hired Judges" link, that's not for OAP)

## Team listing

### One Act Play Reports and Exports

View titles

### Manage teams

Sort the table by: Team name ▾ Sort table View entry spreadsheet View student counts View entry summary ▾

Currently, **6 teams** have marked that they will attend the tournament. (0 not attending, 0 not sure, 6 total teams in list below)

Team name	Code	Zone	Invited?	Attending?	View OAP details	Judges	Results
<a href="#">Gruver</a>			No	Yes	<a href="#">View OAP info</a>	Judges	Results
<a href="#">Hired Judges</a>	Z		No	Yes	<a href="#">View OAP info</a>	Judges	Results
<a href="#">Sanford-Fritch</a>			No	Yes	<a href="#">View OAP info</a>	Judges	Results
<a href="#">Stinnett West Texas</a>			No	Yes	<a href="#">View OAP info</a>	Judges	Results
<a href="#">Stratford</a>			No	Yes	<a href="#">View OAP info</a>	Judges	Results
<a href="#">Sunray</a>			No	Yes	<a href="#">View OAP info</a>	Judges	Results

Now click on the "OAP Team Info" button. If the school has completed some or all of their contestant entry, you will now see it.

For example, if info has been entered, you'll see the director's names, cast, crew names (NOT PICTURED) and set info, like this:

Stage weapons:  
No weapons used.

Unit set  
8' Pylons: 2  
6' Pylons: 0  
4' Pylons: 0  
4x8 Platforms: 2  
4x4 Platforms: 0  
1x1 Cubes: 0  
4x4 Ramps: 0  
4' Steps: 2  
2' Steps: 2  
3-Fold Flats: 0  
2-Fold Flats: 0

#### Other items

1: 1 fireplace  
2: 4 bookshelves  
3: 1 small side table  
4: 1 couch  
5: 1 desk  
6: 1 desk chair  
7: 1 stuffed chair  
8: 1 bench  
9: 1 dining table  
10: 4 chairs  
11: 1 small round metal tiered table

If the school has not entered their information for cast/crew, set, etc., it will look like this:

**Company: Cast and Crew**

**Entry information**

Runtime:

Setting:

Music credits:

Stage weapons:

Unit set

8' Pylons:

6' Pylons:

4' Pylons:

4x8 Platforms:

4x4 Platforms:

1x1 Cubes:

4x4 Ramps:

4' Steps:

2' Steps:

3-Fold Flats:

2-Fold Flats:

**Other items**