How to access Event rosters for OAP Contest Managers and Meet Officials

Before you get started:
- you need to have a UT EID and password
- you need to be authorized as a meet official for the meet

If you need help getting a UT EID/ retrieving a password, etc.:
Use the online UT EID Self-Service tools at https://idmanager.its.utexas.edu/eid_self_help/

> NOTE: If you have problems obtaining or retrieving your UT EID/password, please call the UT EID Helpline at 512-475-9400. The UIL office cannot help you with UT EID or password issues.

If you need to be authorized as a meet official:
Email the theatre office for authorization as a meet official at theatre@uiltexas.org

> In the email, provide your name, UT EID and contests you will be managing. Do not send your password

> You will be able to access information on your contest only after you receive an authorization confirmation e-mail from UIL.

Ready to download rosters?

1. Go to this page: http://www.uiltexas.org/academics/spring-meet-entry-system

2. After clicking the Meet Official's Logon, you will be on the "District and Region Meet Directors" page. At the end of the first bullet point, click on the link "logon and go straight to the UIL Meet Update screen."

3. You will be prompted to log in with your UT EID and password.

4. You are now on the "Update Meet Information" page.

   - "Type of Meet": Select One Act Play from the dropdown menu
   - "Conference": Select the appropriate conference from the dropdown menu
   - "Level": Select the level from the dropdown menu.
        NOTE: Bi-District and Area Meets are not options in this field
   - "District or Region Number": Type in the district number for district meets, or the region number for region meets.
   - "For One Act Play only - Zone or Area": Leave it set at "not applicable"
        - (Exception: if you are accessing info for the Area meet, select the area number from the dropdown menu). (NOTE: info for zones is obtained by going to the district meet, so leave it set at "not applicable")
   - Click the "Go" button

5. You are now on the "Update Meet Information" page. Look at the left sidebar. Find and click on "Event Roster"

6. You are now on the "Event Roster" page. Click on a school name to get their contestant information. You may also use the "Download roster to spreadsheet" link.