How to set up Meets in the Spring Meet Entry System 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.

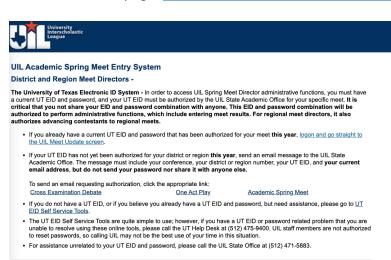### If you need to be authorized as a meet official:
Email for authorization as a meet official at theatre@uiltexas.org

> 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 set up your zone, district, or region meet? (Please note bi-district and area meets are handled through "machforms" for both contestant entry and reporting results. You do not need to set up or enter results in the spring meet entry system for bi-district or area meets.)

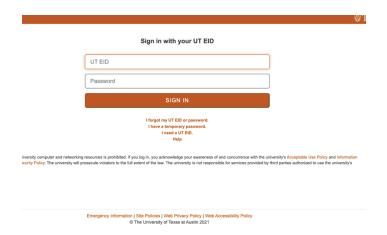1. Go to this page: http://utdirect.utexas.edu/uil/meetdir.WBX

UIL Academic Spring Meet Entry System
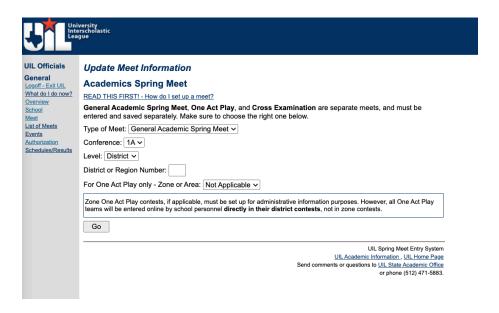
District and Region Meet Directors -

The University of Texas Electronic ID System - In order to access UIL Spring Meet Director administrative functions, you must have a current UT EID and password, and your UT EID must be authorized by the UIL State Academic Office for your specific meet. **It is critical that you not share your EID and password combination with anyone. This EID and password combination will be authorized to perform administrative functions, which include entering meet results. For regional meet directors, it also authorizes advancing contestants to regional meets.**

- If you already have a current UT EID and password that has been authorized for your meet **this year**, logon and go straight to the UIL Meet Update screen.
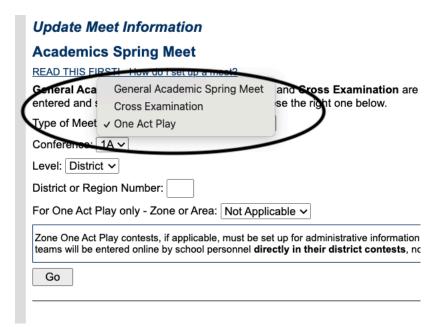
- If your UT EID has not yet been authorized for your district or region **this year**, send an email message to the UIL State Academic Office. The message must include your conference, your district or region number, your UT EID, and **your current email address, but do not send your password nor share it with anyone else.**

  To send an email requesting authorization, click the appropriate link:
  Cross Examination Debate   One Act Play   Academic Spring Meet

- If you do not have a UT EID, or if you believe you already have a UT EID and password, but need assistance, please go to UT EID Self Service Tools.

- The UT EID Self Service Tools are quite simple to use; however, if you have a UT EID or password related problem that you are unable to resolve using these online tools, please call the UT Help Desk at (512) 475-9400. UIL staff members are not authorized to reset passwords, so calling UIL may not be the best use of your time in this situation.

- For assistance unrelated to your UT EID and password, please call the UIL State Office at (512) 471-5883.

2. 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.

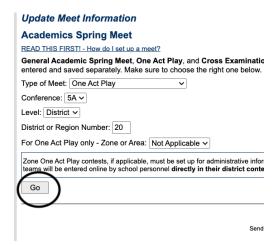4. You are now on the "Update Meet Information" page.

- "**Type of Meet**": ==Select One Act Play from the dropdown menu==
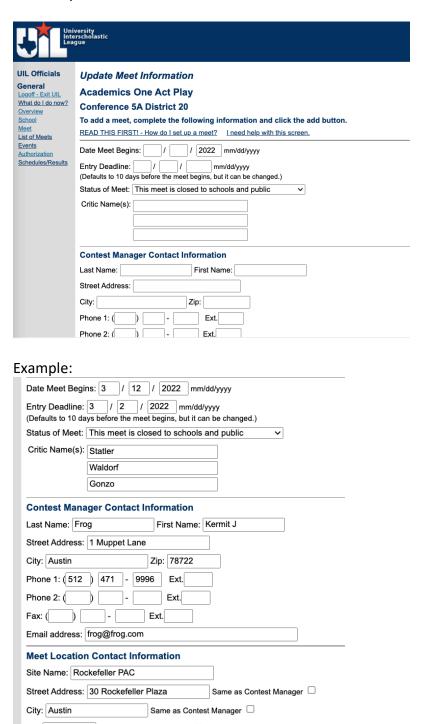

- "**Conference**": Select the appropriate conference from the dropdown menu
- "**Level**": Select the level from the dropdown menu.
     NOTE: Bi-District and Area Meets are not options in this field
- "**District or Region Number**": Type in the district number for district meets, or the region number for region meets.
- "**For One Act Play only - Zone or Area**": ==Leave it set at "not applicable"==
     - (Exception: if you are setting up the individual zone meets, select the appropriate number: 1, 2 or 3 for the zone meet you need to set up. Set up zone meets after you've set up your district meet. If your district is not zoning, leave this dropdown field set at "not applicable")
- Click the "Go" button

5. You are now on the "Update Meet Information" page. Fill out the information in the open fields.
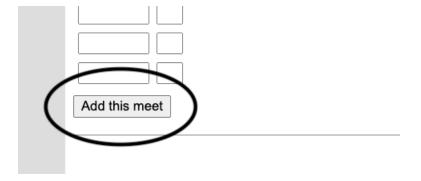

Example:

- NOTE: The "entry deadline" will default to 10 calendar days prior to the "Date meet begins". You may set the deadline earlier, but <u>please make triply sure that</u>

<u>all of the participating schools are aware</u> if you set the deadline earlier than 10 days prior to the meet.

- <mark>IMPORTANT: Please note that the "Status of Meet" is default set at "This meet is closed to schools and public".</mark> With the meet on this setting, no one will be able to enter contestants for competition. WHEN you are ready for schools to enter contestants, you need to change this setting to "Schools may enter contestants/schedule posted". If you have already set up your meet, make sure to scroll all the way to the bottom of the page and click the "Update this meet" button to save this change.

6. <mark>**If**</mark> your district is zoning, please make sure to mark the zone designation (1, 2 or 3) for each of the schools listed in the "One Act Play Participating Teams". <u>If your district is not zoning, you do not need to enter anything in the "zone" field.</u>

One Act Play Participating Teams

Enter TEA Codes for all One Act Play teams planning to participate in this district meet, along with their zones if applicable. If two teams from one school will participate, enter the school twice. If a school is listed that shouldn't be, blank out the TEA Code and zone before saving.
Look up TEA Codes

TEA Code	Zone (1,2,3)	School
170902011	1	Caney Creek HS, Conroe
146901001	2	Cleveland HS, Cleveland
146902002	1	Dayton H S, Dayton
101913013	2	Kingwood Park HS, Kingwood
101912084	1	Middle College for Tech Career, Houston
170903002	1	Montgomery HS, Montgomery
170903004	1	Montgomery Lake Creek, Montgomery
170908001	2	New Caney HS, New Caney
170908006	2	Porter HS, Porter
101919018	2	Spring Wunsche Sr. HS, Spring

7. <mark><u>Scroll all the way to the bottom of the page</u> and click the "Add this meet" button to save your meet information.</mark>

Add this meet

Once a meet has been "Added", the button at the bottom of the page changes to an "Update this meet" button.

If you need to update or correct anything for your meet on the "Update Meet Information" page, you can make changes, but you must <mark>always</mark> scroll to the bottom of the page and click "Update this meet" to save those corrections/updates.

Update this meet   Delete this meet

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Send comments or questions to UIL State A