

## How to set up Meets (Zone, District or Region ONLY) in the UIL Spring Meet Entry System for OAP Contest Managers and Meet Officials

**FOR MEET OFFICIALS ONLY. If you are a play director who needs to enter contestants or enroll your high school campus for One-Act Play participation, you are on the wrong instruction page.**

**NOTE: This is only for high school meets. Junior high school meets do not need to go through this process.**

### **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/](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 a request for authorization as a meet official to [theatre@uiltexas.org](mailto:theatre@uiltexas.org)

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

For example: if you need authorization for a district or zone meet, we need your UT EID as well as the conference (1A? 6A?) and the district number (1? 32?). If you need authorization for a region meet, we need your UT EID as well as the conference (1A? 6A?) and the region number (1? 4?).

**NOTE: Just to keep everybody on their toes, you do not need authorization as a meet official for bi-district or area meets, as those *only* use machforms...**

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

Example of the information we need to get your EID authorized:

Name: Will Shakespeare  
UT EID: AlasPoorYorick1603  
Meets I need authorization for:  
Conference 6A district 32  
Conference 1A Region 2

**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: <https://utdirect.utexas.edu/nlogon/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.”

#### District and Region Meet Directors -

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- 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](#).

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

Sign in with your UT EID

UT EID

Password

SIGN IN

[I forgot my UT EID or password.](#)  
[I have a temporary password.](#)  
[I need a UT EID. Help](#)

iversity computer and networking resources is prohibited. If you log in, you acknowledge your awareness of and concurrence with the university's [Acceptable Use Policy](#) and [Information Security Policy](#). The university will prosecute violators to the full extent of the law. The university is not responsible for services provided by third parties authorized to use the university's

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4. You are now on the “Update Meet Information” page.

The screenshot shows the 'Update Meet Information' page for 'Academics Spring Meet'. The page includes a navigation menu on the left with links like 'UIL Officials', 'General', 'Logoff - Exit UIL', 'What do I do now?', 'Overview', 'School', 'Meet', 'List of Meets', 'Events', 'Authorization', and 'Schedules/Results'. The main content area has the title 'Update Meet Information' and 'Academics Spring Meet'. Below this is a 'READ THIS FIRST!' link and a note: 'General Academic Spring Meet, One Act Play, and Cross Examination are separate meets, and must be entered and saved separately. Make sure to choose the right one below.' The form fields are: 'Type of Meet' (dropdown menu set to 'General Academic Spring Meet'), 'Conference' (dropdown menu set to '1A'), 'Level' (dropdown menu set to 'District'), 'District or Region Number' (text input field), and 'For One Act Play only - Zone or Area' (dropdown menu set to 'Not Applicable'). A text box below these fields contains instructions: 'Zone One Act Play contests, if applicable, must be set up for administrative information purposes. However, all One Act Play teams will be entered online by school personnel directly in their district contests, not in zone contests.' A 'Go' button is at the bottom left. At the bottom right, there is contact information for the UIL Spring Meet Entry System, including links to 'UIL Academic Information', 'UIL Home Page', and 'UIL State Academic Office', and a phone number (512) 471-5883.

- “Type of Meet”: Select One Act Play from the dropdown menu

This screenshot is similar to the previous one but highlights the 'Type of Meet' dropdown menu with a black oval. The dropdown menu is open, showing three options: 'General Academic Spring Meet', 'Cross Examination', and 'One Act Play'. The 'One Act Play' option is selected, indicated by a checkmark. The rest of the page content, including the navigation menu, the 'READ THIS FIRST!' link, the instructions, and the other form fields, are visible in the background.

- “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

**Update Meet Information**

**Academics Spring Meet**

[READ THIS FIRST! - How do I set up a meet?](#)

**General Academic Spring Meet, One Act Play, and Cross Examinatic** entered and saved separately. Make sure to choose the right one below.

Type of Meet:

Conference:

Level:

District or Region Number:

For One Act Play only - Zone or Area:

Zone One Act Play contests, if applicable, must be set up for administrative infor teams will be entered online by school personnel **directly in their district conte**

Send

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



**UIL Officials**

**General**  
[Logout - Exit UIL](#)  
[What do I do now?](#)  
[Overview](#)  
[School](#)  
[Meet](#)  
[List of Meets](#)  
[Events](#)  
[Authorization](#)  
[Schedules/Results](#)

**Update Meet Information**

**Academics One Act Play**

**Conference 5A District 20**

To add a meet, complete the following information and click the add button.

[READ THIS FIRST! - How do I set up a meet?](#) [I need help with this screen.](#)

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Date Meet Begins:  /  /  mm/dd/yyyy

Entry Deadline:  /  /  mm/dd/yyyy  
 (Defaults to 10 days before the meet begins, but it can be changed.)

Status of Meet:

Critic Name(s):

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**Contest Manager Contact Information**

Last Name:  First Name:

Street Address:

City:  Zip:

Phone 1: (  )  -  Ext.

Phone 2: (  )  -  Ext.

Example:

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Date Meet Begins: 3 / 12 / 2022 mm/dd/yyyy  
Entry Deadline: 3 / 2 / 2022 mm/dd/yyyy  
(Defaults to 10 days before the meet begins, but it can be changed.)  
Status of Meet: This meet is closed to schools and public ▾  
Critic Name(s): Statler  
Waldorf  
Gonzo

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**Contest Manager Contact Information**  
Last Name: Frog First Name: Kermit J  
Street Address: 1 Muppet Lane  
City: Austin Zip: 78722  
Phone 1: (512) 471 - 9996 Ext.   
Phone 2: ( ) - Ext.   
Fax: ( ) - Ext.   
Email address: frog@frog.com

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**Meet Location Contact Information**  
Site Name: Rockefeller PAC  
Street Address: 30 Rockefeller Plaza Same as Contest Manager   
City: Austin Same as Contest Manager

- NOTE: The “entry deadline” will default to 10 calendar days prior to the “Date meet begins”. You may set the deadline earlier, but please make triply sure that all of the participating schools are aware if you set the deadline earlier than 10 days prior to the meet.
  - **IMPORTANT:** Please note that the “Status of Meet” is default set at “This meet is closed to schools and public”. 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. **If** 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”. If your district is not zoning, you do not need to enter anything in the “zone” field.

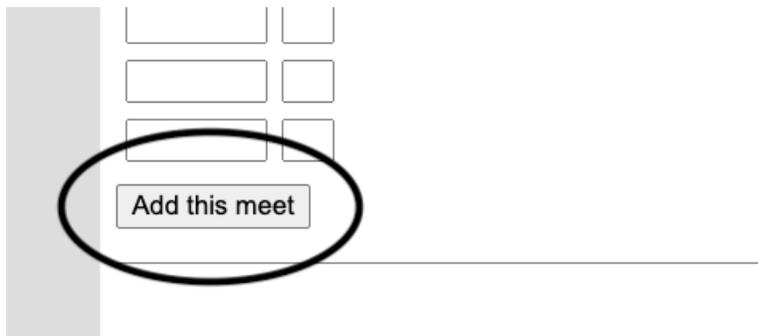
### One Act Play Participating Teams

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
<input type="text" value="170902011"/>	<input type="text" value="1"/>	Caney Creek HS, Conroe
<input type="text" value="146901001"/>	<input type="text" value="2"/>	Cleveland HS, Cleveland
<input type="text" value="146902002"/>	<input type="text" value="1"/>	Dayton H S, Dayton
<input type="text" value="101913012"/>	<input type="text" value="2"/>	Kingwood Park HS, Kingwood
<input type="text" value="101912084"/>	<input type="text" value="1"/>	Middle College for Tech Career, Houston
<input type="text" value="170903002"/>	<input type="text" value="1"/>	Montgomery HS, Montgomery
<input type="text" value="170903004"/>	<input type="text" value="1"/>	Montgomery Lake Creek, Montgomery
<input type="text" value="170908001"/>	<input type="text" value="2"/>	New Caney HS, New Caney
<input type="text" value="170908006"/>	<input type="text" value="2"/>	Porter HS, Porter
<input type="text" value="101919018"/>	<input type="text" value="2"/>	Spring Wunsche Sr. HS, Spring
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

7. **Scroll all the way to the bottom of the page and click the “Add this meet” button to save your meet information.**



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 **always** scroll to the bottom of the page and click “Update this meet” to save those corrections/updates.

Update this meet Delete this meet

This record was last updated on 8/19/2021 at 4:22 PM by Elisabeth A Sikes using ILNPMUC1 .  
This record was first stored on 8/19/2021 at 4:22 PM by Elisabeth A Sikes using ILNPMUC1 .

U/I Spring Mee  
[U/I Academic Information](#)  
Send comments or questions to U/I Staff