

## **PREPARING YOUR THEATRICAL DESIGN CONTEST ENTRY**

One of the most effective ways to prepare the digital entry is either by utilizing PowerPoint or Google Slides to collect all elements for each category challenge. These formats enable you to separate each element with a title which, along with lining everything up in the order presented on the challenge page, helps judges to move through the entry more seamlessly. These formats also save simply to a single PDF for easy uploading into the Contest Entry Portal. We ask that each file name include the student name, school name, and category. If you are not familiar with the process of assembling your entry this way, there is a helpful video put together by Mindy McClesky Pope on the UIL YouTube resources.

## **A SPECIAL NOTE ABOUT THE MARKETING TRAILER**

Because this is the first year we have included a video trailer in the marketing category, you will want to make sure that you insert the working link into your digital presentation and that it is fully available for anyone who has the link to view without any further permissions required. That way the judge can click on the link and view the trailer without any further actions needed. If your school systems require passwords, you may need to enter on your personal computer to ensure the link is working and available.

## **SUBMITTING ENTRIES THROUGH THE THEATRICAL DESIGN ENTRY PORTAL**

### **NEW DIRECTORS:**

Go into the portal link and it will ask you to log in or create an account. Once created, you will be prompted to start an entry. You will submit a form for each entry. You can keep working within the entry until you click the Finalize/Submit button. Remember you are only permitted two entries in each individual category and one group entry. The form is the same for all of them, but the instructions are different for group in that you will include all 4 names under Contestant Name and then upload the four categories within group into their respective slots.

**NOTE ON INDIVIDUAL ENTRIES**, do not type anything into the entry blanks set aside for file names for the group submissions (i.e. N/A) or the system will not allow you to finalize.

### **CONTEST VETERANS, PLEASE BE AWARE...**

The contest software combined with smart computers have resulted in some routing errors. **THE PORTAL LINK** and **JUDGE REGISTRATION LINK** currently on the THEATRICAL DESIGN PAGE are the correct ones for this year's contest.

**WARNING:** If your computer has saved login and/or passwords from previous use and you get a message that "REGISTRATION IS CLOSED" or "THE CONTEST HAS BEEN ARCHIVED", you are likely being routed to a previous year contest link. If you log out completely and start fresh on the link on the TD page, this should solve matters.

**NOTE:** On INDIVIDUAL ENTRIES, do not type anything into the additional entry blanks set aside for file names for the group submissions (i.e. N/A) or the system will not allow you to finalize.

**If you have any issues with registration or log-in, please send an email to:  
Rachael Gomez, Contest Director at [uiltheatricaldesign.gomez@gmail.com](mailto:uiltheatricaldesign.gomez@gmail.com).**