

Entering One-Act Play RESULTS and TABULATION in SpeechWire for **ZONE MEETS only**

Logging in

As the contest director, access your meet 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 and request it.

PREPARING the **ZONE** contest for Results Entry and Tabulation

Before you can tabulate results, you need to have SpeechWire prepare the contest for tabulation.

Click on the “Prepare OAP contest for tabulation” icon.



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Tournament management



[Enter results](#)



[Schematic viewer](#)



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[Printing center](#)



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You will see a summary of your contest settings, including your judges' names and whether you are running Zones. **If any of the settings are incorrect, there is a link provided to correct them, which will be important before you prepare for tabulation. Please do not proceed with incorrect information. ESPECIALLY IMPORTANT: make sure that the correct person is designated as the Acting Judge.**

You'll see something like this:



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Schedule OAP contest

Confirm contest settings

District judges

District acting judge: Matthew Simpson

District judge B: Laurie Durrett

District judge C: Rachel Harrah

Are you running Zones? No

If any of the settings above are incorrect [click here to modify them.](#)

You will also see a list of the schools in your contest, including their titles and their Zone assignments. There is an "Include?" checkbox for each school, which should be *checked* if they are going to participate in your contest. **Only uncheck the box if you are 100% certain that the school will not participate in your contest! If a school DQs at contest, you should uncheck the box next to their school name. You will still be able to enter any acting awards they receive.**

Schools to include

If you know for a fact that any schools are not participating, uncheck the box on their line to exclude them from the sectioning for tabulation.

Include?	School	Title
<input checked="" type="checkbox"/>	Mesquite	Radium Girls
<input checked="" type="checkbox"/>	Mesquite Horn	Dracula: The Death of Nosferatu
<input checked="" type="checkbox"/>	North Forney	Amadeus
<input checked="" type="checkbox"/>	Rockwall	Unexpected Tenderness
<input checked="" type="checkbox"/>	Rockwall Heath	ALL THE WAY HOME
<input checked="" type="checkbox"/>	Royse City	Hello Human Female
<input checked="" type="checkbox"/>	Tyler Legacy	The Tragedy of Macbeth

Finally, under the “Competition specifics” heading, you will confirm the number of judges you will use for District and Zone. Once you have set this, click “Proceed with preparation”. You are now ready to enter results.

If you are zoning, you can designate the number of judges as “1” or “3”.

Competition specifics

How many judges will you be using for your District contest? 3 ▾

How many judges will you be using for your Zone contest? 3 ▾

When you are satisfied with the settings on this page, click 'Proceed with preparation' below to prepare your contest for tabulation.

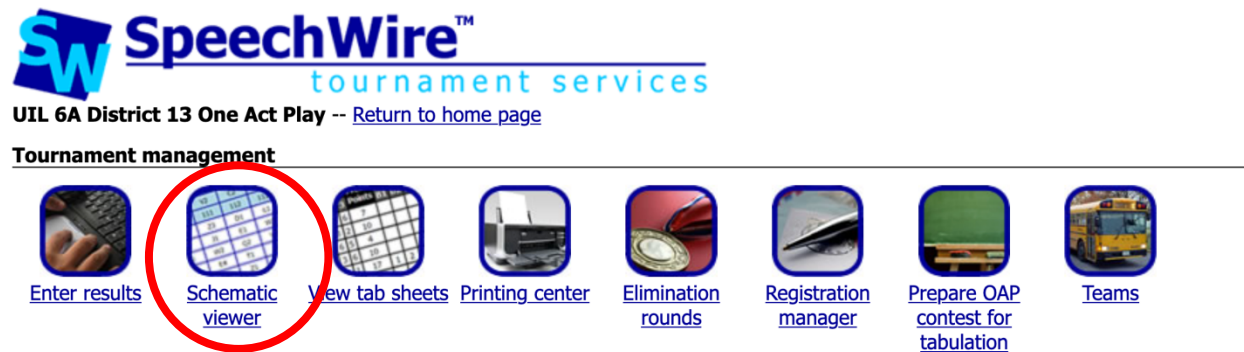
[Proceed with preparation](#) [Return to home page](#)

Now that you’ve made any needed changes/updates to this page, click the “Proceed with preparation” button at the bottom of the page.

Setting your performance order (optional)

If you want, you can rearrange the entries into the performance order that you have planned, which may make entering judge rankings more intuitive. THIS IS OPTIONAL.

To do this, click “Schematic viewer” on the home page.



The image shows the SpeechWire tournament services home page. At the top is the SpeechWire logo with the text "UIL 6A District 13 One Act Play -- [Return to home page](#)". Below this is a "Tournament management" section with a row of icons and links: "Enter results" (calculator icon), "Schematic viewer" (calendar icon, circled in red), "View tab sheets" (calendar icon), "Printing center" (printer icon), "Elimination rounds" (coin icon), "Registration manager" (pen icon), "Prepare OAP contest for tabulation" (green field icon), and "Teams" (school bus icon).

Then click the “View schematic” button.



The image shows the SpeechWire schematic viewer page. At the top is the SpeechWire logo with the text "UIL 6A District 13 One Act Play -- [Return to home page](#)". Below this is the heading "Schematic viewer". The main text says "Please select a grouping to view the schematic for:". There are two buttons: "One-Act Play" and "View schematic" (circled in red). A "Return to home page" link is also present.

You will see the sectioning for the contest – if you are running Zones, you will see them listed first (*note: if you are running Zones, District will NOT appear until both Zones have been completed*).

For example, this is what it looks like with zones:

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Schematic viewer

Please select a grouping to view the schematic for: One-Act Play View schematic Return to home page

One-Act Play

View Tab sheet :: Print Round(s): All rounds Print schematic

Zone Round		
Section	Zone 1	Zone 2
Judge	4 Allen Otto ACTING JUDGE 5 Donyail Linsey 6 Claudia Ramirez	7 Allen Otto ACTING JUDGE 8 Cedric West 9 Claudia Ramirez
Room		
1	3 Conroe Caney Creek (Zone 1) <i>Bright Ideas</i>	4 Conroe Grand Oaks (Zone 2) <i>Suite Surrender</i>
2	1 Cleveland (Zone 1) <i>Her Senior Year</i>	2 Conroe (Zone 2) <i>The Playboy of the Western World</i>
3	7 Conroe Woodlands College Park (Zone 1) <i>The Miraculous Journey of Edward Tulane: Competition Version</i>	8 New Caney (Zone 2) <i>Sunday Cost Five Pesos</i>
4	6 Conroe The Woodlands (Zone 1) <i>Moon Over Buffalo</i>	5 Conroe Oak Ridge (Zone 2) <i>These Shining Lives</i>
5		9 Willis (Zone 2) <i>Amadeus</i>

Print rounds: All rounds Print schematic View grouping tab sheet

To modify the performance order for a Zone, click on the name of the Zone (Zone 1 or Zone 2).



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Schematic viewer

Please select a grouping to view the schematic for: One-Act Play View schematic Return to home page

One-Act Play

View Tab sheet :: Print Round(s): All rounds Print schematic

Zone Round		
Section	Zone 1	Zone 2
Judge	4 Allen Otto ACTING JUDGE 5 Donyail Linsey 6 Claudia Ramirez	7 Allen Otto ACTING JUDGE 8 Cedric West 9 Claudia Ramirez
Room		
1	3 Conroe Caney Creek (Zone 1) <i>Bright Ideas</i>	4 Conroe Grand Oaks (Zone 2) <i>Suite Surrender</i>

Next, scroll down, where you will find a heading labeled with “Speaking order”.

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Section view

One-Act Play, Zone Round, Section Zone 1

Tools

[View grouping schematic](#) [View grouping tab sheet](#) [Print ballot\(s\)](#) [Email judges/students in section](#) [View judge usage](#) [Balloting status](#)

Ranks

[Enter ranks](#)

Judges

According to the manager's specifications, there should be 3 judges in this section.

4 Allen Otto (Hired Judges) ([Print ballot](#))
 5 Donyail Linsey (Hired Judges) ([Print ballot](#))
 6 Claudia Ramirez (Hired Judges) ([Print ballot](#))

[Add/change judge\(s\)](#) [Detailed judge assigner](#)

Acting Judge

Allen Otto [Change acting judge](#)

Room and timeslot

Room: No room assigned [Assign a room to this section](#)

Time: [Change section timeslot](#) [Edit schedule](#)

Speaking order

Pos	Code	Name	Team	Rank			Move up	Move down	Pos. history
				4 A. Otto	5 D. Linsey	6 C. Ramirez			
1	3	One Act Play Bright Ideas	Conroe Caney Creek (Zone 1)					Move down	
2	1	One Act Play Her Senior Year	Cleveland (Zone 1)				Move up	Move down	
3	7	One Act Play The Miraculous Journey of Edward Tulane: Competition Version	Conroe Woodlands College Park (Zone 1)				Move up	Move down	
4	6	One Act Play Moon Over Buffalo	Conroe The Woodlands (Zone 1)				Move up		

If you need to reshuffle the speaking order for this section, click the button below.

[Reshuffle speaking order](#)

You can use the “Move up” and “Move down” links for each of the entries to rearrange the performance order to match your program, if you wish.

Removing schools that drop out prior to contest or DQ at contest

If a school drops out after you have already prepared for tabulation, or if they DQ at contest, you MUST remove them from the competition in SpeechWire. (This is important for tabulation).

To do so, click “Schematic viewer” on the home page.



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Tournament management



[Enter results](#)



[Schematic viewer](#)



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[Prepare OAP contest for tabulation](#)



[Teams](#)

Then click the “View schematic” button.

Schematic viewer

Please select a grouping to view the schematic for: One-Act Play **View schematic** [Return to home page](#)

You will see the sectioning for the contest – if you are running Zones, you will see them listed (*note: if you are running Zones, District will NOT appear until both Zones have been completed*).

To remove a school, click on the name of the Zone (Zone 1 or Zone 2)

Schematic viewer

Please select a grouping to view the schematic for: One-Act Play **View schematic** [Return to home page](#)

One-Act Play

View [Tab sheet](#) :: **Print Round(s):** All rounds [Print schematic](#)

Zone Round		
Section	Zone 1	Zone 2
Judge	4 Allen Otto ACTING JUDGE 5 Donyail Linsey 6 Claudia Ramirez	7 Allen Otto ACTING JUDGE 8 Cedric West 9 Claudia Ramirez
Room		
1	3 Conroe Caney Creek (Zone 1) <i>Bright Ideas</i>	4 Conroe Grand Oaks (Zone 2) <i>Suite Surrender</i>

Next, scroll to the bottom of the page, then click “Remove competitor from section”.

Acting judge

Allen Otto [Change acting judge](#)

Room and timeslot

Room: No room assigned [Assign a room to this section](#)

Time: [Change section timeslot](#) [Edit schedule](#)

Speaking order

Pos	Code	Name	Team
1	3	One Act Play <i>Bright Ideas</i>	Conroe Caney Creek
2	1	One Act Play <i>Her Senior Year</i>	Cleveland (Zone 1)
3	7	One Act Play <i>The Miraculous Journey of Edward Tulane: Competition Version</i>	Conroe Woodlands College
4	6	One Act Play <i>Moon Over Buffalo</i>	Conroe The Woodlands

If you need to reshuffle the speaking order for this section, click the button below.

[Reshuffle speaking order](#)

Digital paper trail

To see a log of submissions of ranks in this section by both e-balloting judges and tab staff, use the button below.

[View digital paper trail](#)

Move competitors

If you need to move a competitor into this section, click on the 'Add competitor' button below. If you need to remove a competitor from this section, click on the 'Remove competitor from section' button below.

[Add competitor](#) **Remove competitor from section**

Refer to the “Team” column, locate the school you want to remove, then click “One Act Play” on the row for that school to remove them. They will no longer appear on the results entry page.



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Support/help:
Contact UIL first: theatre@uilitexas.org / 512-471-9996
Then: support@speechwire.com

Remove a competitor from a section

WARNING

The competitor will not be moved to another section

Please note that the competitor that you choose will not be placed into another section in this round, but will be removed from competition in this round altogether unless you later move them into another section. You can move competitors into sections using the section viewer and the 'Add competitor' section on it.

One-Act Play, Zone Round, Section Zone 1

Please click on the competitor that you would like to remove from this section.

Pos	Code	Name	Team
1	3	One Act Play	Conroe Caney Creek ()
2		One Act Play	Cleveland ()
3	7	One Act Play	Conroe Woodlands College Park ()
4	6	One Act Play	Conroe The Woodlands ()

[Return to section viewer](#) [Enter ranks](#)

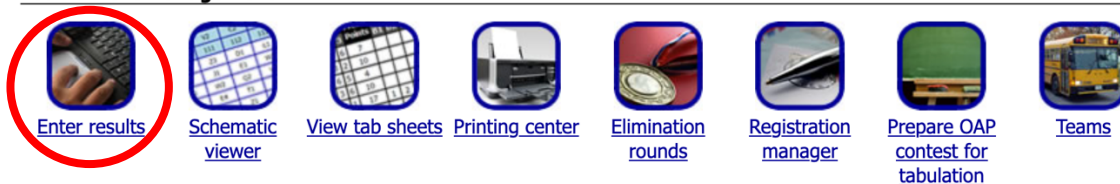
TABULATION & ENTERING RESULTS for ZONE MEETS

To enter results, click “Enter results” on the home page.



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Tournament management



To enter results for Zone, select “One-Act Play, Zone”



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Quick results entry

Round to enter: [One-Act Play, Zone](#) [Enter results](#) [Return to home page](#)

If zoned, that will take you to something like this, click on the zone you wish to enter results for:

Quick results entry

Round to enter: One-Act Play, Zone Enter results Return to home page

One-Act Play, Zone Round

View schematic View tab sheet

Judge(s)	Section	Room	Ballots in
4 Allen Otto	Zone 1		0 / 3
5 Donyail Linsey			
6 Claudia Ramirez			
7 Allen Otto	Zone 2		0 / 3
8 Cedric West			
9 Claudia Ramirez			

6 ballots are still out.

Each judge is listed individually. You will see each play listed by school name and title. There is a box to enter a rank. Enter the rank for each of the plays. **DO NOT LEAVE ANY BLANK! If a school has dropped prior to contest or DQ'd at contest, refer to "Removing schools" section.**

If a school is disqualified at contest, they cannot advance, but they are still eligible for acting awards and accompanying points. In this instance, you should follow the steps to "remove school", as instructed above.

Enter the ranks for each judge, being careful to enter the ranks in the correct table for each judge. Please take a moment to check your work. Once you are certain all ranks are accurate, click "Submit ranks" near the bottom of the page.

DO NOT LEAVE ANY BLANK! If a school has dropped prior to contest or DQ'd at contest, refer to "Removing schools" section.

For example:

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Enter ranks

One-Act Play, Zone Round, Section Zone 1

Please enter the rank each competitor in the round received in the boxes in the 'Rank' column. Click 'Submit ranks' once you have entered all the ranks.

Judge 4 (Allen Otto)

Rank	Code	Name
<input type="text"/>	3	Conroe Caney Creek <i>Bright Ideas</i>
<input type="text"/>	1	Cleveland <i>Her Senior Year</i>
<input type="text"/>	7	Conroe Woodlands College Park <i>The Miraculous Journey of Edward Tulane: Competition Version</i>
<input type="text"/>	6	Conroe The Woodlands <i>Moon Over Buffalo</i>

Judge 6 (Claudia Ramirez)

Rank	Code	Name
<input type="text"/>	3	Conroe Caney Creek <i>Bright Ideas</i>
<input type="text"/>	1	Cleveland <i>Her Senior Year</i>
<input type="text"/>	7	Conroe Woodlands College Park <i>The Miraculous Journey of Edward Tulane: Competition Version</i>
<input type="text"/>	6	Conroe The Woodlands <i>Moon Over Buffalo</i>

Judge 5 (Donyail Linsey)

Rank	Code	Name
<input type="text"/>	3	Conroe Caney Creek <i>Bright Ideas</i>
<input type="text"/>	1	Cleveland <i>Her Senior Year</i>
<input type="text"/>	7	Conroe Woodlands College Park <i>The Miraculous Journey of Edward Tulane: Competition Version</i>
<input type="text"/>	6	Conroe The Woodlands <i>Moon Over Buffalo</i>

[Submit ranks](#) [Return to section viewer](#) [Return to schematic viewer](#) [Return to quick results entry](#)

Entering Acting awards (DISTRICT Meets Only)

Reminder: Zone meets do not award sweepstakes points. You do not need to enter acting awards for zone contests in SpeechWire.

Viewing tabulation results

On the home page, click "View tab sheets".



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Tournament management



[Enter results](#)



[Schematic viewer](#)



[View tab sheets](#)



[Printing center](#)



[Elimination rounds](#)



[Registration manager](#)



[Prepare OAP contest for tabulation](#)



[Teams](#)

Next, click “View One-Act Play results” in the “Main tab sheets” section.

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Tabulation center



[Tab sheets](#)



[Tabulation progress](#)



[Final round information](#)



[Usage reports](#)

Tab sheets

Main tab sheets

One-Act Play results tab sheets: [View One-Act Play results](#)

Select which level of competition (round) you need to view – Zone or District – then click “View results”. You will see a tab sheet which should display all of the judges’ ranks and should match the One Act Play results calculation rules.

Everything look good? You’re finished with zone meets in SpeechWire, congratulations!

Reminder: please also complete a [ZONE/DISTRICT Meets](#) **Contest Results Report Form** on the UIL website, www.uiltexas.org/theatre/online-entry