Entering One-Act Play RESULTS and TABULATION in SpeechWire

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: Log in to 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.

Viewing entry information about your schools

Reference the step-by-step instructions here:

https://www.uiltexas.org/files/academics/theatre/Contest Managers Look Up Company Info. pdf

If your district didn't zone, skip ahead to the next header section: **<u>PREPARING the contest for</u>** <u>**Results Entry and Tabulation on Page 6.**</u> IF your district has zones, AND the zones are complete AND results entered, here's how you see which schools advanced to district.

Click "Schematic viewer" on the home page.



Click the "View schematic" button. You'll then see something like this, with district info underneath the zone meets. (If you don't see district info, that means both zones have not yet certified results in SpeechWire).

Zone Round					
Section	Zone 1	Zone 2			
Judge	4 Sherry Frank ACTING JUDGE 5 Michael Burnett 6 Candice Koern	7 Candice Koern ACTING JUDGE 8 Sherry Frank 9 Michael Burnett			
Room					
1	2 El Paso Coronado (<u>Zone 1</u>) She Kills Monsters	1 El Paso Americas (<u>Zone 2</u>) Ending Mens Suffrage			
2	3 El Paso Eastlake (<u>Zone 1</u>) Anatomy of Gray	4 El Paso Eastwood (Zone 2) Steel Magnolias			
3	6 El Paso Franklin (<u>Zone 1</u>) <i>Eurydice</i>	5 El Paso El Dorado (<u>Zone 2</u>) The Book of Everything			
4	7 El Paso Montwood (<u>Zone 1</u>) Treasure Island	9 El Paso Socorro (<u>Zone 2</u>) Cicada			
5	8 El Paso Pebble Hills (<u>Zone 1</u>) The Real Life Adventures of Jimmy De Las Rosas				

District round					
Section	FINAL				
Judge	1 Jamie Martinez ACTING JUDGE 2 Sharon Jenkins 3 TBA				
Room					
1	8 El Paso Pebble Hills (<u>Zone 1</u>) The Real Life Adventures of Jimmy De Las Rosas				
2	9 El Paso Socorro (<u>Zone 2</u>) Cicada				
3	4 El Paso Eastwood (<u>Zone 2</u>) Steel Magnolias				
4	2 El Paso Coronado (<u>Zone 1</u>) She Kills Monsters				
5	3 El Paso Eastlake (<u>Zone 1</u>) Anatomy of Gray				
6	5 El Paso El Dorado (<u>Zone 2</u>) The Book of Everything				

Print rounds: All rounds v Print schematic View grouping tab sheet

The schools you see in the "District round" are the schools that advanced out of zone.

If you need to reinstate an alternate school, click on the word "FINAL".

Next, click on the "Add competitor" button.



The "unassigned competitors in this round" are your potential alternate schools.

OIL ON DISCIPLION ONC ACCINEY INCOME Page

Move a competitor

Section to move a competitor into: One-Act Play, District round

You can select a competitor to move into this section in one of two

Choose competitor from a list

Competitor to move: 1: One Act Play Move competitor View	N Se
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Choose competitor from schematic

Click on the competitor that you want to move into this section. Co already have a rank for this round - moving them now will delete t

Final round - 12:00 AM					
Section	FINAL				
Judge	1 Jamie Martinez, 2 Sharon Jenkins, 3 TBA				
Room					
1	<u>8 One Act Play</u>				
2	<u>9 One Act Play</u>				
3	<u>4 One Act Play</u>				
4	<u>2 One Act Play</u>				
5	<u>3 One Act Play</u>				
6	<u>5 One Act Play</u>				
Unassign <u>1 One Ac</u>	ed competitors in this round: <u>t Play</u>				
6 One Ac	t Play				
7 One Ac	<u>t Play</u>				
Simishod					

It helps to have an additional browser tab open to reference how SpeechWire has coded the schools with a number.

Zone Round					
Section	Zone 1	Zone 2			
Judge	4 Sherry Frank ACTING JUDGE 5 Michael Burnett 6 Candice Koern	7 Candice Koern ACTING JUDGE 8 Sherry Frank 9 Michael Burnett			
Room					
1	2 El Paso Coronado (<u>Zone 1</u>) She Kills Monsters	1 El Paso Americas (<u>Zone 2</u>) Ending Mens Suffrage			
2	3 El Paso Eastlake (<u>Zone 1</u>) Anatomy of Gray	4 El Paso Eastwood (<u>Zone 2</u>) Steel Magnolias			
3	6 El Paso Franklin (<u>Zone 1</u>) <i>Eurydice</i>	5 El Paso El Dorado (<u>Zone 2</u>) The Book of Everything			
4	7 El aso Montwood (Zone 1) Treasure Island	9 El Paso Socorro (<u>Zone 2</u>) Cicada			
5	8 El Paso Pebble Hills (<u>Zone 1</u>) The Real Life Adventures of Jimmy De Las Rosas				

District round				
Section	FINAL			
Judge	1 Jamie Martinez ACTING JUDGE 2 Sharon Jenkins 3 TBA			
Room				
1	8 El Paso Pebble Hills (<u>Zone 1</u>) The Real Life Adventures of Jimmy De Las Rosas			
2	9 El Paso Socorro (<u>Zone 2</u>) Cicada			
3	4 El Paso Eastwood (<u>Zone 2</u>) Steel Magnolias			
4	2 El Paso Coronado (<u>Zone 1</u>) She Kills Monsters			
5	3 El Paso Eastlake (<u>Zone 1</u>) Anatomy of Gray			
6	5 El Paso El Dorado (<u>Zone 2</u>) The Book of Everything			

Print rounds: All rounds v Print schematic View grouping tab sheet

You may also need to reference the zone results to discover who the alternate is, as the "unassigned competitors" show in numerical order, according to how SpeechWire has coded the schools. This does not correlate with results or alternates. The school numbering is random.

To view zone results, from the home page, click "View tab sheets".



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



Select which level of competition (round) you need to view – Zone – then click "View results".



You will then see the tab report from zone which should display all of the judges' ranks and the "Place" which reflects the results.

PREPARING the 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.



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. <u>Please do not proceed with incorrect information</u>. <u>ESPECIALLY IMPORTANT: make sure that the correct person is</u> designated as the Acting Judge.

You'll see something like this:



UIL 6A District 10 One Act Play -- Return to home page

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, if you are Zoning. 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 points for 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
		Mesquite	Radium Girls
		esquite Horn	Dracula: The Death of Nosferatu
		North Forney	Amadeus
		Rockwall	Unexpected Tenderness
		Rockwall Heath	ALL THE WAY HOME
		Royse City	Hello Human Female
		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.

Note: Even if your meet is not zoning, the system appears to show a number for zone judges you can ignore this if you are not zoning. It will not affect anything. 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 content 3 v
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 appropriate 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 facilitate entering results. THIS IS OPTIONAL.

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



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

For example, with zones:

UIL 6A District 13 One Act Play -- Return to home page

Schematic viewer

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

One-Act Play

View Tab sheet :: Print Round(s): All rounds
View 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 (<u>Zone 1</u>) Bright Ideas	4 Conroe Grand Oaks (Zone 2) Suite Surrender
2	1 Cleveland (<u>Zone 1</u>) Her Senior Year	2 Conroe (<u>Zone 2</u>) The Playboy of the Western World
3	7 Conroe Woodlands College Park (Zone 1) The Miraculous Journey of Edward Tulane: Competition Version	8 New Caney (<u>Zone 2</u>) Sunday Cost Five Pesos
4	6 Conroe The Woodlands (<u>Zone 1</u>) Moon Over Buffalo	5 Conroe Oak Ridge (<u>Zone 2</u>) These Shining Lives
5		9 Willis (<u>Zone 2</u>) Amadeus

Print rounds: All rounds v Print schematic View grouping tab sheet

For example, a district meet without zones:



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
View Print schematic

	District round
Section	FINAL
Judge	1 Missey Head ACTING JUDGE 2 Kevin Moore 3 Brenda Wilson
Room	
1	7 Southlake Carroll Eurydice
2	2 Keller Central The Corn is Green
3	5 Northwest Eaton The Diviners
4	3 Keller Fossil Ridge Shipwrecked! An Entertainment-The Amazing Adventures of Louis de Rougemont (As Told by Himself)
5	1 Keller Ada and the Engine
6	4 Keller Timber Creek Kodachrome
7	6 Northwest Nelson Silent Sky

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



Next, scroll near the bottom of the page, where you will find a table labeled with "Speaking order".

UIL	6A Dist	rict 13 One Act Play Return to home page							
Se	Section view								
One	One-Act Play, Zone Round, Section Zone 1								
Tool	s								
View	grouping	g schematic View grouping tab sheet Print ballot(s) Email judge	s/students in section View judge usage B	alloting	status				
Ran	ĸs								
Ente	r ranks								
Judg	es								
Acco	rding to	the manager's specifications, there should be 3 judges in this see	ction.						
4 Alle 5 Doi 6 Cla	en Otto (nyail Ling udia Rar	Hired Judges) (Print ballot) sey (Hired Judges) (Print ballot) nirez (Hired Judges) (Print ballot)							
Add/	/change j	udge(s) Detailed judge assigner							
Acti	ng judg	e							
Aller	Otto 🛛	Change acting judge							
Roor	m and t	imeslot							
Roon	n: No roo	om assigned Assign a room to this section							
Time	: Chang	e section timeslot Edit schedule							
Spea	aking or	der							
Dee	Code	Nama	Toom		Rank		Maria	Maua daum	Dec. bistowy
Pos	Code	Name	ream	4 A. Otto	<u>5</u> D. Linsey	<u>6</u> <u>C. Ramirez</u>	move up	Move down	Pos. history
1	<u>3</u>	<u>One Act Play</u> Bright Ideas	Conroe Caney Creek (Zone 1)					Move down	>
2	1	<u>One Act Play</u> Her Senior Year	Cleveland (Zone 1)				Move up	Move down	
3	Z	One Act Play The Miraculous Journey of Edward Tulane: Competition Version	Conroe Woodlands College Park (Zone 1)				Move up	ve down	
4	4 6 One Act Play Moon Over Buffalo Conroe The Woodlands (Zone 1) Move up								
If you		huffle the speaking order for this section, click the button be	elow.						
Rest	nuffle spe	aking order							

You can also use the "Move up" and "Move down" links for each of the entries. You may use them 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.



Then click the "View schematic" button.



You will see the sectioning for the contest – if you are running Zones, you will see them listed – and/or the District (*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) or click "FINAL" for the District.





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

Allen	Otto	Change acting judge	
Roon	n and t	imeslot	
Room	: No ro	om assigned Assign a room to this section	
Time:	Chang	e section timeslot Edit schedule	
Spea	king o	rder	
Pos	Code	Name	Team
1	<u>3</u>	<u>One Act Play</u> Bright Ideas	Conroe Caney Creek
2	1	<u>One Act Play</u> Her Senior Year	Cleveland (Zon
3	Z	<u>One Act Play</u> The Miraculous Journey of Edward Tulane: Competition Version	Conroe Woodlands College
4	<u>6</u>	<u>One Act Play</u> Moon Over Buffalo	Conroe The Woodland
f you Reshi Digit a	i need t uffle spe al pape	o reshuffle the speaking order for this section, click the button b aking order ar trail	pelow.
To see View	e a log digital p	of submissions of ranks in this section by both e-balloting judges	s and tab staff, use the butt
love	e comp	etitors	
f you rom s	need t section	o move a competitor into this section, click on the 'Add competitor'	tor' button below. If you ne
		Demous 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.



Return to section viewer Enter ranks

TABULATION & ENTERING RESULTS

To enter results, click "Enter results" on the home page.



UIL 6A District 13 One Act Play -- Return to home page

Tournament management









<u>rounds</u>



manager



contest for

tabulation



Teams

To enter results for Zone, select "One-Act Play, Zone"



UIL 6A District 13 One Act Play -- Return to home page

Quick results entry

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

Or, to enter results for District, select "One-Act Play, District"



Quick results entry

Round to enter: One-Act Play, District Center results Deturn to home page

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



District looks like this, where you'll click on "FINAL":



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.

I<u>f</u> 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:

UIL 6A District 13 One Act Play -- Return to home page

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
	3	Conroe Caney Creek Bright Ideas
	1	Cleveland Her Senior Year
	7	Conroe Woodlands College Park The Miraculous Journey of Edward Tulane: Competition Version
	6	Conroe The Woodlands Moon Over Buffalo

Judge 6 (Claudia Ramirez)

Rank	Code	Name
	3	Conroe Caney Creek Bright Ideas
	1	Cleveland Her Senior Year
	7	Conroe Woodlands College Park The Miraculous Journey of Edward Tulane: Competition Version
	6	Conroe The Woodlands Moon Over Buffalo

Judge 5 (Donyail Linsey)

Juuge	duge 5 (Dollyali Lilisey)							
Rank	Code	Name						
	3	Conroe Caney Creek Bright Ideas						
	1	Cleveland Her Senior Year						
	7	Conroe Woodlands College Park The Miraculous Journey of Edward Tulane: Competition Version						
	6	Conroe The Woodlands Moon Over Buffalo						
Submit	ranks	Return to section viewer Return to schematic viewer R	eturn to quick results entry					

Entering Acting sweepstakes points (DISTRICT Meets Only)

For acting awards, you will be entering the TOTAL AWARDS POINTS for each school at the district meet. **Reminder: this only for district meets. Zone meets do not award sweepstakes points.**

You will NOT be designating which student received an award, or what award they received (use the Contest Results machform on the UIL website for this).

Individual award points are:

- Best performer: 10 points per award (2 awards total per contest)
- All-star cast 8 points per award (8 awards total per contest)
- Honorable mention 6 points per award (8 awards total per contest)

To enter the Acting sweepstakes points for your district contest, click "Enter results" from the home page.



For each school, enter the number of total sweepstakes points they earned from acting awards at the district contest. **Only include sweepstakes points earned from** <u>acting awards</u> at district **contest**, please! If a school does not receive any acting awards, enter a zero, "0" next to their school name. Click "Save points" to save your work.

Enter Acting points

Save points Return to results entry Return to home page

Please enter the number of acting sweepstakes points earned by each school.



Viewing tabulation results

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



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



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.