**Registering for tournaments using SpeechWire.com**

In order to register for a tournament that is using SpeechWire to run its entry registration, you will need to create a free SpeechWire registration account for your school and then log into your account and register your entries. Each of these tasks is outlined below.

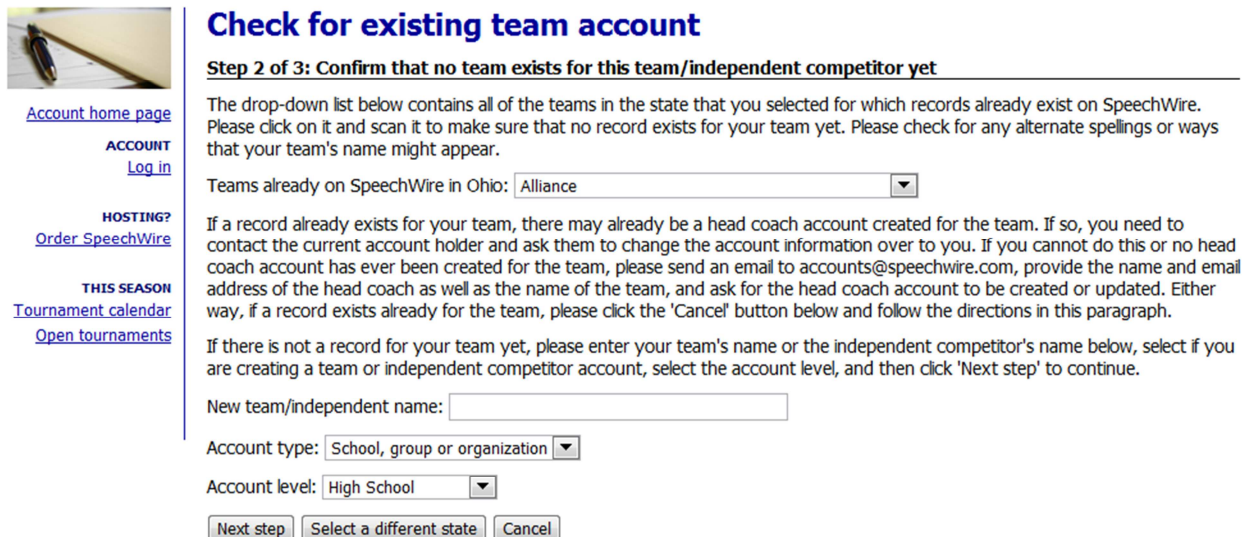**Creating a SpeechWire account for your school**

First, open your preferred web browser (any web browser should work) and go to:

http://www.speechwire.com/login

Near the middle of the page, click the 'Create account' button. Read the text on the screen, then near the bottom, select the state that your school/team is located in, and click 'Next step'.

*Checking for an existing school record and entering your school name*

The following screen will appear:



First please check the drop down list next to "Teams already on SpeechWire in [your state]:" and ensure that your school is not already listed.

If it is already listed, it is likely that either a past coach at your school or a tournament manager running a tournament that did not use online registration has already created a record for your school. If this is the case, please stop now and send an email to accounts@speechwire.com asking to have the account turned over to you. SpeechWire will respond to your request as quickly as possible and will create an account for you on

that school record.  If you are in an urgent hurry and you cannot wait for this, you may also create a second record for your school by just spelling the name differently and continuing to follow these steps.  If you do this, however, please email accounts@speechwire.com when you are done so that we can ensure that the old account is disabled and future tournaments will use the new account that you created.

Once you have checked to ensure that your school does not already have a SpeechWire account, look near the bottom of the screen.  Type in the name of your school, select if it is a school or independent student (SpeechWire also supports independents), as well as the level of the team (high school, college, middle school, etc.)  Then, click Next step.

*Account owner information and contact information*

The next screen will summarize what you have already entered about your team, and then it will ask for two pieces of required information: your name and your email address.  An email address is required because your initial account password will be emailed to this address for security reasons, to ensure you actually own the address.

Below these fields are a series of fields asking for optional information.  The more information that you provide, the more information that SpeechWire can provide to tournament managers to ensure that they can contact you if they have questions or concerns that they need to bring to your attention.

Finally, the last part of the page contains a security image to confirm that you are a human and not a search engine robot or automated system.  Carefully copy the two words shown into the box.  If you cannot read the words, you can click the small button with two arrows in a circle to load new words to try.

Once you have completed the page, click 'Create account'.  If you have filled everything out properly, SpeechWire will create your account and send your account password to the email address that you provided.  Please check the email address for the password, which should generally arrive within a few minutes.

**Logging into your SpeechWire account**

Once you have created your school's SpeechWire account, open your preferred web browser and go to this address:

http://www.speechwire.com/login

The upper portion of the screen contains the login form:



Carefully key in your email address and your password. Take special care entering your password – capitalization matters! Once you have typed in your email address and password, click 'Log in'. You will see the SpeechWire home page, which looks like this:



If you like (this part is optional), you can input the names of the students on your team before you register. Click 'Team roster' if you would like to do this and type in the names of your students. Note that SpeechWire will automatically place your cursor in the 'New member' field, and if you hit the 'Enter' key on your keyboard, it will add the student whose name you entered. In this way, you can quickly type in a name, hit 'Enter', and type in another name, all without using the mouse. This can significantly speed the input process.

Once you have entered your students' names, if you want to, return to your account home page and click the 'Tournament registration' button.

*Accessing tournament registration for the tournament you want to enter*

Once you click 'Tournament registration', you will see the 'My tournaments' screen. If you have been invited to any tournaments or have already registered for any, you will see them listed in the table like so:

## My tournaments

You have been invited or have confirmed attendance at the following tournaments. Click on one to manage your entries at the tournament.

[ Return to home page ] [ View open tournaments ]

| January 2011 | Tournament | Attending? | Status | More information | Location |
|---|---|---|---|---|---|
| Jan. 8, 2011 | Riverwood's Invitational | YES | OPEN | Info Register | Riverwood, IN |
| Jan. 29, 2011 | North Point Classic 2011 | MAYBE | OPEN | Info Register | North Point, OH |
| May 2011 | Tournament | Attending? | Status | More information | Location |
| May. 28, 2011 | Winterford Open | MAYBE | OPEN | Info Register | Winterford, NC |

Click the 'Register' link for the tournament you want to enter to register. Tournaments lacking 'Register' links may not have begun their registration yet. Continue to the next page if the tournament you wanted was in the list.

Alternately, if you wish to register for an 'open' tournament that you do not need to be invited to, click the 'View open tournaments' button to show a list of the opens running on SpeechWire. Something like this list will appear:

### 2012-2013 tournament calendar

These tournaments are using SpeechWire during the 2012-2013 season and meet the criteria above. A few links may appear under 'More information'. 'Info' will let you learn more about a tournament, 'Register' will send you to tournament registration (in your SpeechWire account), and 'Results' will show you the tournament results.

| October 2012 | Tournament | More information | Level | Location |
|---|---|---|---|---|
| Oct. 6-7, 2012 | VA is for Lovers Fall Swing | Info Register | College | Fairfax, VA |
| November 2012 | Tournament | More information | Level | Location |
| Nov. 3, 2012 | Munster Novice Meet | Info Register | H.S. | Munster, IN |
| Nov. 3, 2012 | Noblesville November Fest | Info Register | H.S. | Noblesville, IN |
| Nov. 11, 2012 | UW-Whitewater Edna Sorber Tournament | Info Register | College | Whitewater, WI |
| December 2012 | Tournament | More information | Level | Location |
| Dec. 1-2, 2012 | GMU Patriot Games Classic | Info Register | H.S. | Fairfax, VA |

Locate the tournament that you wish to register for and click on its 'Register' link to enter tournament registration for it. Please continue to the next page for the procedure of how to enter the tournament.

*Registering for the tournament*

Once you have accessed tournament registration for the tournament that you wish to enter, you will see a screen something like this one:

# Riverwood's Invitational

**January 8, 2011** - Riverwood, IN

**This is an open tournament.** Any team can register to attend without an invitation, as long as the tournament is not full. You are logged in as the coach of **Test Team**.

Currently, your team is **unsure if it will attend** the Riverwood's Invitational. Click on the Will you attend? button below to set whether you will attend or not. Once you say you will attend, you can submit your entries.

**Tournament registration**

Will you attend?

**Tournament information**

| General information | Files for download | Tournament schedule | Fee schedule | Manager contact info |

**More information pages for this tournament**
Lunch

If you want to learn more about the tournament, use the second row of buttons labeled 'Tournament information'. Some extra information may be available in additional pages under 'More information pages for this tournament' if the manager has added any.

Once you are ready to enter the tournament, click the 'Will you attend?' button.

# Will you attend?

**Riverwood's Invitational registration**

Will you be attending the Riverwood's Invitational? To add yourself to this open tournament, select 'Yes, my team will attend' below and click 'Submit response'.

| Yes, my team will attend ▼ | Submit response | Cancel |

Now, using the drop-down box, select 'Yes, my team will attend' and click 'Submit response'. Click 'Submit your entries now' to enter the names of your students.

*Entering your students in the tournament*

Once you click on the button to update your entries, you will see a screen like this one:

**2-Person Policy Debate** `Add entry`
**(Varsity/JV)**

This team has no entries in this event.

**Dramatic Duet Acting** `Add entry`
**(Varsity/Novice, Capped at 4 entries)**

This team has no entries in this event.

**Dramatic Interpretation** `Add entry`
**(Varsity/Novice, Capped at 3 entries)**

This team has no entries in this event.

There is a section for every event in the tournament.  To add entries in an event, click the 'Add entry' button for that event so that the appropriate number of entries appears.  Key in the names of the students that you will enter in each event and select which division to enter the students in.  Eventually, your page will look similar to this:

**2-Person Policy Debate** `Add entry`
**(Varsity/JV)**

NEW 1: Bob Ducca      and  Orlin Roper          Division: Varsity ▼

**Dramatic Duet Acting** `Add entry`
**(Varsity/Novice, Capped at 4 entries)**

NEW 1: Adam Adamson   and  Carson Kinsler       Division: Varsity ▼

NEW 2: Dan Garin      and  Ed Hightower         Division: Novice ▼

**Dramatic Interpretation** `Add entry`
**(Varsity/Novice, Capped at 3 entries)**

NEW 1: Ed Hightower      Division: Varsity ▼

NEW 2: Dan Garin         Division: Novice ▼

NEW 3: Basil Fawlty      Division: Varsity ▼

Once you have entered your students, click the 'Update entries' button near the bottom of the page.  Your entries will be saved.  Next, click 'Return to tournament home page'.

*Registering your judges*

The tournament home page will now look similar to this:

## Riverwood's Invitational

**January 8, 2011** - Riverwood, IN

**This is an open tournament.** Any team can register to attend without an invitation, as long as the tournament is not full. You are logged in as the coach of **Test Team**.

Currently, your team is **attending** the Riverwood's Invitational.

**Tournament registration**

| Will you attend? | Update your entries | Piece registration | Update your judges | View your entries | Current invoice |

**Tournament information**

| General information | Files for download | Tournament schedule | Fee schedule | Manager contact info |

**More information pages for this tournament**
Lunch

The buttons available may vary depending on how the tournament manager is running their registration.  Click 'Update your judges'.  Near the top of the page, you will see a form like this:

**Add judges**

If you need to add one or more judges to your entry, please type in the number of judges to add, and then click 'Add judges'. If the tournament manager wants you to enter the names of your judges, you will get to enter them after you click 'Add judges'.

Number of judges to add: [     ] [Add judges]

Type in the number of judges to add to your team's entry and click 'Add judges'.  You will now see the middle of the page contain a form that looks something like this:

| Code | Name | Type | Clean? | Coach? | Drop? | Blocks | Availability |
|------|------|------|--------|--------|-------|--------|--------------|
| EE1 | No name specified | Unspecified ▼ | No ▼ | No ▼ | Drop | Blocks | Mark unavailable times |
| EE2 | No name specified | Unspecified ▼ | No ▼ | No ▼ | Drop | Blocks | Mark unavailable times |
| EE3 | No name specified | Unspecified ▼ | No ▼ | No ▼ | Drop | Blocks | Mark unavailable times |

[Save changes]

The fields shown will vary widely depending on how the manager has configured their registration and what information they have chosen to gather about judges. Many of the common fields are shown in the image on the preceding page. From left to right, these fields are shown:

*Name*: In most tournament situations, tournament managers collect the names of the judges that will be at their tournament. If you see text boxes that you can type the names of your judges into, please enter them now and do not leave them as 'No name specified'.

*Type*: Many tournaments allow you to designate the type of each judge. This is often referred to as the judge's 'pool' in many regions. Usually, these will be something like 'Interp', 'Public Speaking', 'Lincoln-Douglas', 'LD/PF only', 'Varsity only', 'All events', etc. If the manager has allowed you to select a type, this will let you determine what the judge is best qualified to judge.

*Clean?* If this column appears, you may use it to mark which judges are Clean, or Neutral. Clean/Neutral judges are allowed to judge any student, **even your own entries**. **<span style="color:red">Be very careful with this! Do not mark your judges as clean or neutral unless they actually do not know your students!</span>** Most managers do not allow the registration of this information and handle hired judges themselves.

*Coach?* Some managers collect which judges are coach judges and which are non-coach judges. This is often used to try and give coaches off-rounds so they can spend time with students, and to utilize hired judges as effectively as possible.

*Drop?* Use the drop buttons to drop judges you have registered if they are not going to attend the tournament. **Drop fees may apply depending on tournament rules.**

*Blocks:* Some managers allow you to register blocks for your judges. This may include blocking them from certain events or certain schools (where they have family members or friends competing, for instance).

*Availability:* Some managers allow you to mark times when your judges are **NOT** available to judge. SpeechWire assumes judges are available throughout the whole tournament unless they are specifically blocked from specific times on specific days.

**IMPORTANT:** Once you are done entering information about your judges, don't forget to click the 'Save changes' button to save what you entered! Then click 'Return to tournament home page'.

*Registering additional information if needed or viewing your submitted information*

There are other buttons on the home page that are not documented in this brief handbook, but they may allow you to do things like view your entries, view your current invoice, submit information about what pieces your students will be performing, etc.

Please remember that until the manager closes registration, you can always log back into your SpeechWire coach account and make changes to your registration. Take note, however, of any drop fees the manager has specified in their tournament information screens, as they may apply when you drop entries or judges.

Should you wish to browse a list of all of the tournaments using SpeechWire, you can access it at www.SpeechWire.com/calendar. Please note that not all of these tournaments will be 'open' tournaments that you can add your school to.

If you have any information about using SpeechWire to register, please send an email to support@speechwire.com and support staff will respond to you as quickly as possible, usually within 24 hours, and often significantly more quickly than that. If you have questions about setting up your account specifically, you can email them to accounts@speechwire.com. If you have questions about the tournament itself, you can generally find the manager's contact information by clicking 'Manager contact info' on the tournament registration home page.

If you host a speech, debate or student congress tournament, please consider using SpeechWire to run your tournament! As of this writing, SpeechWire has run more than 1,100 tournaments in 16 states, and the number is always growing. To learn more about SpeechWire, visit www.SpeechWire.com – and if you'd like to order SpeechWire for your tournament, visit www.SpeechWire.com/order and fill out the form on that page. We would love to work with you on your tournament!

Thank you for using SpeechWire to register for tournaments! I hope that you have had a pleasant experience, and I hope that you have a nice day. I appreciate your taking the time to read this handbook.

Sincerely,

Ben Stewart
Owner and creator, SpeechWire Tournament Services