

## AFA-NIET SPEECHWIRE REGISTRATION CHEAT SHEET

**NOTE: This is a very new procedure - if you have any questions about using SpeechWire to submit your entry for the AFA-NIET, please send an email to Ben Stewart, Founder and Owner of SpeechWire, at [support@speechwire.com](mailto:support@speechwire.com).**

1. Open your web browser and navigate to [www.speechwire.com/afaniet](http://www.speechwire.com/afaniet)
2. Click 'Registration'. You will be prompted to create a school account. If you do not already have a SpeechWire account that you can use to register, click 'Create account'. If you do have a SpeechWire account for your school already, skip to Step 5.
3. Select which state your school is in and click 'Next step'. Near the bottom of this page, type your school's name and select 'College' for the Account level.
4. Complete the required fields, including the Security image check, and click 'Create account'. A password will be emailed to you at the email address that you provided. Once you receive it, please return to [www.speechwire.com/afaniet](http://www.speechwire.com/afaniet) and click 'Registration'.
5. Log into your SpeechWire account. SpeechWire will prompt you to change your password to something that you can remember. Do so and click 'Continue to registration'.
6. You will see the home page for the AFA-NIET registration. Click 'Enter your team roster' as you are prompted by the AFA registration helper blue box.
7. One by one, add the students that you will enter at the AFA-NIET to your team roster. When you are done, look in the blue box at the top of the screen and click 'Click here to continue with AFA-NIET registration'.
8. Click 'Will you attend?' as prompted by the blue box. Mark that you will attend the AFA-NIET and click 'Submit response'. You can now click 'Submit your entries now'.
9. On this page, you will see the entry grid. The students on your school's roster are listed alphabetically, and you may enter an 'A' or a 'D' in each column to enter them in each event. There is also a spot for Notes on the far right where you can optionally enter notes about your students.

For Duos, you must also select a number from the dropdown box to denote who the partners are. See the example at right. In the example, Laura and Michael are entered as one duo that qualified At-Large, and Laura is also entered in a 2nd duo with Morton. Laura and Morton qualified at the District level. Note that Laura and Michael are marked as Duo 1, and Laura and Morton are marked as Duo 2. The numbers serve only to tell the computer who is part of each Duo. Finally, note that Morton is also entered in Grouping A in Informative Speaking.

Student	GROUPING A			GROUPING B			
	IMP	INF	PRO	DUO		EXT	
Laura Poughkeepsie				A	1	2nd: D 2	
Michael Willis				A	1	2nd:	
Morton Oglesby		A		D	2	2nd:	

SpeechWire enforces caps on student and team entries - each student may only enter each time grouping (A, B, or C) twice, and may only be part of six entries total. Each school may submit up to a total of 66 entries.

Once you are done with your entries, click 'Update entries' to save your entries, then click 'Submit your judges' to continue.

10. First, type in the number of judges you will provide and click 'Add judges'. That many judges will be created on your team, with no name specified yet. Scroll down to the judge table. You can enter the name of each judge, select if it is their 25th year, mark an event they should be blocked from (optionally), and type any schools or students they should be blocked from. Once you have entered the information about your judges, click 'Save changes', then click 'Submit required information' as you are prompted to do by the blue box.

Code	Name	25th year?	Drop?	Blocked event?	Blocked school(s) or student(s)?
1	Albert Winthrop	<input type="checkbox"/>	<input type="button" value="Drop"/>	After Dinner Speaking	Ontario State
2	Marianne Winters	<input checked="" type="checkbox"/> 25th Year	<input type="button" value="Drop"/>		

*Example: In the judge entry example above, the team is bringing two judges. Albert Winthrop is blocked from judging ADS and also is blocked from judging students from Ontario State. Marianne Winters has no blocks, and it is her 25th year attending the NIET.*

11. This page contains information that you are required to submit in order to enter the AFA-NIET. Complete the required information, then click 'Submit information'.

Once you are done, click 'Return to registration home page'. You may click 'View your entries' to view a summary of your entries and confirm that you have successfully submitted all of your entries, or 'Current invoice' to see the current invoice.

If you have any questions about using SpeechWire, please contact me, Ben Stewart, at [support@speechwire.com](mailto:support@speechwire.com).

Thank you -- and good luck!

Ben Stewart  
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