A "HOW TO" GUIDE TO NIETOC REGISTRATION AT SPEECHWIRE
Additional help found here - https://www.speechwire.com/handbooks/registrationhandbook.pdf

1.Open your web browser and navigate to https://www.speechwire.com/c-info.php?tournid=11159 Here, you will see the tournament info page. Click 'Registration'.

2. If you do not yet have an account, create one using the 'Create account' button. Please make sure that your contact info is complete and updated, as this is where any awards your team receives will be sent. To create a new account, pick the state in which your team resides. Next, check to make sure a record doesn't already exist for the team. If it does, and you should now be the person in charge of said account, email your name, email address and school to accounts@speechwire.com to assume control of the account.

Assuming you do need to create an account, type in the school's name and click 'Next step'. Complete the form that appears and click 'Create account'. Your new account information will be emailed to you. Once you have your account information, navigate again to our SpeechWire website, https://www.speechwire.com/c-info.php?tournid=11159, and click 'Registration', then log in to your account. During the registration process, the blue box showing your 'NIETOC Entry Status' will be updated to reflect the completion of the various steps required of you.

3. Click the 'Will you attend?' button and mark that your team will attend the tournament, read through and agree to the fee & deadline information, and then click 'Submit your entries now'.

4. If you are new to Speechwire, you will need to add any competitors to your team roster first. Please add the phonetic pronunciations where needed. Create students accounts (with emails) and have the students activate them. COACHES will do that in the Team Roster section of your Speechwire account. You can also link them to your NSDA roster so that points are autoposted following the tournament. Your students will need to have activated SpeechWire accounts before you are able to register them for this tournament.

STUDENTS always need to go to live.speechwire.com to log in to activate their accounts and then to get to competition rounds and eventually to their ballots following the meet. Here is a video tutorial about that -- https://www.youtube.com/watch?v=dcGivaEKSuk

5. For each entry in each event, click the 'Add entry' button for that event, and choose the correct division (Auto, Bid, At-Large, Bonus) then type in the names of the students in that entry. When you are done, click 'Update entries' near the bottom of the page. Once you save your entries, click the 'Update Your Entries' button.

6. For each entry, you will see a number of fields to complete, including sections about Qualification & Selection. For the interp events, that will include the title, author, publisher, ISBN #, website (if published digitally) and, for POI, a link to the works cited page. For Info & Oratory, you will be asked to supply the title, topic and link to a works cited page. If you are submitting an at-large entry, you will be asked to provide details about the tournaments results that qualify this entry. Once you are done, click 'Update information'.

Prior to April 26, you will also need to add the URL for each contestant's video (or four videos in the case of Extemp). Please see our 'Videotaping Expectations' handout for additional details. Please keep in mind that it is the duty of the head coach to ensure that you have a working link to the correct video. NIETOC is not responsible for dropped entries due to video uploading mistakes.

7. Click on "Update your Judges" and add register your judges, including the email address with which they will be judging. If they are new to Speechwire, the tournament manager will link them to the tournament, which will activate their account and send them a password. You will need to determine the judge type (All, Interp or Platform). You should only mark them as a 'Clean' judge if they can judge your team's students because they are not directly affiliated with your program. There are also three questions about their experience level and background which help us to diversify our judging panels. Please provide this important data about your judges.

Judges, like students, always need to go to live.speechwire.com to log in (and not where you, the coach, signs in). Here is a video tutorial to share with your judges --
https://www.youtube.com/watch?v=YJXxeVS-KgM

8. On the main tournament page, you will find a button labeled 'Enter Coach Names.' If you would like to designate a specific coach for each competitor, please list them here. The name entered is what will be read for finalists during the award ceremony. Otherwise, it will default to the coach on record for that particular team.

9. Following the initial registration process, when you click on 'Update Entries' you will be able to see which students have been accepted as legitimate entries, meaning that they meet the requirements for the division under which they were registered.

Additionally, you will see a blue box toward the top of the NIETOC tournament page titled "NIETOC Entry Status." As each of the four major components of your entry (legal documentation, payment, piece information and video links) is approved, you will see the status of each change from 'not approved' (red) to 'approved' (green). This will follow our deadline schedule and is dependent upon correct completion of the information required and/or payment of tournament fees.

10. Click on "Current Invoice" to see the fees owed for the tournament. The invoice also contains a link to pay via PayPal (using a PayPal account OR a debit/credit card). As payments are received, credits will appear on your invoice so you know the outstanding balance. If you are unable to pay online, you will need to submit a purchase order and then email a copy to mheimes@lps.org prior to the payment deadline. This will act as a placeholder until the payment is received.

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