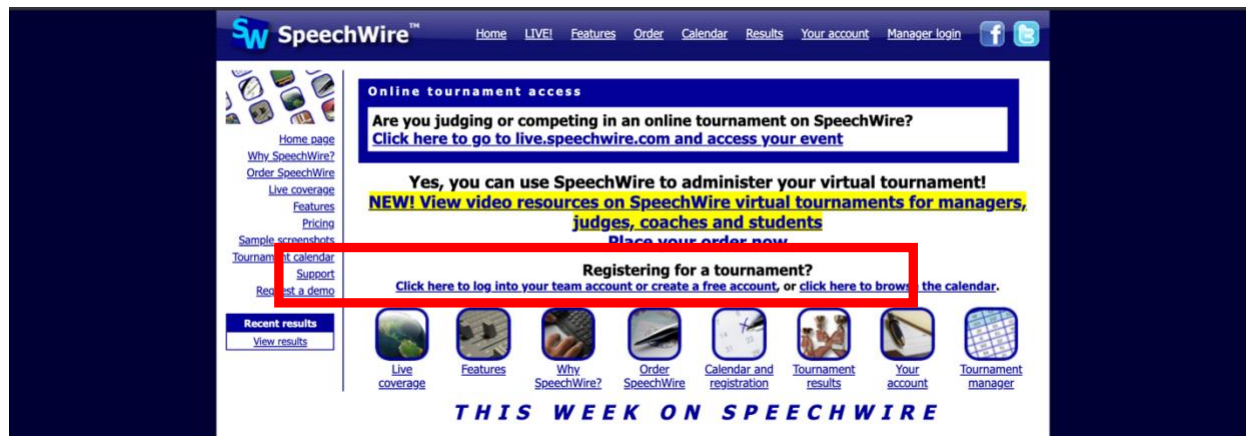


Hello Coaches/Team Admins!

We run our Tabulation through Speechwire! If you have participated in the Hingston tournament in the past few years, your team likely has an account already.

To register, navigate to [www.speechwire.com](http://www.speechwire.com). If you know your way around, great! If not, follow the prompts to create an account or log in.



If you need access to a team account because there has been coaching or personnel changes, please contact Ben Stewart at Speechwire at [accounts@speechwire.com](mailto:accounts@speechwire.com).



When you log in, you should see this page. Here you can register/manage tournaments, adjust your roster, and later, access e-ballots from the tournament.

**SpeechWire** Home LIVE! Features Order Calendar Results Your account Manager login

**Your account**

Welcome! You are logged in as **Jennifer Conner**, head coach of Pacific University.

**Head coach tools**

Tournament registration Team roster Coaches NFA results reporting

**Coaching tools**

Access your team's e-ballots

**Live online tournaments**

If you are a **judge** and need to complete e-ballots at a tournament right now, [click here to proceed to live.speechwire.com](#).

If you are a **coach** and your school attended a tournament with e-ballots, use the button marked 'Access your team's e-ballots' above to access your team's e-ballots.

If you are a **student** and are competing at an online tournament right now, [you need to log in at live.speechwire.com](#) to compete.

**Account settings**

Change email or password Team address information Edit account information Order SpeechWire Log out

[Home](#) - [Order SpeechWire](#) - [Tournament results](#) - [Your account](#) - [Tournament manager](#)

SpeechWire Tournament Services - Copyright 2004-2020 Ben Stewart. All Rights Reserved. [Terms of use](#) - [Privacy and Security Policy](#)

To add students to your team, click on Team Roster. This will allow you to add Team Members.

## Team roster

### Add a team member

Please type the new team member's name below and click 'Add member'. By submitting information about students or other individuals on this website, you affirm that you possess the authorization to include the names and any associated information of the individuals hereby submitted.

New member:

Pronunciation:  (optional, for awards assembly scripts)

Email address:

**Are your students not receiving their activation links?** Your school or district may be blocking email from SpeechWire to students. If so, either use a different address or ask your IT department to whitelist [dispatch@speechwiremail.com](mailto:dispatch@speechwiremail.com), [support@speechwire.com](mailto:support@speechwire.com), [accounts@speechwire.com](mailto:accounts@speechwire.com), and [dispatch@speechwire.com](mailto:dispatch@speechwire.com). Please do not email SpeechWire support about undelivered email until after you have asked your school to unblock these addresses. **Please note that if a student simply cannot receive email from SpeechWire, you can click their name in your team roster below and click the button to manually set their password, which you could then send to them yourself so they can at least log in for synchronous tournaments.**

**IMPORTANT:** When you submit the email address for a student, if it is a new email address, they will be emailed a link to activate their SpeechWire student account. If the email address is already being used on another account, the student will be able to log in with their current password and select which account to use. By submitting a student's email address on this form, you attest that the student is 13 years of age or older and/or that you have obtained all permissions and/or approvals required to disclose this information and create this account for this student under all applicable regulations or statutes.

### Current team members

Click on a student below to edit them, including to add an email for them. You can set students as inactive if they are no longer on your team.

Showing **active** members.

Students can sign up for accounts after being linked to their team. They can receive schematics information by email during tournaments.

If you already have a roster, or want to do some housekeeping in yours, you can Activate/Deactivate students clicking the link under “Current Team Members.”

### Manage roster information

Please make any changes that you wish to your team members' active statuses, then click 'Save changes'. Remember, the effect of making someone inactive is simply that SpeechWire will no longer guess their name when you are typing in your entries. You can still enter them in tournaments if you type in their full name.

Showing **active** members. [Show all members](#) [Save changes](#) [Cancel](#)

Name	Status
Alex Bacon	ACTIVE ▼

Then, use the menu to activate or deactivate students.

In order to register for a tournament, navigate to the tournament you'd like to register to and add your entry! Do watch out for phantom entries (accidentally “adding” an entry/blank). Once the blank entry is saved, you can go back to drop the entry with the drop-down menu. The benefit of having students in your Roster is that they will auto-fill when you start typing their name as an entry.

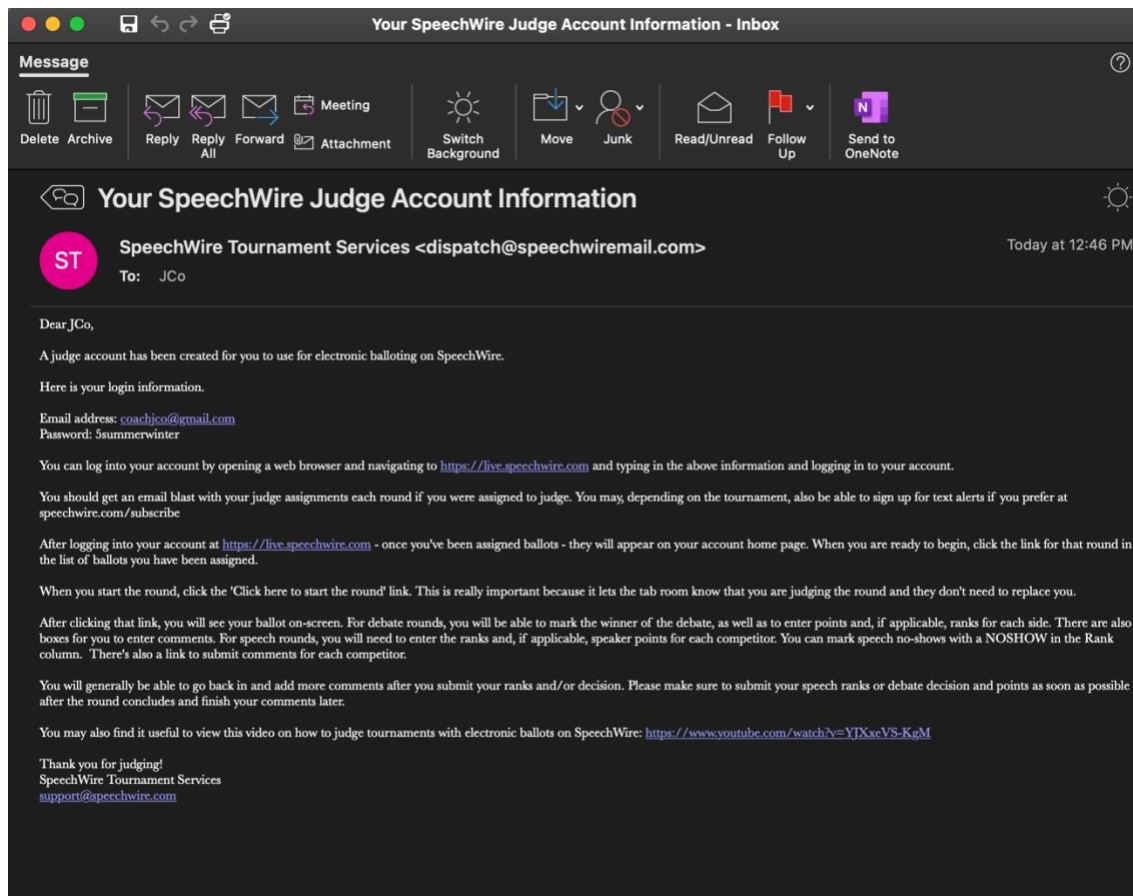
## JUDGES/Speechwire

The easy part about getting judges onto Speechwire is that you only need to add their name and email to your entry. When they are added as judges, Tab staff will connect the judge to Speechwire. Please double-check that emails are correct!

<a href="#">GA4</a>	<a href="#">JCo</a>	<a href="#">Pacific University</a>	<a href="#">coachjco@gmail.com</a>	<a href="#">Link</a>
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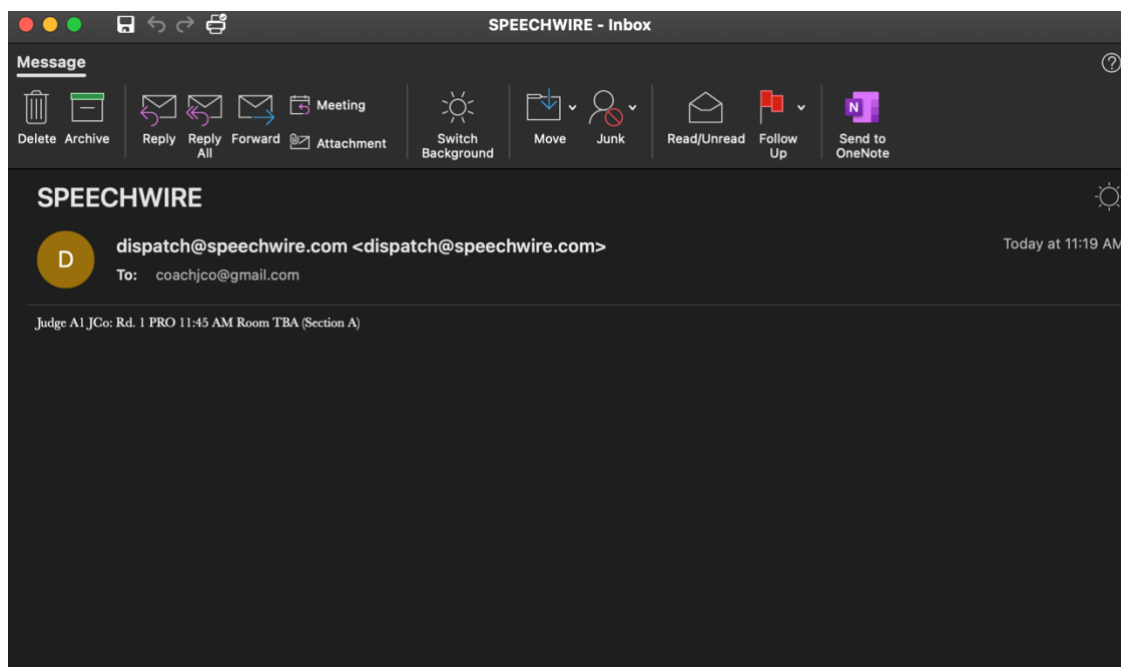
When judges have been entered, Tab staff will “link” to the judges’ email. In order to keep judging pools orderly and invoices simpler, we have both Individual Event/Speech-only judges and Debate (Parli, Public Forum, or LD) judges. You will need to enter your judges twice, once as an IE judge and once as a Debate judge, if they are judging both days. If you have a judge that prefers or needs a specific type of debate, please note that in the judge comments when you register your judges.

When judges are “linked in our system, they will receive an email if they do not have an account. It will look like this (don’t worry, that’s not the current password on there!):

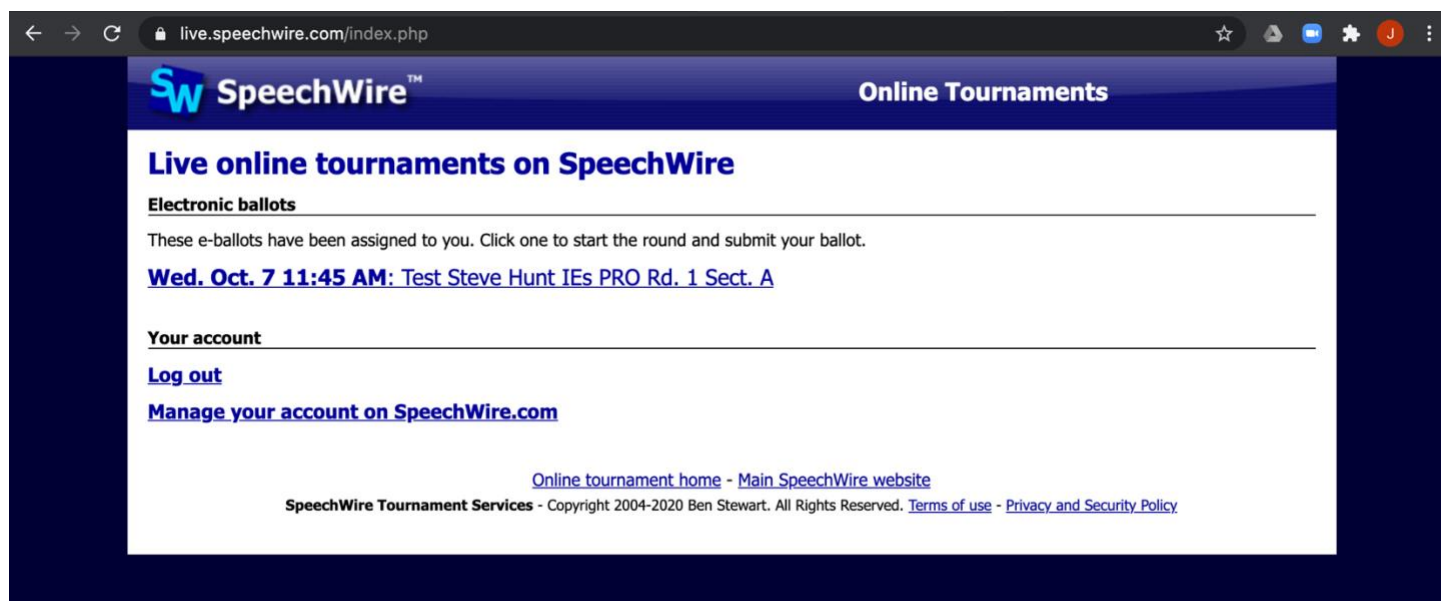


Follow the prompts in the email to set up the account! Once their account is setup, they are ready to receive electronic ballots!

During a tournament, ballots are accessed on [www.live.speechwire.com](http://www.live.speechwire.com). Judges will need to sign in with the email that was given on Speechwire. Please contact Tab immediately (Help Desk in the Yaatly Tournament or via email/phone) if we need to change an email. When rounds are released by the tournament, judges should get an email notification that they have a ballot (they can also sign up for text alerts).



When they are notified that they have a ballot, they log on to [www.live.speechwire.com](http://www.live.speechwire.com), log in with their email and password, and they will land on a page like this:



The first time a judge clicks on their ballot, this screen asking for a phone number will appear. The Tab staff will use this number to contact a judge in case there is a question on submitted ballots. A judge can also subscribe to text alerts as well.

A screenshot of a web browser showing the 'Electronic ballot' page. The browser's address bar displays 'live.speechwire.com/eballot-speech.php?eballotid=108436'. The page has a white background. At the top, it says 'Electronic ballot' in bold. Below that, it lists 'Test Steve Hunt IEs PRO Rd. 1 Sect. A', 'Wed. Oct. 7 at 11:45 AM', and 'Judge: JCo'. The main content area is a yellow box with a green border. Inside, it says: 'To begin, please enter a phone number the management of this tournament can reach you at if needed and click 'Submit phone number'.' Below this is a text input field. Then it says: 'You will be subscribed to SMS text alerts unless you opt out below.' Below that is a dropdown menu labeled 'Subscribe to text alerts?' with the selected option being 'Yes, subscribe to text alerts'. Below the dropdown is a 'Submit phone number' button. At the bottom of the yellow box, it says: 'Subscriptions are subject to the Privacy and Security Policy and the terms on the main subscription page. Reply STOP to request a stop to SMS alerts.' Below the yellow box, there is a 'Return to home page' button.

When judges complete that step, the next page is to start the round:

[Click to go back, hold to see history](#)

**Test Steve Hunt IEs PRO Rd. 1 Sect. A**  
**Wed. Oct. 7 at 11:45 AM**  
**Judge: JCo**

Speaking order:  
1: A1 Zoraida Espinoza  
2: A2 Christiana Warner  
3: A3 Olivia Rockwood

[Click here to start the round](#)

Please click the link above when the round begins so that the management of this tournament knows that you have started the round.

[Return to home page](#)

Please click the “Click here to start the round” when you receive your ballot, or by the time the first speaker is going, so we know that the round is ready to go! If you receive a notification of a ballot but cannot judge that round, please contact Tab as soon as possible so the round can be reassigned.

While this is your ballot that will be filled out, you will watch your competition round on Yaatly. Please sign into your account on Yaatly (see the Yaatly tutorial if you have questions about this) and enter your competition room as the judge. In case you are “pushed” a ballot, enter the room as the judge you are replacing. Your name will populate on the screen for competitors to see.

An electronic ballot looks like this:

← → ↻ 🔒 live.speechwire.com/eballot-speech.php?eballotid=108436&mode=startround

### Electronic ballot

Thank you. The round has started.

**Test Steve Hunt IEs PRO Rd. 1 Sect. A**  
**Wed. Oct. 7 at 11:45 AM**  
**Judge: JCo**

[Save ballot](#) [Return to home page](#)

Pos.	Competitor	Comments	Rank	Points
1	A1 Zoraida Espinoza <i>entered in 2 events</i>	<a href="#">Edit comments</a>	<input type="text"/>	<input type="text"/>
2	A2 Christiana Warner <i>entered in 3 events</i>	<a href="#">Edit comments</a>	<input type="text"/>	<input type="text"/>
3	A3 Olivia Rockwood <i>entered in 2 events</i>	<a href="#">Edit comments</a>	<input type="text"/>	<input type="text"/>

[Save ballot](#) [Return to home page](#)

You might know this part well! You will rank competitors 1-5 in prelim competition and rate out of 25 points. In Final Rounds, rankings will go all the way down (e.g., if there are 6 or 7 competitors in the room). If you put a rank of 6 in prelims, Speechwire will automatically convert it to a 5 when the ballot is submitted. Each tournament may



be different, but generally the speaker rank needs to follow the rating. For instance, if I rank the top student a 1, with 24 speaker points, the second-place competitor will need to have 24 or less speaker points.

Please provide feedback to all competitors. A good standard is three positive comments about what you liked about the speech, and three suggestions for improving the speech. At minimum, please provide a Reason for Decision for each ballot; meaning, why did the particular competitor receive a certain score. As a former competitor and current coach, a “5” on a blank ballot does not help a student learn to be a better speaker or understand where they need to improve.

## Electronic comments

**Test Steve Hunt IEs PRO Rd. 1 Sect. A**

**Room , Wed. Oct. 7 at 11:45 AM**

**Speaker #1 -- A1 Zoraida Espinoza**

Save comments

Discard changes and return to ballot

**Comments:**

**Performance time (length):**  (in format 1:23, where 1 is minutes and 23 is seconds)

Save comments

Discard changes and return to ballot

Please submit scores shortly after the round. You can continue to edit your comments on your ballots at any time during the tournament.

When you save comments, the screen will update:

## Electronic ballot

**SUCCESS!**

**Comments saved.**

**Test Steve Hunt IEs PRO Rd. 1 Sect. A**

**Wed. Oct. 7 at 11:45 AM**

**Judge: JCo**

Save ballot

Return to home page

Pos.	Competitor	Comments	Rank	Points
1	A1 Zoraida Espinoza <i>entered in 2 events</i>	<a href="#">Edit comments</a>	<input type="text" value="v"/>	<input type="text"/>
2	A2 Christiana Warner <i>entered in 3 events</i>	<a href="#">Edit comments</a>	<input type="text" value="v"/>	<input type="text"/>
3	A3 Olivia Rockwood <i>entered in 2 events</i>	<a href="#">Edit comments</a>	<input type="text" value="v"/>	<input type="text"/>

Save ballot

Return to home page

In the event you have a competitor not show up (please stay as long as possible in the event of a tech glitch or other issue besides a drop), you can mark that directly on the ballot using the “NOSHOW” rank.

When you are satisfied with your ranks, hit “Save ballot.” This submits your ballot to Tab. If you have any changes to the rank/points, please contact Tab directly. You can continue to edit comments throughout the tournament.

## Electronic ballot

**Your ballot has been saved! If you made an error, please notify the management of this tournament. You may continue working on comments below if you want!**

**Test Steve Hunt IEs PRO Rd. 1 Sect. A**

**Wed. Oct. 7 at 11:45 AM**

**Judge: JCo**

Return to home page

Pos.	Competitor	Comments	Rank	Points
1	A1 Zoraida Espinoza <i>entered in 2 events</i>	<a href="#">Edit comments</a>	1	24
2	A2 Christiana Warner <i>entered in 3 events</i>	<a href="#">Edit comments</a>	2	23
3	A3 Olivia Rockwood <i>entered in 2 events</i>	<a href="#">Edit comments</a>		

Return to home page

If you have questions about Speechwire ballots, or would like to have an in-depth look at different types of ballots, please see Ben’s tutorial here: <https://www.youtube.com/watch?v=YJXxeVS-KgM>