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

1.Open your web browser and navigate to SPEECHWIRE. Search for the NIETOC tournament on the calendar of competitions available in May. Once you click on our contest, 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 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 then type in the names of the students in that entry, along with the event info. 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. Additionally, you will see a blue box toward the top of the MASQ tournament page titled " Entry Status." As each of the three major components of your entry (legal documentation, payment, piece information (which means a video link) 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.