

# State Festival Re-Registration/Confirmation

These coach instructions pertain *only* to the State Festival, once *districts* have been completed.

Re-registration deadline (and last date for changes) and a link to the SpeechWire page to do this is published at [www.whsfa.org/state-speech](http://www.whsfa.org/state-speech). **All** schools must log in, and at minimum, update judges, and confirm entries. If your school will not participate, please contact us.



After logging in to SpeechWire, you should be directed to the State Festival home page. If not, click the **WHSFA State Speech Festival** icon. You will see your timeslot reservation, highlighted in yellow. Your first step to confirm is to click **Update your entries**. If you are missing entries you believe have advanced, contact [office@whsfa.org](mailto:office@whsfa.org).

Otherwise, drop any entries who are unable to participate. **Be sure to click "Update entries" to save.**

Next click **"Enter or update your judges"** or **"Update your judges."** The judge page will be empty; you **add** a number of *certified* judges as required by the number of entries you are bringing:

- 1-8 entries = 1 judge     *Uncovered judge are \$200/each.*
- 9-19 entries = 2 judge
- 20+ entries = 3 judge

Judges are scheduled the same time their school participates. The number needed, based on entry count, displays in the "Judge requirements" section. If you are below the required number, a red message informs you how much you are being charged for uncovered (missing) judges. This will automatically add to your invoice, unless you change the number, and add names. **To add judges**, please type a number and click the **"Add judges"** button. Then, type the names of judges in the table under "Manage judges" and click **"Save changes."**

### WHSFA State Speech Festival

April 20-21, 2018 - Madison, WI

You are logged in as the coach of **Test WHSFA School 5**.

Currently, your team is **attending** the WHSFA State Speech Festival.

**Please note that the tournament manager is not allowing coaches to add entries at this time.**

**Your state festival timeslot reservation: Friday, April 20 - 7:00 p.m.**

Tournament registration

Update your entries	Update your judges	Enter special needs	Order merchandise	Confirm entries	View your entries	Current invoice

#### Judge requirements

**2 judges** are required to cover your 9 entries in the tournament.  
**You are currently being charged \$200.00 for 1 missing judge.**



## Special Needs & Scheduling Requests

If you have students or judges with special needs *or scheduling requests*, click **"Enter special needs."** Each special need should be a separate entry (individuals with multiple needs should have multiple entries). Please **ONLY** use this to suggest accommodations/modifications judges will need to make. At the State Festival we do not provide food, so dietary restrictions do not need to be entered.

For **scheduling requests**, you may request for a student to **present** early (i.e., they have to leave campus early because of a conflict). Please be judicious in these kinds of requests. If every coach requests for all their students to present early, we can't accommodate that; however, we'd rather you request through SpeechWire than to instruct students to ask adjudicators directly to perform early.

If you must request for a particular entry to present during a **different time slot**, please indicate the school employee/background-checked adult who is a certified adjudicator who will serve during that alternative time slot.

## State Festival Re-Registration/Confirmation Instructions, continued



Next, “Return to tournament home page” and then click WHSFA logo icon, “**Confirm entries.**” If you provided a cell phone number when initially registering, it should be here; otherwise, please provide one, so we can find you on the Madison campus in the event of an emergency. Then, agree to the statement that certifies the accuracy of your judges’ and contestants’ information, as well as contestant eligibility as per your school/district policies, and click the button, “**Submit confirmation.**”

**Confirm your entries**

**Coach Cell Phone Number**  
For emergency purposes  
608-555-1212

**I have checked adjudicators' names, accurate and eligible for participation**  No  Yes

After returning to the registration home page, click “**View your entries,**” which allows you to double-check entries and judges. You can return to SpeechWire as many times as needed before the deadline and make changes to your registration. We understand conflicts arise in students’ schedules, and you may need to change judges.



New (2018) – you may now place an order for the most popular Speech merchandise directly from SpeechWire (provided you will pay with a school check or purchase order; for credit card or personal checks, please use the online WHSFA Store). You will be able to generate an invoice for merchandise within SpeechWire, and you can add these together for your bookkeeper/finance person.

From the registration home page, click “**Current invoice**” to see fees owed, and even print a copy (see the button, “Print this invoice”) to furnish to your school bookkeeper. After the deadline, the State Office will generate *final invoices based upon registration at that time, which will be emailed to you.* **Individual entries are \$10; 2-person Demonstration entries are \$12; group entries are \$15.**

The week after the deadline, you will receive an email with a final invoice, as well as a confirmation of entries. We also will email you a “contestant itinerary” that shows which rooms your students will present in. Please share contestant room assignments with students (*and any parents coming to watch*) prior to arriving on campus.

We will post a **State Speech Information** document about 2-3 weeks prior to the festival at [www.whsfa.org/state-speech](http://www.whsfa.org/state-speech).