

Reporting tournament results to the NFA using SpeechWire

Revision Jan. 28, 2015

NOTE! This is only necessary if you DID NOT run your tournament itself on SpeechWire Tournament Services! If you DID run your tournament on SpeechWire Tournament Services, the final placements can be automatically reported to the NFA for verification purposes.

Logging in

First, you will need to log in to your SpeechWire.com account. To do this, open your web browser and navigate to:

www.speechwire.com/login

Type in your email address and account password, then click 'Log in'. If you do not remember your password, you can click 'Forgot password?' to have a new one emailed to you.

If you do not have an account, then you can click the 'Create account' button to create a free SpeechWire account for your program. Proceed through the steps to create the account, and then SpeechWire will email you a password that you can use to log in as described above.

Creating a tournament report

Once you have logged in, you need to create a tournament report. Look in the top row of icons on the home page and find the one labeled 'NFA results reporting' (pictured at right). To begin your report, click 'Start a new tournament report'.



Fill in the data required to create the report, including the name of the tournament, the city and state it was held in, and the start and end date of the tournament. If it was a one-day tournament, select the same date for the start and end dates.

Next, if you held any Novice divisions that competed independently and will need placements submitted, check the boxes next to all events that had a novice division.

Click 'Create tournament report' to create the tournament report.

Marking which teams attended your tournament

Once you have created your tournament report, it will appear in your list of existing tournament reports on the NFA reporting home page, like so:

Existing tournament reports

Click on a tournament below to work on your report, unless it has already been submitted.

Tournament	Date(s)	Location	Submitted?
Test Tournament	Dec. 1, 2014	Testville, IL	No

Click on the name of the tournament in the listing to open the tournament report. Near the top of the page, click the 'Set attending teams' button.

Near the top of the page that appears, you will see a dropdown box in a section labeled 'Add an existing team'. Scroll through the box and find the first team you want to add to the tournament report, then click 'Add team'. Then, repeat that process for each team that attended your tournament. The teams will appear in a list under 'Teams attending the tournament' as you add them.

If you are unable to find one of the teams that attended your tournament, please double-check the dropdown box to ensure they are not listed, perhaps under a different arrangement of the name than you are looking for. If they are not listed at all, you can use the 'Add a new team record' section to add a new record for the team. This will also add them to your report.

Once you have added all of the teams that attended your tournament, click 'Return to tournament summary'.

Setting the results of each event

You are now ready to set the results of each event. If you look below the team listing on the tournament summary page, you will see all of the NFA events listed. Each one has an 'Edit results' button next to it, as pictured below:

Dramatic Interpretation	<input type="button" value="Edit results"/>
<i>There are no results in this event yet.</i>	
Duo Interpretation	<input type="button" value="Edit results"/>
<i>There are no results in this event yet.</i>	

Click on the 'Edit results' button for the first event for which you would like to set results.

Near the top of the page, you will see a field to type the number of entries in the event/division. You must type in the number of entries to submit your results.

You will see a grid on the page, with a column for the place that an entry took, the team that they are from, and the students that comprised the entry. The grid looks like this:

Place	Team	Student(s)
1st ▼	▼	▼
2nd ▼	▼	▼
3rd ▼	▼	▼

To get started, use the 'Team' column on the row for 1st place to select the team affiliation of the tournament champion(s) in this event. Once you have selected a team, you will notice that the box in the 'Student(s)' column will become wider and will now contain the student roster in SpeechWire for that team:

Place	Team	Student(s)
1st ▼	Ben's Team (Illinois) ▼	▼
2nd ▼	▼	Abner Doubleday Alison Cornejo Artel Olson Ben Morris
3rd ▼	▼	
4th ▼	▼	

Open the Student(s) dropdown and locate the name of the student that was entered. In the case of Duo, there will be two dropdowns, so you will need to select both students that comprised the entry.

In some cases, you may find that a student is not listed in the dropdown box listing the team's roster. This might be a student that has never been entered in a tournament on SpeechWire, so the system does not have a record of them yet. You can create a new record for the student by scrolling all the way to the bottom of the dropdown and clicking '** Create new student **'. This will cause a text box to appear next to the dropdown, as seen below:

Place	Team	Student(s)
1st ▼	Ben's Team (Illinois) ▼	** Create new student ** ▼

Type in the name of the new student, then move on to the next student/place.

Note: If you create a new student, and that student places in more than one event, please be VERY CAREFUL to type the student's name EXACTLY the same way in all of the events. Otherwise, two records might get created for the student, one with each spelling.

Once you have entered all of the places for an event, it will look something like this:

Place	Team	Student(s)
1st	Ben's Team (Illinois)	** Create new student ** Marla McGillicuddy
2nd	Test NFA Member (Indiana)	** Create new student ** Winthrop Smith
3rd	Ben's Team (Illinois)	Brandon Wheeler
4th	Ben's Team (Illinois)	Omar O'Reilly
5th	Ben's Team (Illinois)	** Create new student ** Jo Lin
6th	Ben's Team (Illinois)	Madison Winters

If everything looks correct, click 'Save results' to set the results for the event.

Once you have submitted the results for an event, you will see them listed on the tournament summary page:

Dramatic Interpretation [Edit results](#)

1st: Ben's Team (Illinois) - Marla McGillicuddy
2nd: Test NFA Member (Indiana) - Winthrop Smith
3rd: Ben's Team (Illinois) - Brandon Wheeler
4th: Ben's Team (Illinois) - Omar O'Reilly
5th: Ben's Team (Illinois) - Jo Lin
6th: Ben's Team (Illinois) - Madison Winters

Duo Interpretation [Edit results](#)

There are no results in this event yet.

If you need to make any changes, you can click 'Edit results' to do so.

Submitting your tournament results report

Once you have finished setting the results for every event, you can submit your report to the National Forensic Association. Please double-check the tournament summary page for accuracy. Once you are sure the information is accurate, scroll to the bottom of the summary page and click 'Submit report'. Your report is now submitted for review.

Questions?

If you have questions about using SpeechWire, please email Ben Stewart at support@speechwire.com. Thank you!