

## **One-Act Play**

### **Entry System - Contest Manager Data**

WE DO NOT RECOMMEND USING FIREFOX AS YOUR BROWSER WHEN PRINTING SCHOOL INFO. It will only print one page.

You may download a free version of Safari for PC at <http://safari.en.softonic.com/>

Safari for Mac at <http://www.apple.com/safari/>

### **Contest Manager Instructions**

Before proceeding. Make sure you have acquired a UTEID and password by going to <http://utdirect.utexas.edu/uil>

If you have problems, call the UTEID Helpline. The UIL office cannot help you with those issues.

After you get your UTEID, e-mail Luis Munoz for authorization. Provide your name, UTEID and contests you will be managing. DO NOT SEND YOUR PASSWORD.

[lmunoz@austin.utexas.edu](mailto:lmunoz@austin.utexas.edu)

You will be able to access information on your contest only after you receive an authorization confirmation e-mail from UIL.

- 1. Go the UIL website: [www.uil.utexas.edu](http://www.uil.utexas.edu)**
- 2. Go to the Academics pull-down window**
- 3. Click on the “Academics Home” link.**
- 4. You are now on the Academics page.**
- 5. Click on the “Meet Official’s LOGON” link.**
- 6. You are now on the District and Region Meet Directors page.**
  - If you have a UTEID and Password click on the link “logon and go straight to the UIL Meet Update screen.**
  - If you do not have one or have forgotten it – click on the “UT EID Self Service Tools” link. Get you EID and password and repeat steps 1-6.**

7. You are now on the Log in page.
8. Fill in your UTEID and password and click on the “Log In” button.
9. Your log in confirmation pop-up will appear. Make sure your computer settings allow pop-ups. Click the “OK” button.
10. You are now on the Update Meet Information Page.
11. Fill out the information
  - a. Select One-Act Play on the “Type of Meet” pull-down menu. **VERY IMPORTANT.**
  - b. Select the Conference
  - c. Select the level (district-state) from the pull-down menu
  - d. Type in the district number or region number
  - e. Select the area number for areas.

**NOTE. Info for zones is obtained by going to the district meet. Leave as “not applicable.”**
  - f. Click on the “Go” button
12. You are now on the meet information page. -- This info has been entered by the Academic Chair and should not be changed unless you are authorized to.
13. Look at the left sidebar. Find and click on “Event Roster.”
14. You are now on the “Event Roster” page.
15. Click on the “Administrative school information” link.
16. You are now on the “One Act Play Administrative Contest List” page.
17. Click on the school name to get their eligibility information.
18. The school’s information will appear. You may print it.
19. After you print that schools info, click on the “Return to list of schools in contest” link to go to the next school. Repeat steps 17, 18 and 19 for each school.

**LOG OFF**