

## UIL District Meet Host – Online Instructions

### Tips to make your UIL academic district meet go smoothly!

#### Once you've entered the system

1. After successfully logging on, select your Type of Meet, Conference and District, and click Go, which will take you to the "Update Meet Information" screen. Here, make sure all information is correct: contact information, meet dates, shipping information, contest time and dates, etc. NOTE: All contests must be scheduled only within district week #1 or district week #2. [See C&CR Section 902(e)(4)]
2. To set up your individual events, click the "Meet Events" link. The link is located towards the top of the "Update Meet Information" page, above the "Date Meet Begins" section.
3. Select an event and click Go. Type in the appropriate information for Location, Event Date, Event Time (start time only), and Entry Deadline (which must be at least 10 days prior to your district meet). Click the "Update this event" button to save the information. Then hit the "Add/Update a different meet event" to set up the next event.
4. Please note: Speech and Journalism are listed in the Events drop-down menu so that team points scored will be counted. You do not need to set a contest time for either. You DO need to set the date *and* time for Science, but not biology, chemistry or physics. These subject areas are listed so that points for top scorers will be tabulated.
5. After you have entered and saved the time and location for each event, return to the "Update Meet Information" page. Make sure to change the "Status of meet" from "This meet is closed to schools and public" to "Schools may enter contestants in the meet."
6. IMPORTANT: Any time you make any changes on the "Update Meet Information" page click on "Update Meet" at the bottom of the page. Doing this saves the changes.
7. Ten days prior to the meet (or on the date your district selected) change "Status of meet" to "Meet schedule is posted and available for review." Any late entries (adding an additional contestant, not substituting one) after this date must be dealt with according to the decision of the District Executive Committee, which may allow or prohibit late entries.

#### Creating Event Rosters after schools have entered their contestants

1. In the left margin, you'll see a link for "Event Rosters." Click on it. This will link you to the "Event Roster" page.
2. If you want the roster for Accounting, pull the window down to "Accounting" and click on "Go." It will retrieve all entries from all the schools in your district for that contest.
3. We recommend that you print your final contest roster the day prior to the contest. This will include any last-minute changes schools have contacted you about after the 10-day entry deadline.
4. The "printable version" of the roster will give you a concise roster with names/schools as well as blanks into which you can write student scores. Use this roster as your results form. For example, in number sense, you will have:

School	Contestant	Score
Happy HS, Happy	1A - 1 Grantham. Delia	_____
Happy HS, Happy	1A - 2 Greenlee. Cody	_____
Happy HS, Happy	1A - 3 Hutchinson. Cody	_____

And so on. Write scores onto this roster, then give it to the person entering scores into the online system. Let the system crunch numbers, tally scores, determine team scores and rank individuals and teams. The system will catch errors if graders ranked contestants, but can't catch mistakes in grading or recording scores.

### Handling substitutes

1. It is likely you will have substitutes at district. Most of the names should be in the system. You can access them through the "Contest Roster" link. If, for example, Joe Smith is not present for Number Sense, you can click on "Replace/Cancel" next to his name. This will provide you with three options:
  - A. Replace with new substitute. This person will need a substitute certification form, since he or she was not listed as a sub on the original online entry form.
  - B. Replace with substitute listed. This person will not need a substitute certification form, since he or she was listed as a sub on the original online entry form.
  - C. Cancel with no replacement.
2. We recommend you have at least one computer accessible at registration or in the tab room on the day of the meet to make these changes.

### Entering results

1. Read and follow instructions carefully.
2. Remember: the system is only as accurate as the data it crunches. Make sure the numbers you enter are correct. Have another person call off scores/ranks into system or at least watch as you enter from results sheets. Results for ALL contestants must be entered, not just those who place, except in writing and speaking events. Proof before clicking!
3. Let the system crunch the numbers, tally scores and place teams/individuals. *Do not go through verification and official results before entering scores online.* This will prevent many major problems. The machine will rank according to the numbers entered (scores in most events, ranks for writing and speaking events), and any mistakes in scoring or data entry can then be caught in verification.
4. You must override tied ranks in the computer when tiebreakers are implemented. For instance, if a tie occurs in CI&E, essays must be compared to break the tie. Go back to the Results screen, and type in the final ranking in the ranking column to reflect the tiebreaker results and final ranks. So if two contestants were originally tied for second, change the rank to third for the contestant that ranked lower in the tiebreaker.
5. Take your time. Be patient. Double-check all figures before going to verification and final awards. Make sure you go all the way through the process in each contest. You must click "Certify event results as final" in each contest. Read the instructions on each screen. It takes several clicks to finalize and certify results. They remain tentative (and printed in red) until you see the message "The results of this event are final and certified." Failure to do so could result in students not being eligible to advance to region and points earned in this contest not counting toward the overall district championship.
6. It is imperative that all results be certified online by Saturday evening of the week of your district meet. Your Meet Summary page should have 25 contests listed under Events Certified as Final, including CX debate, OAP, and speech and journalism 'teams.'
7. **IMPORTANT!** Once you finish certifying all scores and ranks for all events, go back to your "Meet Information Page" and pull down the "Status of Meet" window to "Meet results are posted and available for review."

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