

## Entering the IHSA Individual Events State Series on SpeechWire

The entry process for the Illinois High School Individual Events state series is completed on SpeechWire.com. To get started, every school must have a free SpeechWire.com coach account. If your school does not have one yet, please contact Ben Stewart at [support@speechwire.com](mailto:support@speechwire.com) and one can be created for you. **Please do NOT create it yourself! If you do, it will not be linked to the state series and you will not be able to enter!**

### Accessing your SpeechWire account

First, go to:

[www.speechwire.com/login](http://www.speechwire.com/login)

Enter your email address and password and log in to your SpeechWire account.

### Beginning the registration process

Near the top of your coach account home page, you should see a new 'Enter IHSA state series' button, which looks like the button pictured at right. Click on that button.

IHSA State Se



[Enter IHSA state series](#)

Once you have clicked the button, you will see a page that lists your team roster. **Every student that you are going to enter in the IHSA Individual Events state series must be listed in this roster!** If a student is not listed, click the 'Update your team roster' button to add them to your roster. Once you have done that, return to your home page and once more click 'Enter IHSA state series'.

If all of the students you plan to enter are listed, scroll to the **bottom** of the page and click 'Proceed to entries'.

### Entering the names of your coaches for use in the printed state program

At the top of the menu page that appears, you will see a section labeled 'Coaches'. Click the button marked 'Edit coaches'. You will see a page like this:

**Head coach(es)** \_\_\_\_\_  
**Add a head coach**

**Assistant coach(es)** \_\_\_\_\_  
**Add an assistant coach**

Type in the name of each of the coaches on your team in the appropriate field, and click 'Add coach'. You will begin to see a list of your head coaches and assistant coaches appear. If you need to make changes to your list of head coaches, you can do so by typing your changes in the list of coaches and clicking 'Update head coaches'.

#### Manage head coach(es)

Martin Sheen	Drop coach
Jimmy Smits	Drop coach
<input type="button" value="Update head coaches"/>	

You'll notice that there is a separate set of fields for assistant coaches -- you can also adjust their names, and if you make a mistake and need to drop a coach record, there are 'Drop coach' buttons as well.

#### Assistant coach(es)

##### Manage assistant coach(es)

Allison Janney	Drop coach
Janel Moloney	Drop coach
Richard Schiff	Drop coach
John Spencer	Drop coach
Bradley Whitford	Drop coach
<input type="button" value="Update assistant coaches"/>	

Once you have entered all of your coaches, click 'Return to menu' at the top or bottom of the page.

### Submitting your Individual Events entries

You will now see a list of the individual events offered in Illinois, with an 'Edit' button next to each one. To submit your entry in an event, click its 'Edit' button. Different events require different amounts of publication information to be submitted with them. For instance, this is Humorous Interpretation:

#### **ALL APPLICABLE FIELDS ARE REQUIRED.**

**FOR PRINT PIECES, PLEASE COMPLETE ISBN AND PUBLISHER'S STREET ADDRESS  
FOR DIGITAL PIECES, PLEASE COMPLETE URL**

Once this entry is complete, click the 'Submit entry' button at **the bottom of the page.**

Student:  Year in school:

Title of work performed:

Author(s):

Publisher:

Publication date:

Publisher street address (for print pieces):

ISBN/ISSN (for print pieces):

URL (for digital pieces):

Other events require less information -- for instance, this is Radio Speaking, which requires no publication information at all:

#### **Radio Speaking**

Please select the student(s) that are taking part in this event, and provide any publication information required.

#### **ALL APPLICABLE FIELDS ARE REQUIRED.**

Once this entry is complete, click the 'Submit entry' button at **the bottom of the page.**

Student:  Year in school:

There is guide text on each page helping to advise you of what information is required. For all events, the names and year in school of your students must be submitted. In original events and interpretive events, the title of the work performed is required. In interpretive events, information about the publisher and the ISBN/URL information about the work is also required. In most cases, for print pieces, you must submit the ISBN/ISSN and the publisher's street address, while for digital pieces, you must submit the URL at which the digital piece is located.

Once you have completed all of the required fields, click 'Submit entry' to submit your entry. Your entry will now appear in the list of events, something like this:

**Humorous Interpretation**

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**Student(s): Samson Keach (Fr.)**

Title of work performed: Clifford Goes to a Speech Tournament  
Author(s): Normal Bridwell  
Publisher: Scholastic Books  
Publisher street address: 1 Scholastic Lane, New York, NY  
Publication date: November 1968  
ISBN/ISSN (for print pieces): 978-3-16-148410-0  
URL (for digital pieces):

Proceed through all of the events that you are entering in the same fashion above to ensure that you have entered each individual event in which your students will participate.

Please note that for **Poetry**, you must enter publication information for every piece that your student is performing in their program. There are several spots in which you can enter that information.

Please note that if you need to **drop** an individual events entry at some point, you can click the 'Edit' button on the menu page for that event and then scroll to the bottom of the page and click 'Drop this entry', then confirm that you want to drop it.

### **Entering the Performance in the Round competition**

Near the bottom of the menu page, there is a section labeled 'Performance in the Round' with an 'Edit PIR' button. If you will enter Performance in the Round, you need to click the 'Edit PIR' button to submit your entry.

You will first be prompted for the title of your PIR selection:

### **Enter IHSA Individual Events State Series - PIR**

If your team is entering a Performance in the Round entry at Regionals, please enter the title of the selection that they will perform below.

Title of PIR selection:

Will your team be entering the PIR competition?

Type in the title of the selection and then click 'Yes, enter the PIR competition'. The next step is to add the coaches of your PIR. There is a field in which you can add the coaches:

### **Add a PIR coach**

Once you have added the coaches for your PIR, you can make any changes using the fields provided - remember to click 'Update coaches' if you altered any names. There is also a 'Drop coach' button next to each name in case you need to drop a coach.

#### Manage coach(es)

Katie Adkins	Drop coach
Gwydion Laslee-Walton	Drop coach
Lars Von Trier	Drop coach

Update coaches

In the next section of the page, you will add the names of your cast members. Just like the information about your coaches, this information will be used in the creation of program materials that are handed out at tournaments. **Note:** You do NOT have to add the students in your Performance in the Round entry to your SpeechWire team roster (unless you want to).

Add each of the students participating in the Performance in the Round, and select their year in school:

#### Add a cast member

Michael Jenkins Jr. Add cast member

Just like with the coaches, you can make changes or drop cast members if needed -- remember to click 'Update cast members' if you change the spelling of a name or their year in school.

#### Manage cast members

Steve Bowlin	Sr.	Drop cast member
Morgan Burch	Fr.	Drop cast member
Karen Cassidy	So.	Drop cast member
Matthew Kody Foster	So.	Drop cast member
Michael Jenkins	Jr.	Drop cast member
Truman Orr	Fr.	Drop cast member
Ben Peck	Sr.	Drop cast member
Clayton Russell	So.	Drop cast member
Smarf	Sr.	Drop cast member

Update cast members

If you decide to drop your PIR entry, there is a button at the bottom of the page that will let you do that. Once you are happy with your entry, click 'Return to menu'.

#### **Finished with your entry?**

That's great! There's nothing else for you to do at this time -- you can continue to update your entries until the registration deadline. At the deadline, you will no longer have access to this system, and any late changes will need to be reported to both your Regional Manager and to the IHSA.

If you have questions about using this SpeechWire system, you can contact Ben Stewart at [support@speechwire.com](mailto:support@speechwire.com). If you have questions about publication information, please contact Jan Heiteen at [JaRi88@aol.com](mailto:JaRi88@aol.com).