Dear Speech Coach:

This is an addendum to the email sent yesterday evening, now archived at: https://www.whsfa.org/speech-contests/email-blasts/

Here are the correct procedures to follow for participating in the WHSFA Statewide Virtual Subdistrict (District will have a similar setup). These instructions also can be found at the top of the High School Speech Contests page (https://www.whsfa.org/speech-contests/).

Please save this message or refer to the link above to access in the event you suddenly need students adjudicated virtually.

INSTRUCTIONS TO FOLLOW BEFORE THE IN-PERSON SUBDISTRICT YOU ARE ASSIGNED TO;

**If your entire school will be participating virtually:**

1. Go to<https://www.speechwire.com/whsfaspeech>, log in if necessary; click the Registration icon if already logged in.
2. Click the (calendar) icon to ***Select your festivals***
3. Select the Virtual Subdistrict (and District, if applicable).
4. Click the button, [Save selections]

**If some students will participate in-person, but others will participate virtually:**

1. Go to<https://www.speechwire.com/whsfaspeech>, log in if necessary; click the Registration icon if already logged in.
2. Click the (calendar) icon to ***Select your festivals***
3. Select the in-person Subdistrict (and District) festivals.
4. Click the button, [Save selections]
5. Click the button, [Return to home page]
6. Click the (blue arrow) icon to ***Request different festivals for entries***
7. Note instructions on the top showing your school’s overall selection from the steps above
8. For just the students attending a different festival, select what those will be. If you can make district selections proactively, that will help, but is not required.
9. Click the button, [Save selections]
10. Click the button, [Return to home page]
11. Click the (suit) icon, ***Update your entries***
12. For entries participating virtually, select “Virtual” from the menu to the right.
13. When finished confirming all your entries as either Virtual or Regular (in-person), click the button [Update entries].
14. A green confirmation message will appear; under it, click the button [Enter or update your judges].
15. Follow on-screen instructions. Once the judge appears in the table under “Manage judges,” click the button to [Edit] and indicate which festivals you’re planning to use them at.
16. Click the button, [Save changes]
17. Click the button, [Return to judge list] – and repeat steps 15-16 as necessary.
18. Click the button, [Return to home page]
19. Click the (books) icon, URLs and group titles.
20. Paste URLs to videos corresponding to the entries. Be sure videos are “shared to anyone with the link” or “unlisted” in your sharing platform (e.g. Google Drive).
21. Click the button, [Update information]

INSTRUCTIONS TO FOLLOW AFTER YOUR INITIAL SPEECHWIRE REGISTRATION SCREEN IS LOCKED:

***Registration is locked for a school once its entries are dispatched to a festival, to prevent a coach from making changes once a festival manager has begun the scheduling process.***

**If your subdistrict has already happened OR you are locked from making changes in SpeechWire registration:**

1. Go to<https://www.whsfa.org/speech-contests/>
2. Click the light blue button, [Move Entries from In-Person to Virtual]
3. Complete the form, *once,* noting all entries affected (use the plus sign to add a row for each entry that will move virtual, and type category and names (if group, names of all members).
4. The State Office will manually import those entries to the virtual festival, and will contact you so you can enter URLs directly in the virtual festival.

**Once the State Office has imported entries and contacted you, here’s how to update URLs:**

1. Go to<https://www.whsfa.org/virtualsubdistrict>, log in if necessary; click the Registration icon if already logged in.
2. Click the (laptop) icon, Video links.
3. Paste URLs to videos corresponding to the entries. Be sure videos are “shared to anyone with the link” or “unlisted” in your sharing platform (e.g. Google Drive).
4. Click the button, [Update information]
5. Click the button, [Return to tournament home page]
6. You may click the icons to view judges and current invoice to confirm information is correct. If you need to add judge(s), please contact help@whsfa.org with the name(s) and email address(es) of certified judge(s)

We realize much of this likely seems convoluted. If you told me three years ago that we’d be juggling in-person and virtual festivals, with sudden pivots of an entire school or specific entries, I would have thought the notion to be something out of science fiction. So, we had to work with SpeechWire to make this work within the existing infrastructure, because rewriting the code from the ground-up is not an option.

Again, we appreciate your patience.

Thank you,

Adam Jacobi, WHSFA State Office