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 Fall Conference 2025
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SPEECHEASE TOURNAMENTS

TO BEGIN GO TO WWW.SPEECHEASE.COM

AT THE BOTTOM CLICK ON CREATE A TOURNAMENT. YOU HAVE TWO OPTIONS:

1. IF YOU'VE HOSTED A PREVIOUS TOURNAMENT, CLICK TO IMPORT ALL THE INFORMATION YOU USED BEFORE. THEN YOU WILL JUST HAVE TO TWEAK YOUR SETTINGS FOR DATE CHANGES, ETC.
2. IF THIS IS YOUR FIRST TIME, CLICK ON CREATE A BLANK TOURNAMENT

Before Sending Invitations

FOLLOW THE CHECKLIST FROM TOP TO BOTTOM. IF YOU HAVE QUESTIONS CONTACT STEVE AT: steven.michaels@gmail.com or me prussellsas@gmail.com

*****BE SURE TO CLICK SAVE ON EACH SCREEN*****

Basic Options

Follow the questions to set up your tournament name and dates. Determine if it's virtual or in-person. Set up your time zone and address. Under Contestant information at the to right, you have two items with very specific choices:

Contestant numbering – you will click “Unique number for each contestant”.

Contestant limited to X entries – your choice. Most of us limit contestants to three entries.

Complete the additional information with your specific answers.

Judge Options -Most of us require one judge for six entries. We can never have too many judges so unlimited from each school is the way to go. Your choice on experience levels, allowed to register in tab or time blocks.

Judge Scheduling Options – usually preferences are considered only between debate or IEs,.

But let me explain the judge pools:

You can set up for all judges to judge everything. I set mine up for three choices (I'll show you how later In the checklist): All so they can judge all events: Debate Only or IEs only. If you do that, you might want to include in your invitation for coaches to be sure to enter judges in the correct category. Many times, if coaches don't do this, IE judges are assigned debate and vice versa. And then determine paper or electronic ballots.

Deadlines Here you set the latest dates you will accept pre-registration, registration and add and drop dates. You can adjust these as you go along if you find you need to do so. Also by setting an add or drop date, you enable it so you know if adds or drops take place because the coach has to message you to do so. If you are out of rooms, and an add is requested, you can deny it. It also lets you know if you need to add or collapse rooms. If you charge for late adds/drops this sets up when those charges begin.

Events

This is where you set up what events are offered and specifics relating to it:

Abbreviation is what will show on the ballots such as ADS for After Dinner Speaking. Please be sure to correctly enter Contestants in Entry – most are one except for duet, duo and debate, be sure to enter two.

Entry Limits This determines how many entries a school may enter in each event. If you have a large school with lots of rooms and lots of judges, you may leave your number high. I have a small school, and I run out of rooms so I have to limit each school to six entries in each event. Then when we close registration, if I find I have room for schools to enter more, I email all those registered on a first come, first served basis.

Entry Fees Flat fees are a one time charge. Many of us charge a \$10-15 fee which helps to cover the cost of using Speechease. The per entry fee is how much you charge for each entry. Again your decision.

Add/Drop Fees You have already set the deadlines on the deadlines screen. After your cutoff date, you can charge fees for adds or drops. Some schools charge a lot and some don't charge anything. This is totally your decision. If you find you need to adjust the dates, you can go back to the deadlines tab at any times to make adjustments.

Judge Fees If you have a lot of independent judges, you may allow schools to hire a judge from your pool if they don't have enough to bring with them.

Judge Pools

This is how judge pools are set up. All of your events are across the top. To the left, the first choice is all events. Place a check under all of them which means a judge is entered in all events, so they can judge IEs and Debate. The second choice is IEs so you will need to check all events except debate. For the third choice debate, only check debate. Then when coaches register judges, they may choose which pool fits that judge the best.

*****BE SURE TO CLICK SAVE AFTER EACH ITEM ON THE CHECKLIST.

Event Surcharges Each event is listed here. This is one way you can be sure each contestant pays for partner events. So you will check duet, duo, debate – which means schools will be charged a fee for both students. The surcharge for those partner events is the same charge as an event charge.

School Divisions If you are not giving a percentage or small school trophy you may leave this with all schools. Some schools give a trophy for smaller schools based on a percentage of their entries. You would use this function to divide schools with large entries from smaller entries.

Contestant Divisions At all tournaments I've attended, there is no division of students so this will remain blank.

Contestant Division Options We don't typically use this function.

Round Options

Prep Time. This is where you can set up for events that have prep time such as TV Broadcasting. For the regular events, this will be 0.

Time per Entry – how long does this event last such as solo is eight minutes

Event Type - For our tournaments it's traditional. It gives you the choice to determine double elimination etc.

Preliminary Rounds – Most IEs are three rounds with debate having four

Elimination Rounds -Finals . As your tournament registration closes, you can adjust this if needed. If you only have six entries in ADS, you might decide you don't want finals. You can go this page and delete finals. If you don't delete finals here, and you don't have finals, then you will have to put numbers in for each contestant for finals during tab so it's easier to delete before.

Compose Invitation Here is where you give details to those you are inviting. You can mention here lunch instructions, Debate topics, judge requirements, and so on.

Send Invitation Here you enter email addresses for those you want to invite. Speechease has many of our emails stored. You can browse coaches and check who you want to invite or add them manually,

During Registration

View Invitation Responses Here you can see who's read the invitation. Some might decline but usually not.

School Summary / View Registration Status This is an amazing page with lots of information. You can see who is registered. If you click on an individual school, it will tell you the coaches and their information, judge info and contestants and their events. After registration, if a school contacts you to drop a student, you can do so by going here and

find the student in the list of entries. Over to the right side. You can click on edit – and delete. You can also add contestants here. The same is true for judges to add or delete. At the top right of the page is a quick way to click to add judges, entries or fees. Back to the original school summary page – you see the school, how many entries, drops will show here after registration closes.

Review Fees Due Shows you charges for each school here. It also allows you to waive fees for someone if you need. If a school doesn't have enough judges but the coach has helped you set up your tournament, and you don't want to charge them that judge fee, you can waive it here. Or if a student is in the hospital, and you want to eliminate the late drop fee, you can waive it here. And so many more scenarios....

Entry Summary I spend the most of my time checking here!!

This shows me by event how many students are entered by school and the total for each event. This helps to know an estimate of how many rooms and judges you will need and also an idea of how many are attending for food purposes.

Judge Summary Tells how many judges are available for the judges pool. This is also a place you can add or delete or change what they are signed up to judge.

Sweepstakes Rules - You can determine your rules but usually it's the top three schools. This is also where you select to use finals only or preliminaries if you need.

Tabulation Rules Here you have two different categories for tab rules. On the top left side, are rules listed that you can use for preliminary rounds. Click and drag to the right side the rules you want to use. Typically we use rank – low to high and speaker points high to low to break a tie. You can add others for tie breakers as you like.

Do the same thing for the finals round.

Ranks/Points Rules Here you click rank all – and don't click allow for ties. The second blue section you click to allow speaker points to correlate with rank. Fill in the rest about maximum and minimum speaker points.

Advancement Rules Don't need to check anything.

Rooms List the room numbers for the rooms you plan to use. They will show up on the right side of the page after you enter all of them. You can check yes to use or no.

After Registration Has Closed

Once you close registration the week of your tournament, you will finalize your tournament to get it ready to generate.

Sectioning In sectioning, you will determine how many contestants may compete in each room. This is something you can adjust later if you need to such as if you set it at six for ADS, and you end up with seven competing, you can change this to number to seven so you have only one room. It also shows you how many sections you have for each round for each event.

Assign School Codes You may do this randomly or assign what you want.

Exclude Schools From Sweeps (optional)

Record Tab Room Workers as 'In Tab' Judges Coaches who work in tab may be assigned here so they may gain access during the tournament.

Judges Per Round For these, you'll put 1 for preliminary and then on the far right side, 3 for finals. This is how many judges in each room.

Round Start Times This probably won't be exact during your tournament but it gives a general plan for when each round will start. Be sure to add in debate times, too.

Round Schedule This is a chart of what you put in last for round start times. If it doesn't seem to work, you can go back to round start times and tweak.

Judge Blocks There will be a list of judges – and to the right you can block a judge from a school or a contestant. Click on the right, and a menu will pop up.

Generate Schedule After all of that is done – generate schedule. If you have a setting that's not complete, you will get a note that it's not correct. So go back to the section on the checklist where it's not right – and fix it. If you don't know why it's not right, message Steve or me or many of our coaches for help with it.

Speechease will do it all – the whole schematics will be done!!

After Scheduling

Set Initial Room Assignments Beside each event, there is a drop down box where you can assign a room.

Review/Edit Room Assignments Assigned rooms are in purple boxes. If you need to make a change, you drag it to where you want it.

Review/Edit Judge Assignments If you need to move a judge, you can do so by dragging it where you want it to go.

Publish General Tournament Information

Print Hub - Print/View Tournament Documents There is a lot of information and things you can print in here. Work your way through this to see what is offered.