Dear Speech Coach:

We have some important updates to share with you about the WHSFA Speech season.

**1). FUTURE EMAILS - IMPORTANT**

Due to the complexities of running concurrent in-person and virtual festivals, we must utilize SpeechWire’s built-in email service to communicate important details. However, because it is a website that uses automated email sending, many email services may redirect messages to spam/junk folders.

Please safelist/whitelist the following email addresses:

support@speechwire.com

dispatch@speechwire.com

dispatch@speechwiremail.com

accounts@speechwire.com

speechwiretournamentservices@gmail.com

Instructions on how to do this: <https://www.lifewire.com/how-to-whitelist-email-addresses-4588603>

You also may need to ask your school/school district’s IT department to do this administratively, in case they have additional email filters in place (i.e., if you search even your spam/junk folders for dispatch@speechwiremail.com, and nothing comes up, that means the IT department has put a filter in place).

ALTERNATIVE METHOD:

If this seems too complicated, we will post a copy of each message we send, here: <https://www.whsfa.org/speech-contests/email-blasts/>. You must remember to go and check that page for updates, however. Each email is identified by a date and subject matter.

**2). VIRTUAL VIDEOS**

If you have entries participating virtually for the subdistrict level, videos are due next Wednesday, Feb. 16, 2022 by 11:59pm. You will return to the **WHSFA Speech Initial/Subdistrict Registration** at <https://www.speechwire.com/whsfaspeech>, click the **Registration icon**, and then click the **(books) icon, URLs and group titles**. Be sure to save by clicking the button, [Update information]. The WHSFA High School Speech Handbook (available at <https://www.whsfa.org/speech-contests/>) has been updated today with specific instructions on this. If you’re new to virtual videos and asynchronous adjudication, please review the FAQs with computer screen icons at the bottom of this page: <https://www.whsfa.org/speech-contests/>.

**3). VIRTUAL IMPROMPTU, RADIO, AND EXTEMP**

We directly emailed materials to all coaches who have already entered students in these categories for virtual subdistrict adjudication. If you add students and have not received these materials, please reach out to our office.

**4). ADJUDICATORS**

You must enter one WHSFA-certified adjudicator for every five entries, or fraction thereof, for each subdistrict festival at which you have entries (e.g., if you have 7 entries attending an in-person subdistrict near your school, you must have 2 adjudicators for that festival; if you have 2 more attending an adjacent in-person festival, you must have 1 adjudicator at that festival; and if you have 6 participating in the virtual subdistrict, you must have 2 adjudicators who will asynchronously adjudicate virtual videos). For virtual adjudication, the same person may take multiple commitments. You will enter these individuals by clicking the gavel icon, Update your adjudicators.

**5). REGISTRATION LOCKING**

Once we *dispatch* entries and adjudicators to subdistrict hosts, they have control of that data, and coaches are *locked* from making edits. This is to ensure coaches do not make changes without the host’s knowledge. Therefore, once your registration is locked, please reach out directly to your host to report drops/changes to entries and/or adjudicators.

**6). MOVING ENTRIES FROM IN-PERSON TO VIRTUAL**

Once entries are locked, or once a subdistrict festival happens, if you wish to have a student adjudicated virtually, please visit <https://www.whsfa.org/speech-contests/>, scroll down to the light blue button on the right, [Move Entries from In-Person to Virtual], and complete the form. This will prompt the State Office to enter those students in the virtual contest.

**7). DISTRICT RE-REGISTRATION/CONFIRMATION**

Once all your contestants have been adjudicated at the subdistrict level, your school’s entries will move on to the District level. Due to the number of schools that also have virtual entries, the earliest we anticipate opening re-registration/confirmation for the District level would be February 24, so we ask your patience in awaiting the opening of that next phase of the process. Instructions can be found on p. 11 of the handbook (linked above).

Thank you for your patience with all this. We know this process can seem cumbersome, and the facilitation of virtual options has made SpeechWire much more complicated than in the past, but we are grateful for the ability to ensure all students still have access to an experience, even if it’s online.

Thank you,

Adam Jacobi, WHSFA State Office