



Getting Started

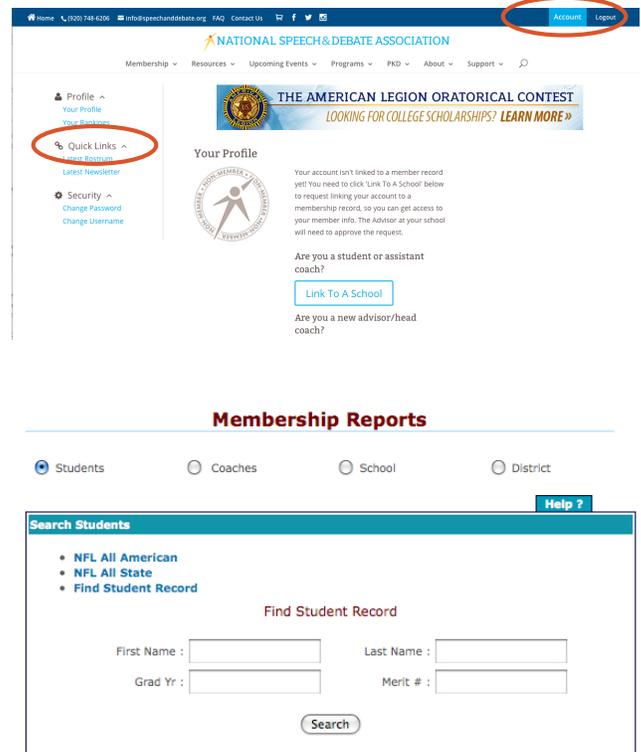
Log In at www.speechanddebate.org, and then click on **My Account** in the upper right corner. Under **Quick Links** on the left menu, click on **Enter Points**.

Viewing Records and Standings

- **Login**
- **Membership Reports**
- **Apply Online**
- **Customer Service**

Anyone may view existing records without logging in. The site offers several reports: contenders for All American (point leader honors), schools with the highest number

of degrees, and so on. To access these reports, select **Membership Reports** from the left menu. You may choose which type of report you wish to view by clicking the circle next to Students, Coaches, School, or District. Each of these categories offers different report links in the Search area. Click the report you wish to view, complete the requested information, and click [Search].



The screenshot shows the website's navigation menu with 'Account' and 'Logout' circled in red. The 'Quick Links' menu is also circled in red, with 'Enter Points' highlighted. Below the navigation, there is a banner for 'THE AMERICAN LEGION ORATORICAL CONTEST' and a 'Your Profile' section with a 'Link To A School' button. The 'Membership Reports' section is active, showing radio buttons for 'Students', 'Coaches', 'School', and 'District'. The 'Students' category is selected, and the 'Find Student Record' form is displayed with fields for First Name, Last Name, Grad Yr, and Merit #, and a 'Search' button.

Step 1: Paying Annual School Membership Dues

If you are already a member of the National Speech & Debate Association, please read the note about "Renewing Membership" (see next page). If you are a NEW school, then follow the directions below:

Applying Online

A NEW school may join **with a credit card** by clicking **Apply Online**.

1. On the next screen, click [Continue].
2. Next, complete all of the information boxes. Note: Fill in the *Advisor* box with the name of the head coach of the speech and debate program for the school.
3. Complete the requested billing information. (Annual dues are \$149; there is a \$6 credit card processing fee, so the total will be \$155.)
4. Click [Apply] after all the information fields are completed.

A new school may also join the Association **by check or purchase order**:

1. Click [Apply Online].
2. On the next screen, click [School Membership Application].
3. Print the application and complete all of the information
4. Mail it to the national office along with the \$149 annual dues.

NEW SCHOOLS ONLY

Renewing Membership

A school that was a member of the Association last year may **renew** its membership online:

1. Visit **points.speechanddebate.org** to log in and access the School Profile page.
2. Click the red stop sign icon  on the School Profile page.
3. Mark the box for *Annual Dues*.
4. Complete the required information at the bottom of the screen. A credit card will be required to renew a school's membership online. (Annual dues are \$149; there is a \$6 credit card processing fee, so the total will be \$155).

A school may renew its membership through the mail by downloading the paper renewal form, available on our website under **Become a Member**. Print the appropriate form and mail to the national office along with the dues payment and any outstanding monies owed.

Step 2: Logging In

After August 15, returning chapter advisors will be able to log in to their School Profile using their existing username and password; however, **you will not be able to enter points or make other changes until your school dues and any outstanding invoices are paid**. Within a week of the national office receiving the completed paperwork and dues payment, you will be activated. Returning chapter advisors receive an email notice that they have been activated along with a reminder of their username. If you are a new chapter advisor, your assigned username and password will be emailed to you.

Forgot Your Password?

Usernames and passwords are *case sensitive*. The national office cannot access your password. However, we do have your username on file. If you forget your password, click [*Forgot Password*] on the log in screen and follow the instructions. You may keep the same password from year to year if desired.

Previous User Rights

Only the chapter advisor may activate coaches who were online users previously. To do so, first click on the coach's name and then on the pencil  behind the coach's name. Next, select which permissions the coach should have. [*Edit Points*] allows the coach to enter points for existing students as well as make corrections to those entries. [*Add Members*] allows the coach to add NEW members, add points to new and existing members, and edit all points. Finally, you must mark them *Enabled* and click [*Submit Changes*].

New Coaches' User Rights

To set up an assistant coach as an online user, first select [*Add Coaches*] and complete the information in the "Add New" section and click [*Add*]. An email address is required if assigning a username and password. Next, click the school name at the top of the screen to return to the School Profile. Then click [*View Non-Member Coaches*] and click the coach's name you wish to give online rights to. Now, click the pencil  behind that coach's name and click [*Assign User Name*]. Type a username (which you will need to tell him/her—it must be typed EXACTLY) and assign him/her a password; then confirm the password (again, it must be EXACT). Click [*Manage Permissions*] to choose which rights you wish for the coach to have. Finally, click [*Account Enabled*], and click [*Submit Changes*].

Step 3: Enrolling New Members

View Member Students (Graduated Students) (Non-member Students)

Add Students 

1. Click [*Add Students*].
2. Complete the information requested in the box and click [*Add*].
3. The system may, as a safety check, respond with a list of student names with the same graduation year as the ones you are entering. Scroll down and check to be sure that the student you adding was not a student member at a previous school.
4. If your student did not previously compete at another school, click [*Save*].
5. If your student's name appears because he or she was a National Speech & Debate Association member at a previous school, click the dot in front of that record and click [*Save*]. This will transfer the record to your school.
6. **Note: Only students with the required 25 points (of which 10 points must be from competitive speaking) to become a member will be listed in the School Profile.** A student entered with less than 25 points is not a member and will show on the school profile under "View Non-Member Students."

Step 4: Managing Speech Categories

Before entering points, you will need to set up your list of speech events. To do so,

1. On the school profile page, click [Manage Speech Categories].
2. Click an event in which your school participates and move it to the *Current Category* side. To do this, hold down the control key and click individual events.
3. Move the highlighted events by clicking the arrows to the right.
4. Once finished, click [Save].
5. Each time you record points, you will only see these events in your drop down list. This feature is designed to save you from having to scroll through the entire list of events each time you record points. At any time, you may make changes to this list by adding or removing them.



Step 5: Entering Points

You may choose to enter points either by *student point sheet* or by *tournament*.

To enter points by *student point sheet*:

1. Click [By Student Point Sheet].
2. Choose the area you wish to enter by clicking next to Debate, Speech, Congress, or Non-Competitive (Service).
3. Select the student's name you wish to record.
4. Next, fill in the date of the tournament by typing in the date or use the calendar behind the box.
5. Select a coach to receive 10% of the student's points.
6. Complete the remaining information.
7. Click [Add Points]. The entry you made will now appear in the list of point entries for that student.

To enter points by *tournament*:

1. Click [By Tournament].
2. Complete the tournament information.
3. Choose the first category to enter.
4. Next, choose the coach to receive coaching credit for the points in this category.
5. Select **all** students who participated in this category by clicking/checking boxes in front of their names.
6. Click [Next].
7. Complete the result information for each student.
8. Click [Add Points].
9. When the screen reply says "Points Added Successfully" you will click [Next].
10. Choose the next category and repeat the above steps until all events for that tournament are entered.

Remember, unlimited rounds may be recorded in speech and debate, but only one result per round when panels of judges are used. In Congress, up to 6 points per speech or hour of presiding, with no more than 24 points per day may be recorded. Students also may record up to four service speaking projects per day, and only for the current or immediate previous school year. See the updated [High School Unified Manual](#).

Additional Tips

Making Corrections

To correct an error made when entering points:

1. Click "By Student Point Sheet" and select the student's name from the dropdown menu.
2. Click the pencil  in front of the erroneous entry.
3. Change the information that is wrong. *The National Office must make corrections to graduation years or typos in student and coach names, follow procedure in #5.*
4. Click the disk in front of the entry to save the correction.
5. To delete an entry, you will need to compile all information about the entry (including entry information, school name, state, student's name, and coach requesting the deletion), and email it to info@speechanddebate.org.

Note: Corrections are only allowed for the current school year. In addition, the coach receiving coaching points cannot be changed, so please assign these carefully.

If your correction makes the student fall below 25 merit points, you will be prompted to contact the National Office as it would remove the student's membership.

Billing and Fees

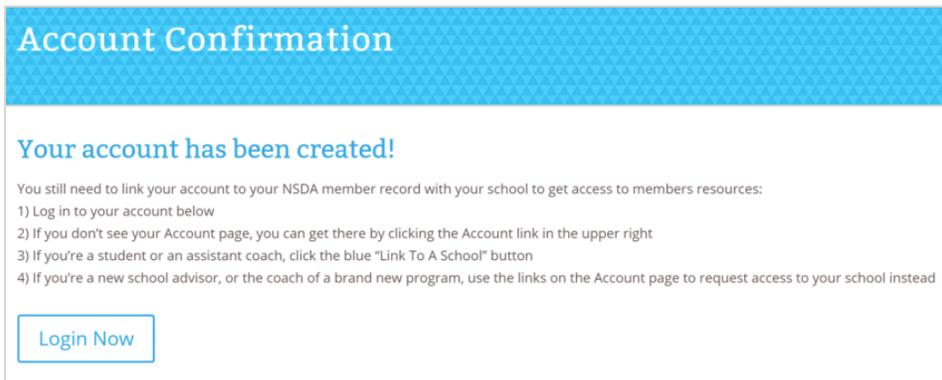
To pay dues and fees:

1. Assign points for new students first.
2. Click the school name at the top of the page. Click the red stop sign  next to the school name. The next screen will list any new students that are not paid. *The national office must be notified within 24 hours of a duplication of a student record or of a points correction that would drop the student below 25 points.*

Applying for Student Membership

To complete the application for student membership:

1. Students should sign up at www.speechanddebate.org/join. PLEASE REMIND YOUR STUDENTS that they should use their formal names, capitalizing the first letters of their first, middle (optional), and last names. Their names will appear on their certificates exactly as they are typed on the "Create Account" page.
2. Students will see the following screen (shown below). They should log in with their newly created credentials by clicking the "Login Now" button or by clicking "Account" in the upper right corner of the screen. This will take them to their Student Profile page. Students need to click "Link to School" and select their role (student), high school or middle school, state, and name of school. They will be prompted to verify that they wish to link to their school.



3. Coaches, to complete the registration process, you should log in, click "Account" in the upper right corner, and then click "Enter Points" in the left menu bar (under "Quick Links"). This will take you to the School Profile page. Just below the address for your school, a link will appear for "Approval Request." You should then "Link to Existing" if the student is already listed on your School Profile page, or "Create New" if they are not yet listed. Please review the list of names in the dropdown menu to ensure that the student is not already listed..

4. **Once each student reaches 25 merit points, the national office will generate an invoice for the one-time, lifetime fee of \$20 each.** The invoice will be sent in the same envelope as the membership cards and hand-engrossed / sealed student certificates.
5. Please pay this invoice in 30 days. **Any individual membership fee not paid within 60 days of the membership merit date will incur an additional fee of \$5 per membership for a total membership fee of \$25.** A high school with any outstanding debt to the Association will not be allowed to participate in the District or National Tournament.

Contacting Customer Service

The **Customer Service** button (found on the points application) is one way for you to contact the National Office. You may also email info@speechanddebate.org with your questions.