2016 Kansas Science Olympiad
State Tournament Registration Instructions

● Last fall you registered your school so you could compete in a regional tournament. To register for the state tournament you will need to log back into that previous registration. (You will use the same user I.D. and password. If you forgot the password follow the instructions for retrieving it. If you forgot your user I.D., contact Greg Novacek (at 316-978-3854 or via e-mail: greg.novacek@wichita.edu).

● When you log in a window will open informing you of your invitation and asking if you wish to accept. You can make your decision at that point or wait to decide. If you choose to wait, you will only be able to exit from the site. If you have not accepted your invitation by noon on Thursday, March 10th I will assume you are not coming and invite another team in your place. (Let me know of your intentions as soon as possible so I can inform an alternate team in a timely manner.)

● Once you accept your invitation you will see there is additional information to complete. Make sure you visit each of the following links (found on the left side of the page): School Information; Coaches Information; and Student Information. (To add students: Click on the student Information link in the left hand menu. On line one click on “edit” and boxes will open, enter the student information in the boxes, and then click on “update.” Move to line two, click on “edit” and repeat the process. Continue this process for all of your students.)

Once you've updated the information on a given page, make sure you click the submit button at the bottom of the page. (You must submit each page separately. Let's say that you update your school information then immediately go to the coaches information page and update it. When you click on the submit button at the bottom of the coaches information page, only the coaches information will be updated.)

● Each time you submit a page, you will receive an automated e-mail response indicating what information has been updated. If you do not receive an e-mail assume that the update was not saved.

● On the student information page, make sure you click on the edit button before you enter the students name. Once you've entered the name click update to save the information for that particular student. Repeat this process for each of your team members.

● You can make changes to your information as often as you like until the appropriate deadline passes. The various deadlines are:

**Deadlines**

○ Accept invitation to the state tournament: noon on Thursday, March 10th
○ Changes in head or assistant coaches: as soon as possible, but no later than Thursday, March 10th.
○ Name of the school you would like to share a home room with: Monday, March 21st.
○ School enrollment, names of additional coaches, and names of students: Monday, March 21st.

● At any time you can print out a copy of your registration by clicking on the **Registration Confirmation** link. MAKE SURE YOU BRING A COPY OF YOUR REGISTRATION CONFIRMATION SIGNED BY YOUR PRINCIPAL TO CHECK-IN ON THE DAY OF THE TOURNAMENT. Also be sure to download the publicity waiver form and bring a signed copy for students and coaches attending the tournament (including alternates) from your school.

● The enrollment on the school information page refers to the number of students enrolled at your school. Note, if you are a K-8 school, I am only interested in the number of 6th, 7th, and 8th graders in your building.

● If you would like share your home room with a particular team, please note that in the appropriate place on the school registration page no later than March 21st.

● At the bottom of the student information page, the total number of students and coaches is just the total number of coaches and students you are registering.

● If you have questions or problems contact Greg Novacek at 316-978-3854 or via e-mail: greg.novacek@wichita.edu.