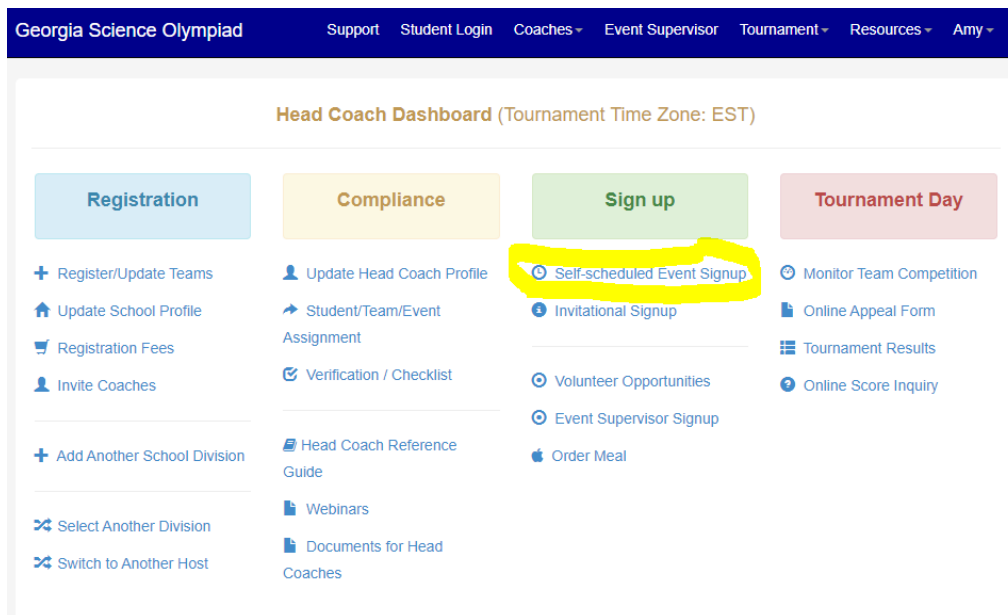


## Signing up for event spots - instructions for coaches

You can provide the following steps to your coaches for event sign-ups.

To sign up for event spots:

1. Log into [scilympiad.com/ga](http://scilympiad.com/ga)
2. From the top navigation, click Coaches > **Head Coach Dashboard**
3. In the third column, click **Self-scheduled Event Signup**



4. You will see a listing of events and timeblocks.

### Event Schedule Signup

Show all my signups

Head Coach Dashboard

Timeblock Swap Requests

Click **Sign up** to sign up for the time block. To cancel a timeblock, click **Show all my signups** then click **Delete**. Check top of the chart for any error message.

During peak signup Available spots may be less than displayed since other teams might take the spots while you're viewing. Timeblocks with check mark in column **All In** means all teams from the school must sign up for the same block.

Note: If you have more than 1 team, pop-up needs to be enabled to use this page.

	Event Name	Timeblock	All In	Avail Spots	Your Spots	Max Spots
Done	Anatomy	02/19 10:40 AM-11:30 AM	<input checked="" type="checkbox"/>	8		12
Done	Anatomy	02/19 11:45 AM-12:35 PM	<input checked="" type="checkbox"/>	9	3	12
Done	Astronomy	02/19 10:40 AM-11:30 AM	<input checked="" type="checkbox"/>	6	3	12
Done	Astronomy	02/19 11:45 AM-12:35 PM	<input checked="" type="checkbox"/>	11		12
Done	Bridges	02/19 09:35 AM-09:41 AM	<input type="checkbox"/>	1		1
Done	Bridges	02/19 09:45 AM-09:51 AM	<input type="checkbox"/>	0	1	1
Done	Bridges	02/19 09:55 AM-10:01 AM	<input type="checkbox"/>	0	1	1

5. Starting at **<time you set up for your regional event sign-ups>**, you will be able to add your teams to a block by clicking the link in the far left column.

6. If you have more than one team, the “All In” column means:
  - a. You must register all of your teams in the same session for the study and lab events
  - b. You can split up your teams in different sessions for the build events

To modify event spots you’re already chosen:

1. Atop the Event Schedule Signup page, click **Show all my signups**.
2. You will see a listing of each event you’ve signed up for.
3. Click **Delete** to the left of any row you wish to change.

### Your Event Signups

Event Signup

Export to Excel

Below are all your event signups.

	#	Time Block	Team No	Team	Location	Note
⌵	<b>Event Name: Anatomy</b>					
Delete		02/19 11:45 AM-12:35 PM	C17	SFHS 1	HNS 207	
Delete		02/19 11:45 AM-12:35 PM	C18	SFHS 2	HNS 207	
Delete		02/19 11:45 AM-12:35 PM	C19	SFHS 3	HNS 207	
⌵	<b>Event Name: Astronomy</b>					

4. That will release the timeblock; you can go back to the Event Schedule Signup page and select a new timeblock.

### Printing a list of teams in each event by session

It’s helpful for event supervisors to know which teams will be in each of their sessions.

To access a list of teams by event and session:

1. Click **SM** in the top navigation.



2. In the 3rd column, click **Event Timeblock Signups**.

The screenshot displays the Scoremaster Dashboard interface. At the top, it reads "Scoremaster Dashboard (Tournament Time Zone: EST)". Below this, there are four main columns: "Getting Ready" (light blue), "Competition Day" (light green), "Rosters" (light yellow), and "Extra" (light red). The "Rosters" column contains several items, with "Event Timeblock Signups" highlighted by a yellow circle. Other items in the "Rosters" column include "Event Supervisors", "Team Roster", "Teams by Events", and "Search Student Roster". The "Competition Day" column includes "Online Tests", "Review/Lock Scores", "Scoring Status", "All Raw Scores", "Enable/Disable Scoring", "Generate Ranks/Points", "Tournament Results", and "Export Awards to PowerPoint". The "Getting Ready" column includes "Set Scoring Rules", "Event Settings", "Generate Event Checklists", "Online Tests", "When Teams can View Results", "Webinars", and "Clear Scores". The "Extra" column includes "New Feature" and "Archive Results". At the bottom of the dashboard, there is a disclaimer: "This dashboard is reserved for Scoremaster and Directors to perform various functions related to scoring, all the ways to generating PowerPoint for the award ceremony. Test run all functions before the Competition day. You can clear all mock scores anytime prior to the official run. Certain rosters (Teams by Events and Event Timeblock Signups) are not available on Saturdays, primary competition days, due to resource-intensive process. Please export them to Excel before your competition if necessary for reference."

3. You will see a listing of every event, team, and session that coaches have signed up for.
4. Click the **Export to Excel** button to print off the list.
5. Separate it by event and print copies for each of your Event Supervisors.