2021 Mindset Breaking Experience Timeline

Updated 9/14/2020

"Promoting excellence in education and showcasing the talents of all our youth"

Checklist	Dates and Deadlines	Notes	Contest
August to October			
	◆ Determine the Primary Contact (person to complete Contest Registration and handle general details) for your School or 4-H Group. Select Sponsors or Coaches for each of the contests your group plans to register. Their names and e-mails will be included in the registration for that contest.	Primary Contact registers Group. Coaches or Sponsors are the first contacts for their specific contests only. ALL should coordinate.	**ALL**
	◆ **School/Group CONTEST Registration Opens** - You may register anytime after this date and **preferably before October 15. Only 1 registration** is needed for a School or 4-H Group. A **Primary Contact** will complete the **School/Group Contest Registration** form for the school or group. The Primary Contact should notify ALL Coaches and Sponsors of the contests registered for the group and the Coach or Sponsor for each contest. This helps in sharing delivery of entries, etc.	Go to Academic Rodeo >Getting Started and click REGISTER link **This is to register contests ONLY for your group.**	**ALL**
	IF you are interested in only one contest, be sure to check to see if others at your school are interested in other contests BEFORE you register so all may be registered at one time.		**ALL**
	After the initial School/Group Contest Registration, adding or dropping contests is done using the **ADD/DROP Form**.	Academic Rodeo > General Info - link to ADD/DROP	**ALL**
	◆ Study and print the **Rules and Deadlines** for your contest. Know any limits on number of students you may register and any limits to students in particular grades. Find **all Documents and Forms** associated with your contest. Print your **Contest Timeline** to keep on track with dates and deadlines. **Make students aware** of rules and any resources for preparation. Mark any deadlines on your calendar.	Contest Pages have rules and schedules for the specific contest and any resource information. Reference the Contest Timeline on the Contest page.	**ALL Sponsors & Primary Contact**
	◆ With Primary Contact, check school events that may conflict with this contest. Work with school officials and Academic Rodeo to see if the problem can be solved.	Academic Rodeo Calendar is on the Getting Started and General Info pages.	**ALL**

Checklist	Dates and Deadlines	Notes	Contest
August to October, continued			
	◆ Find the **Academic Rodeo Code of Conduct**. Discuss this with students as they are selected to represent your school or group in Academic Rodeo. **By registering any student in a contest**, you are verifying that you have discussed the Code of Conduct with the student and that the student will abide by rules and guidelines of Academic Rodeo and the specific contest. You will relay guidelines to parents who may attend, and you and the student understand that **violation of the Code of Conduct and rules for a specific contest are grounds for removing the student and/or the group from the contest.** Each student and Coach/Sponsor attending a contest on the grounds **will be required to submit a signed Indemnification Form** . The Primary Contact should keep of all forms and send the original with each Coach or Sponsor when the group attends a contest. For students with multiple contests, the second coach should make Academic Rodeo aware that a form has already been submitted for the student.	Code of Conduct on General Info page The Code of Conduct Information document on the General Info page is for School/Group use ONLY. You do **NOT** have to bring it to the contest. Each time you register a student, you will be asked to confirm that the Student has agreed to the Code of Conduct. Indemnification Form link is available on all Contest pages and General Info page.	**ALL**
	◆ Please note that during August through mid-October, the Academic Rodeo Director works remotely and is not physically present in the ETSF Office, where the primary focus in the Office is the East Texas State Fair. The AR Director will have access to e-mail and phone. E-Mail is the easiest method of contact, but when calling the ETSF line with an Academic Rodeo question, ask to be transferred to Academic Rodeo. Leave a voice mail message if the call is not answered. A response will come as soon as possible.	E-Mail: dnewman@etstatefair.com Phone: 903.597.2501, ask for Deborah Newman or Academic Rodeo There is NO Fax line available.	**ALL**
October 14, 2020			
	◆ Deadline for 2021 **School/Group CONTEST Registration** online. There is a link on the Academic Rodeo ***Getting Started*** and ***General Info*** pages.	Academic Rodeo Getting Started Page - Click REGISTER link	**ALL**
October 16-18, 2020			
	◆ Sponsors of each contest receive e-mail with contest information. Contact Academic Rodeo **IMMEDIATELY** if you do not receive an e-mail for your contest by this date.	If you do not receive the e-mail, check SPAM folder or Junk Mail. Some school servers, filter out our e-mails.	**ALL**

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October 23, 2020			
	◆ ***ShoWorks Portal*** link becomes active for **Student Registrations**. Find link on ***Contest Page*** or ***General Info*** page. A password has been assigned to your School or Group and was e-mailed to ALL Sponsors & Coaches in the **Registration Confirmation E-Mail** in October. A detailed document with screen shots of the form was sent to coaches and sponsors with the first e-mail for each contest. IF you have problems or do not understand how to use the form, PLEASE contact Deborah Newman for assistance!!	Do **NOT** submit Student Registrations on the Contest Registration form or Add/Drop Form! Password NEEDED For Assistance: dnewman@etstatefair.com OR 903-597-2501 (Ask to be connected to Academic Rodeo	**ALL**
	◆ Discuss the Academic Rodeo Code of Conduct with Students BEFORE your register them for a contest. They must agree to abide by the rules and uphold the highest standards of conduct for their participation. You do **NOT** bring a signed copy this year!	General Info page or link on Contest page You will be asked to Confirm Student acceptance when you register Student.	**ALL**
October 26, 2020			
	◆ **Drop Date** for **Mindset Breaking Experience** for those schools who have registered but have decided they will not participate. An online **Add/Drop Form** is available for this. **PLEASE** drop as soon as you determine you will not participate or you will continue to receive e-mails asking for your submissions.	Link to ADD/DROP Form on General Info page Late drops drastically affect everyone involved in the contest!	**MBE**
October 27, 2020			
	◆ Student Registrations due for **Mindset Breaking Experience**. Registration is done through the ShoWorks Portal. Find link on Contest Page or General Info page beginning October 23.	Link on MBE and General Info pages Do **NOT** submit Student Registrations on the Contest Registration form or Add/Drop Form!	**MBE**
	Discuss Code of Conduct with students BEFORE registering.	Link to General Info page on MBE Page	
October 28, 2020			
	◆ **Mindset Breaking Experience Prelim** schedule will be posted online. Prelim will be done virtually.	On Mindset Breaking Experience page	**MBE**
November 6, 2020			
	◆ **Mindset Breaking Experience** Preliminary Rounds – **Prelims will be held in an online format this year.**	Schedule is on Mindset Breaking page.	**MBE**
November 26-27, 2020 - THANKSGIVING HOLIDAY			
	The East Texas State Fair Office and Academic Rodeo will be closed.		

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December 23, 2020 - January 1, 2021			
	◆ The East Texas State Fair Office will be closed December 24, (Christmas Eve), December 25 (Christmas Day), and January 1 (New Year's Day). The Office may be closed additional days during this time. December 1 - January 3: The Academic Rodeo Director will not be in the office, but can be contacted by e-mail during this time.		
January 14, 2021			
	◆ **Outstanding Educator** nominations are due.	Outstanding Educator Page -PDF form	**OE**
January 22, February 2, and February 4, 2021 - as needed			
	◆ **Bad Weather Make-up Day** - Will be used as needed to reschedule contest activities affected by weather.	Specific sponsors involved will be notified.	
February 5, 2021			
	◆ **Mindset Breaking Experience Finals** – Check-in at Building B - Finals Schedule is set by random draw after Prelims.	Finals Schedule is posted on Mindset page.	**MBE**
February 8-10, 2021			
	◆ **School Lists** will be sent to all schools and groups listing ALL students registered, their status of participation, contest and any award received. Groups will confirm information is correct or will supply corrected info (name spelling, etc.) to Academic Rodeo.	Lists will be sent by e-mail to Primary Contact and all sponsors/coaches registered for the group. One person can reply for all.	**ALL**
February 16, 2021			
	◆ **Academic Rodeo Open House** - IF POSSIBLE, a Virtual Open House will be presented online to showcase the 2021 Academic Rodeo. More details will be available in December or January.		**ALL**
February 19, 2021			
	◆ **Awards Celebration**		**ALL**
	PLEASE NOTE: We expect that it will not be possible to have a large Awards Celebration, and a Drive-Through Awards Program has been planned to replace our traditional awards program. You will receive details of this in January.		
	The following students in **Mindset Breaking Experience** may attend Awards Celebration**:** Students on 1st, 2nd, &	Coordinate with other Sponsors.	**MBE**
	◆ For a **Drive-Through Awards Celebration**, all items for a group will be grouped ready for pick-up when the group arrives and drives through the Celebration line. Items will include the Group's packet, entries, and awards. Trophies will be presented to the teams present during the Drive-Through.		

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February 19, 2021, Awards Celebration, continued			
	The following items may be in the packet for your group IF you participated in a particular contest:		
	For **Mindset Breaking Experience**, the Packet contains: Place Ribbons for members of 1st, 2nd, or 3rd Place Teams; Checks for Elementary students whose teams place; Participation Certificates or Finalist Certificates for students on teams which did not place	A designated sponsor MUST sign for Elementary Award Checks	**MBE**
February 22, 2021			
	◆ 9:00 a.m. - 4:45 p.m. - Pick-up Window for schools/groups unable to attend the Awards Celebration or groups without winners. Other pick-up times MUST be arranged with Academic Rodeo Coordinator	**Please coordinat**e with other sponsors at your school and collect packet, ALL entries, & awards, promptly.	**ALL**
February 23, 2021			
	◆ 9:00 a.m. - **12:00 p.m**. - FINAL Pick-up time for schools/groups unable to attend the Awards Celebration or groups without winners. Other pick-up times MUST be arranged with Academic Rodeo Coordinator	**Please coordinat**e with other sponsors at your school and collect packet, ALL entries, & awards, promptly.	**ALL**
February 26, 2021			
	◆ Please complete online Participation Form to give statistical information about your group's participation in Academic Rodeo Please coordinate with other sponsors at your school. One person can complete one form for your entire group.	Form is on General Info Page	**ALL**