Academic Rodeo
General Information
for All Coaches and Sponsors

Each contest has its own rules, procedures and activities. Please see the specific contest for responsibilities related to it, tips for preparation, and a Checklist of items for the Coach or Sponsor. Following are some general rules for all contests regarding registering the group, its students, and submission of entries.

Registering Your School or Group:

1. Registering the School or Group is usually done by one person who, for Academic Rodeo purposes, is the group's **Primary Contact.**

2. Register using the online **School/Group Registration Form** on the Getting Started page by the deadline in October. Only **one** registration is needed per school campus.

3. If you are the only Coach/Sponsor registering for a contest, share with others who may not be aware of Academic Rodeo to see if there is a contest of interest to them.

4. The School or Group registers for all contests of interest by the deadline.
   However, if the group later decides it will not participate in a contest, the contest should be dropped using the online **Add/Drop Form** on the Getting Started page.
   The group can also **Add** a contest using the same form if time remains for doing so. Once entries have come in or a contest has already begun it is too late to register for that contest.

Preparing for Contests:

1. Please remember that **ALL Academic Rodeo communication is done through information provided on the website or through e-mail**. Check your e-mail to be sure Academic Rodeo messages do not end up in SPAM. This is critical.

2. The registered Coach/Sponsor for each contest receives an e-mail after the October 15 deadline to indicate that your group is registered for the contest and to give general information and reminders related to the contest. **If you do not receive this e-mail** by the end of October, check with your Primary Contact and/or check with Academic Rodeo to be sure your e-mail address given to Academic Rodeo is correct. Almost all correspondence with groups is done through e-mail. Check **Contest Participation Overview** on the Getting Started page to see that you are registered correctly in your contest.

3. Rules for your contest are on the contest page. Every contest is different. Rules include format of the contest, entry limits, formatting entries for submission, etc. and are different for each contest.

4. A **Contest Timeline** on the contest page gives you deadlines and dates. Anticipate in advance conflicts that may occur with the general school/group calendar.

5. You may be asked to supply special information or forms for your contest. Please do so in a timely manner. This may be needed to relay information to other groups or for scheduling.

6. Resources may be available for your contest. If so, they will be available or listed on the contest page.

7. Give students all information they need for preparing and competing. It is sad when a student's work is disqualified because a sponsor did not provide adequate information or failed to read the rules.

8. Determine how you will select the students for your contest, based on the contest requirements.

9. Drop the contest or specific grades or levels of the contest **by the deadline or before** if you have determined you will not participate in the contest. An online **Add/Drop Form** on Getting Started page is available for this and is also used to add a contest and to add or drop students after the Student Registration has been submitted.

Registering Students:

1. Determine with other Coaches and Sponsors in your group if each Coach/Sponsor will register students for only that specific contest or if all contests will be registered by one person. More than one contest can be submitted on the same form. Just continue listing students and providing the information for that student's registration.

2. Student registrations for your contest are submitted on the **Student Registration Form.**
It is in Excel format and is included in the first e-mail about the contest. The form should be saved as your School/Group Name (how you are registered), completed on your computer, and e-mailed back to Academic Rodeo. You can share the form in Google/Docs.

3. This should go without saying, but . . . The project submitted for a student MUST be the work of the student and not something the student just "helped to prepare."

4. Be consistent in how Coaches/Sponsors from your group list the name of your group when registering students. Each year, e-mails are sent to Coaches saying we do not have their Student Registrations, only to find that we do, but they were listed differently from the original School Name registration.

5. If you know a student you are registering is in another contest with a different Coach/Sponsor, be consistent in spelling the student name and in the name for the student.
Maddie Smith, Maddy Smith, Madoline Smith, and *Madeline Smith* may actually be the same student registered by different Coaches in different contests. Throw in a few changes and another school or group with one or more students with similar names and keeping track of "who goes where" or "who dropped what" can become complicated on our end, especially when we are trying to sort out awards at the end of Academic Rodeo.

6. Submit Student Registrations by the deadline for the contest indicated in the **Contest Timeline**. Failure to meet the deadline may result in your student's project being displayed but not judged or your student completely missing the contest.

7. PLEASE indicate whether the student can have photos made. These photos are used in our brochures, on our Facebook page, sent to the media for publicity, to present our Virtual Academic Rodeo during the Fair, etc. Leaving it blank means I will have to ask you again if the student can have photos and may mean we do not take photos of anyone in the group or on the team.

8. The Student Registration Form is designed to allow Academic Rodeo Staff to quickly copy and paste from your document to the Master Registration Database. When possible, save the Excel document to your computer, complete, then e-mail back to Academic Rodeo. GoogleDocs may be used and shared with the Academic Rodeo e-mail.

9. Fields in the document are set to capture certain information in a certain field that can then be easily sorted to create contest lists and groupings. Please follow the format and provide the information requested! The **Instructions for Student Registrations** sent with the Excel document tells you what must be completed for each contest, abbreviations to use, etc.

10. Register **ONLY** the number of students allowed for the contest. You certainly may have alternates that you work with until the contest, but ONLY YOU need to know about them, and we **will ONLY register the number allowed**.
A student may have ONLY ONE ENTRY in a contest.
The only Alternates who receive Participation Awards from Academic Rodeo are in Spelling Bee. Other Alternates that you designate when trying to select students for a contest or team do NOT receive awards. If you ask for an "extra" ribbon or certificate for an alternate you chose, the answer will be "No."

11. Register the contest ONLY ONCE. Do NOT submit a revised version of the entry form. Instead use the ADD/DROP online form to make changes.

Making Changes
1. Use the **Add/Drop Form** to . . .
   a. Drop a contest or contest level after initial registration

   b. Add a contest or contest level after initial registration – This will not be possible if contest is already in progress such as ACQ or MBE, or if entries have already been submitted for judging.

   c. Drop a student that has been registered

   d. Substitute/Replace a student that is registered

   e. Add a student **after** the initial registration – This may not be possible if the contest is already in progress as in ACQ or MBE or if entries have already been submitted for judging.

   Include required levels or categories **AND** whether the student may be photographed when you complete the form.

Submitting Entries
1. Deliver entries (Art Contest, Computer Science, Kinder Critters, Science Fair Journals/Notebooks, Science Fair Illustrations, Writing, Youth Fashion Show garments (**not** Smart Buying), and Youth Fashion Show Worksheets) to the East Texas State Fair Office as needed by the deadline or coordinate with other Coaches/Sponsors to take the entries.
   A map showing the location and directions to the office is on the Getting Started page.

2. Deadlines exist for a reason, so plan to meet the deadline. Yes, things happen, and when possible, we do our best to accommodate, but sometimes a late entry is simply not possible because of the judging timeline. In those instances, we can usually display the entry, but it is not judged.

3. Please be sure to READ and FOLLOW the rules for each contest.
   Each year, teachers select too many entries for a contest and become frustrated or even withdraw from the contest when only part of the entries can be accepted. This could have been prevented by simply reading the rules.

Attending Contests
1. Arrive promptly when bringing students to the contest.

2. Have students enter quietly if there is the possibility of disturbing a contest in progress.

3. Check-in if needed and check the roster of participants to be sure your students are registered correctly, names spelled correctly, and photo permission is indicated correctly. Certificates and results use names as registered unless corrected.

4. Collect cell phones from students while they are participating, this includes the waiting period at Mindset Breaking Experience.

5. Have students take care of restroom breaks, etc. **before** the contest begins. It is distracting to competing teams if students are taking trash to trashcans or leaving excessively during the competition.

6. Gather all of students' possessions when leaving. We often get a nice collection of jackets, books, and even shoes each year.

7. Check Results page and relay results to your school or organization as they are posted online under **Results**.

Wrapping Up after Academic Rodeo

1. **Coordinate** with your School or Group to allow one person to RSVP regarding the student winners who will attend the Awards Celebration.

2. **Remember who may attend the Awards Celebration:** Individual students and Teams placing 1st, 2nd or 3rd in a contest. Students receiving Honorable Mention in Art or Kinder Critters, and One Act Play Casts and Crew. Space is limited – seating for about 600 – which means we can only accommodate the 300 or so students to be recognized and their teachers and a few family members. As much as we would love to include all students, we cannot possibly accommodate more than 2,000 students plus teachers and families.

3. **Coordinate** with others from your school or group to determine **what needs to be collected** from Academic Rodeo (Group Packet AND all entries) **AND who will be responsible for collecting** these at the Awards Celebration or within the first 1 1/2 days in the week following the Awards Celebration.

4. PLEASE complete the ***Participation Form*** to provide us with a statistical analysis of the involvement in our various contests and the impact we are having on the youth of the area through these opportunities. This information is very important in recruiting Support Partner organizations, individual Volunteers, and Sponsors to help support our program.