



Primary Contact Check-List

The Primary Contact is the “go-to” person for the school or group. When information is needed for the group, the Primary Contact is responsible for seeing that someone submits the information.

Check-List

- _____ 1. **August or September – Make decisions about your participation.** Determine with others in your school/group which contests you plan to enter. Also determine who will coach or sponsor each contest. This person is listed on the registration.
- _____ 2. **October – Register your School or Group online** (ETSF website) **by October 15.**
 - Academic Rodeo encourages you to register for all contests of interest. **HOWEVER, please drop** any contests as soon as you decide you will not participate. **PLEASE do only one online registration** for your school or group.
 - When you register you will need to designate the coach or sponsor for each contest and provide an e-mail address for contact about that contest. You may add your e-mail address if you would like to receive these as well. Separate multiple e-mails with a semicolon.
 - You will receive an e-mail notification that your registration has been received.
- _____ 3. **October – Provide coaches with information** about each contest:
 - Academic Rodeo Calendar (General Info page) and Academic Rodeo Timeline (Contest pages)
 - **Coaches’ Contest Checklist** (on each Contest page)
 - **Rules** for the specific contests – (Contest pages) It is **VERY important** for coaches to understand the rules! Academic Rodeo is **NOT** obligated to allow exceptions for a student because a coach failed to know the rules for participation and entries. There are limits to the number of entries and specific requirements for all contests.
 - Website address and links for specific information
 - The Excel document of forms or information about forms on the website (This is sent to REGISTERED coaches and sponsors after October 15.)
- _____ 5. **Be aware** of the status of Student Registration for contests if you are not doing the actual registration.
- _____ 6. **Communicate to coaches and others** about schedules and deadlines that may conflict with other activities.
- _____ 7. **Check-in with your coaches** to see that deadlines and guidelines are being met.
- _____ 8. **February – As key contact** for your group, provide the following for the Awards Celebration.
 - Names of winners who will attend the Awards Celebration.
A seat is reserved for **each winner** in each contest planning to attend. Not responding may mean your winner will not be able to sit with the contest group.
It is **preferred** that you collect names from coaches to make one response for the group. This minimizes the volume of e-mails to Academic Rodeo at a critical organizational time.
 - The name of anyone other than yourself or coaches who will pick up your Award Packet.
 - Any requests for alternate pick-up times
- _____ 9. **February – Please coordinate** the following with other coaches from your school or group.
 - Who will attend the Awards Celebration with winners and pick up Packet and **ALL** entries
 - Who will pick-up **ALL** entries (AND Packet if you did not have someone at the Awards Celebration) from Academic Rodeo **AFTER** the awards program.
 - Complete the **Report** form within one month of the conclusion of Academic Rodeo.