

High School Tournament of Champions Registration Packet Pick-up Instructions

Coaches attending with their students

At the registration/check-in area there are boxes of folders.

Each school has a folder. The school name is on the folder.

In that folder are the answer forms for each registered student.

The forms are labeled with the student ID number, name, school, test, grade, time and room number.

There is an envelope within the school folder with sharpened pencils. There is one pencil for each registered test.

There are certificates in the folder. One certificate for each registered test.

The folders are in alphabetical order.

Locate your folder and take it with you.

There are printouts with a map of the school, the location of the room and the tests being given in each room. On one side there is a map on the other side there is a list of tests by hour with the room number.

If you pre-ordered t-shirts they will be available for you. Attached to the bag of shirts there will be an envelope for payment. If your students are paying individually, please gather that payment and put it in the envelope. If you are paying with a purchase order you will sign the envelope and take the invoice with you.

If you did not order shirts and want them, post tournament orders will be accepted through May 8

Sample Label

«ID»
«school»
«student»
«test»
Friday/Saturday «time»
«room»

Coaches,

If your students are **not** attending as a group with you but are attending individually with parents **PLEASE** be sure **each** parent has this information.

Procedure for students attending individually with parents when multiple students from a school district are attending.

- 1.) Locate the folder for your school.
- 2.) Find the answer form for your test(s).
- 3.) Take the answer forms from the folder.
- 4.) Find the pencil(s) for your test(s).
- 5.) Remove your materials from the envelope
- 6.) ***RETURN all of the other students forms and pencils to the folder and place the folder back in the box in it's original order.***

Note: If you are testing on Friday and Saturday take only the forms you need for Friday night on Friday. The folder will still be available to you on Saturday. On Saturday morning you may take the forms you need for Saturday.