

# Duties of a School Liaison for the Technology Competition

## 2018 – WESTLAKE HIGH SCHOOL

### INFORMATION:

- Visit the Technology Competition website to familiarize yourself with the rules and guidelines for the competition.  
<http://www.fultonschools.org/en/divisions/acd/learnteach/Pages/Technology-Competition.aspx>
- The FAQ page will answer many of your questions and will be updated as needed.
- Re-visit the website frequently to update yourself of all changes.
- Read all emails regarding the Technology Competition and respond in a timely manner when requested.

### COMMUNICATION:

- Communicate the location is WESTLAKE HIGH SCHOOL
- Communicate with parents, teachers, and students to publicize the competition
- Distribute and collect signed parent consent forms provided by the committee
- Confirm attendance with students and their parents close to the date of the competition

### REGISTRATION

- **Register students online by January 12, 2018.** Please use the directions on page 2 as your guide.
- Adhere to the rules about number of projects permitted per school as well as number of projects per student, and number of students per team
- Be sure the student is registered in the correct category as categories will not be changed after registration closes
- Make sure that students participating in the **Individual Programming Challenge** (grades 7– 12 only) understand that they will have a different check-in and judging time from all other students.

### VOLUNTEERS

- Each participating school needs to provide the minimum of two volunteers per school.
- One volunteer acts as the liaison.
- One volunteer is needed to help on the day of the Technology Competition performing duties such as judge, room captain, hall monitor, welcome table etc.
- Each school must have one volunteer for the day of the competition. The liaison will be given information regarding how the volunteers will register.

### Online Registration Directions

**Project Name:** Last name of each student for the project (Please don't use cute names, just their last names.)

**School Name:** If for some reason your school name isn't listed, please contact MaryElizabeth Ward ([wardm@fultonschools.org](mailto:wardm@fultonschools.org)) IMMEDIATELY.

**Category:** Select the category that best fits the project

**Grades:** Each category is set up with defined grades. You will see all the students who were enrolled in your school as of January 8, 2018. If you don't see a student, please contact MaryElizabeth Ward via email immediately.

**Category Description:** this will populate when you select the category.

**Liaison Name/Email:** please contact Sue Fetherston ([fetherston@fultonschools.org](mailto:fetherston@fultonschools.org)) if this is not correct and she will update for your school.

**Student 1:** you will see all the students from your school that are in the specific grade grouping you have selected.

**Student 2:** you will see all the students from your school that are in the specific grade grouping you have selected.

If you have students working together who are in **different grades** other than those listed, Sue Fetherston must manually register the student in the lower grade. **Please register the student who is in the highest grade.**

**You MUST submit the name of the lower grade student to Sue Fetherston via email NO LATER THAN JANUARY 12, 2018.**