

Duties of a School Liaison for the Technology Competition **2017 – CENTENNIAL 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 a number 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 fashion when requested.

COMMUNICATION:

- Communicate the location is CENTENNIAL 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 11, 2017.** 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 Sue Fetherston (fetherston@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 9, 2017. If you don't see a student, please contact Maryelizabeth Ward via email immediately. Please provide their full name as it is listed in eSchool, grade, and school name.

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

Liaison Name/Email: please contact Sue Fetherston (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 will have to manually register the student in the lower grade. **Please register the student in the highest grade. You MUST submit the name of the lower grade student to Sue Fetherston via email NO LATER THAN JANUARY 11, 2017.**