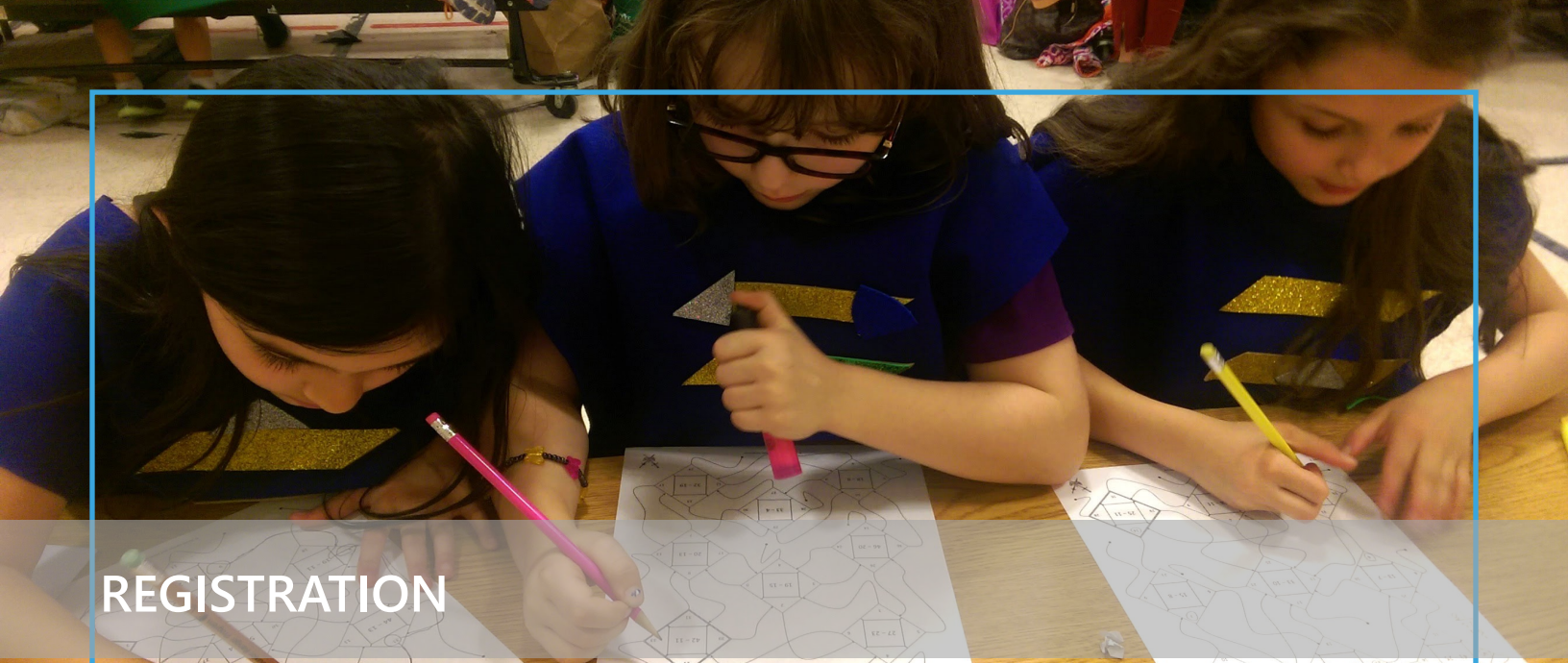


MATH ADVENTURE KIT

Registration

using paper
or 3rd party tools



REGISTRATION

This chapter gives more details for the person that will be handling registration duties for the event, using traditional paper sign-ups, or other 3rd party tools that may be available through their PTA or the web at large.

1. CREATE A SYSTEM FOR STUDENTS AND TEAMS TO REGISTER

Some parents will register their students as complete teams, while others will not have fully formed teams, and might register a partial teams. Yet others might register a single student, and ask you to create a team for them. So this will require some spreadsheet magic on your part!

Paper Forms. In the online resources, we've provided a template that you can use for the paper registration form. There are two variations, depending on whether the event is free or has a registration fee.

Customization. Either template requires a small amount of customization at the bottom (yellow highlighting). If you are charging a registration fee, please fill in the price information. Also, depending on whether your school offers financial aid scholarships, edit or remove that sentence, as appropriate.

In either case, fill in the registration deadline date.

Spreadsheet. As you receive paper registration forms, you will want to enter them into a spreadsheet. We have provided a sample to get you started, or to inspire your own.

Put each student on their own row, and make sure that all students who want to be on the same team list the same team name. Then, you can sort the spreadsheet by grade, then by team, and the students should automatically group together.

Students looking to join a team should leave the team name blank. When sorting, those students will group together too.

Online Forms. For online registration, the simplest – and often free – way to do this is by creating an online form. Your own PTA website may have this functionality, or you can use something like Google Forms to create one. Just make sure that the information you collect mirrors the paper form or spreadsheet exactly. Unlike the paper template, online forms usually make it hard to register more than one team member at a time, so make sure registrants enter a team name, so you can group them later.



REGISTRATION

One other convenience of online forms is that many providers will generate a spreadsheet for you automatically, so you won't need the one we provide as a template.

If you are using both paper and online registration, you may want to either transcribe the paper forms into the online system, or else copy both sources into a separate spreadsheet, like our template.

2. HELP PARENTS FIND AND USE THE REGISTRATION SYSTEM

Paper Form: We recommend making this available to your school community 6 weeks ahead of the event. You'll notice that it's got two pages – it's designed to be printed double-sided, so that information on the event is on one side, and the registration information can be filled out on the other. Make this available in your school's front office, and hand it out to students to take home.

Online Form: If you have a school website, PTSA website, or emails that go to the school community, add a link to the form there. If you need help writing the marketing copy (blurb), you can find pre-written notes in the Marketing Templates section of our website.

3. CREATE TEAMS OUT OF INDIVIDUAL STUDENTS AND PARTIAL TEAMS

The goal is that most teams have 4 students each, when they come to the event.

Working in teams is one of the most rewarding parts of this Math Night. But building a team in the early stages of planning for the event can be intimidating to some kids and parents who aren't sure who to include on their team. Here are some guidelines that should help.

- **Every team needs a coach.** In fact, younger grades (K-3) benefit from two coaches.
- **Teams at same grade level.** First off, it's very important that all kids on a team be at the same math level – puzzle packets will always be at the same level, so the kids doing them should be, too. While it's tempting to have siblings on the same team, this should only be done if those siblings are at the same math level or close in level.
- **Four kids to a team.** Each puzzle packet has four puzzle pages. If each team has four kids, each kid has one page to work on simultaneously, and an early finisher can help out someone else who might be having some trouble working out a problem. Then, the kids can put their pages together to see what solution or clue they've revealed after all their good work.
 - **Notes on teams of 3 and 5.** Sometimes, 4 isn't possible – either you can't find a 4th, or a kid drops out at the last second. Other times, you have one too many and end up with 5. This is okay! While we strongly encourage teams to be 4 kids – matching the 4 pages to each puzzle – 3 or 5 can work. Teams of 3 might require a bit more time to finish each of the puzzle packets, or their coach can solve the spare page. Teams of 5 will need to have two kids buddy up on a puzzle. These are solvable problems.



REGISTRATION

- **When in doubt, ask your teacher!** Teachers are a great resource for helping to build a team among classmates. If a parent and student are trying to figure out how to build a team, asking their teacher can be a big help.
- **Create an individuals list.** It helps to have Registration build a “Looking for a Team” list of individuals who haven’t found a team yet. You can then build teams from that list as more individuals come in.

Team creation can be tricky. If you expect to form teams from individuals and partial teams, make sure that your registration deadline is about 2 weeks prior to the event night. The deadline for fully-formed teams can be a little later.

4. MANAGE THE REGISTRATION LIST

As you get closer to registration night, there are invariably some changes that come up – a child drops out, someone begs to come in. You’ll need to make sure you have one person who tracks these changes in one place – so that there’s one list where the information lives, and one person that people know to contact with these changes.

5. FORMING TEAMS FROM INDIVIDUALS

As long as you have 3-5 individuals from a grade, forming teams is straight forward. Simply create one team per grade. You might need to nominate a team name for each new team, as teams formed from families that don’t know each other well often lack coordination to do that.

If you have 6 or more individuals from a grade, divide them into teams of 3 or 4 as necessary to fit them all in. Of course, each team still needs to enlist a coach, as well as a volunteer to help with the stations.

The trickiest scenario is when there are only 1 or 2 individuals from a grade. Here are some options:

Talk to an existing team of 4, and ask them to expand to 5. However, some teams may consider this unwelcome, as it reduces how much each member of the team gets to do.

Make a team of just 1 or 2, and give that team’s coach special instructions. This is really just an extreme version of the 3-person team. Coaches can use the QR code on each puzzle to peek at the answers, and fill out the pages that don’t have a student to do them.

If you have 1 or 2 students from each of several grades, you can ask the older ones to play down to the younger students’ level, so they can form a single team. This is not unreasonable for adjacent grades, but will seem drastic for grades that are more than one apart.



REGISTRATION

6. COMMUNICATE WITH TEAMS BEFORE THE EVENT

This communication takes several forms:

- Confirming the registration of a team once you've processed it
- Telling individuals what teams they're on
- Working with existing teams to see if they're okay having another individual on their team (if that situation arises)
- Working through payment issues as they arise (if applicable)
- Creating a list of email addresses that can be used by other committee members, particularly the volunteer coordination roles
- Reconciling too-similar or exactly the same team names, and reaching out for alternatives
- Letting teams know their table numbers before they arrive (you can assign these)
- Removing duplicate entries – sometimes two parents will register the same team
- Helping teams drum up both the coaches and the volunteer they need to provide

Keeping a clean list is critical – whoever does this role has to be dedicated to maintaining clean, fresh data that is always up-to-date.

7. CONVEY TEAM COUNTS TO PURCHASING, PRINTING

As soon as you have a firm idea of how many kids are coming, other roles need to know.

Tell Purchasing how many individual students, and how many teams to expect.

Tell Printing how many teams have been formed at each level.

8. ASSIGN TABLES

The sample registration spreadsheet mentioned above has a second page for table assignments.

Copy each team name in from the main registration page. Also list the precise puzzle level (grade and A/B) that team will be solving.

Sort this spreadsheet by team name. This achieves two things:

- It mixes up the teams, more or less randomly.
- It gives teams a way to arrange to sit near each other, by intentionally choosing alphabetically adjacent names.

For example, if teams of siblings want to play at adjacent tables, one team might name themselves “Masters of Math”, and their siblings could name themselves “Masters of Multiplication”, and those two names are almost certain to land next to each other when sorted. This is most often requested by parents, who want to be next to both kids.



REGISTRATION

Print out the table assignments several times.

- Four copies, one for each station's welcome/departure table volunteers
- Two or three copies, for the puzzle solving area, where arriving teams first check in

Consider reformatting the second group with a larger font, or even a larger paper size, so they can be posted on a wall and read from farther away.

Take one copy from the second group, and cut it into strips, by row. You will have a strip of paper for each table, listing both its number, and the name of the team sitting at it. Give these to the person in charge of the puzzle-solving area, so they can tape these to the tables while setting up.

9. AT THE EVENT

Have a point person available the night of the event, so that when teams arrive, they know where they're sitting. Each team needs a table, and so each table needs to have a table number on it. Each team therefore needs to know what their table number is.

The most efficient way to help each team find their assigned table is to avoid a check-in table, which often gets long lines. Instead, post copies of the table assignments at the doors where people enter.

Warning: Emphasize that teams should not show up early, because kids get bored and restless if they have to wait too long. However, there are always a couple of teams that arrive earlier than you expect. Make sure tables are labeled, and the table assignment lists are posted, earlier in the setup, so that those early teams can find their own table to settle in.

The one scenario where an in-person check-in process makes sense is if you need to take payments. We don't recommend giving them their first puzzle when they arrive – the temptation to dig right in is just too great!

When the time is right to hand out first puzzles, it helps to have them pre-arranged by table number, and for the tables to be numbered in an easy to follow order.

10. COMMUNICATIONS

The kit resources include templates for emails to send out. The following situations are covered...

- Telling marketing when registration is open
- Confirming that you have received and processed a paper registration
- Notifying a newly formed team of their membership
- Reminding all teams that the event date is approaching, when to come, and what to bring
- Conveying to the purchaser role how many teams are coming
- Informing the printer role how many teams by level are coming
- Telling the volunteer coordinator the names of parent volunteers

REGISTRATION

Note that there is no template confirming online registration. Many online form solutions have an auto-confirmation option. If yours doesn't, consider re-using the paper registration confirmation.

Make sure you know who else in your organizing committee oversees purchasing, printing, and volunteer coordination. Those people are simply identified by their roles in the following checklist.

Following is a complete list of online resources, which can be found on our website.

- Templates for paper registration
 - Free and paid event tickets
- Templates for spreadsheet
 - Registration
 - Table assignments
 - Team counts
- Templates for email communications

EVENT MILESTONE CHECKLIST

Here's a recap of the various tasks for the Registration role, and when they need to happen:

Task	Timeline	Completed?
Create an online registration form, or customize the paper templates	1-2 months before	
Let Marketing know when registration is open, as well as the registration's deadline	1-2 months before	
Form teams from individual registrants	2 weeks before	
Email to newly formed teams	2 weeks before	
Email to all teams: preparing for event	2 weeks before	
Team counts to Purchasing	2 weeks before	
Volunteer names to Volunteer Coordinator	1-2 weeks before	
Team counts by level to Printing	1+ weeks before	
Print out seating team lists for Station Leads	1 day before	
Print out table assignments for Check-in	1 day before	

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