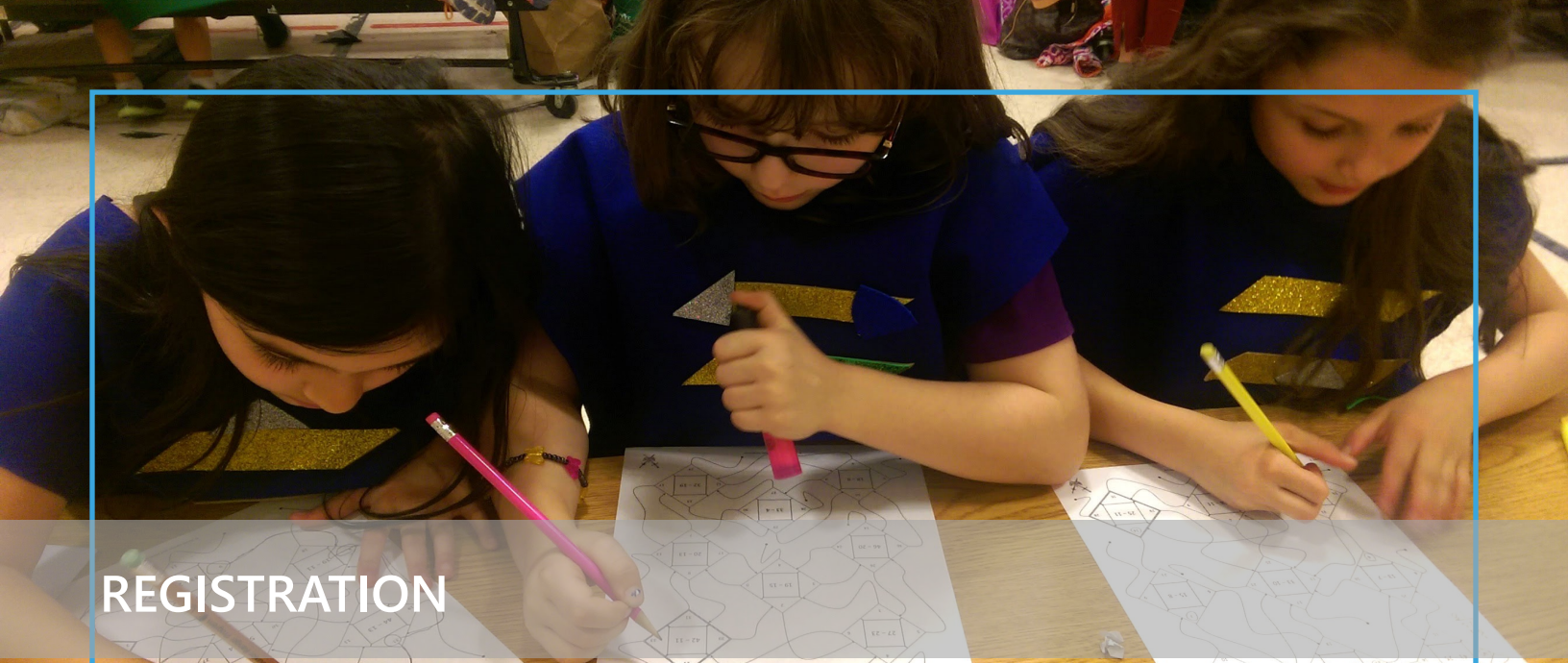


MATH ADVENTURE KIT

Registration
(using the web tool)



REGISTRATION

This chapter gives more details for the person that will be handling registration duties for the event, using the free register.mathadventure.org web service. If you intend to use paper forms, or an alternative web service, please refer instead to the general Registration document.

1. CREATE THE REGISTRATION PAGE FOR YOUR EVENT

Contact info@mathadventure.org to have a dedicated page created. You will need the following information:

- The name and email address of the registrar who will be managing the list.
- The date, time, and location of the adventure.
- Whether you will accept free agents – students who don't have a team, and are asking for your help to find one.
- Text for a confirmation email, to send to each team that registers. This text can use smart tokens to inject team details into the email. If unset, the default confirmation email reads:

Thank you for registering (#student_names) for Math Adventure at (#school_name). We look forward to seeing you on (#event_date). To edit your team's info go to (#team_url).

Once created, a dedicated URL will be provided, that you may distribute to your community, where teams can register.

A second admin URL will be provided to the registrar, to log in and manage the list.

2. HELP PARENTS FIND AND USE THE REGISTRATION SYSTEM

If you have a school website, PTSA website, or emails that go to the school community, add a link to the web registration 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.



REGISTRATION

3. TEAM COMPOSITION GUIDELINES

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. The web form allows any number of parents to be tagged as coaches.

Every team needs to provide an actor. Math Adventures are volunteer intensive. As a rule, an event needs as many parents to act and staff the stations as there are teams. As such, it is expedient to ask each team to nominate one actor. This must be a different person than the coach.

Teams at the 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 a single 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 students 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 a kid drops out at the last second, or it was hard to find a 4th member. Other times, you have one too many and end up with 5. This is okay! While we strongly encourage teams to be 4 kids – there are 4 pages to each puzzle – 3 or 5 can work. Teams of 3 might find that they require a bit more time to finish each of the puzzle packets. Teams of 5 will need to have two kids buddy up on a puzzle. These are solvable problems.

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.

Free agents. The web form provides an option: This student is a "free agent", looking for a team. Checking this puts the student in a special bucket that the registrar can later reference. Four free agents can form a whole new team. Or the registrar can help an existing partial team round out their ranks by adopting free agents.

Make sure that your registration deadline is about 2 weeks prior to the event night, so that you have time to create teams from the partial registrations and free agents. Team creation can be tricky.



REGISTRATION

4. PARENT-CREATED TEAMS

The easiest case for the registrar is if students register in groups of 4 from the beginning. However, even this route is often cluttered by changes.

- **Team edits.** The web form confirmation offers an edit link, where teams can go back and modify their registration. This can be used by parents who only initially know half of their team, and then track down more members after they registered. They can either edit the entry themselves, or they can send the edit link to other parents to add their children. Similarly, a team who learns that an original member won't be available can update their entry by dropping that student, or by replacing them.
- **Duplicate entries.** It is not uncommon for multiple parents on the same team to register the same group of kids. The team list will then contain duplicates, which need to be cleaned up. The admin web page includes tools to find and remove duplicate entries. Teams that really are duplicates can be merged. Teams that only collided by picking the same names can be renamed.
- **Double-listed students.** Sometimes one student ends up listed on two teams. Most commonly, this is because they initially registered themselves as a free agent, and then later found a team on their own. The admin web page includes tools to spot these cases too.
- **Double-committed parents.** Parents often have more than one child participating in an adventure. They may list themselves on each team entry, so that they receive email communications. However, one parent should not commit to being the coach or actor for more than one team, because that would require them to be in two places at once. The admin web page includes tools to spot these cases too, and clean them up.

5. CREATE TEAMS OUT OF INDIVIDUAL STUDENTS AND PARTIAL TEAMS

Parents may register partial teams (with 1-3), or they may single students as free agents who are looking for a team. The distinction between a team of 1 and a free agent is that a team of 1 is presumably not asking for help finding a team – they are just an incomplete registration, and the parent is still rounding up more members.

However, as the event draws near, the registrar will want to take charge, and finalize the team list. The goal is that most teams have 4 students each, when they come to the event. To that end, a couple of partial teams can be merged into one full team. A partial team may also “adopt” from the pool of free agents. Or a new team can be created from all free agents. These tools are available to the registrar via the admin web page.

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.



REGISTRATION

6. TIPS FOR ODD NUMBERS

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.

7. COMMUNICATE WITH TEAMS BEFORE THE EVENT

The registrar is responsible for communicating with teams, leading up to the event. This is generally done by email. Topics include:

- Automatic confirmations when each team registers
- Questions to teams with incomplete registration
- Updating teams when the registrar has made changes
- Putting out a call for additional volunteers
- Reminding all teams that the event date is approaching, when to come, and what to bring

For any emails to teams, the admin web page includes an email tool. You may send to a specific team, or to all teams, to all coaches or actors. The site's email composer supports special #hashtags, which expand into the relevant information for each team. The tool includes help with these. The templates in this kit use these #hashtags.

See the [web email templates](#) in the kit for specific examples.

8. 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.



REGISTRATION

9. TABLE ASSIGNMENTS

The admin web page will automatically generate table numbers at print time. It uses a simple rule: teams are numbered alphabetically by team name. This has two advantages:

- a) It mixes up the teams, more or less randomly.
- b) Teams that need to sit together can control their own seating by intentionally choosing names that will be alphabetically consecutive.
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.

Print out the table assignments several times.

- Four copies: one for each story station’s welcome/departure table volunteers.
- Two or three copies: for the puzzle solving area, where arriving teams first check in.
If your printer has the option to print on large-format paper (such as 11”x17” ledger), do this to get a larger type. That way, when posted on doors, it’s easier to see.
- One copy to be used as table labels. After printing, cut into strips by row.
Give these to the person in charge of the puzzle-solving area during the event. Taping them to each team’s table is a very simple way to make team table labels.

10. AT THE EVENT

If your event has an entry fee you want to collect at the event, you may need a team check-in table. However, if this can be avoided, you will find it MUCH simpler and more efficient to simply post table assignments at each entry to the solving area, and then again on the tables themselves. Arriving teams can then go directly to their tables.

Warning: Emphasize in pre-event communications that teams should NOT show up early. 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. As such, we strongly encourage the first task when setting up before the event be to arrange and label tables, and post table assignment lists. That way, at least early arrivers have a place to go.

When the time comes to hand out each team’s first puzzle, it helps to have them pre-arranged by table number, and for the tables to be numbered in an easy to follow order in the room.

Most commonly in the school cafeteria, where each team gets their own table for 6 or so people — enough for all team members plus any coaches.

REGISTRATION

11. EVENT MILESTONE CHECKLIST

Following is a recap of the various tasks of the Registration roll, and when they need to happen...

Task	Time line	<input checked="" type="checkbox"/> Completed
Create an online registration form, or customize the paper templates	1-2 months before	<input type="checkbox"/>
Let Marketing know when registration is open, as well as the registration's deadline	1-2 months before	<input type="checkbox"/>
Form teams from individual registrants	2 weeks before	<input type="checkbox"/>
Email to newly formed teams	2 weeks before	<input type="checkbox"/>
Email to all teams: preparing for event	2 weeks before	<input type="checkbox"/>
Team counts to Purchasing	2 weeks before	<input type="checkbox"/>
Volunteer names to Volunteer coordinator	1-2 weeks before	<input type="checkbox"/>
Team counts by level to Printing	1 (or more) weeks before	<input type="checkbox"/>
Print out seating team lists for Station leads	1 day before	<input type="checkbox"/>
Print out table assignment for Check-in	1 day before	<input type="checkbox"/>

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