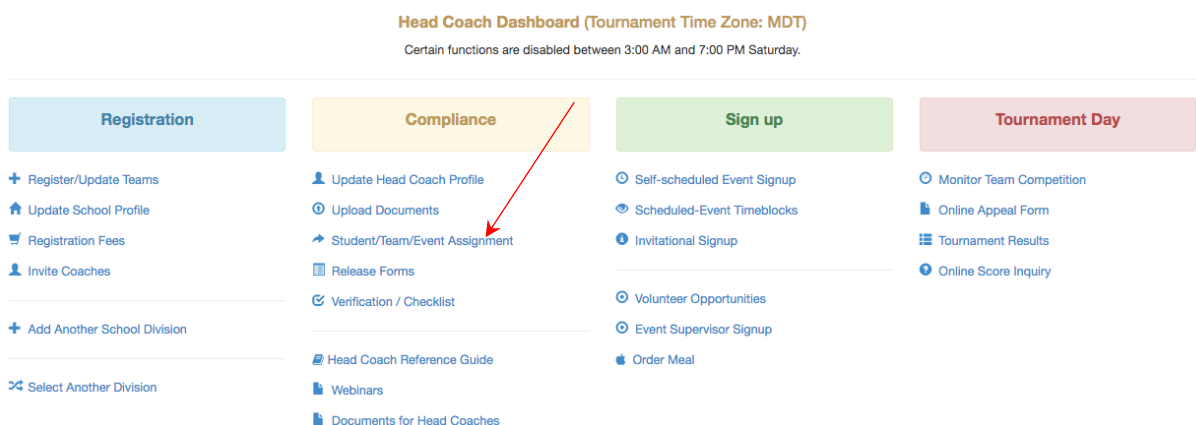


Scilympiad Instructions for Coaches (revised Feb. 16, 2023)

1. Begin Scilympiad with <https://scilympiad.com/mt>
2. If you already have a Scilympiad account, skip to step 4, if not create an account as a coach.
3. After creating an account, you must register your school team (s) at <https://scilympiad.com/mt/Reg/AddSchool>
4. Once you have a coach account and a team created, click on the Head Coach Dashboard at the top



5. In the Head Coach Dashboard, under “Registration” you can also register teams or add additional coaches if necessary.
6. Under “Compliance,” please click on Students/Team/Event Assignment, which will enable you to add students to your teams and then assign students to events. This step is critical in helping us plan logistics, however we know that the names of students in events may change before the event date and this is fine. Adding students to events that you intend to participate in will allow us to see how many students to expect in each event.



7. Now WE at the Science Olympiad state office will attach your team number(s) within 24 hours.
8. In the Student/Team/Event Assignment tab, first click on Add A Student to add your students one-by-one to your school.
9. Then after adding all students, return to Student/Team/Event Assignment tab, and assign Students to Teams.
10. Next, distribute Students to Events

Student/Team/Event Assignment

[Add a student](#)
[Import Students](#)
[Students to Teams](#)
[Students to Events](#)
[Event Schedules](#)
[Principal Certification](#)
[Signed Releases](#)
[Head Coach Dashboard](#)

Follow the order of the buttons above to complete all the necessary steps. Make sure to click Save changes at the bottom if you enter names manually or delete. Grades must be numbers only. Take a moment to read additional instructions at the bottom.

Student Pool - shared across tournaments

#	Last Name	First Name	Grade	Login Id	Alternate	Release Submitted	Registered
Delete	L1	1	6	103VB5	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L10	10	8	103VBJ	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L11	11	8	103VB7	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L12	12	8	103VB8	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L13	13	8	103VB9	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L14	14	8	103VBA	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L15	15	8	103VBB	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L2	2	6	103VB6	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L21	11	6	103VGX	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L22	22	6	103VGY	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L23	23	6	103VGZ	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L24	24	7	103VHD	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	I25	25	7	103VH1	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L3	3	7	103VBC	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>
Delete	L4	4	7	103VBD	Reset PW	<input type="checkbox"/>	<input type="checkbox"/>

[Preview changes](#)
[Save changes](#)
[Cancel changes](#)