**Colorado Science Olympiad**

**Final Coach Checklist**

**Before competition day, please verify that you have completed the following steps on the Scilympiad website.**

\_\_\_\_\_ Head Coach Dashboard 🡪 Student/Team/Event Assignment

All student names, grades, Login ID, alternate status, and release form status has been

completed. **(Please follow the instructions at the bottom of the page to properly add your**

**students)**

\_\_\_\_\_ Head Coach Dashboard 🡪Scheduled-Event Timeblocks>Event Signup

Every event that you intend to participate has been selected – this includes self-scheduled

Build events **AND regular, scheduled events**.

\_\_\_\_\_ Head Coach Dashboard 🡪 Student/Team/Event Assignment🡪 Students to Teams.

All students have been assigned to a team, *even if you only have one team*.

\_\_\_\_\_ Head Coach Dashboard 🡪 Student/Team/Event Assignment 🡪 Students to Events.

All students have been assigned to the event they plan to participate in. *This can be changed at any time but needs to be completed by the day-of.*

\_\_\_\_\_ Head Coach Dashboard 🡪 Student/Team/Event Assignment 🡪 Principal Certification.

After all students have been typed into the roster and assigned a team, a Principal Certification

form can be auto-populated for you to have signed by the principal. **Please print this**

**document and bring it with you on the tournament day.**

\_\_\_\_\_ Head Coach Dashboard 🡪 Student/Team/Event Assignment 🡪 Student Event Schedules.

This will generate a list of all students and their individual schedules, so long as they have been assigned to teams/events in previous steps.

\_\_\_\_\_ Head Coach Dashboard 🡪 Release Forms.

This link should have been emailed to all non-minors participants to verify that they themselves have signed, or this link has been emailed to parents to sign for their minor participants.

\_\_\_\_\_ Head Coach Dashboard 🡪 Verification/Checklist 🡪 Releases.

All individuals who have signed the release form from the link above will be listed here. Use this list to assign the proper release form status in the Head Coach Dashboard 🡪

Student/Team/Event Assignment list.