

2023 Convention Instructions in a PDF for easy printing.

Before you begin:

A. Collect the following information for each attendee.

[Use this Excel document to record the information and send it to the National Office.](#)

For members:

1. Name (they must be registered as a member or associate in your chapter),
2. T-shirt size (XS, S, M, L, XL, XXL),
3. Level (Mu, Alpha, or Theta)

For sponsors & chaperones:

1. Name
2. Summer email that will be regularly checked. You will need to change this in the dashboard as well if your currently listed email is not one that will be checked during the summer.
3. Cell phone number. *All sponsor/chaperone attendees will receive text messages from us throughout the convention. Make sure your sponsors/chaperones are aware of this.* **At least one sponsor from each school MUST join the Remind text app. Text to 81010, @maonats22.**
4. T-shirt size (XS, S, M, L, XL, XXL)
5. Sponsor type (sponsor or chaperone)
6. If chaperone, does this person have any math-related background or skills?

You will also need to know:

1. Who will be your student delegate?
2. Which student from each level will participate in Chalk Talk? (optional)
3. Rooming assignments for the students
4. Rooming assignments for the sponsors

Convention Documents button: Includes the convention packet, all forms you'll need for the convention, and the additional testing form that you need to mail with your other paperwork to the National Office.

C. Click on **Student Registration** and add the students who are attending from your school. You can only progress through the tabs if you've completed the information in the previous tab. Student registration and sponsor registration should be easy to navigate if you have the above information. You cannot go back to change entries once you click on "Checkout". When you're adding your students, the pop-up box will have a check box for "registering with a different school". Check this only if you will not be taking your student(s) to the convention and they'll be attending with another school and sponsor. **The member's sponsor must register them. You cannot register a member from a different chapter.

D. When finished, click on **Sponsor Registration**. This is where you can also add chaperones.

E. Adult Rooming List tab:

1. For 2023, adults may be in a single room or double room with another adult. Room

assignments will be based on the gender of the dorm floor per the University of Arkansas. The fee is \$550.00 per single or double is for Adults only!

F. Kids Rooming List tab (4-student and 3-student rooms ARE NOT AVAILABLE):

1. Whatever arrangement you choose on this page, will be \$550/student unless the student reserves a single room.
2. Do not use your browser's back button if you are in the middle of making selections. Your work will be lost. Select the student's name from the drop-down.
3. For 2023, put 2 students in a room until the last few. So for example, if you have 9 students, place 2 kids/room and then 1 kid/room. Then registration is $9 * \$550 = \4950 . This is merely registering students **this year**. If you indicate a student wants a single room there is an additional fee for that student.
4. Once you've added your members to their "rooms" click "add room" to add the room. Click "delete room" if you've made a mistake and need to delete a room. Once you've added all members, click "add room" on the final room and then click on "preview". Please make sure your entries are correct here. You'll have to delete all rooms and start over if you need to make changes once you've clicked on "submit" in this pop-up screen.

G. Test Registration tab:

Answer:

1. Will your school have a Hustle team?
2. Will your school participate in the poster competition?
3. Select the correct number of tests for your members for each of the three rounds. The number of tests must match the number of members attending the convention.
4. You must fill in all of these forms before the program will allow you to move forward.

H. Chalk Talk tab

If applicable, select one student from each level to participate in Chalk Talk. If you don't have any students participating, click "submit" to move to the next tab.

I. Transportation tab

Fill in the appropriate transportation info for travel to the convention and back home. The number of people you provide transportation info for must match your total attendee count.

J. Sponsor Jobs tab

Please sign up for the jobs that most interest you and your sponsors/chaperones. We will make every effort to accommodate requests, but please know you may be assigned to jobs you didn't choose. Sponsors signing up as Chalk Talk judges must select which division(s) they would be comfortable judging.

K. Check Out

Only click on this button once you're completely sure everything is correct. You cannot go back once you've clicked on this button. You have the option to pay by credit card for a 3% fee if you need to. Otherwise, complete the checkout process as you normally would and submit your order.

