

Checklist for registration and competition at Regionals (and required for participation in any invitationals)

- ☐ 1. **Head coach***, or school-based advisor sign up at [Scilympiad.com/wa](https://scilympiad.com/wa); add your team(s), complete school profile, select regional, and update team names.
- ☐ 2. Make payments for the number of teams registered for the regional on Scilympiad. Payment can be by Paypal (preferred), PO or check.
 - If using PO, print the Invoice from the Scilympiad coach dashboard, and share the Invoice with the school accounting department to initiate PO. Email copy of the PO to Statedirector@washingtonscienceolympiad.com. Contact the State Director if any update to Invoice is needed.
 - When sending a check, please add PO# or school name to help us identify which school to credit the payment.
 - If paying by check directly, mail to our Treasurer using the address posted on [Scilympiad.com/wa/reg](https://scilympiad.com/wa/reg) - make sure you label the school on the envelope or the check so we can match the check to your school.
- ☐ 3. For teams with 3 years and longer participation, the school must recruit volunteers (2*N minimum where N = total teams registered for the school) and ask volunteers to fill out the General volunteer form at <https://washingtonscienceolympiad.com/volunteer>. By signing up, volunteers agree to spending the majority of the tournament day to help at an assigned event at regional.
- ☐ **Regional placement will be finalized based on the order of when teams completed Steps 1-3 (or steps 1 & 2 for new teams). Only after completing these steps are teams officially registered.** We have had challenges in NW regional to accommodate everyone. In the extreme scenarios where a regional tournament is full, teams may be put on waitlist or assigned to a tournament outside their geographic region.
- ☐ Prior to regional competition, the Regional tournament director will contact the team to confirm team volunteer assignments. The **head coach*** will need to complete required forms by the hosting site, including roster lists that require the signature of the school's principal.

* The head coach is the one person who is responsible for the entire school's participation and adherence to WSO policy. In most cases, this is a faculty member with a school email account. In cases where a parent coach is approved by the principal as the head coach, we require the head coach to be the single point of contact for the entire school for tournament communication, with a unique email address that only the head coach can access. It has to be an adult who is 21 years or older.