## **Important Timelines**

### Now- Jan 15

Determine date(s) and time(s).

Reserve the space at school.

Determine if the tournament is exclusive for your students or open to other students in your area.

Register your school to host MCT.
Once you registered, you will receive a registration link specific to your location.

### Jan 16 - Mar 15

Inform your students/parents that registration period is Jan 22 - Mar 15.

Promote the tournament to your students/parents and teachers at school.

Prepare newsletter's announcement, PeachJar flyers, and posters around the school.

### Mar 19 - 26

Receive the final count and a list of all students participating at your school/center location and the volunteer list.

Recruit proctors and check-in volunteers for the event.

Send parents an email containing details schedule & expectations, and MCT Guidelines for Participants (about 1-2 weeks before your tournament date).

## April 5 - 15

Receive and check your tournament packet in early April (about 4-5 days) prior to your tournament date.

Sending event reminder to parents (about 1-3 days prior to the tournament date).

Send Volunteer document to your volunteers. Conduct a short meeting with your volunteers to go over their roles for the tournament.

Prepare final detail schedule for the tournament, seating chart, etc.

#### After the tournament

# The day of or a day after the tournament

Scan students answer sheets (organized by level) and turn them to pdf files. Send files to info@EllipsisAcademy.com for process.

Send a brief email to parents - (1) what's next or what to expect next, (2) thank your volunteers.

## After April 23

Distribute test questions and answer sheets to students (i.e. set a pick up spot after school)

Schools/PTA/PTSA will receive the GIVEBACK program check from Ellipsis Academy.

## May 10 - 17

May 10, 2024 - Results will be posted at our website

May 10 - 17, 2024: Awards will be shipped/dropped off to each school/center.

## After May 17

Distribute awards to students (award ceremony, school assembly, etc.)