

TOURNAMENT GUIDE FOR TEAMS



Contents

Destination Imagination	2
Introduction: What is a Tournament Guide?	3
Who's Who on an Appraisal Team	5
The Challenge Master	5
Head Appraiser	5
Appraiser	5
The Prep Appraiser	5
The Prep Area Appraiser (Only for some in-person events)	6
The Team Challenge Appraiser	6
The Instant Challenge Appraiser	6
Support Officials at In-Person Events	6
Scoring	7
Objective and Subjective Scores	7
Awarding Points for Teamwork	8
Appraisers may use the following when evaluating for teamwork:	8
Awarding Points for Creativity of a Solution or Video Presentation	9
Awarding Points for the Creative Use of Materials	10
Awarding Points for Integration	11
Awarding Points for Risk (Instant Challenge Only)	12
Team Challenge Raw Scores	13
How does the Team Challenge scoring process work?	13
What do the Raw Scores tell us?	13
Ties	13
Awards and Advancing	14
Awards	14
Advancing to the Next Tournament Level	14
Planning Ahead	14
After the Tournament	15
Looking Back	15
Looking Ahead:	15
A Guide to the Resource Area	16
Team Challenge	16
Accessing the Resource Area	16
Accessing Your Team's Required Forms	18
Completing the Tournament Data Form	19
Completing the Expense Report	25
Completing the Prep Checklist	29
Submitting Your Team's Information to the Tournament	35
The Resource Area Messaging System	36
The Prep Process	40
Scoring and Beyond	40
Virtual Instant Challenge	41
In-Person Instant Challenge	46

Destination Imagination

Our Vision: To inspire and equip participants to achieve anything they can imagine in life.

Our Mission: To engage participants in project-based challenges that are designed to build confidence and develop extraordinary creativity, critical thinking, communication, and teamwork skills.

The Destination Imagination Challenge Experience is a fun, hands-on system of learning that fosters students' creativity, courage, and curiosity through open-ended academic Challenges in the fields of STEM (science, technology, engineering, and mathematics), fine arts, and service learning. Our participants learn patience, flexibility, persistence, ethics, respect for others and their ideas, and the collaborative problem-solving process. Teams may showcase their solutions during a tournament.

The Creative Process: Destination Imagination participants experience these components of the creative process while solving our Challenges:

Recognize

- Becoming aware of the Challenge
- Gaining an in-depth understanding of the Challenge

Imagine

- Generating ideas with team members
- Focusing on promising ideas
- Creating a project timeline

Collaborate & Initiate

- Researching, exploring, and experimenting
- Committing to options; building and completing all requirements

Assess

- Assessing progress; reworking or reimagining ideas
- Practicing presenting the solution

Evaluate & Celebrate

- Presenting during a tournament
- Reflecting on and celebrating the experience

Introduction: What is a Tournament Guide?

This Tournament Guide for Teams is for you! It tells you what to expect during your tournament. Inside this guide, you will find information that includes details about virtual tournaments and in-person events, as well as tips from teams and Team Managers on how to have a great tournament experience. We hope you have a great tournament!

Here are the most important things to know about your tournament:

1. **The Tournament Team wants it to be a great experience for you!** Everyone has worked very hard to set up your tournament so that you can have a great experience filled with fun and creativity. Sometimes things don't go as well as we would like, but we want you to know that your Tournament Team is doing the very best job it can. Who is your Tournament Team? It's the Tournament Directors, Challenge Masters, Appraisers, your Team Managers, and your parents - all the people who are working together to give your team a great, creative tournament during which you can show off your Challenge solution!
2. **We want to award your team points!** The Appraisal Teams are going to work very hard to make sure that your team receives every possible point you've earned. They aren't trying to find ways to deduct points from your score. They want to give all teams lots of points, but they need to be fair to everyone, and that means they can't give you points you didn't earn.
3. **We want to keep you safe!** The Tournament Team has done its best to ensure that your team stays safe during the tournament. This may mean that your tournament will be held virtually, or it may mean that your tournament will include an in-person event with enhanced health and safety precautions. In either case, the decision about the tournament format was made with everyone's health and safety in mind. Regardless of the format of your tournament, the Appraisal Team is excited to see all the hard work your team has put into your solutions this season!
4. **Every tournament experience is different!** Your Tournament Director will be able to answer many of your questions about tournament procedure. Some tournaments may involve in-person events. If your tournament includes an in-person event, you should find out from your Tournament Director if your site has any restrictions that might affect your Presentation. For example, some sites do not allow helium balloons, some sites do not allow lights to be dimmed or turned off, and some sites have a 'zero tolerance' ban on all types of weapons, even toy weapons, which you might be using in your solution. You should contact your Regional Director, Affiliate Director, or Tournament Director if you have any questions about special rules at your tournament site.

Some Terms You Should Know:

Team Challenge: The Team Challenge (except for the Improvisational Challenge) has two parts. The first part is the **Central Challenge** that your team has been working on for the past several months, and the second part is the **Team Choice Elements**. You will submit your Team Challenge solution to the tournament in the form of a Video Presentation.

Central Challenge: When you see the term “Central Challenge,” this means the Challenge-specific portions of the Team Challenges:

Technical Challenge: The Next Level

Scientific Challenge: In Theory

Fine Arts Challenge: Epic Remix

Improvisational Challenge: Case Closed

Engineering Challenge: Built to Last

Service Learning: Project Podcast

Early Learning Rising Stars®: Critter’s Big Adventure

Team Choice Elements: Team Choice Elements are two creations that your team chooses to include in your Team Challenge Video Presentation. There are two Team Choice Elements in all Team Challenges except the Improvisational Challenge, which has none. The two Team Choice Elements can be anything your team chooses that is not already being scored in the Central Challenge.

Instant Challenge: During the tournament, your team will also solve a Challenge in a short amount of time. We call this type of Challenge an “Instant Challenge.” For virtual tournaments, Instant Challenge will be presented virtually. See Section XII of Rules of the Road for more information about virtual Instant Challenges. Tournaments that include an in-person event may be presenting Instant Challenge in person at the event. See Section XIII of Rules of the Road for more information about in-person Instant Challenge. For in-person Instant Challenges, your family and supporters may NOT watch this part of the tournament, but one Team Manager may go into the Instant Challenge room and watch, if your team wants.

For a glossary of Destination Imagination terms, see Section XVIII of Rules of the Road.

Who's Who on an Appraisal Team

This is an introduction to the different types of volunteers who make up an Appraisal Team during your tournament. Some will be appraising your solution and others may be filling different, but no less important, roles.

Appraisers and the Appraisal Team: Just like you, Appraisers work in teams. Your Destination Imagination Appraisal Team is made up of the volunteers who review your team's solution. Some may assist your team with any submission issues, while others will watch and evaluate your solution. Some people might call this team a "panel of judges," but we think they are more than judges. They are a caring team of people who have volunteered to work together to make sure your team has a great tournament experience. Each member of the Appraisal Team has a special job to do, and they have been trained to do it well.

The Challenge Master

A **Destination Imagination Challenge Master** is the top official for your Team Challenge or Instant Challenge during your tournament. The Challenge Master is the person who trains and oversees all the Appraisal Teams for a specific Challenge during the tournament. So, the Challenge Master for your Team Challenge or Instant Challenge is the top expert in your Challenge.

Head Appraiser

A **Head Appraiser** supervises one specific Appraisal Team. The Head Appraiser is trained by the Challenge Master. It is the Head Appraiser's job to help the tournament run smoothly by supporting the Appraisal Team and facilitating communication between the Appraisers and your team.

- For example, if your tournament has more than one Appraisal Team for the Fine Arts Challenge, the Challenge Master oversees all of the Fine Arts Appraisal Teams, but each Appraisal Team would have a Head Appraiser who makes sure that the specific Appraisal Team is doing its job.

Either the Head Appraiser or the Challenge Master will send your Team Challenge Raw Scores to the Team Manager of record through the Resource Area. For virtual tournaments, your Team Manager may use the messaging system in the Resource Area to ask any questions your team has about your Raw Scores. At an in-person event, one team representative and the Team Manager may have the opportunity to meet with the Head Appraiser or Challenge Master to discuss your Team Challenge Raw Scores.

Appraiser

An **Appraiser** is a person who evaluates one or more parts of your team's solution. There are several different appraising "roles" or jobs during a tournament.

The Prep Appraiser

The **Prep Appraiser** is a person who reviews your team's submission in the Resource Area to ensure that your team has completed all necessary information and helps your team to resolve any issues. Once your team's submission has been reviewed and approved, the Prep Appraiser will move your team's submission into the scoring phase of the tournament.

The Prep Area Appraiser (Only for some in-person events)

If your in-person event is using a **Prep Area Appraiser**, they will:

1. Greet your team and Team Manager(s).
2. Check all items your team brings to the event for safety issues.
3. Tell you about the Presentation Site and the Appraisal Team.
4. Answer any questions you have and take care of you until it is time for you to present.

The Team Challenge Appraiser

The **Team Challenge Appraiser** evaluates some of the required elements in your team's Challenge, including the Team Choice Elements. Usually there are at least three Appraisers doing this job. Team Challenge Appraisers will also read your Tournament Data Form, review your Expense Report as necessary, and view your Q&A Video, if your team chose to submit one. In the Q&A Video, be sure to highlight the things of which you are proudest.

The Instant Challenge Appraiser

Each Instant Challenge Appraisal Team will have two or three **Instant Challenge Appraisers**. The Appraisers will score your team based on how well you solve your Instant Challenge. Virtual Instant Challenge Appraisers will view your Instant Challenge video solution, read your team's answers to the questions for the specific Instant Challenge you solve, and view your Material Display Video, if applicable. In-person Instant Challenge Appraisers will watch your team plan and solve the Instant Challenge in the Instant Challenge room. All scoring Instant Challenge Appraisers will evaluate your team's Instant Challenge solution.

Support Officials at In-Person Events

A **Destination Imagination support official** is a person who is part of the Appraisal Team but who does not evaluate any part of your team's solution. Support officials include the Doorkeeper, Timekeeper, and Announcer. Sometimes these jobs are combined.

1. The **Doorkeeper** is a person who makes sure that the door to your Presentation Site stays shut while your team is presenting, if you have a site that requires a closed door.
2. The **Timekeeper** is the person who times your Presentation, if a time limit is specified for your in-person event.
3. The **Announcer** is the person who introduces your team. Usually the roles of Timekeeper and Announcer are combined and one person completes all the tasks involved in these roles.

Scoring

Objective and Subjective Scores

In **Destination Imagination**, there are two kinds of scores, **objective and subjective**.

- ★ **Objective scores** have to do with whether or not your solution accomplishes certain tasks or includes certain elements. Some examples of this include earning points for the number of balls that make it through a course, whether a light turns on, or whether the team's Video Presentation includes a required song.
- ★ **Subjective scores** are based on the **opinion** of the Appraiser. Examples of this type of score include earning points for innovation, the creativity of a song, or how well your team works together.

Subjective Scoring:

Think of a time when you thought you deserved an 'A' on a story or essay you wrote, but your teacher only gave it a 'B.' Or think of a song you really like and your friend doesn't. Or a new food you tried that your parents think is great, but you think is terrible. It doesn't mean that the story or essay or song or food was "good" or "bad." **It just means that you have different opinions about it.** Sometimes you appreciate or like things that another person doesn't.

This is how it works when Appraisers subjectively score your solution. Some Appraisers will give you lots of points for some things, and other Appraisers won't. Some Appraisers will be very interested in some part of your solution, and other Appraisers will be more interested in another part. It doesn't mean that those parts of your solution were "good" or "bad"; it just means that each Appraiser had a different opinion when deciding how many points to award your team.

That is why your team cannot appeal a subjective score. You might like a certain song, but that won't make your friend like it, and just because your parents like a certain food, it won't make you like that food. So that means that if you think the Appraisers didn't give your team enough points for the creativity of something, you will have to show good sportsmanship and accept the score. It helps to remember that the Appraisers will score all teams in your competition level and Challenge in the same way.

Since many of the scores in your Challenge are subjective, your team has probably been wondering how the Appraisers will know how many points to award your team in each scoring area.

We have provided the Appraisers with some ideas of things they might look for when evaluating subjective items. However, not all Appraisers will use these ideas. Many Appraisers have their own ideas of how to determine how many points to award you.

On the next pages are some lists we have given Appraisers to help them evaluate some subjective parts of team solutions. Remember that not all Appraisers will use these lists.

Awarding Points for Teamwork

Teamwork is very important in Destination Imagination. In some Challenges, Appraisers watch your team and evaluate how well you work together. In every Instant Challenge, your team receives a score for teamwork. When observing teamwork, here are some qualities Appraisers might look for:

1. Cooperative Spirit:
 - Positive attitudes and reinforcement of all team members
 - Absence of negativity
2. Team-Identified Roles:
 - Tasks may be divided equally among the team
 - A leader's role is identified immediately or at some point in time
 - Roles may have been pre-assigned prior to arrival at Presentation Site
3. Acceptance of Ideas of Others:
 - Sharing of ideas
 - Acceptance of ideas without personal ownership
4. Diversity of Ideas:
 - Numerous ideas
 - Ideas discarded and/or implemented
5. Ability to work through disagreements in a constructive rather than destructive manner
6. Ability to work on a solution together utilizing the combined skills of all team members
7. Ability to come to consensus for the purpose of solving a problem

Appraisers may use the following when evaluating for teamwork:

Cooperation: Team members cooperate and collaborate. All team members have a role.

Communication: Team members listen to each other, exchange ideas, and support or build on each other's ideas.

Focus: Team members' activities advance a common goal, instead of focusing on unimportant or trivial tasks.

Respect: Team members' social behaviors are positive and courteous.

Each of the above qualities may be evaluated on the following scale: No Indication of Teamwork, Minimal Level of Teamwork, Low Level of Teamwork, Moderate Level of Teamwork, High Level of Teamwork, Exceptional Level of Teamwork.

Awarding Points for Creativity of a Solution or Video Presentation

Sometimes Appraisers must award points for the creativity of a team's Team Challenge Video Presentation or Instant Challenge video solution. If the solution seems creative, the Appraiser will have to decide **how** creative it is. Here are some of the things that an Appraiser might look for:

1. The Appraiser might look to see if the team's solution is complete and whether or not the team has gone beyond what is required.
2. The Appraiser might look for ideas in the Team Challenge Video Presentation or Instant Challenge video solution that are original and innovative.
3. The Appraiser might look to see if all the parts of the solution work together to make a complete Team Challenge Video Presentation or Instant Challenge video solution.
4. The Appraiser might make note of any creative ideas that make the Appraiser say **"WOW!"**

	Qualities an Appraiser might look for:
Low	Creativity is present and it is somewhat enhanced The solution applies Attempt at application Solved with marginal addition
Average	Creativity is present and it is relevant There is a theme The solution is complete Solved with related elements
Above Average	Creativity is present and it is integrated There is synthesis Chiefly original work Solved with integration
Exceptional	Creativity is there and it is innovative AHA! WOW! Unrelated elements synthesized to create a new idea Solved by innovation

Awarding Points for the Creative Use of Materials

Sometimes Appraisers must look at how the team uses materials in its solution. Here are some things that some Appraisers might look for:

1. Are the materials used in common ways, or does the team use materials in unusual ways?
2. Are materials combined to make new things?
3. Does the team integrate the materials into the Team Challenge Video Presentation or Instant Challenge video solution? Is it done in a creative way?

	Qualities Appraisers might look for:
Low	Some materials are used in common ways Minimal integration of materials into the Team Challenge Video Presentation or Instant Challenge video solution
Average	Materials are used, but few in unusual ways Materials are rarely combined Some integration of materials into the Team Challenge Video Presentation or Instant Challenge video solution
Above Average	Materials are used, several in unusual ways Several materials are combined, but rarely more than once The Team Challenge Video Presentation or Instant Challenge video solution is enhanced by one or more materials
Exceptional	Most materials are used in unusual ways Many materials are used in combination, several more than once Materials are integrated into the Team Challenge Video Presentation or Instant Challenge video solution in unusual ways The Team Challenge Video Presentation or Instant Challenge video solution is more exciting because of the creative use of materials

Awarding Points for Integration

Many Challenges require Appraisers to look at how well a team has integrated an element into the overall Team Challenge Video Presentation or Instant Challenge video solution. Here are some things that some Appraisers might look for:

1. How important is the element to the team's solution? If the element wasn't present, would it matter?
2. How does the required element interact with or relate to the rest of the Team Challenge Video Presentation or Instant Challenge video solution? Does it just sit there, or does it play an important role in the Team Challenge Video Presentation or Instant Challenge video solution?
3. Does the required element make sense in the overall Team Challenge Video Presentation or Instant Challenge video solution? Is it just there because it has to be?

	Qualities Appraisers might look for:
Low	Element to be integrated is present, but is not important to the story The integrated element would not be missed if it were not included The integrated element has little relevance to other elements in the Team Challenge Video Presentation or Instant Challenge video solution
Average	Element to be integrated is of minor importance to the story The integrated element would be missed if it were not included, but its absence would not have a major impact on the story The integrated element relates to other elements in an understandable way
Above Average	Element to be integrated is important to the story The integrated element would leave noticeable holes in the story if it were not included The integrated element complements other elements in the Team Challenge Video Presentation or Instant Challenge video solution
Exceptional	Element to be integrated is vitally important to the story The story would be very confusing if the integrated element were not included The integrated element and other elements in the Team Challenge Video Presentation or Instant Challenge video solution work together to convey the story or ideas

Awarding Points for Risk (Instant Challenge Only)

Many Instant Challenges require Appraisers to look at the risk involved in a team's Instant Challenge solution.

For Instant Challenge, risk taking is considering and attempting untested and potentially precarious approaches to a solution, while still working toward the objectives set out in the Challenge.

	Qualities Appraisers might look for:
Low	<ul style="list-style-type: none"> Team approaches the Challenge in an obvious way Team slightly experimented with the unknown in creating the solution Team avoids obstacles or complications altogether The Challenge is used as a limit for the extent of the team's solution
Average	<ul style="list-style-type: none"> Team approaches the Challenge in a common way Team moderately experimented with the unknown in creating the solution Team addresses obstacles or complications if they seem readily achievable The Challenge is used as a guideline for the extent of the team's solution
Above Average	<ul style="list-style-type: none"> Team approaches the Challenge in an unusual way Team considerably experimented with the unknown in creating the solution Team attempts to overcome obstacles or complications that they may not be able to achieve The Challenge is used as a suggestion for the extent of the team's solution
Exceptional	<ul style="list-style-type: none"> Team approaches the Challenge in a novel way Team extensively experimented with the unknown in creating the solution Team decides to attempt to overcome additional obstacles or complications beyond the minimum The Challenge is used as a starting point for an elaborate solution

Team Challenge Raw Scores

For a more complete explanation of scoring, please read Rules of the Road.

How does the Team Challenge scoring process work?

1. Your team submits your solution and is evaluated by Appraisers.

Your team will submit your solution to the Appraisal Team. After your submission has been reviewed and approved by the Prep Appraiser, the Team Challenge Appraisers will review your team's submission and view your Video Presentation and (optional) Q&A Video. They will score each required element and write feedback comments for your team.

2. The scores are compiled.

All Appraisers will enter scores into the Mobile Scoring Client. The scores from the Appraisal Team are compiled in the Scoring Program, where they are added up and averaged.

For all Team Challenges, except the Improvisational Challenge, there are two sets of scores that are added up and averaged: The Central Challenge and the Team Choice Elements. For the Improvisational Challenge, only the Central Challenge scores are added up and averaged.

These compiled scores are called **Raw Scores**. The scores are called "raw" scores because after all teams in that Challenge and competition level have been evaluated, the teams with the highest Raw Score in each of the two scoring areas (Central Challenge and Team Choice Elements) are awarded the maximum number of points, and all other teams' scores are adjusted, or scaled, to receive a corresponding percentage of that number.

What do the Raw Scores tell us?

Your team's Raw Scores will let you see how many points you were awarded by the Appraisers in each scored area of the Team Challenge, including the Team Choice Elements, and lists any deductions your team may have received. It is important for your team to receive the Raw Scores because you need to check them over and make sure the Appraisers did not miss an objective score or give you a deduction you don't think you deserve. That is the main reason teams are given their Raw Scores.

You won't know how you scored compared to other teams until the final scores are released, but you can use your Raw Scores to make sure that you were scored in every area you should have been. Don't let a 'low' Raw Score disappoint you. Keep in mind, it is always possible that what you think is a low score is actually the highest score of the day.

Remember: You might not like the score you were given for a subjective item, but you cannot appeal it unless it is a zero. However, if the Appraisers made a mistake on something that was **objective** (for example, if they didn't see something that happened), you can work with the Head Appraiser to get this fixed.

Your team will not be given Raw Scores for Instant Challenge.

Ties

Teams are tied when their total scaled scores differ by one point or less. In a multi-team tie, teams are tied when their total scaled scores differ from the leading score for that place by one point or less.

Awards and Advancing

Awards

Two kinds of awards are given during Destination Imagination tournaments: awards for special recognition and “place” awards. The awards for special recognition are described in Section XVII of Rules of the Road.

The other type of award is called a “place” award. Place awards (such as 1st, 2nd, or 3rd place) are given to the top scoring teams that competed in both Team Challenge and Instant Challenge at each competition level. Teams that have earned the top total scaled scores (Instant Challenge + Central Challenge + Team Choice Elements) in their Challenge and competition level will be recognized and receive awards. Place awards are given for each Challenge and each level. For example, if your team solved the Scientific Challenge, place awards will be given to the top-scoring Elementary, Middle, and Secondary Level teams. That means that you are only competing against the teams in YOUR Challenge and level. Many local tournaments also award medals to the team in each Challenge and level that has the highest raw Instant Challenge score.

Advancing to the Next Tournament Level

There are three “levels” of tournaments in Destination Imagination:

- **Regional Tournament:** For many teams, this is the first level of competition. At a Regional Tournament, your team competes against other teams that are in your geographic area. Some Affiliates do not have enough teams to host Regional Tournaments. In that case, your first tournament may be the Affiliate Tournament. If you are competing at a Regional Tournament, at least one placed team (1st place) and sometimes more (2nd, 3rd, or sometimes more) will be allowed to go on to the Affiliate Tournament, depending on the rules in your Affiliate.
- **Affiliate Tournament:** An “Affiliate” is the state, province, or country that holds a Destination Imagination license agreement. The Affiliate Tournament is the tournament that will bring all the finalists from the Regional Tournaments together in one place. If your Affiliate does not host Regional Tournaments, your Affiliate Tournament will bring ALL the teams from your entire Affiliate together. All 1st place teams will be invited to attend the Global Finals tournament.
- **Global Finals tournament:** The Global Finals tournament brings together the highest-scoring teams from every Affiliate around the world for a celebration of creativity that will determine the global champions. This year, Global Finals will be held from **Wednesday, July 21, 2021 through Saturday, July 24, 2021 in Kansas City, Missouri.**

Take a closer look!

We encourage you to visit our website globalfinals.org to take a look at our Global Finals 2021 information. Within its contents, you will find helpful information about:

- Housing
- Global Finals events
- Challenge Presentation Sites
- Transportation
- Photos
- Cost to attend
- and much, much, more!

Planning Ahead

We encourage **all teams** to consider the associated costs of attending the Global Finals 2020 event in the beginning of the year so that, should they qualify to take part in this tournament, an action plan will be in place for the team to move forward. By doing so, we hope to continue the excitement of participation in Destination Imagination and add to the level of enjoyment experienced by all!

After the Tournament

Looking Back

The tournament is over. All those months of hard work, all that laughter, all the arguments, and all the discoveries shared with your teammates resulted in a great Video Presentation and a really fun tournament experience. Your team has received your scores, and you are, perhaps, disappointed, or maybe excited to be going on to the next level of tournament. Now, regardless of how the team scored, and before everybody goes his or her own way or begins preparing for the next tournament, it's time to **CELEBRATE** and take a look at what you have accomplished. You have learned the creative process!

Looking Ahead:

Here are some good questions to ask as a team:

1. How can our team celebrate our success?
2. What were some of the most fun moments of working on this project?
3. What were some of the least fun moments?
4. What things are you proudest of?
5. What did you learn?
6. What is in the future for you and your team?
7. If you are going to do DI next year: What kinds of things will you do differently when you begin working on next year's Challenges?
8. What skills would you like to learn before next year starts?
9. Generate some ideas with your team about what the future looks like for your team:

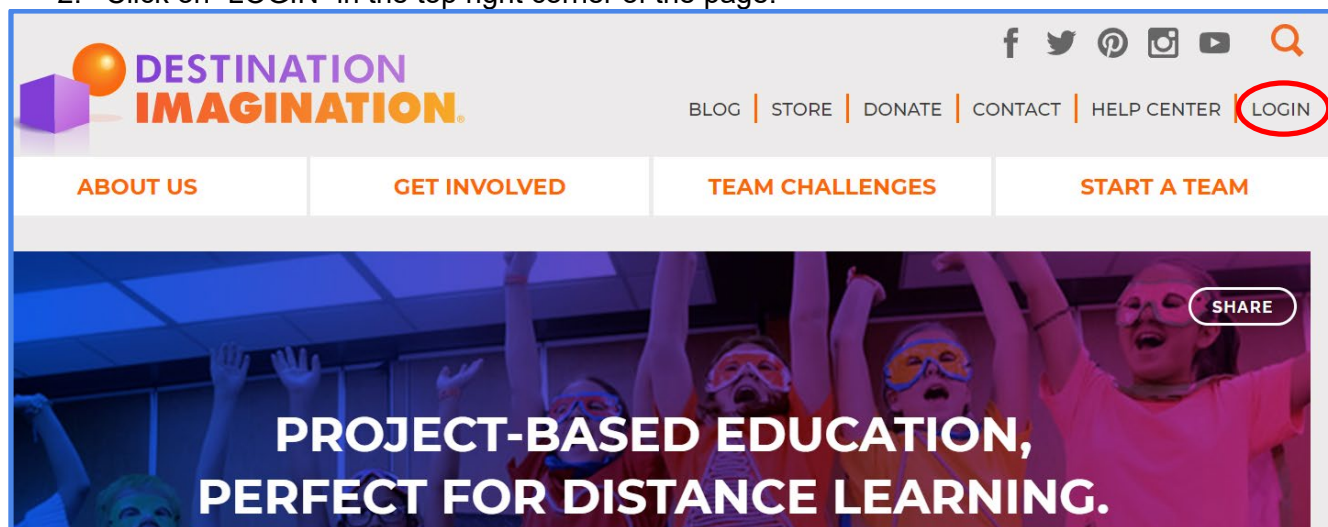
A Guide to the Resource Area

Team Challenge

Be sure to thoroughly review Rules of the Road Section VIII for complete details about the submission process for Team Challenge. The following is intended to be a guide to help your team navigate the Resource Area.

Accessing the Resource Area

1. The Resource Area can be found through the DestinationImagination.org website.
2. Click on "LOGIN" in the top right corner of the page.






3. This will take you to the Login page for the Resource Area. You can also access the Resource Area directly by visiting <https://resources.destinationimagination.org/resources.php>
4. Enter your login information. All team information must be submitted using the Resource Area account belonging to the Team Manager of record.

A screenshot of the login form on the Destination Imagination website. The form is titled "login" and includes a "Welcome" dropdown menu. It features fields for "Email:" and "Password:". Below the fields are buttons for "Login", "Forgot Password - send new one", "Don't have a DI Account?", and "Create New Account".

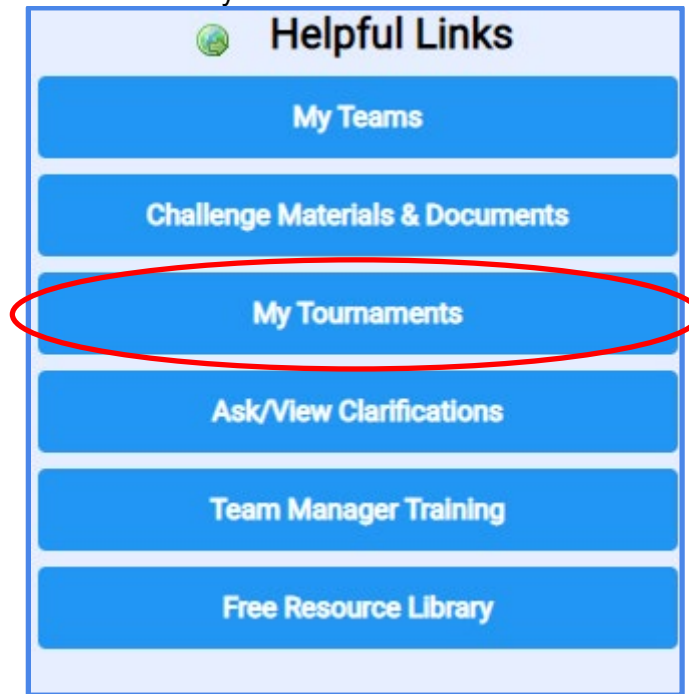
5. When you log in, you will be directed to the Dashboard. You can use the Dashboard to access all of the materials and submission areas needed for your tournaments. You will also find important information about tournament dates and deadlines, your tournament format

(“hybrid,” which includes an in-person event, or virtual), tournament fees, and Affiliate information. (NOTE: Nebraska teams, please be sure to double check your dashboard for the most up-to-date information!)

 Yearly Tasks	 Helpful Links	 Affiliate Info
Code of Conduct	My Teams	<u>Nebraska-Affiliate Directors</u> Nebraska - Affiliate Director: Kim Bejot Nebraska - Affiliate Director: Scott Goodman Nebraska - Affiliate Director: Amanda Potter
Background Check Complete	Challenge Materials & Documents	<u>Nebraska - Regional Directors</u> <u>Lewis and Clark Region</u> Regional Director: Scott Goodman Regional Director: Judy Hansen
Purchase Teams	My Tournaments	
Confirm Account Information	Ask/View Clarifications	
	Team Manager Training	
	Free Resource Library	
 Affiliate Events		
Nebraska - 2020-2021 Affiliate Tournament 2021-03-27 - University of Nebraska @ Kearney Virtual TC Deadline - 2021-03-17 23:59:00 Virtual IC Start Date - 2021-03-05 Virtual Improv Start Date - 2021-03-12		

Accessing Your Team's Required Forms

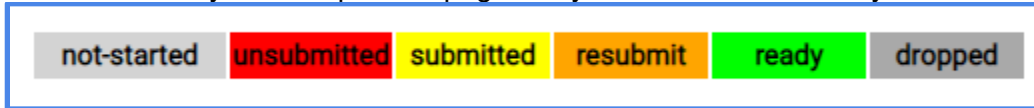
1. On the Dashboard, click "My Tournaments." Alternatively, you can use the blue bar at the top of the page to access the same information. Click on "Tournaments" -> "dashboard" -> "Edit Online Forms" OR "Teams" -> "my tournaments."



2. Here, you will see a list of teams associated with the Team Manager of record. To the right of each team's information, you will see columns for each required form for your tournament.
 - a. TDF - Tournament Data Form
 - b. Exp - Expense Report
 - c. TC Prep - Team Challenge Prep Checklist
 - d. TC Msgs - Resource Area Messaging System for Team Challenge
 - e. IC Prep - Instant Challenge Prep Checklist
 - f. IC Msgs - Resource Area Messaging System for Instant Challenge

My Tournaments											
My Team Tournaments				not-started unsubmitted submitted resubmit ready dropped							
format	tournament	date	status	forms	tdf	exp	tc prep	tc msgs	ic prep	ic msgs	
Team Information Appears Here - Team 1											
virtual	Affiliate: 2020-2021 Affiliate Tournament	2021-03-27	setup	online							
Team Information Appears Here - Team 2											
virtual	Affiliate: 2020-2021 Affiliate Tournament	2021-03-27	setup	online							
Team Information Appears Here - Team 3											
virtual	Affiliate: 2020-2021 Affiliate Tournament	2021-03-27	setup	online							

The color coded key at the top of the page lets you know the status of your team's forms.



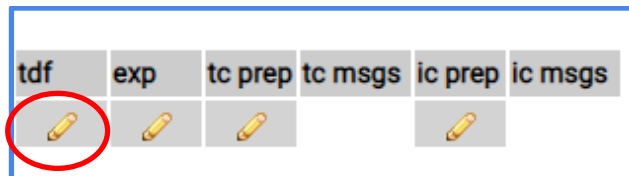
- a. Light Gray - Your team has not started to fill out the form.
 - b. Red - Your team has not submitted the form.
 - c. Yellow - Your team has submitted the form to be reviewed by the Prep Appraiser.
 - d. Orange - Your team's submission has been reviewed by the Prep Appraiser, and there is an issue that needs to be corrected and resubmitted.
 - e. Green - Your team's submission has been reviewed by the Prep Appraiser, and it was approved and moved into the scoring phase of the tournament.
 - f. Dark Gray - Your team has dropped out of the tournament.
3. On this page, you will also notice a life preserver icon. You will see this icon on many pages throughout the Resource Area. Clicking on this icon will direct you to a Resource Area Hints and Tips page.



4. Try visiting the Resource Area Hints and Tips page if you have any questions about navigating the Resource Area. If you find any issues with the system or have questions that are not answered on the Hints and Tips page, please contact AskDI@dihq.org.

Completing the Tournament Data Form


1. Click on the pencil icon in the "tdf" column to edit a Tournament Data Form for a particular team. If you manage more than one team, always be sure to double check that you are entering the correct information for the correct team.



2. This will bring you to the fillable Tournament Data Form. At the top of the page, you will see your Team Challenge, competition level, your team's information, and a summary of your progress in completing the Tournament Data Form, and important information that you should read before filling out the Tournament Data Form.

Tournament Data Form

The Next Level: Middle Level
Your Team's Information Appears Here

Back 

Summary

Team Picture: 0 of 1
Team Choice: 0 of 4
Scored Elements: 0 of 8
Creative Process: 0 of 5

To our teams and Team Managers:
Help your Appraisers identify the elements of your Challenge solution so they can award you all of the points you have earned. Make sure you complete each part of this form.

The Team Manager must submit the Tournament Data Form on behalf of the team using the team's words. The team members must craft the explanations.

Part 1: Required Forms

A complete list of the required forms is below. None of the forms listed below can be used as a scoring item. All forms must be completed online using this website unless otherwise specified by your Affiliate Director and/or Tournament Director.

The required forms for 2021 virtual tournaments include:

- Tournament Data Form: completed Parts 2, 3, and 4 below
- Expense Report
- Prep Checklist: this form for 2021 includes:
 - reminders about creating a safe solution
 - reminders on the required elements of your Challenge
 - the Declaration of Independence
 - a place to provide URLs to your team's Team Challenge Video Presentation and Q & A Video

Remember that all **Published Clarifications** apply to your team's solution. Any Team Clarifications your team asked will be supplied to your Appraisers. This requires no further action from you.

3. Your team may choose to submit a team picture. This is totally optional, but it may help the Appraisers to remember your team as they score throughout the tournament. To upload, you will need to click "Choose File" and then select the file you wish to upload.

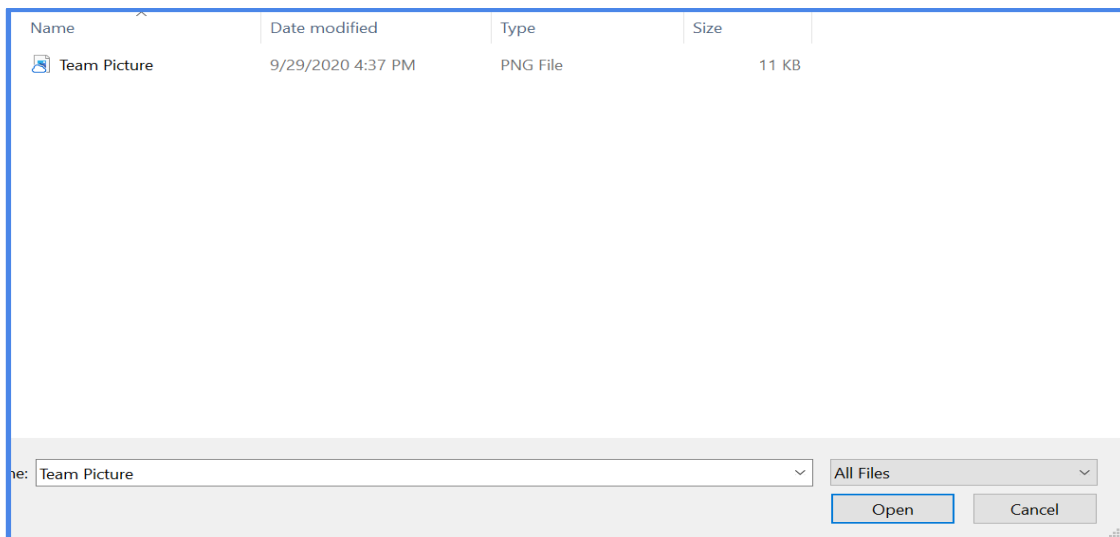
Optional: Team Picture

You may choose to upload a picture of your team. This will help the Appraisers remember your team.

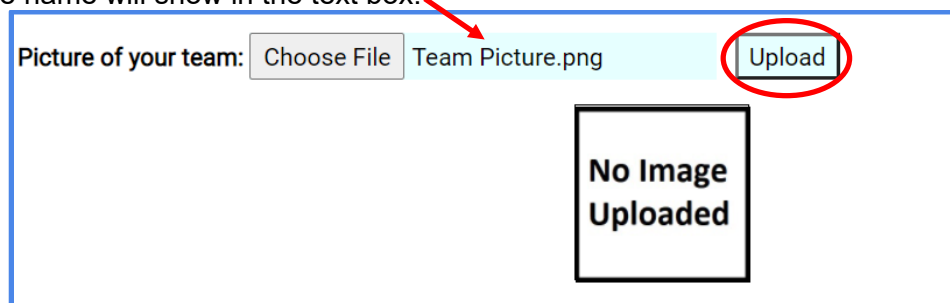
Picture of your team No file chosen

No Image Uploaded

To upload, you will need to click “Choose File” and then select the file you wish to upload. Click “Open.”



4. The file name will show in the text box.



5. Be sure to click “Upload” to add the picture to your Tournament Data Form.

6. You will need to enter information for your team's selected Team Choice Elements. Be sure to fill in all information within the allotted character limit.

Part 2: Brief Description of Team Choice Elements

Team Choice Element 1

What is your first Team Choice Element?
(length:0 max:50)

Please write a brief description of your Team Choice Element. Make sure that Appraisers know exactly what you want them to evaluate. What would you like them to know about the Team Choice Element?
(length:0 max:750)

7. For all long answer text boxes throughout the online forms, you can click the bottom right corner and drag it to make the box larger. This may help you to see and edit your entire response.

(length:0 max:750)

resize to see all your text

8. As you fill in the required information on this page, notice that the character count for each answer box updates to reflect the length of your answer. Additionally, the Summary box at the top updates to reflect your progress in completing each section of the Tournament Data Form.

What is your first Team Choice Element?
 (length:11 max:50)

The costume

Please write a brief description of your Team Choice Element. Make sure that Appraisers know exactly what you want them to evaluate. What would you like them to know about the Team Choice Element?
 (length:64 max:750)

We created an awesome costume with tons of interesting features!

Summary

Team Picture: 0 of 1
 Team Choice: 2 of 4
 Scored Elements: 0 of 8
 Creative Process: 0 of 5

9. You will also notice that the color for your team's Tournament Data Form has changed from light gray (not started) to red (unsubmitted) on the previous "My Team Tournaments" page.

Team Information Appears Here - Team 1


format	tournament	date	status	forms	tdf	exp	tc prep	tc msgs	ic prep	ic msgs
virtual	Affiliate: 2020-2021 Affiliate Tournament	2021-03-27	setup	online						

10. Continue to enter answers to each question on the Tournament Data Form. Your team will need to answer questions in Part 3 to explain specific elements of the Central Challenge solution. Your team will need to answer questions in Part 4 to reflect on and explain its journey through the creative process. Be sure that each of your team's answers is within the character limit for that question.

Part 3: Brief Description of Scored Elements

This Challenge asks your team to supply the following information to help the Appraisers evaluate your solution. If applicable, your team is encouraged to include a timestamp to let the Appraisers know when each element first appears in your Video Presentation.


1. Briefly describe your team's Video Game.
(length:0 max:750)



Part 4: Creative Process

Reflect on how your team experienced each stage of the creative process as you solved the Team Challenge.

1. RECOGNIZE: What process did your team go through in order to understand all the issues or points of the Challenge?
(length:0 max:750)



11. Once you have completed each question on the Tournament Data Form, you will notice that each section of the Summary box has updated and the text has turned from red to black.

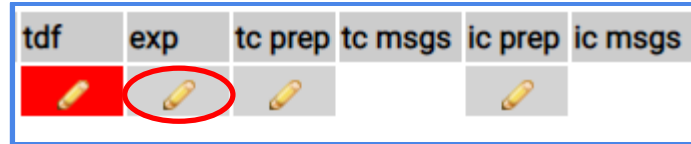
Summary

Team Picture: 1 of 1
Team Choice: 4 of 4
Scored Elements: 8 of 8
Creative Process: 5 of 5

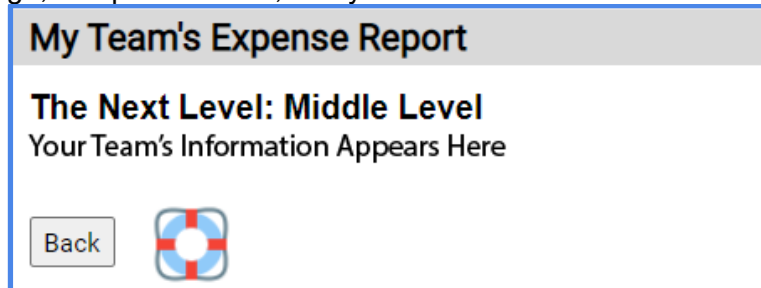
12. Click on the "Back" button on the top of the page to navigate back to the "My Team Tournaments" page.

Completing the Expense Report

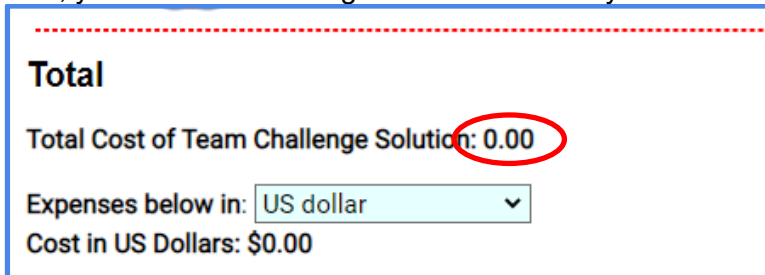
1. Teams participating in all Team Challenges, with the exception of the Improvisational Challenge, will need to complete the Expense Report. Click on the pencil icon in the “exp” column to edit an Expense Report for a particular team. If you manage more than one team, always be sure to double check that you are entering the correct information for the correct team.



2. This will bring you to the fillable Expense Report. At the top of the page, you will see your Team Challenge, competition level, and your team’s information.



3. Under the red line, you will see a running total of the cost of your team’s solution.



4. You will also be able to change the currency, if necessary. Below the currency drop down, you will see the total cost of your team’s solution in US Dollars. Keep in mind that the team budget listed in the Challenge is in US Dollars.

The screenshot displays a budgeting interface with a central currency dropdown menu. The menu lists various currencies, with 'US dollar' selected and highlighted in blue. The interface includes several sections, each with a 'Total' label and a 'Cost in US Dollars' field:

- Total**: Total Cost of Team Challenge Solution: 0.00
- Expenses below in:** US dollar (dropdown)
- Cost in US Dollars:** \$
- Clothing Items**: Clothing Total: 0.00
- Scenery/Equipment**: Scenery/Equipment Total: 0.00
- Props used in**: Prop Total: 0.00
- Common Supplies**: Common Supplies Total: 0.00

Each category section includes a green plus icon in a square, a grey input field, and a 'Cost' label. The currency dropdown menu lists the following currencies: US dollar, Canadian dollar, Chinese yuan, Euro, Pound Sterling, Turkish Lira, Qatari riyal, Mexican Peso, South African rand, Ukrainian hryvnia, Singapore dollar, Polish zloty, Pakistani rupee, Nigerian naira, South Korean won, Jordanian dinar, Guatemalan quetzal, Colombian peso, Botswana pula, and Brazilian real.

- Item costs should be entered in the currency used to purchase them. The Expense Report will adjust the total to US Dollars for you, based on the exchange rate from November 1, 2020, per Rules of the Road.

Total

Total Cost of Team Challenge Solution: 8.00

Expenses below in: Euro ▼

Cost in US Dollars: \$9.32

- To add items in a category, enter the item description in the short answer box under the “Item” column. Enter the cost of the item in the “Cost” column. To add additional lines to the category, click on the green + button. To delete an item, click the red X on the right. As you add items, notice that the category total is updated.

Clothing Items used in Presentation

	Item	Cost	
1	Red Shirt	3.00	✖
2	Jeans	5.00	✖

+

Clothing Total: 8.00

- If an item is exempt from cost, you must enter the cost as 0.00. Writing “exempt” in the blank will cause an error message. Notice that the exempt item has not affected the category total.

Clothing Items used in Presentation

	Item	Cost	
1	Red Shirt	3.00	✖
2	Jeans	5.00	✖
3	DI Team T-shirt	0.00	✖

+

Clothing Total: 8.00 ←

8. Continue filling out the Expense Report for all categories that apply to your team’s solution. Notice that the “Trash” category does not require your team to enter a cost. For this category, simply add each item to account for it as part of your team’s Video Presentation.

Trash Supplies Used

	Item	
1	discarded cardboard boxes	

9. Once you have finished entering all items used in your team’s Video Presentation, check the Total at the top to be sure your team has stayed within your team budget for your Challenge. If your team has exceeded the budget, you will see a message next to “Cost in US Dollars.” If this is the case, your team may need to make changes to ensure that your Video Presentation is within the budget.

Total

Total Cost of Team Challenge Solution: 135.61

Expenses below in: Euro v

Cost in US Dollars: \$157.92 exceeds limit of \$ 125.00

10. Your team should submit copies of your receipts to show how you arrived at your team’s Expense Report figures. You can upload your receipts at the bottom of the Expense Report page. Your receipts must be in the format of an image or PDF. Each PDF may include more than one receipt and may be more than one page, if necessary. (Note: There are many online tools your team may use to combine files into a single PDF.) You may upload up to 5 files.

Expense Receipts

Use the controls below to attach your receipts. An attachment can be either a scanned **image of a receipt** or a **PDF that contains 1 or more receipts** . Be sure to label your items so appraisers know where the materials were used in your solution.

Attachment 1: none	Set:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Attachment 2: none	Set:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Attachment 3: none	Set:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Attachment 4: none	Set:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Attachment 5: none	Set:	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

13. To upload, you will need to click “Choose File” and then select the file you wish to upload. Click “Open.”



14. The file name will show in the text box.

Expense Receipts

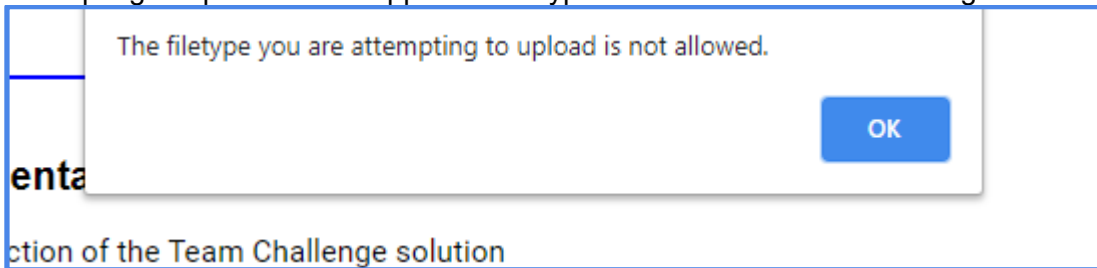
Use the controls below to attach your receipts. An attachment can be either a scanned **image of a receipt** or a **PDF that contains 1 or more receipts**. Be sure to label your items so appraisers know where the materials were used in your solution.

Attachment 1: none Set: Choose File **2019-08-12_082840.pdf** Upload





15. Be sure to click “Upload” to add the image or PDF to your Expense Report. If your file has uploaded correctly, you will see a small icon next to the Attachment prompt.

Attachment **1:**  Set: Choose File No file chosen Upload 

16. Attempting to upload an unsupported file type will result in an error message.







17. Once you are finished with the Expense Report, click the “Back” button at the top of the page to navigate back to the “My Team Tournaments” page. Once there, you will notice that the color for your team’s Expense Report has changed from light gray (not started) to red (unsubmitted).

tdf	exp	tc prep	tc msgs	ic prep	ic msgs
					

Completing the Prep Checklist

1. Click on the pencil icon in the “tc prep” column to edit a Prep Checklist for a particular team. If you manage more than one team, always be sure to double check that you are entering the correct information for the correct team.


tdf	exp	tc prep	tc msgs	ic prep	ic msgs
					

- This will bring you to the Prep Checklist. At the top of the page, you will see your Team Challenge, competition level, and your team's information. Below that, you will find information about your tournament, including the level of tournament (Regional, Affiliate, Global), the format (virtual or hybrid, which includes an in-person event), submission deadlines, and the date you should expect results to be released.

Tournament Prep Checklist for Team Challenge

Team's Information Appears Here

Tournament: Affiliate: 2020-2021 Affiliate Tournament -at- University of Nebraska @ Kearney
Format: Virtual (solutions by video)
Challenge: The Next Level / Middle Level
Expected Results Date: Sat 27-Mar-2021
Team Challenge Submission: by Wed 17-Mar-2021 11:59pm
Instant Challenge Submission: by Mon 8-Mar-2021 11:59pm

[Back](#) 

Your tournament is **virtual** for Team Challenge. Your team must **complete and submit** this checklist by **Wed 17-Mar-2021 11:59pm** to be an active participant in the Team Challenge portion of your tournament.

- In the Forms section, you will see a reminder about all of the forms your team needs to complete for Team Challenge. You can access the Tournament Date Form or the Expense Report by clicking the corresponding hyperlinks or by navigation back to the "My Team Tournaments" page.

Forms

For a virtual tournament, you must complete the following forms online:

- **Tournament Data Form:** (click [here](#) to review or edit)
- **Expense Report:** (click [here](#) to review or edit)
- **Prep Checklist** (below)

- You will need to certify that your team has reviewed the Published Clarifications for your team Challenge by checking the box in the Clarifications section. If your team has not reviewed the Published Clarifications, be sure to click the blue hyperlink. This will take you to the Clarifications page for your Team Challenge.

Clarifications:
Be sure you are aware of the **Published Clarifications** for your Challenge: **The Next Level**. These Published Clarifications can be reviewed [here](#). Any **Team Clarifications** your team asked will be supplied to your Appraisers. This requires no further action from you.

Check to certify your team has reviewed all Published Clarifications for your Team Challenge

5. You will need to certify that your team’s solution is safe and does not include any prohibited items. You will do this by selecting “Yes” in the drop down menu. If you select “No,” the Prep Appraiser may contact you for more information. (See Rules of the Road, Section VII.I.6 for more information.)

Safety

Your Video Presentation must not contain any of the following for safety reasons. See the Rules of the Road Safety Sections (VII.I and VII.J) for further details.

- Lasers and laser pointers
- Devices or substances that produce an open flame or extreme heat or cold, such as caps, combustion engines, fire extinguishers, fires, fireworks, flammable fuels, “party poppers,” smoke bombs, sparklers, lit candles, or substances that explode in any way
- Live animals (intentionally used)
- Smoke and fog machines
- Modified commercially available batteries or batteries that can spill liquids or materials when tipped
- Aerosol-propelled or spray paint
- Fires or open flames
- Real weapons of any type

We certify that our solution follows Destination Imagination Safety Guidelines and does not include any of the above

are used in your solution, provide a link to the safety data sheet (SDS) for each chemical to show that the chemicals you used are safe.
(length:0 max:750)

6. If your team used chemicals in the Video Presentation, you should provide a link to the SDS for each chemical. Simply copy the link and paste it into the text box. You may also include an explanation of how the chemical was used in the Video Presentation.

If chemicals are used in your solution, provide a link to the safety data sheet (SDS) for each chemical to show that the chemicals you used are safe.

(length:0 max:750)

7. You will need to certify that your team has reviewed its solution to ensure all required elements are included. You will do this by checking the box in the “Checklist of Required Elements” section. Note that the required elements will change based on the Team Challenge your team has chosen.

Checklist of Required Elements

The Challenge: **The Next Level** requires the elements listed below:

- The Video Presentation is in the style of a Video Game.
- The Adventurer goes on a quest to attain the Ultimate Prize.
- The Adventurer has a Special Ability that helps to attain the Ultimate Prize.
- The portrayal of the Special Ability uses Technical Methods.
- 3 Quest Items are revealed.
- The Quest Items are combined to create a Tool that uses Technical Methods.
- Cinematic techniques are used to enhance the portrayal of the Video Game.
- Artistic and/or theatrical techniques are used to enhance the portrayal of the Video Game.
- 2 Team Choice Elements are included in the Video Presentation.

Check to certify you have reviewed your solution for these required elements

8. Next, you will need to fill out the Declaration of Independence section. You will see a list of team members who have been entered into the Resource Area. Check the box next to each team member who contributed to the Video Presentation. Note that you can click the blue hyperlink to fix any errors in the list of team members.

Declaration of Independence

Team Members

You have entered the following team members into the **Resource Area**. If this list is inaccurate, click [here](#) to edit your team members. Check the box beside each team member’s name that participated in the creation of your team’s solution:

- Team Member 1
- Team Member 2
- Team Member 3
- Team Member 4

9. Below the Team Members section is the Team Managers section. You do not need to select anything here, but you should check to make sure the information is correct. Note that you can click the blue hyperlink to fix any errors in the list of team members.

Team Managers

You have entered the following Team Managers into the **Resource Area**. If this list is inaccurate, click [here](#) to edit your Team Managers.

10. You will need to answer the Interference questions on behalf of your team members and to the best of your knowledge. In the parentheses, you will see your name in bold. Use the drop down menus to select an answer for each question. If you answer “No” to any of the three questions, please explain in the long answer text box. Be sure to answer “none” in the long answer text box if you have answered “Yes” to all three Interference questions.

You (Your Name), on behalf of your team, need to attest the following to the best of your knowledge. **If an answer is No, please explain in the space provided.** A deduction may need to be assessed in order to be fair to teams that did not receive help.

Our team understands the rules of Interference.

--select-- ▼

The research, ideas, and solutions for our Team Challenge Presentation are those of ONLY the team members listed above.

--select-- ▼

All team members who worked on our Team Challenge solution are listed above.

--select-- ▼

Briefly explain any instances of Interference. If none, enter "none."

(length:0 max:750)

11. If your team chooses to upload a script of the Video Presentation, you may do so in the next section. You will choose the file from your computer. Be sure to click “Upload” to add the PDF file of your team’s script to the Prep Checklist. If your file has uploaded correctly, you will see a small icon next to the Video Script prompt.

Script of Presentation

If your team is presenting in a language other than the primary language of the tournament, you must provide a transcript or subtitles of the dialogue in the language of the tournament for any video you submit. Teams that are presenting in the primary language of the tournament may submit a transcript or use subtitles, but it is not required. Transcripts and subtitles must only include spoken dialogue. If your team includes non-dialogue information (staging directions, plot synopsis, etc.), this will not be read by the Appraisers and will not affect your team’s scores.

If you are submitting a transcript, please upload it as a PDF below.

Video Script: none

Set:

Choose File

No file chosen

Upload

12. Be sure to read all information in the “Submitting Your Solution” section. You will need to indicate that you understand the submission and review process by clicking the box.

Submitting Your Solution

As a team participating in a virtual tournament, your team must **submit this form by** **DATE (Tournament Specific)** to be appraised. Before submitting this form, be sure your videos are uploaded to YouTube with the privacy set to **unlisted**.

To supply your video, enter the **YouTube Video-ID** for video (this is an 11 character sequence unique to your video) **OR** a YouTube URL for playing your video (we will extract the Video-Id for you). Once you have entered a video, you can test that the Appraisers can view the video by clicking the view video link. Do **NOT** take your video down until after final scores are released for your tournament.

Next Steps:

After you submit, a Prep Appraiser will review your team's submission. If there are any issues, you will receive feedback about your submission. If changes are required, you will have time to update your team's submission and/or information. The Tournament Director will communicate the deadline for updates to you. Once your submission has been approved and/or the deadline for updates has passed, no further changes may be made and your team 's submission will be reviewed by the Appraisers.

Check to indicate that you understand the above submission and review process

Team Challenge Solution Video

Team Challenge Q & A Video (optional)

13. To enter the links for your Team Challenge Video Presentation and Q&A Video, simply copy the link from YouTube and paste the link in the Prep Checklist blank. You will be able to click on the blue hyperlink that appears to check that the link is working correctly.

Team Challenge Solution Video

DLzxrzFCy0s

[\(click here to display video\)](#)

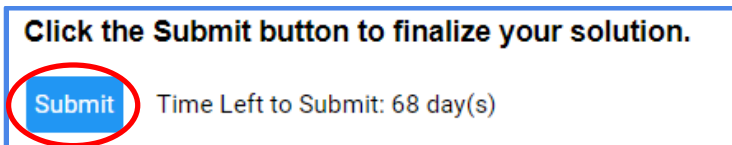
Team Challenge Q & A Video (optional)

https://youtu.be/rfh4Mhp-a6U|

[\(click here to view video\)](#)

Submitting Your Team's Information to the Tournament

1. Once you have completed the Tournament Data Form, Expense Report, and Prep Checklist, all that is left to do is submit your team's information to the tournament! You will need to click the "Submit" button at the end of the Prep Checklist to do this. Next to the "Submit" button, you will see a note that tells you how many days remain to submit. Note that you do not need to complete all of your team's forms at one time. Your information will save automatically, so you may complete smaller sections and return to the form later to finish and submit.



2. If there are any errors in your team's submission (Tournament Data Form, Expense Report, or Prep Checklist), you will get a notification after clicking the "Submit" button in the Prep Checklist. To fix an issue, click on the blue hyperlink next to the error. This will take you back to the appropriate form so that you may edit your team's submission. If the issue is an "error" and the hyperlink says "fix," this means that you must fix the issue in order to submit your team's information. If the issue says "error" and the hyperlink says "view," the notification is for your information. You do not have to fix the error in order to submit, but your team may be contacted by the Prep Appraisers about the issue, or your team may receive a deduction. If the issue says "info" and the hyperlink says "fix," the notification is for your information. The answers for these issues are optional, so you may choose to enter information for those issues or not, depending on the Video Presentation and/or specific team circumstances.

errors to fix: 7

Tournament Data Form
no issues found

Expense Report

#	severity	view	issue
1	error	view	expense report total (\$ 157.92) exceeds challenge limit (\$ 125.00)

Team Challenge Prep Checklist

#	severity	view	issue
1	error	fix	not checked -- Check to certify your team has reviewed all Published Clarifications for your Team Challenge
2	info	fix	no response -- If chemicals are used in your solution, provide a link to the safety data sheet (SDS) for each chemical to show that the chemicals you used are safe.
3	error	fix	declaration of independence has no team members are checked
4	error	fix	no response -- Our team understands the rules of Interference.
5	error	fix	no response -- The research, ideas, and solutions for our Team Challenge Presentation are those of ONLY the team members listed above.
6	error	fix	no response -- All team members who worked on our Team Challenge solution are listed above.
7	info	fix	no response -- Briefly explain any instances of Interference. If none, enter "none."
8	info	fix	no response -- Video Script
9	error	fix	not checked -- Check to indicate that you understand the above submission and review process
10	info	fix	no response -- Team Challenge Q & A Video (optional)

display only errors

[Re-Check](#) [Submit](#) Time Left to Submit: 68 day(s)

- If the system found no issues with your team’s submission, you will see the following message:

Tournament Data Form

no issues found

Expense Report

no issues found

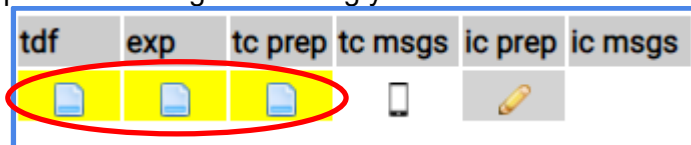
Team Challenge Prep Checklist

no issues found

display only errors

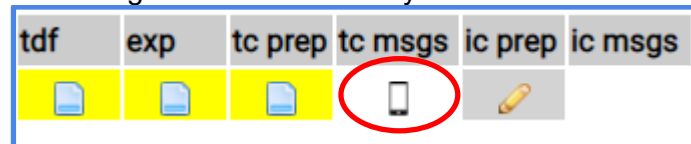
Time Left to Submit: 68 day(s)

- On the “My Team Tournaments” page, you will notice that the “tdf,” “exp,” and “tc prep” buttons for your team’s submission have turned yellow. The icon has changed from a pencil (edit) to a form (view). This means that your forms have been successfully submitted to the tournament and the Prep Appraiser can begin reviewing your team’s submission.



The Resource Area Messaging System

- Once your team’s forms have been submitted to the tournament, you will notice that a phone icon appears in the “tc msgs” column on the “My Team Tournaments” page.



2. Clicking on the phone image will bring you to the Resource Area Messaging System for your Team Challenge. This messaging system can be used for communicating with your Appraisal Team. The messages sent through this system will be accessible ONLY to the Team Manager of record and the members of the Appraisal Team and Tournament Team. No other teams will have access to your messages sent through this system.

Team Challenge: Communicate with Officials

Team Challenge Instant Challenge

Your Team's Information Will Appear Here

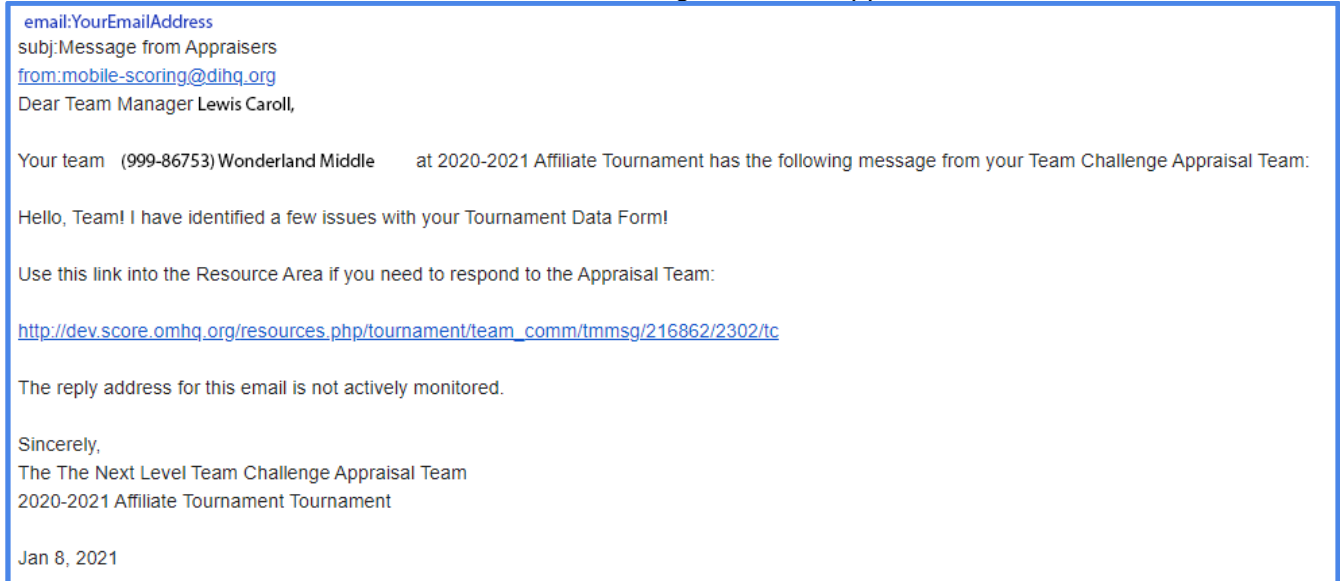
Tournament: 2020-2021 Affiliate Tournament
Tournament Level: Affiliate
Format: Virtual (solutions by video)
Challenge: The Next Level / Middle Level
Expected Results Date: Tournament Determined
Team Challenge Submission: Tournament Determined
Current Prep Status : submitted
Status Last Modified : 2021-01-08 08:42:16
 show issues

Send Team a Message
(length:0 max:2000)

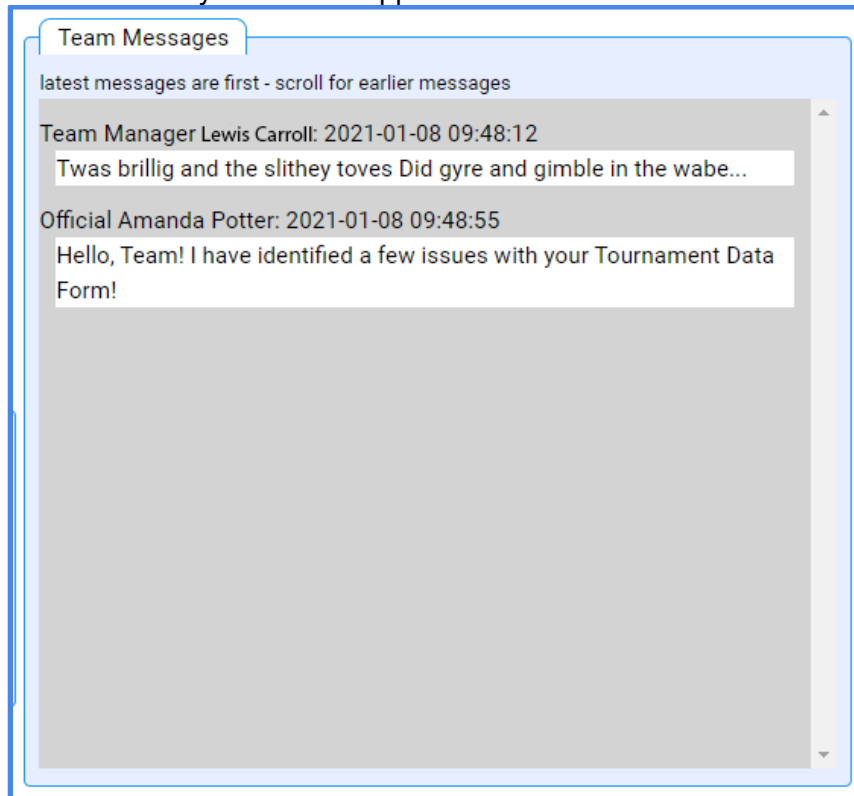
Send

Team Messages
latest messages are first - scroll for earlier messages

3. If you have a message from the Prep Appraiser or other member of the Appraisal Team or Tournament Team, the Team Manager of record will receive an email notification similar to the one below. The email will include the message from the Appraisal Team.



4. To reply to the message, the Team Manager of record will need to log into the Resource Area, navigate to the “My Team Tournaments” page, and click on the phone icon in the “tc msgs” column for the appropriate team. On the right side of the page, you will see all messages that have been sent between you and the Appraisal Team.



5. To send a message back to the Appraisal Team, use the text box on the left side of the screen. Type your message into the box and click "Send." Your message should then show up in the message thread on the right.

Send Team a Message

(length:132 max:2000)

What was the issue with our Tournament Data Form? Were the momeraths not outgrabing?? Was there not enough mimsy for the borogroves?

Send

6. It may be helpful for you to see any issues that were identified by the Resource Area when you submitted your team's forms. To see the issues, click the box next to "show issues" under your team's information. This will pull up a list of issues that were identified.

Current Prep Status : submitted

Status Last Modified : 2021-01-08 08:42:16

show issues

Tournament Data Form

no issues found

Expense Report

#	severity	view	issue
1	info	view	expense report total (\$ 92.37) is less that challenge limit (\$ 125.00)

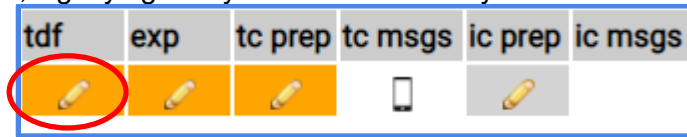
Team Challenge Prep Checklist

#	severity	view	issue
1	info	fix	no response -- If chemicals are used in your solution, provide a link to the safety data sheet (SDS) for each chemical to show that the chemicals you used are safe.
2	info	fix	no response -- Briefly explain any instances of Interference. If none, enter "none."
3	info	fix	no response -- Video Script

display only errors

The Prep Process

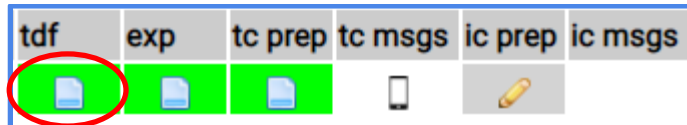
1. Once your team's forms have been submitted to the tournament, the Prep Process begins. The Prep Appraiser will review your team's forms and let you know if there are any issues with your team's submission. If there are any issues, the Prep Appraiser will contact your team through the Resource Area Messaging system. The Team Manager of record will receive an email notification, and the color for your team's forms will change from yellow to orange, signifying that your team must resubmit your information. You will also notice that the icons change to pencils, signifying that you are able to edit your team's information.



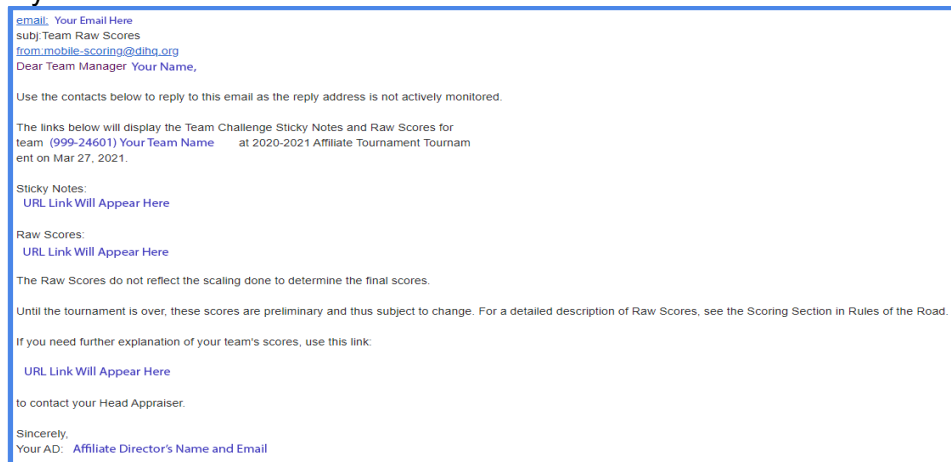
2. Your team will need to update your submission as needed. Once the updates are made, you should click the "Submit" button at the bottom of the Prep Checklist. **Make sure to send a message to the Prep Appraiser through the messaging system to let them know that changes were made.**

Scoring and Beyond

1. Once the Prep Appraiser has reviewed your team's submission and approved it, they will move your team's submission into the scoring phase of the tournament. When this happens, you will notice that the color for your team's forms will change from yellow (or orange) to green.







2. Once the Appraisal Team has evaluated your team's Video Presentation, the Team Manager of record will receive an email notification letting you know that your Raw Scores and Sticky Note feedback comments are ready. The email will include hyperlinks to click to access your team's Sticky Notes and Raw Scores.



3. If your team has questions about your Raw Scores, you can use the messaging system to contact the Appraisal Team.

Virtual Instant Challenge

1. On the “My Team Tournaments” page, click on the pencil icon in the “ic prep” column to edit an Instant Challenge Prep Checklist for a particular team. If you manage more than one team, always be sure to double check that you are entering the correct information for the correct team.

tdf	exp	tc prep	tc msgs	ic prep	ic msgs
					

2. This will bring you to the Prep Checklist for your virtual Instant Challenge. At the top of the page, you will see your Team Challenge, competition level, and your team’s information. Below that, you will find information about your tournament, including the level of tournament (Regional, Affiliate, Global), the format (virtual or hybrid, which includes an in-person event), submission deadlines, and the date you should expect results to be released.
3. You will need to fill out the Declaration of Independence section. You will see a list of team members who have been entered into the Resource Area. Check the box next to each team member who contributed to the Instant Challenge video solution. Note that you can click the blue hyperlink to fix any errors in the list of team members.

Declaration of Independence

Team Members

You have entered the following team members into the **Resource Area**. If this list is inaccurate, click [here](#) to edit your team members. Check the box beside each team member’s name that participated in the creation of your team’s solution:

- Team Member 1
- Team Member 2
- Team Member 3
- Team Member 4

4. Below the Team Members section is the Team Managers section. You do not need to select anything here, but you should check to make sure the information is correct. Note that you can click the blue hyperlink to fix any errors in the list of team members.

Team Managers

You have entered the following Team Managers into the **Resource Area**. If this list is inaccurate, click [here](#) to edit your Team Managers.

5. You will need to answer the Interference questions on behalf of your team members and to the best of your knowledge. In the parentheses, you will see your name in bold. Use the drop down menus to select an answer for each question. If you answer “No” to either question, please explain in the long answer text box. Be sure to answer “none” in the long answer text box if you have answered “Yes” to both Interference questions.

You (**Your Name**), on behalf of your team, need to attest the following to the best of your knowledge. **If an answer is No, please explain in the space provided.** A deduction may need to be assessed in order to be fair to teams that did not receive help.

The research, ideas, and solutions for our Virtual Instant Challenge video submission are those of ONLY the team members listed above.

--select-- ▾

All team members who worked on our Virtual Instant Challenge solution are listed above.

--select-- ▾

Briefly explain any instances of Interference. If none, enter "none".

(length:0 max:750)

6. If your team chooses to upload a script of the Instant Challenge video solution, you may do so in the next section. You will choose the file from your computer. Be sure to click “Upload” to add the PDF file of your team’s script to the IC Prep Checklist. If your file has uploaded correctly, you will see a small icon next to the Video Script prompt.

Script of Presentation

If your team is presenting in a language other than the primary language of the tournament, you must provide a transcript or subtitles of the dialogue in the language of the tournament for any video you submit. Teams that are presenting in the primary language of the tournament may submit a transcript or use subtitles, but it is not required. Transcripts and subtitles must only include spoken dialogue. If your team includes non-dialogue information (staging directions, plot synopsis, etc.), this will not be read by the Appraisers and will not affect your team's scores.

If you are submitting a transcript, please upload it as a PDF below.

Video Script: none

Set:

Choose File

No file chosen

Upload

7. Be sure to read all information in the “Submitting Your Solution” section. You will need to indicate that you understand the submission and review process by clicking the box.

Submitting Your Solution

As a team at a virtual tournament, your team must **submit this form by DEADLINE 11:59pm** to be appraised. Before submitting this form, be sure your videos are uploaded to YouTube with the privacy set to **unlisted**.

To supply your video, enter the **YouTube Video-ID** for video (this is an 11 character sequence unique to your video) **OR** a YouTube URL for playing your video (we will extract the Video-Id for you). Once you have entered a video, you can test that the Appraisers can view your video by clicking the view video link. Do **NOT** take your video down until after final scores are released for your tournament.

Next Steps:

After you submit, a Prep Appraiser will review your team’s submission. If there are any issues, you will receive feedback about your submission. If changes are required, you will have time to update your team’s submission and/or information. The Tournament Director will communicate the deadline for updates to you. Once your submission has been approved and/or the deadline for updates has passed, no further changes may be made and your team’s submission will be reviewed by the Appraisers.

Check to indicate that you understand the above submission and review process

Virtual Instant Challenge Video Solution

s-33i2b17nc

8. To enter the links for your Instant Challenge video solution and Material Display Video (if applicable), simply copy the link from YouTube and paste the link in the Prep Checklist blank. You will be able to click on the blue hyperlink that appears to check that the link is working correctly.

Check to indicate that you understand the above submission and review process

Virtual Instant Challenge Video Solution

s-33i2b17nc

[\(click here to view video\)](#)

- The virtual Instant Challenge will include questions your team should answer to help the Appraisal Team better understand the video solution. You should enter the answers to these questions in the Instant Challenge Questions section at the bottom of the IC Prep Checklist.

Instant Challenge Questions

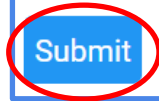
Each virtual Instant Challenge includes questions your team should answer to help the Appraisers review your solution. Enter your team's answer to each corresponding question asked in your virtual Instant Challenge below. For example, the answer to Question 1 in the Instant Challenge should be entered under 1 below.

1. (length:0 max:50)

2. (length:0 max:50)

- Once you have completed the IC Prep Checklist, all that is left to do is submit your team's information to the tournament! You will need to click the "Submit" button at the end of the IC Prep Checklist to do this. Next to the "Submit" button, you will see a note that tells you how many days remain to submit. Note that you do not need to complete all of your team's information at one time. Your information will save automatically, so you may complete smaller sections and return to the form later to finish and submit.

Click the Submit button to finalize your solution.



Time Left to Submit: 59 day(s)

11. If there are any errors in your team’s IC Prep Checklist, you will get a notification after clicking the “Submit” button. To fix an issue, click on the blue hyperlink next to the error. This will take you back to the form so that you may edit your team’s submission. If the issue is an “error” and the hyperlink says “fix,” this means that you must fix the issue in order to submit your team’s information. If the issue says “error” and the hyperlink says “view,” the notification is for your information. You do not have to fix the error in order to submit, but your team may be contacted by the Prep Appraisers about the issue, or your team may receive a deduction. If the issue says “info” and the hyperlink says “fix,” the notification is for your information. The answers for these issues are optional, so you may choose to enter information for those issues or not, depending on the Video Presentation and/or specific team circumstances.

Instant Challenge Prep Checklist

#	severity	view	issue
1	error	fix	declaration of indepence has no team members are checked
2	error	fix	no response -- The research, ideas, and solutions for our Virtual Instant Challenge video submission are those of ONLY the team members listed above.
3	error	fix	no response -- All team members who worked on our Virtual Instant Challenge solution are listed above.
4	info	fix	no response -- Briefly explain any instances of Interference. If none, enter "none".
5	info	fix	no response -- Video Script
6	error	fix	no response -- Check to indicate that you understand the above submission and review process
7	error	fix	no response -- Virtual Instant Challenge Video Solution
8	error	fix	no response -- Virtual Instant Challenge Material Display Video
9	error	fix	Instant Challenge Question responses: only 0 of 2

display only errors

[Re-Check](#) [Submit](#) Time Left to Submit: 59 day(s)

12. If the system found no issues with your team’s submission, you will see the following message:

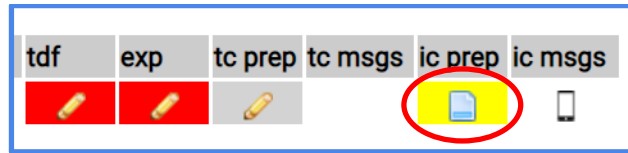
Instant Challenge Prep Checklist

no issues found

display only errors

[Re-Check](#) [Submit](#) Time Left to Submit: 59 day(s)

13. On the “My Team Tournaments” page, you will notice that the “ic prep” button for your team’s submission has turned yellow. The icon has changed from a pencil (edit) to a form (view). This means that your forms have been successfully submitted to the tournament and the Prep Appraiser can begin reviewing your team’s submission.



14. After you have submitted your team’s virtual Instant Challenge solution, the process of checking your team’s solution and moving it to the scoring portion of the tournament will be similar to that of Team Challenge. See “The Resource Area Messaging System” and “The Prep Process” above for more information.
15. Note that teams will not receive Raw Scores for Instant Challenge. Instant Challenge Scores will be made available when final scores are released for your tournament.

In-Person Instant Challenge

If your team is participating in an in-person Instant Challenge, be sure to thoroughly review the procedures in Section XIII of Rules of the Road. Your team will need to fill out the IC Prep Checklist in the Resource Area before attending the in-person event. The in-person IC Prep Checklist will include the Declaration of Independence and the IC Promise.