

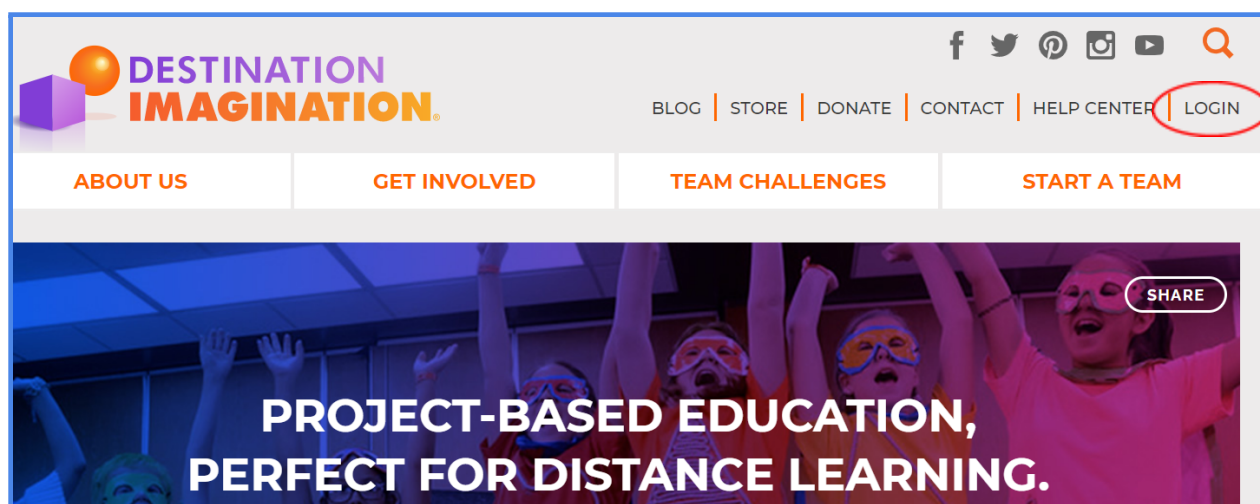
# A Guide to the Resource Area

## 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 page for the Resource Area. The page has a blue header with a "Welcome" dropdown menu. Below the header is a login form with fields for "Email:" and "Password:". There is a "Login" button with a key icon. Below the login button are links for "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 may also find important information about tournament dates and deadlines, 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
<a href="#">Code of Conduct</a>	<a href="#">My Teams</a>	<u>Nebraska-Affiliate Directors</u>
<a href="#">Background Check Complete</a>	<a href="#">Challenge Materials &amp; Documents</a>	Nebraska - Affiliate Director: <a href="#">Kim Bejot</a>
<a href="#">Purchase Teams</a>	<a href="#">My Tournaments</a>	Nebraska - Affiliate Director: <a href="#">Scott Goodman</a>
<a href="#">Confirm Account Information</a>	<a href="#">Ask/View Clarifications</a>	Nebraska - Affiliate Director: <a href="#">Amanda Potter</a>
	<a href="#">Team Manager Training</a>	<u>Nebraska - Regional Directors</u>
	<a href="#">Free Resource Library</a>	<u>Lewis and Clark Region</u>
		Regional Director: <a href="#">Scott Goodman</a>
		Regional Director: <a href="#">Judy Hansen</a>
		 <b>Affiliate Events</b>

### 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 "Teams" -> "my tournaments."

 <b>Helpful Links</b>
<a href="#">My Teams</a>
<a href="#">Challenge Materials &amp; Documents</a>
<a href="#">My Tournaments</a>
<a href="#">Ask/View Clarifications</a>
<a href="#">Team Manager Training</a>
<a href="#">Free Resource Library</a>

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. Sched - Schedule Requests
  - b. TDF - Tournament Data Form
  - c. Exp - Expense Report
  - d. TC Prep - Team Challenge Prep Checklist
  - e. TC Msgs - Resource Area Messaging System for Team Challenge
  - f. IC Prep - Instant Challenge Prep Checklist
  - g. IC Msgs - Resource Area Messaging System for Instant Challenge

**My Tournaments**

**Tournaments where my teams compete**













sched - make schedule requests  
 tdf exp prep - edit online forms  
 msgsg - exchange messages with prep

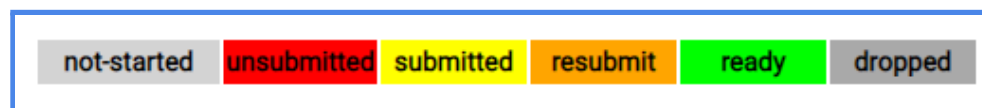
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**My Challenge Program Team Tournaments**

Team Information Appears Here    - Challenge: Tricky Tales / EL

format	tournament	date	status	forms	sched	tdf	exp	tc prep	tc msgsg	ic prep	ic msgsg
in-person	<b>Regional:</b> Region 1		setup	online							
in-person	<b>Affiliate:</b> State Finals	2022-03-12	setup	online							

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



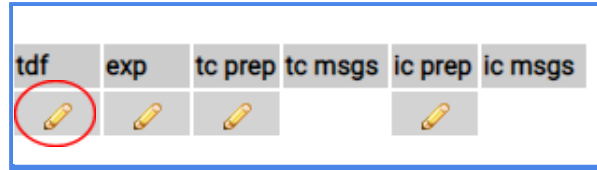
- a. Light Gray - Your team has not started to fill out the form.
  - b. Red - Your team has not submitted the form.
  - c. Yellow - Your team has submitted the form to be reviewed by the Prep Appraiser.
  - d. Orange - Your team's submission has been reviewed by the Prep Appraiser, and there is an issue 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](mailto: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

#### Tricky Tales: Elementary Level

Your Team's Information Appears Here

[Back](#)

Summary

Team Picture: 0 of 1

Team Choice: 1 of 4

Scored Elements: 0 of 7

Creative Process: 0 of 5

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**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.

#### 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. Your team needs to complete:

- Tournament Data Form: complete all parts below
- Expense Report
- Prep Checklist: this form for 2022 includes:
  - reminders about creating a safe solution
  - reminders on the required elements of your Challenge
  - the Declaration of Independence

None of these forms needs to be filled out on a single visit to the Resource Area. The answers you supply are saved as you move from input to input. Revisiting a form at a later time will show the information captured in prior visits.

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.

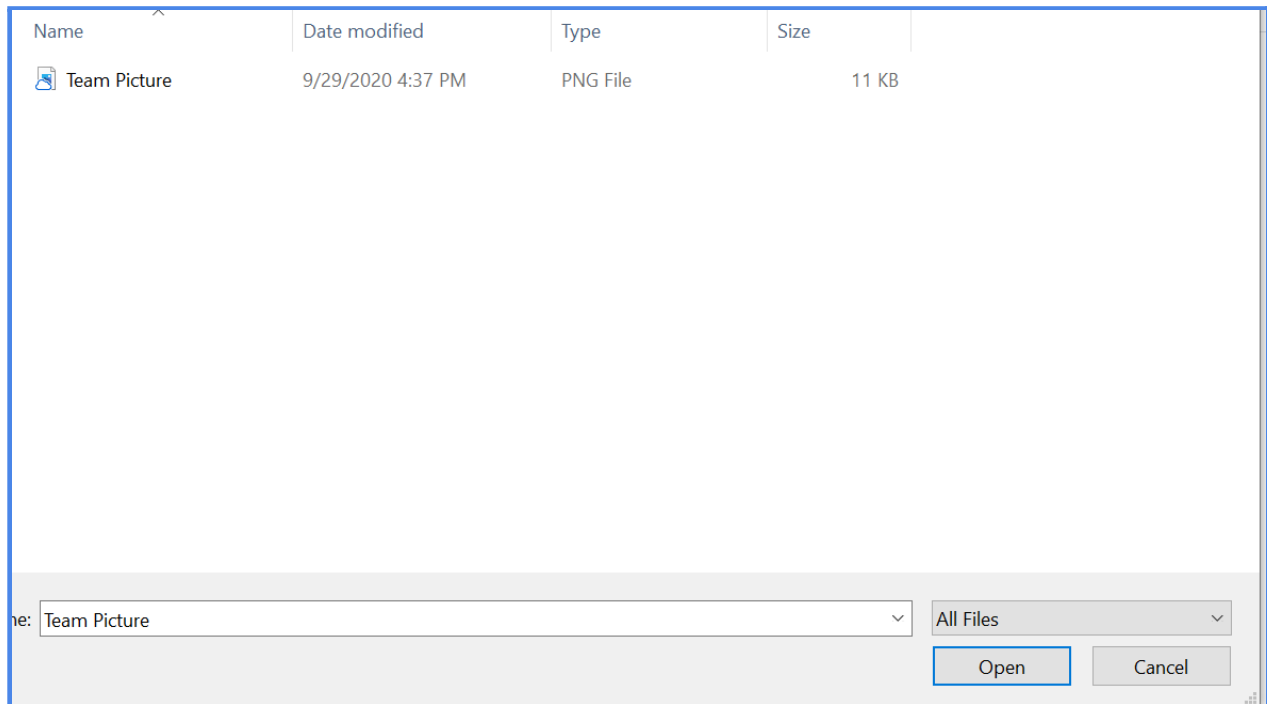
**Optional: Team Picture**

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

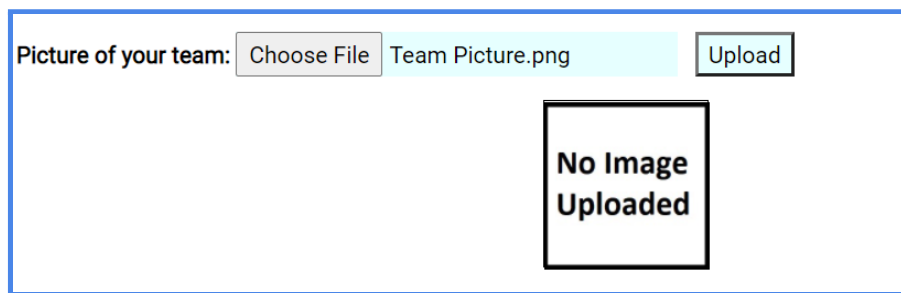
Picture of your team:  No file chosen

No Image Uploaded

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



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



Picture of your team:  Team Picture.png

No Image Uploaded

6. Be sure to click “Upload” to add the picture to your Tournament Data Form.
7. 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.

### **A Brief Description of Team Choice Elements**

#### **Team Choice Element 1**

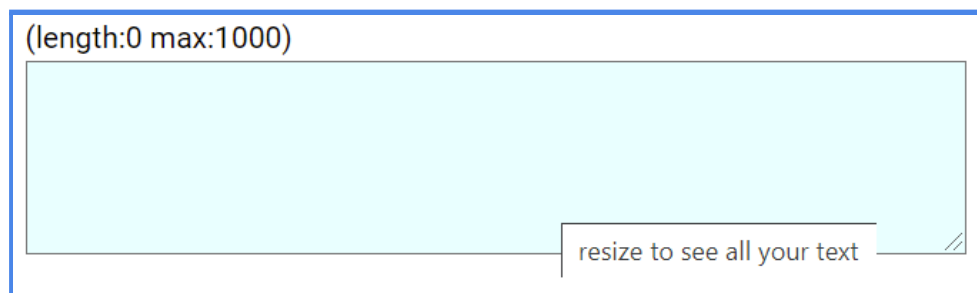
**What is your Team Choice Element 1?**

(length:0 max:150)

**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:1000)

8. 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:1000)

resize to see all your text

9. 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 Team Choice Element 2?**

(length:22 max:150)

The cute puppy 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:37 max:1000)

We created an adorable puppy costume!

**Summary**

**Team Picture:** 0 of 1

**Team Choice:** 2 of 4

**Scored Elements:** 0 of 8

**Creative Process:** 0 of 5

10. 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.

format	tournament	date	status	forms	sched	tdf	exp	tc prep	tc msgs	ic prep	ic msgs
in-person	<b>Regional:</b> Region 1		setup	online							

11. Continue to enter answers to each question on the Tournament Data Form. Your team will need to answer questions in the Brief Description of Scored Elements section to explain specific elements of the Central Challenge solution. Your team will need to answer questions in the Creative Process section 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.

### A Brief Description of Scored Elements

This Challenge asks your team to supply the following information to help the Appraisers evaluate your solution.

1. Briefly describe your story about a Trickster who attempts to overcome a Tricky Situation.

(length:0 max:1000)



### The Creative Process

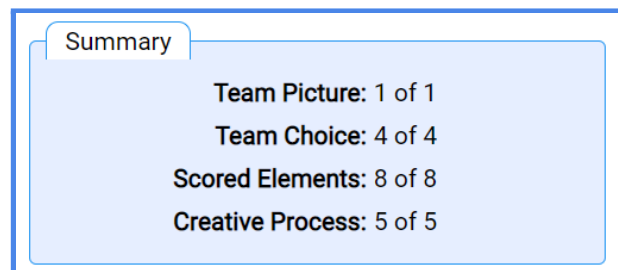
Reflect on how your team experienced each stage of the creative process as you solved the Team Challenge.

1. RECOGNIZE: What process did your team go through in order to understand all the issues or points of the Challenge?

(length:0 max:1000)



12. 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

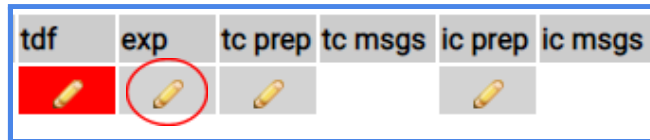
Team Picture: 1 of 1  
Team Choice: 4 of 4  
Scored Elements: 8 of 8  
Creative Process: 5 of 5

13. 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.

### My Team's Expense Report

**Tricky Tales: Elementary Level**  
Your Team's Information Appears Here

[Back](#) 

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

### Team Expenses

Include all items and supplies used in the construction of the Team Challenge solution.

**Total Cost of Solution: 0.00**

Expenses below in: United States dollar ▼

Cost in US Dollars: \$0.00

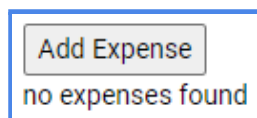
4. You will also be able to change the currency, if necessary. Below the currency drop down, you will see the total cost of your team's solution in US Dollars. Keep in mind that the team budget listed in the Challenge is in US Dollars.

The screenshot shows a web interface for managing expenses. A dropdown menu is open, displaying a list of currencies: United States dollar, Canadian dollar, Chinese yuan, British pound, Euro, Turkish lira, Mexican peso, Qatari riyal, Israeli new shekel, Danish krone, United Arab Emirates dirham, Nigerian naira, Ukrainian hryvnia, South Korean won, South African rand, Singapore dollar, Polish zloty, Jordanian dinar, Indian rupee, and Guatemalan quetzal. The 'United States dollar' is currently selected. To the left of the dropdown, the text 'Expenses below in:' is visible. Below the dropdown, the text 'Cost in US Dollars: \$' is partially visible. On the left side of the interface, there is a button labeled 'Add Expense' and a status message 'no expenses found'. Below this, there is a section titled 'Expense Receipts' with instructions: 'Use the controls below to upload receipts that contain 1 or more items so a solution.' There are five attachment slots, each labeled 'Attachment 1: none' through 'Attachment 5: none'. At the bottom, there is a 'Set:' label, a 'Choose File' button, and the text 'No file chosen'.

5. 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.

The screenshot shows a summary box with the text 'Total Cost of Solution: 35.00'. Below this, there is a label 'Expenses below in:' followed by a dropdown menu showing 'Euro'. Below the dropdown, the text 'Cost in US Dollars: \$41.45' is displayed.

6. To add items in a category, click “Add Expense.”



7. A pop up window will appear. In the “Kind” drop-down menu, select the category for the item you are entering. Enter a brief description of the item in the “Item” blank. Enter the cost of the item in the original currency in the “Cost” blank. If an item is exempt from cost or a trash item per Rules of the Road, enter 0 for the cost. Click “Save” to list the item on the Expense Report.

Edit Expense Item

Kind : Clothing



Item : Black Pants

Cost : 2.00











enter a Cost of 0 for an exempt item

Save

8. The entered item will appear on your team’s Expense Report.

Add Expense				
edit	Kind ▼	Item	▼ Cost ▲	delete
	cloth	Black Pants	2.00	

9. To add additional items to the Expense Report, repeat steps 6 and 7. To delete an item, click the red X to the right of the item. Items are automatically sorted by “Kind.” You can choose to sort items by cost by clicking the green arrows in the Cost column, or you can resort by kind of expense by clicking on the green arrow in the Kind column.

Add Expense				
edit	Kind ▼	Item	▼ Cost ▲	delete
	cloth	Black Pants	2.00	
	equip	Lights	20.00	
	equip	Smartphone	exempt	
	prop	PVC Pipe	8.00	
	prop	Construction Paper	5.00	

10. Once you have finished entering all items used in your team’s 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 Presentation is within the budget.

**Total Cost of Solution: 185.00**

Expenses below in: Euro ▼

Cost in US Dollars: \$219.08 exceeds limit of \$150.00 

11. 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"/>

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


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

### Expense Receipts

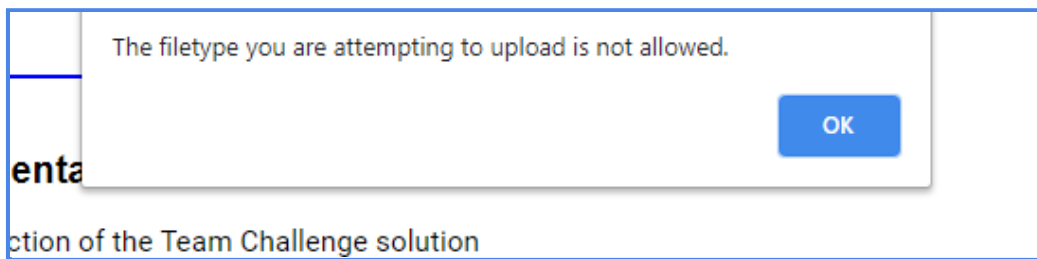
Use the controls below to attach your receipts. An attachment can be either a scanned **image of a receipt** or a **PDF that contains 1 or more receipts**. Be sure to label your items so appraisers know where the materials were used in your solution.

Attachment 1: none	Set:	<input type="button" value="Choose File"/>	2019-08-12_082840.pdf	<input type="button" value="Upload"/>
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16. 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:	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Upload"/>	<input type="button" value="X"/>
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17. Attempting to upload an unsupported file type will result in an error message.







18. 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
					

2. 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 (in person or virtual), any pre-check deadlines, and the tournament date.

## Tournament Prep Checklist for Team Challenge

Your Team's Information Appears Here

**Tournament:** Regional: Region 1 -at- Tournament Location

**Format:** In Person (solutions in-person)

**Challenge:** Tricky Tales / Elementary Level

**Tournament Date:** Sat 12-Feb-2022

[Back](#)



Solutions to the **Fine Arts Challenge: Tricky Tales** are presented **in-person** at your tournament.

The Appraisers at your tournament will review your forms online, so you do not need to print copies of your Tournament Data Form, Expense Report, and Prep Checklist.

Your tournament has a pre-check deadline: **Fri 11-Feb-2022 12:59pm**. To have your online forms reviewed prior to the tournament, your team must submit your Team Challenge forms by this time. If your team does not submit these forms prior to this deadline, the forms will be checked on the day of the tournament in the Prep Area. Your team may have the opportunity to correct any issues as the tournament schedule allows.

3. 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 Data Form or the Expense Report by clicking the corresponding hyperlinks or by navigating back to the "My Team Tournaments" page.

## Forms

For this tournament, your team 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)

This forms does not need to be filled out on a single visit to the Resource Area. The answers you supply are saved as you move from input to input. Revisiting the form at a later time will show the information captured in prior visits.

4. 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: **Tricky Tales**. 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.4 for more information.)

**Safety**

Your 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
- 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.

--select--  
--select--  
Yes  
No

using any of the following materials in your Presentation? See Rules of the Road, Section VII.J for more information on the use of these materials.



6. If your team is planning to use any of the materials listed below in your Presentation, you will need to provide a brief explanation in the provided text box.

**Is your team using any of the following materials in your Presentation? See Rules of the Road, Section VII.J for more details on the use of these materials.**

- Helium Balloons
- Latex
- Powders
- Dry Ice
- Strobe Light
- Electrical/Batteries

**If your team is using any of these materials, please provide a brief explanation.**

(length:0 max:1000)



7. If your team is planning to use chemicals in your 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 will be used in the Presentation.

**If chemicals are used in your solution, provide a brief explanation of how they will be used in your Presentation and include a link to the safety data sheet (SDS) for each chemical to show that the chemicals you will use are safe.**

(length:0 max:1000)



8. You will need to certify that all team members will wear shoes or foot coverings during the tournament.

**We certify that all team members will wear shoes or foot coverings with reasonably impenetrable soles at all times during the tournament. We understand that the Prep Area Appraiser will verify that all team members are wearing appropriate foot coverings in the Prep Area on the day of our Presentation. (See Rules of the Road, Section VII.J.1.)**

--select-- ▼

9. 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.

The Challenge: **Tricky Tales** requires the elements listed below:

- The Presentation tells a story about a team-created Trickster who attempts to overcome a Tricky Situation.
- Your team has designed and created a Costume that goes through a Costume Transformation during the Presentation.
- Your team has designed and created an Illusion that enhances the story.
- The Presentation includes 2 Team Choice Elements.

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

10. 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 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

11. 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.

12. 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:1000)

13. If your team chooses to upload a script of the 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 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 script of the dialogue for your Presentation in the language of the tournament. Teams that are presenting in the primary language of the tournament may submit a script, but it is not required. Scripts 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 script, please upload it as a PDF below.

Script: none

Set:

Choose File

No file chosen

Upload

## Submitting Your Team's Information to Tournaments WITHOUT a Pre-Tournament Check

1. Be sure to read all information in the "Submitting Your Team's Forms" section. If your tournament is not implementing a pre-tournament check, this section will let you know how your team's information will be reviewed. Note that there is no "Submit" button. The Prep Area Appraiser will review your team's information on the day of the tournament. (Skip to [Scoring and Beyond](#) for more information on the Resource Area for all tournaments.)

### Submitting Your Team's Forms

The process at this point for your team is described below.

- ☒ Check to indicate that you understand the submission and review process

Your team must complete all online forms by the day of the tournament. Your team's forms will be checked in the Prep Area prior to your Presentation.

#### Next Steps:

A Prep Appraiser will review your team's forms in the Prep Area on the day of the tournament. If issues are identified in the Prep Area on the day of the tournament, your team may be allowed to make changes as the tournament schedule allows.

## Submitting Your Team's Information to Tournaments WITH a Pre-Tournament Check

2. Be sure to read all information in the "Submitting Your Team's Forms" section. If your tournament is implementing a pre-tournament check, this section will let you know the deadline by which your team must submit all information for the pre-tournament check, as well as the procedure for receiving feedback on your team's forms.

### Submitting Your Team's Forms

The process at this point for your team is described below.

Your tournament has a submit deadline of [Deadline Date Here](#).

- ☒ Check to indicate that you understand the submission and review process

[Submit](#) Time Left to Submit: 53 day(s)

Submit your online forms before the deadline to have them reviewed.

#### Next Steps:

Once submitted, a Prep Appraiser will review your team's forms and, if needed, provide feedback to the Team Manager in the TC message area. The Team Manager will receive an email with the message. A Prep Appraiser will also review your team's forms in the Prep Area on the day of the tournament. If issues are identified in the Prep Area on the day of the tournament, your team may be allowed to make changes as the tournament schedule allows.

3. You will need to indicate that you understand the submission and review process by clicking the box.

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

4. 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.

Submit

Time Left to Submit: 53 day(s)

Submit your online forms before the deadline to have them reviewed.

5. 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 your team's Presentation and/or specific circumstances. Notice that the "Submit" button is grayed out if there is an issue that must be resolved. Once those errors are resolved, you will be able to click the blue "Submit" button.

errors to fix: 1

### Tournament Data Form

no issues found

### Expense Report

#	severity	view	issue
1	error	<a href="#">view</a>	expense report total (\$ 210.00) exceeds challenge limit (\$ 150.00)

### Team Challenge Prep Checklist

#	severity	view	issue
1	info	<a href="#">fix</a>	no response -- Briefly explain any instances of Interference. If none, enter "none."
2	info	<a href="#">fix</a>	no response -- Script

☐ display only errors

Re-Check

Submit






6. 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  

Re-Check Submit

Time Left to Submit: 68 day(s)

7. Once you have submitted your team's forms, 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. Once your team's forms have been submitted to the tournament, you will notice that a phone icon appears in the "tc msgs" column.

tdf	exp	tc prep	tc msgs	ic prep	ic msgs
					

8. 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 Appears Here

Back



Tournament: Affiliate Tournament

Tournament Level: Affiliate

Format: In Person (solutions in-person)

Challenge: Tricky Tales / Elementary Level

Tournament Date:

Team Challenge Submission: by

Current Prep Status : submitted

Status Last Modified :

☐ show issues

Send Team a Message

(length:0 max:2000)

Send

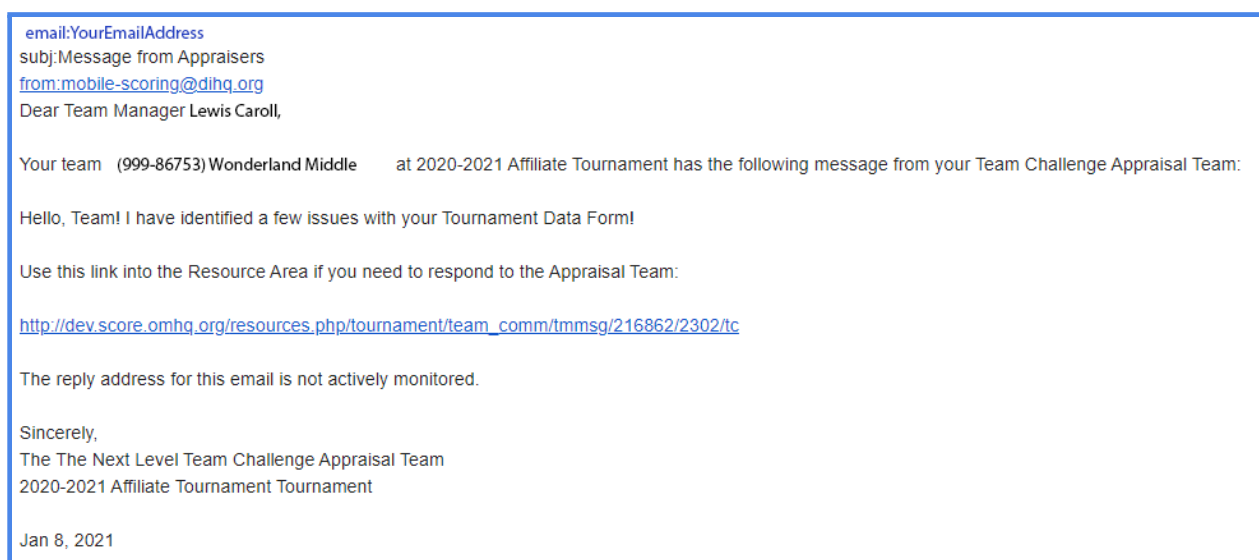
Be patient as this takes several seconds. When complete your message should appear in the log to the right.

Team Messages

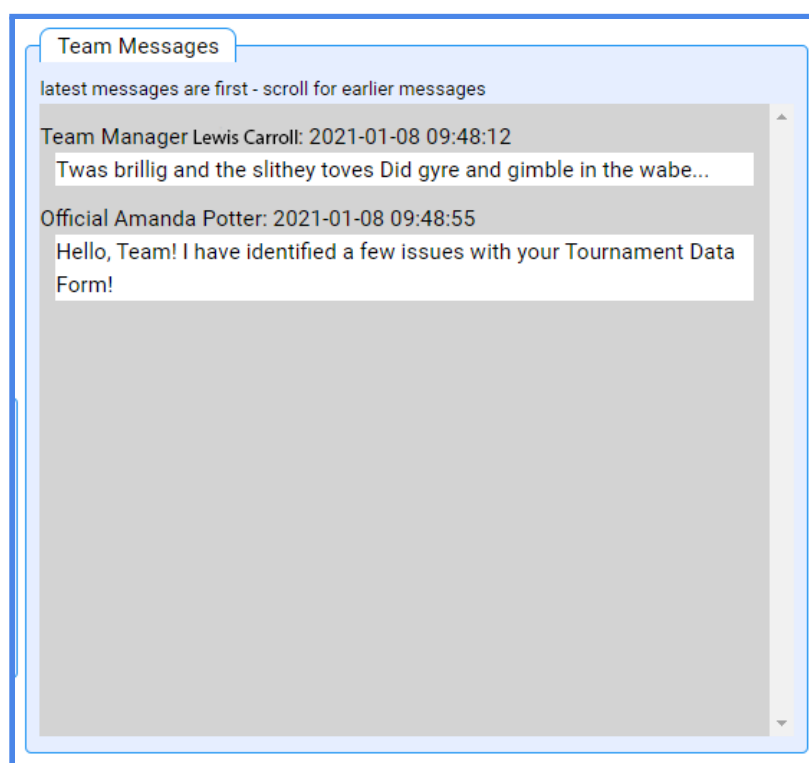
latest messages are first - scroll for earlier messages



9. 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.



10. 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.



11. 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

12. 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	<a href="#">view</a>	expense report total (\$ 92.37) is less that challenge limit (\$ 125.00)

**Team Challenge Prep Checklist**

#	severity	view	issue
1	info	<a href="#">fix</a>	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	<a href="#">fix</a>	no response – Briefly explain any instances of Interference. If none, enter "none."
3	info	<a href="#">fix</a>	no response – Video Script

☐ display only errors






13. 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.

tdf	exp	tc prep	tc msgs	ic prep	ic msgs
					

14. Your team will need to update and submit your forms as needed prior to the tournament. Changes will be automatically saved in your team's forms.

### Scoring and Beyond

- 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. This will happen on the day of the tournament after your team has met with the Prep Area Appraiser in the Prep Area, regardless of whether or not your tournament is implementing a Pre-Tournament Check.

tdf	exp	tc prep	tc msgs	ic prep	ic msgs
					

2. Once the Appraisal Team has evaluated your team's 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. Generally, you will receive this message after meeting with the Head Appraiser to review your team's Sticky Notes and Raw Scores.

[email:](#) Your Email Here  
subj: Team Raw Scores  
[from: mobile-scoring@dihq.org](mailto:mobile-scoring@dihq.org)  
Dear Team Manager Your Name,

Use the contacts below to reply to this email as the reply address is not actively monitored.

The links below will display the Team Challenge Sticky Notes and Raw Scores for team [\(999-24601\) Your Team Name](#) at 2020-2021 Affiliate Tournament Tournament on Mar 27, 2021.

Sticky Notes:  
[URL Link Will Appear Here](#)

Raw Scores:  
[URL Link Will Appear Here](#)

The Raw Scores do not reflect the scaling done to determine the final scores.

Until the tournament is over, these scores are preliminary and thus subject to change. For a detailed description of Raw Scores, see the Scoring Section in Rules of the Road.





If you need further explanation of your team's scores, use this link:  
[URL Link Will Appear Here](#)

to contact your Head Appraiser.

Sincerely,  
Your AD: [Affiliate Director's Name and Email](#)

## 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 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.
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 will participate in the tournament. 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.