



# Destination Imagination

**Our Vision:** To inspire and equip youth to imagine and innovate through the creative process.

**Our Mission:** Ignite the power of ALL youth to be the creative and collaborative innovators of tomorrow.

## **Our Values:**

- **Respect:** We treat all people with fairness, kindness, and consideration.
- **Collaboration:** We work as a team because together we go further.
- **Stewardship:** We accept personal responsibility to nurture a global culture of creativity, innovation and self-expression.
- **Perseverance:** We encourage trying until we achieve any goal.
- **Integrity:** We hold ourselves to the highest standards by owning our work, actions, and decisions.

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 at 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 at a tournament
- Reflecting on and celebrating the experience

# The Tournament Guide for Teams

**This Tournament Guide for Teams is for you!** It tells you what to expect at your tournament. Inside this guide, you will find information that includes what will happen at your Presentation Site and tips from teams and Team Managers on how to have a great tournament experience.

## **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 day where 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. **Every tournament experience is different!** Your Tournament Director will be able to answer many of your questions about tournament-specific procedure. 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 be presenting the solution to your Team Challenge at the tournament. Your family and friends can watch you present your solution.

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

- Technical Challenge: Piece by Piece
- Scientific Challenge: Far-Fetched
- Fine Arts Challenge: Flip the Script
- Improvisational Challenge: Showdown
- Engineering Challenge: Thrill Ride
- Service Learning: High Stakes
- Early Learning: Play On

**Team Choice Elements:** Team Choice Elements are two creations that your team chooses to include in your Team Challenge 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:** At the tournament, your team will also solve a Challenge on the spot. We call this type of Challenge an “Instant Challenge.” Your family and supporters may NOT watch this part of the tournament day, but one Team Manager may go into the Instant Challenge room and watch, if your team chooses.

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

# Who's Who at the Presentation Site

This section provides an introduction to the different types of volunteers who will be working with you at your tournament. Some will be scoring 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 will help you prepare for your Presentation and who will watch, time, and evaluate your Presentation. 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 at your tournament. The Challenge Master is the person who trains the Appraisal Team and who sets up and oversees all the Presentation Sites for that specific Challenge at 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 the Appraisal Team for one specific Presentation Site. The Head Appraiser is trained by the Challenge Master. It is the Head Appraiser's job to make sure the Presentation Site runs smoothly.

- For example, if your tournament has more than one Presentation Site for the Fine Arts Challenge, the Challenge Master oversees all of the Fine Arts Presentation Sites, but each site would have a Head Appraiser who makes sure that the specific site's 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. One team representative and the Team Manager will have the opportunity to meet with the Head Appraiser or Challenge Master to discuss your Team Challenge Raw Scores at the tournament.

# Appraiser

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

## The Prep Area Appraiser (All Team Challenge Presentation Sites)

The Prep Area Appraiser will:

1. Greet your team and Team Manager(s).
2. Check all required items, such as online forms and props.
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 your solution.

Your tournament may include a pre-tournament check of your team's forms. In this case, a Pre-Tournament Prep Appraiser will review your team's online forms and communicate with your Team Manager of record through the Resource Area Messaging System if any issues are found prior to the tournament day.

## 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 review your Prep Checklist. After your Presentation, these Appraisers will talk to your team about your Presentation. Be sure to show them and tell them about the things of which you are proudest.

## Engineering Challenge Only: The Roller Coaster Check-In Appraiser

The **Roller Coaster Check-In Appraiser** will examine, measure, and make sure your Roller Coaster parts and Launching Mechanism meet the guidelines in the Challenge. Before your team goes to the Prep Area for the Engineering Challenge, you **MUST** have your Roller Coaster parts and Launching Mechanism checked by this Appraiser.

## Engineering Challenge Only: The Roller Coaster Testing Appraiser(s)

The **Roller Coaster Testing Appraisers** will monitor Roller Coaster Testing during the Presentation to help your team make sure you are following all of the procedures correctly. The Roller Coaster Testing Appraiser will also record information about Roller Coaster tests, such as parts used and the timing of each Roller Coaster test.

## The Instant Challenge Appraiser

There will be two or three **Instant Challenge Appraisers** for each Instant Challenge room. The Appraisers will score your team based on how well you solve your Instant Challenge. 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

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 Presentation. 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.
3. The **Announcer** is the person who introduces your team and provides you with Improvisational Elements, if your Challenge has these requirements. Usually the roles of Timekeeper and Announcer are combined and one person completes all the tasks involved in these roles.

# Site Procedures

## Instant Challenge

Also see “Instant Challenge Procedures” in Rules of the Road.

1. Each team will report to the Instant Challenge Check-In Appraiser 15 minutes prior to its scheduled Instant Challenge time.
2. The Check-In Appraiser will confirm with the team that the answers to the Declaration of Independence questions in the Instant Challenge Prep Checklist have not changed.
3. An Appraiser will accompany each team to the Instant Challenge room. This Appraiser will verify the following information with the team: the team’s name, Team Number, Team Challenge, and competition level. This Appraiser will also make sure that none of the team members or Team Manager bring any devices, including but not limited to cameras, cell phones, iPads or tablets, computers, timing devices, and wrist watches into the Instant Challenge room. This Appraiser will ask the team which team members will be participating in the Instant Challenge.
  - a. Destination Imagination encourages all team members to participate, but it is not required. At least 2 team members must participate.
  - b. ONE adult (18 years of age or older) Team Manager, preferably the Team Manager of record, can accompany the team into the Instant Challenge room as an observer.
  - c. Team members decide whether the Team Manager will accompany the team to the Instant Challenge room.
  - d. Non-participating team members and/or the Team Manager are not required to accompany the team to the Instant Challenge room.
  - e. Assistant Team Managers under the age of 18 must NOT accompany the team into the Instant Challenge room.
  - f. The Team Manager and/or non-participating team members must not take notes during the Instant Challenge.
  - g. If a Team Manager manages two teams in the same Team Challenge and the same competition level, the Team Manager must not go into the Instant Challenge room at the tournament. At some tournaments, different Team Challenges and levels will be presented with the same Instant Challenge. At those tournaments, if a Team Manager manages two teams or more, the Team Manager must not go into the Instant Challenge room at the tournament. The Tournament Director will make this ruling. At the discretion of the Tournament Director, the Team Manager may be allowed in the Instant Challenge room for their last scheduled team’s Instant Challenge.
4. If it has not already been done in the Holding Room prior to the team arriving in the Instant Challenge room, one Appraiser will remind all of the team members (and the Team Manager) about the Instant Challenge Promise (see below). The team may also have the promise presented in written form.

**“We promise not to talk about the Instant Challenge or what we did in our solution UNTIL THE END OF MAY. If we are heard or are found to have shared this Challenge with anyone, we will be disqualified from the tournament. However, we can talk about it privately among our team and Team Manager(s)!”**
5. The non-participating team members and/or Team Manager will then be asked to sit out of the way where they may observe the Instant Challenge. Neither the Team Manager nor any non-participating team member may speak or motion in any way to the team during the Instant Challenge or it will be considered Interference and a deduction may be assessed. Neither the

Team Manager nor any non-participating team members will be allowed to take notes, videotape, or record the team during its Instant Challenge.

6. When it is time to start the Instant Challenge, an Appraiser will then say:  
**“WELCOME to the Instant Challenge portion of our tournament. Anything is possible here, and you will have the opportunity to use the problem solving tools and the creative process you have learned. Every team participating in your Team Challenge at your competition level will be presented this Instant Challenge today. Once the Instant Challenge begins, any participating team member may ask how much time remains in that part of the Challenge.”**
7. The Instant Challenge will then be presented to the team. Each team in a given Team Challenge and level will be given the same Instant Challenge by the same Appraisers.
  - a. The team may ask questions only after the timing of the Instant Challenge has begun. There will not be a period of time set aside specifically for questions.
  - b. The team may ask the Appraisers for the time remaining at any point during the Instant Challenge.
  - c. If the Appraisers feel that the team is working under an obvious misconception, they will attempt to clarify the Challenge without adding to the solution.
  - d. If the Challenge is Task-Based, unless otherwise stated, taped or marked areas must not be altered in any way.
  - e. If the Challenge materials include crayons, markers, or other writing instruments, the team must NOT use these to draw on their bodies or their clothing.
  - f. In general, materials that are not listed individually in the Materials section (i.e. materials that are listed in a sentence below the Materials section or in the Setup section) must not be part of something the team creates as a solution. For example, in most cases, a yardstick must not be part of a team's solution. In a Performance-Based Challenge, the paper and pencil that the team is given must not be used as props.
8. After completion of the Instant Challenge, the team members will be reminded of their promise not to discuss the Instant Challenge except among themselves and out of earshot of other tournament participants until the end of May.
9. When the team has finished its Instant Challenge, an Appraiser will escort the team out of the Instant Challenge area. Scores for the Instant Challenge will not be revealed until after the Closing Celebration. Instant Challenge Raw Scores are NOT returned to the teams. The team may then be taken to the post-Instant Challenge Room (“Chill Out Room”), if one is being used at the tournament.

## Technical Challenge: Piece by Piece

The specific procedures for your tournament will be determined locally by the Technical Challenge Master and Tournament Director.

### Online Forms

For the 2022-23 Season, most tournaments will use online forms, which can be accessed by both teams and Appraisers through the [Resource Area](#). If your tournament is using paper forms, the Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament, along with any changes to the following procedure.

The team's online forms will be submitted by the Team Manager through the [Resource Area](#). These online forms will include the Tournament Data Form, the Expense Report, and the Team Challenge Prep Checklist, which includes Declaration of Independence information. There is a separate Prep Checklist for Instant Challenge. This will also be submitted via the Resource Area.

The Tournament Data Form is only informational. The Tournament Data Form is not scored and will be used by the Appraisers to better understand the required elements of a team's solution. If an element that fulfills a Challenge requirement occurs during the Presentation and the team has described the element on the Tournament Data Form or communicated an update or change to the Appraisers prior to the Presentation, it will receive a score. This is true even if the element does not happen in the exact way it is described on the Tournament Data Form. However, if the scored element does not occur at all during the team's Presentation, the team members cannot select a totally different element to be scored in its place once the Presentation is over. Doing so would introduce inconsistencies in appraising that could be detrimental to teams. The information submitted by the team on the Tournament Data Form, along with any Team Clarifications associated with the team, will be accessible by Appraisers through the Mobile Scoring Client.

The team's Expense Report should reflect what it would cost another team to recreate the solution, not necessarily what the team actually paid for materials. It must not be used as a scoring element. The Expense Report will be submitted, along with any receipts, through the [Resource Area](#).

On the Prep Checklist, the team will certify the safety of the solution, fill out a checklist of required elements, and complete the Declaration of Independence information. If a team is presenting in a language other than the language of the tournament, there is a place on this form for the inclusion of a translated script. This script must only contain dialogue. Appraisers must not read and/or consider any non-dialogue information (e.g. stage directions or a plot synopsis) when scoring the team's solution.

Your tournament may decide to have teams submit the required online forms prior to the date of the tournament so they can be checked by a Pre-Tournament Prep Appraiser to ensure all of the forms are filled out. Alternatively, your tournament may decide to complete all online form review in the Prep Area on site at the tournament. Your Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament. See the Step-by-Step Guide to the Resource Area for Officials for more information about navigating the online forms.

### At the Tournament

All team members and Team Manager(s) should bring their props, costumes, and any other items used in their Presentation to the Prep Area at least 20 minutes before their scheduled Presentation

time. At most tournaments, the Prep Area is very near the Presentation Site. Once there, the Prep Area Appraiser will greet the team and review the team's online forms.

Using the Prep Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure all presenting team members are wearing required foot coverings. The Prep Area Appraiser will answer the team's questions and explain to the team and the Team Manager(s) the process for getting Raw Scores from the Head Appraiser after the Presentation. The Prep Area Appraiser will escort the team to the Launch Area, where they will be introduced to the Timekeeper/Announcer for final preparations and instructions.

The Launch Area is a holding area immediately adjacent to the Presentation Area where the team members and all of the items they need for their Presentation will be when the Presentation time begins. After all of the items the team needs for its Presentation have been moved to the Launch Area, the Team Manager(s) and any non-presenting team members will be shown to their designated seats.

Non-team members associated with the team may help move items to the Launch Area, but only team members may repair anything that is accidentally damaged. Appraisers and tournament officials must not move or help move items for the team.

If the Appraisers have questions about the team's forms that need to be clarified prior to the team's Presentation, the Timekeeper/Announcer will get the answers from the team members in the Launch Area before their Presentation begins.

### **When does the Presentation begin?**

The Timekeeper/Announcer will ensure that the team knows where the tournament-supplied 3-prong electrical outlet at the edge of the Presentation Area is located. At least one team member will go over to the electrical outlet with the Timekeeper/Announcer and confirm that the power to the outlet is ON. The Timekeeper/Announcer will answer any additional questions the team may have.

All presenting team members will return to the Launch Area. The Timekeeper/Announcer will introduce the team to the audience and ask both the team and the Appraisers if they are ready. When all are ready, the Timekeeper/Announcer will say, "Team, you may BEGIN." From that point, the team will have 8 minutes to set up and complete the Presentation.

### **When does the Presentation end and what happens then?**

The Presentation will stop when the 8-minute time period ends, at a signal from the team, or when any team member calls "time," whichever comes first. Any non-presenting team members should join the group at this time. The team members should take center stage and take a bow to the applauding audience. After this celebration, the Appraisers will discuss the team's solution with all team members, ask questions, and possibly ask for demonstrations.

An official will tell the team when it is time to remove all items from the Presentation Site. Anyone may help the team remove its items quickly and help the team clean up the site. It is the team's responsibility to bring clean-up materials. The Presentation Site must be left clean and dry for the next team.

**When does the team receive its Raw Scores?**

Approximately 30 minutes after the team's Presentation, the Head Appraiser or Challenge Master should have the Team Challenge Raw Scores available. This time period may vary at tournaments, depending on Score Room procedures. One team representative and one Team Manager may approach the Head Appraiser and ask for the scores. The Head Appraiser will review the Team Challenge Raw Scores and any deductions with the team representative and the Team Manager. Once the scores have been discussed with the team, the Head Appraiser will send them via email to the Team Manager of record. The Team Manager should bring a device to the tournament to access the email containing the link to the team's Raw Scores. The team representative and Team Manager should then return to the team to share the scores with the other team members. Following the conversation with the Head Appraiser, the team has 30 minutes to send ONE team representative and the Team Manager back to the Head Appraiser or Challenge Master with any questions or concerns. For a complete explanation of the Scoring and Appeals process, see Rules of the Road.

## Site Procedures Scientific Challenge: Far-Fetched

The specific procedures for your tournament will be determined locally by the Scientific Challenge Master and Tournament Director.

### Online Forms

For the 2022-23 Season, most tournaments will use online forms, which can be accessed by both teams and Appraisers through the [Resource Area](#). If your tournament is using paper forms, the Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament, along with any changes to the following procedure.

The team's online forms will be submitted by the Team Manager through the [Resource Area](#). These online forms will include the Tournament Data Form, the Expense Report, and the Team Challenge Prep Checklist, which includes Declaration of Independence information. There is a separate Prep Checklist for Instant Challenge. This will also be submitted via the Resource Area.

The Tournament Data Form is only informational. The Tournament Data Form is not scored and will be used by the Appraisers to better understand the required elements of a team's solution. If an element that fulfills a Challenge requirement occurs during the Presentation and the team has described the element on the Tournament Data Form or communicated an update or change to the Appraisers prior to the Presentation, it will receive a score. This is true even if the element does not happen in the exact way it is described on the Tournament Data Form. However, if the scored element does not occur at all during the team's Presentation, the team members cannot select a totally different element to be scored in its place once the Presentation is over. Doing so would introduce inconsistencies in appraising that could be detrimental to teams. The information submitted by the team on the Tournament Data Form, along with any Team Clarifications associated with the team, will be accessible by Appraisers through the Mobile Scoring Client.

The team's Expense Report should reflect what it would cost another team to recreate the solution, not necessarily what the team actually paid for materials. It must not be used as a scoring element. The Expense Report will be submitted, along with any receipts, through the [Resource Area](#).

On the Prep Checklist, the team will certify the safety of the solution, fill out a checklist of required elements, and complete the Declaration of Independence information. If a team is presenting in a language other than the language of the tournament, there is a place on this form for the inclusion of a translated script. This script must only contain dialogue. Appraisers must not read and/or consider any non-dialogue information (e.g. stage directions or a plot synopsis) when scoring the team's solution.

Your tournament may decide to have teams submit the required online forms prior to the date of the tournament so they can be checked by a Pre-Tournament Prep Appraiser to ensure all of the forms are filled out. Alternatively, your tournament may decide to complete all online form review in the Prep Area on site at the tournament. Your Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament. See the Step-by-Step Guide to the Resource Area for Officials for more information about navigating the online forms.

### At the Tournament

All team members and Team Manager(s) should bring their props, costumes, and any other items used in their Presentation to the Prep Area at least 20 minutes before their scheduled Presentation

time. At most tournaments, the Prep Area is very near the Presentation Site. Once there, the Prep Area Appraiser will greet the team and review the team's online forms.

Using the Prep Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure all presenting team members are wearing required foot coverings. The Prep Area Appraiser will answer the team's questions and explain to the team and the Team Manager(s) the process for getting Raw Scores from the Head Appraiser after the Presentation. The Prep Area Appraiser will escort the team to the Launch Area, where they will be introduced to the Timekeeper/Announcer for final preparations and instructions.

The Launch Area is a holding area immediately adjacent to the Presentation Area where the team members and all of the items they need for their Presentation will be when the Presentation time begins. After all of the items the team needs for its Presentation have been moved to the Launch Area, the Team Manager(s) and any non-presenting team members will be shown to their designated seats.

Non-team members associated with the team may help move items to the Launch Area, but only team members may repair anything that is accidentally damaged. Appraisers and tournament officials must not move or help move items for the team.

If the Appraisers have questions about the team's forms that need to be clarified prior to the team's Presentation, the Timekeeper/Announcer will get the answers from the team members in the Launch Area before their Presentation begins.

### **When does the Presentation begin?**

The Timekeeper/Announcer will ensure that the team knows where the tournament-supplied 3-prong electrical outlet at the edge of the Presentation Area is located. At least one team member will go over to the electrical outlet with the Timekeeper/Announcer and confirm that the power to the outlet is ON. The Timekeeper/Announcer will answer any additional questions the team may have.

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### **When does the Presentation end and what happens then?**

The Presentation will stop when the 8-minute time period ends, at a signal from the team, or when any team member calls "time," whichever comes first. Any non-presenting team members should join the group at this time. The team members should take center stage and take a bow to the applauding audience. After this celebration, the Appraisers will discuss the team's solution with all team members, ask questions, and possibly ask for demonstrations.

An official will tell the team when it is time to remove all items from the Presentation Site. Anyone may help the team remove its items quickly and help the team clean up the site. It is the team's responsibility to bring clean-up materials. The Presentation Site must be left clean and dry for the next team.

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## Site Procedures Fine Arts Challenge: Flip the Script

The specific procedures for your tournament will be determined locally by the Fine Arts Challenge Master and Tournament Director.

### Online Forms

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### At the Tournament

All team members and Team Manager(s) should bring their props, costumes, and any other items used in their Presentation to the Prep Area at least 20 minutes before their scheduled Presentation

time. At most tournaments, the Prep Area is very near the Presentation Site. Once there, the Prep Area Appraiser will greet the team and review the team's online forms.

Using the Prep Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure all presenting team members are wearing required foot coverings. The Prep Area Appraiser will answer the team's questions and explain to the team and the Team Manager(s) the process for getting Raw Scores from the Head Appraiser after the Presentation. The Prep Area Appraiser will escort the team to the Launch Area, where they will be introduced to the Timekeeper/Announcer for final preparations and instructions.

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Non-team members associated with the team may help move items to the Launch Area, but only team members may repair anything that is accidentally damaged. Appraisers and tournament officials must not move or help move items for the team.

If the Appraisers have questions about the team's forms that need to be clarified prior to the team's Presentation, the Timekeeper/Announcer will get the answers from the team members in the Launch Area before their Presentation begins.

### **When does the Presentation begin?**

The Timekeeper/Announcer will ensure that the team knows where the tournament-supplied 3-prong electrical outlet at the edge of the Presentation Area is located. At least one team member will go over to the electrical outlet with the Timekeeper/Announcer and confirm that the power to the outlet is ON. The Timekeeper/Announcer will answer any additional questions the team may have.

All presenting team members will return to the Launch Area. The Timekeeper/Announcer will introduce the team to the audience and ask both the team and the Appraisers if they are ready. When all are ready, the Timekeeper/Announcer will say, "Team, you may BEGIN." From that point, the team will have 8 minutes to set up and complete the Presentation.

### **When does the Presentation end and what happens then?**

The Presentation will stop when the 8-minute time period ends, at a signal from the team, or when any team member calls "time," whichever comes first. Any non-presenting team members should join the group at this time. The team members should take center stage and take a bow to the applauding audience. After this celebration, the Appraisers will discuss the team's solution with all team members, ask questions, and possibly ask for demonstrations.

An official will tell the team when it is time to remove all items from the Presentation Site. Anyone may help the team remove its items quickly and help the team clean up the site. It is the team's responsibility to bring clean-up materials. The Presentation Site must be left clean and dry for the next team.

**When does the team receive its Raw Scores?**

Approximately 30 minutes after the team's Presentation, the Head Appraiser or Challenge Master should have the Team Challenge Raw Scores available. This time period may vary at tournaments, depending on Score Room procedures. One team representative and one Team Manager may approach the Head Appraiser and ask for the scores. The Head Appraiser will review the Team Challenge Raw Scores and any deductions with the team representative and the Team Manager. Once the scores have been discussed with the team, the Head Appraiser will send them via email to the Team Manager of record. The Team Manager should bring a device to the tournament to access the email containing the link to the team's Raw Scores. The team representative and Team Manager should then return to the team to share the scores with the other team members. Following the conversation with the Head Appraiser, the team has 30 minutes to send ONE team representative and the Team Manager back to the Head Appraiser or Challenge Master with any questions or concerns. For a complete explanation of the Scoring and Appeals process, see Rules of the Road.

# Site Procedures Improvisational Challenge: Showdown

The specific procedures for your tournament will be determined locally by the Improvisational Challenge Master and Tournament Director.

## Online Forms

For the 2022-23 Season, most tournaments will use online forms, which can be accessed by both teams and Appraisers through the [Resource Area](#). If your tournament is using paper forms, the Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament, along with any changes to the following procedure.

The team's online forms will be submitted by the Team Manager through the [Resource Area](#). These online forms will include the Tournament Data Form and the Team Challenge Prep Checklist, which includes Declaration of Independence information. There is a separate Prep Checklist for Instant Challenge. This will also be submitted via the Resource Area.

The Tournament Data Form is only informational. The Tournament Data Form is not scored and will be used by the Appraisers to better understand the required elements of a team's solution. If an element that fulfills a Challenge requirement occurs during the Presentation and the team has described the element on the Tournament Data Form or communicated an update or change to the Appraisers prior to the Presentation, it will receive a score. This is true even if the element does not happen in the exact way it is described on the Tournament Data Form. However, if the scored element does not occur at all during the team's Presentation, the team members cannot select a totally different element to be scored in its place once the Presentation is over. Doing so would introduce inconsistencies in appraising that could be detrimental to teams. The information submitted by the team on the Tournament Data Form, along with any Team Clarifications associated with the team, will be accessible by Appraisers through the Mobile Scoring Client.

On the Prep Checklist, the team will certify the safety of the solution, fill out a checklist of required elements, and complete the Declaration of Independence information.

Your tournament may decide to have teams submit the required online forms prior to the date of the tournament so they can be checked by a Pre-Tournament Prep Appraiser to ensure all of the forms are filled out. Alternatively, your tournament may decide to complete all online form review in the Prep Area on site at the tournament. Your Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament. See the Step-by-Step Guide to the Resource Area for Officials for more information about navigating the online forms.

## At the Tournament

All team members and Team Manager(s) should bring their research notes (if any), the Trash Bags and Rubber Bands, and Team Identification Sign to the Prep Area at least 20 minutes before their scheduled Presentation time. At most tournaments, the Prep Area is very near the Presentation Site. Once there, the Prep Area Appraiser will greet the team and review the team's online forms.

The Prep Area Appraiser will inspect the team's Trash Bags and Rubber Bands to ensure that all items meet the specifications outlined in the Challenge. If an item does not meet the requirements, the team will be given a chance to bring the item into compliance. If the team is unable to bring an item into compliance in the Prep Area, the noncompliant item will not be allowed into the Presentation Area. The Prep Area Appraiser's decision is final.

The Prep Area Appraiser will also make sure all presenting team members are wearing required foot coverings, answer the team's questions, and explain to the team and the Team Manager(s) the process for getting Raw Scores from the Head Appraiser after the Presentation.

### **Selection of Improv Elements**

The Prep Area Appraiser will conduct the selection process for determining the team's Improv Elements. The Prep Area Appraiser will ask the team to randomly select tournament-supplied pieces of paper that list the Improv Elements the team must use in the Presentation. The team must select all pieces of paper without looking at them and hand them to the Prep Area Appraiser. First, the team will select a piece of paper that lists the Underdog. Next, the team will select a numbered piece of paper that corresponds to one of the team's researched Competitions. Then, the team will select a numbered piece of paper that corresponds to one of the team's researched Experts. Finally, the team will select a piece of paper that lists the Complication.

After the selection process is complete, the team and Team Manager(s) will stay in the Prep Area with the Prep Area Appraiser until the Timekeeper/Announcer escorts the team to the Presentation Area to begin the Preparation time. At this time, the Team Manager(s) and any non-presenting team members will be shown to their designated seats. Non-presenting team members are any team member(s) who do not want to participate in any part of the Preparation/Skit time. Team members who wish to participate in the Preparation time but not the Skit time will be considered presenting team members and will stay with the rest of the team.

### **At the Presentation Site**

The Timekeeper/Announcer will ask the team to stand in the Launch Area. The Launch Area is a holding area immediately adjacent to the Presentation Area where the team members, the Trash Bags and Rubber Bands, and any research notes or other materials allowed by the Challenge will be when the Preparation time begins.

The Timekeeper/Announcer will introduce the team to the audience. Before the 2-minute Preparation time, the Timekeeper/Announcer will read the selected Underdog, Competition, and Expert to the team and the audience. Then, the Timekeeper/Announcer will hand a written version of these Improv Elements to the team.

### **Preparation Time Begins**

After the Timekeeper/Announcer announces the team's selected Improv Elements, the Timekeeper/Announcer will then tell the team to "BEGIN" the 2-minute Preparation time. During this time, the team is free to consult the written version of the Improv Elements, research notes (if any), and an unmarked copy of the Challenge. The team may also use pencils and paper at this time for planning. The team may practice with and/or modify the Trash Bags and Rubber Bands during this time.

### **Preparation Time Ends**

At the end of 2 minutes, the Timekeeper/Announcer will say "STOP." If the team chooses, it may end the Preparation at any time prior to the end of the 2 minutes. The team will then return to the Launch Area with the Trash Bags and Rubber Bands and return all research notes, pencils, paper, and the copy of the Challenge to a designated area.

### **Skit Time Begins**

The Timekeeper/Announcer will ask the audience, the team, and the Appraisers if they are ready. When all are ready, the Timekeeper/Announcer will say “BEGIN” to signal the start of the 5-minute Skit time. From that point, the team members will have up to 5 minutes to present their improvisational Skit. At any time after the team begins the Skit, the team may pick up the Complication and begin including it in the Skit. The team may choose to end the Skit at any time during the 5 minutes. Keep in mind that once the Skit time begins, the Launch Area may be used as part of the Presentation Area.

### **Skit Time Ends**

At the end of 5 minutes, the Timekeeper/Announcer will say “STOP,” ending the Skit. The Skit time stops when the 5-minute time period ends, at a signal from the team, or when any team member calls “TIME,” whichever comes first. Any non-presenting team members should rejoin the group at this time. The team members should take a bow to the applauding audience. After this celebration, the Appraisers will discuss the team’s solution with all team members, ask questions, and possibly ask for demonstrations.

An official will tell the team when it is time to remove all parts of the Trash Bags and Rubber Bands and any other team-provided items from the Presentation Site. Anyone may help the team remove its items quickly and help the team clean up the site.

### **When does the team receive its Raw Scores?**

Approximately 30 minutes after the team’s Presentation, the Head Appraiser or Challenge Master should have the Team Challenge Raw Scores available. This time period may vary at tournaments, depending on Score Room procedures. One team representative and one Team Manager may approach the Head Appraiser and ask for the scores. The Head Appraiser will review the Team Challenge Raw Scores and any deductions with the team representative and the Team Manager. Once the scores have been discussed with the team, the Head Appraiser will send them via email to the Team Manager of record. The Team Manager should bring a device to the tournament to access the email containing the link to the team’s Raw Scores. The team representative and Team Manager should then return to the team to share the scores with the other team members. Following the conversation with the Head Appraiser, the team has 30 minutes to send ONE team representative and the Team Manager back to the Head Appraiser or Challenge Master with any questions or concerns. For a complete explanation of the Scoring and Appeals process, see Rules of the Road.

## Site Procedures Engineering Challenge: Thrill Ride

The specific procedures for your tournament will be determined locally by the Engineering Challenge Master and Tournament Director.

### Online Forms

For the 2022-23 Season, most tournaments will use online forms, which can be accessed by both teams and Appraisers through the [Resource Area](#). If your tournament is using paper forms, the Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament, along with any changes to the following procedure.

The team's online forms will be submitted by the Team Manager through the [Resource Area](#). These online forms will include the Tournament Data Form, the Expense Report, and the Team Challenge Prep Checklist, which includes Declaration of Independence information. There is a separate Prep Checklist for Instant Challenge. This will also be submitted via the Resource Area.

The Tournament Data Form is only informational. The Tournament Data Form is not scored and will be used by the Appraisers to better understand the required elements of a team's solution. If an element that fulfills a Challenge requirement occurs during the Presentation and the team has described the element on the Tournament Data Form or communicated an update or change to the Appraisers prior to the Presentation, it will receive a score. This is true even if the element does not happen in the exact way it is described on the Tournament Data Form. However, if the scored element does not occur at all during the team's Presentation, the team members cannot select a totally different element to be scored in its place once the Presentation is over. Doing so would introduce inconsistencies in appraising that could be detrimental to teams. The information submitted by the team on the Tournament Data Form, along with any Team Clarifications associated with the team, will be accessible by Appraisers through the Mobile Scoring Client.

The team's Expense Report should reflect what it would cost another team to recreate the solution, not necessarily what the team actually paid for materials. It must not be used as a scoring element. The Expense Report will be submitted, along with any receipts, through the [Resource Area](#).

On the Prep Checklist, the team will certify the safety of the solution, fill out a checklist of required elements, and complete the Declaration of Independence information. If a team is presenting in a language other than the language of the tournament, there is a place on this form for the inclusion of a translated script. This script must only contain dialogue. Appraisers must not read and/or consider any non-dialogue information (e.g. stage directions or a plot synopsis) when scoring the team's solution.

Your tournament may decide to have teams submit the required online forms prior to the date of the tournament so they can be checked by a Pre-Tournament Prep Appraiser to ensure all of the forms are filled out. Alternatively, your tournament may decide to complete all online form review in the Prep Area on site at the tournament. Your Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament. See the Step-by-Step Guide to the Resource Area for Officials for more information about navigating the online forms.

### Roller Coaster Check-In

The team will bring the Roller Coaster parts, Launching Mechanism, and anything else the team needs for the Presentation to the Roller Coaster Check-In Area at the time designated by the

Tournament Director (or at least one hour prior to Presentation time). Appraisers will check the specifications and materials of the Roller Coaster parts, additional materials, and Launching Mechanism against the materials and specifications portions of the Tournament Data Form at this time.

The Appraisers will measure the length of the physical track along each Roller Coaster part. The team must prepare each Roller Coaster part with a string placed along the center of the track so that the string reflects the actual length of the track along which the golf ball travels. The Appraiser will verify that the string is placed in the center of the track and runs the entire length of the track along which the golf ball travels on each Roller Coaster part. For each Roller Coaster part, the Appraiser will instruct the team to remove the string. Once the string is removed, the Appraiser will then measure the length of the string to determine the length of the track for that Roller Coaster part and record the length of each part on the Roller Coaster Check-In Form.

Should it be necessary, Appraisers will make every effort, within reasonable time constraints, to allow teams to bring the Roller Coaster parts and/or Launching Mechanism into compliance. When the Roller Coaster Check-In procedure is complete, the team will move immediately to the Prep Area, approximately 20 minutes before the team's scheduled Presentation time.

### **The Prep Area**

All team members and Team Manager(s) should bring their Roller Coaster parts, Launching Mechanism, props, costumes, and any other items used in their Presentation to the Prep Area at least 20 minutes before their scheduled Presentation time. At most tournaments, the Prep Area is very near the Presentation Site. Once there, the Prep Area Appraiser will greet the team and review the team's online forms.

Using the Prep Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure all presenting team members are wearing required foot coverings. The Prep Area Appraiser will answer the team's questions and explain to the team and the Team Manager(s) the process for getting Raw Scores from the Head Appraiser after the Presentation. The Prep Area Appraiser will escort the team to the Launch Area, where they will be introduced to the Timekeeper/Announcer and Roller Coaster Testing Appraiser(s) for final preparations and instructions.

The Launch Area is a holding area immediately adjacent to the Presentation Area where the team members and all of the items they need for their Presentation will be when the Presentation time begins. After all of the items the team needs for its Presentation have been moved to the Launch Area, the Team Manager(s) and any non-presenting team members will be shown to their designated seats.

Non-team members associated with the team may help move items to the Launch Area, but only team members may repair anything that is accidentally damaged. Appraisers and tournament officials must not move or help move items for the team.

If the Appraisers have questions about the team's forms that need to be clarified prior to the team's Presentation, the Timekeeper/Announcer will get the answers from the team members in the Launch Area before their Presentation begins.

### **Beginning of the Presentation**

The Timekeeper/Announcer will ensure that the team knows where the tournament-supplied 3-prong electrical outlet at the edge of the Presentation Area is located. At least one team member will go over to the electrical outlet with the Timekeeper/Announcer and confirm that the power to the outlet is ON. The Timekeeper/Announcer will answer any additional questions the team may have.

The Roller Coaster Testing Appraiser(s) will explain the procedures for Roller Coaster Testing and show the team where the golf ball(s) will be located. The Roller Coaster Testing Appraiser(s) will answer any additional questions the team may have.

All presenting team members will return to the Launch Area. The Timekeeper/Announcer will introduce the team to the audience and ask both the team and the Appraisers if they are ready. When all are ready, the Timekeeper/Announcer will say, "Team, you may BEGIN." From that point, the team will have 8 minutes to set up and complete the Presentation, including Roller Coaster Testing.

### **Roller Coaster Testing**

Once the Presentation begins, the team will assemble the Roller Coaster within the 6ft x 6ft (1.83m x 1.83m) taped area. Once the Roller Coaster has been assembled, the team will complete at least one Roller Coaster Test to demonstrate how far and how fast the golf ball can travel along the Roller Coaster track. If the team is not using all Roller Coaster parts for a Roller Coaster Test, any unused Roller Coaster part(s) should be placed together and outside the 6ft x 6ft (1.83m x 1.83m) taped area so that Appraisers can easily identify and record the part(s) that were not used for that Roller Coaster Test.

The team will begin a Roller Coaster Test by using the Launching Mechanism to start moving the golf ball along the Roller Coaster track. If the Launching Mechanism is not successful, a team member may start moving the golf ball along the Roller Coaster track. The team must not use anything other than the Launching Mechanism or a team member to start moving the golf ball along the Roller Coaster track.

When the golf ball starts moving along the Roller Coaster track, an Appraiser will start a timer to determine how long it takes the golf ball to travel along the Roller Coaster track. The Appraiser will stop the timer at the end of the Roller Coaster Test.

For each Roller Coaster Test, an Appraiser will record which Roller Coaster part(s) the golf ball traveled completely through and the time it took for the golf ball to travel that distance.

Once the golf ball has left the Launching Mechanism, team members and/or any other materials must not touch the golf ball or the Roller Coaster during the rest of the Roller Coaster Test. Once a Roller Coaster Test ends, a team member may return the golf ball to the starting position and/or the Launching Mechanism.

The team members may modify and/or repair their Roller Coaster between Roller Coaster Tests.

### **End of Roller Coaster Test(s)**

A successful Roller Coaster Test will end when the golf ball reaches the end of the Roller Coaster. At that time, the Appraiser will stop the timer and record which Roller Coaster part(s) the golf ball traveled completely through and the time it took for the golf ball to travel that distance.

A Roller Coaster Test will be unsuccessful if any of the following events occur:

- The golf ball comes to rest along the Roller Coaster track without reaching the end of the Roller Coaster.
- The golf ball leaves the Roller Coaster track and is no longer able to continue along the Roller Coaster route.
- The Roller Coaster includes multiple potential routes for the golf ball to travel.
- The Appraisers are not able to see the golf ball at the beginning and end of the Roller Coaster.
- The Roller Coaster does not fit entirely within the vertical planes of the 6ft x 6ft (1.83m x 1.83m) taped area.
- The Appraisers cannot see the taped lines marking the 6ft x 6ft (1.83m x 1.83m) area.
- The Roller Coaster is attached to the tournament-provided floor.
- Anything other than a team member or the Launching Mechanism is used to launch the golf ball.
- Team member(s) or any other material(s) touch the golf ball and/or the Roller Coaster during the Roller Coaster Test. (The only exception to this rule: If the Launching Mechanism is not successful, a team member may start moving the golf ball along the Roller Coaster track.)
- The 8-minute Presentation time ends during a Roller Coaster Test.

### **End of the Presentation**

The Presentation will stop when the 8-minute time period ends, at a signal from the team, or when any team member calls “time,” whichever comes first.

If the time limit has not ended but the performance part of the team’s Presentation has, the team may continue Roller Coaster Testing until one of the events listed above occurs.

If the time limit has not ended but Roller Coaster Testing has, the team may continue the performance part of the Presentation until the end of the 8 minutes.

Once the Presentation is over, any non-presenting team members should join the group. The team members should take center stage and take a bow to the applauding audience. After this celebration, the Appraisers will discuss the team’s solution with all team members, ask questions, and possibly ask for demonstrations.

While the Appraisers are discussing the solution with the team, the Roller Coaster Testing Appraiser(s) will check the team’s Roller Coaster Test Worksheet. If the Roller Coaster Testing Appraiser(s) determine that it is necessary to remeasure any Roller Coaster part(s), they will ask a team member for assistance during this time.

An official will tell the team when it is time to remove all items from the Presentation Site. Anyone may help the team remove its items quickly and help the team clean up the site. It is the team’s responsibility to bring clean-up materials. The Presentation Site must be left clean and dry for the next team.

## **Receiving Raw Scores**

Approximately 30 minutes after the team's Presentation, the Head Appraiser or Challenge Master should have the Team Challenge Raw Scores available. This time period may vary at tournaments, depending on Score Room procedures. One team representative and one Team Manager may approach the Head Appraiser and ask for the scores. The Head Appraiser will review the Team Challenge Raw Scores and any deductions with the team representative and the Team Manager. Once the scores have been discussed with the team, the Head Appraiser will send them via email to the Team Manager of record. The Team Manager should bring a device to the tournament to access the email containing the link to the team's Raw Scores. The team representative and Team Manager should then return to the team to share the scores with the other team members. Following the conversation with the Head Appraiser, the team has 30 minutes to send ONE team representative and the Team Manager back to the Head Appraiser or Challenge Master with any questions or concerns. For a complete explanation of the Scoring and Appeals process, see Rules of the Road.

## Site Procedures Service Learning Challenge: High Stakes

The specific procedures for your tournament will be determined locally by the Service Learning Challenge Master and Tournament Director.

### Online Forms

For the 2022-23 Season, most tournaments will use online forms, which can be accessed by both teams and Appraisers through the [Resource Area](#). If your tournament is using paper forms, the Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament, along with any changes to the following procedure.

The team's online forms will be submitted by the Team Manager through the [Resource Area](#). These online forms will include the Tournament Data Form, the Expense Report, and the Team Challenge Prep Checklist, which includes Declaration of Independence information. There is a separate Prep Checklist for Instant Challenge. This will also be submitted via the Resource Area.

The Tournament Data Form is only informational. The Tournament Data Form is not scored and will be used by the Appraisers to better understand the required elements of a team's solution. If an element that fulfills a Challenge requirement occurs during the Presentation and the team has described the element on the Tournament Data Form or communicated an update or change to the Appraisers prior to the Presentation, it will receive a score. This is true even if the element does not happen in the exact way it is described on the Tournament Data Form. However, if the scored element does not occur at all during the team's Presentation, the team members cannot select a totally different element to be scored in its place once the Presentation is over. Doing so would introduce inconsistencies in appraising that could be detrimental to teams. The information submitted by the team on the Tournament Data Form, along with any Team Clarifications associated with the team, will be accessible by Appraisers through the Mobile Scoring Client.

The team's Expense Report should reflect what it would cost another team to recreate the solution, not necessarily what the team actually paid for materials. It must not be used as a scoring element. The Expense Report will be submitted, along with any receipts, through the [Resource Area](#).

On the Prep Checklist, the team will certify the safety of the solution, fill out a checklist of required elements, and complete the Declaration of Independence information. If a team is presenting in a language other than the language of the tournament, there is a place on this form for the inclusion of a translated script. This script must only contain dialogue. Appraisers must not read and/or consider any non-dialogue information (e.g. stage directions or a plot synopsis) when scoring the team's solution.

Your tournament may decide to have teams submit the required online forms prior to the date of the tournament so they can be checked by a Pre-Tournament Prep Appraiser to ensure all of the forms are filled out. Alternatively, your tournament may decide to complete all online form review in the Prep Area on site at the tournament. Your Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament. See the Step-by-Step Guide to the Resource Area for Officials for more information about navigating the online forms.

### At the Tournament

All team members and Team Manager(s) should bring their props, costumes, and any other items used in their Presentation to the Prep Area at least 20 minutes before their scheduled Presentation

time. At most tournaments, the Prep Area is very near the Presentation Site. Once there, the Prep Area Appraiser will greet the team and review the team's online forms.

Using the Prep Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure all presenting team members are wearing required foot coverings. The Prep Area Appraiser will answer the team's questions and explain to the team and the Team Manager(s) the process for getting Raw Scores from the Head Appraiser after the Presentation. The Prep Area Appraiser will escort the team to the Launch Area, where they will be introduced to the Timekeeper/Announcer for final preparations and instructions.

The Launch Area is a holding area immediately adjacent to the Presentation Area where the team members and all of the items they need for their Presentation will be when the Presentation time begins. After all of the items the team needs for its Presentation have been moved to the Launch Area, the Team Manager(s) and any non-presenting team members will be shown to their designated seats.

Non-team members associated with the team may help move items to the Launch Area, but only team members may repair anything that is accidentally damaged. Appraisers and tournament officials must not move or help move items for the team.

If the Appraisers have questions about the team's forms that need to be clarified prior to the team's Presentation, the Timekeeper/Announcer will get the answers from the team members in the Launch Area before their Presentation begins.

### **When does the Presentation begin?**

The Timekeeper/Announcer will ensure that the team knows where the tournament-supplied 3-prong electrical outlet at the edge of the Presentation Area is located. At least one team member will go over to the electrical outlet with the Timekeeper/Announcer and confirm that the power to the outlet is ON. The Timekeeper/Announcer will answer any additional questions the team may have.

All presenting team members will return to the Launch Area. The Timekeeper/Announcer will introduce the team to the audience and ask both the team and the Appraisers if they are ready. When all are ready, the Timekeeper/Announcer will say, "Team, you may BEGIN." From that point, the team will have 8 minutes to set up and complete the Presentation.

### **When does the Presentation end and what happens then?**

The Presentation will stop when the 8-minute time period ends, at a signal from the team, or when any team member calls "time," whichever comes first. Any non-presenting team members should join the group at this time. The team members should take center stage and take a bow to the applauding audience. After this celebration, the Appraisers will discuss the team's solution with all team members, ask questions, and possibly ask for demonstrations.

An official will tell the team when it is time to remove all items from the Presentation Site. Anyone may help the team remove its items quickly and help the team clean up the site. It is the team's responsibility to bring clean-up materials. The Presentation Site must be left clean and dry for the next team.

**When does the team receive its Raw Scores?**

Approximately 30 minutes after the team's Presentation, the Head Appraiser or Challenge Master should have the Team Challenge Raw Scores available. This time period may vary at tournaments, depending on Score Room procedures. One team representative and one Team Manager may approach the Head Appraiser and ask for the scores. The Head Appraiser will review the Team Challenge Raw Scores and any deductions with the team representative and the Team Manager. Once the scores have been discussed with the team, the Head Appraiser will send them via email to the Team Manager of record. The Team Manager should bring a device to the tournament to access the email containing the link to the team's Raw Scores. The team representative and Team Manager should then return to the team to share the scores with the other team members. Following the conversation with the Head Appraiser, the team has 30 minutes to send ONE team representative and the Team Manager back to the Head Appraiser or Challenge Master with any questions or concerns. For a complete explanation of the Scoring and Appeals process, see Rules of the Road.

# 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 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 Presentations. Remember that not all Appraisers will use these. Sometimes the scoring element in the Challenge does not match the rubrics below. In those cases, the Appraisers may use the rubrics as a guide for developing their own internal rubrics for the scoring element.**

## 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 the 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

**In Team Challenge, Appraisers may use the following when evaluating teamwork:**

	<b>Qualities an Appraiser might look for:</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>● Dominating individual who limits participation of others</li> <li>● Cooperation is minimal</li> <li>● Little sharing of ideas</li> </ul>
<b>Average</b>	<ul style="list-style-type: none"> <li>● Some evidence of individual team member roles</li> <li>● Some cooperation</li> <li>● Some evidence of accepting ideas of others</li> </ul>
<b>Above Average</b>	<ul style="list-style-type: none"> <li>● Acceptance of team roles above average</li> <li>● Good cooperation</li> <li>● Sharing and acceptance of ideas of others</li> </ul>
<b>Exceptional</b>	<ul style="list-style-type: none"> <li>● Leadership and team roles are easily identified</li> <li>● Diversity of skills mutually respected and evident</li> <li>● Team dynamics are exemplary</li> </ul>

**In Instant Challenge, Appraisers may use the following when evaluating 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 Presentation

Sometimes Appraisers must award points for the creativity of a team’s solution or Presentation. 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 Presentation 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 Presentation.
4. The Appraiser might make note of any creative ideas that make the Appraiser say **“WOW!”**

	<b>Qualities an Appraiser might look for:</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>● Creativity is present and it is somewhat enhanced</li> <li>● The solution applies</li> <li>● Attempt at application</li> <li>● Solved with marginal addition</li> </ul>
<b>Average</b>	<ul style="list-style-type: none"> <li>● Creativity is present and it is relevant</li> <li>● There is a theme</li> <li>● The solution is complete</li> <li>● Solved with related elements</li> </ul>
<b>Above Average</b>	<ul style="list-style-type: none"> <li>● Creativity is present and it is integrated</li> <li>● There is synthesis</li> <li>● Chiefly original work</li> <li>● Solved with integration</li> </ul>
<b>Exceptional</b>	<ul style="list-style-type: none"> <li>● Creativity is there and it is innovative</li> <li>● AHA! WOW!</li> <li>● Unrelated elements synthesized to create a new idea</li> <li>● Solved by innovation</li> </ul>

Creativity is intentionally moving beyond a known solution and incorporating a team’s strengths, talents, and interests, while also combining components of prior learning, experiences, and research into the solution. Creative solutions are relevant to the objectives set out in the Challenge.

## 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 Presentation? Is it done in a creative way?

	<b>Qualities Appraisers might look for:</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>● Some materials are used in common ways</li> <li>● Minimal integration of materials into the Presentation</li> </ul>
<b>Average</b>	<ul style="list-style-type: none"> <li>● Materials are used, but few in unusual ways</li> <li>● Materials are rarely combined</li> <li>● Some integration of materials into the Presentation</li> </ul>
<b>Above Average</b>	<ul style="list-style-type: none"> <li>● Materials are used, several in unusual ways</li> <li>● Several materials are combined, but rarely more than once</li> <li>● The Presentation is enhanced by one or more materials</li> </ul>
<b>Exceptional</b>	<ul style="list-style-type: none"> <li>● Most materials are used in unusual ways</li> <li>● Many materials are used in combination, several more than once</li> <li>● Materials are integrated into the Presentation in unusual ways</li> <li>● The Presentation is more exciting because of the creative use of materials</li> </ul>

## Awarding Points for Integration

Many Challenges require Appraisers to look at how well a team has integrated an element into the overall Presentation. 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 Presentation? Does it just sit there, or does it play an important role in the Presentation?
3. Does the required element make sense in the overall Presentation? Is it just there because it has to be?

	<b>Qualities Appraisers might look for:</b>
<b>Low</b>	<ul style="list-style-type: none"> <li>● Element to be integrated is present, but is not important to the story</li> <li>● The integrated element would not be missed if it were not included</li> <li>● The integrated element has little relevance to other elements in the Presentation</li> </ul>
<b>Average</b>	<ul style="list-style-type: none"> <li>● Element to be integrated is of minor importance to the story</li> <li>● The integrated element would be missed if it were not included, but its absence would not have a major impact on the story</li> <li>● The integrated element relates to other elements in an understandable way</li> </ul>
<b>Above Average</b>	<ul style="list-style-type: none"> <li>● Element to be integrated is important to the story</li> <li>● The integrated element would leave noticeable holes in the story if it were not included</li> <li>● The integrated element complements other elements in the Presentation</li> </ul>
<b>Exceptional</b>	<ul style="list-style-type: none"> <li>● Element to be integrated is vitally important to the story</li> <li>● The story would be very confusing if the integrated element were not included</li> <li>● The integrated element and other elements in the Presentation work together to convey the story or ideas</li> </ul>

## Awarding Points for Risk

Some Team Challenges may require Appraisers to look at the risk involved in a team's Presentation.

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.

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

# 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?

**Your team presents and is evaluated by Appraisers.** Your team will present your solution to the Appraisal Team. During and immediately after the Presentation, the Appraisers will score each required element. After your Presentation, members of the Appraisal Team will spend a few minutes with you and your team members to learn as much as they can about your solution. The Appraisers will then score each required element, write feedback comments for your team, and prepare for the next team.

**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. Some Challenges have different sections of their scores scaled with the other teams’ scores at the tournament. This year, the Technical Challenge and the Engineering Challenge both feature score sections within the Challenge that are scaled.

## 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 this information to make sure that you were scored in every area that 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 at Destination Imagination tournaments: awards for special recognition and “place” awards. The awards for special recognition are described in Section XIII Rules of the Road.

The other type of award is called a “place” award. Place awards (such as 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> 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 (1<sup>st</sup> place) and sometimes more (2<sup>nd</sup>, 3<sup>rd</sup>, 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 1<sup>st</sup> place teams (and some 2<sup>nd</sup> place and 3<sup>rd</sup> place teams, depending on the Affiliate) 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 **Saturday, May 20, 2023 through Tuesday, May 23, 2023 in Kansas City, Missouri.**

We encourage you to visit our website at [globalfinals.org](http://globalfinals.org) to take a look at our Global Finals 2023 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 2023 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!

# Tournament Tips from Teams!

## Things to Bring to the Tournament

- Emergency Kit: Look at your Challenge solution and add supplies to repair or recreate elements – duct tape, glue gun, paint, markers, rope/string, etc.
- Instant Challenges to use for practice.
- A checklist the team has created to make sure everything is ready for the Presentation. Include very specific details, such as, “the important message is in Jane's pocket.”
- Pack the items that each team member needs for their costume in a separate bag. Garbage bags work well. Make a list of the items that are included and tape it to the outside of the bag. Don't forget to include your team name and contact information in case the bag is left at the tournament site.
- Clear information for your team families about what they can expect that day, including what you may need help with, where to meet, and when.

## Tips for Teams at the Tournament

- Practice your Presentation in several different places, if possible. This allows you to get used to various floor surfaces and entering the Presentation Area from different directions. Practice carrying your props and scenery up and down stairs, around corners, and through different doorways.
- Stay together as a team as much as possible until your Presentation is complete. This saves you from the anxiety of searching for someone in a crowded building when it is time to present.
- Do warm-ups or practice activities while waiting for Instant Challenge.
- Be sure to see other teams in your Challenge and in other Challenges. Cheer for everyone!
- Be complimentary and supportive of each other. Help each other do your best.

# 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 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 their 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:

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

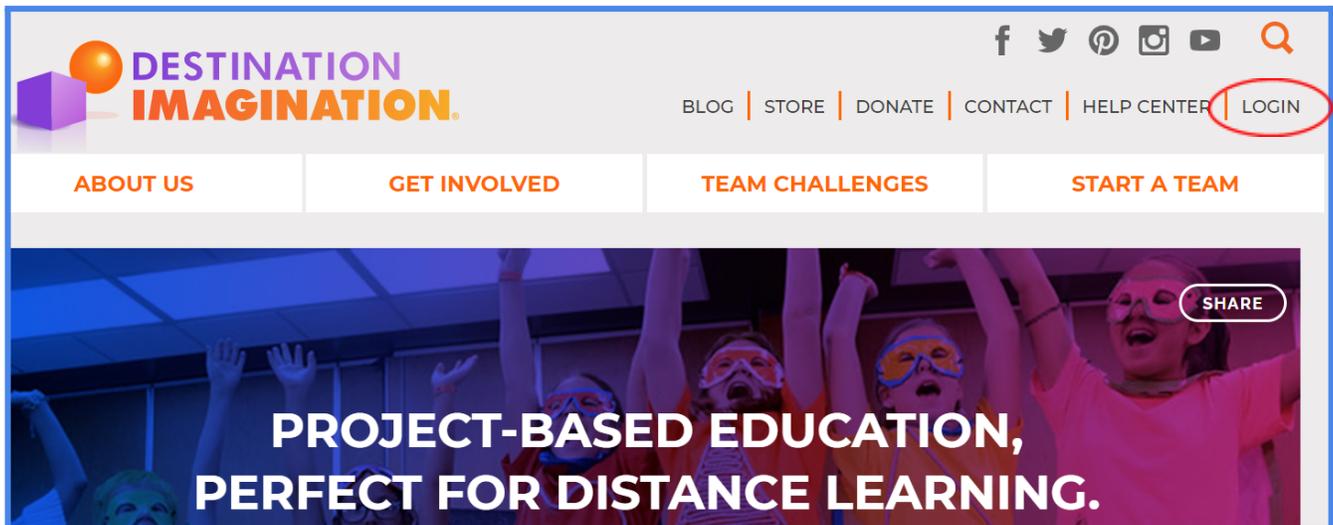
# A Guide to the Resource Area

## Team Challenge

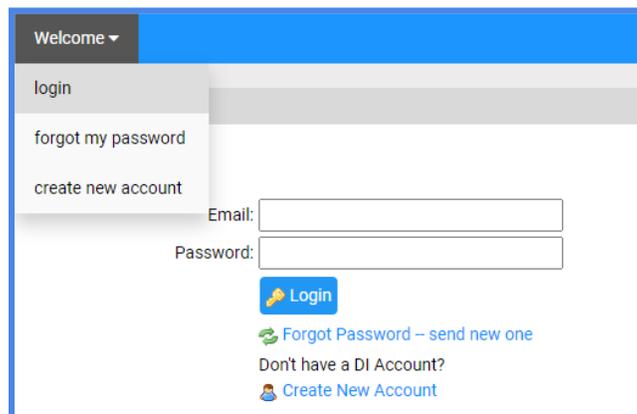
Be sure to thoroughly review Rules of the Road Section VIII for complete details about the submission process for Team Challenge. The following is intended to be a guide to help your team navigate the Resource Area.

### 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.



- 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: Texas teams, please be sure to double check your dashboard for the most up-to-date information!)

 Yearly Tasks	 Helpful Links	 Affiliate Contacts
<a href="#">Code of Conduct</a>	<a href="#">My Teams</a>	<b><u>Texas-Affiliate Directors</u></b> Affiliate Director: <a href="#">Jenny Jarvis</a> Affiliate Director: <a href="#">Emily Duke</a>
<a href="#">Start Background Check (I Have A Code)</a>	<a href="#">Challenge Materials &amp; Documents</a>	<b><u>Texas - Regional Directors</u></b>
<a href="#">Purchase Background Check (I Need A Code)</a>	<a href="#">My Tournaments</a>	<b><u>NEXT Region</u></b> Regional Director: <a href="#">John Stromp</a>
<a href="#">Share Level 3 Sterling Background Check</a>	<a href="#">Ask/View Clarifications</a>	<b><u>Northwest Plains Region</u></b> Regional Director: <a href="#">Linda Landin</a> Regional Director: <a href="#">April Benavidez</a>
<a href="#">Purchase Teams</a>	<a href="#">Team Manager Training</a>	<b><u>South Coastal Bend Region</u></b> Regional Director: <a href="#">Kim Bissell</a>
<a href="#">Confirm Account Information</a>	<a href="#">RegisterYourTeam.org</a>	<b><u>TVNC Region</u></b> Regional Director: <a href="#">Catherine Carlin</a> Regional Director: <a href="#">Monika Brink</a>
	<a href="#">Free Resource Library</a>	
	<a href="#">Donate to DI</a>	
	<a href="#">Huddles: Virtual Meetings</a>	

### Accessing Your Team’s Required Forms

- 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.”

 **Helpful Links**

- [My Teams](#)
- [Challenge Materials & Documents](#)
- [My Tournaments](#) 
- [Ask/View Clarifications](#)
- [Team Manager Training](#)
- [RegisterYourTeam.org](#)
- [Free Resource Library](#)
- [Donate to DI](#)
- [Huddles: Virtual Meetings](#)

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  
**msgs** - exchange messages with prep

---

### My Challenge Program Team Tournaments

(750-04033) Independent / The IncreDibles -- Challenge: Showdown / SL

tournament	event date	pre-check deadline	sched	tdf	exp	tc prep	tc msgs	ic prep	ic msgs
Affiliate: Lone Star Finals 2023	Sat 25-Mar-2023	no-precheck							

(750-17951) Independent / Fermented Forks-CHS9 -- Challenge: Flip The Script / SL

tournament	event date	pre-check deadline	sched	tdf	exp	tc prep	tc msgs	ic prep	ic msgs
Affiliate: Lone Star Finals 2023	Sat 25-Mar-2023	no-precheck							

3. The color coded key at the bottom of the page lets you know the status of your team's forms. NOTE: If your tournament is NOT doing a Prep process prior to the tournament day, your team will not be placed into the "resubmit" or "pre-checked" statuses at any time.

explanation of online documents states	State	Prep Pre-Check	No Prep Pre-Check	Digital Open	Description
the states online documents go through differs based on whether Prep Pre-Check is enabled	not-started				no responses for tournament
	unsubmitted				responses but not checked for being complete
	submitted				responses submitted for review by Prep
	resubmit				responses reviewed by Prep Pre-check - changes suggested
	pre-checked				responses reviewed by Prep Pre-check
	ready				responses reviewed by Prep at tournament
	dropped				team not attending tournament

- 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. Blue - Your team's submission has been reviewed by the Prep Appraiser, and it was approved prior to the day of the tournament.
- f. Green - Your team's submission has been reviewed by the Prep Area Appraiser at the tournament, and your team has moved into the scoring phase of the tournament.
- g. Dark Gray - Your team has dropped out of the tournament.

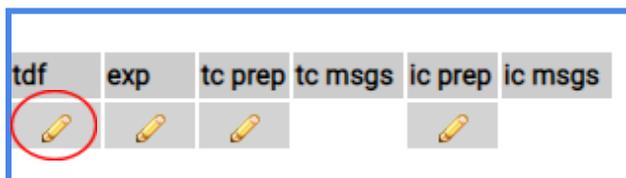
4. On this page, you will also notice a question mark icon. You will see this icon on many pages throughout the Resource Area. Clicking on this icon will direct you to a Resource Area Hints and Tips page.



5. 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, 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.

## Challenge: Competition Level Team Information Appears Here

Back



PDF

saved

Summary

Team Picture: 0 of 1

Team Choice: 4 of 4

Scored Elements: 6 of 6

Creative Process: 5 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.

### Required Forms

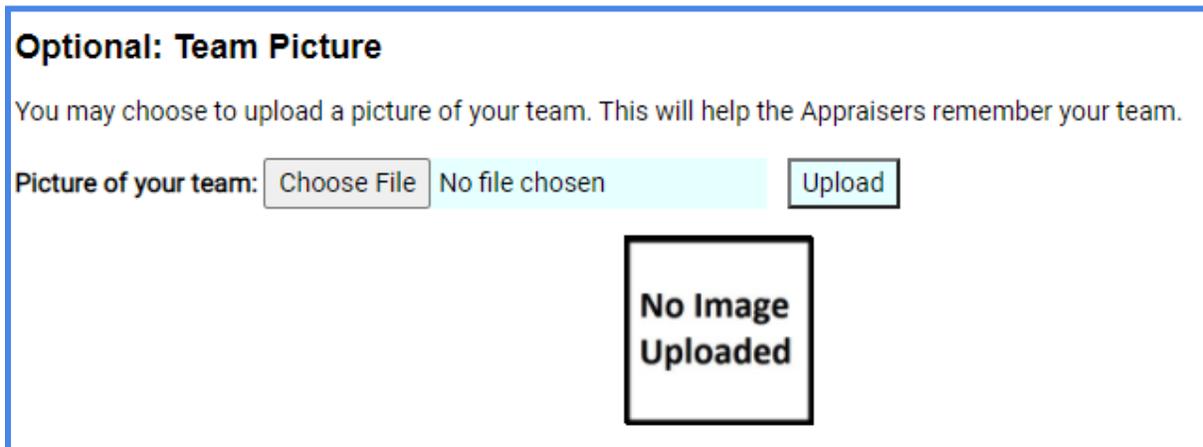
A complete list of the required forms is below. None of the forms listed below can be used as a scoring item. All forms must be completed online using this website unless otherwise specified by your Affiliate Director and/or Tournament Director. Your team needs to complete:

- 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

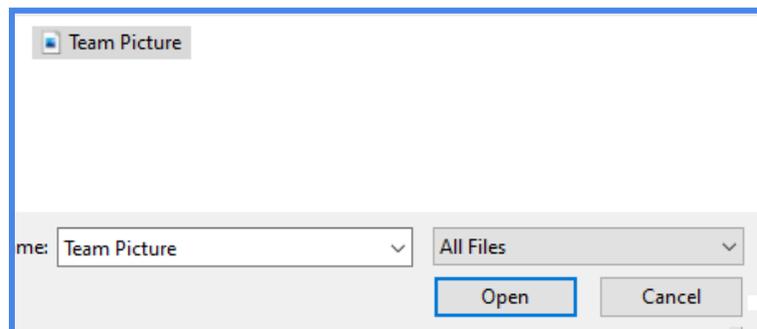
None of these forms needs to be filled out on a single visit to the Resource Area. The answers you supply are saved as you move from input to input. Revisiting a form at a later time will show the information captured in prior visits.

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.



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.

**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:  Team Picture.jpg

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.

Team Information Appears Here -- Challenge: Showdown / SL									
tournament	event date	pre-check deadline	sched	tdf	exp	tc prep	tc msgs	ic prep	ic msgs
Affiliate: Lone Star Finals 2023	Tournament Information								
Team Information Appears Here -- Challenge: Flip The Script / SL									
tournament	event date	pre-check deadline	sched	tdf	exp	tc prep	tc msgs	ic prep	ic msgs
Affiliate: Lone Star Finals 2023	Tournament Information								

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 the well-known story your team researched. Please provide the title and author, if available.**  
(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. To continue on to the Expense Report, click the blue Continue button at the bottom of the Tournament Data Form. Alternatively, you can click on the “Back” button on the top of the page to navigate back to the “My Team Tournaments” page.

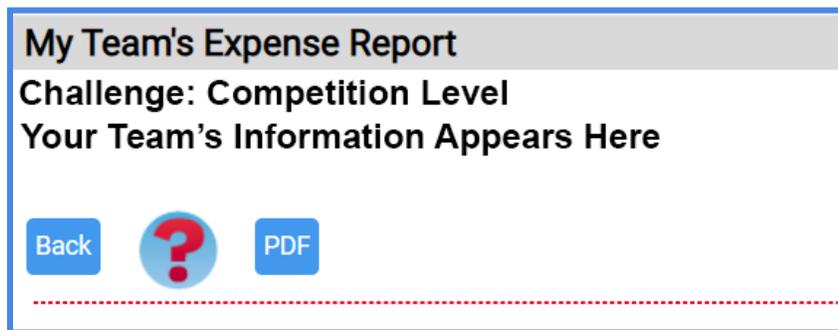


## Completing the Expense Report

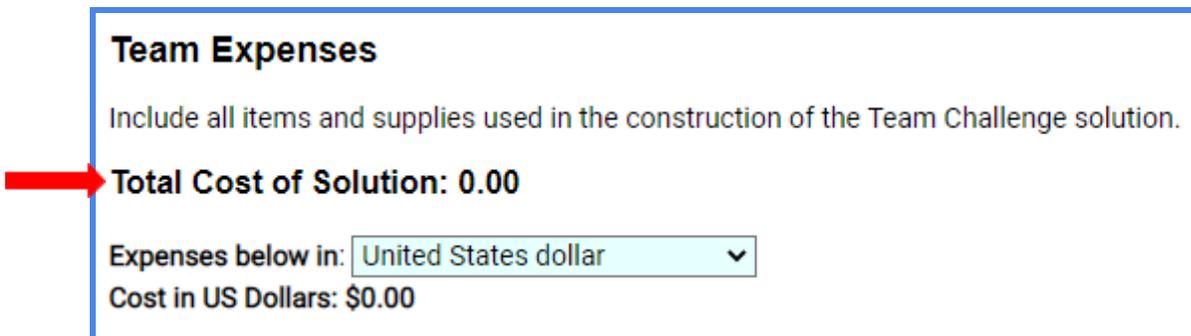
1. Teams participating in all Team Challenges, with the exception of the Improvisational Challenge, will need to complete the Expense Report. From the My Team Tournaments page, click on the pencil icon in the “exp” column to edit an Expense Report for a particular team. (If you clicked “Continue” at the bottom of the Tournament Data Form, you’ve already navigated to the Expense Report page!) 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. At the top of the fillable Expense Report, 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. Using the drop down menu, you will also be able to change the currency, if necessary.

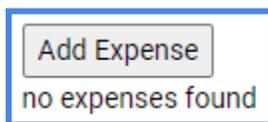
The screenshot shows a form for entering expenses. At the top, it says "Expenses below in:" followed by a dropdown menu currently set to "United States dollar". Below this, it says "Cost in US Dollars: \$". A dropdown menu is open, listing various currencies: United States dollar, Canadian dollar, Chinese 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" option is highlighted in blue. Below the dropdown, there is an "Add Expense" button and the text "no expenses found". Further down, there is a section titled "Expense Receipt" with instructions: "Use the controls below to upload receipts that contain 1 or more attachments. Attachments are not required for a solution." Below this, there are five attachment slots, each labeled "Attachment 1: none" through "Attachment 5: none". To the right of each slot is a "Choose File" button and the text "No file chosen".

5. Below the currency drop down menu, 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 the "Team Expenses" section. It includes the instruction: "Include all items and supplies used in the construction of the Team Challenge solution." Below this, it displays "Total Cost of Solution: 8.00". Underneath, there is a dropdown menu for "Expenses below in:" currently set to "Euro". Below the dropdown, it shows "Cost in US Dollars: \$7.96". A red arrow points to the "Expenses below in:" dropdown menu.

6. 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 September 1, 2022, per Rules of the Road.

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



8. A pop up window will appear. Fill out the information in the pop-up window for a single item and click “Save” to enter the item into your Expense Report. Notice that you can change the item type by clicking on the drop-down menu next to “Kind” and selecting the item type. You can also alert your Appraisers about how you arrived at the price you indicate by changing the “Category” using the drop-down menu. Explanations of these categories can be found in the Digital Experience Rules, Section VII.H. 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. If the “Kind” is anything other than Trash, that item will show up as “exempt” in your list of expenses. Click “Save” to list the item on the Expense Report. You will need to fill out the pop-up window for each item in your team’s Presentation.

**Edit Expense Item** ✕

**Kind :**  ▾

**Category :**  ▾

**Item :**

**Cost :**

enter a Cost of 0 for an exempt item

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

<input type="button" value="Add Expense"/>					
edit	Kind <span style="color: green;">▼</span>	Category	Item	▼ Cost ▲	delete
	clothing	used/garage sale	Black Pants	2.00	<span style="color: red;">✕</span>
	equipment	new-receipt	Nails	5.00	<span style="color: red;">✕</span>

10. To add additional items to the Expense Report, repeat steps 7 and 8. As you add items, notice that the total at the top of the page is updated. To edit an item, click the pencil icon to the left of the item. 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 	Category	Item	 Cost 	delete
	clothing	used/garage sale	Black Pants	2.00	
	equipment	one day rental	Lights	20.00	
	equipment	new-receipt	Nails	5.00	
	prop	new-estimate	Construction Paper	5.00	
	prop	exempt	Smartphone	exempt	

11. 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 will 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 

12. 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:  No file chosen   

Attachment 2: none    Set:  No file chosen   

Attachment 3: none    Set:  No file chosen   

Attachment 4: none    Set:  No file chosen   

Attachment 5: none    Set:  No file chosen   

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**

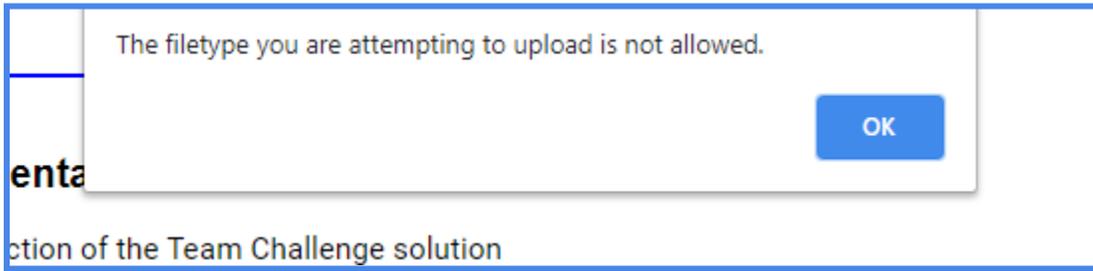
Use the controls below to attach your receipts. An attachment can be either a scanned **image of a receipt** or a **PDF that contains 1 or more receipts** . Be sure to label your items so appraisers know where the materials were used in your solution.

Attachment 1: none    Set:  2019-08-12\_082840.pdf   

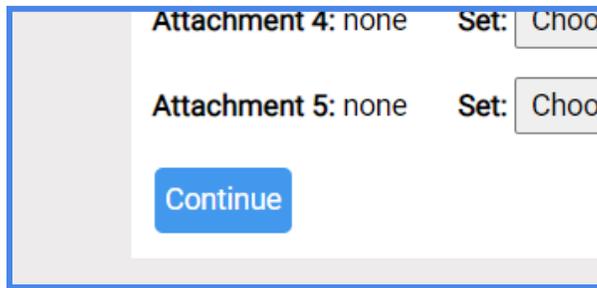
16. Be sure to click “Upload” to add the image or PDF to your Expense Report. If your file has uploaded correctly, you will see a small icon next to the Attachment prompt.

Attachment 1:     Set:  No file chosen

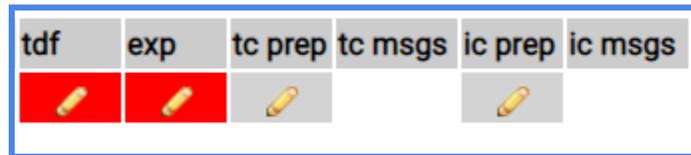
17. Attempting to upload an unsupported file type will result in an error message.



18. To continue on to the Prep Checklist, click the blue Continue button at the bottom of the Tournament Data Form. Alternatively, you can click on the “Back” button on the top of the page to navigate back to the “My Team Tournaments” page.

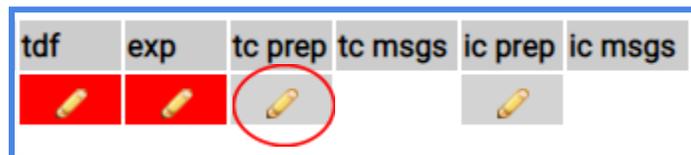


19. On the “My Team Tournaments” page, you will notice that the color for your team’s Expense Report has changed from light gray (not started) to red (unsubmitted).



### Completing the Prep Checklist

1. Teams participating in all Team Challenges will need to complete the Prep Checklist. From the My Team Tournaments page, click on the pencil icon in the “tc prep” column to edit a Prep Checklist for a particular team. (If you clicked “Continue” at the bottom of the Expense Report, you’ve already navigated to the Prep Checklist page!) 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. At the top of the Prep Checklist, 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:** Affiliate: Lone Star Finals 2023 -at- UT at Arlington

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

**Challenge:** Flip The Script / Secondary Level

**Tournament Date:**

Back



PDF

---

Solutions to the **Fine Arts Challenge: Flip The Script** 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: **Deadline Date and Time Here**. 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: **Flip The Script**. 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.

### Checklist of Required Elements

The Challenge: **Flip The Script** requires the elements listed below:

- The Presentation tells a Flipped Tale that is inspired by the researched story but focuses on a New Main Character.
- One Literary Device is integrated into the Presentation.
- The Presentation includes a Focus Shift.
- Your team has designed and built one piece of scenery that goes through a Scenery Flip.
- 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. This will prevent the system from reporting an issue when you submit the Prep Checklist.

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.**

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

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

**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:**  No file chosen

## Starting the Submission Process for 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. The Prep Area Appraiser will review your team’s information on the day of the tournament.

**Submitting Your Team's Forms**

Click the **Submit** Button to start the submission process

**Submit**

**Next Steps:**

After you click the Submit button, the **Resource Area** will check your forms for completeness and notify you of any omissions. Note that this check does NOT review the content of your answers. Once your team has fixed any identified errors, you can continue the submission process.

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.

2. 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 “Submit” at the bottom of the Prep Checklist in order to start the submission process. (Once you’ve clicked “Submit,” skip to Finishing the [Submission Process for All Teams](#) to continue the process.) 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.

## Starting the Submission Process for Tournaments WITH a Pre-Tournament Check

3. 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**

Your tournament has a submit deadline of **Submission Deadline**

Click the **Submit** Button to start the submission process

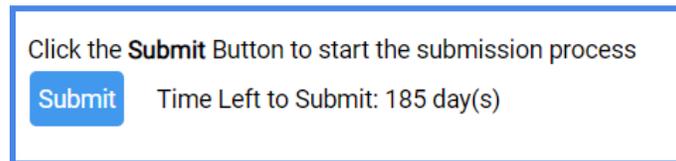
**Submit** Time Left to Submit: 185 day(s)

**Next Steps:**

After you click the Submit button, the **Resource Area** will check your forms for completeness and notify you of any omissions. Note that this check does NOT review the content of your answers. Once your team has fixed any identified errors, you can continue the submission process.

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.

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 in order to start the submission process. 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.



## Finishing the Submission Process for All Teams

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 severity column says "error," this means that you must fix the issue in order to submit your team's information. If the severity column says "info," the notification is for your information. You do not have to fix the error in order to submit, but, depending on the issue, your team may be contacted by the Prep Appraisers about the issue, or your team may receive a deduction. Keep in mind that some inputs are optional, but you may still receive an "info" notification. Notice that the "Submit" button is grayed out if there is an error that must be resolved.

errors to fix: 1

**Please note:** Items with Severity "Info" or "Warning" will not stop you from submitting. They are informational. Only errors must be corrected before submission.

### Tournament Data Form

no issues found

### Expense Report

#	severity	view	issue
1	info	<a href="#">view</a>	expense report total (\$ 32.00) is less that challenge limit (\$ 150.00)

### Team Challenge Prep Checklist

#	severity	view	issue
1	<b>error</b>	<a href="#">fix</a>	declaration of independence has no team members are checked
2	info	<a href="#">fix</a>	no response -- Script

display only errors

Re-Check

Submit



- If the system found no issues with your team’s submission, or once all errors are resolved, you will see “no issues found,” and you will be able to click the blue “Submit” button.

**Tournament Data Form**  
no issues found

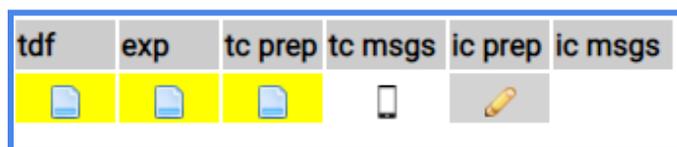
**Expense Report**  
no issues found

**Team Challenge Prep Checklist**  
no issues found

display only errors

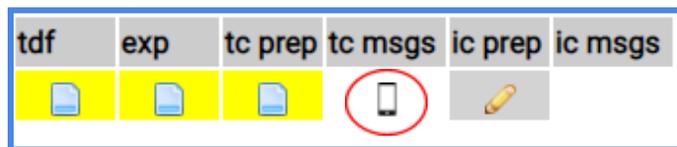
Re-Check Submit Time Left to Submit: 68 day(s)

- 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. If your tournament is offering a Pre-Tournament Check, the Prep Appraiser can begin reviewing your team’s submission and you will receive information from the prior to the day of the tournament. If your tournament is NOT offering a Pre-Tournament Check, your team’s forms will be reviewed at the tournament in the Prep Area. (For tournaments WITHOUT a Pre-Tournament Check, skip to [Scoring and Beyond](#).)



**The Prep Process for Teams WITH a Pre-Tournament Check**

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



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 Appears Here**  
Tournament Name

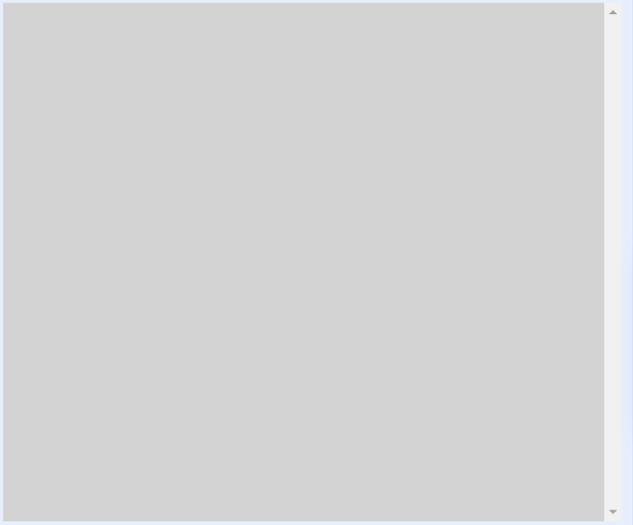
[Back](#) 

**Challenge:** Flip The Script / Secondary Level  
**Tournament Date:**  
**Team Challenge Pre-check Deadline:**  
**Team Challenge Pre-check Submit Time:**  
**Status Last Modified:**  
**Current Prep Status:** submitted  
 show issues

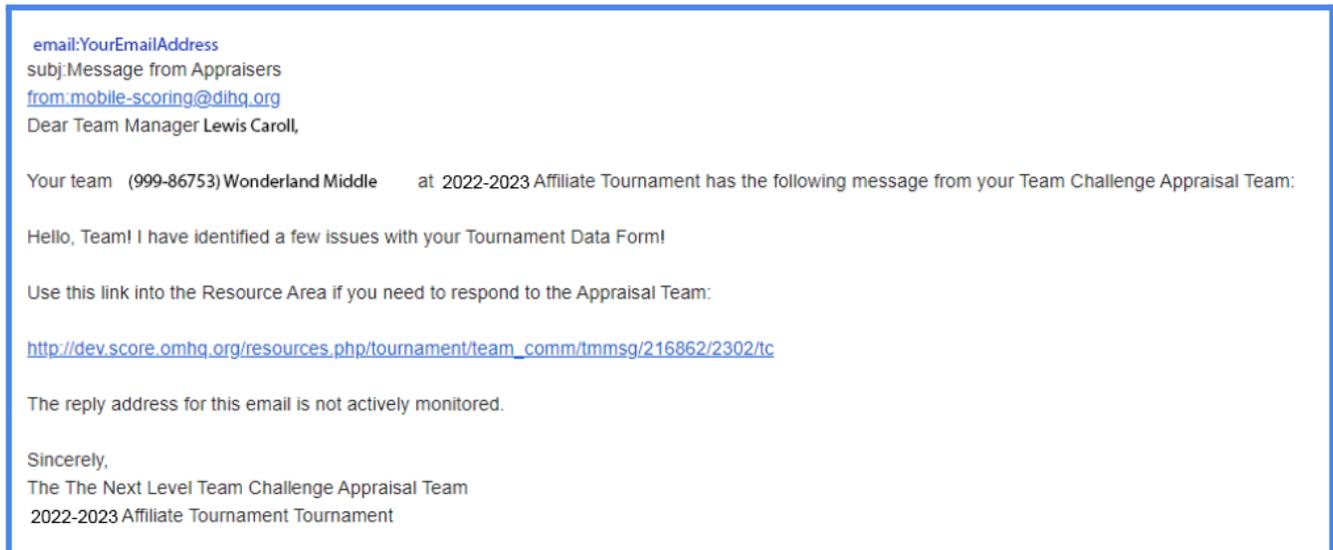
**Send Appraisers a Message**  
(length:0 max:2000)

[Send](#) **Be patient as this takes several seconds. When complete your message should appear in the log to the right.**

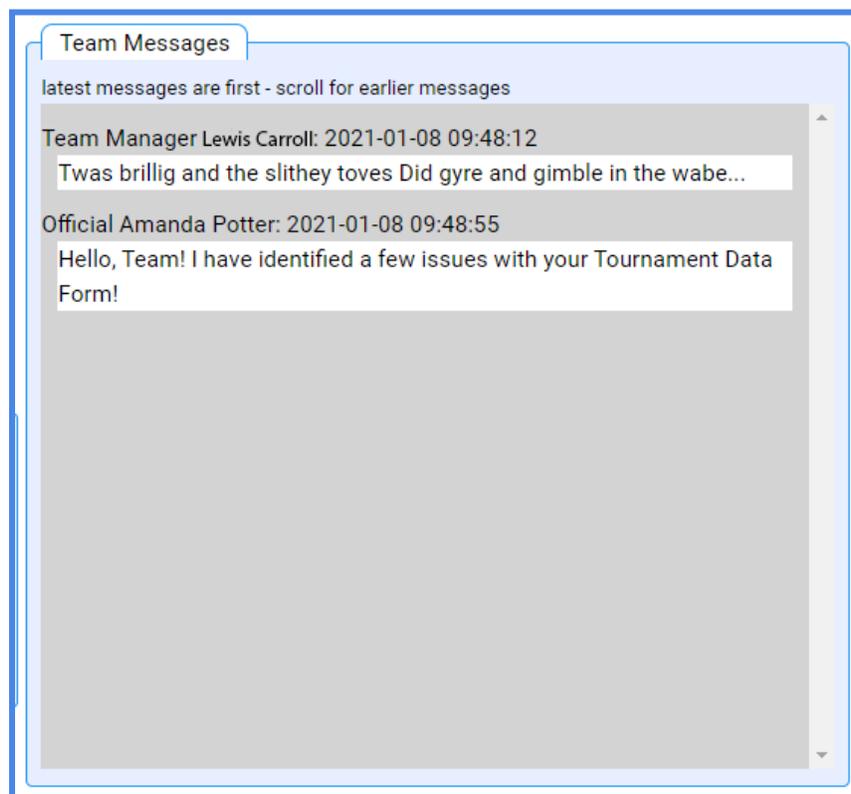
**Team Messages**  
latest messages are first - scroll for earlier messages



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. **Do not reply to this email. It is not monitored.**



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**

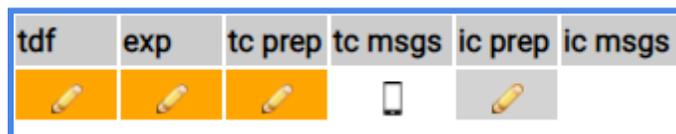
#	severity	view	issue
1	info	<a href="#">view</a>	expense report total (\$ 92.37) is less that challenge limit (\$ 125.00)

**Team Challenge Prep Checklist**

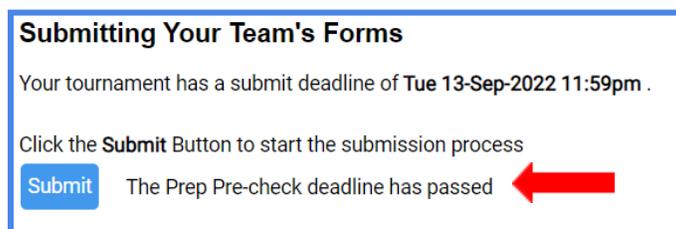
#	severity	view	issue
1	info	<a href="#">fix</a>	no response -- If chemicals are used in your solution, provide a link to the safety data sheet (SDS) for each chemical to show that the chemicals you used are safe.
2	info	<a href="#">fix</a>	no response -- Briefly explain any instances of Interference.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

display only errors

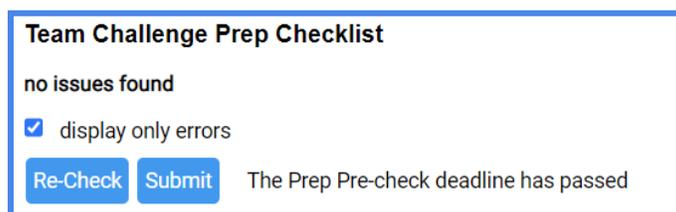
- The Prep Appraiser will review the content of your team's forms and let you know if there are any issues with your team's submission. If there are any issues, the Prep Appraiser will contact your team through the Resource Area Messaging system. The Team Manager of record will receive an email notification, 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.



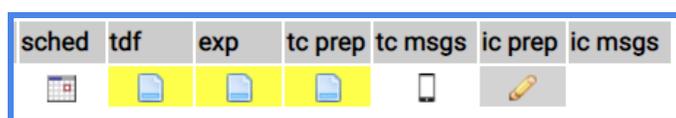
- If the Prep Appraiser puts your team in the resubmit state, your team will need to update your submission as indicated by the Prep Appraiser. Once changes have been made, you will need to click "Submit" at the bottom of the Prep Checklist. You will notice that the text next to the Submit button indicates that your submission is overdue. However, this should pose no issue to your team, as you are already in contact with the Prep Appraiser.



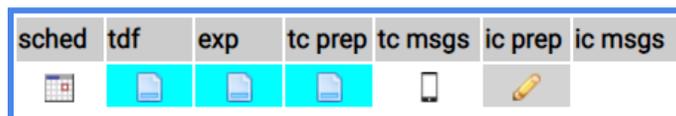
- After clicking "Submit," the Resource Area will check your forms again for any errors. This is the [same process](#) you went through when submitting your forms for the first time. Once all errors have been fixed, you will need to click the Submit button at the bottom of the page to send your updates to the Prep Appraiser.



- On the "My Team Tournaments" page, you will notice that the color for your team's forms has changed from orange to yellow, signifying that your team has submitted the updated information to the Prep Appraiser.

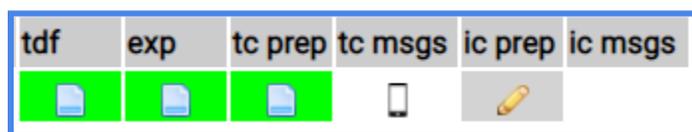


11. This process may be repeated several times until the Prep Appraiser has approved your team's forms for the tournament. Once this Pre-Tournament Prep Appraiser has approved your forms, they will change your team's status to "pre-checked," which will change your forms to blue on the "My Team Tournaments" page.



### Scoring and Beyond

1. At the tournament, your team's forms will be reviewed by the Prep Area Appraiser in the Prep Area just prior to your Presentation time. This will happen regardless of whether or not your tournament is implementing a Pre-Tournament Check. The Prep Area Appraiser will go over any issues they see with your team and will help your Team Manager fix the issue, or will make a note to the Appraisal Team through the Resource Area. Once the Prep Area Appraiser has reviewed your team's submission and approved it at the tournament, 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 to green.



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 2022-2023 Affiliate Tournament Tournament on **Tournament Date**.

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](#)

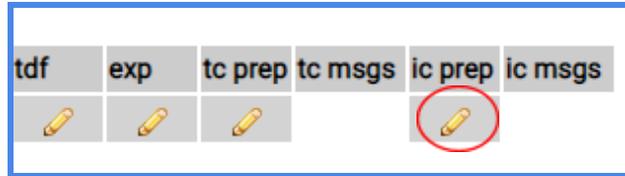
to contact your Head Appraiser.

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.



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.

## Tournament Prep Checklist for Instant Challenge

Your Team’s Information Appears Here

**Tournament:** Affiliate: Lone Star Finals 2023 -at- UT at Arlington  
**Format:** In Person (solutions in-person)  
**Challenge:** Flip The Script / Secondary Level  
**Tournament Date:** Sat 25-Mar-2023

[Back](#)  [PDF](#)

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Teams at your tournament will solve **in-person Instant Challenges**. Please check with your tournament officials to see when your team should arrive at Instant Challenge prior to your scheduled performance time.

Complete the information requested in this IC Prep Checklist prior to your tournament. This form 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 a form at a later time will show the information captured in prior visits. Instant Challenge Appraisers will review the information with your team during your time in Instant Challenge. The Appraisers at your tournament will review your tournament forms online so you do not need to print this Instant Challenge Prep Checklist.

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.

5. You will need to review the Instant Challenge Promise with your team and then certify that your team intends to honor the promise.

### Instant Challenge Promise

Each team participating in In-Person Instant Challenge needs to make the following promise:

**We promise not to talk about the Instant Challenge or what we did in our solution UNTIL THE END OF MAY. If we are heard or are found to have shared this Challenge with anyone, we will be disqualified from the tournament. However, we can talk about it privately among our team and Team Manager(s).**

You (Lewis Carroll), on behalf of your team, attest your team agrees to honor the promise.

Our team will honor the promise.

6. You will need to declare whether or not your team knows anything about the Instant Challenge you will be presented at the tournament. Instant Challenge Appraisers at the tournament will confirm with your team that this answer has not changed.

**We do not know anything about the Instant Challenge we will be given at the tournament.**

--select-- ▾

**Please explain any information your team learned about the Instant Challenge you will be given at the tournament. If none, enter "none."**

(length:0 max:1000)

7. Review the Next Steps section of the Instant Challenge Prep Checklist. All tournaments will check this information during the tournament. There is no Pre-Tournament Check for the Instant Challenge Prep Checklist.

Click the **Submit** Button to start the submission process

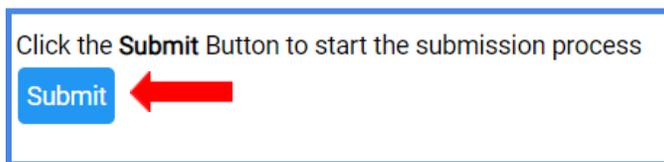
**Submit**

#### Next Steps:

After you click the Submit button, the **Resource Area** will check your forms for completeness and notify you of any omissions. Note that this check does NOT review the content of your answers. Once your team has fixed any identified errors, you can continue the submission process.

IC Officials will review your IC Prep Checklist with your team prior to solving your Instant Challenge.

8. To submit the Instant Challenge Prep Checklist, click “Submit” at the bottom of the page.



9. After clicking Submit, the Resource Area will check your team’s IC Prep Checklist for errors. Once all errors have been fixed, you can click the blue “Submit” button at the bottom of the page to send your team’s information to the tournament. Remember, there will be no Pre-Tournament Check of the Instant Challenge Prep Checklist. Your team’s information for Instant Challenge will be reviewed at the tournament.

**Prep Status : unsubmitted**

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**Please note:** Items with Severity "Info" or "Warning" will not stop you from submitting. They are informational. Only errors must be corrected before submission.

**Instant Challenge Prep Checklist**

no issues found

display only errors

[Re-Check](#) [Submit](#) No Prep Pre-check deadline for IC

10. 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.

# Schedule Requests

1. If your team wishes to submit a schedule request, you can do that from your “My Team Tournaments” page in the Resource Area. Click on the calendar icon in the “Sched” column. Be sure to verify the team for which you are making the request.

[000-24601] Jean Valjean High School -- Challenge: Flip The Script / SL									
tournament	event date	pre-check deadline	sched	tdf	exp	tc prep	tc msgs	ic prep	ic msgs
Affiliate: Lone Star Finals 2023	Sat 25-Mar-2023	Sun 19-Mar-2023 01:59pm							

2. Once on the Schedule Request page, choose the type of request from the drop-down menu.

**Request Kind:** time request ▼ Add Request

time request

team-kid request

team-family request

other

3. Time requests allow your team to inform the Tournament Director if your team can only attend the tournament after and/or before specific times of the day. Select “time request” in the drop-down menu and click “Add Request.” In the request line that appears, you can enter a time by which you are able to arrive and/or a time by which you must leave the tournament.

kind	details	request	modified	delete
time request	arrive: day-start ▼ depart: day-end ▼		2022-01-18 13:43:22	

4. Team-kid requests allow your team to inform the Tournament Director if any team members are also competing on another team at the same tournament. Select “Team-kid request” in the drop-down menu and click “Add Request.” In the request line that appears, you can select the other teams to avoid scheduling conflicts.

team-kid request	add team: --select-- ▼	team kids also on teams:	2022-01-18 13:45:20	
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5. Team-family requests allow your team to inform the Tournament Director if any team members have family members who are competing on other teams at the tournament. Select “Team-family request” in the drop-down menu and click “Add Request.” In the request line that appears, you can select the other teams to avoid scheduling conflicts.

team-family request	add team: --select-- ▼	siblings, parents, friends on teams:	2022-01-18 13:51:00	
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6. Other requests allow your team to make schedule requests that do not fit into any of the above categories. Select “Other” in the drop-down menu and click “Add Request.” Then enter your request in the text box that appears in the request line.

other		(length:0 max:200) <input type="text"/>	2022-01-18 13:48:01	✖
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