

# Coach Submission Instructions

## Purpose

This document is designed to provide a step-by-step document for coaches to follow to ensure standardization of booklet submissions.

## Booklet Verification

1. Verify that the team's ID number has been added to the booklet in the header.
2. Verify that all text is readable.  
Legible dark colors are OK (those that will show up black or dark grey when printed on a black-and-white printer), but highlighted text, light colors, or wonky fonts should be standardized.
  - a. To turn all text black:
    - i. **On PC:** Ctrl-A → choose font color - black
    - ii. **On Mac:** Apple-A → choose font color - black
  - b. To standardize font:
    - i. **On PC:** Ctrl-A → select Calibri, Arial, or Times New Roman
    - ii. **On Mac:** Apple-A → select Calibri, Arial, or Times New Roman

## Format

All booklets should be submitted as PDFs. This is to prevent an evaluator or other actor from editing or changing the booklet after it has been submitted.

In order to turn a Word document into a PDF:

1. Open your team's booklet and make any updates needed to standardize the text
2. Click File → Export → Create PDF/XPS Document
3. A Save dialogue box will appear
4. See "Naming Schema" section below for how appropriately to name your booklet
5. Save in an appropriate location

## Naming Schema

All booklets should be named thus: [DivisionCodeIDNumber]\_[PPNumber].pdf

For example, if your team is in the Junior division, ID number 1001, and you're submitting Practice Problem I, your booklet will be titled: **J1001\_PPI.pdf**

## Packing List

Each solve's submissions should be accompanied by a packing list -- a separate document that indicates all booklets that you intend to upload, along with any notes that might be useful to the evaluator upon receipt (missing pages, etc.)

This packing list can be a simple Excel or Word document -- it doesn't have to be fancy.

It should include:

1. ID Number
2. Coach name
3. Notes

Example format:

<b>ID Number</b>	<b>Coach</b>	<b>Notes</b>
1001	Frizzle	Missing Solutions 5-8
6006	Frizzle	
3003	Frizzle	Team used the Solutions pages for Challenges and Challenges pages for Solutions

## Uploading

1. Open your Dropbox.
2. Navigate to the folder that corresponds with the solve that you've just completed.
3. Upload all booklets and your packing list.

## Confirmation

It is not required to send Ann Foreyt (ann.foreyt@gmail.com) an email indicating that you've uploaded your booklets, but it's always appreciated, especially if you want to verify that everything is in order.