Scilympiad Head Coach Reference Guide
Updated 1/8/2021

- For detailed information, see BEARSO Tournament Guide at: https://docs.google.com/document/d/1VBmM2NzHvc5F2ZHKe4Warf_NGrkn1ADJ1GxQDPHVrJ4/edit#
- Review Event Rules and Modifications as provided by Tournament Director

Scilympiad Platform
- Partners take the same test from their own computers
- Partners see each other’s answers as they work on a single test
- Built-in text-based chat for partners to discuss their answers
- Built-in text-based chat for students to ask event supervisor questions
- Built-in timers for specific test time period
- Answers automatically saved as participants answer them

Head Coach Dashboard
- Centralized location for team management
Registration Heading

- Register/Update Teams — Team #, Team Name, Status
- Invite Coaches — Only path to add additional coaches to help with your team management.
  The system will send an invite link with the school ID embedded in the link to invitee to accept and complete Head Coach registration. Deviating from this path will not associate your invitee to your school HC roster. If Principal verification is required for your tournament, the Principal will be notified via provided email asking for confirmation that the invitee is authorized to manage their teams.
- Add Another School Division — If you manage more than one division (B & C), you can use the same email to register multiple divisions. You do not need to create a separate account for each division.

Compliance Heading

- Student/Team/Event Assignment - multiple functions on this page
  - Click on “Add a student” or “Import Students” to create or add to the Student Pool
  - Click on “Students to Teams” to assign students to teams
  - Click on “Students to Events” to assign students to events. By assigning students to events, you have signed up for their scheduled events and device events. In addition, if device events have designated timeblocks, go to Self-scheduled Event Signup under Sign up heading to sign up for individual timeblocks.
  - Click on “Event Schedules” to confirm event assignments. Ignore the Timeblock column, instead use the published Schedule of Events.
  - Registered Column - if checked, it indicates the student had logged in previously using Login ID, does not matter which tournament.
Sign Up Heading

- **Self-scheduled Event Signup** - Sign up for self-scheduled events. Assigning students to build events in the Compliance Heading -> Student/Team/Event Assignment does not automatically assign students to self-scheduled events. Coaches have to sign up for self-scheduled events.
- **Scheduled-Event Timeblocks** - this is for traditional tournaments - ignored this season.

Scheduled Event Timeblocks - N/A for 2020 - 2021 season

Tournament Day

- **Monitor Team Competition** - monitor your teams on competition day - see who and at what time your teams start the tests
- **Online Appeal Form** - use this to file appeals, request time extensions, report issues, etc. It’s the main channel of communication with tournament officials and event supervisors.
- **Score Inquiry** - post any questions regarding your teams’ scores after the competition.
Coach Checklist
❖ Add students or import student roster to the Student Pool (Head Coach Dashboard ->
Student/Team/Event Assignment
  ➢ Enter names and grades
  ➢ Important: Student Roster pool is universal within Scilympiad. If you have created a
student roster from previous tournaments, the information will carry across
tournaments. Please do not delete students or they will not have access to their past
test results. Only delete if you know for sure that your students have not competed and
will no longer be part of your program.
❖ Assign students to the team (required even if your school has only 1 team)
❖ Assign students to their events
❖ Principal Certification if required by Tournament Director
❖ Signed Releases if required by Tournament Director. Important, release link is specific to school
and tournament. Make sure to get your own link to send to families.
❖ Complete Verification (within Signed Releases) if required by Tournament Director
❖ Provide students their Login IDs.
❖ Provide students with their assigned events.
❖ Confirm with students that they have created a student account besides “Registered” column in
the Student Pool
❖ Verify students have logged in to the Student Dashboard and confirm their assigned events.

Student Login Instructions Using Login ID
➢ Click on "Student Dashboard
➢ Click on "Take online tests using Login ID" under Competition Day heading. Ask your coach for
your Login ID if you have yet received it.
➢ If this is your first time logging in to Scilympiad, after entering your Login ID and as you move to
the password box, the first name and last name boxes will automatically appear. Fill in your first
and last name exactly as submitted by your coach on the student roster, enter your own created
password then click Sign in. You only have to submit your name once. Thereafter, log in using
your Login ID and your newly created password. If you forget your password, contact your head
coach immediately. They will be able to reset your password. (Head Coach Dashboard -> Submit
Student -> Team Roster)

Student Scilympiad Login Credentials
Students previously competed in tournaments through the Scilympiad platform may use the same Login
IDs and passwords for all tournaments. Login IDs and passwords stay the same throughout the season.

Tournament Day

Monitor Team Competition
Be available to assist your students and monitor their progress by logging in to the Head Coach
Dashboard → Monitor Team Competition
Online Appeal Form: with everything online this season, online Appeal can serve as both appeal, issue reporting or special request such as time extension

Score Inquiry: post tournament questions and concerns to Tournament Director

When students report an issue, ask them the following and include screenshots of the entire page with the URL in the Address bar:

- What browser and device they are using?
- Are they behind the school firewall?
- Do they have other intensive apps running, like Discord or Zoom or Netflix (some did)?
- Do they have javascript and popup enabled and cookie accepted?
- Do they use school-issued devices and email?
- Are they in the correct tournament? Show screenshot.
- Do they have multiple browsers open accessing Scilympiad?
- Ask the partners the same
- Team #, Login IDs, what test
- If issue is related to unable to save answers then ask the students to record the timestamp, test name, question #, team # and test time remaining
- Please relay the above-mentioned responses to the online Appeal Form and email screenshots to Tournament Director. When email please briefly specify issue, school name, team # and Login IDs

Helping students troubleshoot their technical issues:

Scilympiad Student Reference Guide Updated 1/8/2021