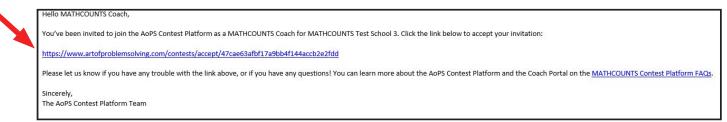
Creating a Coach Account and Using Your Coach Portal on the AoPS Contest Platform

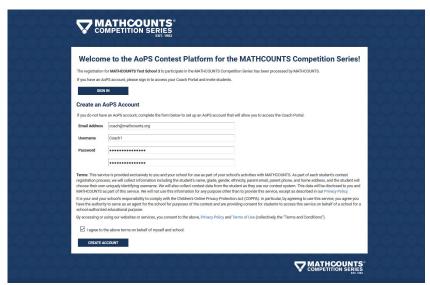


Now that you have registered your school or student for the MATHCOUNTS Competition Series, there are just a couple more steps to complete so your students can access MATHCOUNTS practice and official competitions on the AoPS Contest Platform.

1. Shortly after registering, you will receive an email from info+contests@artofproblemsolving.com inviting you to join the AoPS Contest Platform. Click on the link within the email to accept your invitation on the AoPS website.



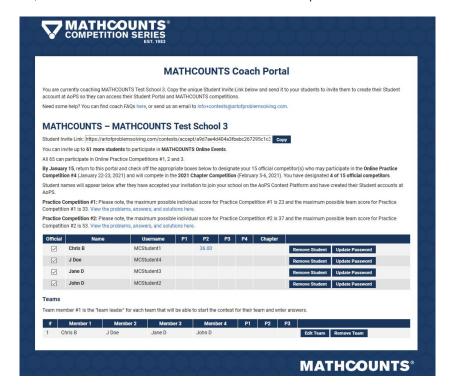
2. At www.aops.com, enter a username and password to create your coach account, or if you already have an AoPS account, sign in using your existing username and password.



3. Copy the Student Invitation Email Link listed on your Coach Portal and email it to any students you would like to invite to join your school on the Contest Platform. You can invite your *registered competitors* (the number you paid to register; between 1-15) plus *additional students* (up to 50). All students (registered and additional) may participate in the first three Practice Competitions. Only registered competitors are eligible to participate in Practice Competition #4 and the Chapter Competition.



- 4. From your Coach Portal you have the ability to:
 - View a list of the students who have created student accounts and joined your school on the Contest Platform.
 - Select the students (between 1-15) who will represent the school in Practice Competition #4 and the Chapter Competition.
 - View your students' results from MATHCOUNTS practice and official competitions.
 - Create teams of 4 students to participate in unofficial Team Rounds on the practice competitions.
 - View problems, answers and solutions for MATHCOUNTS competitions.



If you have any questions or difficulties accessing your Coach Portal, please email us at info@mathcounts.org.