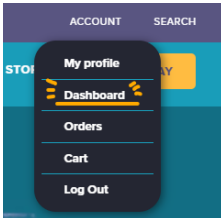


# NAVIGATING THE COACH DASHBOARD



Once you've logged in to your account on the MATHCOUNTS website, hover over **Account** in the upper right corner of the screen and click **Dashboard** in the dropdown menu. Doing so brings you here:

Click the hyper-linked school name to access your **chapter competition details**, including your chapter coordinator's contact info.

School	Registration ID	Total Competitors	Teams	Individuals	Competitors Missing Info
<a href="#">Ewa Makal Middle School</a>	448670	10	1	6	10

When Chapter Competitions are **in person**, click the hyperlinked number under Total Competitors to **add competitor info** to be sent to your chapter coordinator.

Click here to **register another school** for the Competition Series.

Click here to **add competitors to a school's existing registration** (max: 12 total competitors).

Click here to access all of the **online resources** available to Competition Series coaches!

## Online Competition Coach Resources

Going to [mathcounts.org/coaches](https://mathcounts.org/coaches) also brings you to this Online Competition Coach Resources page. First you'll find **The FREE Fab Four!** These are resources that were specifically made for Competition Series coaches and will be particularly useful in getting your Mathletes prepared for competitions.

### The FREE Fab Four



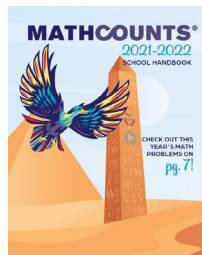
  
**2021-2022**  
School Handbook

  
**Past**  
Competitions

  
**MATHCOUNTS**  
Minis

  
**Pre-Made**  
Practice Plans

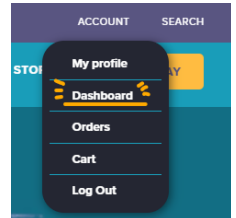
The **School Handbook** is the primary preparation resource for the Competition Series and includes step-by-step solutions for all 250 problems...something that is *not* available to the general public.



Scroll even further down the page to find **more free resources** that are not only useful in preparing for competitions, but also can be easily used in classrooms and math clubs!

# NAVIGATING THE CLUB LEADER DASHBOARD

Once you've logged in to your account on the MATHCOUNTS website, hover over **Account** in the upper right corner of the screen and click **Dashboard** in the dropdown menu. Doing so brings you here:



**CLUB LEADERS**

**CLUB LEADERS RESOURCES**

**Announcements**  
The Club Leaders resources page is where you will find electronic versions of competition materials, plus access other exclusive content.

**Registered Clubs**

Club	Registration ID	Silver	Gold
Saint John Vianney School (Warner) Math Club	448935	<b>APPLY</b>	

Click here to access all of the **online resources** available to Club Leaders!



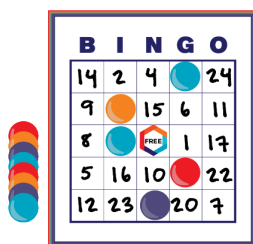
Once your club has met 5 times, click here to **apply for Silver Level Status online**. Once achieved, a Silver star will appear, as well as an Apply button in the Gold column.

## Online Club Resources

Going to [mathcounts.org/clubleaders](https://mathcounts.org/clubleaders) also brings you to this Online Club Resources page. At the top of the page, you'll find the **Club Leader Guide**, which includes a suggested calendar, highlighted resources and FAQs about Silver and Gold Level Status.

**DOWNLOAD 2021-2022 CLUB GUIDE**

## 3 Types of Club Activities



**Go to Games**

More than a dozen math games **build problem solving and math skills**, and can be scaled up or down in difficulty to be accessible to all students.



**Go to Explorations**

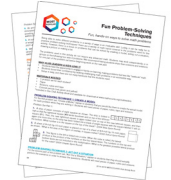
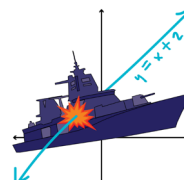
Our 10 explorations go in depth with various math topics and give students the opportunity to **collaborate on hands-on and interactive** math activities.



**Go to Problem Sets**

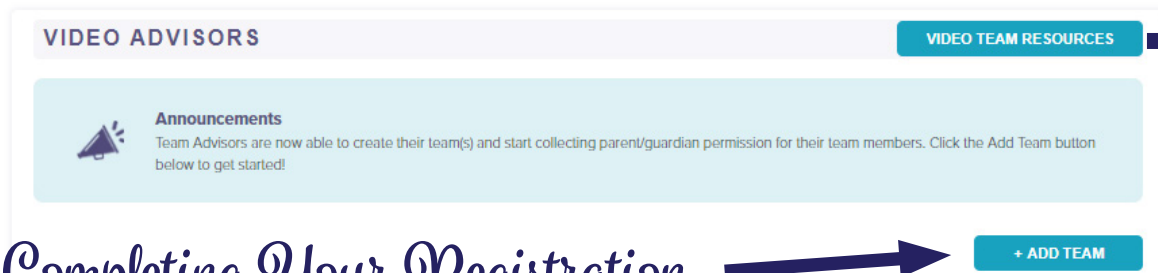
Over 25 problem sets allow students to **practice specific skills or just celebrate holidays** with unique math problems that are fun to solve.

Scroll down the page to find information on **Silver Level Status**, **Gold Level Status** and **other resources** for your club.



# NAVIGATING THE VIDEO TEAM ADVISOR DASHBOARD

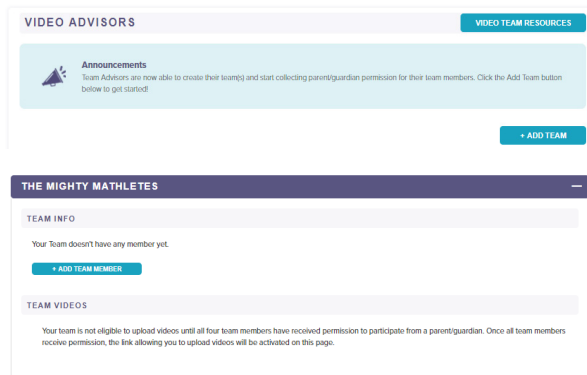
Once you've logged in to your account on the MATHCOUNTS website, hover over **Account** in the upper right corner of the screen and click **Dashboard** in the dropdown menu. Doing so brings you here:



Click here to access all of the **online resources** available to Team Advisors!

## Completing Your Registration

Use the **Add Team** button to create your team(s) and gather parent/guardian permission for each team member. Once you've created a team, it will show up on your Video Advisor Dashboard, and you will be prompted to add each team member within that team.



For each team member, you will select whether they will receive **online or offline permission**. If needed, you can change the type of permission anytime through your dashboard. You will need to provide each student's name, as well as the name and contact information for their parent/guardian.

PERMISSION TYPE \*

ONLINE

PARENT

PARENT FIRST NAME \*

PARENT LAST NAME \*

PARENT EMAIL \*

STUDENT

STUDENT FIRST NAME \*

STUDENT LAST NAME \*

## Online Math Video Challenge Resources

Going to [mathcounts.org/mvcteams](https://mathcounts.org/mvcteams) also brings you to this Online Math Video Challenge Resources page. At the top of the page, you'll find a link to the School Handbook and the **School Handbook Remix**, which has the handbook problems organized by math topic. Scrolling further down the page, you'll find all Rules and Guidelines of the Math Video Challenge program, including the **Copyrighted Materials Guidelines**, as well as Essential Forms, like the **offline parent/guardian permission form**.

Rules and Guidelines

Official Rules & Terms of Participation

Ensure your team understands the Math Video Challenge Official Rules + Terms of Participation before getting started.

Copyrighted Materials Guidelines

Including music and audiovisual content can add a spark to your video...but you must follow the rules! Learn how to include video clips, music, images, sound effects and other content while still following the contest rules.

Essential Forms

Offline Parent/Guardian Permission Form

We prefer to receive parent/guardian permission online through the MATHCOUNTS website, but teams also may use this offline form. Please type or print neatly and ensure the parent/guardian has signed the form.

Video Submission Checklist

Team advisors must provide video information when uploading the team video to the MATHCOUNTS website. Students should use this form to give the required information to the advisor.

Video Release for Non-Team Member (Minor)

Anyone who appears in a video and is not one of the 4 team members must sign a video release, which the team advisor keeps on file.

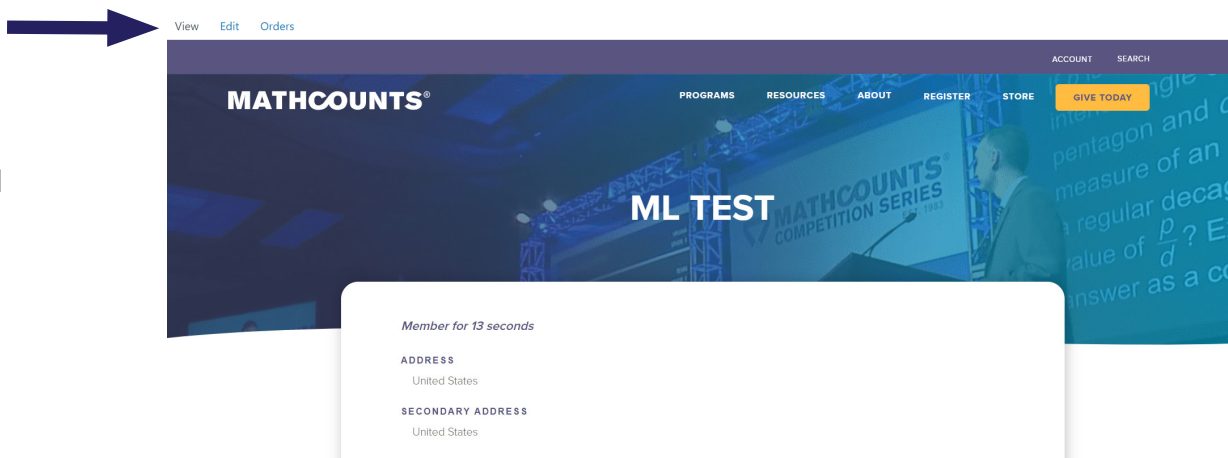
Video Release for Non-Team Member (Adult)

Anyone who appears in a video and is not one of the 4 team members must sign a video release. If your dad has a cameo in your video, make sure your team advisor has a video release for him on file!

# UPDATING YOUR PROFILE

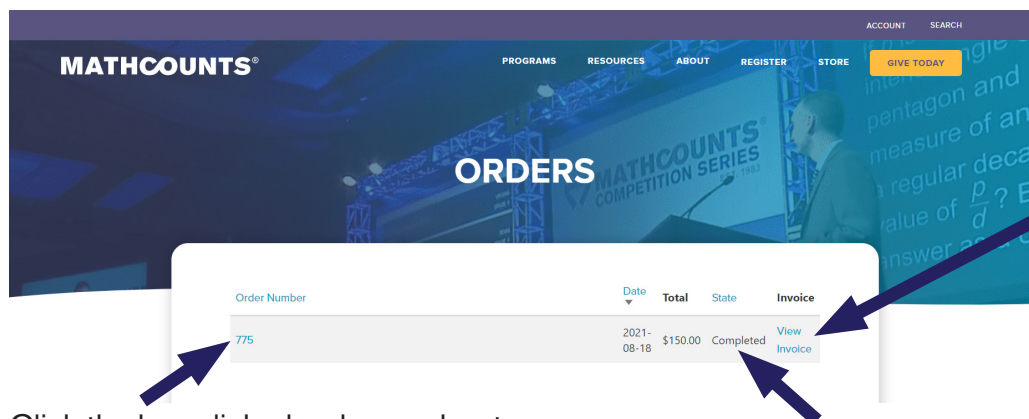
Once you've logged in to your account on the MATHCOUNTS website, hover over **Account** in the upper right corner of the screen and click **My Profile** in the dropdown menu. Doing so brings you here:

Click **Edit** in the upper left corner to **change your password** and update any contact info.



# VIEWING YOUR ORDER(S)

Once you've logged in to your account on the MATHCOUNTS website, hover over **Account** in the upper right corner of the screen and click **Orders** in the dropdown menu. Doing so brings you here:



Click **View Invoice** to download a PDF of the invoice for the order, which shows payment status. If you place multiple orders, there will be a separate invoice for each order.

Click the hyperlinked order number to view your order online. Registrations for free programs also may have orders, but no payment will be due.

In the **State column**, it will show "Completed" if your registration is complete. This is *not* an indication of payment status. Viewing your invoice will show whether or not payment has been received.

Only the person who completed a school's registration will be able to see orders. For example, if a bookkeeper registers a school with their own MATHCOUNTS account, only that bookkeeper will be able to access the school's order info and invoices, even though the coach included on the registration will have access to the Coach Dashboard.

# QUESTIONS OR ISSUES?

Reach out anytime at [info@mathcounts.org](mailto:info@mathcounts.org).