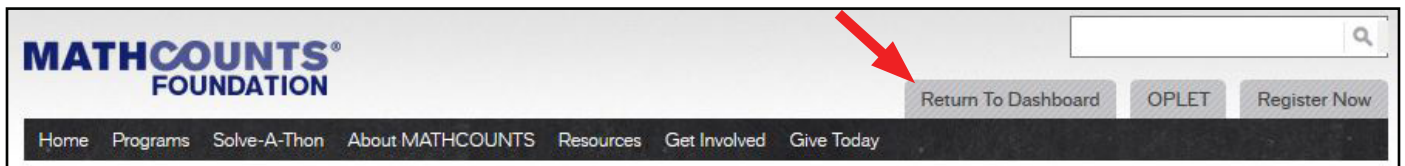


Submitting Student Information to the MATHCOUNTS website

1. Visit <https://www.mathcounts.org/user/login> to log in to your coach account.
2. Go to the Coach Dashboard page by clicking the “Return to Dashboard” tab or go to <https://www.mathcounts.org/coachdashboard>.



3. Here you will find a listing of all the schools you have registered. In order to add student information to a school click the “Add Student Name to Roster” button. Please note there is a section for adding students competing as individuals and a separate section for adding students who are competing as part of a team.

Student Roster

When you're ready to enter the names of the specific students who will be representing your school at the Chapter Competition, you can complete the rosters below.

Registration Reference ID: School Registration 67416

Registration ID	School	Number of Individuals	Number of Teams
School Registration 67416	Sample School (Alexandria, VA)	1	1

Roster of Individual Students

You can provide the names and demographic information for the students who will be representing your school as individuals at the Chapter Competition.

No individual students are registered yet.

[Add Student Name to Roster](#)

Team Roster

You can provide the names and demographic information for the students who will be on your school's team at the local Chapter Competition.

No Team students are registered yet.

[Add Student Name to Roster](#)

4. Input your student information and click the “Save” button.

Create Student

Student Full Name

Student First Name *

Student Last Name *

Gender *

Grade *

5. The student is now listed under the roster of students. You can use the “Edit” link to make additional changes to that student, or you can use the “Delete” link to remove the student completely.

Roster of Individual Students

You can provide the names and demographic information for the students who will be representing your school as individuals at the Chapter Competition.

Participants Name	Edit	Delete
Lisa Smith	Edit	Delete

Team Roster

You can provide the names and demographic information for the students who will be on your school's team at the local Chapter Competition.

Participant Name	Edit	Delete
Sam Xia	Edit	Delete
Robert Mercer	Edit	Delete
Susan Yang	Edit	Delete

If you have any questions or difficulties please contact info@mathcounts.org.