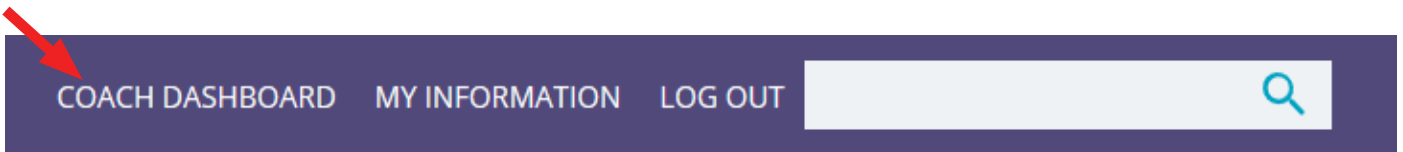


Submitting Chapter Competitor Information to the MATHCOUNTS website

1. Visit <https://www.mathcounts.org/user/login> and log in to your coach account.
2. Click the Coach Dashboard link at the top of the web page or go to <https://www.mathcounts.org/coaches>



3. On the Coach Dashboard you will find a listing of all the schools you have registered.

In the example at right, the coach has registered one team and four individuals at David Test School. To add competitor information for a school, click the Add Student Name to Roster button.

Please note there are separate sections for adding students competing as individuals and members of the school's official team.

Registration Reference ID: 189400

| Registration ID | School | Number of Teams | Number of Individuals |
|-----------------|------------------------------------|-----------------|-----------------------|
| 189400 | David_Test_School (Alexandria, VA) | 1 | 4 |

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.

Please note: A school may register one team of four and/or up to six individuals for a total of ten participants. Members of a school team will participate in the individual and team rounds of the competition. Individuals are only eligible to participate in the individual rounds of the competition and will not participate in the team round. You should not have the same students listed on both the team and individual rosters.

No Team students are registered yet.

ADD STUDENT NAME TO ROSTER

You have reached your team limit. No more team registrations may be purchased.

Roster of Individual Students

No individual students are registered yet.

ADD STUDENT NAME TO ROSTER

LOCKED Are you seeing a LOCKED button? Skip to the last page of this document.

4. Input the student information and click the Save button.

Only a student's first and last name are required, but if known you should specify the student's gender (Male or Female), grade level (6-8) and race/ethnicity category.

Create Student

STUDENT FULL NAME

Student First Name *

Student Last Name *

Gender

Which category best describes this student?

Grade

[SAVE](#)

5. After you've clicked Save the student will be 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.

| 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. | | |
| Please note: A school may register one team of four and/or up to six individuals for a total of ten participants. Members of a school team will participate in the individual and team rounds of the competition. Individuals are only eligible to participate in the individual rounds of the competition and will not participate in the team round. You should not have the same students listed on both the team and individual rosters. | | |
| PARTICIPANT NAME | EDIT | DELETE |
| Smith, Lisa | Edit | Delete |

What do I do if my rosters are locked?

A grey LOCKED button indicates your coordinator is no longer allowing changes to be made directly through the Coach Dashboard.

Please contact your coordinator if you need to make any changes. A listing of coordinators and their contact information can be found on the [Find My Coordinator page](#).

Registration Reference ID: 189400

| Registration ID | School | Number of Teams | Number of Individuals |
|-----------------|------------------------------------|-----------------|-----------------------|
| 189400 | David Test School (Alexandria, VA) | 1 | 4 |

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.

Please note: A school may register one team of four and/or up to six individuals for a total of ten participants. Members of a school team will participate in the individual and team rounds of the competition. Individuals are only eligible to participate in the individual rounds of the competition and will not participate in the team round. You should not have the same students listed on both the team and individual rosters.

No Team students are registered yet.

LOCKED

You have reached your team limit. No more team registrations may be purchased.

Roster of Individual Students

No individual students are registered yet.

LOCKED

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