

A FEW WEEKS BEFORE COMPETITION DAY

Creating a Competition

It is important to log into the Coordinator Section of the website at least a few weeks before your competition date—whether or not you're planning to use MOSS at your event. The Coordinator Section includes all of your registered school information and commonly used forms and materials.

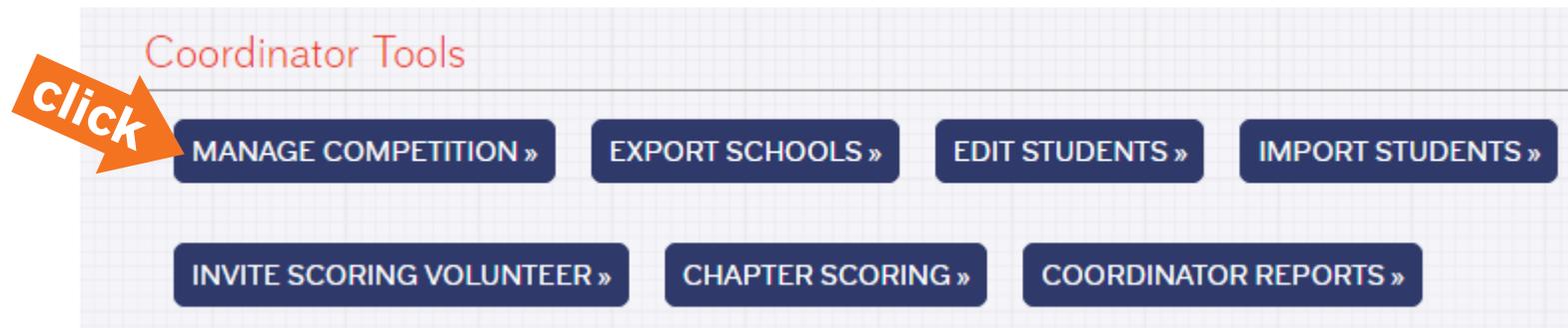
If you're using MOSS, you'll need to log in so you can create your competition, which includes 1) setting the date and location in the system and 2) editing this information as needed. We'll explain each of these in this section.

When you first log into the Coordinator Section, you should click on the **Coordinator Dashboard** tab at the top of the page. **You can click this tab throughout the scoring process to return to your Coordinator Dashboard.**



After clicking on the Coordinator Dashboard tab, you'll see the following buttons. For a summary of the Coordinator Dashboard tools, please refer to the "Navigating the Coordinator Dashboard" video or PDF guide.

Click on the **Manage Competition** button to get started with creating your competition.



If you have not created a competition for your chapter yet, the only option that will appear when you click on Manage Competition will be Create a competition. (After you have created a competition, additional options will appear, which we will cover later in this PDF guide).

Click on **Create a competition**, which will open a window within MOSS (see next page).



Create Competition

Title *

Competition Date *

Date

E.g., 01/04/2017

Please enter the competition Date.

[Save](#)

Once the Create Competition window opens, fill in the competition date and click **Save** when you have finished.



New feature coming soon: the date and location you enter here will automatically sync to the Competition Dates & Locations page of the MATHCOUNTS website, making it easier and faster for you to update your publicly listed competition information.

✓ Competition *Island Chapter Competition* has been updated.

[Edit competition details](#)

Title: Island Chapter Competition

Competition Date: Saturday, February 4, 2017

[Start the competition.](#)

After you have created your competition, you'll receive a confirmation that it has been created.

Moving forward, you can click on **Edit competition details** to make any needed changes to your competition. Each time you edit your competition, you'll receive a confirmation that your school has been updated as shown at the left.

You'll click **Start the competition** now so you can perform other functions in MOSS to prepare for competition day. *Note, however, that you will again come back to this page immediately before entering the first score at your competition and click Start the competition again so you are working with the most up-to-date registration data.*



Warning! Clicking Start the competition will clear out any scores or rankings you have created and pull all of your existing school and student data into the scoring system. This means 1) You *must* click Start the competition after you've imported any new school or student data, and 2) If you entered any scores for students *before* reassigning schools, adding students or making any other changes to your data, then you will lose the scores you entered when you restart your competition.