

## ThinkQuest TRIO Internet Challenge

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### Coach Enrollment Instructions 2009



Oracle Education Foundation (OEF) now hosts the ThinkQuest TRIO (TQT) competition on OEF servers and TQT is using OEF's registration system. *You may notice the name change. Previously, the website competition was TRIO ThinkQuest (TTQ) but it is now called ThinkQuest TRIO (TQT).* ThinkQuest TRIO is an educational website competition for Secondary TRIO programs.

NOTE: Due to this change, you **need to re-register** your program for this year's competition even if you have registered with us in the past or this year for PhotoEssay or MediaQuest.

#### To Begin:

To begin the enrollment process, your program must enlist a Coach. The Coach acts like the Program Contact in the past; the Coach enrolls the program first and then registers teams. The registration instructions are different this year; there are significant changes (but not difficult) in the registration process. We have provided detailed instruction/steps below to help new and old coaches move through the process easily.

#### The Basics to Know:

1. Go to <http://trio.thinkquest.org/> to enroll as a coach.
2. Your \*Director (also called person of legal authority) must **APPROVE** you as the coach and **SIGN** an online agreement. Note: the coach and person of legal authority/Director can be the same person. (Signing is simple entering in a name on an online form – see Director Instructions)
3. You and your Director wait for an approval email (it goes to your \*\*Director's email). NOTE: This can take up to seven days after signing the agreement online.
4. You will personally receive a Coach confirmation email with a link that takes you to a login page.
5. Login using your coach username and password. NOTE: You may be asked to change your password.
6. You, as the Coach, Review and **ACCEPT** the Terms of Use.
7. You as the Coach must **REGISTER** each team. (see Team Registration)

\*You can be the Coach and the Director at the same time

\*\*If you are the Coach and the Director, you can use the same email account.

#### Other things to know:

1. Coaches have their own log-in information in order to manage each team.
2. Each team receives their own log-in so they can upload and manage their project.

NOTE: Visuals for all steps to enroll are below.

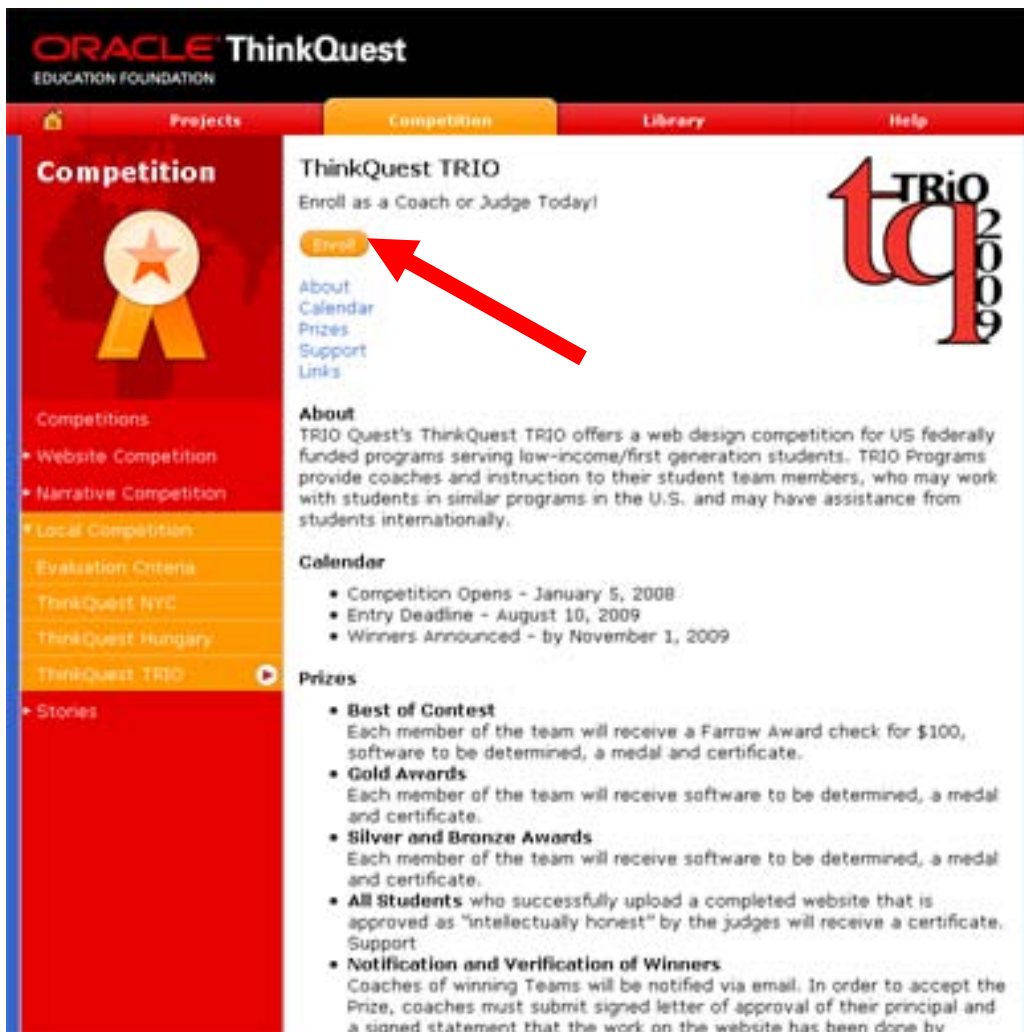
**FREE Support:** Although the process is managed by OEF, we at UW TRIO Training are committed to supporting TRIO staff and students throughout the process. If at any time you need support, **please call 206-543-9288 or email [tquest@u.washington.edu](mailto:tquest@u.washington.edu).**

Best to you and your students! We are confident you will find ThinkQuest TRIO (TQT) an amazing and rewarding activity for your students, your program, and yourself.

## Coach & Director Enrollment Instructions 2009

Steps 1 – 6 are for the Coach.

1. Go to <http://trio.thinkquest.org/> to enroll as a coach.  
You must go through the enrollment process before you register your teams.

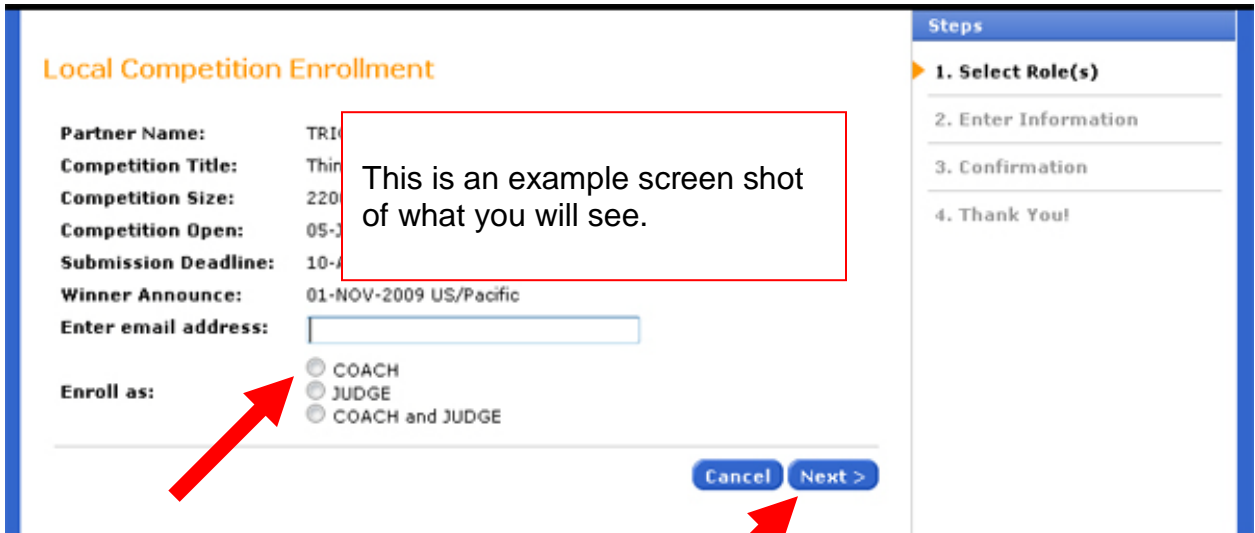


The screenshot shows the Oracle ThinkQuest Education Foundation website. The main navigation bar includes 'Projects', 'Competition', 'Library', and 'Help'. The 'Competition' section is active, displaying a sidebar with various competition categories and a main content area for 'ThinkQuest TRIO'. The main content area includes a navigation menu with 'Enroll', 'About', 'Calendar', 'Prizes', 'Support', and 'Links'. A red arrow points to the 'Enroll' button. The 'About' section describes the competition for US federally funded programs serving low-income/first generation students. The 'Calendar' section lists key dates: Competition Opens - January 5, 2008; Entry Deadline - August 10, 2009; and Winners Announced - by November 1, 2009. The 'Prizes' section details awards for the Best of Contest, Gold Awards, Silver and Bronze Awards, and All Students who successfully upload a completed website.

Fill out the application (screen shots to follow).

This process asks for information about you, your school and your Director. Please note the embedded instructions on each print screen below.

2. As the Coach, enter a real email address and select "Coach" then "Next".



**Local Competition Enrollment**

Partner Name: TRID  
Competition Title: Thin  
Competition Size: 220  
Competition Open: 05-3  
Submission Deadline: 10-4  
Winner Announce: 01-NOV-2009 US/Pacific  
Enter email address:

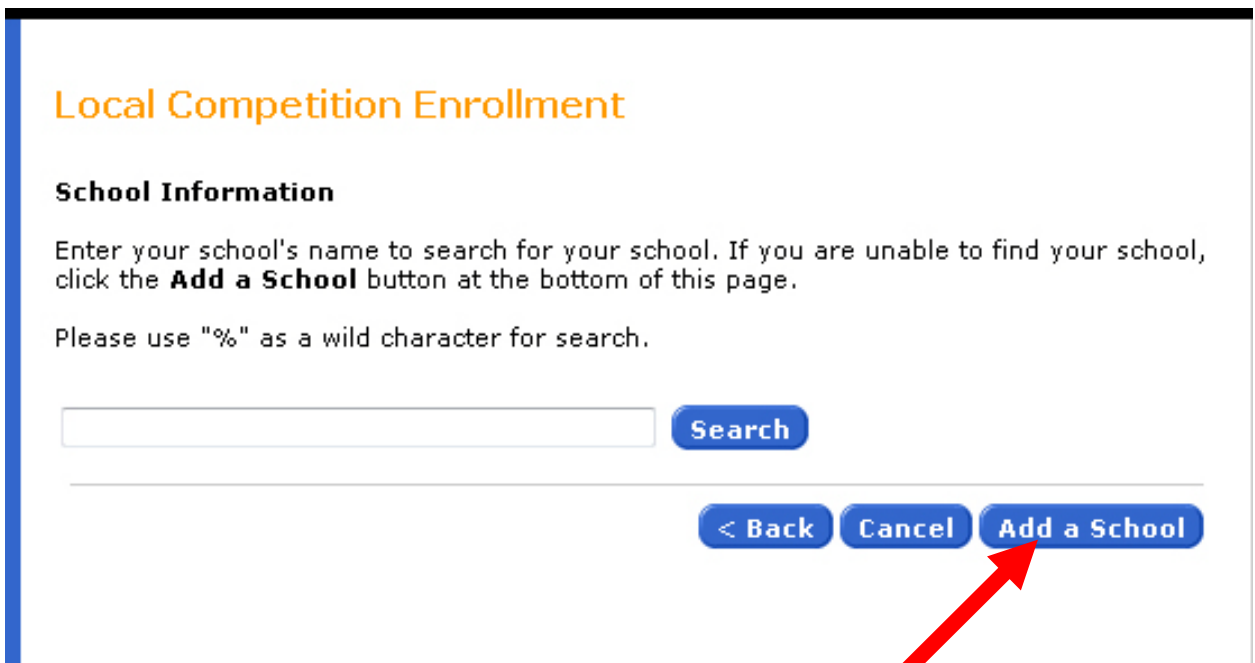
Enroll as:  
 COACH  
 JUDGE  
 COACH and JUDGE

Cancel Next >

Steps  
1. Select Role(s)  
2. Enter Information  
3. Confirmation  
4. Thank You!

This is an example screen shot of what you will see.

3. Since this is a new registration process, you need to "Add a School". (Selecting Search will not find your school)



**Local Competition Enrollment**

**School Information**

Enter your school's name to search for your school. If you are unable to find your school, click the **Add a School** button at the bottom of this page.

Please use "%" as a wild character for search.

Search

< Back Cancel Add a School

4. Coach Enrollment - **THIS IS IMPORTANT**. Please follow the instructions on how to list your institution, program, and address.

Note: the following is the questionnaire for Coaches only; if you previously chose "Coach and Judge" you will have additional questions.

**ORACLE ThinkQuest**  
EDUCATION FOUNDATION

### Local Competition Coach Enrollment

School Information:

Name

Address

Postal Code

Country

Website

Phone

Tell Us About Yourself:

Salutation

First Name

Last Name

Email

Password

Re-type Password

Phone

Timezone

Job Title

Who in your school is authorized to sign the ThinkQuest Legal Agreement? This person must be able to sign legal documents on behalf of your school. Generally, this person is NOT a teacher, but instead a principal, head teacher, or superintendent.

Salutation:

First Name:

Last Name:

Job Title:

If other, enter job title below:

Email:

For the name of your school, please write out your institution or agency's name followed by an acronym of your program type. **For example:**

- Cameron University UB
- Garden City Community College TS
- University of Wisconsin Green Bay UBMS
- Harlem Center for Education TS

For your address, please include your city and state.

Thank You!

**Password Rules**

For security purpose, the password must:

- Minimum length of password is 6 characters. Maximum length of password is 30 characters.
- Password must use only ASCII characters.
- A combination of **lowercase letter, uppercase letter and number** characters is mandatory. Punctuation characters may also be included but are not mandatory.
- Password need to be different than the username.

5. Edit any changes needed and select “Submit”.

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### Local Competition Coach Enrollment

Please confirm this information. Click the **Edit** button at the bottom of the page to make any changes:

**School Information:**  
Name:  
Address:  
Postal Code:  
Country:  
Phone:  
Website:

**Tell Us About Yourself:**  
Salutation:  
First Name:  
Last Name:  
Email:  
Phone:  
Timezone:  
Job Title:

**Legal Signing Authority:**  
Salutation:  
First Name:  
Last Name:  
Job Title: Director  
Email: trio@u.washington.edu

**Steps**

1. Select Role(s)
2. Enter Information
3. Confirmation

This is an example screen of what you will see.  
Edit any changes if needed.  
Select Submit.

[Edit](#) [Cancel](#) [Submit](#)

6. A window appears noting that your application is complete and states that an email has been sent to the Director. **NOTE: the Director must open this email and sign (fill in) his or her name.**

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EDUCATION FOUNDATION

## Local Competition Coach Enrollment

**Application Completed**

Thank you for applying to be a ThinkQuest Coach. We have sent [redacted] an email with instructions on how to sign the ThinkQuest School Agreement. When the agreement has been signed, we will send you an email with instructions on how to begin the competition.

If you have any questions, please email your Local Competition Manager at [redacted]

[Finish](#)

**Steps**

1. Select Role(s)
2. Enter Information
3. Confirmation
- ▶ 4. Thank You!

**Steps 7 – 10 are for the Director.**

**Below is an example email to the Director.**

**The Director must:**

1. Copy the Passcode listed in the email.
2. Select the link in the email.
3. Paste the Passcode into the text box (see screen below).

7. The Director must copy the Passcode, open the link, and paste the Passcode in a textbox.

Dear Ms. [redacted]

Ms. Sharon Dayot  
of WA. Univ

You are invited to participate in the competition, you must accept the ThinkQuest Local Competition Agreement by clicking on the following link and entering the passcode listed below:

[http://www.thinkquest.org/pls/lchtml/f?p=lcereg\\_agreement:home:::::F7950 VERIFICATION CODE:AO6KhC7MxVRYepcwSn](http://www.thinkquest.org/pls/lchtml/f?p=lcereg_agreement:home:::::F7950_VERIFICATION_CODE:AO6KhC7MxVRYepcwSn)

Passcode: FLAVOR44 If you have any questions regarding this ThinkQuest enrollment, please contact Ms. Sharon Dayot.

If you have any questions regarding the agreement, please reply to this

ThinkQuest Local Competition Manager

**1. Copy Passcode (this is an example)**

**2. Select the provided Link**

This is an example email to the Director with an example Passcode.

**ORACLE ThinkQuest**  
EDUCATION FOUNDATION

ThinkQuest School Agreement

**3. Paste your Passcode in the text box.**

Verify Agreement Passcode

Please enter the passcode provided in the email you received and click the Next button.

Passcode:

Cancel Next >

8. Next the Director must accept the TRIO Quest Agreement (essentially agreeing to follow the rules) and provide a signature.

**ORACLE ThinkQuest**  
EDUCATION FOUNDATION

### ThinkQuest School Agreement

Dear Ms. Karen M:

Ms. Sharon Dayot has requested to be a ThinkQuest coach for the **ThinkQuest TRIO** competition. In order for this coach to participate, please review and sign the following agreement.

#### TRIO Quest Submission Agreement with Programs

**I. GENERAL**  
All Programs participating in TRIO Quest must agree to the Terms and Conditions and the statements of Program Responsibility provided in the TRIO Quest Rules. The Program Director indicates this by clicking on the submit button below.

**II. EFFECTIVE DATE**  
The Agreement is effective as of the time the Authorized Person clicks the "Accept" button below, and will remain in effect until completion of the Competition (including through the end of the awards event) unless terminated earlier in accordance with the Agreement.

**III. PROGRAM'S RESPONSIBILITIES**  
**(a) Parental Permissions and Consents.** In accordance with the Rules, the Program is responsible for ensuring that each Program retains in the file of each student a signed permission form from the parent/legal guardian of each student member of a Team if that student is a Minor. The Program is solely responsible for maintaining records of all permission forms and will provide TRIO Quest with access to such records upon TRIO Quest's reasonable request.  
**(b) Guidance and Oversight.** The Program is responsible for insuring that the Primary Coach of each Team provides adequate guidance, encouragement and oversight to his/her Team members throughout the Competition. The Program understands and agrees that TRIO Quest will have no responsibility or liability for the conduct of the Program,, its coach(es), staff, or Team members, and by submitting this Agreement, the Program hereby agrees to accept all responsibility and liability for its coach(es)' and Team's conduct and full compliance with the Agreement.

Print

**Accept**  
I have legal signing authority for my school and I approve Ms. Sharon Dayot to be a ThinkQuest Coach.

**Do Not Accept**

**Signature:**

**Job Title:** Director  
**Email:** trio@u.washington.edu  
**School:** TRIO - Univ of WA  
580 Schmitz Hall Seattle  
98195  
US

Cancel Submit

A signature is simply entering in your name.



9. The Director will see a summary of information from the agreement. This should be printed for files. Select “Finish”.



10. Finally, the Director will receive a confirmation that s/he has reviewed and accepted the TQT agreement.

Dear Ms. [REDACTED]

Ms. Shar [REDACTED] Local Competition.

Our record [REDACTED] for TRIO - Univ of WA

\* You are [REDACTED] Local Competition

AND

\* You have [REDACTED] Agreement

To view a copy of the agreement, please visit:  
[http://www.thinkquest.org/pls/lchtml/f?p=7950:4:::::P4\\_COMPETITION\\_ID:412958830](http://www.thinkquest.org/pls/lchtml/f?p=7950:4:::::P4_COMPETITION_ID:412958830)

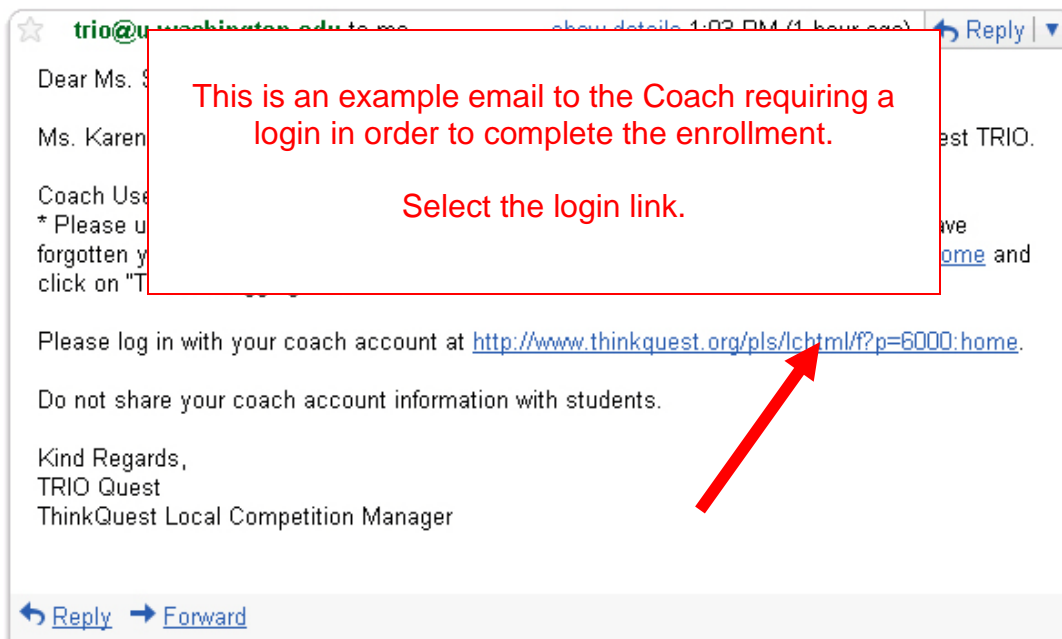
Regards,  
TRIO Quest  
ThinkQuest Local Competition Manager

## Steps 11 – 14 are for the Coach

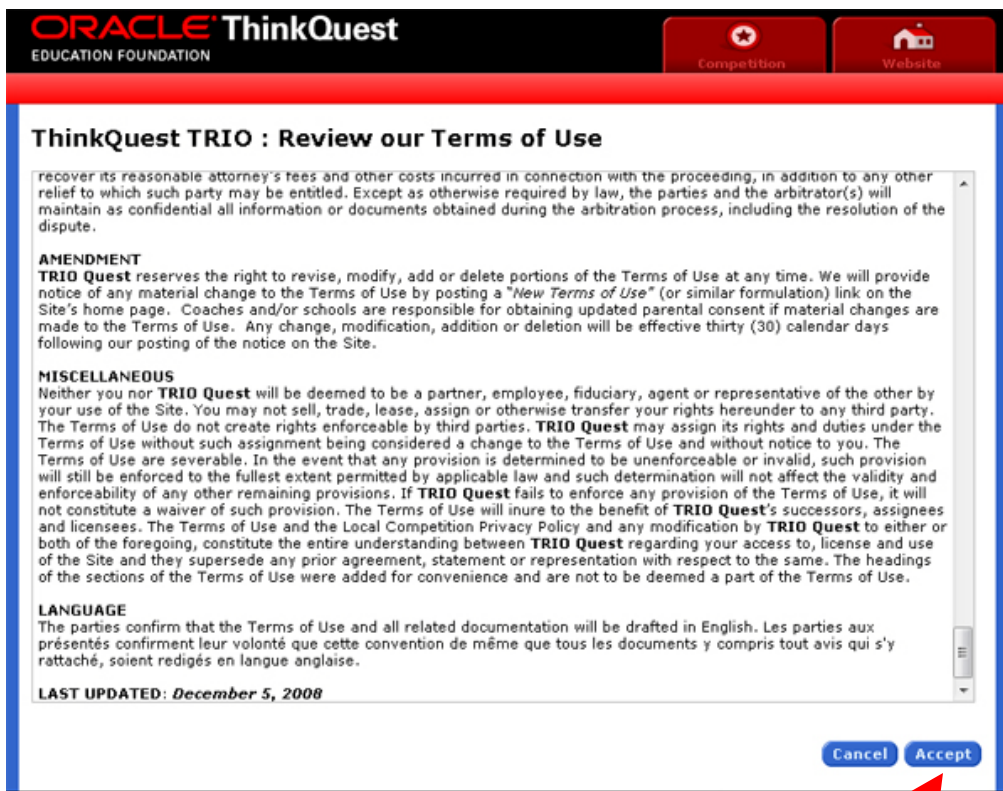
11. The Coach will receive an email and will be required to login and complete the enrollment.

### ThinkQuest Coach Account: Action Required

Inbox | X



12. The Coach reviews the “Terms of Use” and “Accepts”.



13. Now, the Coach can create teams. (A Team Registration tutorial is available at <http://uwtrio.org>.)

The screenshot displays the Oracle ThinkQuest Education Foundation website interface. At the top, the logo 'ORACLE ThinkQuest EDUCATION FOUNDATION' is visible. Navigation tabs include 'Home' and 'History'. A 'Competition' button with a star icon and a 'Website' button with a house icon are also present. The main content area is titled 'My Teams' and contains the message: 'You have not created a team for this competition yet.' Below this message is a prominent orange button labeled 'Create a Team'. To the right, a 'Competition Calendar' lists key dates: 'January 05 Competition Opens', 'August 10 Entry Submission Deadline', and 'November 01 Winners Announcement'. Further down, a 'Competition Info' section lists links for 'About', 'Rules', 'Evaluation Criteria', and 'Code of Conduct'. A central section titled 'Teams Enrolled (1)' lists various subject categories with their respective team counts: Arts & Entertainment (1), Science & Technology (0), Business & Industry (0), Sports & Recreation (0), Books & Literature (0), Geography & Travel (0), Health & Safety (0), Philosophy, Religion & Mythology (0), History & Government (0), Computers & the Internet (0), Social Sciences & Culture (0), and Math (0). A '• Enroll as Judge' link is also visible above the 'Teams Enrolled' section.