

**PARKLAND-ICTM REGIONAL MATH CONTEST REGISTRATION DIRECTIONS  
FOR THE 2012 CONTEST**

- A. Did you register your school with ICTM and pay them the school fee?

If Yes: Go to Item B.

If No: You will need to contact the State Contest Chair, Carol Nenne.

Email: [carol@lemont.k12.il.us](mailto:carol@lemont.k12.il.us).

You will need to do this ASAP and pay the registration fee. There is a penalty for late registration after Nov 1.

- B. Are you familiar with the difference between "Parkland" and "ICTM" registered students?

If Yes: Go to Item C.

If No: ICTM Math Contest Rules limit the number of participants in each event, and limits the teams for each event to one.

However, Parkland allows each school to register any number of additional students in the written event and up to two additional teams in each team event, except orals. A student or team listed in one of these additional positions will be referred to as a "Parkland" student or team for that event. Also, such students may be 7th or 8th graders, which ICTM rules do not allow.

Please note that for each event, "Parkland" students or teams are not recognized by ICTM and cannot advance to the state finals, regardless of scores earned that day. Their points do not count in your school's total score. High scorers in events at the regional who are Parkland registered for those events will receive awards from Parkland College, but not from ICTM.

A school may choose to participate in Parkland's regional *entirely* without ICTM recognition if they wish. All students and teams must be registered in "Parkland" positions. In this case, that school should not register their school with ICTM or pay the ICTM fee. This may be an attractive alternative for small schools who want their students to have the contest experience and are willing to forfeit ICTM recognition.

There will be a **\$4** fee assessed by Parkland for each "Parkland" student registered for the written events. (We don't charge for "Parkland" teams.) This can be paid on contest day.

C. Are you familiar with the contest events and rules?

If Yes: Go to Item D.

If No: Please review these documents. The first three were sent in a recent mailing, but they can all be downloaded from our website:

**Schedule of Events**  
**Supplementary Rules**  
**Information for New Coaches**  
**Rules of Participation**  
**Substitution Rules and Forms**

Other information is available in the **ICTM Math Contest Manual**, which can be viewed and downloaded from ICTM's website, [www.ictm.org](http://www.ictm.org)

D. Have you determined which of your students will be participating in which events?

If Yes: Go to Item E.

If No: You will need to do this before you can complete your rosters, which will be done in January (Combined Parkland-ICTM Roster) and February (ICTM-Only Roster).

You might find it helpful to download **Worksheet** from our website. It will help you organize your teams. If you also have oralists, their pre-assigned times are included in the January mailing from Parkland; be sure you work around that.

**Orals Conflict List** tells which orals times conflicts with which events.

Information about the Orals topics can be found at ICTM's website.

When you are done with this, go to Item E.

- E. Complete a Combined Parkland-ICTM Roster online ***in January.***  
Complete an ICTM-Only Roster online ***in February.***

We have provided directions starting on page 4.

When you are finished, go to Item F.

- F. Complete these forms (paper copies will be in the January mailing):

**Coach Information Sheet/Orals Form**  
**Proctor/Grader Form**

Mail, fax or deliver these forms by **Saturday January 28, 2012** to:

Kara Greer  
Mathematics Department  
Parkland College  
2400 W. Bradley Ave.  
Champaign, IL 61821

fax: 217-373-3898

**Making Changes in Your Combined Parkland-ICTM Roster**

1. You may make changes to your online, but they must be done before midnight, Saturday night, **January 28**.
2. Changes after **January 28** are allowed but may **not** be done online. Changes must be submitted as substitutions and conform to the rules for substitutions. See **Substitution Rules and Forms**. Complete the paper forms for all substitutions you make. Make copies of them, and turn in the originals to us on contest day, at the table outside of room M120.

## ONLINE ROSTER ENTRY PARKLAND-ICTM REGIONAL MATH CONTEST 2012

### 1. Complete a Combined Parkland-ICTM Roster

WHEN: **Monday, January 9 through midnight, Saturday, January 28.**

You may go back into the website and alter/add/delete student names and change their events more than once, as long as you are finished by **midnight, Saturday, January 28.**

WHERE: The website for entering your Combined Parkland-ICTM Roster is:

<http://pcweb.parkland.edu/mathcontest/>

WHO: All schools planning to attend the contest at Parkland College must complete this roster, even if they are not bringing any "Parkland" competitors. Include *all* students in *all* their events.

- HOW:
- a. Parkland has issued to each school a code (login) and password, included in the January mailing. Note that the password you set at ICTM's website will not work at Parkland's website.
  - b. The program will require you to enter your students' names and school grade. Pull-down menus are used to choose events for each student. The program has been designed to flag errors that violate contest rules, so that you can correct them. **You must correct all items flagged**, with one exception: a flag on the grade of a student in a written event may be left "too high" if that student is enrolled in that course at your school.
  - c. Please remember that every student must be registered in a written (Period I) event, with the exception of oralists.
  - d. Be sure that you note any pre-assigned times for your oralists. This is included in the January mailing from Parkland.
  - e. Please take care with the spelling of your students' name. We will be making certificates, awards lists and so on from this roster.
  - f. When you are done, please print out a list of your students and their events for your use. (Do not mail it to us!)

### IMPORTANT!!!

No changes are to be made online to the Combined Parkland-ICTM Roster after **January 28**. See p. 3 for information about changing your roster.

## 2. Complete an ICTM-Only Roster

- WHEN:**       **February.**  
**Important: The closing date for the ICTM roster entry is much later than Parkland's. ICTM will announce the closing date.**
- WHY:**        You must enter two rosters because ICTM does not share data electronically with Parkland. We apologize for this.
- WHERE:**     Go to [www.ictm.org](http://www.ictm.org) and follow the appropriate links.  
The ICTM website will require you to use the password that you chose when you registered your school with ICTM in the fall. (The Parkland-issued password will not work.) If you have forgotten your ICTM password, there is a place on their website where you can get help.
- WHAT:**       The roster you enter at ICTM's site is a subset of what you enter at Parkland's site.
- WHO:**        All schools planning to attend the contest at Parkland College must complete this roster in addition to the Combined Parkland-ICTM Roster. Include everyone that is on your Combined Parkland-ICTM Roster *except* where a student is participating in an unofficial "Parkland" team or position.
- For example, suppose John Brown is on the ICTM team for Geometry, but is also part of one of the extra "Parkland" Two-Person FS teams. At ICTM's website, enter John in Geometry, but not FS2P.

### **IMPORTANT:**

The ICTM-Only roster you enter **must agree in all ICTM positions** with the Combined Parkland-ICTM Roster, even if you have changed your mind about something. Such changes are to be submitted as substitutions on contest morning. Please keep these to a minimum.

## 3. Finished? Return to the Registration Directions, Item F.

*Please do not hesitate to call or email Parkland College if you have any trouble, we will be glad to help.*

*Kara Greer, Contest Coordinator, 353-2187   kgreer@parkland.edu*