

## **Bosco Tech Math Competition – April 17, 2010**

### **Registration Instructions**

Hi, as usual, we will use a Web-Based system for Math Competition registration. A few simple instructions and you will have your students pre-registered for this year's Math Competition. Remember to check out the "Short Topic on Names" at the end of these directions.

The web-site will be up and operational on Monday March 29, 2010. You may visit the site as soon any time starting 8:00AM on 3/29/2010 once you have prepared your list of students and are ready to enter names.

First, you will need Microsoft Internet Explorer version 5.0 or later. If you don't have it, you may download the latest version of Explorer Version 7.0 from Microsoft at:

<http://www.microsoft.com/windows/downloads/ie/getitnow.mspx>

Sorry, both Netscape Navigator and Mozilla Firefox **WILL NOT** work, you will need Internet Explorer. Make sure your pop-up blocker is configured to enable pop-up windows. Our software uses these pop-up windows for the "Add" students routine.

Next: Connect to the Don Bosco Tech home page at:

<http://www.boscotech.edu>

Follow the links to the Math Competition registration web site.

Next is a log-in page. In the USER block enter the password: **MATH2010**  
(the 2 **0**'s in 2010 are the number zero)

You will see the School Registration Page titled "Schools Table" and a list of last year's competing schools. If you were with us last year, your school will be listed.

If your school is not listed:

Use the ADD option to add your school name to the list. A new window will appear, your school number will be automatically assigned, and just type your school name.

Once your school name appears on the list:

Select your school by clicking on the school name and, from the "Select Option" pulldown menu, select "Students Table".

Now the list of students for your school will appear. This list will initially be empty. One-by-one, use the ADD option to enter your students onto the list. Your list will grow each time you add a new student. Carefully type in the student's Last Name and then First Name in the spaces provided.

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If you make an error in spelling while you are typing the name, edit it as usual with the backspace and delete keys. If the error was noticed after the name was entered and now appears on your student list, you may fix the error by selecting the student (by clicking on the student's name) and, using the DELETE option, delete the student. Add your student back onto the list by using the ADD option.

Once complete with your adds, using the PRINT button or the PRINT option on your Internet Explorer browser, print out your student list, keep a copy for yourself, and send a copy of the list along with your registration fees to Bosco Tech. Make checks to Don Bosco Tech. Your registration will only be validated into the master list upon receipt of the printer computer registration list. You may make any substitutions to your participating members; this to accommodate for late cancellations due to illness or family conflicts, but no refunds will be given for No-Shows. Late registrations will be accepted on an "as-time-permits" basis the morning of the test. There is no fee for substitutions once the initial registration and fees are submitted.

Nominal registration is \$3.00 per student. Checks made out to "Don Bosco Tech" are preferred for pre-registration payments. Cash and checks are accepted for walk-ins the day of the event. In this very trying economy, special arrangements can be made for cases of extreme financial hardship, please contact Mr. Terrance DeSousa at Don Bosco Tech (626) 940-2123 with your request.

Registration will be closed as of 5:00PM on Wednesday April 14, 2010.

If you have any registration questions or problems, please call:

Anthony Mittskus  
818-354-5524 (days)

and I will assist you. If I am out of the office, leave a message with your name, school name, and that all-important phone number that I may return your call.

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**Registration Instructions**  
**A Short Topic on Names**

NAMES, Names, and more names. These guidelines are here to help.

First, your school name is limited to 25 characters. This includes spaces, periods, hyphens, and like characters. A little creativity and shorthand will make this selection easy. For example:

**Our Lady of the Miraculous Medal** uses 32 characters typed characters, try **O.L. Miraculous Medal** as an alternate, it only uses 21 characters. This is a general rule for all the “Our Lady” schools

Don't enter the word **School** at the end of your school name. **Carden School** is more commonly referred to as simply **Carden**.

The descriptor **Intermediate** or **Jr. High** should also be dropped. All the students testing are at the 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade level. **Royal Oak Intermediate** is simply **Royal Oak**.

Some names just won't fit. **St. Mary's of the Assumption** unfortunately gets truncated to **St. Mary of the Assumptio**.

Student names have guidelines too. The last name block and first name block are limited to 15 characters each. Last name is entered first, then first name. Deal with middle names on an individual basis and only if the student commonly uses it, they are adders to the first name. Suffixes or joint last names are adders to the last name. Use common sense when dealing with student names.

Some examples:

**Thurston Howell III:**

Last Name: **Howell III**  
First Name: **Thurston**

**Gilligan:**

Last Name: **Gilligan**  
First Name: *(leave blank)*

**Hillary Rodham-Clinton:**

Last Name: **Rodham-Clinton**  
First Name: **Hillary**

**John Paul Jones:**

Last Name: **Jones**  
First Name: **John Paul**

Final word, you **MAY NOT** have 2 students with the exact same name. If this arises, use some middle initial or other designator in their names.