



Teacher's To-Do List

We recommend you follow this guide of tasks that need to be completed before and at South's BEST. Note that all times listed in this handbook are in the **Central Time Zone**. In addition, South's BEST staff will send out regular updates to the e-mail address provided on the team information form. These updates will contain critical information including scheduling changes and other event logistics. The team is responsible for maintaining a record of these updates and adhering to any changes that occur.

STEP #1 – Team Information Form

- Submit your 2021 Team Information Form by 5:00pm (Central Time) on the Monday immediately following your hub competition using the following link or the provided QR code.
https://auburn.qualtrics.com/jfe/form/SV_2ufaZ71fkEoTAIE
- We will use the Remind app to share information to teams. Please register at <https://www.remind.com/join/southsbe>



STEP #2 – Hotel Arrangements

Teams should access this link for hotel bookings: [2021 BEST Hotel Reservations](#). Once locating suitable rooms for your group, you will have to contact the hotels directly for group rates specific to South's BEST. Cindy Pugh from the Auburn Opelika Tourism Bureau will be available to answer any questions you may have regarding the Auburn/Opelika area. Cindy works closely with our local hotels and understands the variety of amenities and price ranges available, thus making her a valuable resource for locating lodging that works for you and your group. As much as possible, **please DO NOT book hotels outside of this arrangement as booking rooms via this site helps us track the impact of South's BEST in our area.** For booking assistance, please contact Cindy directly at 334-704-0114 or by e-mail at cindy@aotourism.com.

STEP #3 – Engineering Notebook

All teams **must** submit an Engineering Notebook in order to compete at South's BEST. The **Engineering Notebook should be received by 5pm five days following your local hub competition**. Team notebooks must be submitted electronically via BEST Registry (<https://registry.bestrobotics.org/>). Files must be in PDF format (saved as one single document – not multiple) with a file name of "Team# - Team Name.pdf" or "555 - South High School.pdf." Please upload your team's engineering notebook submission by using the registry file upload feature. See the registry help documentation for "Managing Team Files" (<https://docs.google.com/document/d/1uDtaA9AaRDC81nSvmOSFf-XHkQKRzfl7/preview>) for

detailed instructions. When uploading the file, select "Engineering Notebook" for the "What is the file for?" field. Be sure to check the appropriate box in the "Uploaded Files" table so that the file is visible to South's BEST.

Step #4 – Team Demographics/Minors on Campus Parental Waiver Submission

All teams must submit a copy of the Team Demographics Form and an Auburn University Minors on Campus Consent Form* for all team members planning to attend South's BEST. Forms must be submitted by Wednesday, November 24th.

Demographic form can be found here:

https://auburn.qualtrics.com/jfe/form/SV_3R9QRqKHtCdY6W2



Minors on Campus forms can be found here:

https://auburn.qualtrics.com/jfe/form/SV_1X2K2AXd7VzC6Vg



Forms must be signed (by a parent/guardian) and received by the deadlines stated above. The Auburn University Minors on Campus Consent Form is required for participation in South's BEST! This form is required to adhere to Auburn University's Minors on Campus policy.

If you have any questions or issues, please contact Dr. Veronica Morin (vlm0015@auburn.edu).

** The Auburn University Minors on Campus Consent Form is required for participation in South's BEST. This form is required to adhere to Auburn University's Minors on Campus policy.*

STEP #5 – Pre-order South's BEST Championship T-shirts

Collect t-shirt pre-orders from your students. Complete the South's BEST Championship T-shirt Pre-Order form found in the Forms Section. Submit the form and payment by Wednesday, November 17th using payment information provided on the form. **DO NOT** email credit card information – please call.

STEP #6 – Web Page Design Submission

To compete in the Web Page Design competition, submit your URL via BEST Registry (<https://registry.bestrobotics.org/>).

Judging of webpages will begin on November 22nd. Be sure your site is active and ready to be judged by this date.

STEP #7 – Video Competition Submission

To compete in the Video Competition, follow the instructions on the Video Competition Requirements document in the Championship handbook. A link to your video should be emailed to Joseph Ammons (jda0043@auburn.edu) no later than 5:00pm on Wednesday, November 24.

STEP #8 – Marketing Presentation Time Selection (BEST Award Teams Only)

Marketing Presentations will be held virtually in two rounds. Hubs competing prior to November 12th will present in Block 1 on November 22nd. Hubs competing on or after November 12th will present in Block 2 on November 29th. Block 1 teams must register by November 10th to schedule marketing presentations. Block 2 teams must register by November 24th. Time slots will be selected via the BEST Registry (<https://registry.bestrobotics.org/>).

STEP #9 – Accommodations for Students with Disabilities

If a hearing interpreter is traveling with your party and needs access to areas of the competition site not open to the public, we need to know prior to your arrival to ensure all South's BEST staff members are informed. If you have a student who requires any other accommodations that you believe we need to be aware of, let Veronica know (vlm0015@auburn.edu).

STEP #10 – Student Survey

Every participating member of your team **must** complete the Student Survey available at the following link: [2021 South's BEST Student Survey](#).



We will not distribute your registration packet or pit packet until each of your attending students have completed the survey.

STEP #11 – Information for Adults

Make copies of key sections of this handbook for other adults in the group. Pay particular attention to the information in the following documents:

- Compliance Checklist
- General Information
- Pit Protocol
- Parking Maps

STEP #12 – Registration Check-In

There will be one registration/check-in time available to teams.

- Saturday, December 4th, 9:00am – 12:00pm (Beard-Eaves-Memorial Coliseum, 3rd floor concourse)

The primary/lead teacher should check-in at the above registration session to receive the competition information packet. Your team must check in before participating in any scheduled events.