

DI Coordinator Training

Eric Craft November 3, 2018

Agenda

- ▶ What does a DI Coordinator do?
- ▶ Collecting Information
- ▶ Managing Information
- ▶ Summary

What is the purpose of a Coordinator?

1. Purchase Team numbers
2. Register Teams for Tournament & ensure fees are paid
3. Ensure all teams have an appraiser and attend training
4. Forward on MADI information to teams
5. Pre-tournament training
6. Reinforce rules and philosophy
7. Group t-shirts

What's the hardest part?

- ▶ Collecting and organizing information
- ▶ Getting the right information to the right people

What information is needed for participants?

- ▶ Individual team member information
 - ▶ Contact information
 - ▶ Meeting times
 - ▶ T-shirt size
 - ▶ Age / grade / school
 - ▶ Gender
 - ▶ Did they pay?

What information is needed for teams?

- ▶ **Manager information**
 - ▶ Contact information
 - ▶ Meeting times
 - ▶ T-shirt size
 - ▶ CORI form?
- ▶ **Team information**
 - ▶ Participants
 - ▶ Team number
 - ▶ Team name

What do you do with the information after you have it?

- ▶ This is critical when 100+ individuals in the program
- ▶ Create mailing groups
 - ▶ Those who haven't paid
 - ▶ For each team
 - ▶ For contacting managers
 - ▶ For contacting all participants
- ▶ Organize
 - ▶ To create teams / modify teams

What's my solution?

- ▶ Do everything electronically
 - ▶ Use Google Forms to collect information
 - ▶ Student Registration Form
 - ▶ Manager Registration Form
 - ▶ Team Registration Form
 - ▶ Route results to Google Sheets

Use the School Website



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Student Registration Form

Manager Registration Form

Team Registration Form

Appraiser Registration Form

CORI Form

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DESTINATION IMAGINATION

Volunteer at Spirit Of Shrewsbury Sept 29th

This year DI will have a booth at the Spirit of Shrewsbury outside Oak Middle School from 10am - 4pm. We will be doing "Minute-To-Win-It" challenges. Five challenges for \$5. Sign up on this [form](#) to volunteer.

Joining A Team 2018-19 Season

Welcome to a new season of Destination Imagination at Shrewsbury Public Schools. The cost is \$75 per student (\$50 for students whose parents help manage the team). Make DI checks payable to: **Shrewsbury Public Schools - DI Fund**. Send checks to: Eric Craft, 70 Bay View Dr, Shrewsbury, MA 01545. *Be sure to include your student's name in the memo section of the check.*

Please note that this fee is in addition to the school activity fee which is \$50 for Sherwood Middle School, \$75 for Oak Middle School, and \$100 for Shrewsbury High School. This fee is only required once and covers all activities for the year. This fee may be paid through PowerSchool.

To join a team, please fill out the form at: [Student Registration Form](#) Also you can preview the types of challenges available this year at: [Destination Imagination](#)

For common questions, please review the [FAQ section](#) of this website.

Google Forms - Student Registration Form

Shrewsbury Destination Imagination Student Registration Form

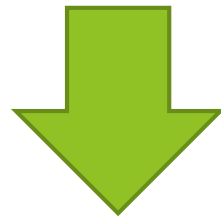
This form will enroll your child in Shrewsbury Schools Destination Imagination program. This form is required to be filled out prior to filling out the Team Registration Form.

A CHECK FOR \$75 WILL NEED TO BE SENT ASAP TO THE BELOW ADDRESS! Please note: if you manage a team, you only need to send \$50 for the student whose team you help manage.

The funds will be used to purchase shirts, team enrollment, and to subsidize the cost of going to the Global Tournament.

Please mail a non-refundable check for \$75 per student payable to:

Shrewsbury Public Schools - DI Fund.



Student's first name: *

Your answer

Student's last name: *

Your answer

Street address: *

Your answer

Age (years) *

Your answer

Student Grade Level *

Choose

Student T-Shirt Size *

T-shirts will be provided for regional competition, please provide your child's t-shirt size.

Choose

Timestamp	Student's first name	Student's last name	Age (years)	Student Grade Level	Student School Name	Student Gender	Student Email Address	Parent or Guardian Contact Email Address 1	Parent or Guardian Contact Phone Number
9/13/2017 19:37:00	Sevinda	Iakoti	12	6th	Shrewsbury	Female	sevinda.iakoti@gmail.com	lakoti.iakoti@gmail.com	508-243-7173

How to Get an Email List?

- ▶ Pick the columns you want to combine and get unique mailing addresses
 - ▶ =unique(join(",", 'SheetName'!J2:J186,'SheetName'!M2:M186))
- ▶ Reorder columns and get just the information you care about
 - ▶ =QUERY('SheetName'!A1:AI144,"Select W,B,C,AI,S,M,N,I,F,H,T,V

Select the columns you want

where (B is not NULL) and (T contains 'Mid') order by T,W,H,C,B")

Specify the conditions you want

Sort columns

Summary

- ▶ Coordinators are a necessary part of the DI process
- ▶ Need to manage information flow
 - ▶ From MADI
 - ▶ To Participants
- ▶ Online forms make information:
 - ▶ Easier to obtain
 - ▶ Higher quality
 - ▶ Less work for you!