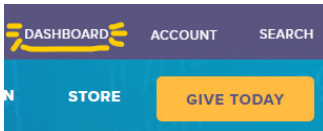


NAVIGATING THE COACH DASHBOARD



Once you've logged in to your account on the MATHCOUNTS website, click **Dashboard** in the upper right corner of the screen. Doing so brings you here:

Click the hyperlinked school name to access your **chapter competition details**, including your chapter coordinator's contact info.

Click here to **register another school** for the Competition Series or to **add competitors to a school's existing registration** (max: 12 total competitors).

School	Chapter	Total Competitors	Teams	Individuals
School 1 (PC35)	MP - State Chapter	1	0	1

Click the hyperlinked number under Total Competitors to **add competitor info** to be automatically sent to your chapter coordinator.

Click here to access all of the **online resources** available to Competition Series coaches!

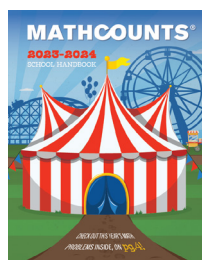
Online Competition Coach Resources

Going to mathcounts.org/coaches also brings you to this Online Competition Coach Resources page. First you'll find **The FREE Fab Four!** These are resources that were specifically made for Competition Series coaches and will be particularly useful in getting your Mathletes prepared for competitions.

The FREE Fab Four

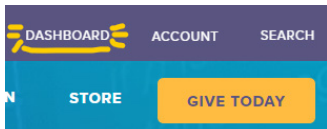
- 2023-2024 School Handbook
- Past Competitions
- MATHCOUNTS Minis
- Pre-Made Practice Plans

The **School Handbook** is the primary preparation resource for the Competition Series and includes step-by-step solutions for all 250 problems...something that is *not* available to the general public.

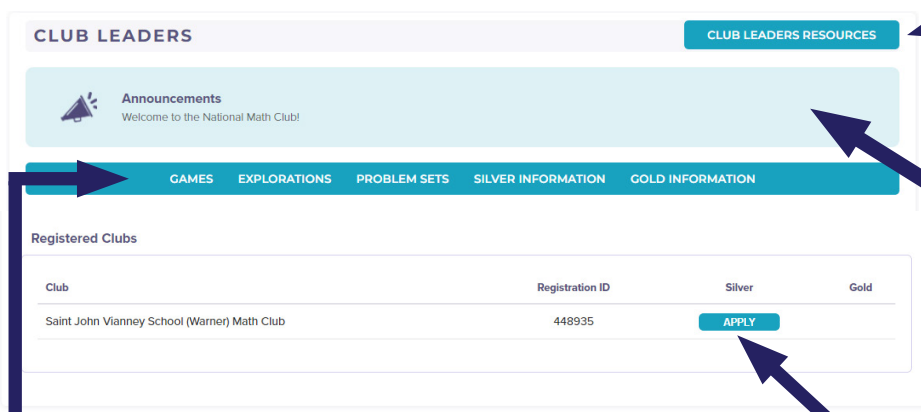


Scroll even further down the page to find **more free resources** that are not only useful in preparing for competitions, but also can be easily used in classrooms and math clubs!

NAVIGATING THE CLUB LEADER DASHBOARD



Once you've logged in to your account on the MATHCOUNTS website, click **Dashboard** in the upper right corner of the screen. Doing so brings you here:



You can access *all* of the **online resources** available to Club Leaders by clicking here (see below).

In the Announcements section, **suggested activities** for each month will be highlighted throughout the year.

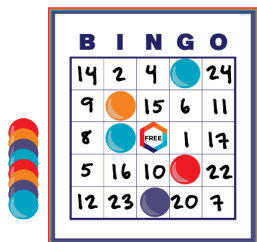
Quick links to club activities and Silver and Gold Level information can be found in the blue bar.



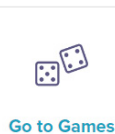
Once your club has met 5 times, click here to **apply for Silver Level Status online**. Once achieved, a Silver star will appear, as well as an Apply button in the Gold column.

Online Club Resources

Going to mathcounts.org/clubleaders also brings you to this Online Club Resources page. At the top of the page, you'll find the **Club Leader Guide** and the **suggested activities** each month.



Over 15 math games **build problem solving and math skills**, and can be scaled up or down in difficulty to be accessible to all students.



Go to Games

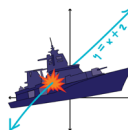


Go to Explorations



Go to Problem Sets

Our 13 explorations go in depth with various math topics and give students the opportunity to **collaborate on hands-on and interactive** math activities.



Over 15 problem sets allow students to **practice specific skills or just celebrate holidays** with unique math problems that are fun to solve.

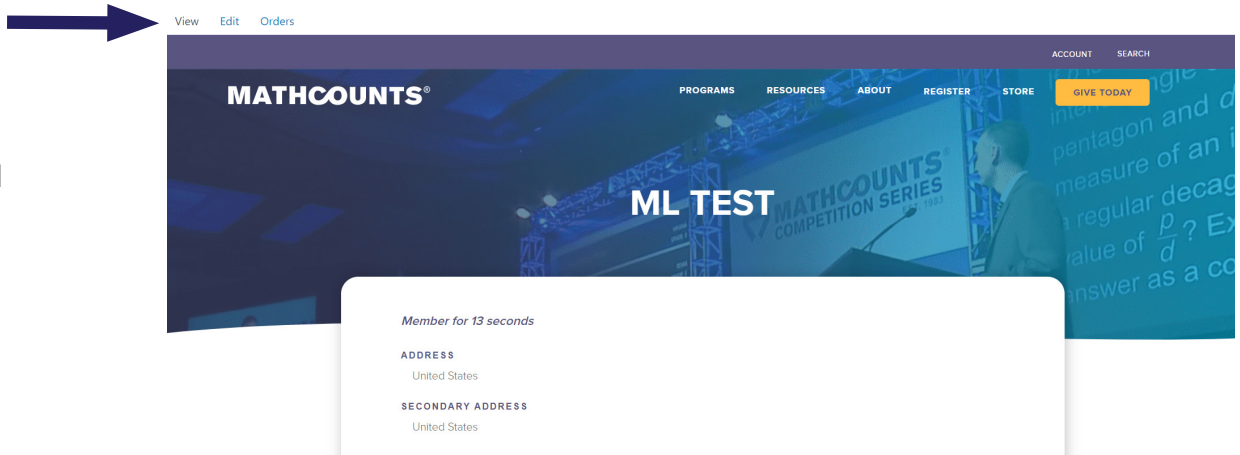


Scroll down the page to find information on **Silver Level Status**, **Gold Level Status** and **other resources** for your club.

UPDATING YOUR PROFILE

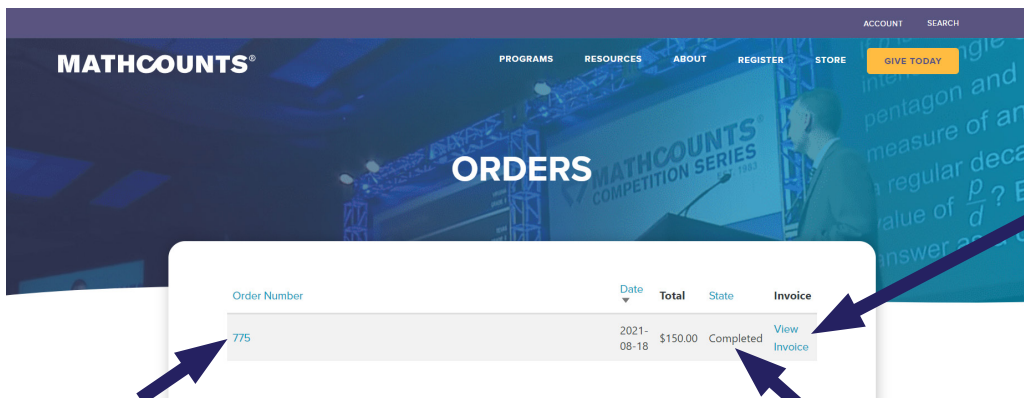
Once you've logged in to your account on the MATHCOUNTS website, hover over **Account** in the upper right corner of the screen and click **My Profile** in the dropdown menu. Doing so brings you here:

Click **Edit** in the upper left corner to **change your password** and update any contact info.



VIEWING YOUR ORDER(S)

Once you've logged in to your account on the MATHCOUNTS website, hover over **Account** in the upper right corner of the screen and click **Orders** in the dropdown menu. Doing so brings you here:



Click **View Invoice** to download a PDF of the invoice for the order, which shows payment status. If you place multiple orders, there will be a separate invoice for each order.

Click the hyperlinked order number to view your order online. Registrations for free programs also may have orders, but no payment will be due.

In the **State column**, it will show "Completed" if your registration is complete. This is *not* an indication of payment status. Viewing your invoice will show whether or not payment has been received.

Only the person who completed a school's registration will be able to see orders. For example, if a bookkeeper registers a school with their own MATHCOUNTS account, only that bookkeeper will be able to access the school's order info and invoices, even though the coach included on the registration will have access to the Coach Dashboard.

QUESTIONS OR ISSUES?

Reach out anytime at info@mathcounts.org.