Role of the Contest Director: Overview

General Steps in Using The Competition Consortium Automated Competition Administration Process (TCC ACAP) to Administer a National Association of Rocketry Event

Step 1 – Select a date, time and slate of events. At least 30 days prior to the event, use TCC's Sanction Application to request an event sanction form and Point Award Sheet (if applicable) from the your region's NAR Regional Contest Board Chairman. This MS Word form can be sent to your RCB Chairman either physically or in email directly from Word. Use the TAB key to move from field to field or click on a field to enter data.

Step 2 – Advertise your event in all available media: newspaper, TV, radio, list servers, web pages, etc. TCC maintains a web site that lists upcoming Southwest Region events at http://www.tccnar.org .

Step 3 – Start pre-registration using a web based pre-registration form. TCC uses Eventbrite web based event management (http://eventbrite.com/) to create a web-based form for pre-registration. There are many web hosts who support forms. Use your favorite search engine to help you find the best one for you. Participants get to the form by means of a hyperlink on TCC's web site or a sections web site. When they complete and submit the form, the Eventbrite sends an email message containing the data they enter to the CD and the TCC Custodian.

Step 4 – Create your event in Contest Manager 2.4 or later (CM2x).

Step 5 – Use TCC's Event Registration workbook to create an MS Excel workbook to track all registrations. Enter participants into the workbook's **Registration** worksheet as they pre-register. Click the 'Publish All' button when pre-registration ends.

Step 6 –After pre-registration is closed, you can merge the registration forms and flight cards. Use your MS Excel workbook (step 5 above) and TCC's Event Form (MS Word) to mail merge the individualized registration forms. Use your MS Excel workbook and TCC's Flight Cards (MS Word) to mail merge the individualized flight cards.

Step 7 – Download the current list of national records, unestablished records, and records for your meet from the TCC web site. Post copies in conspicuous places so participants can see if they set a new record. Refer to these lists or use the **Record Attempts** worksheet to see if a contest flight or record attempt exceeds the existing record by at least 1%.

Step 8 – Note: Your using ACAP on the field is optional.
On the field, use your MS Excel workbook to register participants (walk-ins) on site. Enter walk-ins into CM2x as they register. Use your MS Excel workbook and TCC's Event Form (MS Word) to mail merge the individualized registration forms for walk-ins. Use your MS Excel workbook and the TCC Flight Card (MS Word) to mail merge all the data then print only the individualized flight cards for the walk-ins. Use CM2x (or any other means you like) to track flight data. Use your MS Excel workbook and your section's Certificate of Participation to print out certificates for all participants.

Step 9 – Note: This step is only necessary if you don't like the way CM2x has combined divisions.
After the event is over, or at least after ALL registration is completed, you can use your MS Excel workbook to

combine competition divisions if CM2x does not do it properly. Enter event placings from CM2x into your MS Excel workbook on the and generate a Point Award Sheet (PAS).

Step 10 – Double check all flight cards against data in CM2x. As soon as possible, post the results on your web site, list server or any place else that works for you. Make copies of the flight card and registration for all potential record setting flights and send them to the NAR member and the NAR Contest Board Records Subcommittee. Make a copy of everything to keep for your section's records. Within two weeks after the event, send the originals and the CM2x data file (.nar) to your region's RCB Chair. Use the 'Export NAR #' button on the TCC Registration toolbar to create a copy of your NAR # data sheet (C:\TCC-ACAP\TCC ACAP NAR Numbers Transfer.xls).

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