



2023 Spelling Bee Timeline

Set 7/31/2022

“Promoting excellence in education
and showcasing the talents of all our youth”

Checklist	Dates and Deadlines	Notes	Contest
August to October			
	<ul style="list-style-type: none"> Determine the Primary Contact (Submits Contest Registration; liaison for Group) Select Sponsors or Coaches for each of the contests your group plans to register. Their names and e-mails will be included in the registration for that contest. 	The Primary Contact is the main liaison. Coaches/Sponsors are first contacts for their specific contests only. ALL coordinate.	ALL
	<ul style="list-style-type: none"> School/Group CONTEST Registration Opens - Register anytime after this date and preferably before October 15. Only 1 registration is needed for a School or Group. A Primary Contact will submit the School/Group Contest Registration and will notify ALL Coaches and Sponsors of their responsibilities for contests. 	Go to Academic Rodeo >Getting Started and click REGISTER link This is to register contests ONLY for your group.	ALL
	<p>IF you are interested in only one contest, check to see if others at your school are interested in other contests BEFORE you register.</p>		ALL
	<p>After the initial School/Group Contest Registration, adding or dropping contests is done using the ADD/DROP Form.</p>	A link to the ADD/DROP form is on the General Info page.	ALL
	<ul style="list-style-type: none"> Study the rules, deadlines, other documents and forms needed,for contest. Know limits for participation. Print Timeline to keep track of dates and deadlines. Make students aware of rules and any resources for preparation. Mark any deadlines on your calendar. 	Each Contest Page has rules, schedules, and resources for the specific contest. Reference the Contest Timeline.	ALL Sponsors & Primary Contact
	<ul style="list-style-type: none"> With Primary Contact, check school events that may conflict with this contest. Work with school officials and Academic Rodeo to try to resolve the conflict. Print rules and schedule. Post for easy reference. Mark your calendar with important dates and deadlines. 	Reference the Contest Timeline on the contest page or the Academic Rodeo Calendar on the Getting Started and General Info pages.	ALL
	<ul style="list-style-type: none"> Find the Academic Rodeo Code of Conduct. Discuss with students and confirm thier commitment to abide by the Code. By registering any student in a contest, you are verifying their agreement. Violation of the rules by students or adults with group can result in disqualification. 	The Code of Conduct is on General Info page. You do NOT bring it to contest. You can keep a record by using the School Group Planning document on	ALL

Checklist	Dates and Deadlines	Notes	Contest
August to October, continued			
	<p>◆ Each student and Coach/Sponsor attending a contest on the grounds will be required to submit a signed Indemnification Form. The Primary Contact should keep all of these and send the notebook or file with each Coach or Sponsor when the group attends a contest.</p>	<p>Student and Adult Indemnification forms are in PDF format on the General Info page.</p>	ALL
	<p>◆ Please note that during August through mid-October, the Academic Rodeo Director works remotely and is not physically present in the ETSF Office, where the primary focus in the Office is the East Texas State Fair. The AR Director will have access to e-mail and phone during this time. E-Mail is the easiest method of contact, but when calling the ETSF line with an Academic Rodeo question, ask to be transferred to Academic Rodeo. If the Director is unavailable when you call, leave a voice mail message. A response will come as soon as possible.</p>	<p>E-Mail: dneuman@etstatefair.com Phone: 903.597.2501, ask for Deborah Newman or Academic Rodeo</p> <p>There is NO Fax line available.</p>	ALL
October 15, 2022			
	<p>◆ Deadline for 2022 School/Group CONTEST Registration online.</p>	<p>Getting Started Page - Click REGISTER link</p>	ALL
October 16-18, 2022			
	<p>◆ Sponsors of each contest receive e-mail with contest information. Contact Academic Rodeo IMMEDIATELY if you do not receive an e-mail for your contest by this date.</p>	<p>If you do not receive the e-mail, check SPAM folder or Junk Mail. Some school servers, filter out our e-mails.</p>	ALL
October 18, 2022			
	<p>◆ ShoWorks Portal link becomes active for Student Registrations. Do NOT submit Student Registrations on the Contest Registration form or Add/Drop Form!</p>	<p>Link is on Contest Page or General Info page.</p>	ALL
October 18, 2022			
	<p>◆ For ShoWorks Registrations, a password has been assigned to your School or Group and was e-mailed to ALL Sponsors & Coaches in the Registration Confirmation E-Mail in October. A detailed document with screen shots of the form was sent to coaches and sponsors with the first e-mail for each contest. IF you have problems or do not understand how to use the form, PLEASE contact Deborah Newman for assistance!!</p>	<p>Password NEEDED - Do NOT change this password!</p> <p>For Assistance: dneuman@etstatefair.com OR 903-597-2501 (Ask to be connected to Academic Rodeo)</p>	ALL

Checklist	Dates and Deadlines	Notes	Contest
November 23-25, 2022 - THANKSGIVING HOLIDAY			
	The East Texas State Fair Office and Academic Rodeo will be closed.		
December 22, 2022 - January 2, 2023			
◆	The East Texas State Fair Office will be closed December 22 & 23 (Thursday & Friday) and December 26 (Monday). The Office may be closed additional days during this time. December 1 - January 2: The Academic Rodeo Director will not be in the office, but can be contacted by e-mail during this time.		ALL
January 4-6, 2023 - any time during this period			
◆	Outstanding Educator nominations are due.	Outstanding Educator Page -PDF form	OE
January 4, 2023			
◆	Drop Date for Agriculture, Identification, Computer Science, Mathletics, Pentathlon, Science Fair, Spelling Bee, and other divisions of Youth Fashion Show for those schools who have registered but have decided they will not participate. PLEASE drop as soon as you determine you will not participate or you will continue to receive e-mails asking for your submissions.	Link to ADD/DROP Form on General Info page	Ag ID CSF Mathletics Pentathlon Sci Spelling YFS
January 6, 2023			
◆	Student Registrations due for Agriculture Identification, Computer Science, Drama Festival, Engineering Challenge, Mathletics, Pentathlon, Science Fair, Spelling Bee and other divisions in Youth Fashion Show. Registration is done through the ShoWorks Portal. Find link on Contest Page or General Info page beginning October 18.	Link on each contest and General Info page Do NOT submit Student Registrations on the Contest Registration form or Add/Drop Form!	Ag ID CSF EC Drama Mathletics Pentathlon Sci Spelling YFS
January 14, 2023			
◆	Spelling Bee - location to be determined	Attendance MAY be limited to student, 2 parents & the Sponsor.	Spelling
	8:45 a.m. – Check-in for 2nd Grade begins		
	9:15 a.m. – 2nd Grade Contest		
	12:00 p.m. – Check-in for 3rd Grade begins		
	12:30 p.m. – 3rd Grade Contest		
January 17, 2023			
◆	Contest Make-up Day - Will be used as needed	Sponsors to be notified.	

Checklist	Dates and Deadlines	Notes	Contest
January 20, 2023			
◆	Contest Make-up Day - Will be used as needed	Sponsors to be notified.	
January 30, 2023			
◆	Contest Make-up Day - Will be used as needed	Sponsors to be notified.	
February 3, 2023			
◆	Contest Make-up Day - Will be used as needed	Sponsors to be notified.	
February 6, 2023			
◆	ACQ or Contest Make-up Day - Will be used as needed	Sponsors to be notified.	
February 7, 2023			
◆	Contest Make-up Day - Will be used as needed	Sponsors to be notified.	
February 7-10, 2023			
◆	School Lists will be sent to all schools and groups listing ALL students registered, their status of participation, contest and any award received. Groups will confirm information is correct or will supply corrected info (name spelling, etc.) to Academic Rodeo.	Lists will be sent by email to Primary Contact and all sponsors/coaches registered for the group. One person should reply for group.	ALL
February 16, 2023			
◆	Academic Rodeo Open House in Building E - 4:00 - 6:30 p.m. IF it is possible to offer this opportunity. A final decision will be made by mid-January. This is a great opportunity for parents and friends to see the entries submitted for Academic Rodeo and see some of the set-ups involved in contests as well as see photos from the contests.		ALL
February 17, 2023			
◆	RSVP from Schools by this date for names of Students attending the Awards Celebration - Only Students who place 1st, 2nd, or 3rd in a contest, receive an Honorable Mention Award or a Special Recognition Award, receive a One Act Play All Star Cast designation		ALL
◆	The following students from each contest group attend Awards Celebration:	Coordinate with other Sponsors.	
	Spelling Bee: 1st, 2nd, & 3rd Place Winners attend Awards Celebration.		Spelling

Checklist	Dates and Deadlines	Notes	Contest
February 24, 2023			
◆	Awards Celebration - Location to be announced		ALL
	<p>Schedule: 9:00 to 9:50 - Arrive to Celebration location, Pick up Packets at Check-in, Find designated seats with Contest Groups 10:00 - Presentations begin with Outstanding Educator Honors, then contests in alphabetical order, and conclude with announcement of Scholarship Winners 11:30 - Event should be concluded for groups to go by Building E and collect entries</p>		
◆	The following items may be in the packet for your group IF you participated in a particular contest:		
	For Spelling Bee , the Packet contains: Medallions for those placing 1st, 2nd, or 3rd; award checks (IF available) for students who placed; and Participation Ribbons for those who did not place.	A designated sponsor MUST sign for Elementary award checks (IF available)	Spelling
◆	<p>12:00 p.m. - 1:30 p.m. - Pick-up Window for schools/groups AFTER the Awards Celebration ALL entries for your School or Group will be sorted in stacks for pick-up from Building E by a Representative from your Group. Please use sheet attached to Packet to check for ALL items and to be sure you do NOT have something that belongs to another group.</p>	Please coordinate with other sponsors at your school and collect packet, ALL entries, & awards, promptly.	ALL
February 27, 2023			
◆	9:00 a.m. - 4:45 p.m. - Pick-up Window for schools/groups unable to attend the Awards Celebration or groups without winners. Other pick-up times MUST be arranged with Academic Rodeo Coordinator	Please coordinate with other sponsors at your school and collect packet, ALL entries, & awards, promptly.	ALL
February 28, 2023			
◆	9:00 a.m. - 12:00 p.m. - FINAL Pick-up time for schools/groups unable to attend the Awards Celebration or groups without winners. Other pick-up times MUST be arranged with Academic Rodeo Coordinator	Please coordinate with other sponsors at your school and collect packet, ALL entries, & awards, promptly.	ALL
March 4, 2023			
◆	<p>Please complete online Participation Form to give statistical information about your group's participation in Academic Rodeo Please coordinate with other sponsors at your school. One person can complete one form for entire group.</p>	Form is on General Info Page	ALL