2024 Computer Science Timeline

Revised 10/5/23

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

Checklist	Dates and Deadlines	Notes	Contest
August to October			
♦	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**
♦	School/Group CONTEST Registration Opens - Register anytime after this date and **preferably before October 14**. **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**
	IF you are interested in only one contest, check to see if others at your school are interested in other contests BEFORE you register.		**ALL**
	After the initial School/Group Contest Registration, adding or dropping contests is done using the ADD/DROP Form.	A link to the ADD/DROP form is on the General Info page.	**ALL**
♦	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**
♦	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**
♦	Find the **Academic Rodeo Code of Conduct**. Discuss with students and confirm their 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			
	♦	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.	Student and Adult Indemnification forms are in PDF format on the General Info page.	**ALL**
	♦	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.	E-Mail: jstroupe@etstatefair.com Phone: 903.597.2501	**ALL**
	October 14, 2023			
	♦	Deadline for 2022 School/Group CONTEST Registration online.	Getting Started Page - Click REGISTER link	**ALL**
	October 16-20, 2023			
	♦	**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.	If you do not receive the e-mail, check SPAM folder or Junk Mail. Some school servers, filter out our e-mails.	**ALL**
	October 17, 2023			
	♦	**ShoWorks Portal** link becomes active for **Student Registrations**. Do **NOT** submit Student Registrations on the Contest Registration form or Add/Drop Form!	Link is on Contest Page or General Info page.	**ALL**
	October 17, 2023			
	♦	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.	Password NEEDED - Do NOT change this password! For Assistance: jstroupe@etstatefair.com OR 903-597-2501	**ALL**

Checklist	Dates and Deadlines		Notes	Contest
November 22-24, 2023- THANKSGIVING HOLIDAY				
	The East Texas State Fair Office and Academic Rodeo will be closed.			
December 15, 2023				
♦	**Drop Date for all January Contests** 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, Drama, EC Mathletics Pentathlon Sci Fair Spelling YFS**
December 21, 2023-January 2, 2024				
♦	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.		jstroupe@etstatefair.com	**ALL**
January 5, 2024				
♦	**Student Registrations due for ALL contests at his time** Registration done through the ShoWorks Portal. Find link on Contest Page or General Info page beginning October 17.		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 8-18, 2024				
	Entries Due 8-12 if your school resumes 1st week of January			
	Entries Due 15-18 if school resumes 2nd week of January			
♦	**Computer Science entries** due for pre-judging. Follow correct submission requirements.		See rules for explanation of entry copy to be submitted for display.	**CSF**
February 5th -6th, 2024				
♦	**Computer Science Fair** - virtually online – Schedule to be announced			**CSF**

Checklist	Dates and Deadlines		Notes	Contest
	February 12-15, 2024			
	♦ **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 15, 2024			
	♦ Scholarship Application Deadline - See Contest rules to see who may apply.		Submit to ETSF Office by 5:00 p.m.	**ALL**
	February 16, 2024			
	♦ 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.			
	February 22, 2024			
	♦ **Scholarship Announcement to Sponsors** - Students are NOT notified until they are announced at the Awards Celebration.		Recipient list to be sent by email	**ALL**
	February 29, 2024			
	Awards Celebration (It is on a Thursday this year)		**Central Baptist Church**	
	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 - 12:00 Event should be concluded			
	♦ The following items may be in the packet for your group IF you participated in a particular contest:			
	For **Computer Science**, the Packet contains: Medallions for those who place 1st, 2nd or 3rd; Checks for Elementary students who place (IF available); Participation Ribbons for those who do not place; Computer Science entries.		A designated sponsor MUST sign for Elementary award checks (IF available)	**CSF**
	♦ The following students from each contest group attend Awards Celebration:		Coordinate with other Sponsors.	