2018-19 CAD ONLINE ESSAY REGISTRATION INFORMATION

1. CAD ONLINE COMPETITION SCHEDULE
   Please review the schedule and mark your calendars accordingly.

   **TIMELINE:**
   - 2/15/19 ..... Coaches must register their team online for the Essay Competition and identify a Proctor to conduct the official Essay test for their team.  
     [https://tinyurl.com/essayteamreg19](https://tinyurl.com/essayteamreg19)
   - 2/15/19 ..... Proctors must complete an online Proctor Affidavit.  
     [https://tinyurl.com/essayproctor19](https://tinyurl.com/essayproctor19)
   - 2/20/19 ..... Decathlete log-ins and passwords will be sent to coaches and proctors (if registered before deadline). The information will be used for Essay practice and the official Essay test.
   - 2/21/19 ..... Online Essay Practice opens and will be available until 2/27/19. It is strongly recommended to practice in the same location using the same computers that are to be used for the team’s official Essay test.
   - 2/27/19 ..... Proctors are to report any problems between 2/21 – 2/27/19.
   - 3/1/19 ...... Final details sent to Proctors for official online Essay test.
   - 3/5/19 ...... Conduct official online Essay test. Decathletes MUST log-in and start between 2:00 PM – 4:00 PM.

   Additional information will be sent to coaches and proctors once online registration is completed. Delay in completing the online Essay registration will delay a team’s opportunity to practice.

2. CAD ONLINE ESSAY TEAM REGISTRATION ~ DUE BY 2/15/19
   [https://tinyurl.com/essayteamreg19](https://tinyurl.com/essayteamreg19)
   Coaches need to register their team by clicking the link listed above by February 15, 2019, by clicking the link listed above. Coaches will need to provide the following information:
   1. School Name, District and County
   2. Identify and Provide Proctor Information. The proctor must not be a Decathlon team coach, assistant coach, or parent of any team member. The proctor must be a school employee (e.g., counselor, administrator, or teacher).
   3. Coach Information / Contact Information.
   4. Location you plan to conduct your Practice and Official Essay test. It is strongly recommended that you arrange the practice test in the same location as your official online Essay exam.
   5. Official Online Essay Competition Information. You will need to provide the location and start-time your team plans to participate in the official online Essay test.
   6. Don’t forget to print a copy of the online registration for your records.

3. PROCTOR AFFIDAVIT REGISTRATION ~ DUE BY 2/15/19
   [https://tinyurl.com/essayteamreg19](https://tinyurl.com/essayteamreg19)
   To receive decathlete log-ins and passwords, your Proctor will need to register by February 15, 2019, by clicking the link listed above. The Proctor will need to provide the following information:
   1. School Name, District and County
   2. Proof of reviewing and agreeing to the information posted in the affidavit.
   3. Confirming they are the Proctor and include their e-mail address and phone number.