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Maths Talent Quest 2017: Registration Instructions

Whether you are new to the Maths Talent Quest or have entered many times before, we recommend that you take a look at the instructions below BEFORE you register your school.

Instructions to Register your School

Check If My School is Registered

Register Your School (New Registration)

Login (Already Registered)

STEP 1: REGISTER YOUR SCHOOL OR CAMPUS
Fill in all of the compulsory fields and click ‘Submit’

Step 1: Enter Your School Information
This information will be used to create your official MTQ School Account.

School: MAV Secondary College
Campus: Branxholw
Postal Address: 41 Bith Street
Suburb: Branxholw
Postcode: 3055
Telephone: 9389 2309
Fax: 9389 2309
Are You a MAV or MAT Member? ☐ Yes ☐ No 12345 (If Yes enter your MAV/MAT number)

Step 2: Enter the MTQ Coordinator Information
Why Your Email Address Is Important
Email is a vital communication link between the MAV and your school’s MTQ coordinator. The address you enter is where we will send MTQ information, password reminders and updates.

MTQ Coordinator First Name: Jo
MTQ Coordinator Last Name: Blogs
MTQ Coordinator Email: jlogs@mov.edu.au
Confirm MTQ Coordinator Email: jlogs@mov.edu.au
Password: ********
Confirm Password: ********

Step 3: Enter the Additional MTQ Coordinator Information
We ask you to enter an additional MTQ Coordinator in case the main contact person is away or unable to check their email.

Additional MTQ Coordinator First Name: Joe
Additional MTQ Coordinator Last Name: Smith
Additional MTQ Coordinator Email: jsmith@mov.edu.au
Confirm Additional MTQ Coordinator Email: jsmith@mov.edu.au

Submit
STEP 2: CHECK THE CONFIRMATION SCREEN FOR ERRORS (INCLUDING SPELLING)

If the information is correct click the ‘Save and Add Entry’ button to continue

STEP 3: ADD YOUR ENTRIES

Fill in all of the compulsory fields and click ‘Submit’

IMPORTANT NOTES:

- Entries may only be edited up until registration and payment is made.

- Once you have registered and paid for the entry you can no longer edit it. **NO CHANGES** can be made to an entry after it has been registered (including spelling mistakes).

- Student names cannot be added or changed once the entry is paid for.
You can check the summary of entries at any time by clicking on the link in the Menu. If the details and spelling is correct, you can either add more entries or proceed to the payments page.

To fix any mistakes, click the 'Go Back and Modify Entry' button.

Check that the entry details are correct, including spelling. If the details and spelling is correct, you can either add more entries or proceed to the payments page.

To view or edit the entry, simply click on the project title.

Please Note: entries can no longer be edited once they have been registered and paid for.
STEP 4: ADD JUDGES

Before you can proceed to the payments page you will be asked to enter judges for the appropriate number of hours according to your number of entries - this component is compulsory.

Fill in all of the compulsory fields and click ‘Add Judge’

Check the confirmation screen for any errors. Judges cannot be edited once saved.

To fix any mistakes, click the ‘Go Back and Modify Judge’ button
If the details and spelling are correct, you can then either add another judge or proceed to the payments page.
STEP 5: MAKE A PAYMENT

Enter either (a) purchase order number or (b) credit card details to make your payment. If you wish to send a cheque, please enter the purchase order number and post the cheque to The MAV. Cheques must be made out to ‘The Mathematical Association of Victoria’ and MUST include a note stating that the cheque is for the 2017 Maths Talent Quest.

Payment Section:
- An entry is not registered until payment has been received.
- The payment rate (either Earlybird or Normal) will be determined on the date you pay for your entry NOT when the entry was first entered.
- Once an entry has been registered and paid for, you can no longer edit.
- NO CHANGES will be made to an entry after it has been registered (this includes spelling mistakes too!) - make sure your student/s names are entered correctly!

You are entitled to the Earlybird Member rate of $15 per entry

<table>
<thead>
<tr>
<th>Entry Title</th>
<th>Year Level</th>
<th>Entry Type</th>
<th>No. Students</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maths Project Prep</td>
<td>Individual</td>
<td>1</td>
<td>Pending Payment</td>
<td>Delete</td>
</tr>
<tr>
<td>Totals For Prep</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numbers Year 1</td>
<td>Group</td>
<td>4</td>
<td>Pending Payment</td>
<td>Delete</td>
</tr>
<tr>
<td>Totals For Year 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rulers Year 2</td>
<td>Class</td>
<td>10</td>
<td>Pending Payment</td>
<td>Delete</td>
</tr>
<tr>
<td>Totals For Year 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. Entries</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

Payment Details:

Purchase Order No. 1234

Credit Card Type: Visa
Credit Card Name: Jo Bloggs
Credit Card Number: 1234 1234 1234 1234
Credit Card Expiry: 08/2008

Make Payment

Once paid, entries are classified as registered and will be allocated a barcode.
This barcode will appear on entry stickers which you will receive in the mail after Friday 24 July 2017.
Each sticker must be matched up with the correct entry.
### STEP 6: PRINTING YOUR REGISTERED ENTRIES

You can now print a list of all your registered entries.

Please note: unpaid entries do not appear on the print list

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Entry Title</th>
<th>Code</th>
<th>Cost</th>
<th>Payment Method</th>
<th>Date Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Maths Project</td>
<td>00-022-206</td>
<td>$15.00</td>
<td>Earlybird Member Rate</td>
<td>01/05/2007 02:15PM</td>
</tr>
<tr>
<td>Year 1</td>
<td>Numbers</td>
<td>01-022-207</td>
<td>$15.00</td>
<td>Earlybird Member Rate</td>
<td>01/04/2007 02:43PM</td>
</tr>
<tr>
<td>Year 2</td>
<td>Rulers</td>
<td>02-022-208</td>
<td>$15.00</td>
<td>Earlybird Member Rate</td>
<td>01/04/2007 02:43PM</td>
</tr>
<tr>
<td>Year 3</td>
<td>Maths of Trees</td>
<td>03-022-209</td>
<td>$15.00</td>
<td>Earlybird Member Rate</td>
<td>01/05/2007 02:15PM</td>
</tr>
</tbody>
</table>

Total Entries Paid for: 4
Total Cost: $60.00
LOGGING IN AND LOGGING OUT

You can now choose to add more entries and judges or if you have finished, log out.

You can add more entries and judges at any time. Simply log in on the homepage.

Welcome to the 2017 Maths Talent Quest

Whether you are new to the Maths Talent Quest, or have entered many times before, we recommend that you take a look at the instructions below BEFORE you register your school.

Instructions to Register your School

Check If My School Is Registered

Register Your School (New Registration)

Login (Already Registered)

WHAT HAPPENS NOW?

A Maths Talent Quest Information Pack will be posted to all registered schools after registration closes on Friday 24 July 2017. This pack will contain entry barcodes and important information regarding delivery, judging and the Awards Ceremony in October. Please allow time for this pack to be posted.

If you have any questions about the MTQ and its registration process, please contact Lana Allan (MTQ Event Coordinator) on 9380 2399 or at lallan@mav.vic.edu.au

Good Luck on the 2017 Maths Talent Quest!!