Good afternoon Math Counts Coaches,

It is hard to believe that we are only three weeks away from elementary Math Counts (and May 1st). Time is cruising along.

We have been working hard to put together what we think will be both a fun and challenging day for your kids.

Some things to remember:

* Make sure you or your school has lined up transportation to and from the event
	+ Remember we are at Clyde Erwin Elementary this year
	+ We plan to begin at 9:00 and end around 1:00 (see the schedule below or on the website <http://academicinnovation.weebly.com/math-counts.html>)

In preparation for the event:

* Help your team understand the flow of the day (descriptions of each round are on the website<http://academicinnovation.weebly.com/math-counts.html>
* Make sure team members know that the first and last round is individual play and the middle rounds require good teamwork
	+ Help them find ways to indicated to team members that they really know an answer or are not sure (other than shouting it out ☺)
* Let your students know that we are providing pizza for lunch, but they are welcome to bring something else if they prefer

On the Day of the Event:

* Making sure your students know where to sit and helping during transitions
* Helping hand out test materials
* Assisting with monitoring that students are doing their own work (or their team is doing its own work)
* Keeping the atmosphere both fun and focused (that is a challenge, but we can do it ☺)
* Getting to know the other coaches
* Understand that things usually run pretty smoothly, but we are experimenting with a couple new ideas this year, so please understand if there are some minor hiccups

Schedule Overview:

