

# Pre Contest Task Timeline

## ***2+ Month Before Contest***

- Email [info@Judgingcard.com](mailto:info@Judgingcard.com) to set up any online registration
- Plan when to close online registration to allow yourself time to order scansheets (1 week)
- Plan for format of events (rules)

## ***1 Week Before Contest***

- Finalize any pre-registration
- Plan for any custom team numbering, age divisions, specialty awards, etc.
- Determine scansheet needs and place online scansheet order on Judgingcard
  - Plan for additional on-site entries and for judge's officials

## ***Two Days Before Contest***

- Review received scansheet order for accuracy and determine if any more are needed
- Start getting together scanning computer, scanner and cables, and printer

## ***Day Before Contest***

- Set up scanning computer and test connectivity to scanner and internet (scanning station)
- Ensure your account has access to event in scoring system
- Create events in scoring system

## ***Morning of Contest***

- On-site check-in
  - Assign any custom team numbers
  - Handle any late entries
  - Distribute scansheets to contestants (if needed)
- Ensure contest officials have blank scansheet to fill out judge/key
- Double check scanner/computer connectivity