

BEST FOUNDATION Tournament Checklist-Coaches

Registering:

_____ Enter your team's information into SpeechWire in English only and ask students to confirm they're correctly registered for their chosen events. Do this BEFORE registration closes.

_____ Fill out the Team Roster using two names for Latin and Bulgarian. You will receive the Team Roster and your team folder in an individual email.

_____ Ensure your judges fill out the [Judge Sign-up Form](#) so they can attend. Make sure to include the names of your judges on the Roster.

- **Reminder: Judges who sign up for only one of two tournament days (Saturday / Sunday) will count as half a judge as per our updated policies (see *Coach Q&A Summary email*).**
- Use alumni from your school! Ask SLs for their contact details.

_____ Transfer your registration fees to the BEST bank account mentioning the school's name in the "основание". Transfer details:

- Фондация БЕСТ - български турнири по английска реч и дебати
- IBAN: BG33UNCR70001521640901
- **Do not** transfer the fees from a foreign account or via a service such as TransferWise

_____ Upload a picture of the transfer receipt to your team folder. In order to issue you a receipt, please fill out the .txt document with the payer's First, Middle, and Last name; Date of Birth; and current address.

- In case your school is funding the registration fees, provide BEST with the school's legal name, EИК #, email, and address instead of yours.

_____ Upload **PDFs (1 doc per student)** of the photography release forms for all student competitors to your team folder. Each of your students needs to provide a filled-out form to you, and you need to upload it to the folder by the deadline. **If not all of your students send you their forms, please send us the ones you have by the deadline to avoid risking your entire team not being approved to attend.** If under 16, [students must print this form and have it completed by a parent](#). If 16 or above, [students must fill out this digital photo release form instead](#). In either case, they consequently scan the form and send it to you. Forms not filled out in pen and paper **will not be accepted**. *Apps like CamScanner are useful to scan a document using a phone.*

_____ Upload student oratories by the registration closing date or Two weeks before the tournament date.

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_____ Ensure student access to Discord; an invitation link will be sent to you 3-5 days before the tournament.

- Collect students' Discord tags (Username#1234, at the bottom left hand corner of the app) and put them in your roster spreadsheet.

Planning:

_____ Begin recruiting your judges early.

_____ Practice, practice, practice! Ask students to watch each other's performances and fill out [ballots](#).

_____ Check debate motions, which should be posted on the tournament portal.

_____ Notify your school's principal that BEST events are included in the Ministry of Education and National Palace of Children's calendar for extracurricular events. They will most likely be able to find a link to the events [on this website](#), following the menu on the right. This might help you with financing for the tournament, or for team publicity.