

Academic and Speech Directors,

Please check this list to make sure you are prepared for our Spring Events. Although this list is NOT EVERYTHING you may think of to do, it will help keep your contest day smooth.

Check the <https://tapps.biz/finearts/> webpage for more info.

Rank One login page: <https://www.rankonesport.com/content/member-login/>

Rank One support: support@rankonesport.com

<input type="checkbox"/>	Review the TAPPS Constitution and By-laws sections 1-129, 198-202, 203-227. The by-laws will have specific details on song selections and requirements for entry. TAPPS Constitution and By-Laws are found on the TAPPS.biz website, click Governance.
<input type="checkbox"/>	Check out the TAPPS.biz Fine Arts webpage. Click Fine Arts. There are many links below the chart of events with valuable information posted.
<input type="checkbox"/>	Check out the individual Academics and Speech pages on the TAPPS.biz website. Click Fine Arts, then click an event on the chart for Dates, Locations, Deadlines, Resource Links, etc.
<input type="checkbox"/>	All Academic Coaches, Speech Coaches and Debate Coaches listed in Rank One as Head or Assistant Program Director. Your school Fine Arts Director can assist with your access rights.
<input type="checkbox"/>	Coaches (head and assistants) need to be SCOPE compliant in Rank One. Those exempt from testing for attending the June Conference will still need to complete the Professional Acknowledgement of Rules.
<input type="checkbox"/>	Students should complete their Rank One profile which includes the Student Acknowledgement of Rules, transfer forms, international student forms, student not living with parent forms, and medical history.
<input type="checkbox"/>	Rank One roster should be created with each student showing as eligible prior to the event.
<input type="checkbox"/>	Mail in your yearbook from last year to the TAPPS office prior to Jan 31.
<input type="checkbox"/>	Submit your team photo.
<input type="checkbox"/>	Meet Fees form Printed and Check made to TAPPS.
<input type="checkbox"/>	Prepare your students for Academic Testing. Past years' tests are available for purchase on the TAPPS.biz website Academics Page. Reading lists and preparation materials for each test are on the TAPPS academic page.
<input type="checkbox"/>	Prepare your Speech Documentation Notebook. Each speech entry requires a Speech Certification Form and documentation for the selections. Check the TAPPS.biz Academics Page for Speech Notebook Certification Instructions.
<input type="checkbox"/>	Check Schedule. Be sure to check the schedule for conflicting academic and speech events, for example if a student is taking the Science test they may not enter the speech even that is happening at the same time.

<input type="checkbox"/>	Prepare Ready Writing entries. Be sure to include a login ID and Password on the student profiles as it will be needed for their online test date.
<input type="checkbox"/>	Sign up volunteers to GRADE & PROCTOR Academic Testing events. Each school is required to sign up for a minimum of 2 different Academic Tests.
<input type="checkbox"/>	Sign up volunteers to JUDGE Speech Events. Each school is required to sign up for a minimum of 4 speech rounds on Tuesday and 4 speech rounds on Wednesday. Additional Judges will be needed with this minimum so plan to sign up for more than 4 if able.
<input type="checkbox"/>	Review Proctor Instructions with your students prior to test date.
<input type="checkbox"/>	Review entry instruction and submit entries prior to the posted deadline.
<input type="checkbox"/>	Arrange for travel, bus, hotel, food, etc.
<input type="checkbox"/>	Share TeamIP info with your students and fans. T-Shirts, patches, other apparel, and TAPPS merchandise will be on sale on-site.
<input type="checkbox"/>	Print All-State Certificates for students that received 1st, 2nd, or 3rd place at the Championship meet.
<input type="checkbox"/>	Complete the After Event Survey sent approximately 1 week after the event to help shape our future events.