CaYPT Management System (CaYPTMS) Instructions

1st Edition, December 2019

I. Purpose and Motivation

The CaYPT Management System, abbreviated as CaYPTMS in the remaining sections of the document, is a web-based application to facilitate the registration, scheduling, room assignment, and score calculation of the Canadian Young Physicists Tournament. It allows the CaYPT committee to move away from the classic Google Form and spreadsheet-style of management. This shift allows the committee to adapt to the growing student participation and makes the CaYPT accessible to more students.

The CaYPTMS is inspired by IYPTcc system adapted by the International Young Physicists' Tournament since 2017. CaYPTMS and IYPTcc are similar in purpose but is independently developed by the CaYPT Information Team consisting of Andrew Mao and Frank Lai.

The CaYPTMS project is developed in three phases. Phase 1 is the registration and role approval module. Phase 2 consists of room assignment and general planning softwares. Phase 3 automates the scoring system.

If you have any suggestions on how we can improve CaYPTMS, please let us know by sending an email to caypt@stemfellowship.org

II. General Layout

Everyone that participates in the CaYPT is required to register though CaYPTMS. There are 4 roles that one could register as. They are team member(competitor), team leader(teacher or any other adult), Juror and volunteer.

The registration and role approval process for each of the 4 roles can be found in Section III.

III. Registration

Team Member

To register to be a team member you must be under the age of 19.

Step 1: Click Sign in on the top right hand corner of the home page

Step 2: Click New here? Register. Located above the email field.

Step 3: Filling in all the required information and click Register

Step 4: Go to your email account and verify your email. Make sure to check this email address regularly. The CaYPT committee will send out information regarding the tournament via email.

Team Leader

To register to be a team member you must be over the age of 18.

Step 1: Click Sign in on the top right hand corner of the home page

Step 2: Click New here? Register. Located above the email field.

Step 3: Filling in all the required information and click Register

Step 4: Go to your email account and verify your email. Make sure to check this email address regularly. The CaYPT committee will send out information regarding the tournament via email.

Juror

To register to be a team member you must be over the age of 20.

Step 1: Click Sign in on the top right hand corner of the home page

Step 2: Click New here? Register. Located above the email field.

Step 3: Filling in all the required information and click Register

Step 4: Go to your email account and verify your email. Make sure to check this email address regularly. The CaYPT committee will send out information regarding the tournament via email.

Volunteer

To register to be a team member you must be over the age of 14.

Step 1: Click Sign in on the top right hand corner of the home page

Step 2: Click New here? Register. Located above the email field.

Step 3: Filling in all the required information and click Register

Step 4: Go to your email account and verify your email. Make sure to check this email address regularly. The CaYPT committee will send out information regarding the tournament via email.

IV. Creating a Team and Role Approval

Team Member

To enroll in a team you should contact your team leader to ensure that a team has been created. (Team member status must be approved by your team leader)

Step 1: Click join a team as a team member

Step 2: Select your school in the drop-down menu. If your school is not on the list, please contact your team leader.

Step 3: Click Submit

Step 4: Check back to see whether your team leader have approved your request

Team Leader

Creating a team (teams are automatically approved)

Step 1: Click create your own team as a team lead

Step 2: If you already made a team for your school before, you only need to fill in the team name and teleconference option for your second team. If this is your first team, you should fill-in the school information

Step 3: Click Submit

Approve Students

After you create a team, you can approve or reject students or assign one student as the team captain.

Juror

(Juror are automatically approved)

Step 1: Click Join as a Juror

Step 2: Select your availability and teleconference option

Step 3: Select the schools that you have a conflict of interest with

Step 4: Click Submit

Volunteer

(Volunteers are automatically approved)

Step 1: Click Join as a volunteer

Step 2: Select your availability

Step 3: Select the schools that you have a conflict of interest with

Step 4: Click Submit

V. **Automatic Room Assignment**

Teams, jurors and volunteer will be assigned to rooms based on their availability, conflict of interest and teleconference status.

We aim to allow teams to meet the maximum number of team and jurors during the tournament.

More details regarding room assignment will be published in a later edition of this document.

VI.   Automatic Score Computation

More details regarding automatic score computation will be published in a later edition of this document.