

CaYPT Management System (CaYPTMS) Instructions

3rd Edition, January 2022

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 adapt to growing student participation and automate some organizational tasks.

The CaYPTMS is inspired by the IYPTcc system used by the International Young Physicists' Tournament since 2017. CaYPTMS is similar to the IYPTcc in purpose but is independently developed by the CaYPT Information Team.

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 through CaYPTMS. There are 4 roles that one could register as. The roles are: team members (competitor), team leaders (teacher or any other adult), Juror and volunteers.

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

III. Registration (Making a CaYPTMS account)

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

Step 4: Read through the Terms and Conditions and click **Submit and Accept Terms**

Step 5: 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

Step 4: Read through the Terms and Conditions and click [Submit and Accept Terms](#)

Step 5: 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

Step 4: Read through the Terms and Conditions and click [Submit and Accept Terms](#)

Step 5: 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

Step 4: Read through the Terms and Conditions and click [Submit and Accept Terms](#)

Step 5: 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 has 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 volunteers will be assigned to rooms based on their availability, experience, conflict of interest and teleconference status.

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

After the teams complete their random draw on competition day. The room assignment system will complete its calculations and automatically send a schedule to every participant.

VI. Timing, Score Computation and Ban Computation

During a CaYPT Physics Match (PM), there will be one committee volunteer in each match room. In the problem challenge phase of a PM the CaYPTMS will automatically determine the allowed problems to be challenged by the opposition team. This feature is still in the beta phase as of March 2022. The committee volunteer will verify the list of problems with the teams to ensure the computations made by the CaYPTMS are correct.

During a PM, the committee volunteer will operate the timing feature of the CaYPTMS. The volunteer may grant extra time to certain phases upon request by the chair juror of the room.

After jurors give their scores, the committee volunteer enters the score into the CaYPTMS. The entered scores are cross-checked against the score sheet by a committee member to ensure accuracy.