Summary of Important Changes for 2008

To assist you in planning for the 2008 Tournaments please take note of the following major changes to our program in 2008. Please consult and distribute the 2008 Schools’ Instruction Manual for the full rules and guidelines for the 2008 Tournaments.

► All Payments
All payments from schools will be handled centrally by the TOM Office in Hawthorn. Please ensure all registration, workshop and team nomination payments are sent to our Hawthorn address. TOM will also accept EFT payments. Our banking details can be found on the school registration and team nomination invoices available via the TOM Portal.

► School Registration
The 2008 School Registration fee has increased to $135 per school for each Division (Primary or Secondary). A school entering in both Primary and Secondary Divisions will need to register each separately.

► Regional Challenges
The Challenges will be released to schools on Friday 11th July 2008 only via the TOM Portal. The Challenges will not be emailed to schools in 2008. The Challenges can be distributed to the teams from Saturday 12th July 2008.

► Scripts & Plans
Scripts and plans must not be presented in presentation folders. Only one copy of the script or any other information requested in the Challenges will be required to be submitted in 2008.

► Display Panels
Display panels will no longer be provided by Tournament venues for presentations. Teams are still allowed to make backdrops but are responsible for their own display arrangements.

► Performance Clothes
To conform with all other states, Victoria is now strongly encouraging all team members to wear black when presenting at the Regional Tournaments.

► Applied Technology
The AT Challenge will be in the discipline of Animation again in 2008. Rules have been adjusted to allow teams additional time to set up and pack up any required audio-visual equipment, and for venue lighting to be adjusted. At the State Finals it is envisaged that AT teams will be required to solve a new twist to the challenge whilst retaining the same animation component.
The Advanced Thinking Skills workshop is conducted over two sessions and concentrates on problem solving strategies; creative thinking and critical thinking; cooperative learning skills; and how teachers can introduce these into the classroom.

The Improving Team Performance workshop will assist facilitators with strategies to improve their team’s performance, whilst the Unpacking the Challenges workshop explores the nature of this year’s Regional Challenges and how to get the best out of your teams.

Our Student Incursion Program is available to all schools. We tailor a workshop to suit your needs: from a short intro to TOM session, to a series of thinking skill workshops.

Workshop Registration Form

<table>
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<th>No.</th>
<th>Workshop (Location)</th>
<th>Qty</th>
<th>Cost (Incl. GST)</th>
<th>Total</th>
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<td>2</td>
<td>Intro to TOM (Glen Iris)</td>
<td></td>
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<td></td>
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<tr>
<td>3</td>
<td>Intro to TOM (Morwell)</td>
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<td>Intro to TOM (Shepparton)</td>
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<td>7</td>
<td>Advanced Thinking Skills (Glen Iris)</td>
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<td>Advanced Thinking Skills (Mentone)</td>
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<td>$130.00</td>
<td></td>
</tr>
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TOTAL

Name(s): Email:

School:

Address: Phone:

Cheques to be made payable to Tournament of Minds (Vic) Inc. and forwarded to Ground floor, 123 Church Street, Hawthorn 3122. Forms can be faxed to (03) 9818 8344. Please retain a copy of this form to serve as your tax invoice/receipt.
How to Register your School

What is the TOM Portal?
The TOM Portal is a website that provides a simple and efficient method of communication between TOM and schools who have registered for the TOM Program in 2008.

There is controlled access to the functional areas of the website that allow you to:
- Edit your school’s contact information
- Update your school coordinator’s contact details
- Register your school for the TOM 2008 Program
- Download your School Registration Tax Invoice
- Download your 2008 TOM Pack – including the Schools’ Instruction Manual, Facilitator’s Handbook, sample Challenges, curriculum resources & all the team forms
- Download the 2008 Challenges, from 11th July 2008
- Register your team
- Download your Team Nomination Tax Invoice
- View your TOM history and registration status.

How do I access the TOM Portal?
Go to our portal website at www.tomvic.org.au. There is also a link to the TOM Portal website from the Victorian page of the www.tom.edu.au website.

To gain access you will first require an activation code.

Schools who have not participated in TOM before or did so more than five years ago are able to register their interest in the 2008 program. Once the entry has been authenticated, TOM will email the school with an activation code.

Once you have your activation code, press [Activate Account]. Enter your code and click [LOG ON]. The ‘Activate Account’ page appears and your school name is displayed together with the name and email details of your school’s last TOM coordinator from the TOM database. If these need to be updated, enter the new name and email and click [UPDATE].

Once these details are correct, click the [SEND PASSWORD] button and an email will be sent to the coordinator’s email address containing your portal password.

How do I Register my School?
Log on as an existing user, using your coordinator’s email address and the password we have supplied via email.

On logging in to the TOM Portal you will notice a number of additional menu items listed under ‘Registered User’s Area’ on the left of the page. To register your school click ‘Tournament Registration’.

Simply select the TOM Region in which you intend to participate, enter your school’s anticipated number of teams and click [REGISTER]. Both items of information are for our planning purposes only, and both are confirmed when you register your teams after the Challenges are released on 11th July.

To confirm your registration you must send $135.00 (GST Free) to the TOM Office before the closing date of Friday 30th May 2008. Payment may be made either by cheque or via EFT payment.

Once registered, your invoice and remittance advice forms can be downloaded from the ‘My Documents’ page. To assist with processing, please include a copy of your remittance advice with your payment.

Full instructions are available on the ‘Help’ page or you can call for assistance on 9818 8311.

Help Me! I’m having Trouble!
All problems can be rectified immediately by contacting the TOM Office on 9818 8311 or via the online feedback form. We have noted a few common problems below, so check if the comments help solve your problem.

I don’t have an activation code
Schools that have participated in TOM previously (since 2000) will have been sent an activation code included on the back page of the February newsletter. If you cannot locate this, please request one via email, or at the TOM Portal home page select [Register] under the New Users heading, then select ‘2. Request Activation Code’. An activation code will be sent to you within 24 hours.

I haven’t received my password
When activating your account ensure you press the [Send Password] button. If your password does not arrive within four hours it is most likely the email address in our database is not valid. Please contact the TOM Office.

I have password but cannot log in
If you have received a password from us via email, you can be assured that we have your current and correct details on our database. Note that the activation code is not the password. Several schools have experienced difficulties in logging in due to their browser settings blocking access to the TOM Portal. If you are certain you are typing in your email address and password correctly but still cannot log in, contact your IT department and ask them to allow browser access to the TOM Portal.

I have registered online but cannot access the resources
To access the ‘Tournament Resources’ page which contains manuals, forms, sample challenges and the Regional Challenges (from 11th July) the TOM Office must have received and processed your $135 school registration fee.