Resources for Registered Schools

All schools who are registered and paid for the 2008 TOM Program will have access to the following resources through the TOM Portal:

► 2008 Schools’ Instruction Manual
This manual covers the rules and regulations as well as arrangements for the 2008 Tournaments.

► 2008 Facilitator’s Handbook
This handbook assists facilitators in how to run TOM within the school with examples; how to prepare for both Long Term and Spontaneous Challenges; how to select teams; and what to do to assist your teams through the Tournaments.

► 2008 Team Forms
Including the Presentation Skills Form; the Cost Form; the Outside Assistance Form; and the Challenge Clarification Form. Note that this year all team nominations must be entered online, through the TOM Portal.

► Judge Registration Form
We ask that all schools supply one judge for the Regional Tournaments. Full details about the role and requirements can be found on the reverse side of the judge registration form.

► Workshop Registration & Resources Order Form
We have an expanded range of PD workshops for TOM coordinators and facilitators in 2008. For new school TOM coordinators we recommend an Intro to TOM Workshop.

TOM has produced a range of past Challenges on CD for purchase by registered schools. These include Long Term Challenges; Spontaneous Challenges; and 3-Hour Challenges (which are used at the state and national finals).

► Sample Challenges
This year we have provided a sample challenge in each of the four disciplines, plus a Spontaneous Challenge.

► Curriculum Information Sheets
These sheets show how each of the Challenges can fit easily into your school’s curriculum.

► Curriculum Resources
Booklists from several of our supporters and sponsors are included to assist you in finding good resources to inspire your teams. Most will give 10% discount to 2008 TOM-registered schools.

► Guide for Parents
A flyer for parents giving a brief outline of TOM and how they can assist during the 6-week period and on the day of the Regional Tournaments.

► Newsletters
Tournament of Minds produces a monthly newsletter to keep you up to date with Tournament details, PD workshops, tips and hints, reminders and results.

How do I Access the 2008 TOM Resources?
www.tomvic.org.au

► Visit our TOM Portal directly using the address and link above.
► School resources can only be accessed via the Portal after the school registration fee of $135 has been processed by the TOM Office.
► Remember, all school registrations, team nominations and access to the 2008 Regional Challenges is performed through the TOM Portal in 2008.
► School Registrations close on Friday 30th May 2008.

If you are having any difficulties or have any questions at all, please contact the TOM Office on 9818 8311 or send an email to vic-director@tom.edu.au.
Tournament of Minds Workshop Program

In 2008 Tournament of Minds is offering an extended range of valuable PD workshops around the state.

There will be an Intro to TOM workshop in each of our seven regions especially designed for new coordinators and team facilitators. The workshop includes:

- The benefits of TOM for students, teachers and schools
- The team selection processes
- Integration of TOM into the weekly timetable
- Team management, parent meetings, staff support
- Valuable classroom strategies for your team

Practical examples for linking strategies to key learning domains in the VELS curriculum.

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.

Workshop Registration Form

<table>
<thead>
<tr>
<th>No.</th>
<th>Workshop (Location)</th>
<th>Qty</th>
<th>Cost (Incl. GST)</th>
<th>Total</th>
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<tr>
<td>7</td>
<td>Advanced Thinking Skills (Glen Iris)</td>
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<td></td>
<td>Wed 7 &amp; Wed 14 May  5.30pm-7.30pm, Sacre Coeur</td>
<td></td>
<td>$130.00</td>
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<tr>
<td>8</td>
<td>Intro to TOM (Greensborough)</td>
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<tr>
<td></td>
<td>Thursday 29 May   5.30pm-7.30pm, Sherbourne Primary School</td>
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<td>9</td>
<td>Intro to TOM (Mitcham)</td>
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<tr>
<td></td>
<td>Thursday 12 June  5.30pm-7.30pm, Rolling Hills Primary School</td>
<td></td>
<td>$80.00</td>
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<tr>
<td>10</td>
<td>Improving Team Performance (Geelong)</td>
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<td></td>
<td>Tuesday 17 June  6.00pm-9.00pm, Sacred Heart College</td>
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<tr>
<td>11</td>
<td>Unpacking the Challenges (Kew)</td>
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<tr>
<td></td>
<td>Wednesday 23 July   5.30pm-7.30pm, Carey Grammar</td>
<td></td>
<td>$80.00</td>
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</tr>
<tr>
<td>12</td>
<td>Advanced Thinking Skills (Mentone)</td>
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<tr>
<td></td>
<td>Thu 6 &amp; Thu 13 November  5.30pm-7.30pm, Kilbreda College TBC</td>
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<td>$130.00</td>
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<td></td>
<td>TOTAL</td>
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</table>

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.

For further information on our Workshop program or to book a

Name(s):          Email:

School:                                      Phone:

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.
TOM Stories & TOM Stars!

As part of our 21st birthday celebrations Tournament of Minds (Vic) Inc. is putting together a collection of interesting stories from and about people who have participated in our program over the years. It is anticipated the collection of stories will be presented at the Australasian Pacific Final in Melbourne, in October 2008.

We are particularly keen in hearing of your successes, of your TOM experiences and about what you’re doing now.

If you have an interesting TOM story, or know someone else who does, please email us or fill out the form overleaf and return it to the address below.

Tournament of Minds (Vic) Inc.
Ground floor, 123 Church Street
Hawthorn VIC 3122

Phone: (03) 9818 8311
Fax: (03) 9818 8344

Email: vic-director@tom.edu.au
Web site: www.tom.edu.au
**TOM Stories and TOM Stars**

**Submission Form**

**Contact Details**

Your Name:

Email:

Telephone: Mobile:

Address: Postcode:

Suburb:

School:

Year(s):

**TOM Memories/Anecdotes:**

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

**What You’re Doing Now:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Your Successes:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Privacy Statement:**

By submitting this information using this form, you acknowledge that Tournament of Minds (Vic) Inc. may reproduce photographs, anecdotes and profiles of people in its publications, promotional and marketing material and on its web site in order to promote Tournament of Minds to the public. Tournament of Minds would like to be able to use and reproduce a photograph and/or profile of you for this purpose and is seeking your consent to do so. You agree to Tournament of Minds (Vic) Inc. and other Tournament of Minds organisations within Australia and overseas using, reproducing and disclosing the information you have provided in this form in the manner explained above.

**Signature:**

We thank you for your assistance.
Important Reminders

► School Registrations Close 30th May 2008
Schools should complete their on-line registrations before 30th May 2008. Please don’t leave it to the last minute, as you will need a little extra time to register to use the TOM Portal before you can complete the registration. Please email or call the TOM Office if you require your Portal Activation code.

► Regional Challenges via the TOM Portal
The Challenges will be released to schools on Friday 11th July 2008 only via the TOM Portal at: www.tomvic.org.au

The Challenges will not be emailed to schools in 2008. The Challenges can be distributed to the teams from Saturday 12th July 2008, the first day of the 6 week Long-term Challenge period.

► Scripts & Plans—1 only
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.

► No 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.

► Black 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.

► Team Nominations Online
Teams must be nominated online via the TOM Portal by 5pm Friday 1st August 2008. There is a payment of $50 (GST free) per team also required by this date.

Assistance Please?
The Children’s Book council of Australia Victorian Branch would urgently like to hear from anyone who can offer voluntary assistance to set up the Bookshop at the upcoming 9th National Conference. Help is needed particularly on Thursday 1 May from 9:30 – 5:30 at The Melbourne Convention Centre – corner Spencer & Flinders Sts. The task is to take the books from the boxes and arrange them in a predetermined array on the shelving units. Assistance is also required for the period 5 May – 10 May to process the returns of excess stock to the suppliers.

This activity will take place at National Storage, 110 Wellington Street in Collingwood, 10:00 a.m. till 4:00 p.m. each day. Your assistance will be greatly appreciated.

Please contact Graham Davey as soon as possible 9889 7749 OR 0414 888 231. You are encouraged to pressgang ask nicely friends, family, next-door-neighbours, anyone with a pulse!
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.

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.