

# How to guide

This is a short how to guide to help you with the steps to be taken to participate in the Challenge.

## Registration

The first step you will have to take to participate in The Supply Chain Finance Community's Global Student Challenge is to [register](#). Both students and teacher need to register. After registration, you can log in and fill in your profile on the 'my account' page.

## Teacher endorsement

Each team of 4 students needs a teacher endorsement from a teacher at their business school or university. Without a teacher endorsement your team will not be able to enter the Challenge. A teacher endorsement is done following the next steps:

- Teacher registers on our [website](#). The teacher will now appear in the list of teachers and can be selected by the students.
- Students of the same team select the same teacher in the 'my account' page (you are redirected to this page after logging in on the website)
- Teacher receives a team confirmation request. After confirmation has been given, the teacher endorsement is complete.

## Next steps after registration - Teacher

- Attend a webinar. During registration, if you are not familiar with The Cool Connection yet, you are prompted to select a date for one of the webinars in which some basics about the simulation will be explained. You will receive a confirmation of the registration with the date and time of the webinar and a link that will redirect you to the online meeting when used at the date and time indicated. There will also be a demo-login provided in order to allow you a first taste of the environment. The demo-login can be used to login to the portal using the link 'Enter The Cool Connection' on the top-right corner of the website.
- Confirm team. When a team of four students has formed and they have selected you as their endorsing teacher, you will receive a confirmation request where you are asked to confirm the students that have selected you. This is to prevent students from selecting you without your consent. A simple reply to the email is sufficient to confirm the team.

## Next steps after registration – Students

- Form a team. First, make sure you have 3 other teammates to complete your team and that you have decided on a team name. Each student has to register him/herself and you all have to use the **exact same** team name in your *profile*. You can access your profile on the 'my account' page, to which you will be redirected after logging in.
- Get a teacher endorsement. So your team is formed and you have an awesome team name; you know you are going to win this year's Challenge because you have the best players. Now

finish filling in your profile and select your endorsing teacher. This is quite easy, if you select your business school or university you will be able to find the names of the teachers who have registered and selected to endorse a team. If your teacher is not in the list, it means he or she has not registered yet. You can fill in their name and email address and we will contact your teacher with a request to register on the website so that you can complete your teacher endorsement. You can of course also contact your teacher yourself and ask him/her to do this at their earliest convenience.

### The Qualification Rounds

After all steps have been completed by all parties, all team members, including the teacher, will receive their login codes for the Qualification Rounds. The login will give you access to the portal, which can be accessed using the button 'Enter The Cool Connection' on the top-right corner of the website.

After logging in, you will be asked to select a role. Each student needs to select one of the active roles (not the watch role) and the teacher should select the watch role. With the watch role, the teacher can oversee all decisions made by the students and help them make the best decisions. Each round can be calculated by the Finance role. Please make sure you have made and saved all your decisions before calculating the round.