

This is your final email from MAGIC and it has everything you need to know for the event to run smoothly. Thank you for participating in this event! All time is in ET, adjust for your local time.

### **The Schedule for Event Day**

Door open for students to sign in and set up at 11:00am

Live coverage begins at 12:00pm

Competition begins at 12:30pm (do not hand out CTF Team Instructions until 12:30pm).

Competition ends at 3:30pm

### **PRIOR to 11:00am on Saturday**

-You will make copies of the attached Puzzle Prompt Forms to hand out to your coaches on Saturday. These are a guide for coaches. DO NOT share these with students. Destroy after event.

-You will make copies and place the attached CTF Team Set Up Form with your location's Wi-Fi info. at each team's table for students to use before the event starts to test that they can access their RDP.

-You will print the Student Sign-in Form tab and the Registration tab from the attached Registrations for (Your Location) excel spreadsheet (two tabs in this spreadsheet). Your location has \_\_\_ people registered. You have \_\_\_ established teams and \_\_\_ students that need to be put on a team. Use your best judgement when creating teams. We have included their education level and school to help facilitate that. You have \_\_\_ students that will need a computer provided to them. You are welcome to adjust this spreadsheet to fit your needs.

-You will make copies of the attached 3 Page Walk-in Registration Form, Ethical Hacking Pledge and Media Release Form for any walk in participants.

-You will print the attached CTF Team Instructions, but not hand them out yet. You have enough for \_\_\_ teams. Each one of these forms is UNIQUE.

-You will monitor your Slack channel for communications.

-You will send us your live YouTube video link over Slack.

-You will set up a screen/monitor displaying the main event's live video stream which you can find at <http://www.carrollmediacenter.org/channel-19/> There will be about a 20 second delay for this to go live. Whatever is playing will stop when we go live. Once the event is started you can lower the volume of the live video. The beginning, any score updates, and the end are the most important times to watch and listen.

-You will have a screen/monitor for the main event's scoreboard which can be viewed here: <http://scoreboard.ctfmagic.org/scoreboard> You do not log into this to view it.

**At 11:00am on Saturday**

-The doors open for students to sign in, fill out any needed forms, and get set up. Students will follow the CTF Team Set Up Forms that are on their tables to test that they can access RDP.

**At 12:00pm on Saturday**

-The live stream of main event begins. Everyone is to watch and prepare for competition! Watch it at this link: <http://www.carrollmediacenter.org/channel-19/> There will be about a 20 second delay for this to go live. Whatever is playing will stop when we go live. Once the event is started you can lower the volume of the live video. The beginning, any score updates, and the end are the most important times to watch and listen.

**At 12:30pm on Saturday**

-You will distribute one of the UNIQUE CTF Team Instructions to each team at 12:30pm to start the competition. Do not distribute these prior to 12:30pm. We will count down on the live video stream and everyone will start at the same time. Once the event is started you can lower the volume of the live video. The beginning, any score updates, and the end are the most important times to watch.

**3:30pm on Saturday**

-Competition Ends! If you have a winning team, email the first and last names of the winners and the correct email address for each member immediately at the conclusion of the competition to [arupp@magicinc.org](mailto:arupp@magicinc.org) so they can receive their Amazon gift card. Please also take a photo of the winning team holding the attached 1st, 2nd, or 3rd place CTF Winners Sign and email it to [arupp@magicinc.org](mailto:arupp@magicinc.org)

**4:00pm on Saturday**

-Live stream of main event ends.

**Monday after event:**

-Scan signed Sign-In Forms to [arupp@magicinc.org](mailto:arupp@magicinc.org)

-Scan any 3 Page Walk-in Registration Forms, Ethical Hacking Pledges, and Media Release Forms to [arupp@magicinc.org](mailto:arupp@magicinc.org)

-Email photos of event to [arupp@magicinc.org](mailto:arupp@magicinc.org)