Diamond Challenge

for High School Entrepreneurs

Welcome

to the 2017 Diamond Challenge competition!

This year, we've rolled out a new, in-depth platform to manage team submissions. We are hoping this will allow teams to submit their best work yet! Whether you are brand new to the Diamond Challenge community or an alumnus who can't get enough, we hope that our step-by-step guide explaining how to navigate our new competition software will come in handy.

The first thing you will have to determine is your role within the Diamond Challenge. Are you a student or an advisor? Because the responsibilities for each role are so unique, students and advisors have different types of accounts in our system, and so it is important that you register in the correct order. We recommend the following steps:

1

Select a team leader, or Team Owner, for your concept. This person must be a student team member. As of Diamond Challenge 2017, teachers and other advisors should no longer create teams on behalf of their students. Although the Team Owner will be the student to do most of the initial legwork, this position can be changed at any point of the Diamond Challenge and all team members are seen as equal participants throughout the competition.

2

Visit **compete.diamondchallenge.org** to access the portal. Before logging in, you should be taken to a homepage that looks like this:

Help

Diamond Challenge
for High School Entrepreneurs

powered by **UNIVERSITY OF DELAWARE** | **Horn Program in Entrepreneurship**

PAUL & LINDA MCCONNELL YOUTH ENTREPRENEURSHIP INITIATIVE

Welcome to Diamond Challenge's Competition Portal!

We hope that this page will be able to serve as your hub for all things Diamond Challenge as you navigate through the competition. Please be sure to check the links to familiarize yourself with our website, curriculum, mentoring portal, and more! If you need a walk through for registration, that will be provided *here*. If you have technical questions not covered in the walk through, please contact support@fluidreview.com. If you have questions about Diamond Challenge, please contact rachel@diamondchallenge.org.

Sign In

Email:

you@example.com

Password:

Enter your password here...

Sign In »   Trouble Signing In?
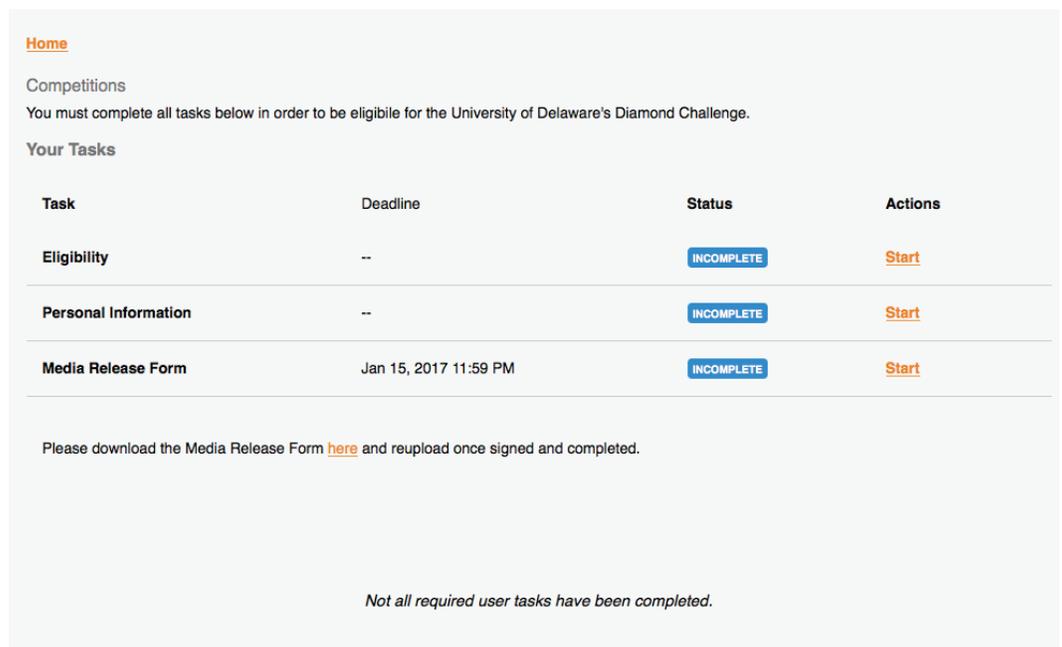
Need An Account?

Sign Up »

3

The Team Owner should be the first student to create an account. Other students should NOT create accounts yet or apply to any competitions to prevent duplicate submissions.

4

After registering, the Team Owner will be taken to a page that looks like this:

Home

Competitions

You must complete all tasks below in order to be eligibile for the University of Delaware's Diamond Challenge.

Your Tasks

Task	Deadline	Status	Actions
Eligibility	--	INCOMPLETE	Start
Personal Information	--	INCOMPLETE	Start
Media Release Form	Jan 15, 2017 11:59 PM	INCOMPLETE	Start

Please download the Media Release Form here and reupload once signed and completed.

Not all required user tasks have been completed.

5

Before selecting a competition, the Team Owner will need to fill out an eligibility and personal information form. This will determine which live pitch sites your team is eligible to compete in and gives the Diamond Challenge leadership the information we need to contact you if needed. Once the Team Owner fills out their eligibility and Personal Information form, they will have the option to select a competition. The page will now look something like this:

Your Tasks

Task	Deadline	Status	Actions
Eligibility	--	COMPLETE	View I Edit I Delete
Personal Information	--	COMPLETE	View I Edit I Delete
Media Release Form	Jan 15, 2017 11:59 PM	INCOMPLETE	Start

Please download the Media Release Form here and reupload once signed and completed.

If you are creating a new application and team and have not yet applied for a competition track, click **"View Competitions"** below to see which you are eligible for and to begin an application. If you've been invited by another team member, you will only see the competition for which you've been invited.

Note: Even if you see multiple competitions for which you have been invited or are eligible for participation, **you may only compete in one, and multiple submissions may result in disqualification**.

Your Competitions

STATUS: Any ⬍   SEARCH: Search...   Go

No applications found

View Competitions »

6

Although each team member needs to submit a media release form by the January 15th deadline, they will not need to do so before selecting their competition. Once the Team Owner has completed the first two tasks, they can click "view competitions" to see the following page. (See the blue box in the bottom left-hand corner above. Once you click, you will be taken to a page that looks something like this:

Home » **Competitions**   [View my list]

Competitions

You are eligible for 6 competition(s).
Even though you may be eligible for more than one competition, you may only choose to compete in one. **Multiple submissions may result in disqualification - if you need to change your pitch location or track, email rachel@diamondchallenge.org.**

[Q Search...] [Go]   FILTERS: [All competitions]   SORT: [Alphabetically]

	Competition	Description	Category	Deadline	Actions
	Business Concept - Danville, CA	The live pitch will take place on March 4, 2017 at the Athenian School, 2100 Mt Diablo Scenic Blvd, Danville, CA 94506	Competition (Internal)	OPEN Sep 01, 2016 CLOSED Jan 15, 2017	
☐	**Business Concept - La Jolla, CA**	The live pitch will take place on March 11, 2017 at the La Jolla Country Day School, 9490 Genesee Ave, La Jolla, CA 92037	Competition (Internal)	OPEN Sep 01, 2016 CLOSED Jan 15, 2017	**Apply Now**
☐	**Business Concept Virtual**	For virtual competitions, you will need to submit a 5-minute pitch video.	Competition (Internal)	OPEN Sep 01, 2016 CLOSED Jan 15, 2017	**Apply Now**
☐	**Social Venture - Danville, CA**	The live pitch will take place on March 4, 2017 at the Athenian School, 2100 Mt Diablo Scenic Blvd, Danville, CA 94506	Competition (Internal)	OPEN Sep 01, 2016 CLOSED Jan 15, 2017	**Apply Now**
☐	**Social Venture - La Jolla, CA**	The live pitch will take place on March 11, 2017 at the La Jolla Country Day School, 9490 Genesee Ave, La Jolla, CA 92037	Competition (Internal)	OPEN Sep 01, 2016 CLOSED Jan 15, 2017	**Apply Now**
☐	**Social Venture Virtual**	For virtual competitions, you will need to submit a 5-minute pitch video.	Competition (Internal)	OPEN Sep 01, 2016 CLOSED Jan 15, 2017	**Apply Now**

Showing 1 - 6 of 6

7

The Team Owner should select ONE competition to compete in. Although they might be eligible to compete in many different locations and tracks, each student and team may only complete ONE submission.

a. To use the above image as an example, this team has decided to compete in the Business Concept competition and to pitch live in Danville, California. This team may NOT submit a Social Venture concept for Danville, California, and they may NOT compete in either track virtually. They may NOT compete in La Jolla, California. This list will show you all of your options, but your team may only compete in one.

b. If you accidentally select the wrong competition or find that you need to be moved, contact Rachel@diamondchallenge.org by the registration deadline November 27th, 2016.

8

The Team Owner will then be taken to their submission page. Here, they will be able to add their advisor and other team members, as well as submit their online materials.

9

First, they will need to add an advisor. They will invite the advisor to their team by filling out this form:

Add Advisor

Please fill out the form below. Please enter the information for the person who will be your advisor for the Diamond Challenge.
Once you've completed this form, your advisor will be sent an email with instructions on how to proceed. **You will not be able to complete your submission until your advisor fills out their form**.

First name:

Last name:

Email address:

Email address (again):

In order to ensure success, please make sure to inform your advisor that they will be getting an email from us. Sometimes these emails may get caught in spam so please ask them to check their spam folder in the event that they don't see it.

Note: If your advisor doesn't receive an email within 24 hours, you can try resending the request.
If the advisor still doesn't get the email, please contact us via our support page.
Please be sure to include the email address of your advisor.

Submit

The advisor will then get an email alerting them to create an account and accept their position. The advisor will receive one notification for each team that invites them to join, but will only need to create one account. Advisors will not be able to edit submissions, but they will be able to download submissions to check their students' progress. Please note that students will not be able to submit their concept until their advisor accepts their position on the team.

10 The Team Owner will then add the rest of the team members. The first time a Team Owner adds a teammate, the form will look like this:

Add your team members

To add a new team member, or co-applicant, to your submission, please fill in all of the required information about the individual below. We suggest you make each team member a "Standard Member" meaning they have full access to the application. The team "Owner" is the main applicant and can be changed at any point, however all team members are seen as equal participants in the Diamond Challenge.

You are required to add 1 co-applicant(s). You currently have added 0 co-applicant(s).

First name: [   ]

Last name: [   ]

Email: [   ]

Access Level: [Standard member ⏶⏷]

Submit

11 The new team member will get an email asking them to create an account or join a team.

12 After the first team member is added, the task will look a little different than before:

Add your team members   COMPLETE   View Edit Delete

Add 1-3 students to your team.

13

Once the team is fully assembled, every team member will have the option to edit their concept name, description, and upload necessary files. You will always be able to return to your submission page to check the status and your "Task" list before hitting submit.

Home » Business Concept - Kenya » CA-33227

CA-33227
Business Concept - Kenya
Application Round

Task	Status	Actions
Add Advisor	PENDING	Edit Delete
Add your team members	INCOMPLETE	Start

Add 1-3 students to your team.

Task	Status	Actions
Live Submission Form	INCOMPLETE	Continue
Upload Written Concept	INCOMPLETE	Start
Supporting Document 1	INCOMPLETE	Start

Supporting documents are NOT required in order to complete your submission. Supporting documents may include files such as cited sources, mock-ups of the finished product, logo files, supporting charts or data, etc. These should be treated as appendices, rather than pages that should be included in the maximum 5-page written concept.

Task	Status	Actions
Supporting Document 2	INCOMPLETE	Start
Supporting Document 3	INCOMPLETE	Start
Submit	PREREQUISITES NOT MET	

Add your Logo

View Rankings

Progress
This submission is 0.0% complete. You still need to:

- Complete task "Add Advisor"
- Complete task "Add your team members"
- Complete task "Live Submission Form"
- Complete task "Upload Written Concept"
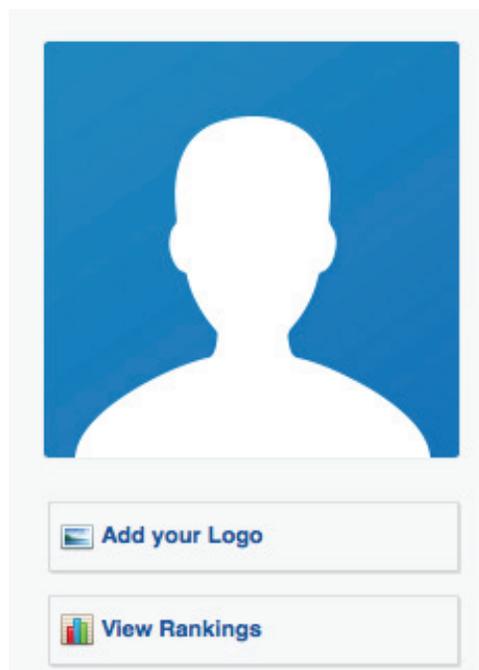- Submit

Withdraw Application

Those competing virtually will have an additional step of adding a video to their submission, but that's the only difference.
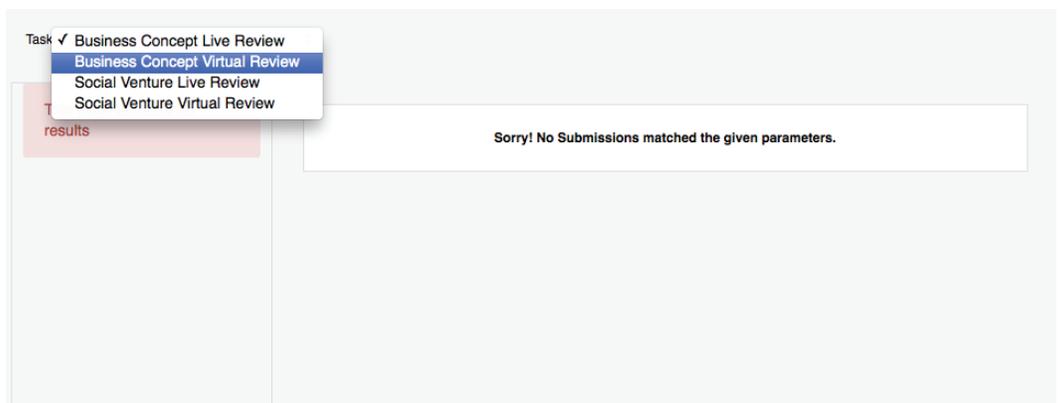
14

Once everyone is satisfied with the materials and the advisor has accepted their position, teams can go ahead and submit!

After the Judging Period

Each time your submission is reviewed by a judge, you will receive an email alerting you so that you may view their feedback. To do this, sign in and on your submission page, click "view rankings" as seen below:

You will then be taken to a screen similar to the one below.

Choose a review task depending on which track you competed in, and you will see your submission in the bar on the left. After clicking on that, you will be able to see how you scored and the feedback that the judges left for you.

All judges will be kept anonymous, so we cannot answer direct questions about the feedback itself or the scores assigned to your submission. The semifinalists from the virtual tracks will be announced on February 10th, 2017.

We wish you the best of luck while embarking on this exciting journey. If you have any more questions that this guide was not able to answer, please email **rachel@diamondchallenge.org**.

Thank you!

- The Diamond Challenge Team