



# The Fresh Connection APICS Global Student Challenge

## *How to guide*

This is a short How-to-Guide to help you with the steps you need to take to participate in the Challenge.

The first step you have to take in order to participate is to [register](#). This year teacher endorsement is mandatory. Both students and teachers need to register. After registration, you can log in and update your profile on the 'my account' page and manage your team on 'my team' page.

## Registration – Students

- **Form a team**

A team consists of 4 students in total. One member of your team needs to create the team by typing the team name (this can be done during registration or after registration in your team page). The remaining 3 members can join the team:

- If not yet registered, they can be invited through the team page. After using the link in the invitation email to register, a student will be automatically added to the team.
- If already registered, they can select the team name from the list in their team page.

- **Qualification Period**

Selecting a Qualification Period for your team (in your team page), will allow your team to be approved and receive logins for this Qualification Period. Within each Qualification Period, the team members can choose when to play the rounds and arrange their time.

- **Teacher endorsement**

Teacher endorsement is mandatory; therefore, your team will not receive logins details if you don't have an endorsing teacher. In the list of teachers (in your team page), you will find the teachers from your educational institution who have already registered. If not yet registered, you can invite your teacher through your team page. After using the link in the invitation email to register, your teacher will automatically become the endorsing teacher of your team.

- **Team status**

Login details will be sent only to compete teams. You can monitor your team status in your team page. There you will be able to see what still needs to be done in order to receive the login details and get started with the Qualification Rounds.

## Registration - Teacher

This year teacher endorsement is mandatory already from the Qualification Phase. Any teacher from the same educational institution as the students can endorse a team. The endorsing teacher will be appointed a watch role which will allow him/her to monitor the team's performance and guide the students in making the best decisions. There is no limit to the number of teams a teacher can endorse.

There are two easy ways for a teacher to endorse a team:

- If the teacher is not yet registered, the students can invite the teacher through their team page. After using the link in the invitation email to register, the teacher will automatically become the endorsing teacher of the team.
- If the teacher is already registered, the students can select their teacher in their team page.

A teacher is always able to reject any team that has selected him/her in the team page.

- **Demo login**

Once registered, a confirmation email containing demo-login details for the TFC portal is sent. We created demo-login details to allow for a first taste of the environment and the learning materials that we have made available. The demo-login can be used to login to the portal using the link 'Enter The Fresh Connection' on the top-right corner of the website. Please note that these demo-logins do not give access to the simulation.

- **Qualification Round logins**

Once a team of four students has been completed and the students have selected their endorsing teacher, the Qualification Round logins will be sent via email to all at the beginning of the selected Qualification Period. In case the Qualification Period already started, logins will be sent via email to all within 48 hours after team completion.

## The Qualification Rounds

The logins will give you access to the TFC portal, which can be accessed using the button 'Enter The Fresh Connection' on the top-right corner of the website. Please keep in mind

that the login details are personal and should not be shared or exchanged between team members because this causes serious technical issues.

- **Timeframe**

After receiving login details, each team will have to meet the qualification criteria within that Qualification Period. During this period the students have complete freedom regarding when and for how long they play each of the Qualification Rounds. Take into account that you may need at least around 1 to 1,5 hours per round.

- **Selection of roles**

After logging into the simulation, you will be asked to select a role. Each student needs to select one of the four VP roles (**not** the watch role) and the teacher selects the watch role. With the watch role, the teacher cannot make any decisions, but can oversee all decisions made by the students.

- **Calculation of each round**

After the students have made all the decisions for a round, this round can be calculated by the Supply Chain role using the 'calculate results' button on the top right of the screen. Please make sure all your team members have made and saved all decisions before calculating the rounds.

- **Qualification Criteria**

There are 4 Qualification Rounds, two with increased complexity in round 3 and 4. In order to qualify for the National Rounds, the team must:

- Complete all 4 Qualification Rounds
- Obtain a positive Return on Investment (ROI) in the third or fourth round
- Each student will have to complete their profile in [The Talent Connection](#), the recruitment platform of the Challenge.
- In case a team completed all 4 rounds but did not obtain a positive ROI, the team is eligible for a retry in the next Qualification Period.

- The **Qualification Phase** lasts from November 1<sup>st</sup> 2016 until April 15<sup>th</sup> 2017 and is divided in 6 **Qualification Periods**:

- November 1<sup>st</sup> – November 30<sup>th</sup> (registration deadline: November 20<sup>th</sup>)
- December 1<sup>st</sup> – December 31<sup>st</sup> (registration deadline: December 21<sup>st</sup>)
- January 1<sup>st</sup> – January 31<sup>st</sup> (registration deadline: January 21<sup>st</sup>)
- February 1<sup>st</sup> – February 28<sup>th</sup> (registration deadline: February 25<sup>th</sup>)
- March 1<sup>st</sup> – March 31<sup>st</sup> (registration deadline: March 25<sup>th</sup>)
- April 1<sup>st</sup> – April 15<sup>th</sup> (registration deadline: April 15<sup>th</sup>)

If you face any technical issues, please contact: [info@fcstudentchallenge.org](mailto:info@fcstudentchallenge.org)