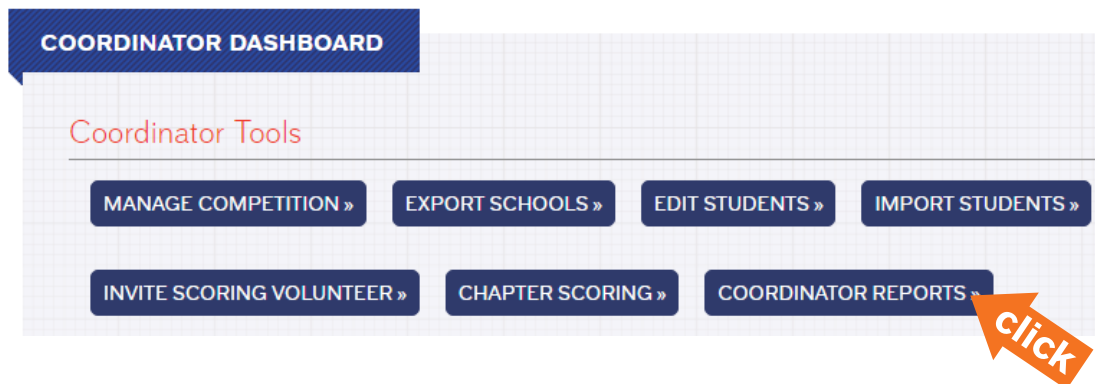


TWO DAYS BEFORE COMPETITION DAY

Printing Certificates

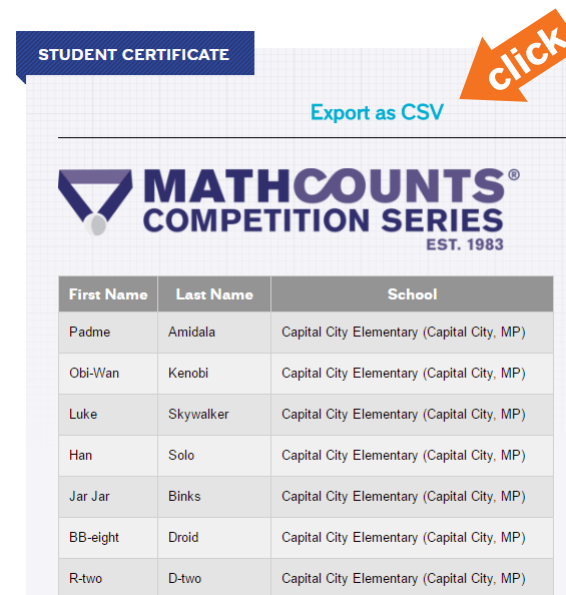
Once you have imported the student names for the schools at your competition, you can print the participation certificates for students and coaches. Blank certificates (no names, dates, signatures) for students and coaches are provided by MATHCOUNTS free-of-charge and can be ordered through Sports Awards.

On the Coordinator Dashboard, click on **Coordinator Reports**.



Two of the report options under Pre-Competition Admin on the Coordinator Reports page are **Student Certificate Information** and **Coach Certificate Information**.

Each of these certificate links will take you to a webpage with an **Export as CSV** link to download a CSV file (see next page). This file has all of the information needed to perform a mail merge with a Word template for the certificates.



Column C of the CSV file contains the school name. However, the chapter and state information are attached to the school name.

To easily delete the chapter and state information:

- 1) highlight Column C
- 2) go to Find and Replace;
- 3) enter the three characters (*) into the "Find what" field
- 4) leave the "Replace with" field blank
- 5) click Replace All

pre Find and Replace

	A	B	C	D	E	F	G	H
1	First Name	Last Name	School					
2	Padme	Amidala	Capital City Elementary (Capital City, MP)					
3	Obi-Wan	Kenobi	Capital City Elementary (Capital City, MP)					
4	Luke	Skywalker	Capital City Elementary (Capital City, MP)					
5	Han	Solo	Capital City Elementary (Capital City, MP)					
6	Jar Jar	Binks	Capital City Elementary (Capital City, MP)					
7	BB-eight	Droid	Capital City Elementary (Capital City, MP)					
8	R-two	D-two	Capital City Elementary (Capital City, MP)					
9	C-three	PO	Capital City Elementary (Capital City, MP)					
10	Big	Bird	STEM Charter School (Capital City, MP)					
11	Cookie	Monster	STEM Charter School (Capital City, MP)					
12	Kermit	the Frog	STEM Charter School (Capital City, MP)					

Find and Replace

Find

Replace

Find what: (*)

Replace with:

Options >>

Replace All

Replace

Find All

Find Next

Close

click



	A	B	C	D	E	F	G
1	First Name	Last Name	School				
2	Padme	Amidala	Capital City Elementary (Capital City, MP)				
3	Obi-Wan	Kenobi	Capital City Elementary (Capital City, MP)				
4	Luke	Skywalker	Capital City Elementary (Capital City, MP)				
5	Han	Solo	Capital City Elementary (Capital City, MP)				
6	Jar Jar	Binks	Capital City Elementary (Capital City, MP)				
7	BB-eight	Droid	Capital City Elementary (Capital City, MP)				
8	R-two	D-two	Capital City Elementary (Capital City, MP)				
9	C-three	PO	Capital City Elementary (Capital City, MP)				
10	Big	Bird	STEM Charter School (Capital City, MP)				
11	Cookie	Monster	STEM Charter School (Capital City, MP)				

post Find and Replace

	A	B	C	D	E	F	G	H
1	First Name	Last Name	School					
2	Padme	Amidala	Capital City Elementary					
3	Obi-Wan	Kenobi	Capital City Elementary					
4	Luke	Skywalker	Capital City Elementary					
5	Han	Solo	Capital City Elementary					
6	Jar Jar	Binks	Capital City Elementary					
7	BB-eight	Droid	Capital City Elementary					
8	R-two	D-two	Capital City Elementary					
9	C-three	PO	Capital City Elementary					
10	Big	Bird	STEM Charter School					
11	Cookie	Monster	STEM Charter School					
12	Kermit	the Frog	STEM Charter School					

Find and Replace

Find

Replace

Find what: (*)

Replace with:

Options >>

Replace All

Replace

Find All

Find Next

Close

From the Forms and Materials page in the Coordinator Section (not the Dashboard) of the MATHCOUNTS website, download the **2017 Certificate Spacing Template** file. This is a Word document.

You can use this template as a starting point for generating a mail merge document to use with the Student (or Coach) Certificate Information CSV file. Simply insert the First Name, Last Name and School Name merge fields over the text we provided and complete the mail merge.

If you have a smaller competition, you also can simply type the names of your students and schools over our field indicators.

It is almost certain you will need to make some adjustments, but the basic spacing is provided.

MATHCOUNTS®
CHAPTER CERTIFICATE OF MERIT

FOR PROVEN EXCELLENCE IN THE MATHCOUNTS CHAPTER COMPETITION

THIS CERTIFICATE OF MERIT IS AWARDED TO

1 *Padme Amidala*

FOR SUCCESSFULLY REPRESENTING

2 *Edison Middle School*

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[Signature] **3**

January 10, 2017 **4**

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NATIONAL COUNCIL OF TEACHERS OF MATHEMATICS, CNA FOUNDATION

1 *First and Last Name*

2 *School Name*

3 *Place Electronic Signature Here*

4 *Overtyp e with Date*

In our template, the competitor/coach **(1)** and school names **(2)** use the font Monotype Corsiva and are font size 36.

Additionally, there are two text boxes in the bottom right corner. You can paste an electronic signature in the top text box **(3)** and type the correct competition date in the bottom text box **(4)**.

When the 2017 Certificate Spacing Template—or a similar file—is used to produce the certificates, the finished product will look like the certificate to the left. Note that by filling in the two text boxes **(3 & 4)** in the bottom right corner, coordinators no longer need to sign and date each certificate.