

Checklist - registration management



To every teacher who wants to take part in The Big Challenge contest, here is a checklist to help you manage your students' registration:

- ☐ Talk to each English teacher in your school to add up all the participants, across every class.
- ☐ Distribute the **information letter** and, **where relevant**, the **parental consent form** for the contest to parents.
- ☐ Collect the **registration fee**:
 - 5 EUR / student
- ☐ Pass the registration fee on to your **school coordinator**, letting them know how many students are registered per level.
- ☐ Do the **online registration** for your school on our website.
- ☐ Make a list of any **native English-speaking students** and send it to us.
- ☐ **Choose one or more time slots for your students** within the contest dates:
 - 15 - 27 March 2027
- ☐ Let your students know that The Big Challenge takes place **within the school**, explain the contest rules to them, and suggest they start practising on **PLAY**.

Thank you very much for your involvement.

The Big Challenge team

TRAINING

Get your students ready all year round

The Big Challenge PLAY app gives a fun, free way into English, in class or at home. Scan to discover it.

