**Reporting Checklist**

**Required for Competition**

The SECME competition hosts must report all winners to the SECME National Office and upload their competition documents and videos via electronic registration. Registration opens **Monday, March 13, 2023**, and closes **Monday, April 3, 2023\***. Complete the SECME Registration Information. \*Deadline extension for the Texas Region.

Reports not submitted will result in a zero score for that section. Except for videos, **ALL** work must be converted to a PDF document before submission.

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| **ELEMENTARY SCHOOL DIVISION** | | | |
| **MTC** | **WBR** | | **VEX IQ** |
| * Written report (includes MTC materials list and handwritten calculations) * Photos of car * Video of the car in motion * AOE video presentation * Consent Forms * Team Photo | * Written report (includes calculation exercises) * Patch * Photos of rocket * Video of the rocket in motion * AOE video presentation * Consent Forms * Team Photo | | * Engineering Notebook * Photos of robot * Video of the robot in motion * AOE video presentation * Consent Forms * Team Photo |
| **ESSAYS/VISION BOARD** | | | |
| **Grades Pre-K-2** | | **Grades 3-5** | |
| * Vision Board * Video vision board explanation – 4 min. max * Consent Form * Student Photo | | * Essay * Vision Board * Vision Board Explanation (1-paragraph) * Video vision board explanation (optional) 4 min. max * Consent Form * Student Photo | |
| **ADDITIONAL SUBMISSIONS DUE** | | | |
| SECME Student Surveys  **Allstudents participating in SECME must be complete the electronic student survey.** The Student Survey is required to advance to the SECME National Engineering Design Competition Finals and must be completed no later than **Monday, April 10, 2023.** Students **will be ineligible to advance** to the SECME National Engineering Design Competition Finals if they have not completed the SECME Student Survey. | | | |
| **EXPLANATIONS** | | | |
| *Vision Board Video Explanations*  *Video explanations should be a maximum of four (4) minutes.*  *MTC and WBR*  *Technical and Written reports must have the materials list page included in the report. Reports should also include, where applicable, their handwritten calculations (MTC) and 1 set per team of the calculation exercises (WBR).*  *Photos of vehicle*  *MTC photos should be taken from 5 angles: top and bottom view; left, right, and back views.*  *WBR photos should be taken from 4 angles: top and bottom view; left and right-side views.*  *VEX photos should be from 4 angles: top and bottom view; left and right-side views.*  *Consent Forms*  *Consent forms are required for* ***each*** *student and* ***each*** *student on the team.*  *AOE Video Presentations should be five to seven minutes maximum.*  *A video demonstrating the movement and functionality of the SECME student team’s vehicle, and the demonstration video should not be longer than 2-minutes.* | | | |