STEP BY STEP GUIDE TO REGISTERING FOR THE STOCK MARKET GAME[™]

(Revised August 2019)

Go to www.stockmarketgame.org and click "Register."

Or, you can go to <u>www.vcee.org</u>, select your grade level and then select "Stock Market Game" from the drop-down menu.

YOU MUST SUPPLY ALL INFORMATION IN BOXES MARKED WITH AN ASTERISK AND/OR BORDERED IN BLUE.

STEP #1 Register Now

Please note: only adults and educators are authorized to register here. If you are an elementary, middle, or high school student, please contact your teacher to register for SMG.

First Name *		
name	7	
Last Name *		
name	7	
Email *		
example@example.com	n 🗲	
Teach Students/Others	Participate By Myself	IF THE "CONTINUE" BUTTON DOES NOT ACTIVATE, YOU HAVE OMITTED A PIECE OF
(Can select both)	r articipate by mysen	REQUIRED INFORMATION.
Cont	inue	
EP #2		
Let's find yo	ur program.	
Enter Your Postal Code to loc Teachers, use your so		
Enter your postal code		
postal code	F	
US & US territories		

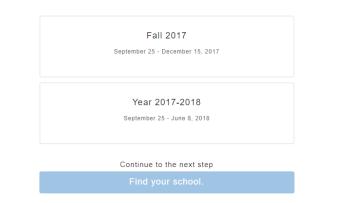
 $\hfill\square$ I want the international program

Continue to the next step

ick my program period.



When would you like to participate?



ALL AVAILABLE GAMES, INCLUDING FREE PROMOTIONAL GAMES WILL BE LISTED HERE. For instance, this screen shot was taken before registration for the winter promo and spring games opened.

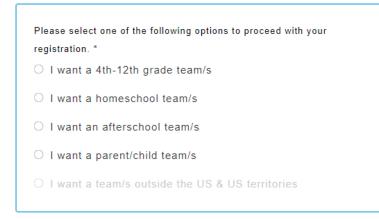
STEP #4

Where will you teach the program?

Enter your school's postal code

23284

US & US territories



Click on your school.

Once you have selected your school, the system will attempt to pull up the information and automatically complete most of the blocks below. NOTE: DO NOT USE YOUR COMPUTER'S BACK BUTTON—NAVIGATE USING THE LINKS AT THE TOP OF THE WEB PAGE.



Update Your School's Information

All fields with a blue frame and asterisk must be completed to advance to the next screen.	
School Name *	Be sure to complete every box marked with an asterisk or bordered in blue.
ECHO LAKE ELEM	You won't be able to move on if you
School Type *	leave one blank!
None Selected	
	Double-check the information that was
Address *	automatically filled in for you. Edit as
5200 Francistown Rd 🥕	needed and be sure to select the
address 2	correct "school type."
City *	Please fill in all blocks, even if not
Glen Allen 🥕	required, as this is information the
	coordinator will need if you have a
State * Postal Code *	winning team or if there is a problem
VA 🗲 23060 🗲	with your bill.
County *	
HENRICO COUNTY	/
Country *	
United States 🗲	
Phone *	
phone #	
Alternate Phone *	
alternate phone #	
Principal First Name	
principal's first name 🥕	
Principal Last Name	
principal's last name 🥕	

 \Box Yes, my school is Title I eligible

 $\hfill\square$ Yes, over 50% of the students in my school receive free or reduced lunch

Continue to the next step

Set up my classes.



Add Your Classes

Class Name *		
class name		All of these boxes must be complete
Subject Area *		
None Selected	· · · ·	
Student Type *		
None Selected	•	
Class Type *		
None Selected	•	Remember: In order to be eligible for
# of Students *	# of Teams *	of-competition regional/state awards teams must have at least 2, but no mo than 4 students.
		*PROMOTIONAL GAMES HAVE ONLY
of Students *	# of Teams *	TEAM.
ational Organization		
None Selected	•	
/ould you like a financial profe lass during your Stock Market		
Yes ONo		Select "yes" or "no" to activate the button.

After this step, my computer scrolls down to general information.



SCROLL BACK UP!

You will see the information you entered for your first class.



	delete 🕽
Class Name *	
class name	
Subject Area *	
Subject Area *	

CONTINUE ADDING CLASSES THE SAME WAY. WHEN YOU HAVE FINISHED ENTERING CLASSES, CLICK THE BUTTON BELOW.

Continue to the next step

Continue

STEP #7

How will you be paying?

You will receive your Program IDs and Passwords when your payment is processed.

Payment Me	thod	
Check/ Purchase Order	Pay Later	
Continue to the	next step	
Continu	ie	

WHEN YOU CLICK CHECK/PURCHASE ORDER, THIS WILL APPEAR.

FOR REGULAR GAME SESSIONS, SELECT CHECK/PURCHASE ORDER. WE DO NOT ACCEPT CREDIT CARDS. YOU DO NOT NEED TO ACTUALLY KNOW THE PO OR CHECK NUMBER TO PROCEED.

FOR PROMO GAMES, SELECT PAY LATER. YOU WILL NOT BE BILLED.

Check or Purchase Order #

0000

Promo ID

0000

Sponsor

Sponsor

Contact Name *

Contact Name

Contact Phone *

555-555-5555

 $\hfill\square$ Use My School Address as the Billing Address

(CON'T. ON NEXT PAGE)

PLEASE SEND IN THE PO NUMBER IF YOU DO NOT HAVE IT WHEN YOU REGISTER. IT IS MOST HELPFUL IF YOU FAX OR EMAIL A COPY OF THE PO TO US. (Fax #804-828-7215; email smg@vcu.edu)

ALSO PROVIDE THE NAME AND CONTACT INFORMATION FOR THE PERSON WHO WILL ACTUALLY WRITE THE CHECK (IN THE SPACE FOR "CONTACT NAME"). IF THIS INFORMATION IS UNAVAILABLE, INVOICES WILL BE ADDRESSED TO "BOOKKEEPER" AT YOUR SCHOOL ADDRESS.

YOU WILL RECEIVE YOUR IDS AND PASSWORDS AUTOMATICALLY.

INVOICES WILL BE MAILED OUT AFTER REGISTRATION CLOSES.

School / District / Company Name *

school		7
Address *		
address 1		7
address 2		7
City *		
city		7
State *	Postal Code *	
state	≁ postal code	7
County *		
county		7
Country *		
country		2

Continue to the next step

STEP #8

Almost there! Review your details.

Review and edit your registration.

Once your registration is complete, please accept the "Rules and Code of Participation" below and click "Submit."

YOU CAN EDIT THE INFORMATION YOU ENTERED AT THIS POINT. ONCE YOU AGREE TO THE RULES AND CLICK SUBMIT YOU WILL NEED TO SEND ANY CHANGES, ADDITIONS OR DELETIONS, ETC., TO THE STATE COORDINATOR AT smg@vcu.edu.

THE WORKSHOP BUTTON IS OPTIONAL. IF YOU ARE INTERESTED IN A WORKSHOP, PLEASE GO TO <u>www.vcee.org/stock-</u>market-game-program/smg-teacher-workshops.

- Please email me a link to learn more about The Stock Market Game's (SMG) complementary programs, InvestWrite and Inves it Forward, which are offered free of charge and can greatly enhance my classroom's SMG experience.
 - InvestWrite, SMG's national essay competition, offers exciting prizes and provides a fun writing experience to extend and assess SMG students' learning.
 - Invest it Forward connects SMG classrooms to a financial industry volunteer, in-person or online, for real-world discussions on finance, investing and career fundamentals.
- I read and agreed to the Rules and Code of Participation. Once my registration has been submitted, I can only change it by contacting the Coordinator of my Local Program.



Your registration has been submitted.

To make changes, contact your Coordinator directly. (Contact Information listed below.)

Submit