

## Registration Requirements

1. To be eligible to participate, you must meet the following requirements:
  - Paid registration for Capstone® or Foundation® after **January 1<sup>st</sup>, 2016**
  - Enrollment in a 2-year associate, 4-year undergraduate or graduate course
  - Must not have competed in a previous Capsim Challenge using the same simulation. Students that have competed in a Capsim Challenge using the same simulation will not be eligible to compete in the Finals.
  - Only one registered Challenge account per product. Students that have multiple Challenge accounts registered per product will not be eligible to compete in the Finals.
2. There is no fee for registration; however, only one registration is allowed per student. More than one registration will result in disqualification.
3. Individuals can play with or without a team. If teams consist of more than one player, all team members must register. Only registered participants will be noted in the Finals.
4. No more than **5** people per team.
5. Teams do not have to correspond to a regular classroom team. You can form a new team for the competition.
6. Past and present students enrolled as Capstone participants can only register in the Capstone Challenge. Past and present students enrolled as Foundation participants can only register in the Foundation Challenge.
7. All members must register by October 30th at 12:00PM Central Time (CT). It is the responsibility of each participant to ensure that they are placed onto the correct team and that the team has all the correct participants registered prior to the deadline. Participants and teams will be disqualified if there are any disputes regarding team roster.

8. Ensure your email address is correct during the registration process. **Important** email communication will be sent out including deadlines and future instructions. Capsim cannot be held responsible if you do not receive these emails. No exceptions will be made.

### **Competition Qualifying Rounds Rules**

- To begin, please select, "Join or Form a Company" below and enter a unique team name. If you expect to play with other team members, you will want to leave registration open. If you wish you play as an individual, check the "Close Enrollment" check box so no other individuals can join your team.
- Ensure your email address is correct under the "My Account" link. **Important** email communication will be sent out including deadlines and future instructions. Capsim cannot be held responsible if you do not receive these emails. No exceptions will be made.
- All Capstone participants will compete using Capstone 2018 and Foundation participants will compete using Foundation 2018.
- Your team will compete in 8 qualifying rounds against computer teams.
- Research and development, marketing, production, and finance decisions can be made in all rounds. Additional advanced modules may be included at Capsim's discretion.
- No advice regarding strategy will be available from Capsim support representatives during the competition. Only technical problems may be addressed by contacting [Support@capsim.com](mailto:Support@capsim.com).
- The Capsim Challenge Qualifying Rounds will be in Self-Pace mode. Self-pace allows participants to advance themselves onto the subsequent round when official decisions have been saved. Instructions to advance your Company's round are provided below:
  - Once Official Decisions have been saved, exit the spreadsheet to your Company Dashboard.

- Displayed on your Dashboard will be a green button labeled as "Next Round." Follow the process to move on to the next round.
- The qualifying competition begins Monday, October 30<sup>th</sup> at 12:00PM CT. The starting conditions for Round 1 will be made available at 12:00PM CT on October 30<sup>th</sup>. There are no official deadlines for the Capsim Challenge apart from Round 8 which must be completed by 12PM CT on Friday, November 10<sup>th</sup> in order to be eligible for the Challenge Finals. Results from the Qualifying Rounds will be posted under the Challenge section of Capsim Event's page shortly after.  
<http://www.capsim.com/events/challenge/>
- **IMPORTANT:** Capsim cannot be held responsible for technological problems that disrupt the timely submission of decisions. In the event of disputes, the judge's ruling is final.

### **Challenge Finalist Selection Process**

1. Finalists are selected by taking the highest team Balanced Scorecard from each school then selecting the 6 highest Balanced Scorecards from that list.
2. In the event that one or more of the 6 highest Balanced Scorecards come from the same school, the team with highest score will advance and the 7<sup>th</sup> highest Balanced Scorecard score will advance.
3. Finalists and alternates will be contacted by email and asked if they intend to play in the Finals. Confirmation of participation must be in before 12:00PM CT, Thursday, November 16<sup>th</sup>. If a finalist is unable to attend the final competition, their slot will be offered to the next available alternate team.

### **Challenge Finals Round Rules**

1. The 2017 Fall Challenge Finals competition will be a weekend event, with Round 1 decisions due at 12:00PM CT on Saturday, November 18<sup>th</sup>. The starting conditions will be made available for Round 1 on Friday, November 17<sup>th</sup> at 12:00PM CT.
2. To win the title you must score the highest Balanced Scorecard from among the competing finalists.

3. The Capstone and Foundation 2017 Fall Challenge Champions will be recorded in the Capsim website's Challenge Hall of Fame.

**Good Luck!**