**Before the Competition:**

1. **Register for the AMC:** [amc-reg.maa.org](http://amc-reg.maa.org)
2. **Monitor your email for an AMC online registration link**
   - Competition Managers will receive an AoPS registration email within two business days to set-up their online accounts and access participant invitation links
3. **Complete the online registration process on the AMC online platform powered by AoPS**
   - For a Step-by-Step Guide, click [here](http://amc-reg.maa.org)
4. **Locate your unique Participant Invite Link in your CM portal. Copy and send students the invite link to register for the online competition**
   - Once students register, they will appear in your CM Portal.
5. **Within your CM portal, indicate which students you will proctor (if any).**
   - *Important: Students need to complete registration before you can complete this step*
6. **Manage your students in the CM Portal**
   - View the list of your team’s participants for each competition
   - Reset students’ passwords
   - Remove any participant from the competition
7. **Remind students of important dates and contact information**
   - **Practice test opens:** October 27
   - **Competition site:** [aops.com/contests/amc](http://aops.com/contests/amc)
   - **Contact Info:**
     - Policy: amcinfo@maa.org
     - Online Platform: info+contests@artofproblemsolving.com

**Pre-Competition Decisions:**

The competition format, timing, proctoring and site limits will be conducted under the direction of the competition manager.

**Format**

Competition Managers may choose to have students take the competition by online or paper administration. Only one administration type is allowed for each AMC exam.

**Timing**

Competition Managers may choose a start time for students to take the online competition, synchronously. If students cannot take the competition at the synchronous time, then a student may request an alternate time and take the competition asynchronously pending their CM’s approval.

**Proctoring**

Competition Managers may choose to have students proctored by the competition manager virtually (via video call) or by an in-person parent/guardian/supervising adult for the online competition ONLY. There is no student limit for virtual CM proctoring; however CM must indicate which students they will proctor in their CM portal. Paper administration requires in-person Competition Manager proctoring.

**Site Limits**

Competition Managers may choose to limit the number of students registered at their site. We encourage all students to take the AMC at their home institution.

**During and After the Competition:**

**During the competition:**

For CMs proctoring students, please start video conferencing with students at least 30 mins ahead of time and begin proctoring as students sign into the competition site. Students will complete a competition flow which includes sections, such as:

- Rules and regulations
- The Competition page (featuring a timer)
- A post-competition integrity form and final submission page

**After the competition:**

Monitor your email for competition updates and the AMC Toolkit which provides scores and awarding information