2026 MATH KANGAROO TEAM COMPETITION – CENTER MANAGER INSTRUCTIONS & NEXT STEPS

Dear Center Managers,

The 2026 Math Kangaroo Team Competition is approaching! Please review the following instructions carefully to prepare your center, coordinate with coaches, and ensure a smooth competition experience.

1. Center Manager Portal Access

- **Log in** using the email address associated with your Center Manager account.
- **Review** your team rosters, including team names, student names, grade levels, and assigned competition sessions. Report any errors or submit change requests through the Scantron portal.
- **Email all coaches** with the competition details, including the date, time, location/address, arrival instructions, and any other relevant logistics. Please make sure coaches share this information with their team members and parents.

Sample letter to Coaches from Team Center Manager.docx

2. Answer Sheet Downloading and Printing – Scantron (Access by November 5)

You will receive an invitation to the Scantron portal at the email address associated with your Center Manager account.

Please use the invitation link to access the portal and:

- **Before the competition:** Download and print the test booklets (one per participant) and **one answer sheet per team.**
- **During** the competition: Distribute one test booklet to each team member and one answer sheet to each team.
- **After the competition:** Collect all completed answer sheets and upload all answer sheets to Scantron **by November 23, 2026.**



3. Team Roster Changes

If you notice any errors or need to request changes to your team rosters:

- Use the **Edit Students** option in the portal to submit a request.
- All roster changes require administrative approval.
- Center Managers cannot directly add, remove, transfer, or modify students.
- Please submit requests as early as possible so they can be reviewed before the competition.

Submitting a request does not mean the change has been approved. You will need to wait for confirmation.

4. Test Booklets – Downloading and Printing

The competition will be administered on paper this year.

- Test booklets will be available online approximately **5 days before your scheduled competition date**.
- All booklets will be password-protected.
- Each Center Manager will receive a separate email with the password(s) for the specific grade-level tests assigned to their registered teams.
- Please use only the test booklets corresponding to your teams' assigned grade levels and sessions.
- Download and print the required number of copies before competition day.

Printing Costs: Math Kangaroo will reimburse the cost of black-and-white printing upon submission of the receipt.

Important – Test Security: Do not share test booklets or passwords with students, parents, or anyone else.

5. Competition Day – November 13–20, 2026

Please follow the competition schedule assigned to your center.

Before the competition:

- Confirm the arrival time and arrangements with coaches.
- Prepare the correct test booklets and answer sheets for each team.
- Verify that each team has its correct Team ID.
- Ensure that the competition is properly supervised.

During the competition:

- Teams complete the test together using the paper test booklet and one answer sheet per team.

  Answer Sheet Submission
  - **Team Captain:** Completes one answer sheet per team during the exam. No extra time is provided.
  - **Proctor:** Collects all answer sheets and promptly hands them to the Center Manager.
  - **Center Manager:** Uploads all answer sheets to the platform.

- Please make sure all answer sheets are collected before teams leave.

Important: Please collect all completed answer sheets and test booklets after each session.

6. Answer Sheet Submission – Scantron

Center Managers are responsible for uploading completed team answer sheets to Scantron.

Please follow these steps:

1. Collect one completed answer sheet from each team.
2. Log in to Scantron.
3. Upload **all answer sheets, including blank ones**, to Scantron according to the provided instructions.
4. Verify that all team answer sheets have been successfully submitted.

Deadline: November 23, 2026

Important: Answer sheets not uploaded by the deadline cannot be included in scoring. Teams whose answer sheets are not submitted will not be scored.

7. Collecting and Returning Test Booklets

Test security is essential because centers may administer the competition on different dates.

Please:

- Collect all test booklets immediately after each session.
- Keep the booklets secure and do not allow students to take them home.
- Retain the booklets until the scheduled return date.

Test booklets will be returned to participating teams on December 20, 2026.

8. Participant Gifts and Shipping

Participant gifts, including pencils and Math Kangaroo pencil toppers, along with a complimentary gift for each Center Manager, will be shipped directly to your center.

Please note:

- Test booklets and answer sheets will not be mailed; they must be downloaded and printed by Center Managers.
- Only participant gifts will be shipped to centers.
- Please check your shipment when it arrives and contact us if anything is missing.

9. Communication and Support

Please coordinate with your team coaches before competition day to ensure everyone understands the schedule and procedures.
Center Managers should communicate competition logistics and updates to coaches, while coaches should communicate directly with their team members and parents.
Please watch for additional emails and Monthly Manager Updates containing portal instructions, passwords, and other important announcements.

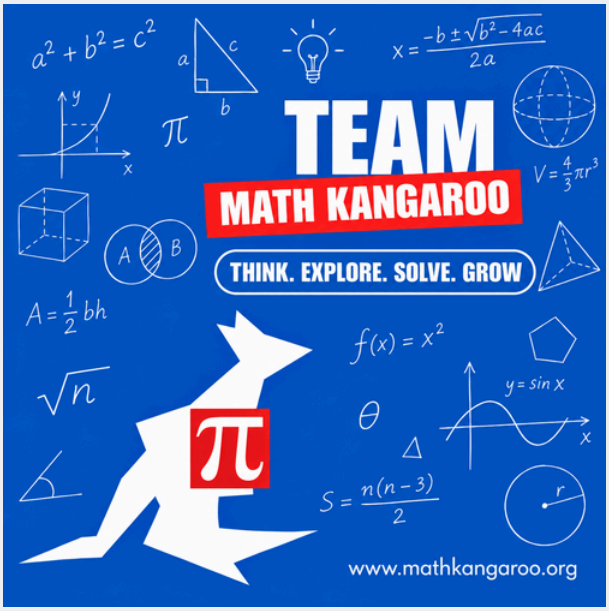
Thank you for your hard work, dedication, and continued support of Math Kangaroo! Your contribution makes this competition possible for thousands of students across the country. We appreciate your partnership and look forward to a successful 2026 Team Competition!

Important Upcoming Dates

Please mark the following dates on your calendar:

Date	Milestone
November 5	Center Manager Scantron portal invitations
November 8 onward	Test materials available approximately 5 days before each scheduled session
November 13–20	**Team Competition**
November 23	Final deadline for Scantron answer sheet uploads
December 20	Test booklets returned to teams
January 15, 2027	Competition results announced
January 15–31, 2027	Medals distribution
February 15, 2027	Answer key released
March 1, 2027	Team Competition winners announced





- Updated Slides – 2026 Team Competition Information Session
- Recording – 2026 Team Competition Information Session