As soon as you have formed your student teams, please send us the team rosters in the format outlined below. It is **VERY IMPORTANT** that you send the rosters at your earliest convenience so that we can properly recognize students of winning teams. We prefer that the rosters be emailed as an attachment (in Word or Excel). They may also be mailed or faxed.

**FORMAT**: in the upper right corner, please put your name, school, and the region (it appears on the first page of every portfolio), the semester (Fall 2009), and the total number of teams you registered (or are using, if fewer than originally requested). At the left margin, list the unique part of the team ID (e.g., A638), then list the team members to right of the ID; designating the captain if there is one. Be sure to spell the names correctly.

**CHANGES** may be emailed at any time during the semester, but we will send reminders later in the game. THANKS for your prompt attention to this request!

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