Online rallye checklist – revised 2022-10-16

As early as possible
- [ ] Create flyer
- [ ] Add to website
- [ ] Add event to Facebook group
- [ ] Post to SoCal Facebook group https://www.facebook.com/groups/433646320070274
- [ ] Get it added to PuzzleHunt calendar http://puzzlehuntcalendar.com/
- [ ] Identify how CP will be done: Jira with phone or Zoom

Personnel
- [ ] Identify who will do school
- [ ] Identify CP workers
- [ ] Identify Help desk workers
- [ ] Identify precheckers
- [ ] Identify protest committee (may change at event
- [ ] Identify who will write scoring program
- [ ] Identify who will do scoring at end of rallye
- [ ] Identify who will present awards

Tech prep
- [ ] Schedule Zoom meetings for school, protest committee, and finish
- [ ] Setup Help Desk users in Jira and train them
- [ ] Train CP workers
- [ ] Setup for writing and running python programs
- [ ] Write initial scoring program
- [ ] Get setup to receive scoresheets and send scores
- [ ] Create registration form in Zoho forms including email response
- [ ] Create scoresheet in Zoho forms including email response
- [ ] Setup Google Sheet info page
- [ ] Prep and practice MailMerge to be able to send email to all participants

Core rallye
- [ ] Compose new rallye or rewrite old one
- [ ] Create GIs and iterate to refine
- [ ] Derive Preliminary GIs from GIs
- [ ] Create RIs and iterate to refine
- [ ] Create scratch scoresheet
- [ ] Update Zoho scoresheet as needed and test it
- [ ] Update scoring program as needed and test it
- [ ] Have event prechecked, perhaps multiple times
- [ ] Have post precheck updates reviewed by precheckers

Day of the rallye
- [ ] Send Start packet
- [ ] Monitor Help Desk, coordinating schedules so people take breaks at different times

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- ☐ Deliver school
- ☐ Staff CP
- ☐ Receive scoresheet, score, and send score back to participant
- ☐ Send closed email with critique link
- ☐ Run protest committee meeting
- ☐ Deliver Finish meeting