

SUPERVISOR REGISTRATION GUIDELINES FOR THE GRAND FINAL

This document is a general guideline for all Grand Finals organized by MTO. The information, dates, and prices shown on the screens below are for illustrative purposes only. They may have changed and are not binding.

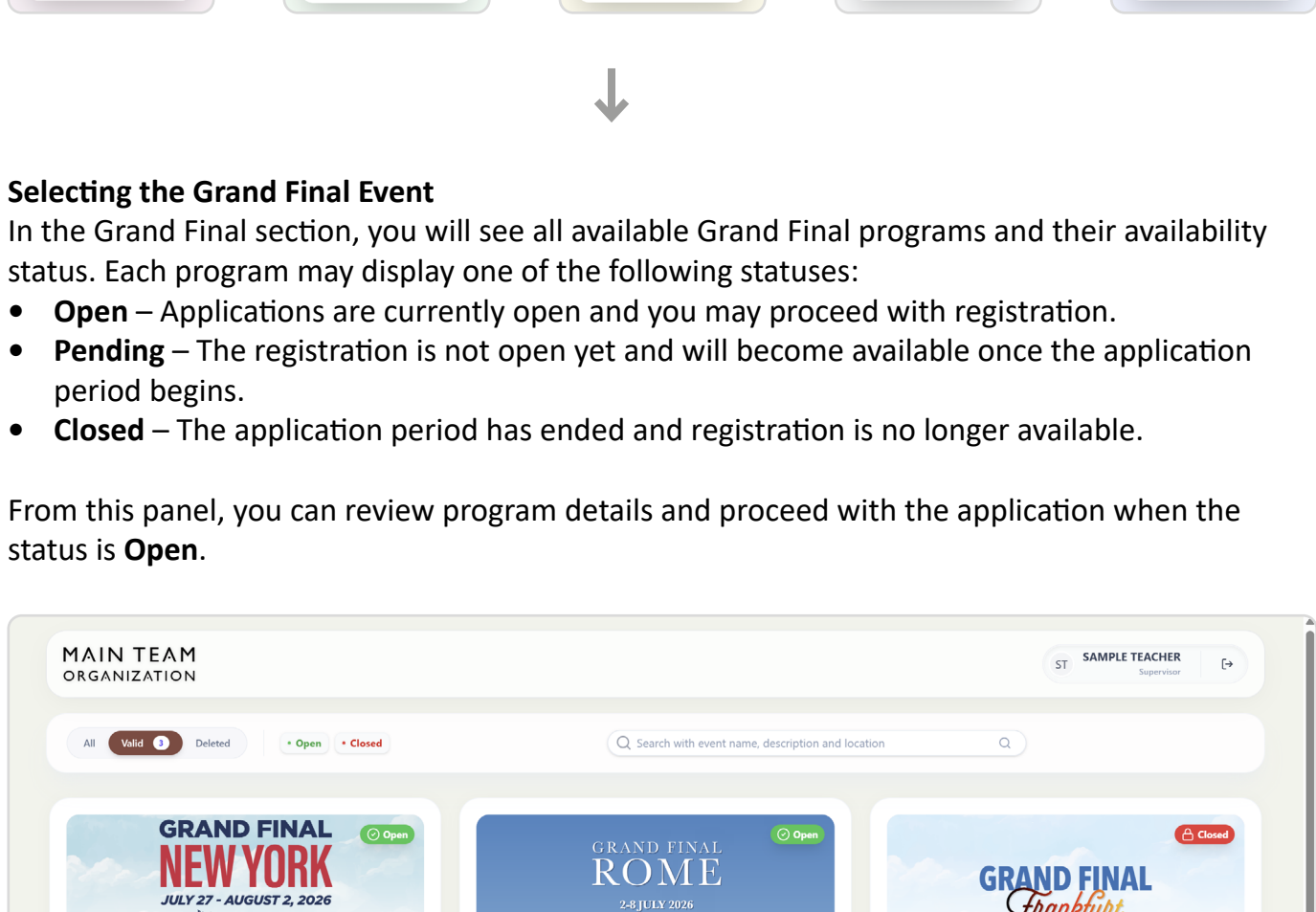
Important Reminder:

The activation of a Grand Final account by a teacher and the registration of students on the list does not mean that participation in the Grand Final is guaranteed. As groups are completed, group agreements will be sent to supervisors according to the country quotas. Only after this agreement is confirmed and the deposits are paid will the group be considered finalized.



1 Account Requirement

To register for any Grand Final organized by MTO, participants must have a registered account in their respective Olympiad system. If you already have an account, log in to your **Supervisor Panel** and navigate to the “Grand Final” section in the left-side menu.

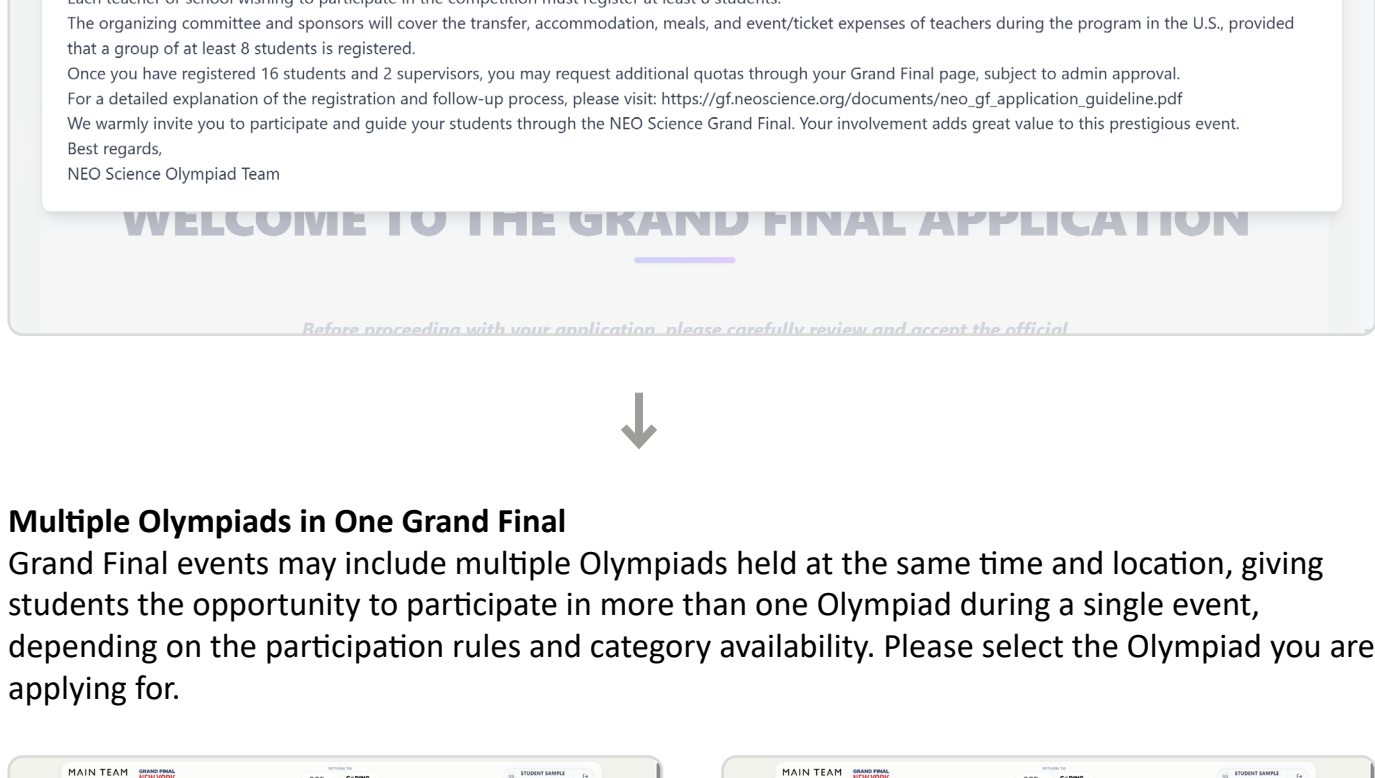


2 Selecting the Grand Final Event

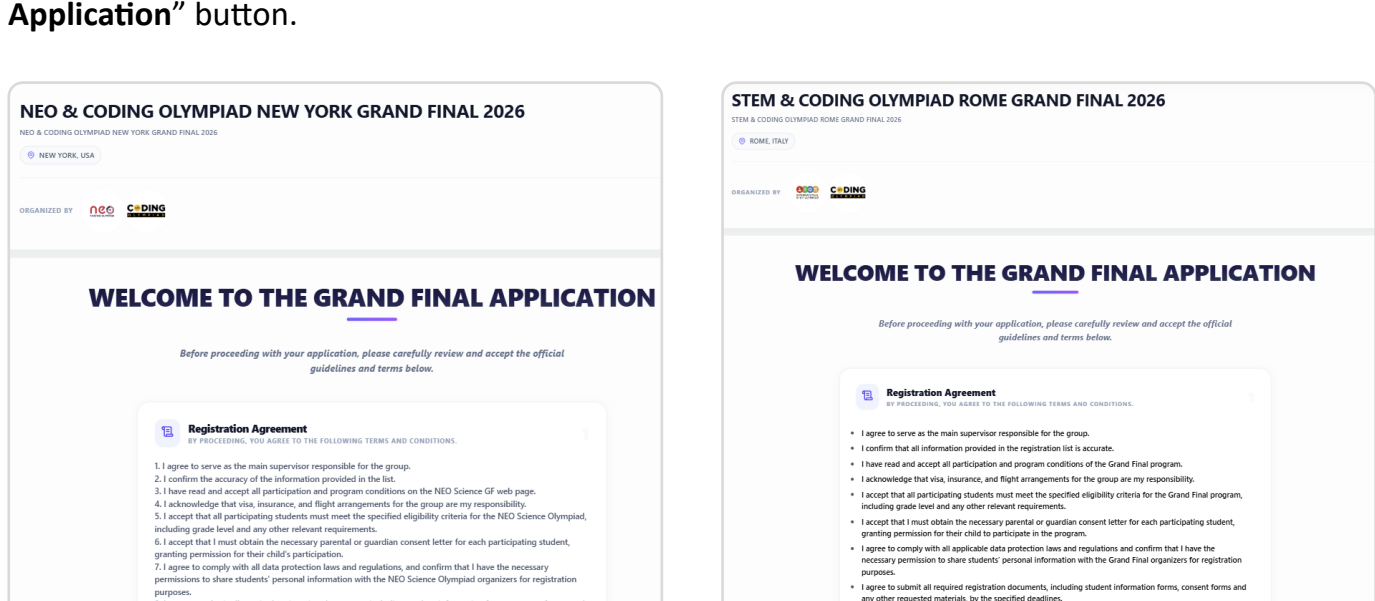
In the Grand Final section, you will see all available Grand Final programs and their availability status. Each program may display one of the following statuses:

- **Open** – Applications are currently open and you may proceed with registration.
- **Pending** – The registration is not open yet and will become available once the application period begins.
- **Closed** – The application period has ended and registration is no longer available.

From this panel, you can review program details and proceed with the application when the status is **Open**.

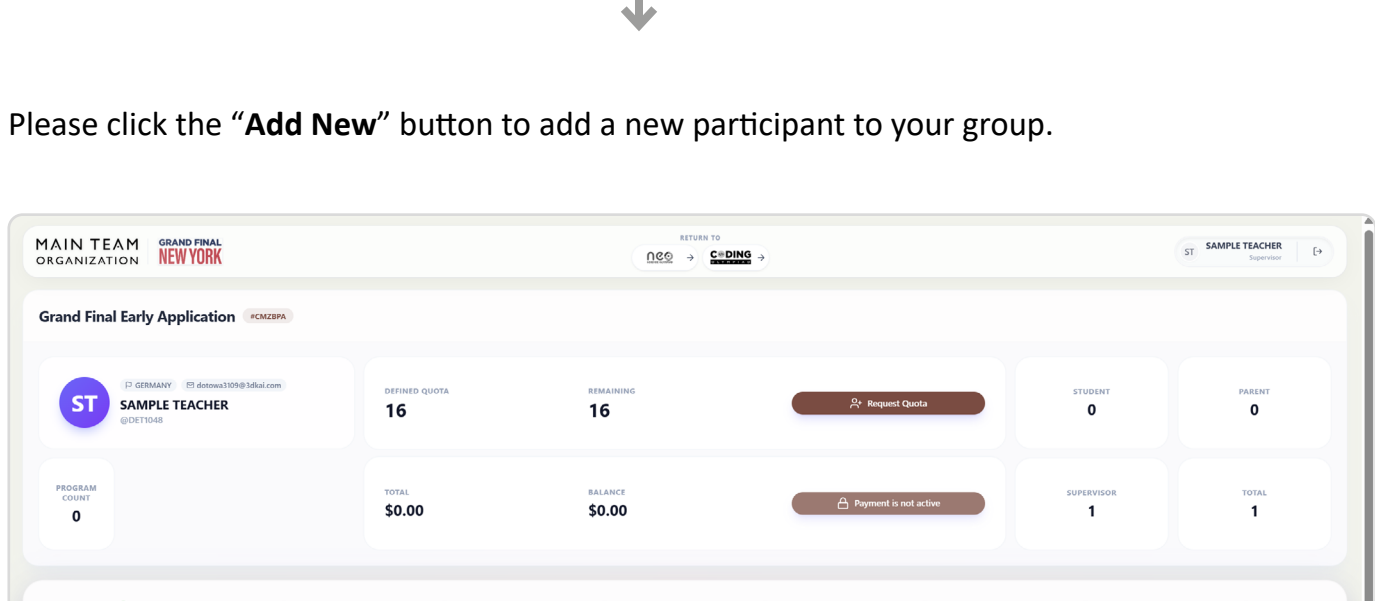


3 A pop-up will appear in the next stage with some basic conditions. Please review these conditions before proceeding.

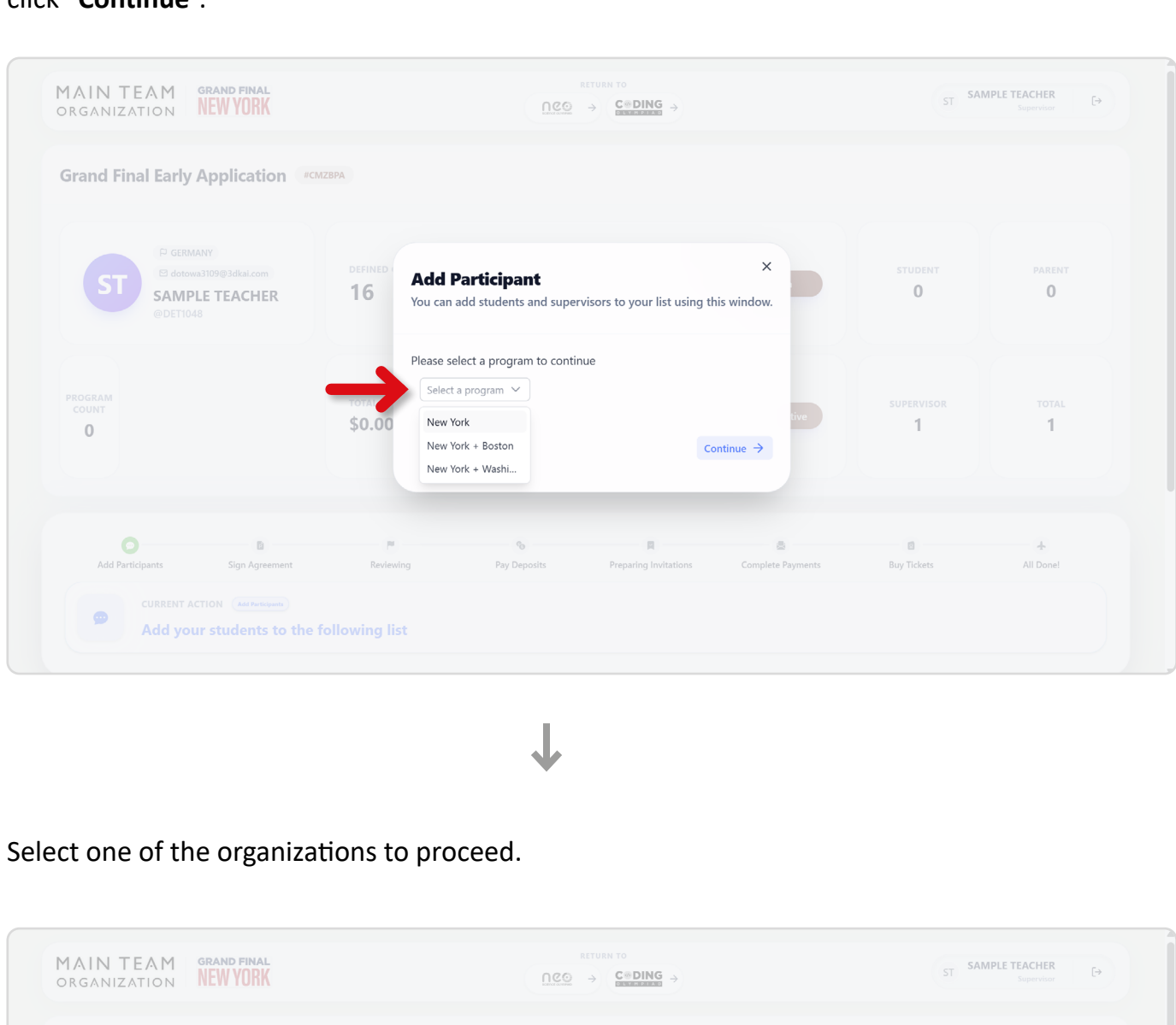


4 Multiple Olympiads in One Grand Final

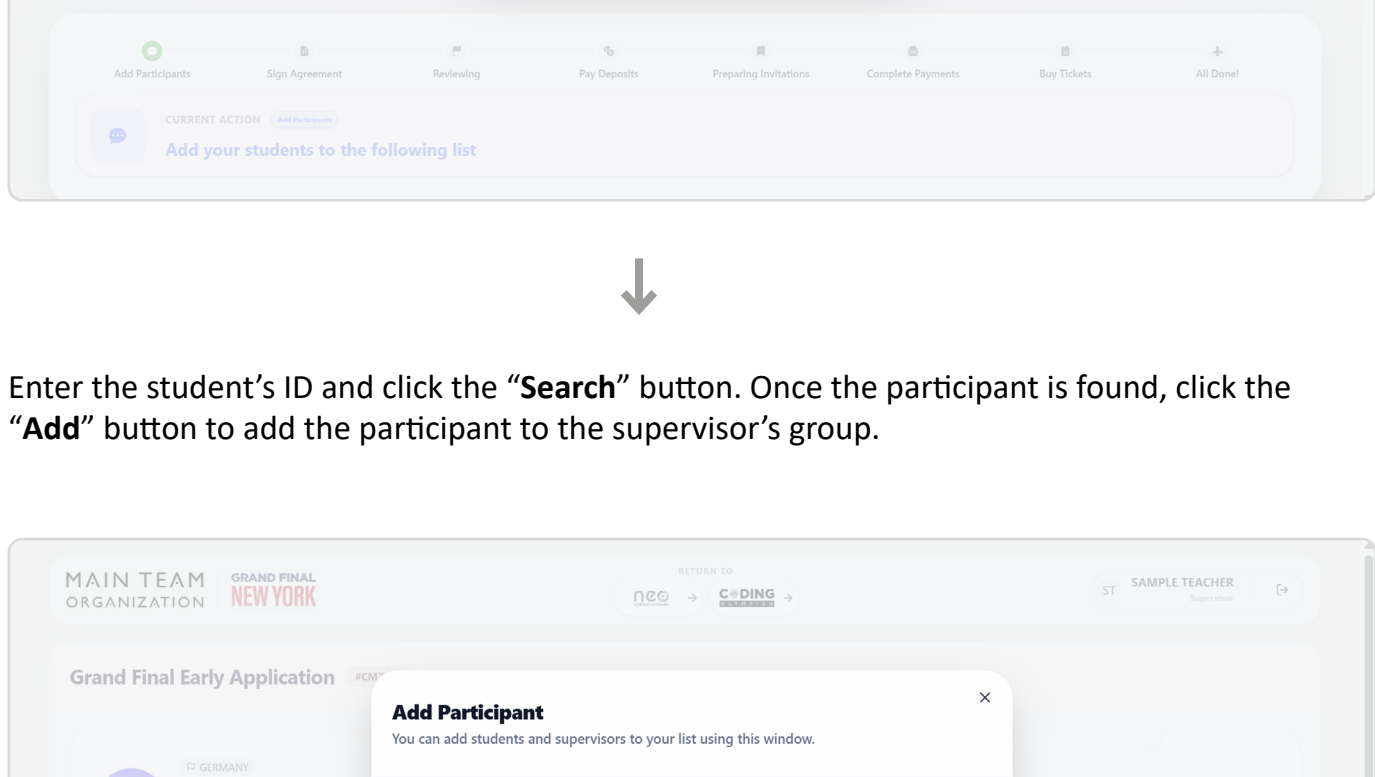
Grand Final events may include multiple Olympiads held at the same time and location, giving students the opportunity to participate in more than one Olympiad during a single event, depending on the participation rules and category availability. Please select the Olympiad you are applying for.



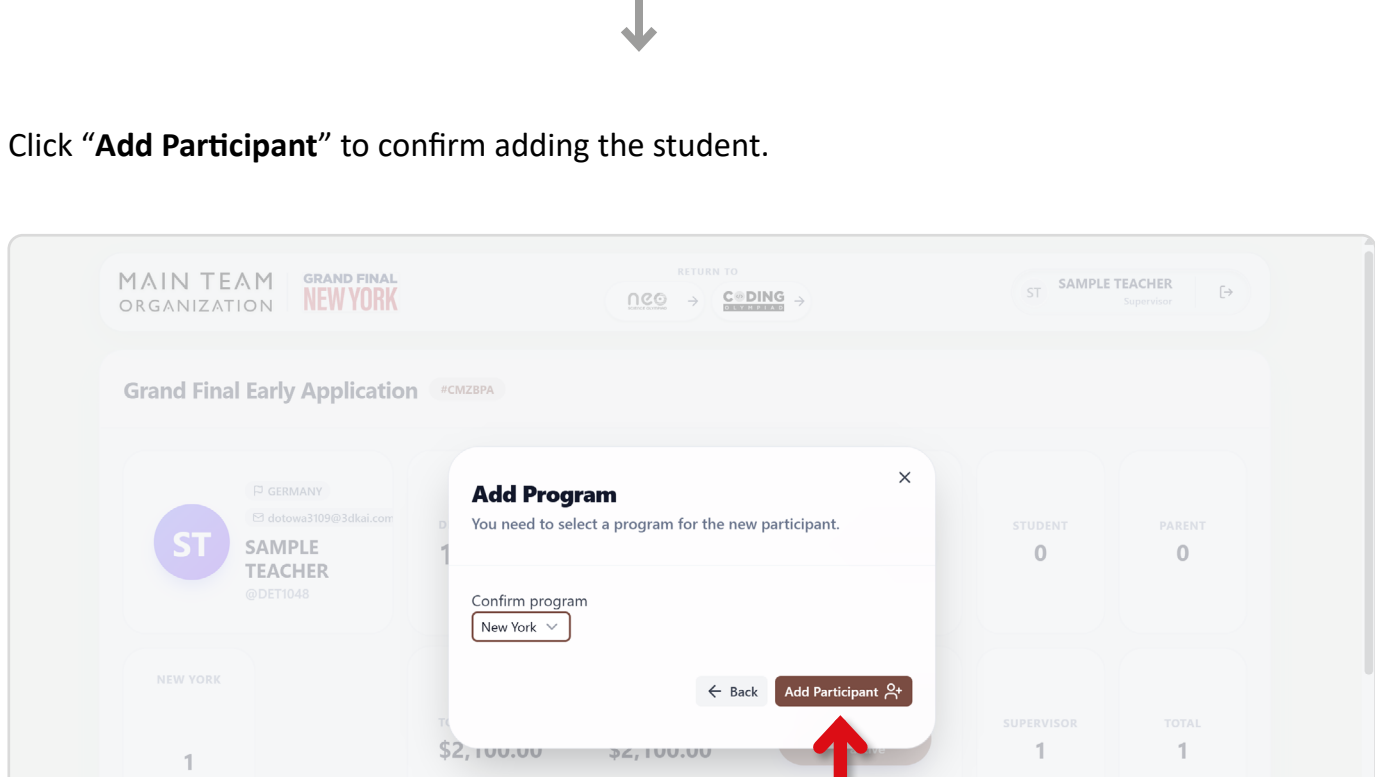
5 Before proceeding with your application, please carefully review and accept the official terms and conditions below, check the boxes to confirm your agreement and then click the “Start Application” button.



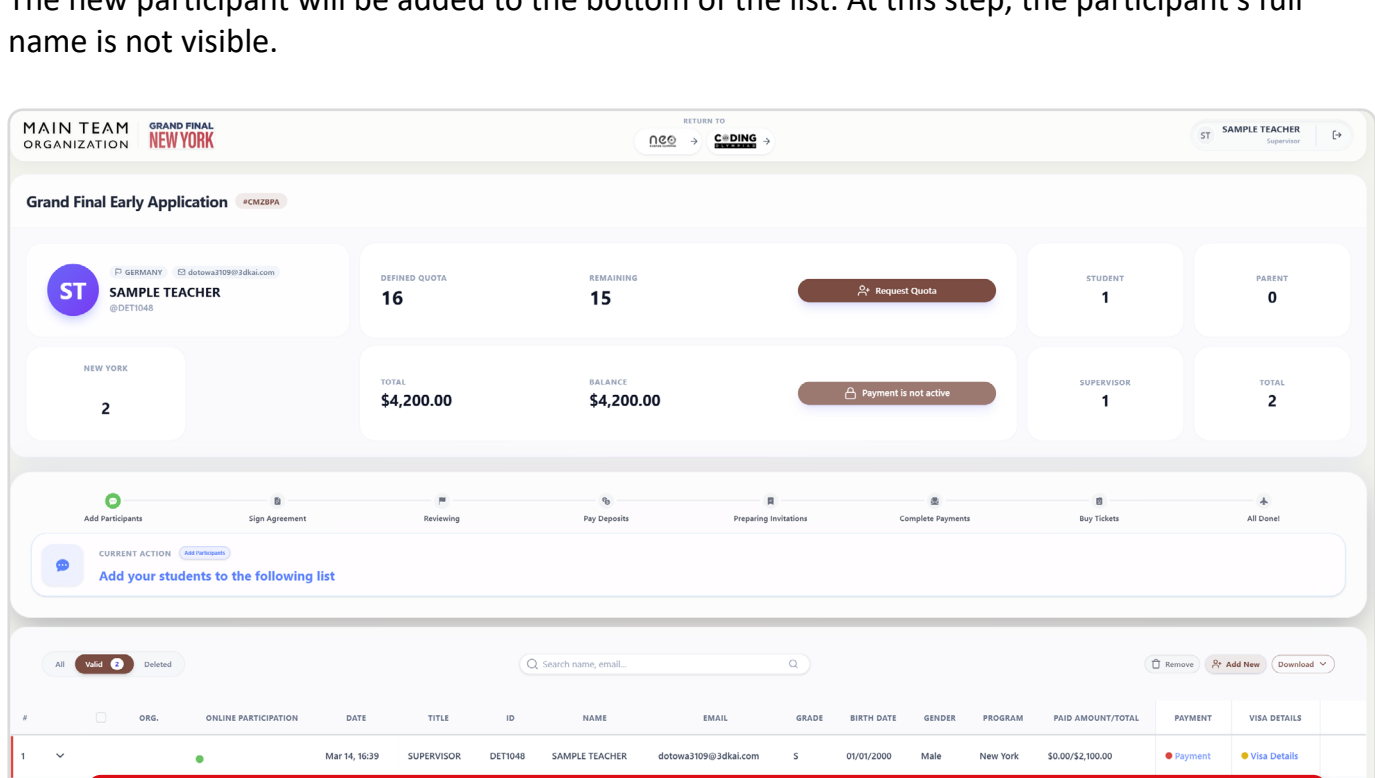
6 Please click the “Add New” button to add a participant to your group.



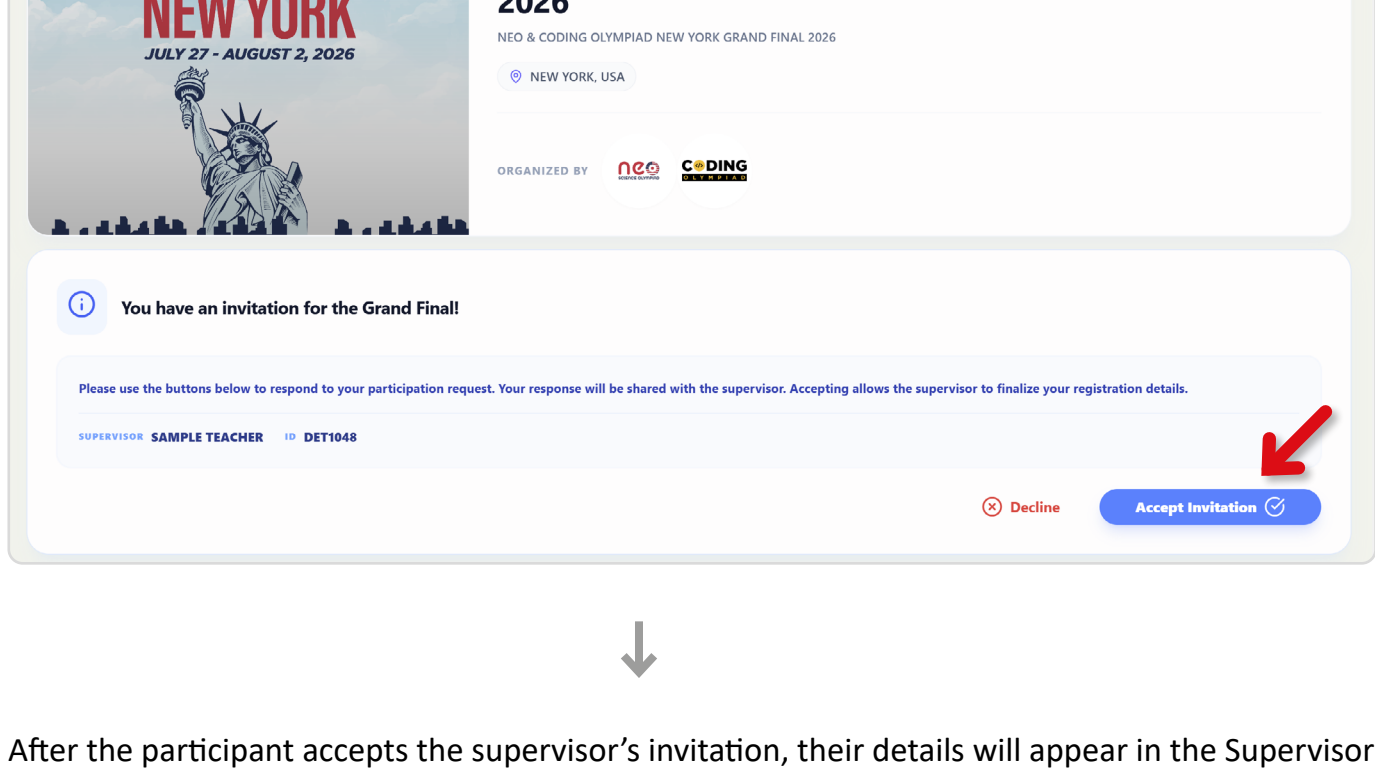
7 Click the “Select a Program” button to choose the program your group will participate in, then click “Continue”.



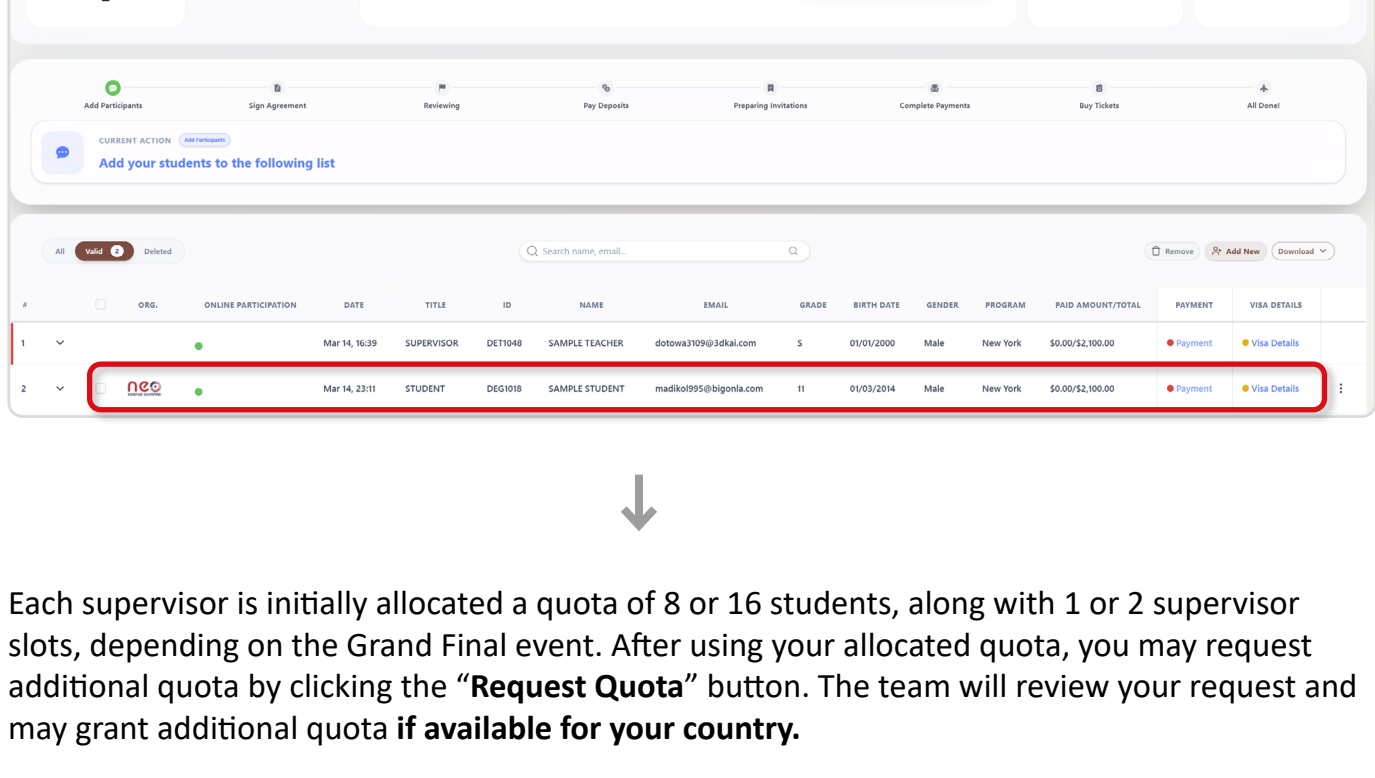
8 Select one of the organizations to proceed.



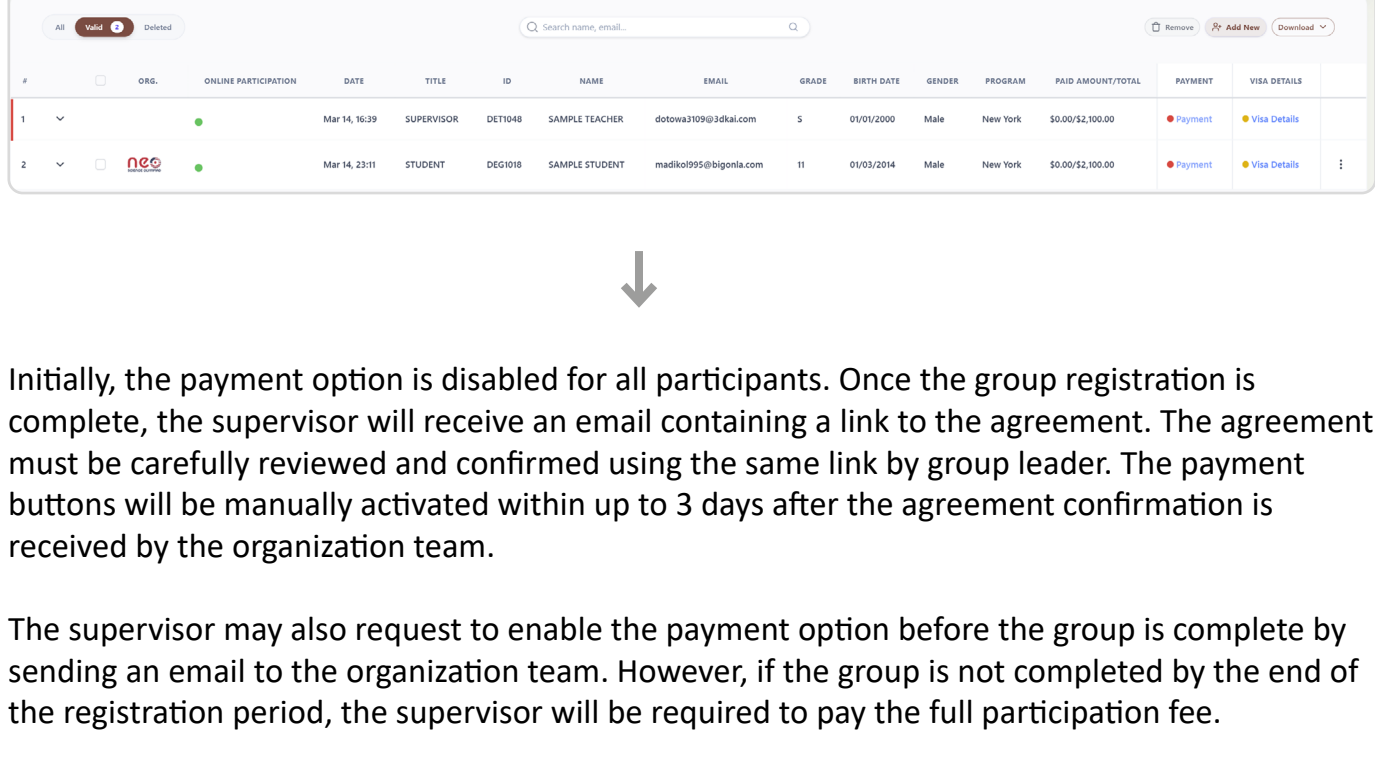
9 Enter the student’s ID and click the “Search” button. Once the participant is found, click the “Add” button to add the participant to the supervisor’s group.



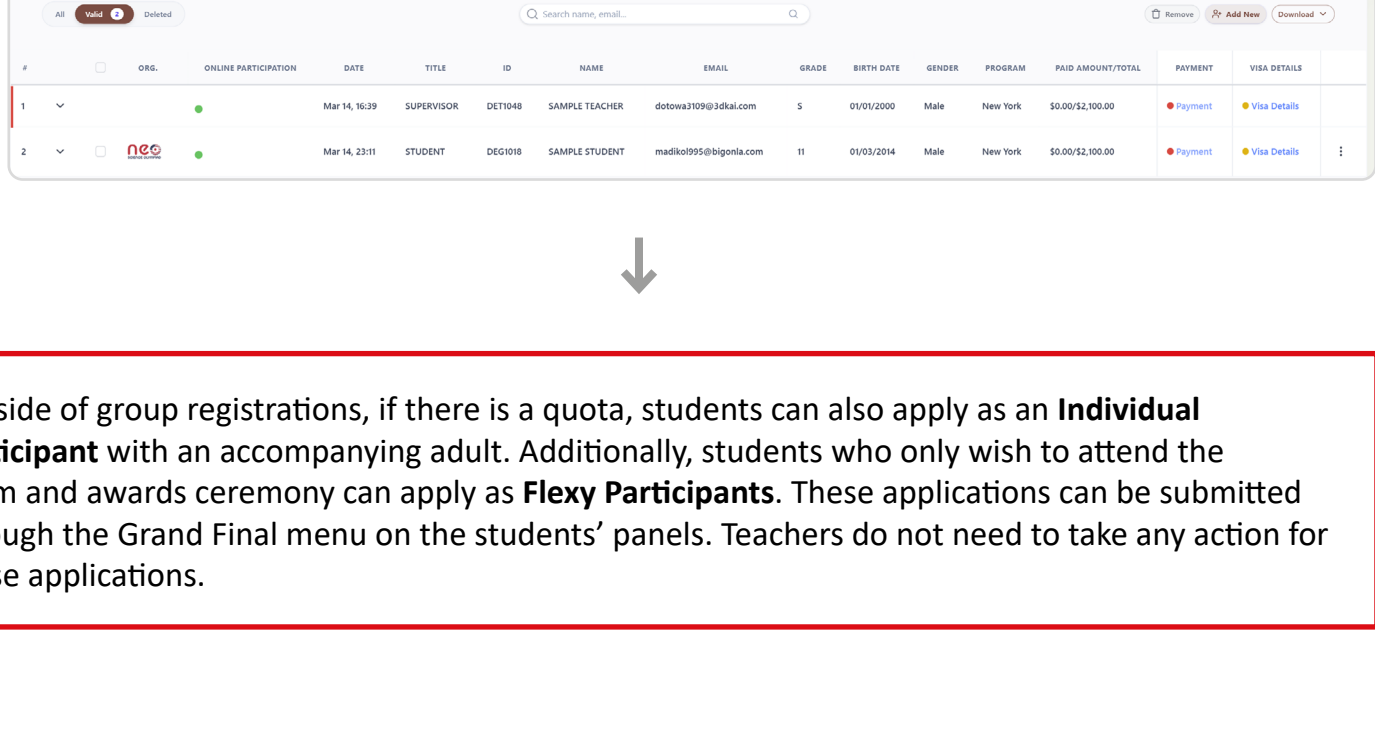
10 Click “Add Participant” to confirm adding the student.



11 The new participant will be added to the bottom of the list. At this step, the participant’s full name is not visible.



12 In the next step, the participant must confirm joining the supervisor’s group by clicking the “Accept Invitation” button via the Grand Final menu in their student panel.



13 After the participant accepts the supervisor’s invitation, their details will appear in the Supervisor Panel.

14 Each supervisor is initially allocated a quota of 8 or 16 students, along with 1 or 2 supervisor slots, depending on the Grand Final event. After using your allocated quota, you may request additional quota by clicking the “Request Quota” button. The team will review your request and may grant additional quota if available for your country.

15 Initially, the payment option is disabled for all participants. Once the group registration is complete, the supervisor will receive an email containing a link to the agreement. The agreement must be carefully reviewed and confirmed using the same link by group leader. The payment buttons will be manually activated within up to 3 days after the agreement confirmation is received by the organization team.

Outside of group registrations, if there is a quota, students can also apply as an **Individual Participant** with an accompanying adult. Additionally, students who only wish to attend the exam and awards ceremony can apply as **Flexy Participants**. These applications can be submitted through the Grand Final menu on the students’ panels. Teachers do not need to take any action for these applications.