



Instructions for Registrars

Thank you for helping as a Registrar at our Spelling Bee! Below you will find the Instructions for Registrars for use during Registration of contestants on the day of the Bee.

You should have the following:

- **Copy of the Registration List of contestants**
- **Number tags for contestants to wear**
- **Container with numbers (equal to the number of contestants)**
- **Certificates of Participation**
- **Name tags (if used)**

Proper Registration procedure:

- As a contestant enters, check his/her name on the Registration List.
- Ask the contestant to pick a number from the container. This becomes their placement for the competition. The contestant cannot re-pick or trade the number.
- Record the number next to the contestant's name on the Registration List.
- Give the contestant that number to wear, ask him/her to take that numbered seat, if marked. Also ask the student to return the number on their way out.
- The contestant will be presented his/her Certificate of Participation at the end of the bee. This is so parents and contestants stay to the end of the bee. This may be announced at the beginning of the bee to encourage everyone to stay.

Be aware of how many more contestants are still to arrive. Let the Spelling Bee Chairperson know when everyone is registered, or if anyone needs to be called.

Watch the door during the competition. Do not allow anyone to enter the room while a round is in process. During break periods people will be allowed to enter and exit.

Instructions for Judges

Thank you for helping as a Judge at our Spelling Bee! Below you will find the Instructions for Judges for use during the Spelling Bee Competition on the day of the Bee.

You should have the following:

- **Spelling Bee Word List**
- **Spelling Bee Rules**
- **Judge's Form**

Proper Contestant Spelling procedure:

- The contestant **SHOULD** say the word, spell the word, then say the word again. They are not disqualified if they spell the word correctly.
 - The contestant **MUST** indicate all capital letters. For example, Rhode Island should be spelled as follows: "Capital R-h-o-d-e capital I-s-l-a-n-d."
 - Homonyms are asterisked. The pronouncer will read the definition of all homonyms, or even near homonyms (sentry, century).
 - If a contestant chooses to begin spelling a word again, he or she must retrace all letters exactly as already given.
1. When the contestant has spelled a word incorrectly, the judges will ring the bell and confer on the proper spelling. When a decision has been reached, they will inform the pronouncer, who will give the proper spelling of the word.
 2. The pronouncer does not indicate an incorrect spelling of a word.

Proper Use of the Judge's Word List Form:

1. Write the number of the contestant next to the word being spelled.
2. Follow the spelling as the contestant gives each letter.
3. If the contestant makes an error, indicated what the error is next to the word.
4. Alternatively, you may choose to follow along as they spell their word indicating an error by circling or crossing out incorrect letter directly on the word list.
5. If you as a judge do not understand or hear the contestant adequately, you may ask the contestant to repeat the spelling.
6. Please indicate the end of each round by drawing a line under the last word of the round on your Judge's Form. A round is one complete circuit of contestants.

