

## PSC Facilitator checklist

**Important:** It is highly recommended that you consult with your school Principal and other staff members as you work down this list.

Additionally, you can use the **10wC registration spreadsheet** in conjunction with this checklist to help coordinate individual class printed logbook opt in, staff challenge participation, and PSC Student Ambassador nominations - share the 10wC registration spreadsheet with your staff to help complete your registration more efficiently.

### Pre-registration (school based)

Response	
<b>What challenges are your school participating in?</b>	<input type="checkbox"/> 10wC student challenge <input type="checkbox"/> 10wC staff challenge (Note: There will be an optional Term 3 Staff wellbeing challenge within the 10wC tracker app) When is your school considering running the 10wC? <input type="checkbox"/> Term 2 (Week 1 – 10) <input type="checkbox"/> Term 3 (Week 1 – 10) <input type="checkbox"/> Across terms - 10 weeks during Terms 2 and 3
<b>Setting up PSC facilitators</b>	Were you a PSC facilitator in the previous year? <input type="checkbox"/> Yes – your details will rollover into the current year <input type="checkbox"/> Yes, but at different school – email <a href="mailto:psc@det.nsw.edu.au">psc@det.nsw.edu.au</a> to request change <input type="checkbox"/> No - email <a href="mailto:psc@det.nsw.edu.au">psc@det.nsw.edu.au</a> to request to be added <b>NOTE:</b> If you are not set up as a PSC facilitator you cannot access the PSC Tracker to complete the registration process. Is anyone else facilitating with you? <input type="checkbox"/> Just me <input type="checkbox"/> Yes <input type="checkbox"/> I will add them when I login / I will email <a href="mailto:psc@det.nsw.edu.au">psc@det.nsw.edu.au</a> to request

**Who is participating in the 10wC?**

- All enrolled students and staff
  - Students:
    - K-2
    - 3-6
    - 7-12
    - Support classes
    - Only selected classes:  
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  - All staff
  - Only interested staff

**Adding participant names and teams**

- How will you add student teams and names?
- Manual entry (type in myself)
  - Upload a CSV file (whole group upload)
- Have you downloaded a CSV file of student names?
- Yes
  - No
- Remember, the CSV file needs the following 4 columns of information only (with these specific heading):  
**First name : Last name : Scholastic Year : Roll class**  
(where roll call is team name – e.g. 7PDHPE-B, 6 Cobalt)  
See the guides for help: [CSV download](#) / [CSV upload](#).
- Note:** Please make sure you identify any Support classes in the ‘Add teams’ page – click ‘Yes’ in the last column ‘Specialist support team’.
- How will you add staff participant names?
- Manual entry (type in myself)
  - Upload a CSV file (must have the same column headings as student CSV file above, however Scholastic Year and Roll class columns will be empty cells)
- Have you created a CSV file of staff names?
- Yes
  - No

<p><b>How will you track the 10wC?</b></p>	<p>(Teams can track as suits their needs / capabilities)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Printed logbooks</li> <li><input type="checkbox"/> Digital logbooks</li> <li><input type="checkbox"/> PSC Tracker (e-Wall chart)</li> <li><input type="checkbox"/> 10wC activity tracker app (3-12 and staff only)</li> <li><input type="checkbox"/> Mixed tracking for different teams</li> <li><input type="checkbox"/> Other / my own system</li> </ul> <p><b>Note:</b> During registration you will choose to 'opt in or out' to receive printed 10wC logbooks for your participants. Please speak with your teachers to see how they wish to track their class / team activity.</p>
<p><b>Organisation login</b></p>	<p>What will the organisation login be for staff to log in to edit their e-Wall charts and submit final awards?</p> <p>Organisation username: _____</p> <p>Organisation password: _____</p> <p>Note: These can be the same word and must be minimum of 8 characters. Make it easy to remember for staff. Some schools use their school name and school code. Do not use a personal login / password.</p>
<p><b>PSC Student Ambassadors</b></p>	<p>Do you wish to use <a href="#">PSC Student Ambassadors</a>?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes - You will need a list of these student's names (first and last names) to add to the PSC Tracker. <ul style="list-style-type: none"> <li><input type="checkbox"/> Do you wish for these students to access the OSC Tracker to help teachers administer the 10wC (edit e-Wall weekly awards)? <ul style="list-style-type: none"> <li><input type="checkbox"/> No</li> <li><input type="checkbox"/> Yes - You need to create a PSC Student Ambassador login which must be different to the Organisation login (for staff).</li> </ul> </li> </ul> </li> </ul> <p>Organisation username: _____</p> <p>Organisation password: _____</p>

<b>PSC Student Medal</b>	<p>Recently the PSC allowed schools to request more than one medal to give to students at end-of-year presentations. How many medals would you like for 2023?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I'm a Primary / Secondary school <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 medal</li> <li><input type="checkbox"/> 2 medals</li> </ul> </li> <li><input type="checkbox"/> I'm a SSP/ Central /Community school <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 medals</li> <li><input type="checkbox"/> 3 medals</li> <li><input type="checkbox"/> 4 medals</li> </ul> </li> </ul>
<b>Upon registration – check school information</b>	<p>Check contact details (e.g., address) and Principal name / email are correct. This will ensure resources and important information is sent to the right place / person.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes, all is correct</li> <li><input type="checkbox"/> Contact details needs updating – email <a href="mailto:psc@det.nsw.edu.au">psc@det.nsw.edu.au</a> to update</li> </ul>
<b>Main resource webpage links</b>	<ul style="list-style-type: none"> <li><a href="#">10wC team registration spreadsheet</a></li> <li><a href="#">PSC registration information</a></li> <li><a href="#">How to run the 10wC</a></li> <li><a href="#">10wC resources and support</a></li> </ul>