




LifeSmarts

Learn it. Live it.

How to Register and Compete Online at [LifeSmarts.org](https://www.lifesmarts.org)

For most teams the steps to compete online are: coaches register first, the coach creates the team(s), and then students register and join a team. Coaches then appoint a team captain, and students may practice and compete.

1. Coach Registers and Creates Team

- Go to [LifeSmarts.org](https://www.lifesmarts.org) and click the Register button in the upper righthand corner. (Everyone must register this year with the new quizzing system. On all subsequent visits you will login.)
 - Read the Coach prompts on the right-hand side before entering your information.
 - Select “Coach” as your role from the drop-down menu.
 - Select your state.
 - Enter a legitimate email. Please have your school IT department add LifeSmarts to your safe senders list (LifeSmarts@nclnet.org and nclnet.org emails).
 - Create a unique username and password. Remember them. You will use them every time you log in.
 - Check the boxes to receive email in case you need your password reset and to receive our e-news to stay up-to-date on LifeSmarts.
 - Click “Register” to complete your registration.
 - When you log in, the “Home” dashboard will appear.
 - To create a team: Click the “Manage Users” tab, then teams, then the “new team” button. Coaches must create new teams each program year.
 - Under team type, select “Varsity” for high school LifeSmarts teams (grades 9-12); “JV” for middle school LifeSmarts teams (grades 6-8); “FBLA” for the FBLA LifeSmarts Challenge; “FCCLA” for the FCCLA/LifeSmarts Knowledge Bowl; or BPA for the BPA Personal Finance Challenge.
 - BPA and FBLA only allow TWO students per team.
- If you select either Varsity or JV team types, a drop-down menu will appear entitled, “What type of team is this?” **Select all that apply.**
 -  **IMPORTANT:** We recommend that you be specific when naming your team to include your team type. If your team is part of a youth leadership organization, include that organization name in your team’s name.

Examples of Team Naming:

Junior Varsity: Madison County 4-H JV or Arnold Middle School JV

Varsity: Example High Varsity or Lemon County Varsity Quiz Bowl Team

4-H: Seminole County 4-H Varsity or Seminole 4-H Varsity LifeSmarts Team

BPA: Monroe High BPA Financial Challenge Team or Monroe High BPA Varsity LifeSmarts (Note: For LifeSmarts Varsity competition, BPA teams of 2 will establish a new LifeSmarts Varsity team with at least four team members)

FCCLA: Harmony FCCLA or Harmony FCCLA Chapter

FBLA: Model County FBLA – Member1_Member2 or Clarke High FBLA Team 1 (Note: For LifeSmarts Varsity competition, FBLA advisers will create a separate Varsity team of at least four team members)

SkillsUSA: Apple County SkillsUSA or Apple High SkillsUSA Chapter

- You may create as many teams as you wish, but number each team or use different team names.
- To logout, click on the round icon in the upper righthand corner that bears your initials.

2. Players Register and Join Teams

- Go to [LifeSmarts.org](https://www.lifesmarts.org) and click the Register button in the upper righthand corner. (Everyone must register this year with the new quizzing system. On all subsequent visits you will login.)
- Read the Student prompts on the right-hand side before entering your information.
- Select “Student” as your role from the drop-down menu.
- Select your state.
- Enter a legitimate email. Ideally this is a permanent email address.
- Create a unique username and password. Remember them. You will use them every time you log in.
- Check the box to receive email in case you need your password reset.
- Once you are registered you will be taken to the competition dashboard.
- Click on the My Teams tab to join a team.
- Look for your coach and team in the list and click the JOIN button to join the team.
- Students may join one JV or Varsity team, and one FBLA, one FCCLA and one BPA team. *4-H and SkillsUSA students are all on Varsity or JV teams.*
- To logout, click on the round icon in the upper righthand corner that bears your initials.

3. Coach Chooses Team Captain

- When you log in you will be directed to the instructor dashboard. Click on “Manage Users” and then “Teams.”
- Select the team name (which is highlighted in blue) and click on “Add Member.” Type part of the student’s name or email address and hit return to select from a list. Click “Add” next to the student you wish to add.
- Mouse over a name and the words “Make Captain” will appear. Click to select your team captain.
- If you add a student by mistake, click the red X to remove them from the team.
- If you wish to change captains, click “Make Captain” for another student and remove the designation from the first student.
- The blue “Captain” button will appear by the captain’s name.

4. Students Practice and Compete

- Students login and click “Quizzes.”
- There are practice quizzes that students can take on each of the five LifeSmarts topics.
- When a student is ready to compete, click on the Competitions tab. Working individually, students first take the 20 question pre-quiz. This covers all topic areas and is not part of the student’s final score.
- Students may then continue to take practice quizzes under the “Practice Quizzes” tab.
- Next, working individually, students take five 20-question topic quizzes, one on each LifeSmarts subject: the environment, personal finance, health & safety, consumer rights & responsibilities, and technology & workforce preparation.
- When students finish the five topic quizzes the capstone quiz will be available. This 20-question quiz covers all topic areas and serves as the final quiz.
- Students must complete the capstone to receive a final score. The capstone quiz score, plus the scores from the five topic quizzes, become a student’s final score.
- Once four or more students have completed all six qualifying quizzes, the team achieves a team score and becomes eligible to compete at the next level (depending on your state this may be an online or in-person state competition).
- **NOTE:** Quizzes for special competitions like FCCLA, FBLA, BPA, and TeamSmarts etc. will be under the “Quizzes” tab rather than the Competitions tab.

Email the LifeSmarts staff at LifeSmarts@nclnet.org with any questions.



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