

Diamond Challenge



Registration and Submission Guide

Welcome to the Diamond Challenge! Follow this less than 10-step guide to ensure you successfully complete your team registration and submission.

Step 1:

Go to <http://diamondchallenge.org/> and click on the registration button found on the homepage. **Only one individual per team** (you, the team leader) will need to register for the entire team.

Step 2:

If you have participated in the Diamond Challenge before, you can use your previous log in information underneath the title **“Log in” found on the right hand side**. If you forget your username, email info@diamondchallenge.org. If you forget your password, click the orange reset button, and an email will be sent to your inbox so you can change your password.

If you are new to the Diamond Challenge, you will need to register as the team leader. Please ensure your password is at least **8 characters long**.

Step 3:

Once you fill in all fields underneath the “Register” section **found on the left hand side**, click the “register” button at the bottom of the page. Once you hit the register button, you will see a warning message.

Step 4:

Go to your email address that you used to register and you will find an email from the Diamond Challenge Team that asks you to confirm your Diamond Challenge account in the email subject line. Open the email and **click on the blue link in the message to confirm your account**.

Clicking the confirmation link is a very important step. Without completing this step, you are unable to gain access to the inside of our submission platform.

Step 5:

Selecting a Pitch Event Location

Once you confirm your account, you will see a welcome page. You are now ready to start creating your concept. First, select a pitch event location. If **you do not live near a pitch event location, you are not willing to travel to a pitch event location or if a competition track you want to compete in is not offered near you**, you can select “**Virtual**” at the bottom of the drop down list.

If your team is invited to enter the pitching round and you selected “Virtual”, your team will be invited to upload a pitch video. If you selected a pitch event location other than “Virtual”, and your team is invited to enter the pitching round, your team will be invited to pitch live at the pitch event location you selected.

Selecting a Competition Track

Select Business Innovation or Social Innovation from the competition track drop down. When you select a track, **the description of the track is on your right hand side**, so it is important to make sure the concept you’re developing is submitted to the most relevant track.

Complete all remaining fields, then click “save and next”. **You will be required to select a pitch event location, competition track, create a name for your concept and save before you gain access to the other tabs listed at the top.** You can change this information at any time before submitting your concept.

Step 6:

Be sure to utilize the resources linked at the top of the team leader, team member(s), and adult advisor tabs.

- Join our Facebook support group so you can ask questions, make new connections and gain expert feedback from our global community throughout the year
- Access your participant toolkit and adult advisor toolkit
- Watch Diamond Challenge support videos to best help you develop your concept (it is strongly recommended all Diamond Challenge participants watch these quick videos)

Additionally, be sure to utilize the help text found underneath and to the right of fields found in every tab. This help text provides you with requirements, tips and resources to help you as you work on your concept.

- You will find Diamond Challenge rules linked
- You can view samples of past winners’ submitted materials

- You can find lean canvas and social impact canvas templates

Step 7:

Complete the Team Leader, Team Member, Adult Advisor, Concept Questions and Uploads and Agreement tabs.

Please note that the team leader is **the person who registered for your team. It is very important that the team leader's information is different from the other team members' and the adult advisor's information.** Please use **DIFFERENT** email addresses for all the team members (including your team leader) and your adult advisor.

Step 8:

When you are completely satisfied with your concept, click submit. Please note: **Once you hit submit, your concept information is final and cannot be changed.**

We hope this guide will help you throughout your Diamond Challenge journey. We look forward to receiving your Diamond Challenge submission! If you have any additional questions, comments or concerns, please do not hesitate to reach out to our team by emailing info@diamondchallenge.org.