

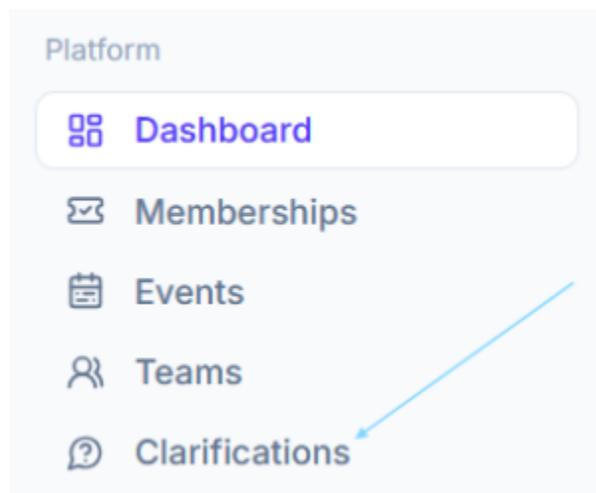
## How to Submit a Team Clarification

When teams are unsure whether their solution is allowed within the limitations of their Long-Term Problem and the rules of the Program Guide, they may request feedback from Odyssey of the Mind HQ. The questions and answers remain **CONFIDENTIAL** and may be taken to tournaments to affirm that a team's solution is valid. For full details of how the clarifications work, please consult the [Program Guide](#).

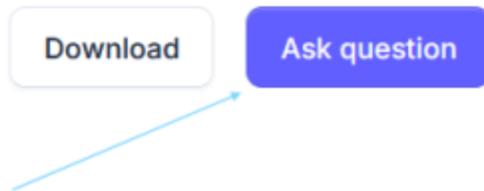
### ***Important changes for this year:***

- *Members will need to create a team within the system before they are able to submit clarification questions. The head coach on the team record is the only person who will be able to submit questions, see the question's status, and see the answer.*
- *Coaches will not receive email notifications of changes to a clarification's status. Coaches will need to log in to the system to check back for answers or to make sure before competition that there has not been an update to their clarifications.*

- 
1. Log in to the [Member Portal](#)
  2. Select "Clarifications" from the sidebar menu.



3. Click the blue "Ask question" button in the upper right of your screen.



4. A submission window will appear. Here you will select your school or organization, problem, problem section heading relevant to your question, and division from the drop down options. You may also type a short descriptive subject line.

A screenshot of a question submission form. At the top, it says "Select School/Org" above a dropdown menu. Below that is "Division" above another dropdown menu. Then "Problem" above a third dropdown menu. Below that is "Subject" above a text input field. At the bottom of these fields is a blue "Send question" button with a paper plane icon. Below the subject field, it says "Please ask your question here." followed by a rich text editor toolbar with icons for text color, bold, italic, underline, bulleted list, numbered list, link, and link removal. Below the toolbar is a large text area for the question.

5. The large text box at the bottom is where you will type your clarification questions. Remember that clarifications are confidential and it's easiest for us to answer your questions when you provide as much information as possible.

Select School/Org

Geneseo Middle/High School

Division

Select an option

Problem

Select an option

Subject

Please ask your question here.

T | B | I | S | | | | | | |

Send question

6. Click the blue "Send question" button to officially enter your clarification to the system!

Select School/Org

Division

Problem

Subject

Please ask your question here.

Send question

7. You should now see your clarification and any previous submissions listed, displaying the details of your submission and a status.

Clarifications

Download Ask question

Search...

SUBJECT	PROBLEM	SECTION	ORGANIZATION	DIVISION	STATUS
	Problem 1: Off the Rails	B9 - Operating the vehicle on the course		III	Open

There are several statuses you may see on this screen for your clarifications:

- **Open** - Your question has been submitted but has not yet been answered
- **Answered** - Your question has been answered but we may need you to reply with additional information
- **Needs Review** - Your question has been seen and the answer is being discussed among the clarification team
- **Closed** - Your question has been answered.
- **Updated** - A previous answer to your question has been updated, elaborated upon, or there may be a new General Clarification that is related to your question.

Before going to competition, coaches may export all of their clarifications by logging in, selecting "Clarifications" from the side bar menu, then clicking the "Download" button at the top right. This will combine your questions and answers into a single document for you to save to print, which looks like the following:

 **Odyssey of the Mind** Clarifications

Problem 1: Off the Rails    B1 - General Rules    D III    Asked by: [redacted]  
Org: [redacted] High School Assoc. [redacted] · Region: [redacted]

 **Clarifications**

[redacted]

 **Answer**

[redacted]