



Preparing for the Competition

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Steps to Register For 2018 RecycleMania

Registration opens in early September and extends through the start of competition in February.

Step #1: Review the Categories to determine which your school will participate in.
(Download separate PDF document)

Step #2: Create an Account with ReTRAC Connect. (New schools only) [Click here to get started](#). After creating an account you will receive an auto-generated confirmation email needed to activate your account.

Step #3: Complete RecycleMania Profile Information Survey. [Login to ReTRAC Connect account](#) to complete and submit this form with details about how your school will participate. Once submitted, you will receive a confirmation email directly from RecycleMania within a few days. Within a few days, you will receive a confirmation email directly from RecycleMania.

If you do not receive the confirmation email or have questions about your registration please contact us at helpline@recyclemaniacs.org.

Confirm Population

Schools participating in any of the per capita-based categories will be prompted to list their institution's student and staff population when completing their Profile Information Survey. Campus population can be measured many different ways, so to use comparable numbers when calculating the competition results, RecycleMania uses a standardized methodology as follows:

- Full time equivalent (FTE)
- 12 month average student enrollment
- Student and staff for the entire institution, including auxiliaries and satellite facilities

How to determine your school's FTE population:

- United States, participating in Competition Division: Use the population shown for your school on this sheet. This data is derived from the US Dept. of Education's IPEDS database. See below for a full explanation. *[Contact the Helpline](#) if you do not see your campus listed or believe the numbers shown for your campus are incorrect.
- Canada or international: School will need to consult campus record keepers for the appropriate FTE numbers to report.
- Benchmark Division participating with a portion of campus: You will need to determine the FTE population located in the specific area of campus you're participating with.

Explanation of IPEDS Database

RecycleMania relies on population data from the U.S. Department of Education for most participating schools to ensure as fair a comparison as possible. This online database, IPEDS ([Integrated Postsecondary Education Data System](#)) compiles data reported directly from US colleges and universities to calculate the FTE population using various methodology. Because IPEDS' numbers can be up to two years old, with occasional differences in how they define an institution, schools should [contact the Helpline](#) if the numbers shown for your campus look significantly wrong.

How to Report Weight Data

Schools will log in to their [Re-TRAC Connect account](#) to report weight data. Weights for the eight-week categories including Diversion and Per Capita Classic, are reported every week between Monday and mid-day Wednesday for the quantity of waste materials collected

during the the previous week. Weights submitted after Wednesday of a given week may not be reflected in the updated results until the following week.

Reporting for GameDay Basketball, E-cycleMania, Race to Zero Waste and the Campus Engagement Case Study competition are each done on a single occasion. [Review the competition Calendar](#) to see when specific reports are due.

Explanation of Pre-Season

Schools are encouraged to track and report weight data during a two week “pre-season” period immediately preceding the official eight-week competition. Though optional, pre-season reporting is an opportunity for schools to work out the kinks to ensure they’re able to get the necessary data before the official kickoff reporting data. School results will be published in an unofficial ranking, allowing them to see where they will likely be most competitive. This knowledge is important for setting goals and deciding where to focus outreach efforts. The pre-season period for 2018 will extend from January 21 to February 3. [View all key dates for 2018.](#)

How to View Results

Updated results are posted to the Scoreboard section of the RecycleMania website each Friday for Diversion, Per Capita Classic, Food Organics and the other eight week categories. Results are based on cumulative performance, building off the weights submitted for all previous weeks.

Schools that meet tracking requirements and select on their registration profile form to be included in the formal rankings (Competition Division) will be included alongside other schools in publicly displayed national results. All schools, including those not wishing to be included in the formal rankings (Benchmark Division), can also view customized their performance on a unique Profile Page linked from the RecycleMania website.