Thank you for participating in the ERPSim event.  There are some initial reminders and ideas for this event on ##/##/####.  Things are happening and changing so fast, please keep your eyes open for additional emails that have addendum and more information.  If you have any questions, just let me know.

* **The event is going to be held in the computer lab at \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*:**
* Address
* **Be in the computer lab by 7:30**
* Dress is business casual. You will receive an SAP t-shirt to wear over your business attire. It might be black or bright yellow.
* We will need to get computers set-up and paperwork handed out.
* After set-up of the room, we will disperse and station around the building to make sure the high school students don't get lost, they will be coming directly to the room from the bus.
* Working with high school students means no BAD language.
* Bring things down to their level, don't talk down to them, but make sure they understand and offer words of encouragement and support.
* During break and lunch time, please "line" the hall way to point them in the right direction to the room we will be eating in. It should be easy, it is the main “hang out” space.
* During snack and lunch, you will sit with you group, this is their debriefing time and you will want to help them think about their strategy.
* Lunch will be a time for the Career Center to talk about the program at \*\*\*\*\*\*\* and for Sponsoring Company to speak about ERP in the industry.
* There is a Mentor job Aid sheet that you can use to help remember our tips and hints, on the back is also the Job Aid card, which was modified for high school students.
* The students will have their job aid card, job description card reflection sheet, and their table tent at their computer/chair.
* Remember each team is made up of Inventory Specialist, Purchasing Agent, Marketing Person and Communications Coordinator.
* Make sure to keep the Communications Coordinator active, just because they don't have a computer doesn't mean they shouldn't be reading reports and helping to make decisions.
* Computer Login Information: Will be written on the white board that day. We will need to login to the lab computer account, and then help them login to the ERPsim game.

It has been a long time since many of you have played the ERPsim game. And for some of you, it will be your first time. Don’t worry about it, we will all work together as a team. To prepare, please watch these instructor videos, as many times as needed. They are from the instructor’s point of view, so this will be helpful in assisting the students.

Introduction to the Game:

<https://youtu.be/De46k4H11rw>

Round One:

<https://youtu.be/ZqV4WdSMeRo>

Round Two:

<https://youtu.be/ujGG4doM3eA>

Round Three:

<https://youtu.be/c0cL_qJT39E>

Mentor and Teams:

Mentor Name - Team A  
Mentor Name - Team B  
Mentor Name - Team C  
Mentor Name - Team D  
Mentor Name - Team E  
Mentor Name - Team F  
Mentor Name - Team G  
Mentor Name - Team H  
  
Mentor Name - Official Social Media Specialist (please bring your own laptop)  
Mentor Name – Official Time Keeper   
  
Attached you will find:

* Student Job Aid
* Mentor Job Aid
* Event Flyer

Thank you so much for your participation!

Meagan