

It's time to begin the Spring 2020 competition of the Montana High School Business Challenge. Once again there are a large number of schools participating this spring, so it will be exciting! **KEY INFO:**

1. All inputs are due in my office by no later than 12:00 noon on Mondays.

2. Input due dates and Mini Cases:

Input:	Due Monday:	Mini Case
1	February 17	A
2	February 24	check the News Message section of the quarterly report to ascertain this week's mini-case
3	March 2	per week 2
4	March 23	per week 2
5	March 30	per week 2
6	April 6	N—no mini case this week
7	April 13	per week 2
8	April 20	N—No mini case this week

PLEASE NOTE: There is no input due on March 9 (BPA State Leadership Conference) or on March 16 (Spring Break at MSU.)

3. Industry and Company Assignments

I will be assigning industry and team identification letters and numbers on **Monday, February 3**. **If you have not received your industry and team information by noon on Wednesday, February 5, please contact me immediately.**

Where to process and send the information:

You will need to have software installed on your computer in order to create the email attachments you mail me. The software can be found on a zip file at the following

address: <http://www.pfew.org/BizSimClassroom/BizSimClassroom.zip>

You will also need to set up a file on your C: drive, and download this zip file onto your computer. This is needed to transmit data back and forth to each other. The file on the c: drive is to be exactly titled: _BizSimStudentHistory

Please e-mail your input attachments to alistair.stewart@montana.edu. If you have any difficulties, forgot how it's done, or are having difficulties downloading the software, **please contact me right away.**

4. Input Due Dates and times:

All inputs are due in my office by noon on Monday. **Please note:** My plan is to begin processing the data shortly after noon and have the results back to you by no later than 8:00 a.m. Tuesday. **Remember, I can't run the simulation unless I have all of the inputs from every school.**

5. PLEASE KEEP IN MIND:

The amount of dividends that can be paid each quarter has been decreased to a maximum of \$10,000. This has been the case for the past three semesters! Any team paying more than \$10,000 per quarter will be disqualified from future prize consideration. A minor change is the product now being manufactured is a digital music player. This change has no bearing on the simulation, but the students can better relate to this product. If you need an updated copy of the manual let me know.

Thank you,

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