

# How to Fill Out the School Matrix

## Overview

After submitting the registration form, you will receive a **School Matrix** via email within 2 weeks of completing the form. The School Matrix should contain 4 tabs: Delegation Info and 3 Committee Allocation tabs for General Assembly, Specialized, and Crisis Committees.

This document is your delegation's worksheet for:

- Confirming school and advisor details
- Assigning delegates to specific committees

To fill out the following section, please make sure you have the following information ready:

- Advisor(s) Full Name & Title
- Advisor(s) Email Address
- Advisor(s) Contact Number
- Head Delegate Full Name
- Head Delegate Email Address
- Delegate First & Last Name

The screenshot shows a Google Sheet with the following data:

GTMUN 2026 Positions							
SCHOOL	Position	Delegate First Name	Delegate Last Name	14 of Positions	< Please type all delegate names as they would appear on waivers or other documentation		
Georgia Institute of Technology	Faculty Advisor:	George	Burdell	5 Positions			
	Faculty Advisor:	N/A	N/A				
	Head Delegate:	Buzz	Yellow-Jacket				
	Head Delegate:	N/A	N/A				
COMMITTEE							
<b>General Assembly</b>				5 Positions			
GA PLEN (Double-Del)	Italy						
GA PLEN (Double-Del)	Italy						
SOCHUM	Italy						
UNEP	Italy						
CSTD	Italy						
<b>Regional and Specialized</b>				3 Positions			
British Parliament (2021)	Nicola Sturgeon						
British Parliament (2021)	Hilary Benn						
Ad Hoc	Chile						
<b>Crisis</b>				4 Positions			
Pokémon	Roxanne						
Pokémon	Brawly						
Pokémon	Watson						
Republic of Pirates	Edward "Blackbeard" Thatch						
<b>Pages</b>				2 Positions			
Page	Page						
Page	Page						

## Step 2: Fill Out Advisor, Head Delegate, and Delegate Assignments

Now that you have received your positions, fill out the school matrix with the information with the **first and last name** of each advisor, head delegate, and student in the provided cells. Each row should contain only one name. Only assign up to the number of delegates allowed for each committee and please double-check spelling and placement of all names, this information helps us locate students in the event of a conflict or emergency and verify that all forms have been submitted for participation.

GTMUN 2026 Positions							
SCHOOL	Position	Delegate First Name	Delegate Last Name	14 of Positions	< Please type all delegate names as they would appear on waivers or other documentation		
Georgia Institute of Technology	Faculty Advisor:	George	Burdell		gburdell@gatech.edu 010-101-0101		
	Faculty Advisor:	N/A	N/A		N/A		
	Head Delegate:	Buzz	Yellow-Jacket		buzz@gatech.edu		
	Head Delegate:	N/A	N/A		N/A		
COMMITTEE		Position	Delegate First Name	Delegate Last Name	14 of Positions	< Please type all delegate names as they would appear on waivers or other documentation	
General Assembly					5 Positions		
GA PLEN (Double-Del)	Italy	First Name	Last Name				
GA PLEN (Double-Del)	Italy	First Name	Last Name				
SOCHUM	Italy	First Name	Last Name				
UNEP	Italy	First Name	Last Name				
CSTD	Italy	First Name	Last Name				
Regional and Specialized					3 Positions		
British Parliament (2021)	Nicola Sturgeon	First Name	Last Name				
British Parliament (2021)	Hilary Benn	First Name	Last Name				
Ad Hoc	Chile	First Name	Last Name				
Crisis					4 Positions		
Pokémon	Roxanne	First Name	Last Name				
Pokémon	Brawly	First Name	Last Name				
Pokémon	Watson	First Name	Last Name				
Republic of Pirates	Edward "Blackbeard" Thatch	First Name	Last Name				
Pages					2 Positions		
Page	Page	First Name	Last Name				
Page	Page	First Name	Last Name				

### Important:

- You must also complete and submit any required forms for each student as they are released.
- If there are **ANY changes** to your school matrix such as switching a delegate to a new committee, wanting to add/remove a delegate to your delegation, etc. please leave a comment on the cell indicating the change, or please reach out to our conference email with [ADMIN]: Delegation Change in the subject line.

## Step 4: Submit the Completed Matrix

Once all students have been assigned to committees and everything has been reviewed, submit the completed matrix by leaving a comment with 'Completed School Matrix' or reach out to our conference email with [ADMIN]: Completed School Matrix in the subject line.