



13th HIPPO *annex 4*

.soa guidance for country coordinators

Registering a Venue

Coordinators wishing to register a venue need to complete the excel spreadsheet (Hippo 2025 Venue Coordinator Spreadsheet), emailed to the coordinators together with the rest of the relevant guidance documents.

The spreadsheet needs to be completed with the school data and sent to venue@hippo-thecontest.org for approval, after which the same spreadsheet will be sent back to them, with the user name and password for the school to access .soa and register their candidates. One email address can be used for one coordinator account only. One coordinator can be assigned multiple venues. Before sending back the spreadsheet, please insert the country name before 'Hippo' in the file name.

No	School Name	School Address	Postcode	City	Region (insert the assigned code for the region)	School Coordinator Name	School Coordinator Email	School Coordinator Phone
1								
2								
3								

N.B. An additional document (Annex 5) with instructions on how to register candidates .soa is also available.