



# **CANTERISTA PROSPECTUS 2017 (Cantera XVII & XVI)**

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## **PURPOSE OF THIS PROSPECTUS**

This prospectus is intended to provide a **comprehensive guide to your membership** in Project Combina. You should **read this prospectus thoroughly** at least once upon receipt thereof, and also keep it handy to answer questions as you progress in our program.

We are providing this prospectus because when you get to university or the workplace, you will also likely be given a prospectus or an employee handbook, respectively. It is important that you begin to learn to distill information from written documents, and not solely from asking others or from what you understood to be the case. This is a skill that will serve you well in the future and will allow you to distinguish yourself positively from your peers.

## **CONTROLLING REQUIREMENTS**

Project Combina is constantly evolving and rules and adjustments are likely in the coming years. In the event that rules and requirements change in the future such that a conflict exists between the content of this prospectus and future iterations of the prospectus, **the requirements set forth in the prospectus of your initial year control**. For example, if you started in 2017, the Cantera XVII version controls. Note for all original canteristas (those who started in 2016): this 2017 version controls your requirements.

## I. Getting Started/ Introduction

Welcome to Project Combina! You have been selected because you exhibit high levels of promise and dedication to academics and soccer. We are very excited to have you join our academic fellowship. As the Founder and Executive Director, I'd like to offer you a few welcome remarks to help set the tone and hopefully advance some of what is to come.

- **WE ARE ALWAYS HERE TO HELP**

Project Combina is different from anything else you have done before. It is also going to be more challenging than many of the things you have done. We are intentionally going to force you out of your comfort zone often, to ensure we prepare you for the world after high school.

Know however, that you are in good company, and everyone who is here is here to grow, and help you grow. The Canteristas (whether past or present) who can't hack have or will be washed out in due time. The Canteristas who have come before you will help you in every step of the way, as will each and every one of our volunteer staff.

We take Combina very seriously, because we want to succeed and get to the best place we can. It will be a journey that is very intense at times, but we promise you it will also be fun, and worth it.

- **COMBINA = WHAT YOU MAKE IT**

In Combina as in life, your level of success hinges in large part on **your attitude**. Starting now, it is important that you commit to being "in" and make sure you are positive and focused. Every ounce of effort you put into Combina will come back to you many times over.

Whether your eye is set on going to the best college in the U.S., playing professionally or in college, or just going straight to work after high school, we promise that if you take this program seriously, you will be much more prepared to deal with the challenges that are coming.

- **BE PATIENT & HAVE FAITH IN THE LESSON**

If ever something we do something that does not make sense to you, know that it will make sense once you're done with high school. We are training you to be able to thrive in bigger markets, at premier schools, with elite peers. We also encourage you to ask us why we are doing certain things, if you ever have any doubts.

- **YOU WILL WANT TO QUIT. KEEP PERSPECTIVE.**

We have to be honest with you and tell you that there will be times when you will more than likely feel the urge to quit Combina. We know this is normal and in fact we structured it on purpose to constantly test you. We know it is manageable however, and we have also been through it. When you feel like quitting, which may be often at first, remember what we're doing. Also remember that you are not being asked for much in the grand scheme of things, and that all the efforts you are putting forward are to train you to thrive in life after high school.

- **THE COMBINA FORMULA TO SUCCESS IN COMBINA:**

The formula to success in Combina is not mystical or a secret in any way. Here it is: (1) read everything; (2) plan ahead and avoid procrastination; (3) communicate often; and (4) never quit.

If you do these things, your success in our program is all but guaranteed. If you do not do these elemental steps however, your failure is basically certain.

While we're on that subject, note that not everyone who starts Combina survives the program. Combina is designed to be hostile to the unmotivated, and accommodating to the driven. If you are here because your parents forced you, or because you thought it would be

In our first year, only 65% of initial Canteristas survived the year. We anticipate that rate will be higher as we go on. However, we are decidedly not about charity. We are the special forces when it comes to soccer and academics. If you're not serious about getting to the next level, we will not keep you on.

## USEFUL DEFINITIONS & SYMBOLS

As part of Project Combina, you will hear a number of terms that pertain to our organization.

### *CANTERA*

*Cantera* means "quarry" in Spanish, but in soccer terms it refers to the academy and reserves system of a team. Our main cohort is called the "Cantera" and a member of Combina is referred to as "*Canterista*." We will refer to the Cantera and a number in Roman Numerals to denote the year of your start. For example, if you started in 2016, you will be part of the Cantera XVII, denoting the "16" cohort.

We refer to canteristas based on his/her grade level. Specifically:

TERM	MEANING
C1	high school FRESHMAN (9 <sup>th</sup> grade),
C2	High school SOPHOMORE (10 <sup>th</sup> grade)
C3	High school JUNIOR (11 <sup>th</sup> grade)
C4	High school SENIOR (12 <sup>th</sup> Grade)

### SCOPE OF COMMITMENT

Project Combina is an up to four year long commitment. From the moment you start working with us, we expect leadership and mentorship from you. You need not try out on a yearly basis. Once you make the Cantera, you will be in unless and until you lose eligibility. For more information on maintaining eligibility, please see the section entitled "Maintaining Eligibility."

### YOUR CANTERA NUMBER

Upon joining Project Combina, you will be assigned a number that will stay with you for the entirety of your time with Combina. Numbers are assigned alphabetically by last name. You should memorize your number as soon as possible.

### COMMUNICATION

We will communicate with you primarily in writing, specifically via your gmail account that you will be asked to create as part of your first set of assignments. **Therefore, it is imperative that you check your gmail account on a regular basis (atleast once or twice a week).** In addition,

many, if not all of our events, will be promoted using our social media channels: Facebook and Instagram.

**Please do not rely on your parents or coaches to communicate to you or on your behalf.** Being a Canterista carries with it the responsibility to communicate effectively with the volunteers and coaches, and it is part of your formation.

### **ULTIMATE RESPONSIBILITY**

Related to the final point of the preceding section, the burden of communication and all other responsibility rests with the Canterista. This program believes firmly in your ability to manage your academic, soccer, and professional career as an individual.

**BASICS CHECKLIST.** Basic contact If you have not already done so, please take a moment to do the following IMMEDIATELY:

- “Follow” and “Like” Project on Facebook and Instagram.
- Like and Subscribe to the YouTube Channel.
- Ensure you check your email on an ongoing basis (we recommend 3-5 times per week). Better yet, program your gmail account into your smartphone.

## II. Combina “Retreat” Format & General Meeting times

**MEETING TIMES.** Unless otherwise indicated, we will meet as a group three times a year, at our “retreats.” Retreats are during the day only and do not include an overnight component. Retreats will typically take place in the fall, winter, and spring. More specifically, the retreats are anticipated to take place during: (i) mid/late October, (ii) mid/late January, and (iii) mid/late April. The table below sets forth a sample retreat itinerary. Please note that we will also hold a parent/mentor meeting the week of the retreats.

		RETREAT SESSIONS			
		WEEK OF RETREAT	FRIDAY EVENING	SATURDAY MORNING	SATURDAY AFTERNOON
NAME OF SESSION:		PARENT MEETING	CENA CANTERA	SESIÓN TÉCNICA	“TALLER COMBINA”
Time(s) ESTIMATE		1.5 Hours, Usually Wednesday immediately before retreat	6-9 PM	8-11am	1pm-3 pm
Attendance Requirement		One parent or mentor for each Canterista. Canterista optional.	CANTERISTA + at least ONE parent or mentor	CANTERISTA Must attend unless there is a conflict with Club	CANTERISTA REQUIRED FOR ALL SESSIONS.
Purpose/ Content/ Format:		Review general status of canteristas. Discuss pending initiatives.	Provide mindset mentoring and general teambuilding		Writing Workshop.
Location:		TBD- Usually Vista College	TBD- Usually Western Tech (Eastside) or El Paso Community Foundation (Downtown)	TBD- Usually Blackie Cheshire	TBD- Usually Western Tech (Eastside) or El Paso Community Foundation

### **MENTOR & PARENT ATTENDANCE**

It is the responsibility of the Canterista to ensure he/she has at least one mentor in attendance. This is true even in the event that the Canterista him/herself is not going to attend that week’s retreat.

The Canterista may invite an existing Cantera member as his/her mentor. In such case, the Canterista acting as a mentor capacity must consent to do so, and must have at least one year of experience with Project Combina him/herself.

In the event you are unable to find someone to attend with you, you should send an email to [projectcombina@gmail.com](mailto:projectcombina@gmail.com) in advance of the parent meeting, alerting us that no representative will be present for you. **In your email, you should include the efforts you took to get someone to attend, and why they did not work.**

### **ATTENDANCE POLICY.**

Because we only meet a few times a year, it is imperative that you make all sessions. We understand however, that you will not be available sometimes given other activities, family travel, etc. In the event you are unable to attend, you must write an email to [projectcombina@gmail.com](mailto:projectcombina@gmail.com) at least 24 hours in advance of the beginning of the retreat and let us know that you will not be able to attend, and the reason(s) why. **Text messages to Project Combina staff, or messenger communication on facebook are insufficient and invalid means of communicating notice for an absence.**

### **VALID GROUNDS FOR EXCUSED ABSENCE.**

If you have a commitment with your club team or high school you are excused from the attendance requirement. However, you must still notify us about your absence, as indicated in the preceding section. Do not assume we know your schedule, and do not assume that just because one of your fellow canteristas who has the same commitment gave notice, that it extends to you. **Each canterista is individually responsible for providing notice.**

### **NOT HAVING A RIDE TO THE EVENT IS NOT A VALID GROUND FOR EXCUSING AN ABSENCE.**

If you anticipate encountering difficulty in securing a ride, it is your responsibility to email us at [projectcombina@gmail.com](mailto:projectcombina@gmail.com) in advance so we can help you secure transportation.

### **REQUESTING AN EXCUSED ABSENCE.**

It is important that you request an excuse in writing, and in advance (at least 24 hours from the beginning of the retreat, but preferably much sooner).

In order to obtain an excused absence, you (Canterista) must email Project Combina directly at: [projectcombina@gmail.com](mailto:projectcombina@gmail.com).

In the subject line: include the text "Request for excused absence." In the text of the email include a message that indicates (i) what session(s) you intend to miss;

I am writing to request an excused absence from the \_\_\_\_\_ session(s) that are set for \_\_\_\_\_. The reason for my request is *\_example: I am travelling out of town with my family, or I have a club match with my club, \_\_\_\_\_.*

Please note that as noted above, other methods of notice are not valid. This includes, but is not limited to: text message, facebook message, phonecall or other.

**MAKING UP SESSIONS.** You may be advised by Project Combina of specific steps necessary to make up the session. We will let you know specific steps to make up sessions on a case-by-case basis and if/when the situation arises.

**ATTIRE.**

You are required to wear your Cantera Polo to all academic sessions and to the Cena Cantera. You will be issued a Cantera Polo at the beginning of the program. This will be your shirt for the entire tenure with Combina. You will also be issued a training kit for use during training sessions. This will be issued by the second retreat at the latest.

**MEDIA TRAINING**

You will be asked to conduct “media training” at each of our retreats. This entails answering a quick question in front of a camera. You will be giving the prompt on the day of the retreat. The objective is to learn to be “put on the spot” in a situation that mirrors what it would be like to speak to the media before/after a match in a professional or college setting. This is an important part of your overall training with Combina, and as such, we require you to partake in media training as requested. Failure to complete media training may result in missed opportunities to obtain access to give-aways, and may be taken into account when deciding whether to continue your participation from one year to the next.

### III. Maintaining Your Eligibility

Think of Project Combina as an exchange. You will receive a uniform, specialized attention, and will have access to benefits and scholarships. However, **NOTHING IS FREE**. We expect you to work hard to obtain the best grades you are capable of receiving, and we also expect you to perform certain basic tasks (such as attending our events and doing the assignments). Specifically, you will “pay” us for our services by (i) **READING** a certain number of pages a year; (ii) **VOLUNTEERING** in your community for a certain number of hours a year, and (iii) **SUBMITTING YOUR GRADES** on an ongoing basis. Failure to do these things to satisfactory levels means that the exchange is broken, and that you are not fulfilling your part. We want you to do your best around a structured environment, so simply do your best and document it and give it a good faith effort and you will be fine.

#### **READINGS**

To maintain your eligibility for our program, you must read a certain number of pages. The requirements are detailed below and will apply to you for the remainder of your tenure with our Program:

<b>GRADE LEVEL →</b>	<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>
<b>MINIMUM PAGES READ →</b>	<b>300</b>	<b>450</b>	<b>600</b>	<b>750</b>

To receive credit for any readings, you must write a brief summary on the pages read. This applies even if you left the book without finishing it. For more information on how to document your reading, please see the appendix “Book Review Format.” Please note that it is your responsibility to log the number of pages and communicate that clearly.

Selection of books and readings is ultimately up to you. We recommend you start with the AP reading list (easily searchable on the internet, or can be provided by your high school English teacher). Another tactic to find interesting readings is to google a college course and look at the course syllabus for their readings. From time to time, we will issue reading recommendations for books and/or readings that we feel are relevant and useful to your development.

Log all of your readings. Even if you think it is insignificant or despite the fact that you did not finish the reading, you should submit a report on the number of pages you read. It is perfectly allowable that in your report, you submit that you read only about 50 out of the 400 pages of a book, but then had to move on to another book for school, or simply became bored with the book and left it aside. There is no penalty for changing your mind or having to move on. We simply need to be able to gauge how much you are reading. It is valuable for you to become accustomed to writing on each piece you read (this is also a skill that will become invaluable in college and beyond) and therefore writing is the means by which you document your reading.

Readings that you submit for credit with Combina can overlap with required readings for your existing coursework. For example, if you had to read “A Tale of Two Cities” for your AP English course, you can submit it and obtain full credit for those pages for Project Combina. However,

regardless of the motive for completing the readings, you must still submit a written review of everything you read in order to obtain credit with Combina.

### **VOLUNTEER SERVICE**

You must complete a certain number of hours of volunteer service in your community per year in order to advance to the next year of Combina. Volunteer hours may be completed in whatever fashion you want, and it is up to you to seek out and establish volunteer opportunities. As with the readings, from time to time, Project Combina will email specific volunteer opportunities to you via your cantera email. We may incentivize you to undertake such volunteer efforts, and we encourage you to attend the opportunities signaled. Also as is the case with the readings, you are responsible for tracking and reporting in writing your volunteer hours.

<b>GRADE LEVEL→</b>	<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>
<b>MIN. HOURS (ANNUAL)→</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>

### **GRADES**

You must submit all of your grades to Project Combina. At the moment, there is no required minimum GPA, but informally, **we urge you to always maintain an 85 GPA or higher.** The higher your grades, the better (and easier) your prospects for getting admitted to university, and getting it paid for. That is the ultimate goal of Combina, and grades are central to that end. If you feel you need help and are not getting it from your support network (school counselor, parents, etc.) let us know and we will try to help you.

**BOTTOM LINE: Take your academic work extremely seriously.**

Note you will not always (in fact, very rarely) receive reminder(s) about submitting your grades. You should make a note in your calendar and submit them as they are released. You should submit grades in accordance with the guidelines contained in the Appendix to this Prospectus entitled: **“GRADE REPORTING FORMAT.”**

### **RECEIVING CREDIT FOR YOUR WORK.**

As you have detected from the preceding sections, in order to receive credit for any of the requirements, you must write a summary. The relevant templates are included hereto as appendices. **If you remember nothing else from this section, remember this: If you haven’t written about it, it doesn’t exist.**

### **ASSIGNMENTS.**

You should aim to complete ALL your assignments. At the end of each year, we will publish a list of “must” complete assignments in order to advance to the next year. This is explained in the section entitled “D-DAY MINIMUM REQUIREMENTS” Below. However, the note that the expectation (and the only real way to be eligible for scholarships) is to complete ALL or nearly all assignments. **Do not be complacent.**

### **TRACKING PROGRESS**

From time to time we will make available a tracking log (color-coded) with individual performance on each assignment, along with involvement and tracking.

If you find a discrepancy, please ensure you notify us (you guessed it) IN WRITING at [projectcombina@gmail.com](mailto:projectcombina@gmail.com) of the suspected error.

### **D-DAY MINIMUM REQUIREMENTS**

At the end of each school year, and roughly during the first week of June, we will publish a list of required documents to be able to advance to the next year of Combina. The deadline for these required minimum requirements to advance is referred to as “D-Day” (because of the timing being in early June, and because it a “make-or-break” event). The deadline is absolute, and if you do not submit all required assignments by that time,

If you have been keeping on track with all of your assignments, this should be a non-event and business as usual. However, if you are behind on assignments, we strongly urge you focus on the minimum requirements and get them done at the time we publish the D-Day requirements. We will publish via our social media, and also email you directly. If you do not make the cut, your participation in Combina will be terminated.

## IV. How Combina Assignments Work

### **BEWARE: ELEMENTAL UNDERPINNINGS OF OUR ASSIGNMENTS**

All Combina assignments are multi-part and elemental. This means that they are composed of various subparts. For example, we will most likely not ask you to simply read a book. Instead, we will ask you to (a) read a book, (b) understand it, (c) write a brief summary about it. Do not be fooled by thinking that you are done when in fact you have only done one of the elements. They are called elements because without the presence of each, there is no synthesized (finished) product. This format is by design, because (again-you guessed it) we are training you to be attuned to this structure for when you go into college or the workforce. This is not designed to make it difficult for you, or “hide the ball;” however it may appear to be the case when you first start.

Bottom line: start to train your brain to see all elements of what we are asking you to do. At first, we will offer visual aids to help you understand the process. (See for example, your “Visual Table of Contents” provided at the beginning of each retreat packet).

### **SUBMITTING ASSIGNMENTS:**

Practice information hygiene when turning in your assignments. Specifically, turn in all assignments:

- **In Microsoft Word format** or in another format that allows for easy electronic edits (google documents or in the body of your email also works).
- **Make sure to include your cantera number and name somewhere in the heading, and the name of the assignment.**
- **Submit all assignments via email to [projectcombina@gmail.com](mailto:projectcombina@gmail.com)**
- **SUBJECT LINE LABEL:** In the subject line: include the following in this order: Cantera#\_Last Name\_First Name\_Assignment name.
- Example: “**16\_Garcia\_Cindy\_My Playing Style**”

### **FEEDBACK**

We will endeavor to provide you with feedback for all assignments. However, at times our resources are limited and as such, we need to prioritize the grading of assignments on those that are most developmentally relevant. It will not be uncommon for your receive feedback on your assignments several weeks or months after the deadline.

We will place all graded “redline” feedback in your google drive folder. All assignments and communication will be mediated via your gmail and google drive account. Therefore, we strongly urge you to become familiar with how Google Drive works. If you have questions or cannot find assignments, email us and ask us, or ask someone else in Combina for help.

**IT IS YOUR RESPONSIBILITY TO REVIEW THE REDLINES FROM TIME TO TIME TO ENSURE YOU SEE THE MISTAKES AND ARE ABLE TO CORRECT THEM GOING FORWARD.**

## V. BADGES AND APPAREL STANDARDS

You are guaranteed one polo shirt and one training kit for your tenure with Combina. If resources allow, we may be able to provide additional kits and apparel. However, please take care of your Polo shirt in particular, as you will need to use it for the entire time of your tenure with us (up to 4 years) If you change sizes or lose/damage your polo, you will be responsible for the cost for replacing it (~\$50).

You are responsible for ensuring that all badges are placed on your Cantera polo. You can ask whomever you'd like for assistance however, however "my mom didn't do it" is never acceptable. Neither is "I didn't have an iron" or "I couldn't find a needle and string."

You may receive specialized instructions for particular badges, however, these are the standards for placement you should adhere to, in the absence of such specific instruction:

BADGE/ INSIGNIA	LOCATION/ PLACEMENT								
<b>Combina Shield</b> (given at the time of polo delivery)	Should be placed in mirror opposite location to the Adidas or other logo.								
<b>Livre D'Or Winner Patch</b>	Center immediately above the Combina shield on your chest.								
<b>"C" Patch</b>	<p>Should be placed on the middle of your RIGHT hand sleeve, closest to the cuff. Start with the the first chronological one and Stack upwards with each year. Finished product should look like this:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>C4</td></tr> <tr><td>C3</td></tr> <tr><td>C2</td></tr> <tr><td>C1</td></tr> </table> <p>IN the event that that sleeve is too short to take a stacked set, rearrange in this pattern:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>C2</td><td>C4</td></tr> <tr><td>C1</td><td>C3</td></tr> </table>	C4	C3	C2	C1	C2	C4	C1	C3
C4									
C3									
C2									
C1									
C2	C4								
C1	C3								
<b>Director's List Bullseye</b>	Should be placed on left and right sleeve at your choice. Make sure to leave enough room on right sleeve for all subsequent years of "C" patches. Remember to be selective with your placement, as you can get up to 8 of these during your time with us.								

## VI. The Combina Oath

I am a member of the Cantera, and firmly commit myself to my success on and off the field and to attaining my goals.

\*\*\*

I further commit to work hard to improve my decision-making on the pitch and in life and promise to actively combat mediocrity.

\*\*\*

I also commit to the success of my fellow canteristas and pledge to meet all challenges and undertaking **INTREPIDUS ET FEROX.**

Yo formo parte de la Cantera y me comprometo firmemente a alcanzar el éxito personal, dentro y fuera de la cancha y a lograr las metas que me propongo.

\*\*\*

Me comprometo a trabajar con empeño y entrega para mejorar mis decisiones tanto en el campo como en la vida y prometo combatir de forma activa la mediocridad.

\*\*\*

De igual forma me comprometo al éxito de cada uno de mis compañeros canteristas y prometo encarar todos los retos y desafíos **INTREPIDUS ET FEROX.**

## **VII. Termination of Participation & Reapplication**

Termination of participation results when the conditions set forth in this Prospectus are not met. In addition, the following (non-exhaustive) list of behaviors is grounds for immediate termination of your participation in our program:

1. Physical violence or other aggression toward any other Canterista at any time.
2. Falling outside the bounds of the Combina Oath (See section above).

Once you are released from the program, you forfeit any prizes, benefits, or privileges you had accumulated with Combina.

We ask that you return all apparel (polo, training kit) immediately upon quitting the program or being discharged.

## Appendix A: Book Review Format

### **COMBINA BOOK REVIEW FORMAT**

Use this format to summarize the readings you complete. Remember to write in English, even if the reading was in Spanish (don't worry too much about making mistakes---that's part of the process!). DO NOT EXCEED 250 words for your review. (Roughly 1 page). USE OPA! And remember to filter your submission through the checklist before you submit.

#### **PARAGRAPH 1: Introduce the book/ reading.**

NOTE: Somewhere on the title or first paragraph, **NOTE HOW MANY PAGES YOU READ!**

#### **PARAGRAPH 2: Tell about the book/reading, but don't give away the ending!**

#### **PARAGRAPH 3: Tell about your favorite part of the book/reading or make a connection.**

#### **PARAGRAPH 4: Give a recommendation (e.g., If you like..., you will love this book or I recommend this book to anyone who likes...)**

## Appendix B: Volunteer Hours Summary

### THE COMBINA JOURNAL ENTRY FORMAT

Use this template to summarize any event or community project you attended or completed.

#### **Paragraph 1: Introduction**

What is this about? What did you do? When did it happen, and what are the main things you want to talk about?

Example:

*Today I visited to the plaza San Jacinto Downtown. It was the first time in my life that I had ever been to this plaza. I thought it was pretty interesting, but I don't understand how it took so long to finish constructing. There are a few things that I thought were really interesting.*

#### **Paragraph 2: Topic 1 and description**

Topic and description. Recommendations: (1) start with the most interesting/ powerful thing. (2) always use a topic sentence that makes it clear what you are talking about. (3) Use a structuring word (e.g., "first," "initially"). (4) Always remember to say WHY for anything.

Example:

First, I thought the statue in the middle of the plaza was pretty interesting. I read the inscription on the side of the fountain and found out there were real live alligators there at one point. It seems like a pretty wild idea to have live animals in the middle of a plaza because of safety.

#### **Paragraph 3: Topic 2 and description**

[Repeat format from first paragraph].

[Second, there was a cool little pathway...]

#### **Paragraph 4 (optional): Topic 3 and description.**

#### **Final Paragraph: Conclusion:**

Recap and close.

**WRITING TIP.** When you proofread, read the first sentence of each paragraph in sequence, and see if it "flows" and makes sense. If it presents a complete idea and summary of your write-up, it's a good indication your writing is clear.

## Appendix C: Grade Report Format

Reporting your grades is simple.

Simply take a photo (that is legible) of your report card, and attach it to an email to [projectcombina@gmail.com](mailto:projectcombina@gmail.com). Make sure your subject line conforms to the requirements listed above in the section on Turning in Assignments.

You can also elect to type all courses and grades by hand and send in via email.

However you submit your grades, REMEMBER TO MAKE SURE THE CLASS NAME, TEACHER, AND GRADE ARE VISIBLE.