

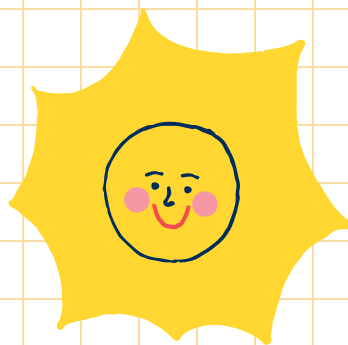


THE KIDS' CANCER PROJECT
WRITE A BOOK IN A DAY

Let's Write a Book in a Day.

PARTICIPANT MANUAL

CONTENTS

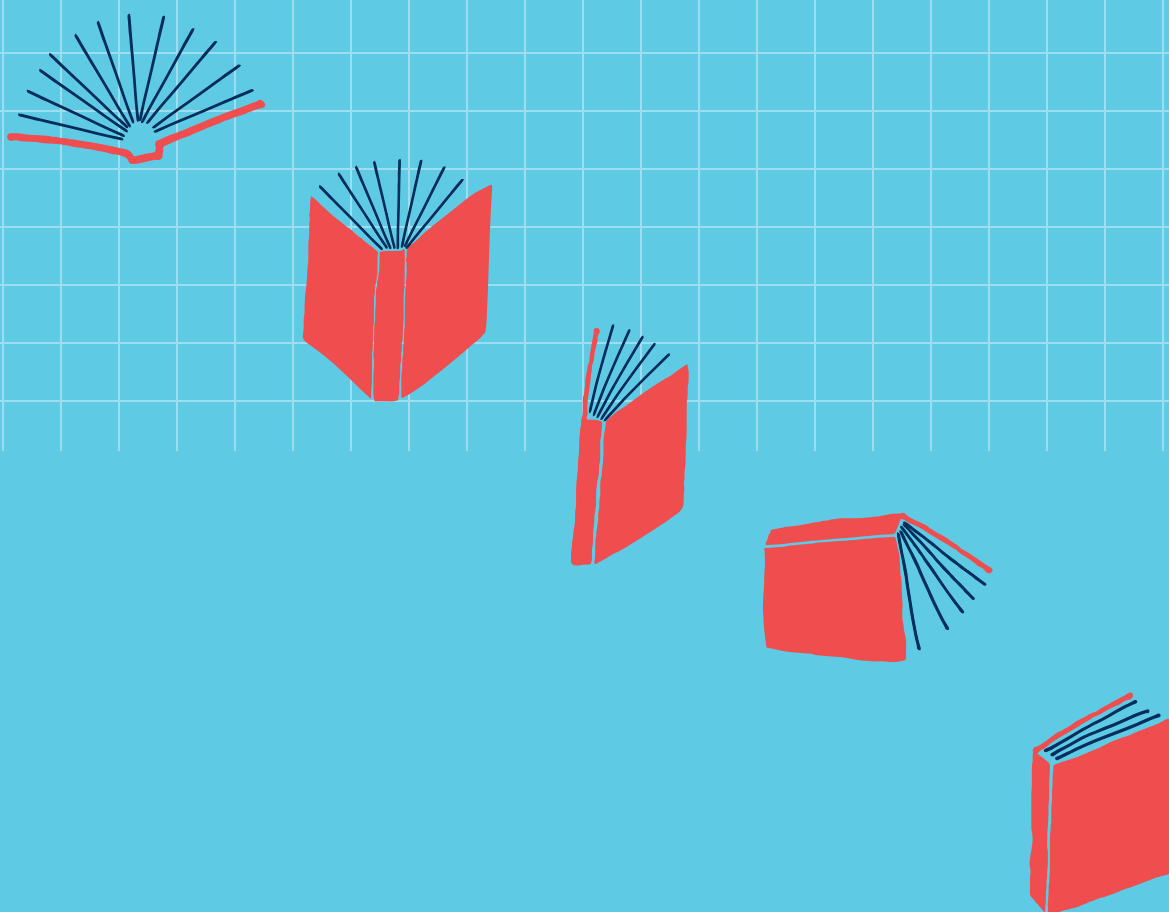


- 1.0 Introduction
- 2.0 How to Register
- 3.0 Entry Fees & Sponsorship
- 4.0 Doing Things by the Book
- 5.0 The Writing Day
- 6.0 Judging & Awards
- 7.0 Terms & Conditions
- 8.0 Appendix



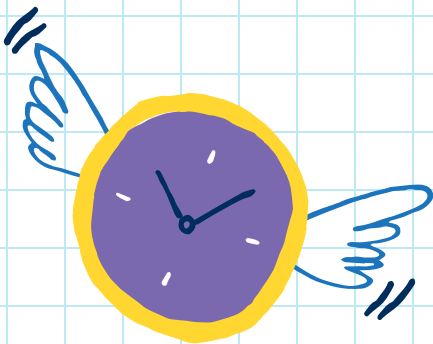
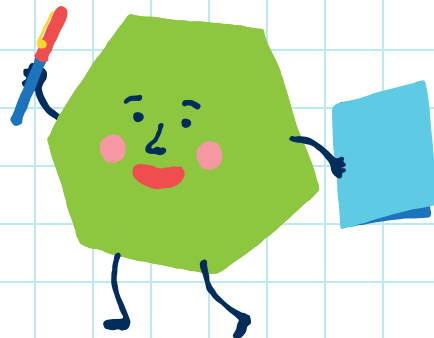
THE KIDS' CANCER PROJECT *WRITE A BOOK IN A DAY*

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Introduction

Let's get started!



The manual is here to guide you through the competition every step of the way!

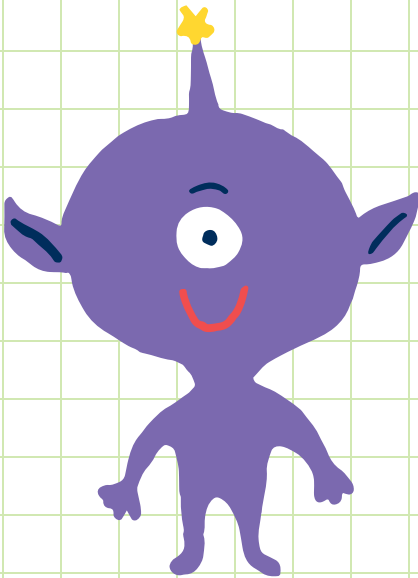
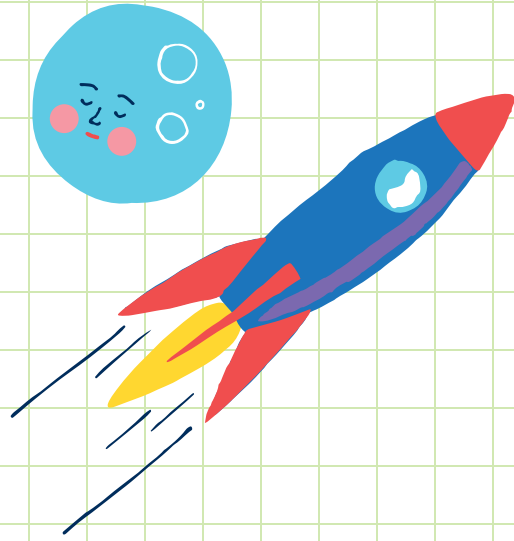
You can also visit writeabookinaday.com for all competition information.



How to Register

2.0 HOW TO REGISTER

Beam me up!



To register for the competition, go to [\[redacted\]](#) and use the information below to complete your registration.

2.0 HOW TO REGISTER

2.1 Registration

- Registration is easy. Just go to Write a Book in a Day and either click on the register now button on the homepage or click [Team Coordinator Login/Registration](#) in the menu
- A school or group can enter multiple teams in the competition under this single registration. Please consult with other staff at your school or members of your group to ensure there is only one registration
- Include the full school or group name with correct spelling
- For schools, do not add a team name or year group to the name, e.g. Wilson State High School is correct, not Year 9 Wilson State High School

2.2 Login

- After [registering](#), a school or group can access their team coordinator portal via the [login](#) page
- Please make sure your password has at least 7 characters, at least one numerical digit and a special character

2.3 Competition Divisions

Teams may enter the competition in one of the following Divisions:

- Primary school *Years 5–6*
- Middle secondary school *Years 7–9*
- Upper secondary school *Years 10–12*
- Open *18 years and over*
- Corporate *18 years and over, corporate sponsor*

Tip: Teams from primary school Kindergarten to Year 4 are not eligible to enter due to the demands of the competition.

2.4 Competition Teams

Each book must be written and illustrated by a team of writers.

- The minimum number of team members is **five (5)**
- The maximum number of team members is **ten (10)**
- For school teams, the year group of the majority of team members determines their division, e.g. a team with seven Year 9 students and two Year 10 students would enter the middle secondary school division
- Any team that includes an adult team member must enter the Open Division or Corporate Division (as appropriate)

2.0 HOW TO REGISTER

2.5 Team Coordinator

- The Team Coordinator must be a teacher, librarian or other supervising adult for all teams at the school
- For group teams, please nominate a single Team Coordinator
- Ensure all details are correct for the Team Coordinator
- So we can contact you, make sure to provide a mobile number or direct line including your area code

Team Coordinators are the glue that keeps the writing crew on track!

- Once you have registered your school or writing group, you will have access to the Team Coordinator portal. Here you will add your team(s) and select your writing date
- Across the competition you will receive notifications via the Team Coordinator portal, as well as email prompts for before your writing day the Parameters Form (*when available*) and resources
- Please make sure to only list one person as a Team Coordinator, with contact number and email

2.6 Team Details

- Multiple teams can be entered into the competition under a single registration
- Each team must be added one at a time
- Each team must have a different name. This name can be changed prior to downloading the Parameter Form for that team
- **Enter the division for the team:** A school may have teams in different divisions
- **Enter the writing day for the team:** A school or group may have multiple teams writing on different days
- Remember to update the date if you change your writing day as it affects when team parameters are available to be downloaded
- You can delete a team up to one week prior to the nominated writing day

2.7 Team Members

To add a team member to your team:

- [Login](#) to the Team Coordinator Portal
- Click on 'Edit' within the team details table
- Team Coordinators have the option of bulk uploading team members to a team via CSV file



Entry Fees & Sponsorship

Funding kids' cancer research



Writers could turn their words into prizes with awards for best books in each division and for top fundraisers through sponsorship.

There's lots of opportunities for your teams to shine

Money raised through competition entry fees and sponsorship goes towards funding vital scientific research for childhood cancers. The more money you raise, the greater the benefit to kids with cancer.

3.0 ENTRY FEES & SPONSORSHIP

3.1 Competition fees

- An entry fee of \$70 is required for each team to participate in the competition
- To be eligible for judging, each team must raise \$240 minimum in sponsorship donations
- If the entry fee of **\$70 per team** is not received one week prior to the writing day, the team will not receive their parameters.
- If you are having difficulty making payment, please contact us via email at info@writeabookinaday.com or phone **02 8394 7711**

Tip: Once your team(s) are registered, you can pay via credit card immediately on the website.

You can pay in full or in instalments (minimum accepted \$70).

You can create an invoice in the [Team Coordinator Portal](#) if required (see section 3.4).

3.2 Sponsorship donations

All sponsorship donations raised are gratefully acknowledged by [The Kids' Cancer Project](#)

- Individuals are provided with sponsorship pages to share with their networks
- Schools and writers can self fund their entry and sponsorship fee
- Prizes for top team and top individual fundraisers are also awarded

Please contact the Write a Book in a Day team on **02 8394 7711** or email us at info@writeabookinaday.com if you are having difficulties or delays in making payment.

FEES PER TEAM	DUE DATE	NON-PAYMENT ACTION
\$70 entry fee	Must be paid at least one week before the chosen writing date	If the entry fee is not paid, parameters will not be sent to your team
Minimum \$240 sponsorship	Must be received by The Kids' Cancer Project by 9.00pm AEST 30 September 2023	If sponsorship is not paid by 30 September 2023 , your book will not be judged or included in the Online Library Prizes for fundraising will be allocated based on the sponsorship figures as at 9pm AEST 30 September 2023

3.0 ENTRY FEES & SPONSORSHIP

3.3 Payment methods

- Pay by credit card via the Write a Book in a Day website writeabookinaday.com through the Team Coordinator portal
- Direct deposit to:
Account name: The Kids' Cancer Project
BSB: 032 010 Westpac
Account No: 291 311

Please include school name, writer's group or corporate name in full as reference. If you have multiple team entries, please advise by email to info@writeabookinaday.com how the payment is to be allocated.

Cheque and money orders to:

The Kids' Cancer Project
Write a Book in a Day
PO Box 6400
Alexandria NSW 2015

Please include school name, writer's group or corporate name in full as reference. If you have multiple team entries, please advise by email to info@writeabookinaday.com how the payment is to be allocated.

- Please **do not** send cash payments
- Invoices can be generated through the [Team Coordinator portal](#)

3.4 Tax Deductible Donations

- Entry fees and sponsorship donations are tax deductible. This does not affect the money paid by schools, as they are tax exempt

- As this is a competition, entry fees and sponsorship by participating team members themselves does not qualify for tax deductibility
- The easiest method for sponsors to receive a tax-deductible receipt is to sponsor a team. Simply go to the [Teams](#) section on writeabookinaday.com and search a writer or team to sponsor. Receipts will be issued from the website

Entry fees and sponsorship donations made via direct deposit or cheque will be receipted once funds have been received and processed. Please email info@writeabookinaday.com with contact details (full name, phone number and email address) of those requiring receipts.

Entry fees and sponsorship donations are GST exclusive.

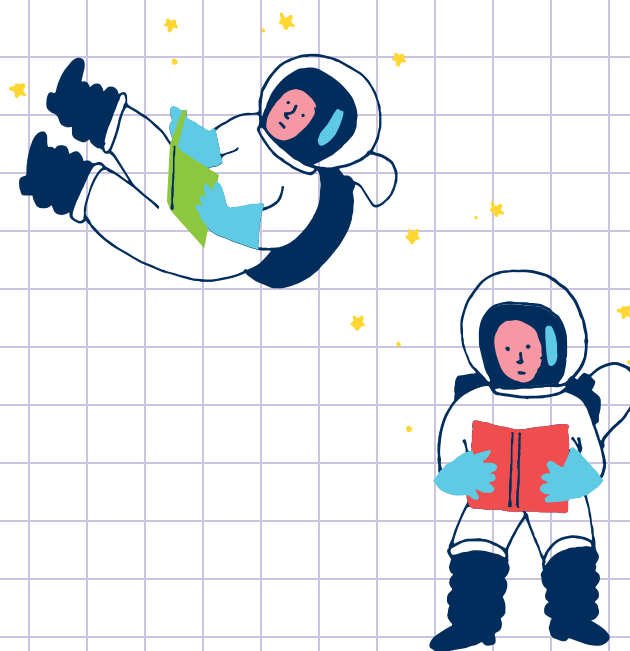
Monies raised through sponsorship go to The Kids' Cancer Project, an independent national charity supporting childhood cancer research. Since 1993, thanks to strong community support, the charity has contributed tens of millions of dollars to scientific research projects to help children with many types of cancer.





Doing Things by the Book

Dot the i's and cross the t's...



We love to see all our participants have fun and bring their imagination - which is the key ingredient for any writing day!

Like with any competition there are a few T's to be crossed and I's to be dotted to make sure everyone taking part has a fair and rewarding experience.

4.0 DOING THINGS BY THE BOOK

4.1 Competition Essentials

On the day before writing, the Team Coordinator will receive an email to say that the parameters are ready to be downloaded from the [Team Coordinator portal](#)

A unique set of five parameters is computer-generated for each team. Your story must be based on and primarily written around these five parameters.

These parameters will be:

- Two human characters, one non-human character, a setting and an issue
- The story may include secondary characters and settings but the parameters are the key components

Writers must not see these parameters until 8am on the writing day.

The emails will be sent at the following times:

- School teams will receive their email **after 12 noon AEST** the day before writing. Parameters will be available to download at 12pm AEST that day
- Open: An email will be sent to your contact person at **12pm AEST** the day before the selected writing day to advise that the parameters are ready to be downloaded at **9pm AEST**

4.2 Random Words

All teams are assigned **five random words** to be included at least once anywhere in the story. They must be included as written and without adaptation, e.g. “free” must be written as “free”, not “freely” etc.

The random words are the same for every team in the competition. **Please write the random words in bold type to highlight their inclusion in your story.**

4.3 Australian Identity

Your story must include identifiable Australian content. This can be in the theme, setting, characters or issue. This is to honour the origins of the competition which started at the home of a great Australian author, Katharine Susannah Prichard, which is now a writers' centre bearing her name.

4.4 Originality and Language

All stories must be original and not previously written or published. All stories must be written in English.

4.5 Target Audience Age

Your story is intended for reading by children aged 10-16 years who are patients in children's hospitals. Do not include any swearing, strong or excessive violence, and inappropriate topics (eg death, cures for diseases). School teams are advised to consult their adult supervisor for advice. Team Coordinators may provide guidance as to inappropriate themes.

4.0 DOING THINGS BY THE BOOK

4.6 Word Count by Numbers

DIVISION	WORD COUNT (Minimum to Maximum)
PRIMARY SCHOOL	1500 to 2500 words
MIDDLE SECONDARY SCHOOL	3500 to 5000 words
UPPER SECONDARY SCHOOL	3500 to 5000 words
OPEN	7000 to 10000 words

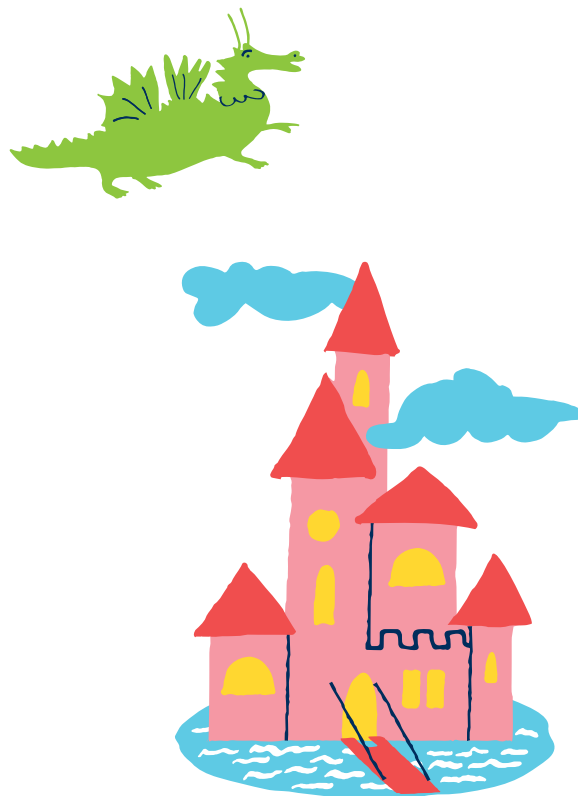
Psst!: The word count for your story must be within the limit for your division. Books outside the limits will not be eligible for judging.

4.7 Be bold, be creative!

While this is a writing competition, illustrations play an important role because of the target audience. The front and back cover of the book must be illustrated, with further illustrations throughout the book. Illustrations may be created by hand or digitally. All illustrations must be original or copyright free.

For more information about illustrations, go to the [resources](#) section on writeabookinaday.com

Tip: Be as creative as your story is, but please keep the font type and size legible. We suggest a font size no smaller than Arial 10 font. Chapter titles and page numbers are optional.



4.0 DOING THINGS BY THE BOOK

4.9 Compulsory Sections

Your completed book must include the following sections in this order:

- An illustrated front cover including book title and team name
- Our Parameters Form
- List of authors and illustrators
- [Copyright page](#)
- Your completed story with illustrations
- A back cover with a brief summary of your story (a blurb), a reader age recommendation and an illustration

Tip: If you cannot add the PDF Parameters form to your document, please create a page with the Team Details information, the parameters and the random words.

4.10 Optional Sections

There are optional pages after the Copyright page (just remember, they will contribute to your overall word count):

- A message of goodwill to the children in hospital (please do not specify a hospital)
- An acknowledgement to thank your sponsors and helpers
- A chapter contents page
- Reviews of your book can be included on the back cover with the blurb

4.11 Where Do I Submit my Book Entry

Save your completed book with all compulsory sections as a PDF file and a plain txt version.

The final PDF and plain txt copy of your book must be uploaded to the Write a Book in a Day website writeabookinaday.com by 9pm (Local Time) on the writing day. [See Section 5 for more details.](#)

Please note: Books are only required in a digital format.

4.12 Final Books

Final books are only eligible to be published to the Online Library if they have been judged in accordance with the [Terms and Conditions](#).

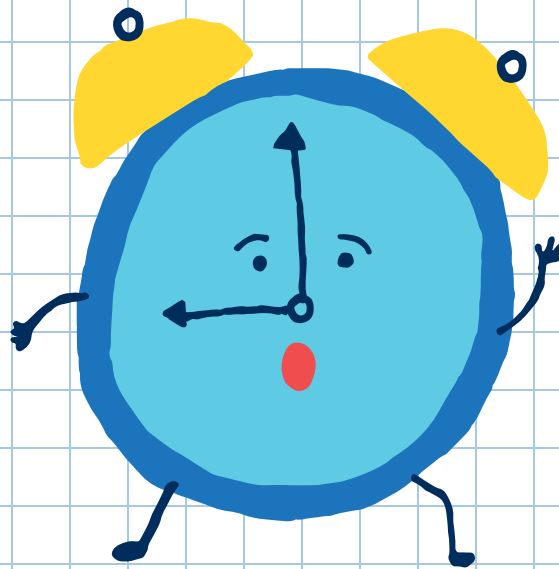
For a book to be judged and uploaded to the [Online Library](#), teams must have reached the minimum sponsorship amount (see *section 3.3 – payment dates*) for reference.

Any team that does not meet the minimum sponsorship amount by the end of the Competition Period, will not have their book published in the [Online Library](#).



The Writing Day

Ready, set, write!



Yay - the Writing Day! Bring your imaginations, a snack and work together to bring your ideas to life. This section has some useful hints and tips to help you have the best day possible.

5.0 THE WRITING DAY



5.1 The Important Stuff!

- The supervising adult or Representative (Team Coordinator) must acknowledge (digitally, upon book submission) a confirmation that no work was carried out on the book before 8am (Local Time) and after 8pm (Local Time) on the writing date
- Teams are required to have one adult (Team Coordinator, Teacher, Librarian, Parent) available at all times for supervision and to ensure the teams keep to the time schedule
- Teams are not allowed to pre-prepare any written or illustrative material
- Teams must not obtain any information or assistance from any supervising adult or outside sources

Tip: Time is of the essence, make your day go to plan with a pre-planned schedule.

Don't worry if you don't stick to it on the day, we know that there are some things you just can't plan for that might happen on the day!

Do the best that you can! Just remember your books need to be submitted by the deadline, see 4.11 Where Do I Submit my Book Entry for more information.

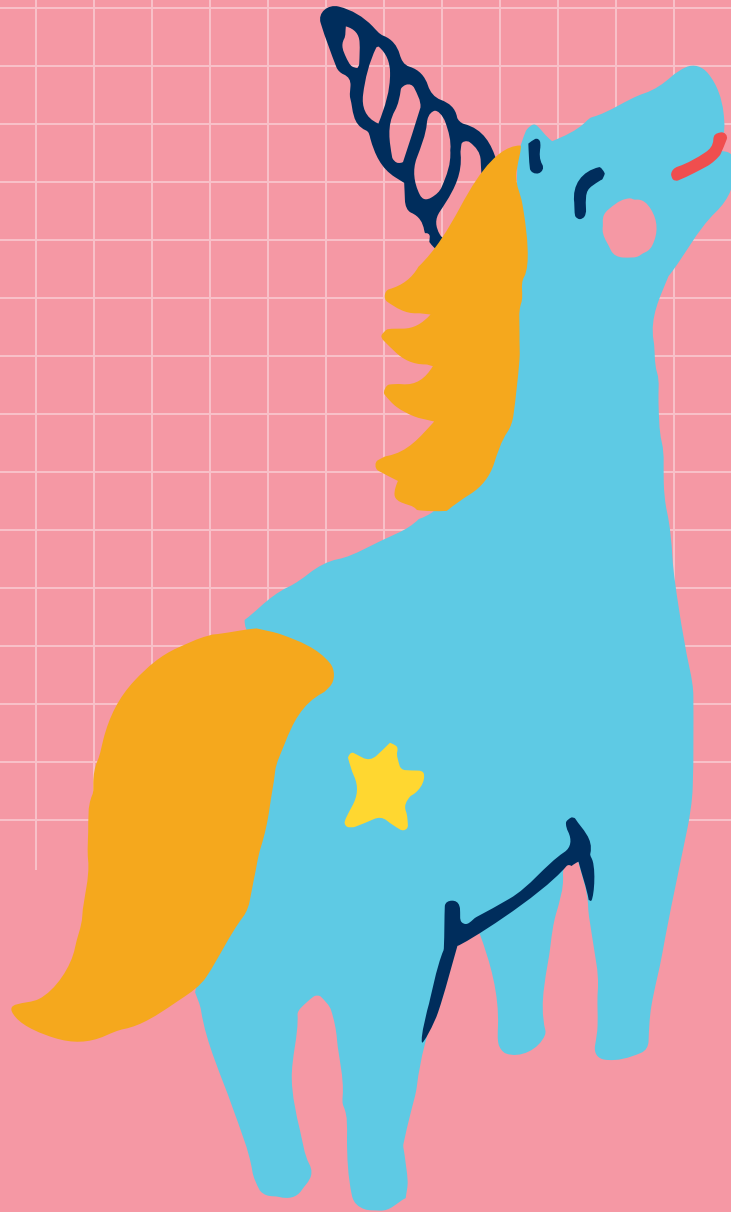
Day Plan Resources

IMPORTANT: When you have uploaded your final book please ensure the website has the correct team name, team members and book title before uploading your book.

If the book fails to load, please email a PDF and plain text format copy to info@writeabookinaday.com

5.2 On the Day

- **Schools:** An email will be sent to the school after **12pm AEST** on the day before the selected writing day to advise that the parameters are ready to be downloaded
- **Open:** An email will be sent to your contact person at **12pm AEST** the day before the selected writing day to advise that the parameters are ready to be downloaded at **9pm AEST**
- The parameters must be kept strictly confidential until **8am (Local Time)** on your writing day
- Teams may take less time than the full 12-hours but the book must be submitted before 9pm (Local Time) and **your team details updated**



Judging & Awards

And the winner is...



In this section you can find out the judging criteria and what awards up for grabs!

Remember to read through the judging criteria before you write your book to make sure your entry is eligible for judging.

6.0 JUDGING & AWARDS

6.1 Judging Criteria

All books meeting the criteria to be judged will be judged on:

- Compliance with all rules outlined [as per section 4.0](#)
- Story structure (well-planned and executed, consistent tone, plot and characterisation, imaginative)
- Literary excellence (correct spelling, grammar and good vocabulary)
- Reader engagement and audience appropriateness
- Illustrations (contribution to the story, technical competence and appeal)

The Kids' Cancer Project may decide to give other awards or to withhold any of the above awards at their discretion.

The awards are announced in accordance with the [Terms and Conditions](#). The winners and their books will be listed on writeabookinaday.com



6.2 Awards

The awards for the books are:

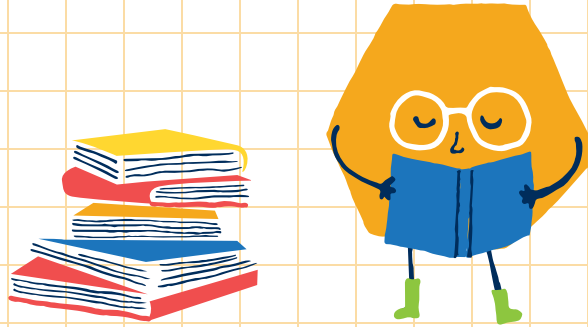
- For each school division by state (Primary, Middle, Upper)
- Best Book, Highly Commended Book, Commended Book
- Best Illustrations
- Nationally for each division (Primary, Middle, Upper, Open, Corporate)
- Best Book
- Best Illustrations

There are also awards for the top fundraisers (school divisions only): These prizes are confirmed in the [Terms and Conditions](#).



Competition Terms & Conditions

Keepin' it real...



The Write a Book in a Day competition is managed by The Kids' Cancer Project. All teams and books must follow the competition rules to be eligible for entry and judging.

Terms and Conditions are found 

This manual, and the Terms and Conditions constitute the competition Terms and Conditions. Undefined capitalised words in this manual have the same meaning as defined in the Terms and Conditions. If there is any inconsistency between this manual and the Terms and Conditions, this manual prevails to the extent of any inconsistency.



Appendix

Helpful Resources

Please find resources you may need to help you enter the current Write a Book in a Day Competition.

Writing Templates:

[Story outline template](#)

[Copyright wording template](#)

[Setting template](#)

Writing Guides & Tools:

[Writing checklist](#)

[Guide for open teams](#)

[Online day plan: 12 hours](#)

[Day plan: 12 hours](#)

[Day plan: 9.5 hours](#)

Useful Letters to Get Started:

[Principal request letter template](#)

[Student/Parent permission letter](#)

Writing & Illustrating Tips:

[Illustration tips from illustrator Judith Rossell](#)

[Author Nat Amoores tips on working with the parameters](#)

[Writing advice from judge Mick Elliott](#)

Helpful Articles:

[Writing tips from Allison Tait](#)

[7 Steps to success](#)

[4 Ways to get your school involved](#)

Thank you & good luck!



On behalf of Col Reynolds and The Kids' Cancer Project, we thank you for your participation in this creative competition along with the funds you raise for vital children's cancer research. We hope you will continue with us on our journey to find kinder, more effective treatments for every child diagnosed.

Colin Reynolds.

Col Reynolds OAM
FOUNDER AND DIRECTOR

Our vision: One hundred percent survival of children with cancer while eradicating the harmful impacts treatment can bring.

Our mission: To support bold scientific research that has the greatest chance of clinical success in the improvement of treatments of childhood cancers.



THE KIDS' CANCER PROJECT
WRITE A BOOK IN A DAY

Note: The Kids' Cancer Project will have a non-exclusive royalty-free, perpetual, worldwide, irrevocable, and sub-licensable licence to publish copies of the book from each team for a period of two years. Should any of the books in the competition be published in any form or by any person (whether The Kids' Cancer Project or otherwise), 50% of the profits or royalties of that publication for a period of 2 years shall be paid to The Kids' Cancer Project fund and 50% to the copyright owner(s). In the absence of any other written agreement, all members of the validly registered team in accordance with the Terms and Conditions who wrote, illustrated, or otherwise contributed to the book will own copyright equally.



THE KIDS' CANCER PROJECT
WRITE A BOOK IN A DAY

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