



**OFFICE of
EDUCATION INNOVATION**

Step 1: Logging into Robot Events – www.robotevents.com



Registering your existing high school VEX team

The screenshot shows the RobotEvents.com website in a browser window. A blue callout box with a yellow border contains the text "Click to register your high school VEX team" and has an arrow pointing to the "VEX ROBOTICS COMPETITION Middle/High School" link in the grid of event categories.

RobotEvents.com
Robotics Education & Competition Foundation
Inspiring students, one robot at a time.

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My Account | My Cart | Checkout | Log In

Registration... Now!

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VEX ASSEMBLER

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TECH CAMPS!
HELD AT 60 UNIVERSITIES NATIONWIDE

The Robotics Education & Competition Foundation exists to connect students, mentors, and schools in every community to a variety of successful and engaging technology-based programs. Our goal is to provide these programs with services, solutions, and a community that allows them to flourish in a way that fosters the technical and interpersonal skills necessary for students to succeed in the 21st Century. Whether it's a competitive event, workshop, camp, or conference we understand the unprecedented level of passion and commitment it takes to create, maintain, and execute such programs. The Robotics Education and Competition Foundation is committed to promoting technology and related student and professional advancement so that one day these programs become accessible to all students and all schools in all communities.

 Event Info & Registration				
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Step 2: Login with your Account information



The login information will be for the same you utilized last year

The screenshot shows the 'Customer Login' page on RobotEvents.com. The page is titled 'Log in or Create an Account'. It is divided into two main sections: 'NEW CUSTOMERS' and 'REGISTERED CUSTOMERS'. The 'NEW CUSTOMERS' section includes a 'Create an Account' button. The 'REGISTERED CUSTOMERS' section includes a 'Login' button. Three blue callout boxes with orange borders and arrows point to specific elements: '1. Enter Email Address' points to the 'Email Address' input field; '2. Enter Password' points to the 'Password' input field; and '3. Click "Login"' points to the 'Login' button. The page also features a search bar, a 'Map Search' button, and a navigation menu at the top.

1. Enter Email Address

2. Enter Password

3. Click "Login"

Step 3: View of Account Dashboard



This is your main screen showing activity from past years. You will manage your team(s) from here.

The screenshot shows the RobotEvents.com account dashboard for Michael Martus. A blue callout box with a yellow border points to the 'Register a Team!' button in the left sidebar. The dashboard includes sections for 'SEASONS', 'REGISTERED TEAMS', 'REGISTERED EVENTS', and 'RECENT ORDERS'.

MY ACCOUNT

- Account Dashboard
- Account Information
- Address Book
- Newsletter Subscriptions
- My Orders
- My Quotes

MY CART

You have no items in your shopping cart.

COMPARE PRODUCTS

You have no items to compare.

My Dashboard

Hello, Michael Martus!

From your My Account Dashboard you have the ability to view a snapshot of your recent activity and account information. Select a link below to view or edit information.

Register a Team!

SEASONS — CURRENTLY SHOWING: 2013-2014

2013-2014 | 2012-2013

REGISTERED TEAMS

Team	Program	Approved	Team Name	Robot Name	Organization	Payment Info	Order Number	Links
6934	VRC 2013-2014	Yes	Flyers		International Technology Academy	PAID	61024407	Edit
6934B	VRC 2013-2014	Yes	Birds		International Technology Academy	PAID	61024407	Edit

REGISTERED EVENTS

Team	Date	Event Code	Event Name	Price	Payment Info	Order Number	Additional Info
6934B	12/14/2013	RE-VRC-13-0129	Notre Dame Prep Autodesk VEX Qualifier	75	not paid		TEAM INFO NEEDED!
6934	11/09/2013	RE-VRC-13-0405	Oakland County OCCRA VEX Middle School Championship	0	not paid		TEAM INFO NEEDED!
6934B	11/09/2013	RE-VRC-13-0405	Oakland County OCCRA VEX Middle School Championship	0	not paid		TEAM INFO NEEDED!

RECENT ORDERS [View All](#)

Order #	Date	Ship to	Order Total	Status	
61024407	10/7/13	Michael Martus	\$ 150.00	Complete	View Order

Step 4: Choosing Robotics Program



You can register for multiple teams from this account, but you will only be registering one high school VEX team for now

The screenshot shows the 'Team Registration Wizard' on the RobotEvents.com website. The page is titled 'RobotEvents.com Robotics Education & Competition Foundation Inspiring students, one robot at a time.' The wizard is currently on the 'Robotics Program' step. A 'Notice' states: 'If your organization had a VEX Robotics team last season, and you would like to keep the same number, you must select it for repetition below. If the number does not appear below then [contact REC](#) for assistance.' There are three main options: 'Select an Existing Team. Use this to RENEW, or ADD TO, existing teams.' with a radio button selected next to '6934,VRC'; 'Register a New VEX Team. Use this for NEW team numbers only.' with three radio buttons for 'VEX Robotics Competition & TSA Team Registration - 2014-2015 (Middle and High School)', 'VEX U Team Registration - 2014-2015 (College or University)', and 'VEX IQ Challenge Team Registration - 2014-2015 (Elementary and Middle School)'; and 'Register a New Team in Another Program' with a radio button selected next to 'CREATE Foundation Elementary School 2014-2015 Team Registration'. A 'Next' button is at the bottom. A blue callout box on the right says '1. Choose "Select an Existing Team. Use this to RENEW, or ADD TO, existing teams."' with arrows pointing to the 'Select an Existing Team' option and the '6934,VRC' radio button. A red callout box at the bottom right says 'Do NOT register a New Team' with arrows pointing to the 'Register a New VEX Team' section. A blue callout box at the bottom left says '2. Click "Next"' with an arrow pointing to the 'Next' button.

1. Choose "Select an Existing Team. Use this to RENEW, or ADD TO, existing teams."

2. Click "Next"

Do NOT register a New Team

Step 5: Organization & Demographic Information



Update "Organization Information" and "Demographic Information"

The screenshot shows a web browser window with the URL <https://www.robotevents.com/robotevents/wizard/>. The page title is "Team Registration Wizard". The form is titled "Team Registration Wizard" and "Robotics Program". It contains several sections:

- Organization Information:** Includes a dropdown for "Pick an Address", a text field for "Organization" (filled with "International Technology Academy"), a text field for "Street Address" (filled with "125 Mountcalm"), a text field for "City" (filled with "Pontiac"), a dropdown for "Country" (filled with "United States"), a text field for "Zip/Postal Code" (filled with "48340"), and a dropdown for "State/Province" (filled with "Michigan").
- Demographic Information:** Includes a dropdown for "Has this team competed before?" (filled with "-- Please Select --"), a dropdown for "Grade Range" (filled with "-- Please Select --"), a dropdown for "Estimated Number of Students" (filled with "-- Please Select --"), and a text field for "Special Needs".
- Sponsor:** A text field.
- Other Programs:** A list of checkboxes for various programs: BEST Robotics Competition (BEST), Botball Robotics Competition (Botball), First LEGO League (FLL), First Robotics Competition (FRC), First Tech Challenge (FTC), Junior First LEGO League (JFLL), TSA (TSA), VEX Robotics College Challenge (VRCC), VEX Robotics Competition (VRC), Project Lead The Way (PLTW), and Skills USA (SKILLS). A note below says "* Check all that apply."

Two blue callout boxes with white text and orange borders are overlaid on the form:

- 1. Fill out "Organizational Information"** points to the "Organization Information" section.
- 2. Fill out "Demographic Information"** points to the "Demographic Information" section.

Step 6: Select a VEX high school team to compete at the IndyVRC



Select the **VEX team** that will represent your high school at the Championship

1. Mark "Renew this team"

2. Verify Team Information is correct

DO NOT click "Add Another Team"

PLEASE NOTE: The Mayor's Office will only cover the cost of 1 team. Coaches, if you would like to register additional teams you will need make a separate order. Only one team may represent your school at the City Championship.

3. Verify all Information is correct, then click "Register"

The screenshot shows a web browser window displaying a VEX team registration form. The form is divided into sections: "Team Information", "Team Registrations and Order Information", and "Team Information" (repeated). The "Team Information" section contains fields for "Number and Letter", "Team Name", "Robot Name", "Primary Contact Name", "Secondary Contact Name", "Telephone", "Alternate Telephone", "E-Mail Address", and "Alternate E-Mail Address". A "Renew this team." checkbox is present. The "Team Registrations and Order Information" section contains a table with columns "Sku", "Name", and "Price", and a "Register" button. Annotations include: a blue box pointing to the "Renew this team." checkbox; a blue box pointing to the contact information fields; a red box pointing to the "Add Another Team" button with the text "DO NOT click 'Add Another Team'"; a purple box with a note about the Mayor's Office covering only one team; and a blue box pointing to the "Register" button with the text "3. Verify all Information is correct, then click 'Register'".

Step 7: Review Shopping Cart



Review the order is correct and proceed to checkout

1. Review Shopping Cart Order

DO NOT click "Continue Shopping"

2. Verify "Grand Total" is \$100

3. Click "Proceed to Checkout"

Shopping Cart

Proceed to Checkout

Attention: You must complete the checkout process before your team is registered. Additionally, team registration orders must be paid or have received a PO before the team can register for an event.

Remove	Product Name	Unit Price	Qty	Subtotal
	VEX Robotics Competition & TSA Team Registration - 2014-2015 P/N 330-3887-311-1653-276-3888-276-3938 VRC Team Registration 1 x VRC Team Registration P/N 311-1653 VRC License Plate Kit 1 x VRC License Plate Kit P/N 276-3938 VRC Team Welcome Kit 2013-2014 1 x VRC Team Welcome Kit 2014-2015 P/N 276-3888 Team 6934 Order Reference 561ae1563d63a79999eca040c81e4d8a	\$ 100.00	1	\$ 100.00

Continue Shopping

Update Shopping Cart

Subtotal \$ 100.00
Grand Total \$ 100.00

Proceed to Checkout

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Step 8: Billing Information



Ensure this information is correct in case you choose to pay for additional teams at a later date

The screenshot shows the checkout page for RobotEvents.com. The page is titled "1 Wings of Fire" and is in the "Checkout" phase. The main heading is "Billing Information". A note states: "Note: If you are paying by credit card, the billing address you enter MUST match the address your credit card issuing bank has on file. Failure to enter the proper billing address may result in your bank placing a temporary hold on funds in your account for up to 72 hours." Below the note, there is a dropdown menu showing "Michael Martus, 43857 Pese Ct, Sterling Heights, Michigan 48314". There are two radio buttons: "Ship to this address" (selected) and "Ship to different address". A "Continue" button is visible. On the right, a "YOUR CHECKOUT PROGRESS" sidebar shows steps: Billing Address, Shipping Address, Shipping Method, and Payment Method. A "McAfee SECURE" logo is at the bottom right.

1. Select past billing address or add a new billing address

2. If your billing address is where you would like your welcome kit shipped, mark "Ship to this address." If different, note it.

3. Verify Information is correct and click "Continue"

PLEASE NOTE: Although you are giving Billing Information YOU WILL NOT BE PAYING THE REGISTRATION FEE OF \$100. We are covering the cost.

Step 9: Shipping Method



PLEASE NOTE: If you marked “Ship to different address” on the “Billing Information” page you will be directed to a “Shipping Information” page. Fill out the appropriate information and click continue to access this page.

The screenshot shows the checkout process on RobotEvents.com. The page is titled "Checkout" and the URL is "https://www.robotevents.com/checkout/onepage/". The navigation bar includes "Home", "RobotEvents.com", "Robotics Education", and "Inspiring students". The main content area is divided into sections: "1 Billing Information", "2 Shipping Information", "3 Shipping Method", "4 Payment Information", and "5 Order Review". The "Shipping Method" section is highlighted with a blue box and the text "1. Mark 'Free Shipping to Continental US'". Below this, the "Free Shipping to Continental US" option is selected with a radio button and labeled "Free \$ 0.00". A blue box with the text "2. Verify Information is correct" points to the "YOUR CHECKOUT PROGRESS" sidebar, which shows the billing and shipping addresses for Rachel Hathaway at 200 E. Washington St, Indianapolis, Indiana, 46204, United States. The shipping method is listed as "Free Shipping to Continental US - Free \$ 0.00". A blue box with the text "3. Click 'Continue'" points to the "Continue" button. A disclaimer at the bottom states: "The Robotics Education and Competition Foundation/RobotEvents.com cannot guarantee the refund of tournament entry fees once they have been paid. It is the responsibility of the team to contact the event host and cancel their tournament registration and request a refund. Entry fee refunds are at the sole discretion of the tournament host (in many cases, especially for withdrawals close to an event date where events might have already incurred costs and/or may be unable to find teams to fill that spot on short notice, refunds might not be possible)."

Step 10: Payment Information



IMPORTANT: In order for us to pay your registration fee, you will need to mark **“Pay Later by Check”**

The screenshot shows the checkout page on RobotEvents.com. The browser address bar displays <https://www.robotevents.com/checkout/onepage/>. The page header includes the site logo, a search bar, and navigation links. The main content area is titled "4 Payment Information" and features three radio button options: "Credit Card", "Purchase Order", and "Pay Later by Check". The "Pay Later by Check" option is selected and highlighted with a blue box labeled "1. Mark 'Pay Later by Check'". Below this option, the check details are provided, including the recipient's name, address, and phone number. A note explains that payments must include order and team numbers. A "Continue" button is highlighted with a blue box labeled "3. Click 'Continue'". To the right, a "YOUR CHECKOUT PROGRESS" sidebar shows the current step (Billing Address) and lists the shipping and payment methods, with "Pay Later by Check" selected. A blue box labeled "2. Verify Information is correct" points to this sidebar. A "Back" link is visible at the bottom left of the payment section.

1. Mark “Pay Later by Check”

3. Click “Continue”

2. Verify Information is correct

Step 12: Completed Order Confirmation and Verification



You will receive an **Order Number**. Please email your order number to indyvrc@indy.gov. This will ensure that **we will pay the registration fee for your Championship Team**.

A screenshot of the RobotEvents.com website showing a successful checkout confirmation. The browser address bar displays 'https://www.robotevents.com/checkout/onepage/success/'. The page header includes the site logo, navigation links (Home, Robot Competitions, Fundraising, Contact Us), and utility links (My Account, My Cart, Checkout, Log Out). The main content area features a 'Thank you for your purchase!' message and a highlighted order number '61032822'. A blue callout box labeled 'Order Confirmation Number' points to this number. On the right side, there are sections for 'MY CART' (empty) and 'NEWSLETTER' (with a 'Subscribe' button). Another blue callout box labeled 'Log Out' points to the 'Log Out' link in the top navigation bar. A 'Continue Shopping' button is located below the main message. The footer contains a navigation menu, copyright information for 2014, and a McAfee Secure logo.

Congratulations! Your high school VEX team is officially registered for the Robotics Season 2014 – 2015!!

Feel free to print the order confirmation for your own records, log out, and close the browser window. If you have any questions, please contact your REC Foundation Regional Support Manager [Mike Martus](#)