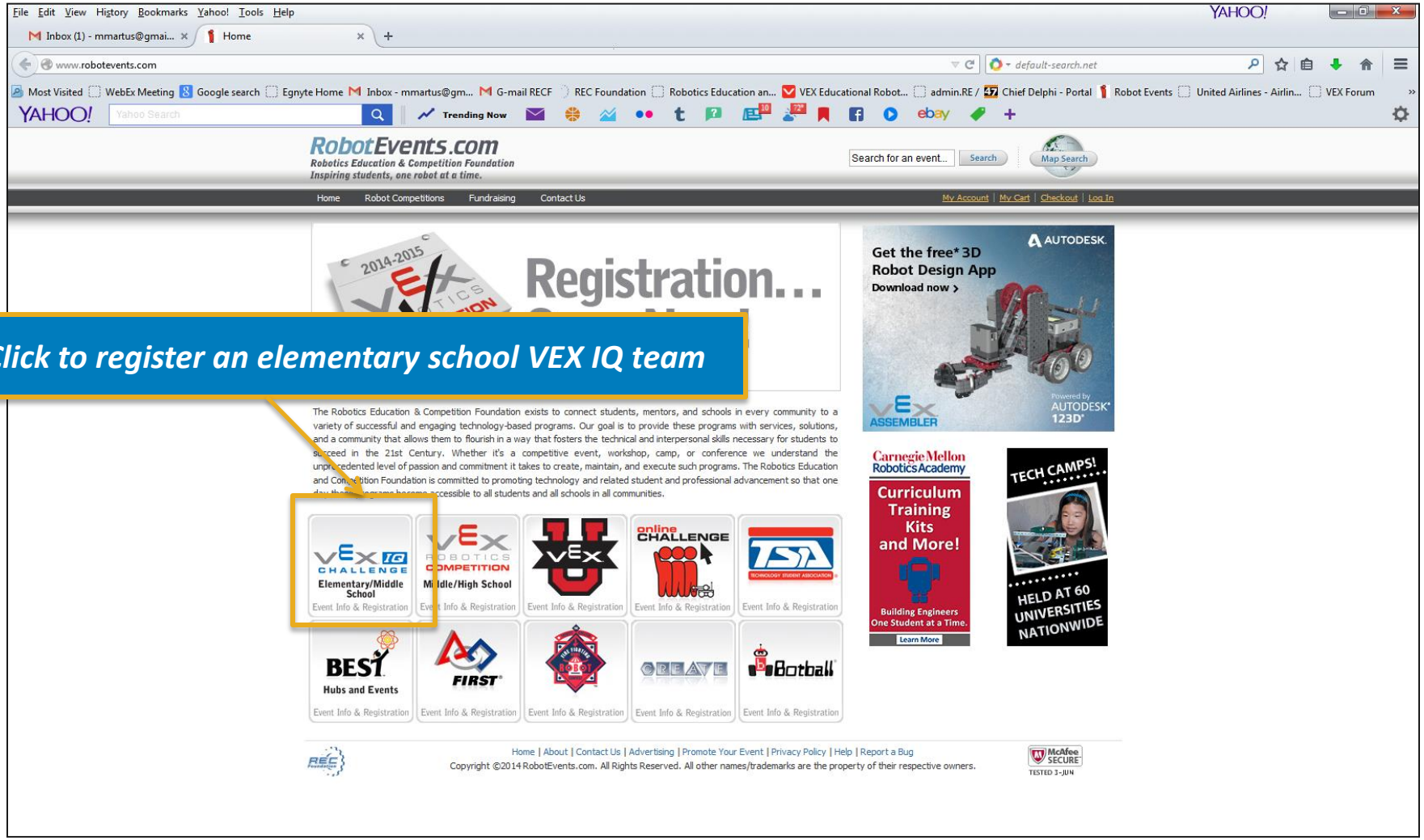
OFFICE of
EDUCATION INNOVATION

IndyVRC New Elementary School Team Registration 6.12.14

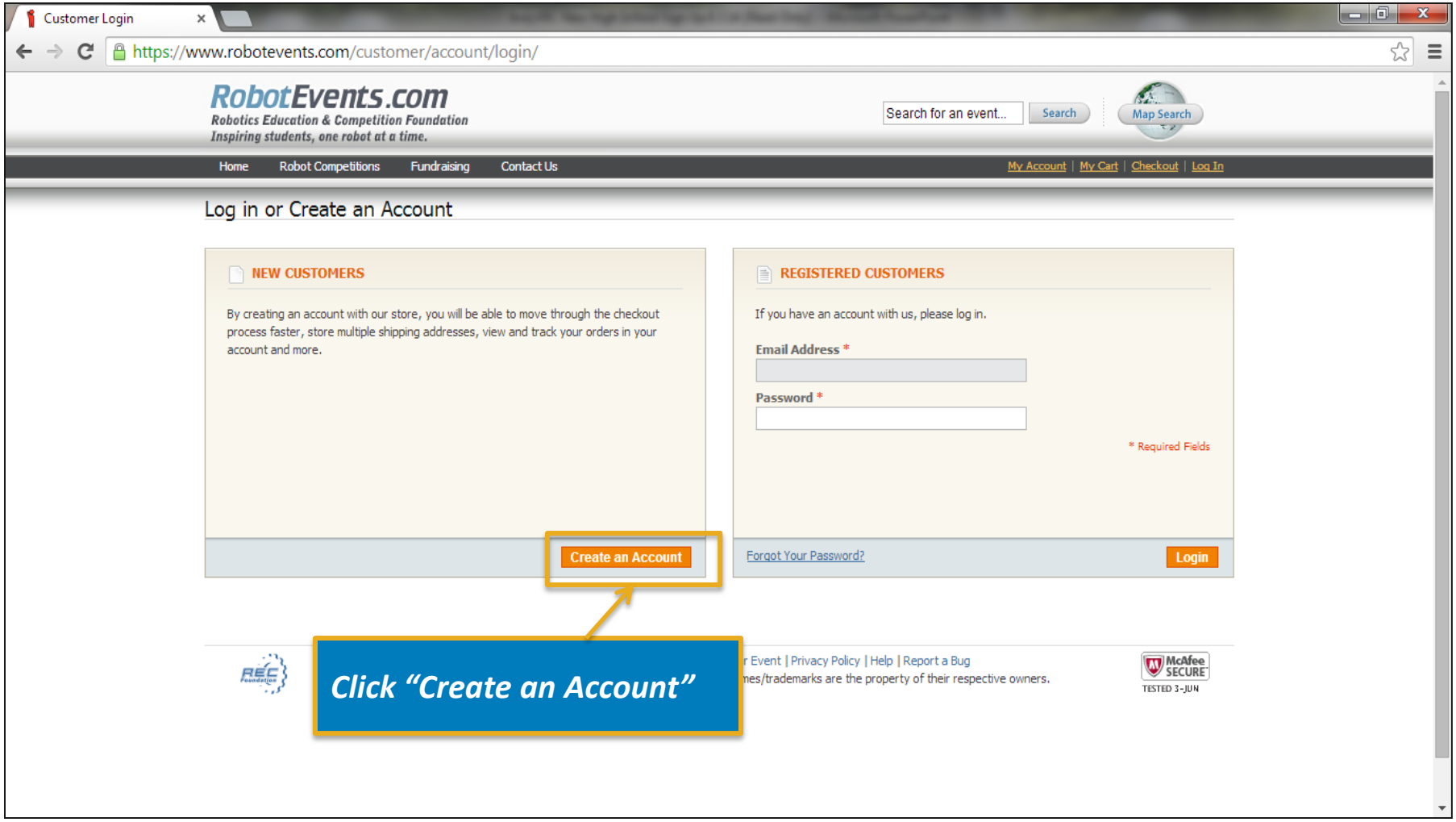
Step 1: Logging into Robot Events – www.robotevents.com

*Registering your new **elementary school VEX IQ team***



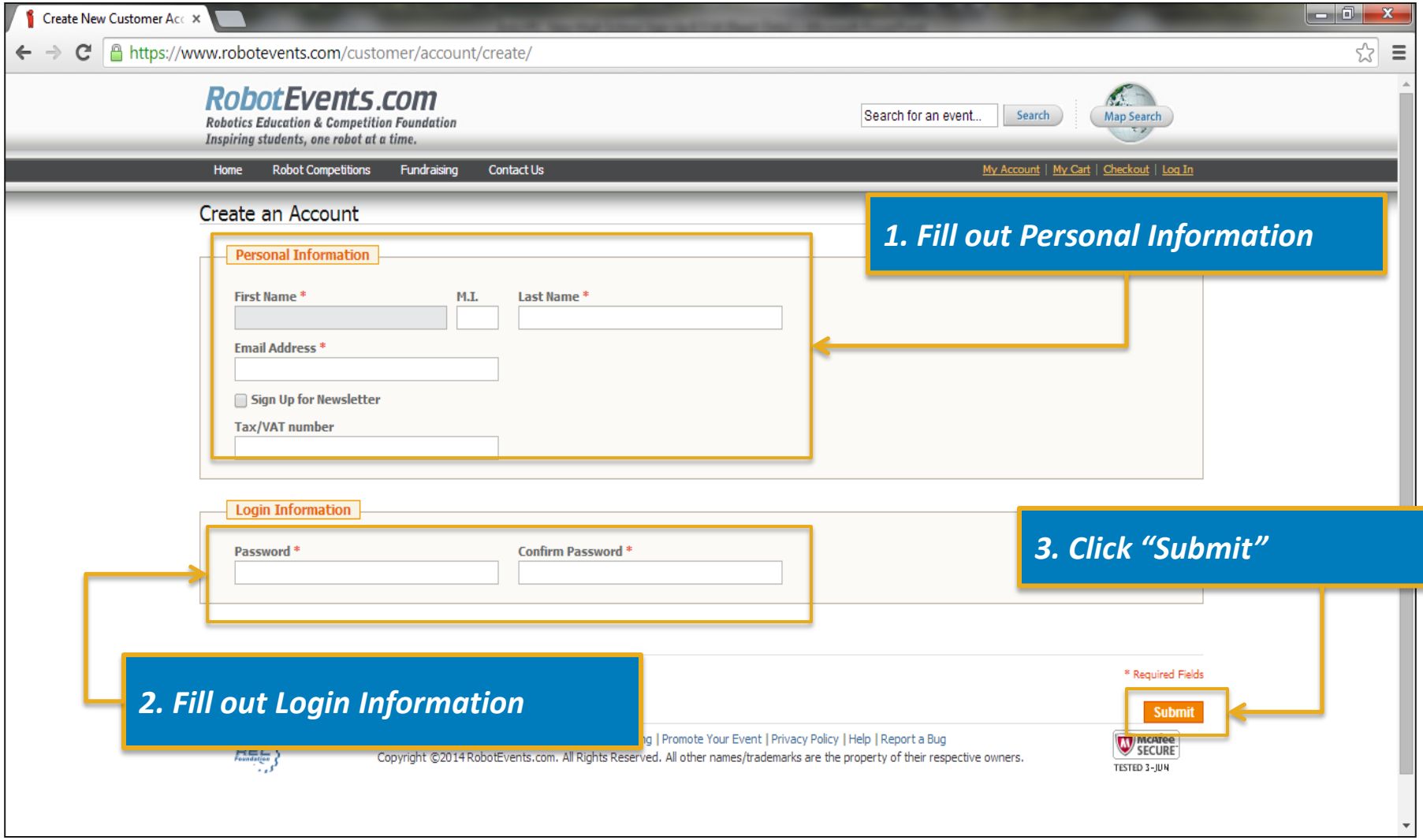
Step 2: Login Page

In order to register, you must create an account.



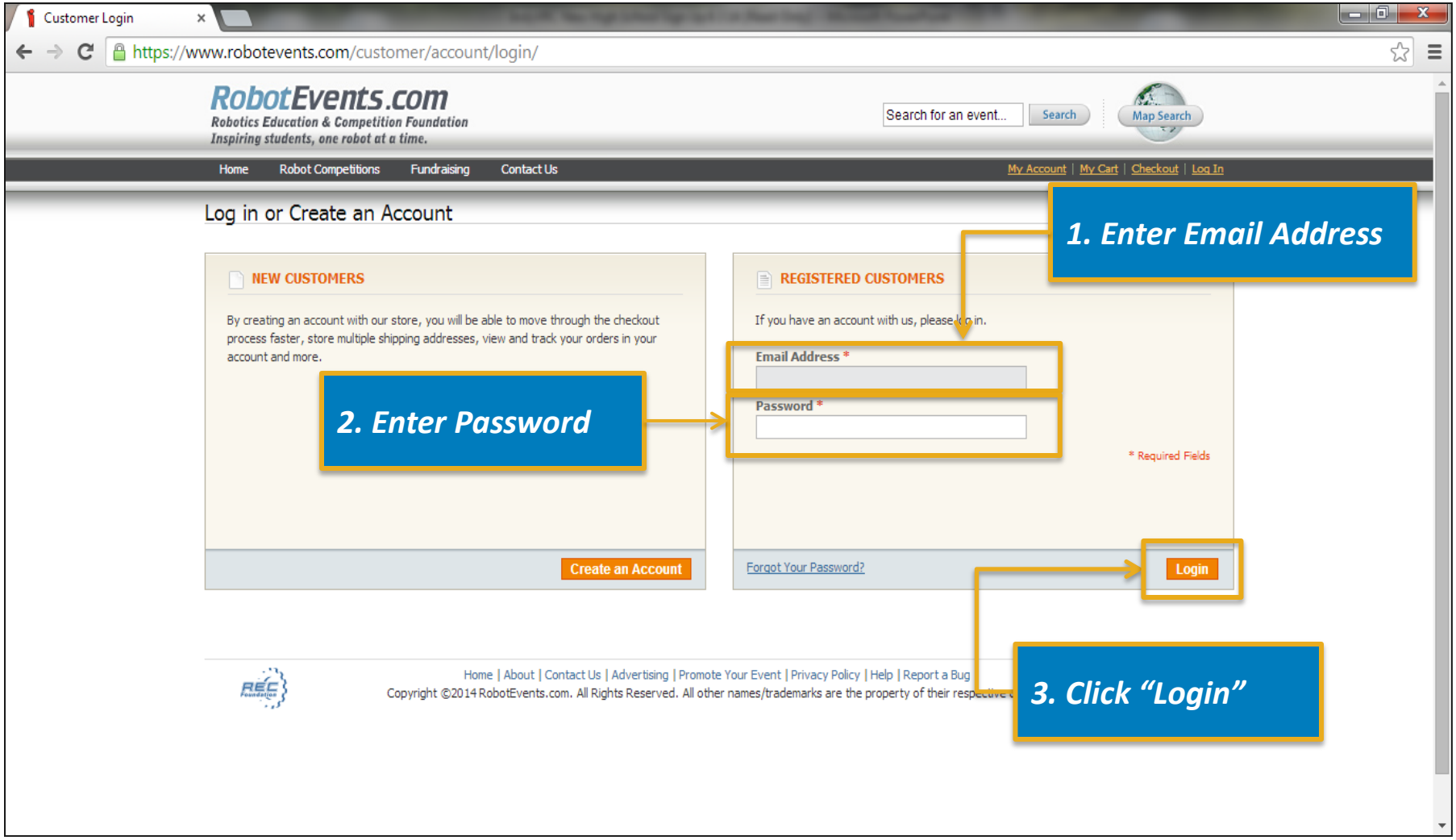
Step 3: Create an Account

Follow the Steps and fill out the fields with the appropriate information



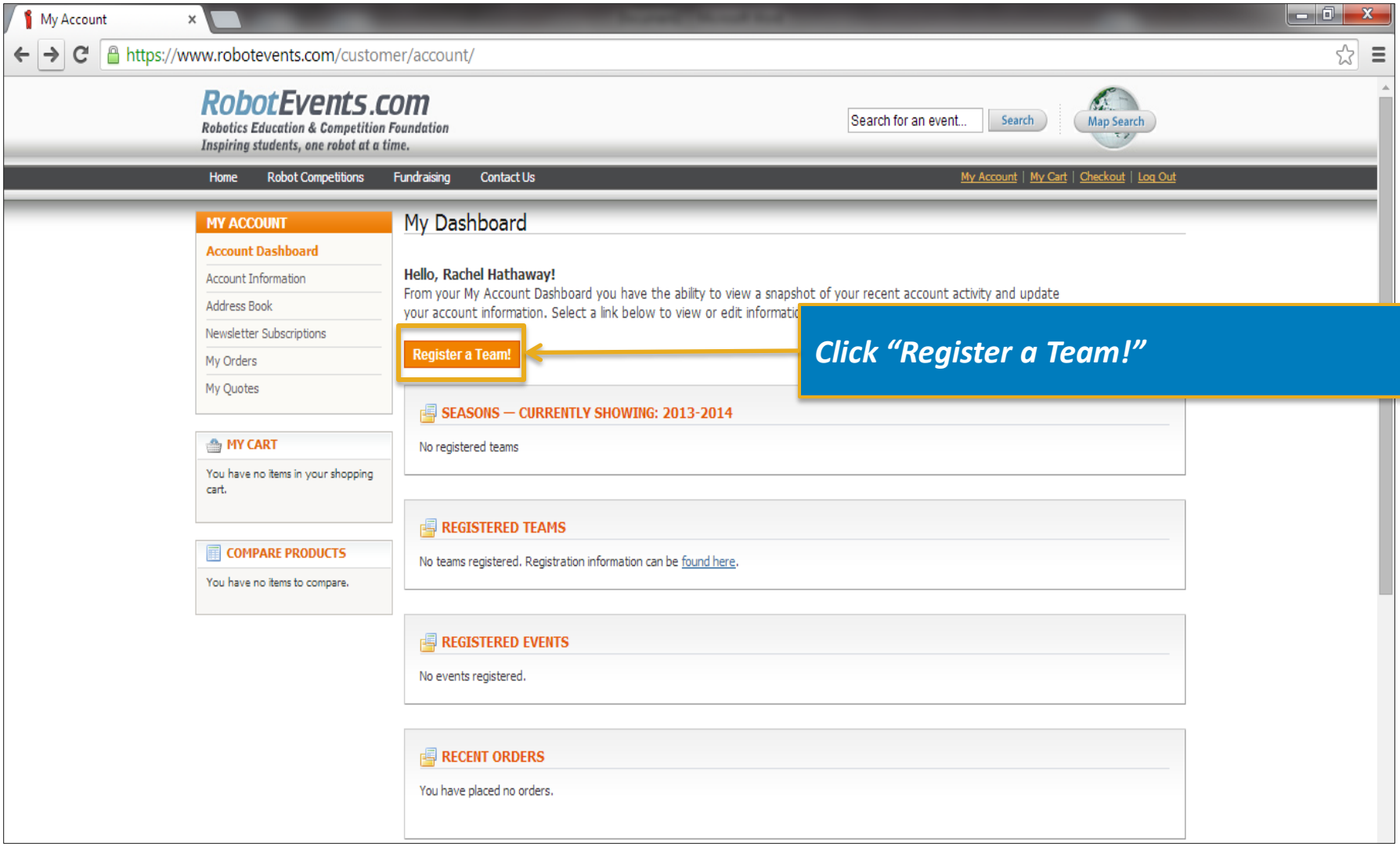
Step 4: Login with Account Information

Using the account information you just created, login to your account



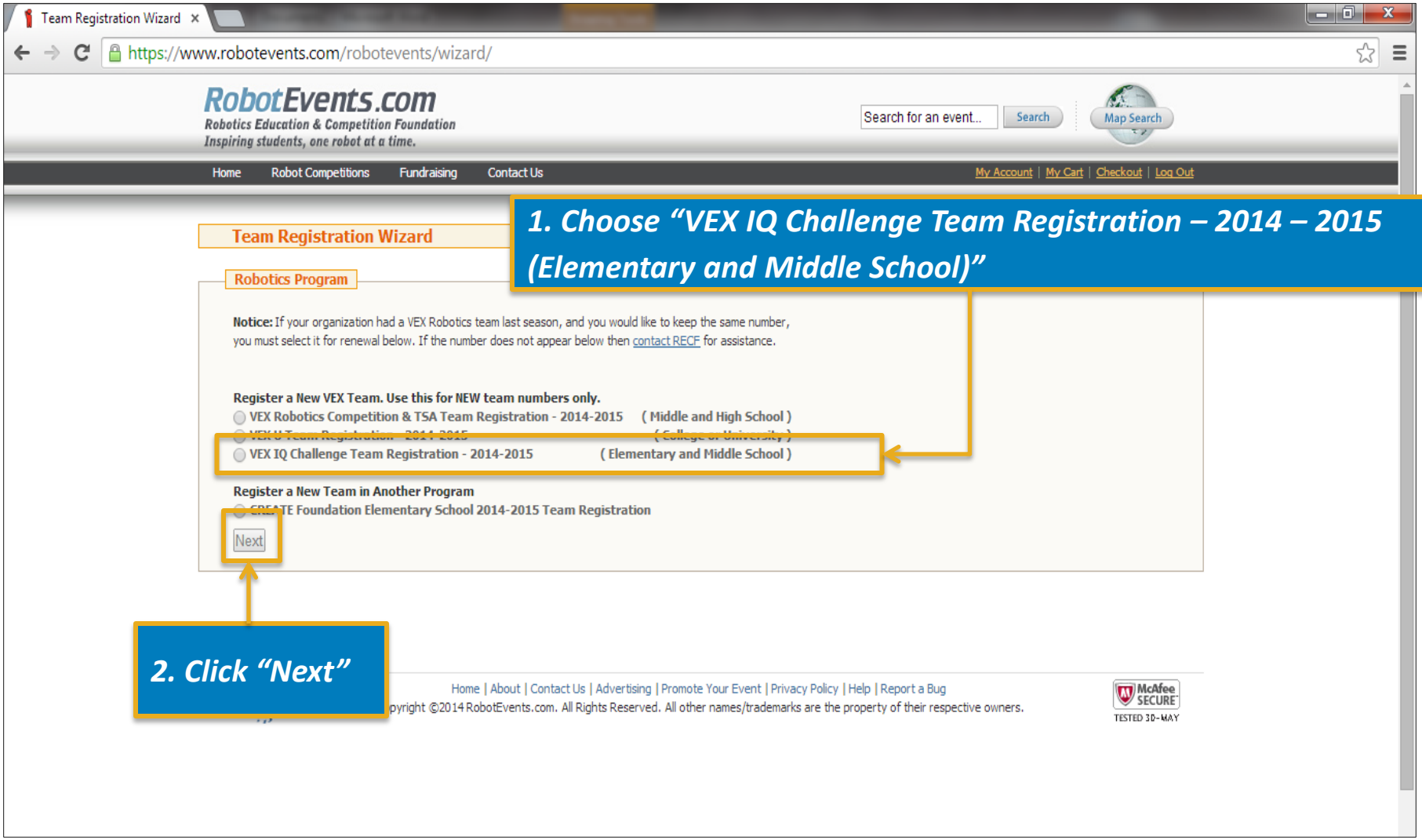
Step 5: View of Account Dashboard

This is your main screen. Moving forward you will manage all your account(s) from here.



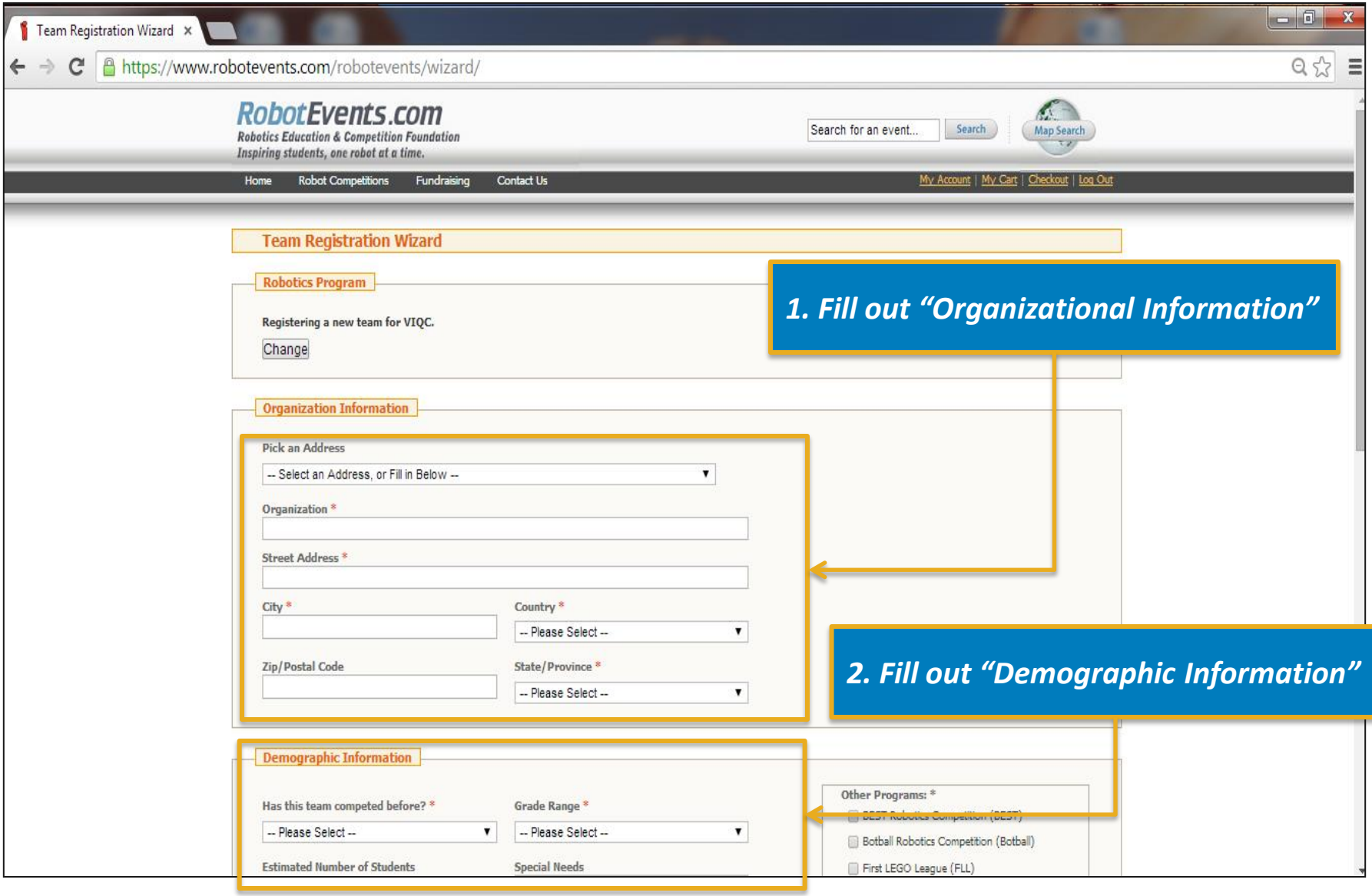
Step 6: Choosing Robotics Program

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



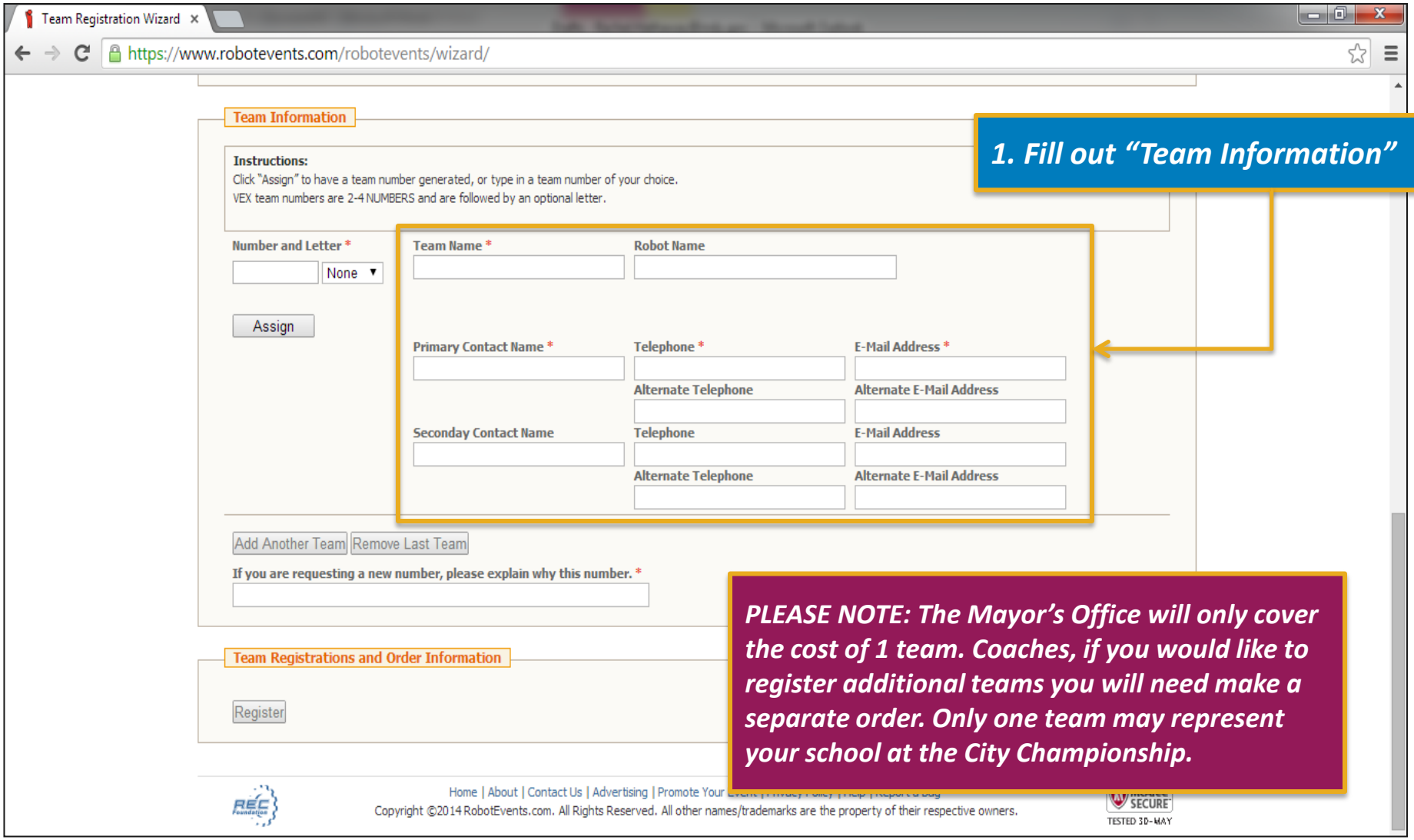
Step 7: Registration Page (1st slide of 3)

Fill out "Organization Information" and "Demographic Information" ***(continue on next slide)***



Step 7: Registration Page (2nd Slide of 3)

*Register an **elementary school VEX IQ team** to compete at the IndyVRC **(continue on next slide)***

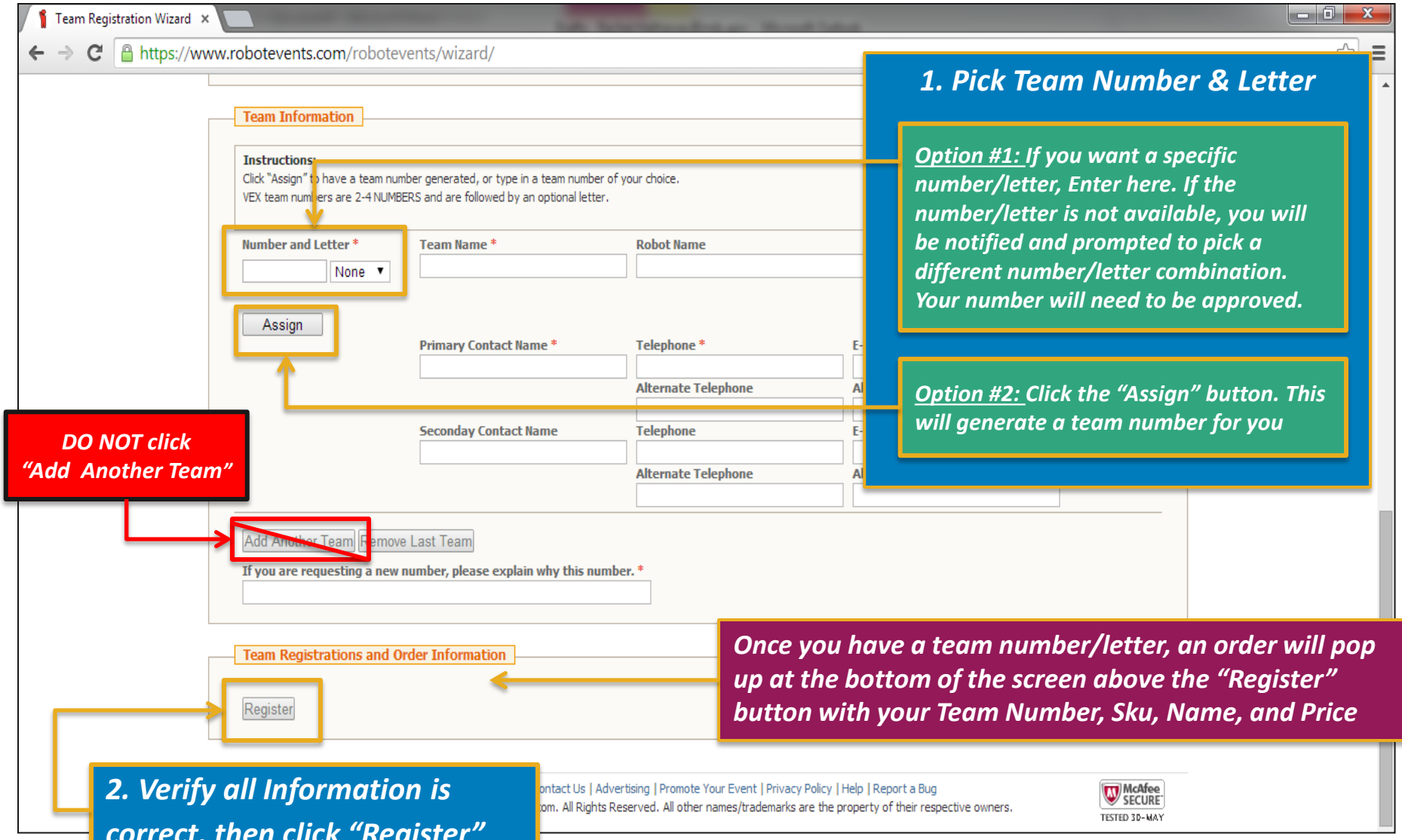


1. Fill out "Team Information"

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.

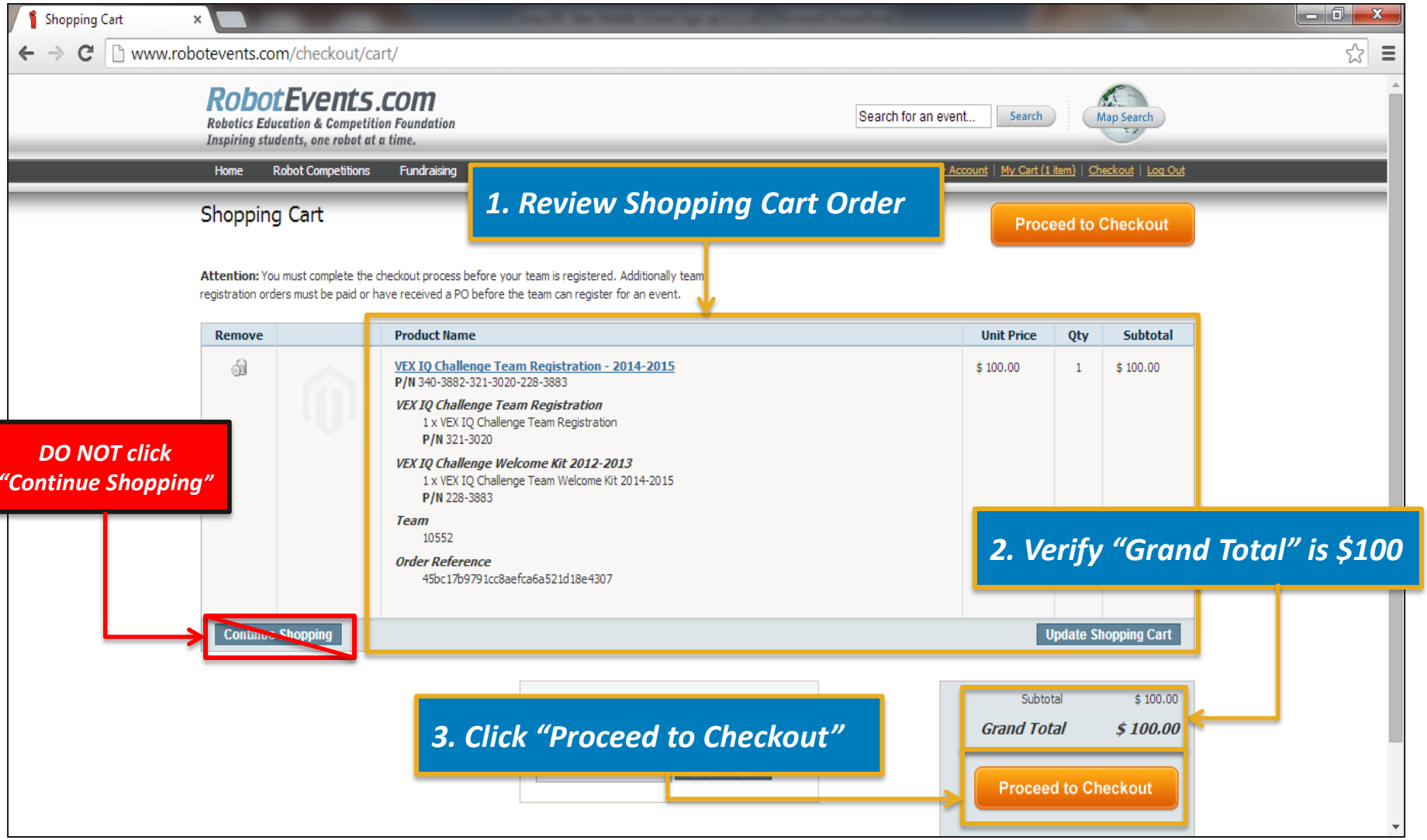
Step 7 : Registration Page (3rd Slide of 3)

*Pick or generate a team number for you **elementary school VEX IQ** team*



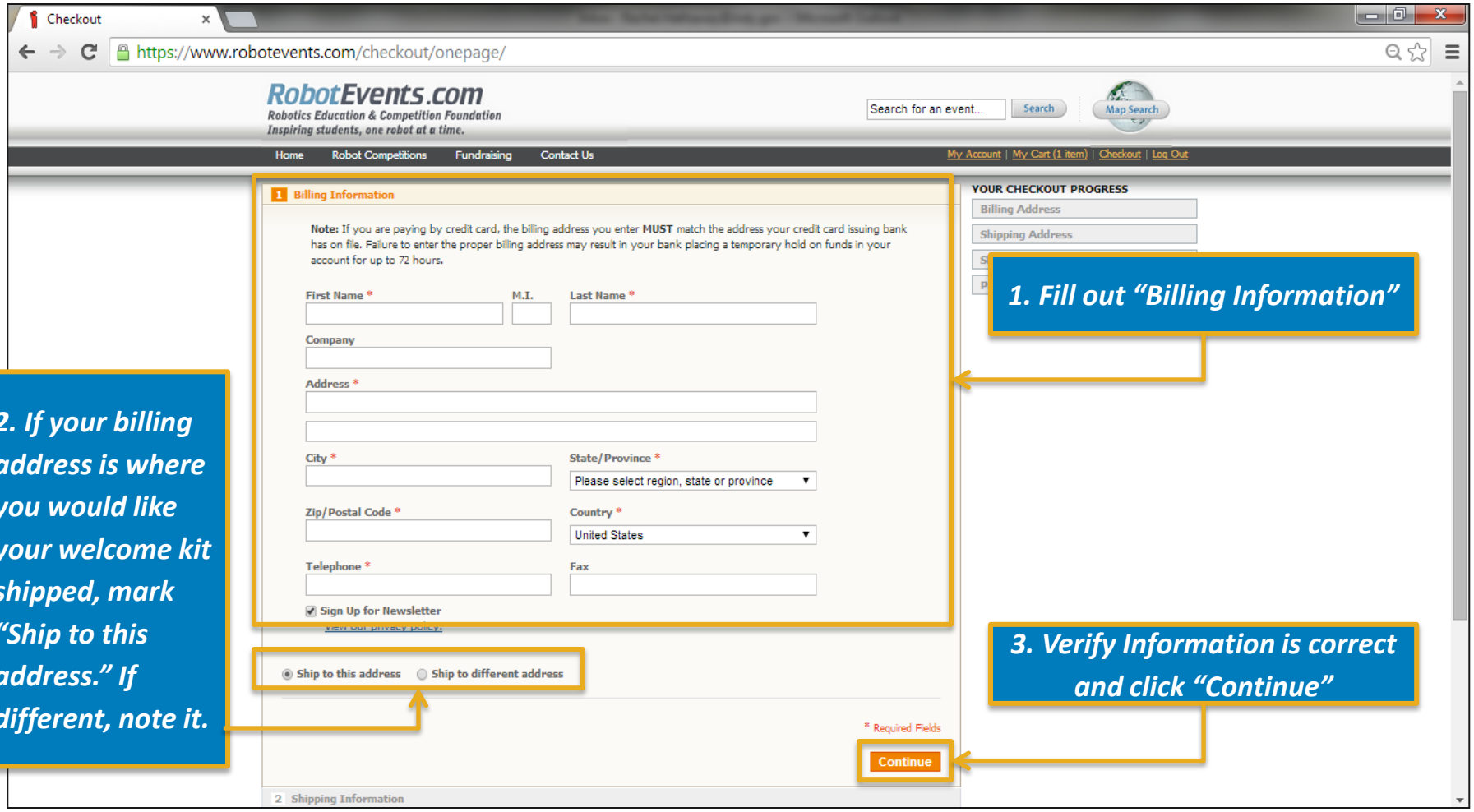
Step 8: Review Shopping Cart

Review the order is correct and proceed to checkout



Step 9: Billing Information

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



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

Step 10: 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.***

Step 11: Payment Information

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

Step 12: Order Review

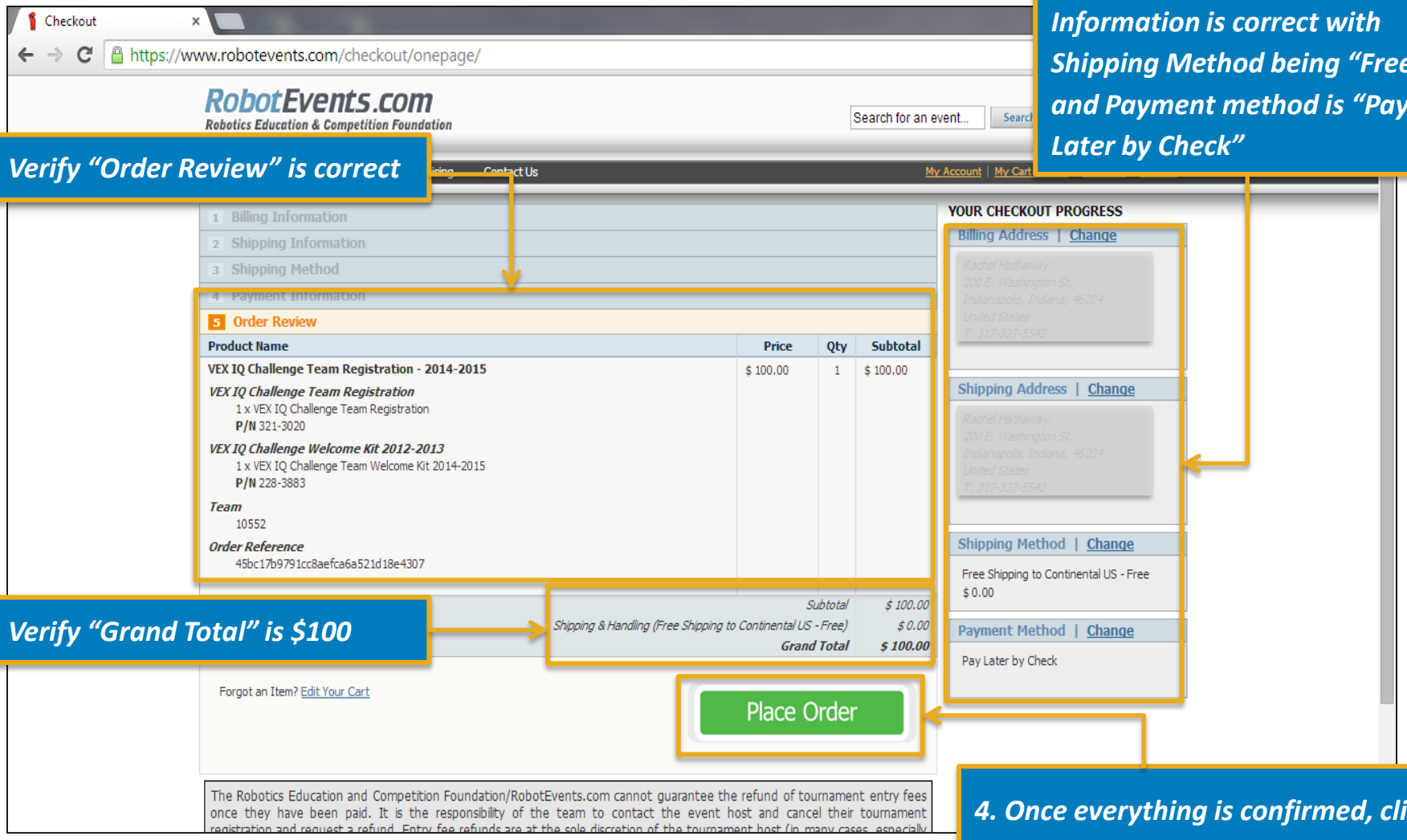
*This is your last chance to ensure the **VEX IQ order** is correct.*

1. Verify "Order Review" is correct

2. Verify "Grand Total" is $100

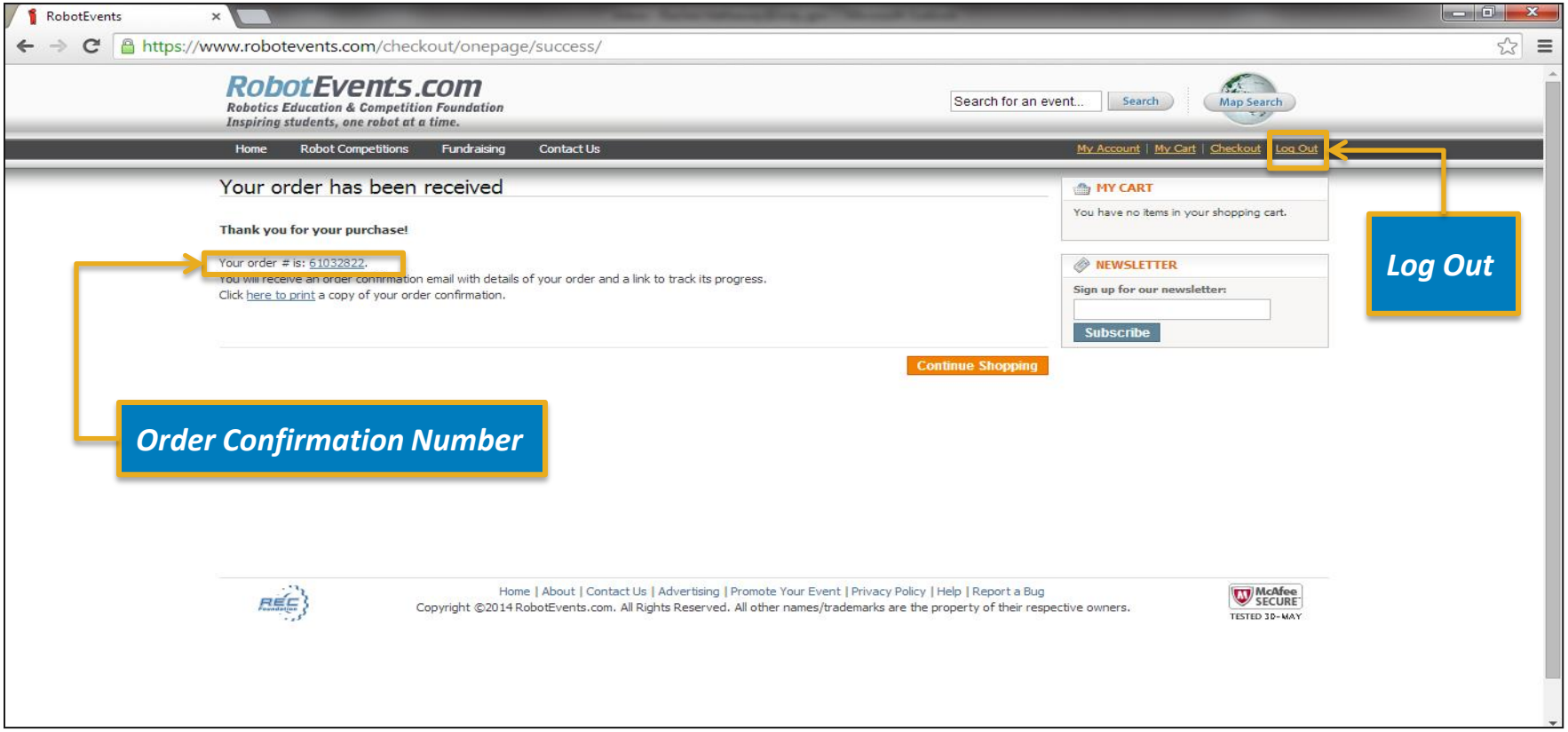
3. Verify Billing and Shipping Information is correct with Shipping Method being "Free" and Payment method is "Pay Later by Check"

4. Once everything is confirmed, click the green "Place Order" button



Step 13: Complete Order Confirmation and Verification for VEX IQ

*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**.*



Congratulations! Your elementary school VEX IQ 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