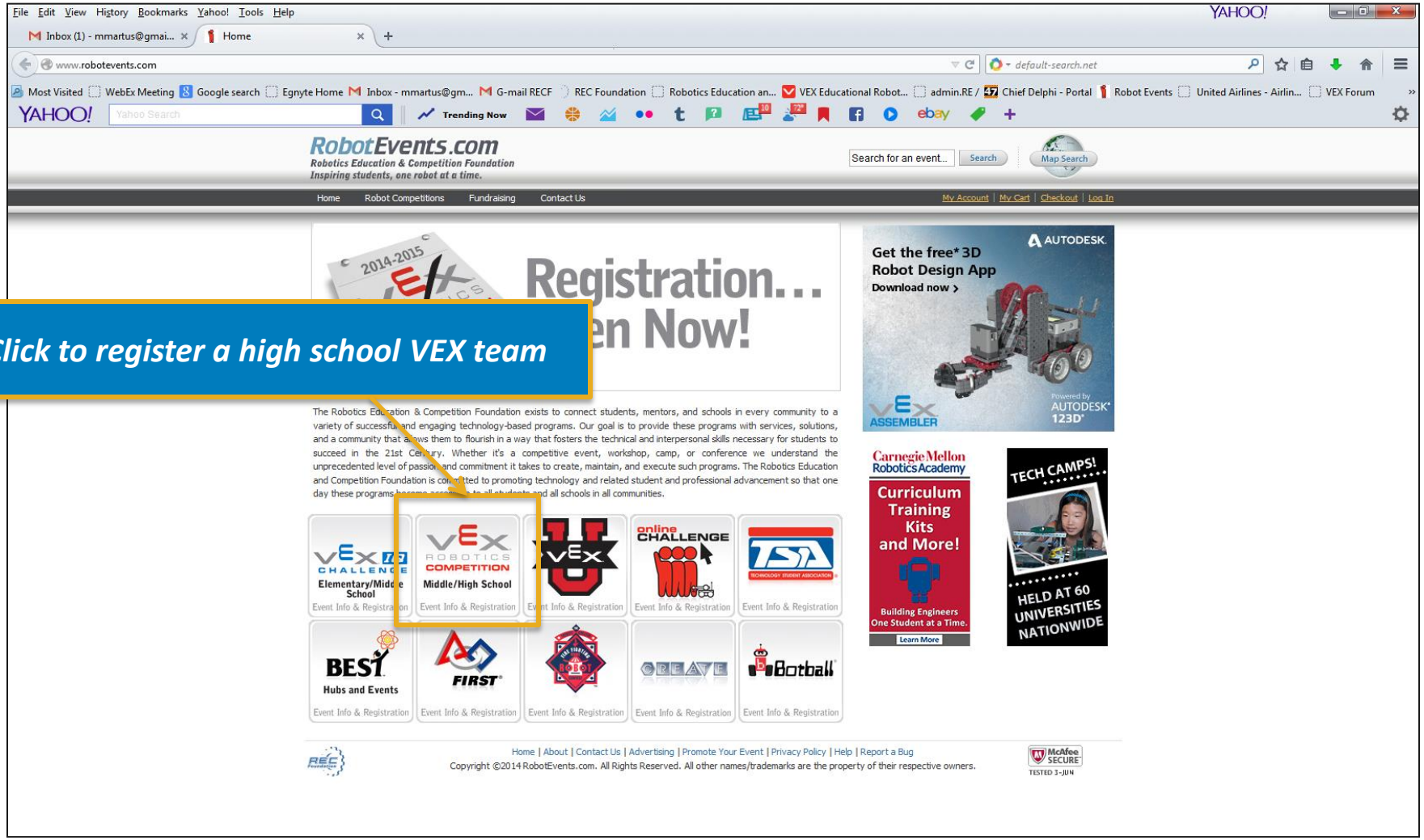
OFFICE of
EDUCATION INNOVATION

IndyVRC New High School VEX Team Registration 6.16.14

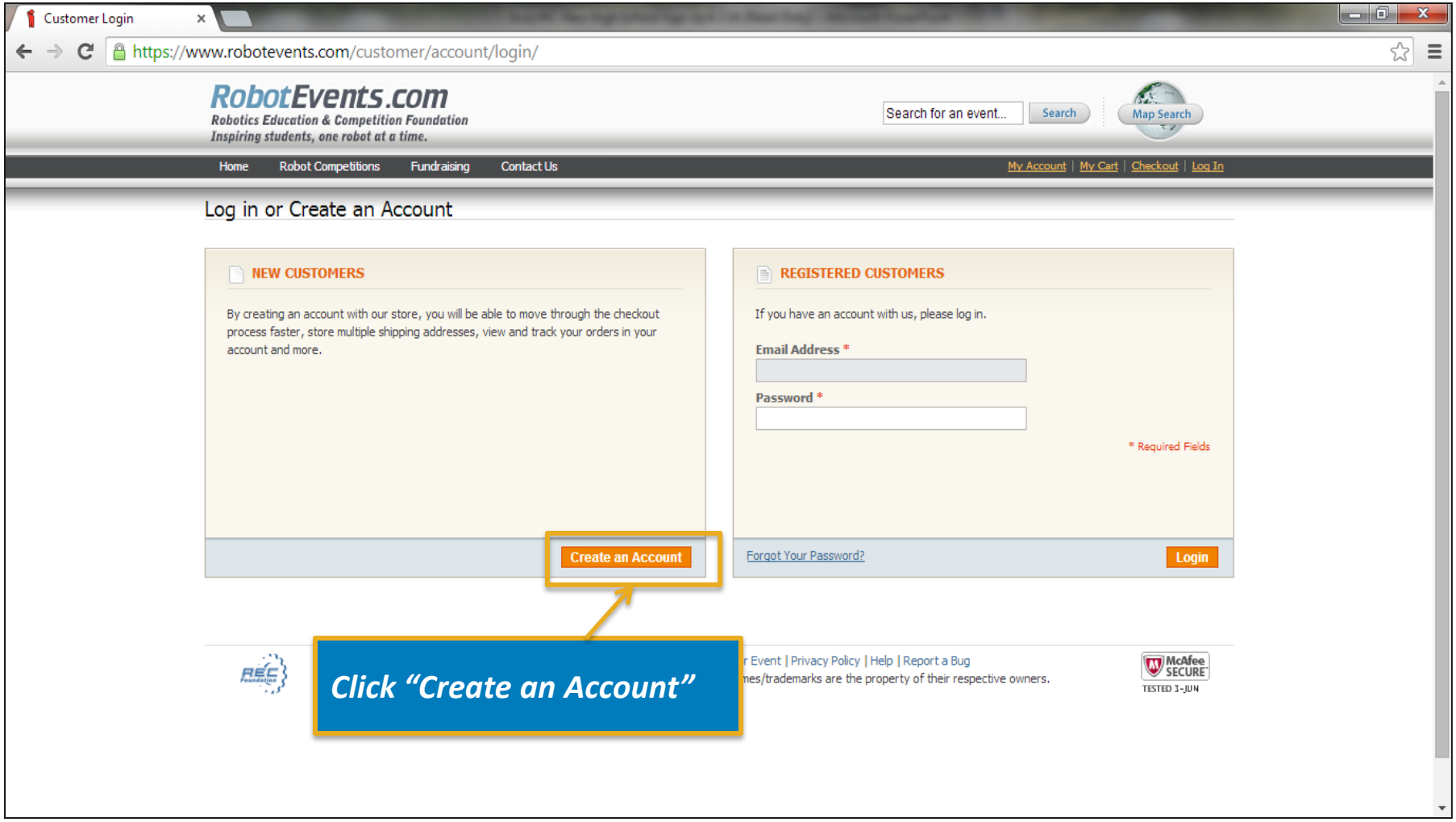
Step 1: Logging into Robot Events – www.robotevents.com

*Registering your new **high school VEX team** by **JULY 11th** will ensure we cover your fee*



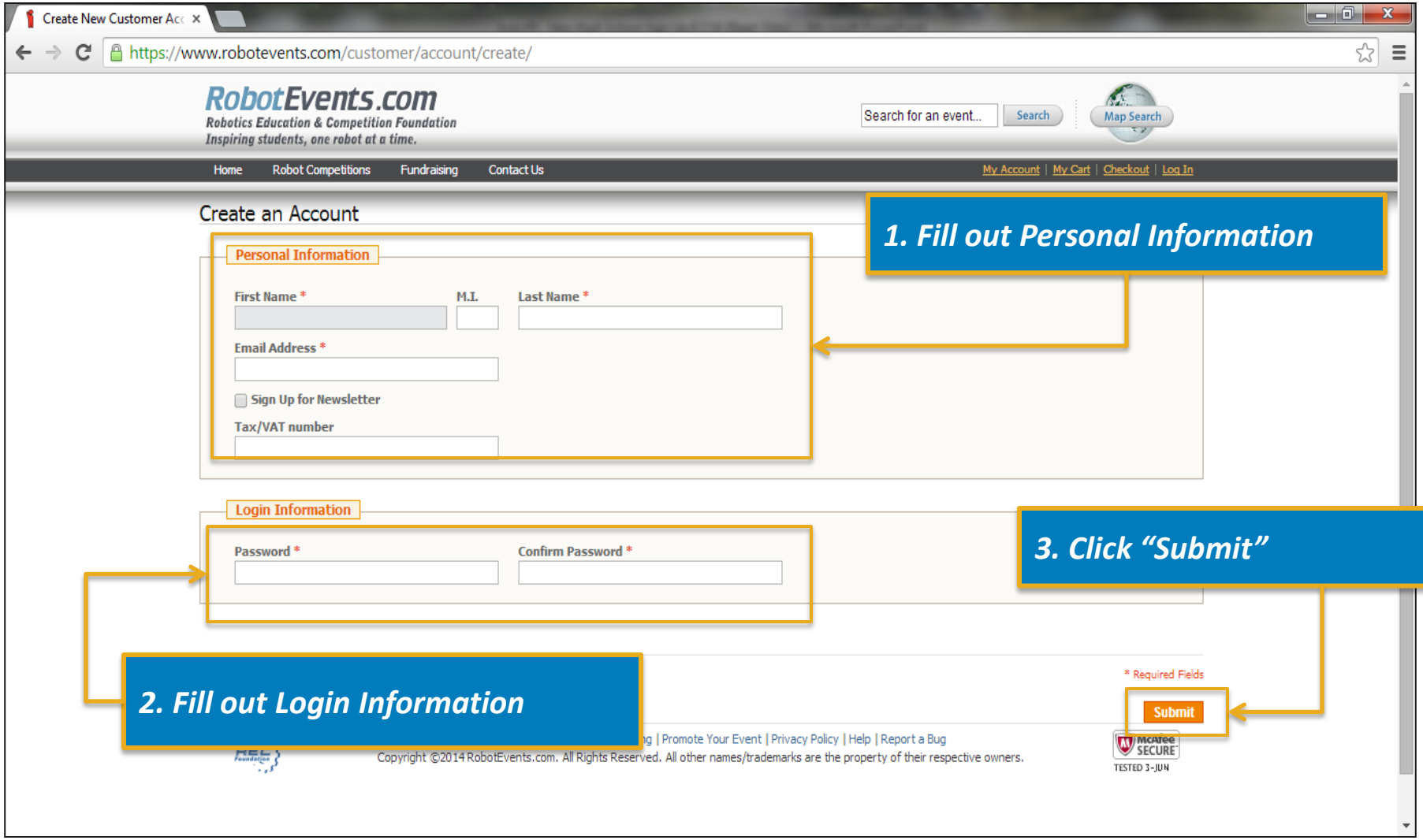
Step 2: Login Page

In order to register, you must create an account.



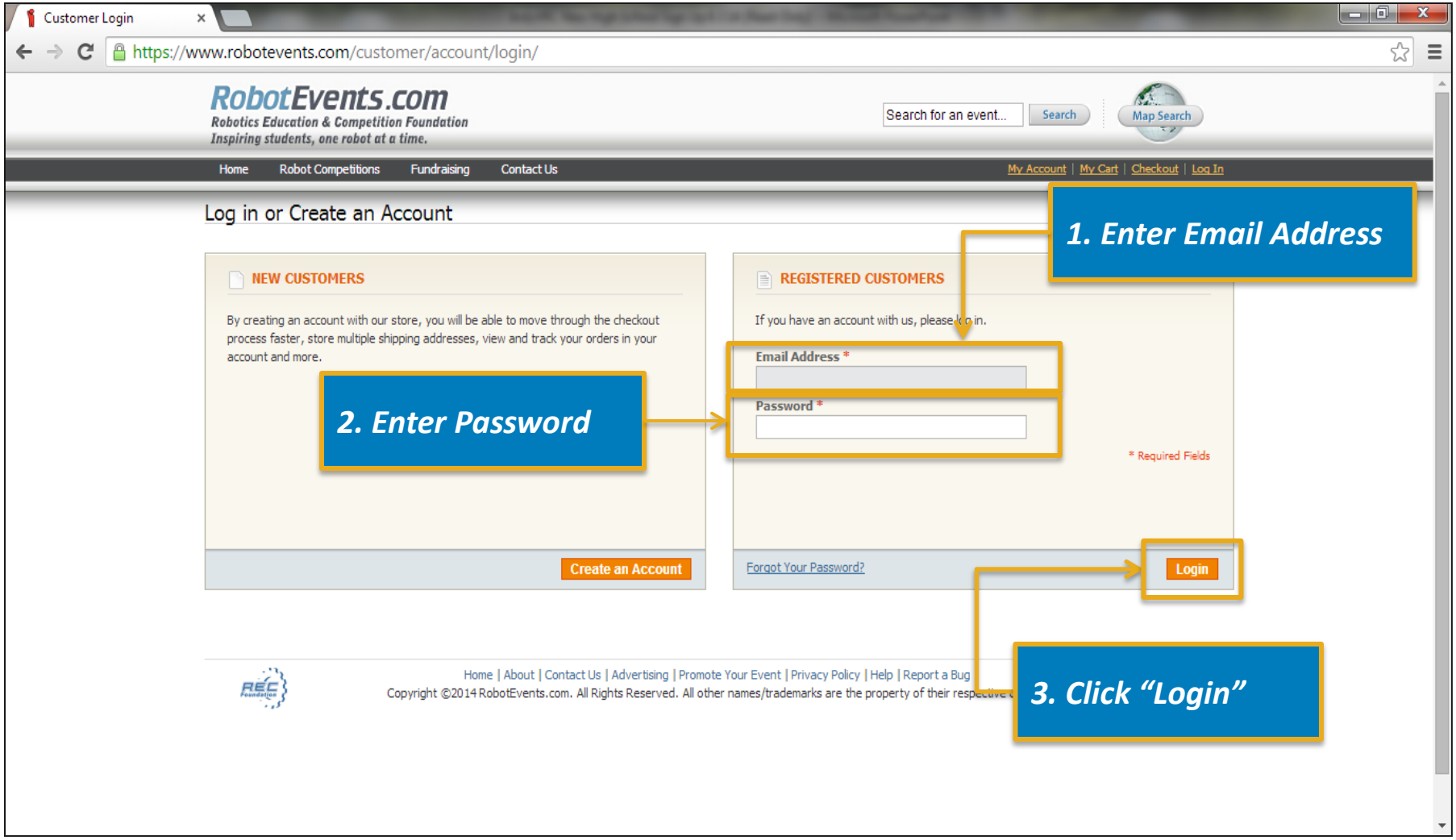
Step 3: Create an Account

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



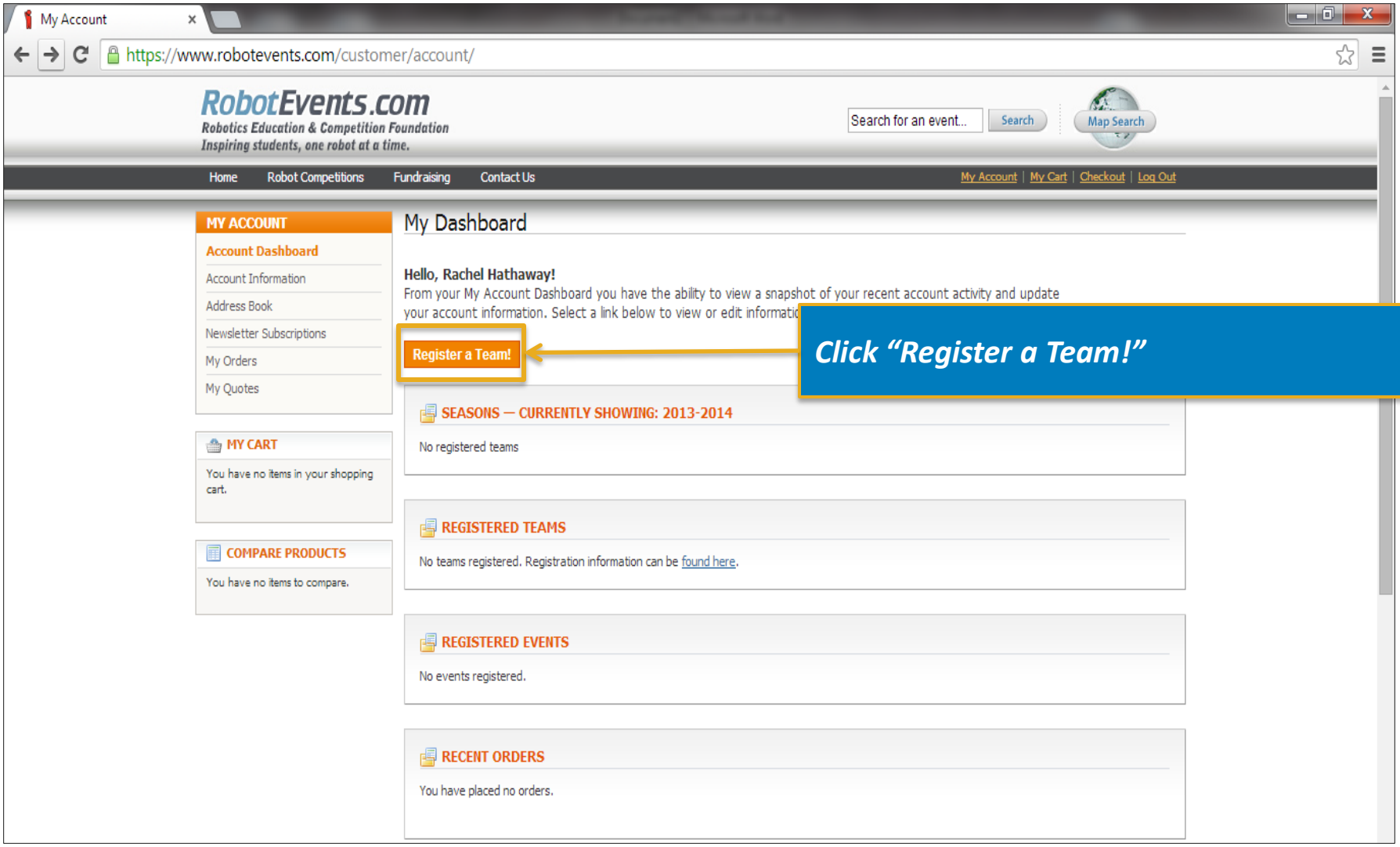
Step 4: Login with Account Information

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



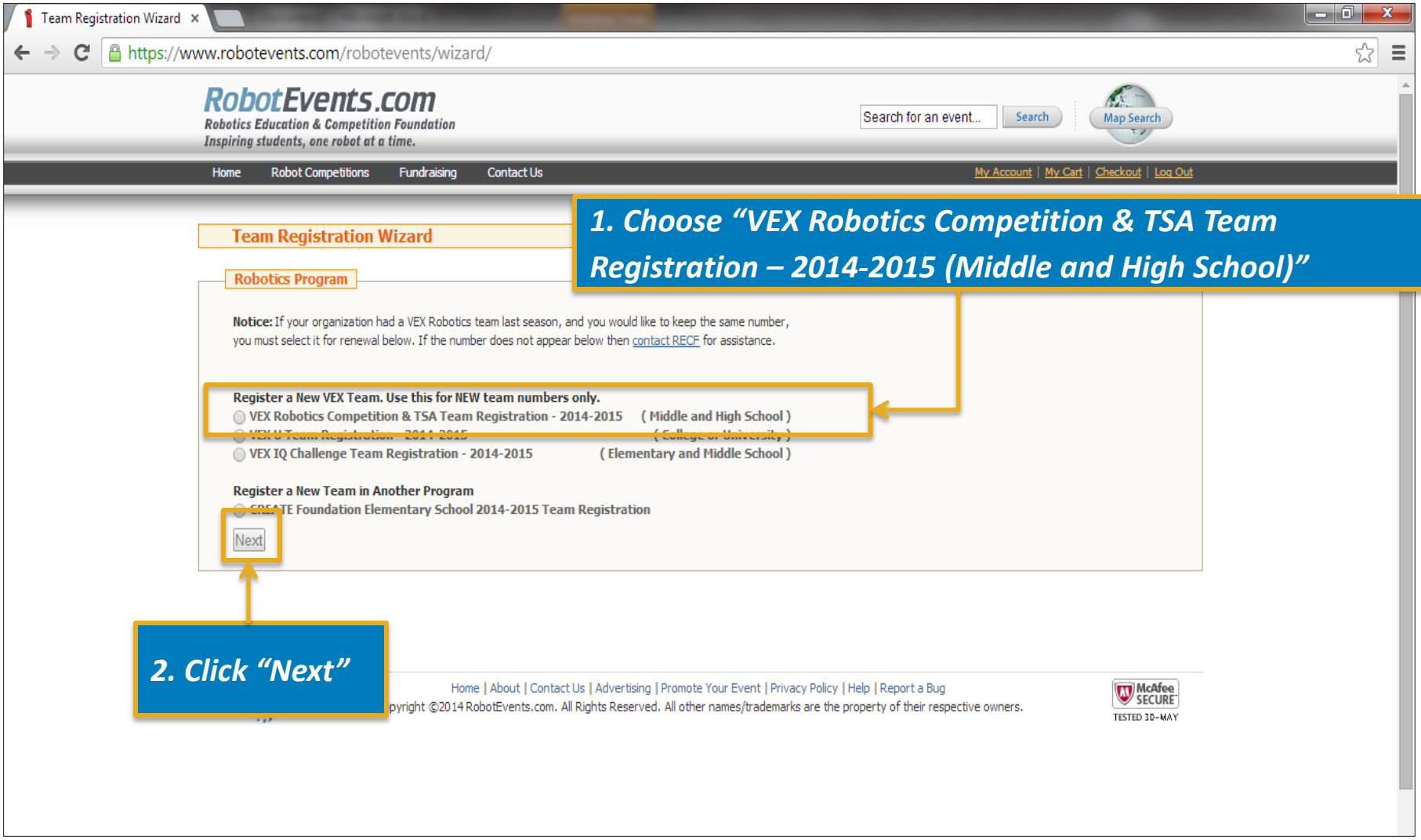
Step 5: View of Account Dashboard

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



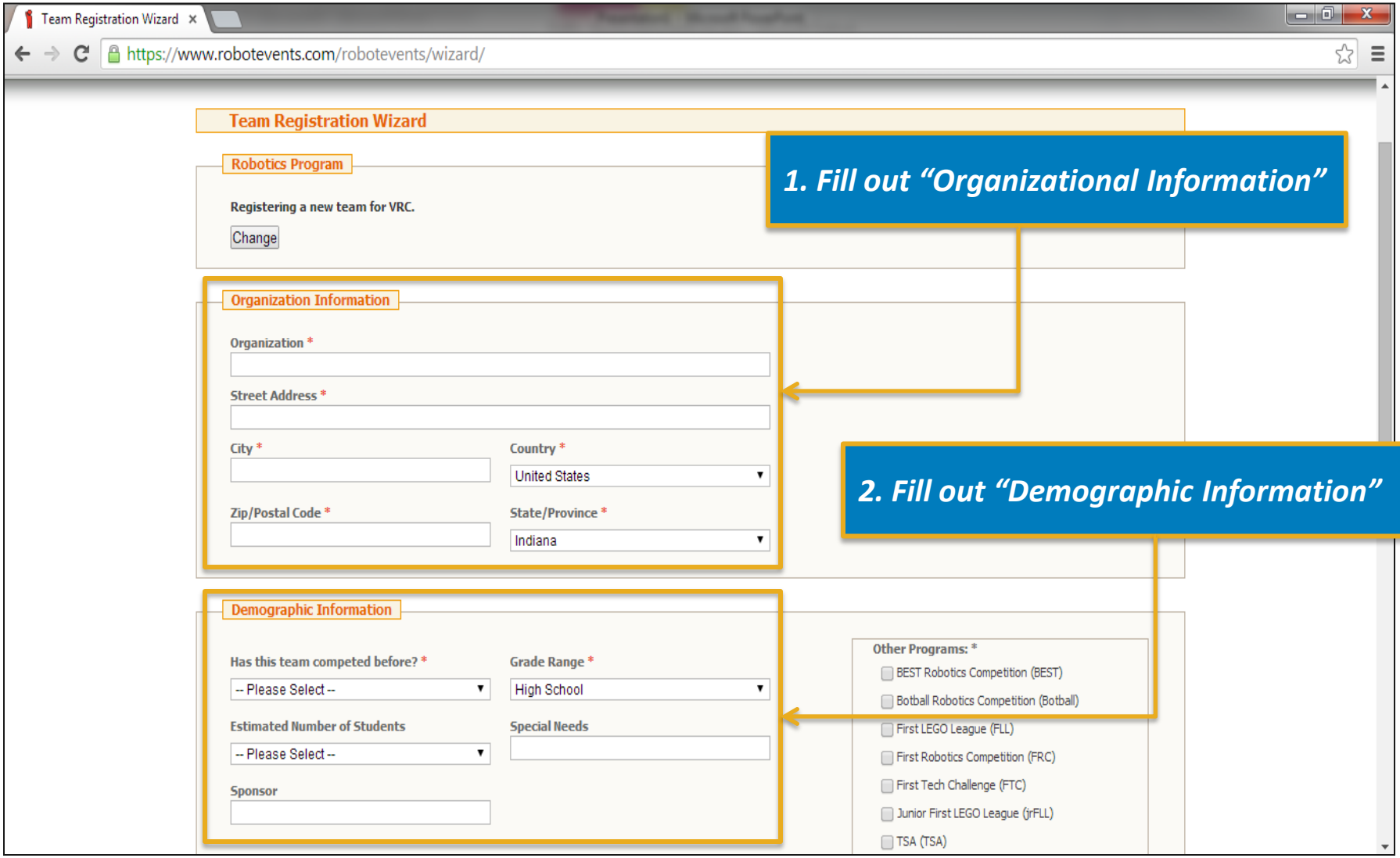
Step 6: Choosing Robotics Program

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



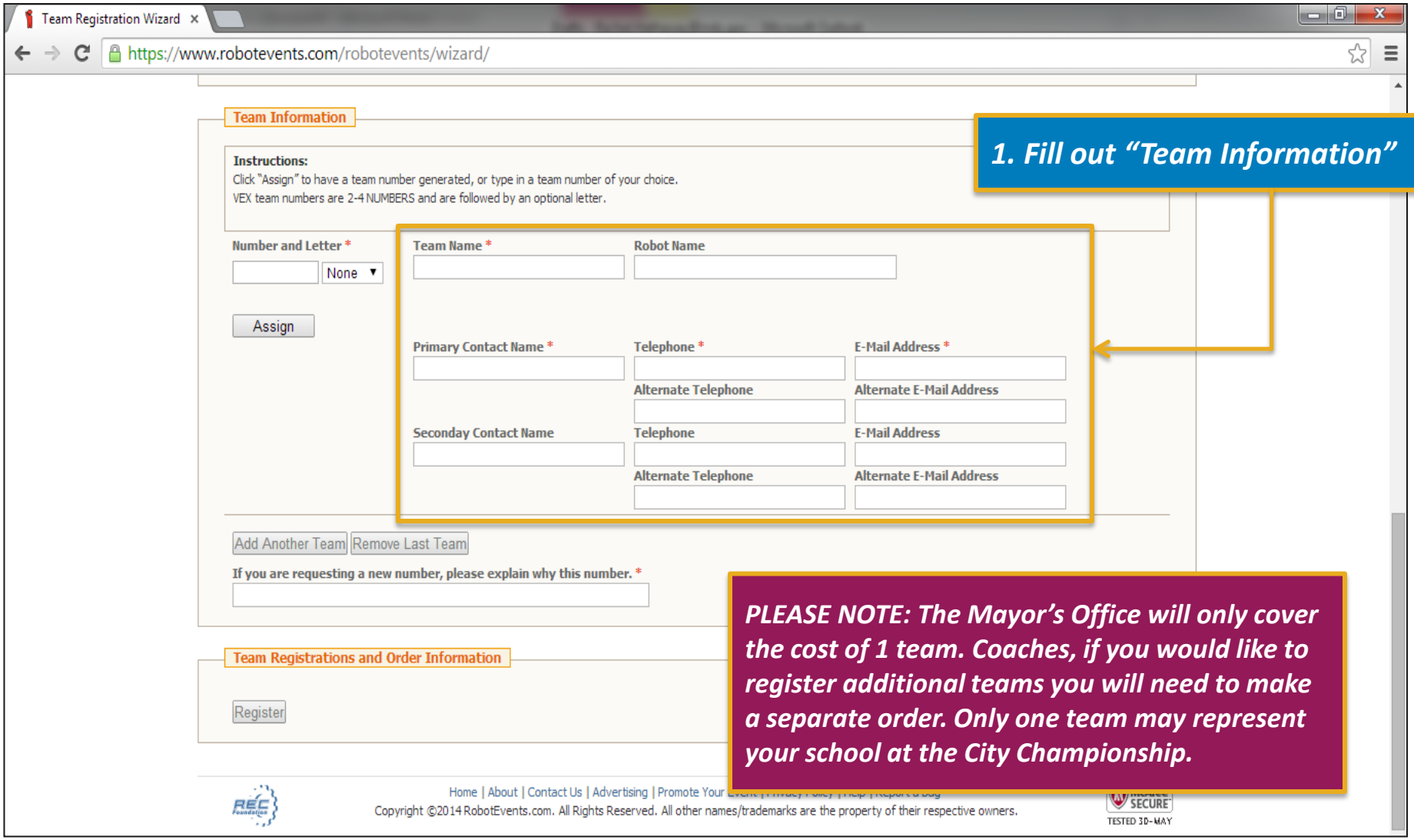
Step 7: Registration Page (1st slide of 3)

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



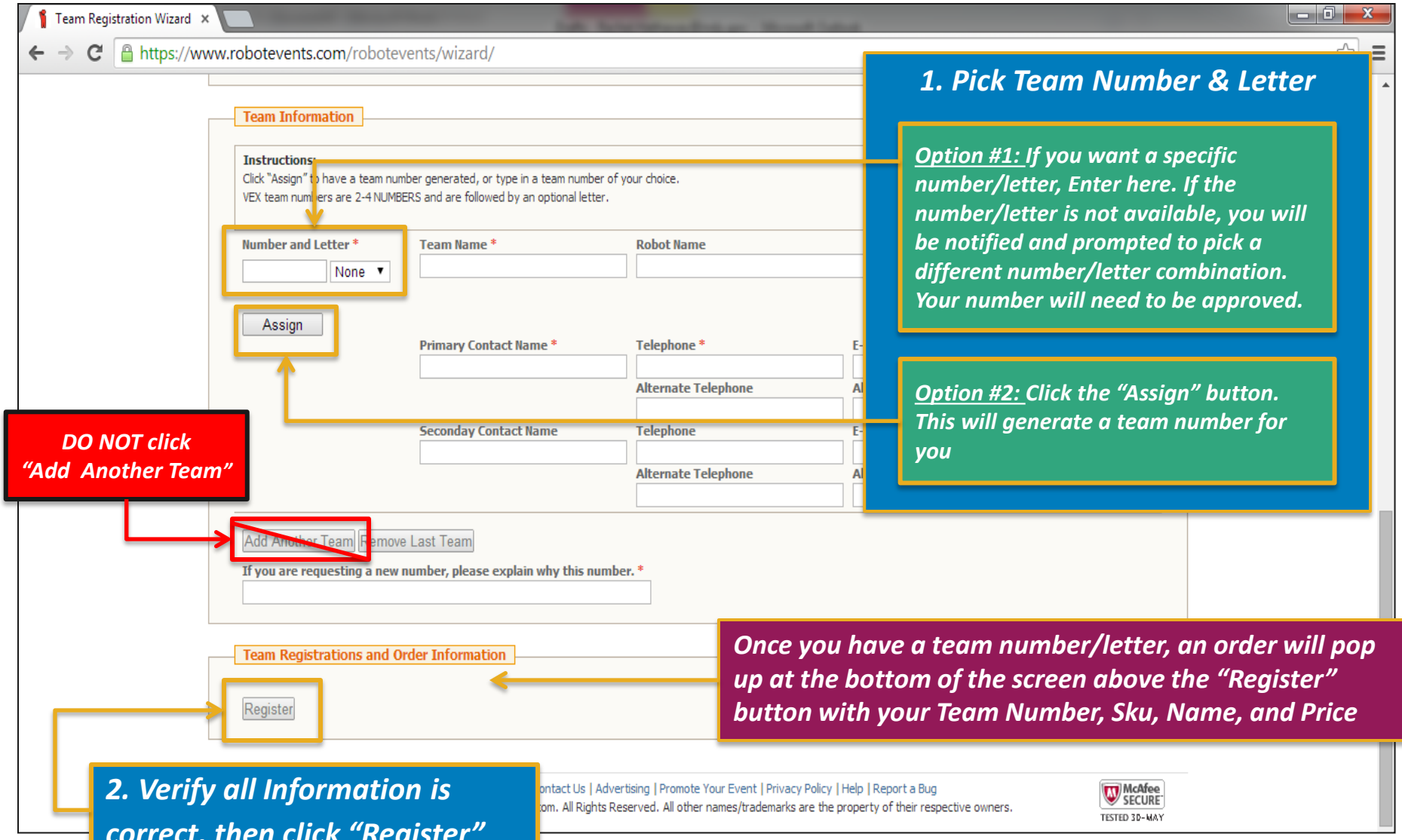
Step 7: Registration Page (2nd Slide of 3)

*Register a **high school VEX team** to compete at the IndyVRC **(continue on next slide)***



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

*Pick or generate a team number for your **high school VEX** team*



1. Pick Team Number & Letter

Option #1: *If you want a specific number/letter, Enter here. If the number/letter is not available, you will be notified and prompted to pick a different number/letter combination. Your number will need to be approved.*

Option #2: *Click the "Assign" button. This will generate a team number for you*

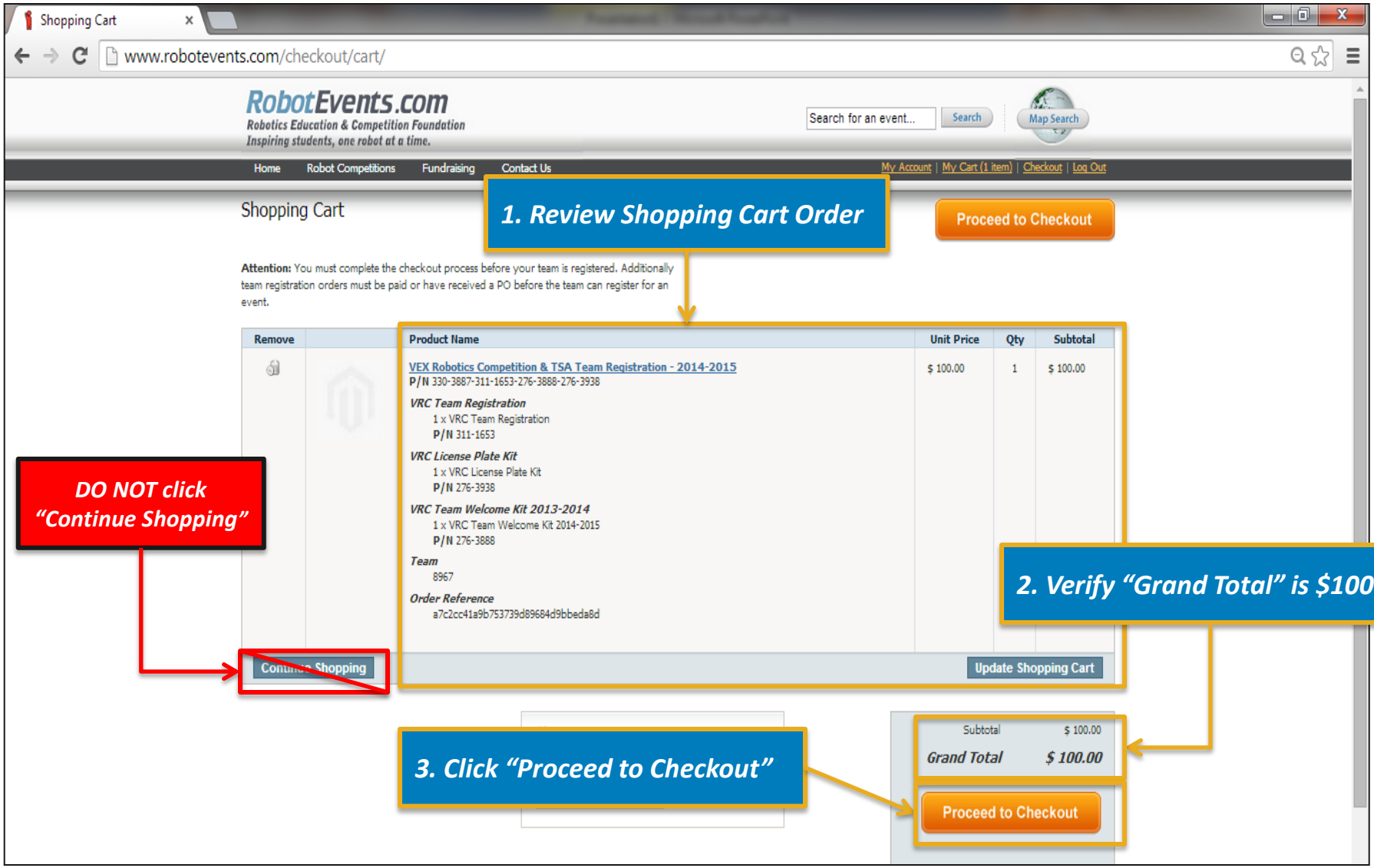
DO NOT click "Add Another Team"

Once you have a team number/letter, an order will pop up at the bottom of the screen above the "Register" button with your Team Number, Sku, Name, and Price

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

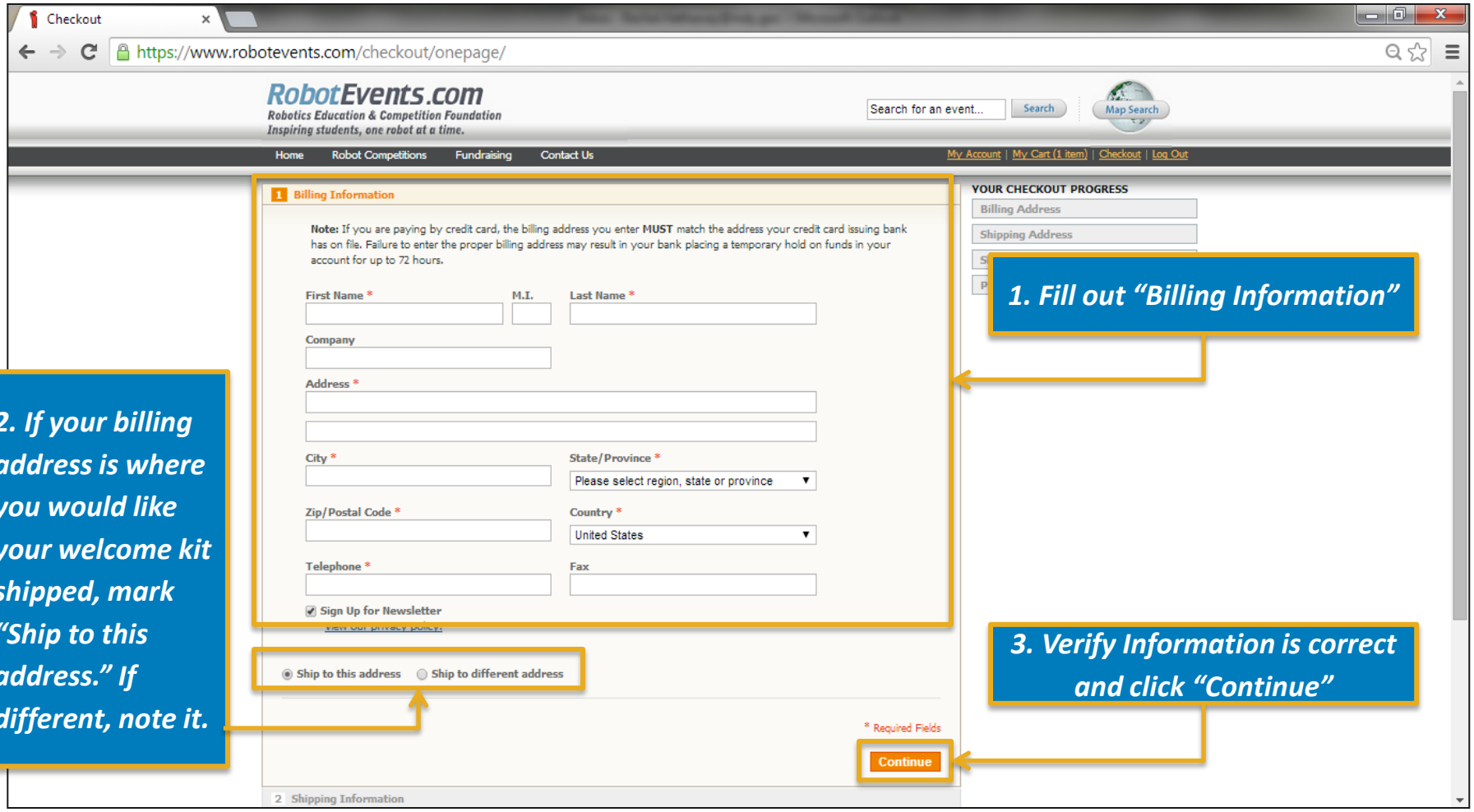
Step 8: Review Shopping Cart

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

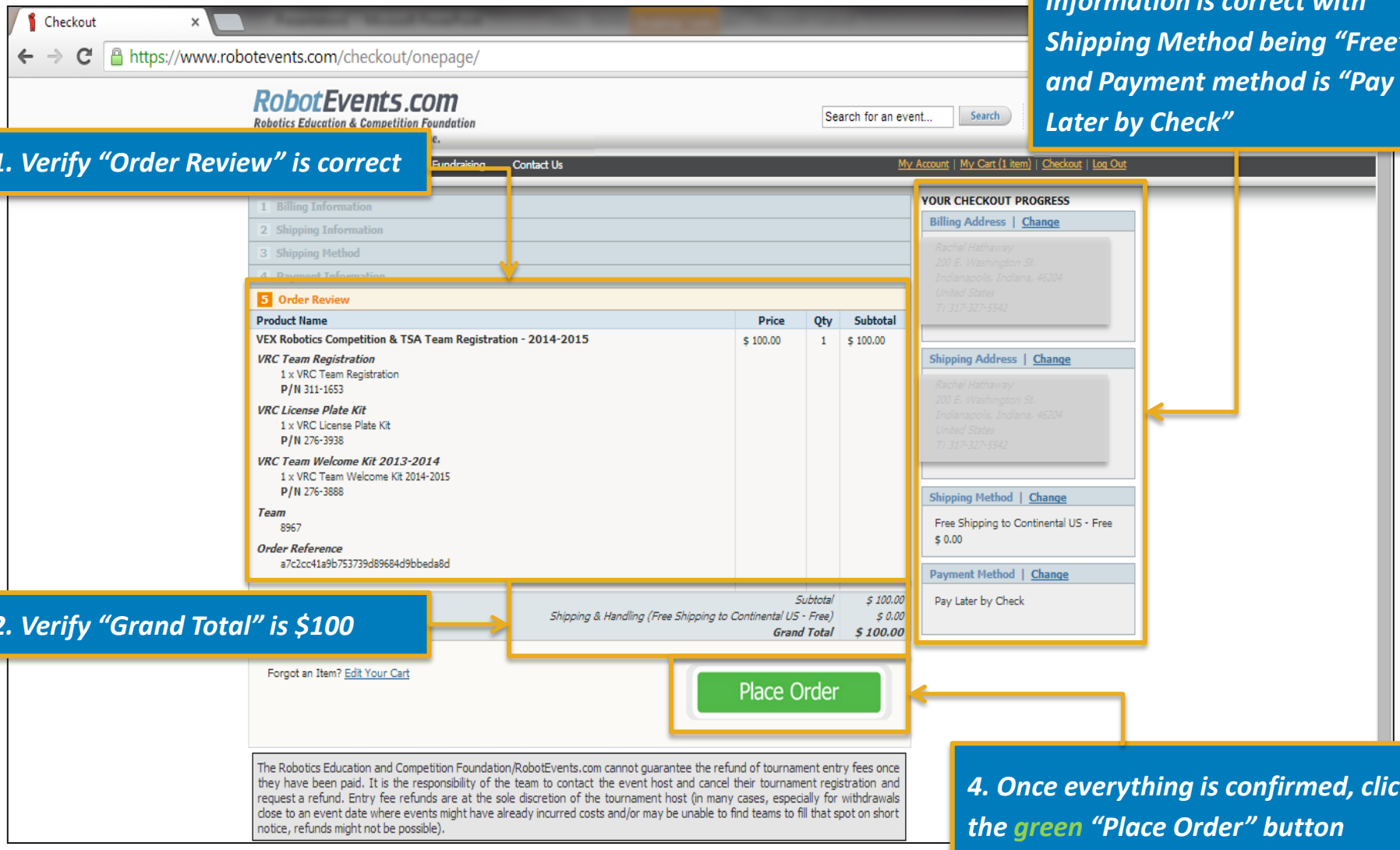
*This is your last chance to ensure the **VEX High School order** is correct.*

1. Verify "Order Review" is correct

2. Verify "Grand Total" is $100

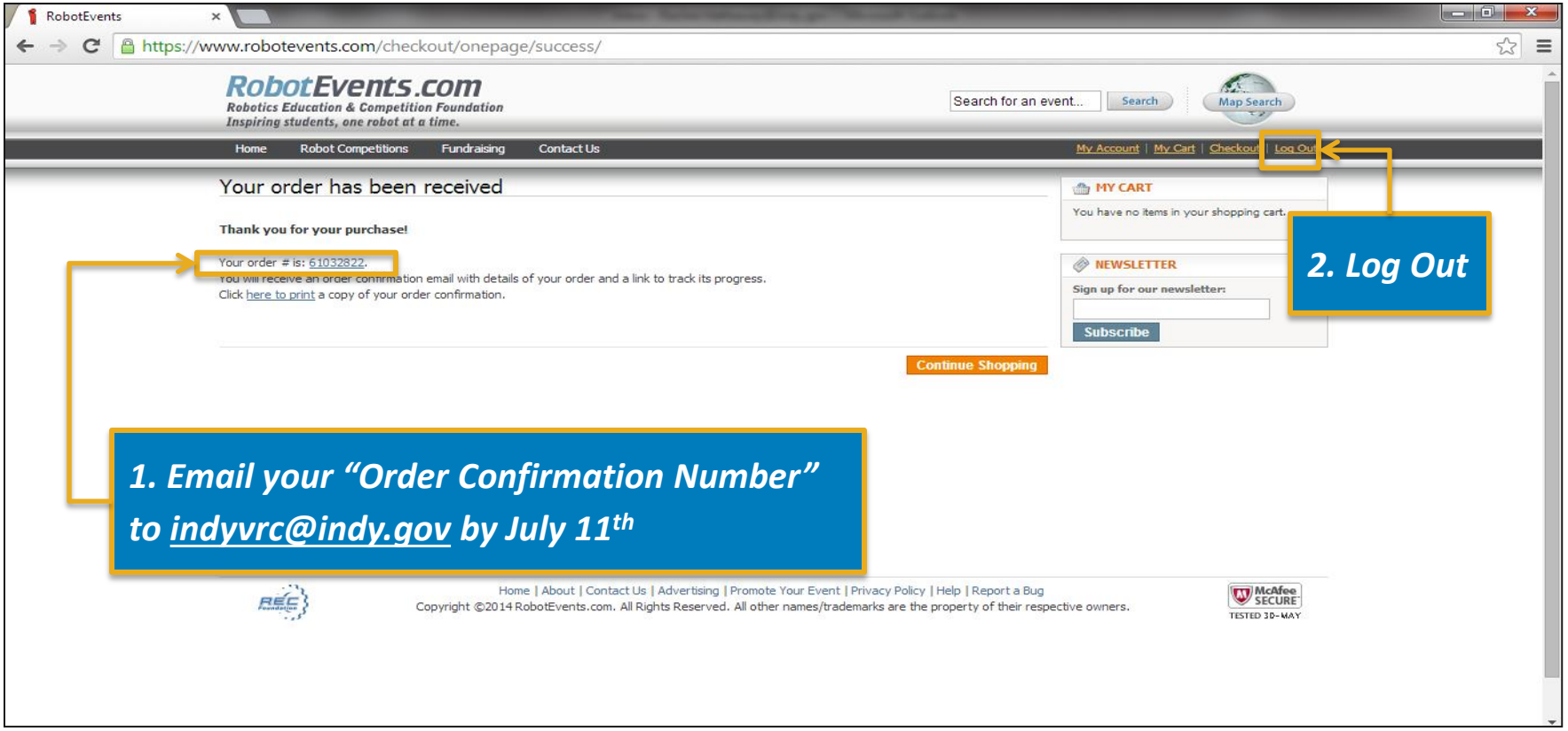
3. Verify Billing and Shipping Information is correct with Shipping Method being "Free" and Payment method is "Pay Later by Check"

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



Step 13: Complete Order Confirmation and Verification

*You will receive an **Order Number**. Emailing your order number to **indyvrc@indy.gov** by **July 11th** will ensure that **we pay the registration fee for your Championship Team**.*



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