



**OFFICE of  
EDUCATION INNOVATION**

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



## Registering your new high school VEX team

The screenshot shows the RobotEvents.com website. A blue callout box with a yellow border contains the text "Click to register a high school VEX team". An orange arrow points from this box to the "VEX ROBOTICS COMPETITION Middle/High School" link in the grid of event categories. The website header includes the "RobotEvents.com" logo, navigation links (Home, Robot Competitions, Fundraising, Contact Us), and a search bar. The main content area features a large "Registration... Now!" banner, a paragraph about the foundation's mission, and a grid of event categories. On the right side, there are three promotional banners: "Get the free\* 3D Robot Design App" by Autodesk, "Carnegie Mellon Robotics Academy Curriculum Training Kits and More!", and "TECH CAMPS! HELD AT 60 UNIVERSITIES NATIONWIDE". The footer contains the "REC FOUNDATION" logo, copyright information for 2014, and a "McAfee SECURE" badge.

File Edit View History Bookmarks Yahoo! Tools Help

Inbox (1) - mmartus@gmail... x Home x +

www.robotevents.com

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

Search for an event... Search Map Search

Home Robot Competitions Fundraising Contact Us

My Account My Cart Checkout Log In

2014-2015 VEX Registration... Now!

Get the free\* 3D Robot Design App  
Download now >

Powered by AUTODESK® 123D

VEX ASSEMBLER

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.

VEX CHALLENGE Elementary/Middle School Event Info & Registration

VEX ROBOTICS COMPETITION Middle/High School Event Info & Registration

VEX Event Info & Registration

Online CHALLENGE Event Info & Registration

TSA TECHNOLOGY STUDENT ASSOCIATION Event Info & Registration

BEST Hubs and Events Event Info & Registration

FIRST Event Info & Registration

Event Info & Registration

CREATE Event Info & Registration

Botball Event Info & Registration

Home | About | Contact Us | Advertising | Promote Your Event | Privacy Policy | Help | Report a Bug

Copyright ©2014 RobotEvents.com. All Rights Reserved. All other names/trademarks are the property of their respective owners.

McAfee SECURE TESTED 3-JUN

## Step 2: Login Page



*In order to register, you must create an account.*

The screenshot shows the 'Customer Login' page on RobotEvents.com. The browser address bar displays 'https://www.robotevents.com/customer/account/login/'. The page header includes the site logo, navigation links (Home, Robot Competitions, Fundraising, Contact Us), and utility links (My Account, My Cart, Checkout, Log In). A search bar and a 'Map Search' button are also present.

The main content area is titled 'Log in or Create an Account' and is divided into two columns:

- NEW CUSTOMERS:** Contains text explaining the benefits of creating an account and a prominent orange button labeled 'Create an Account'. This button is highlighted with a yellow box and an arrow pointing to a larger blue callout box.
- REGISTERED CUSTOMERS:** Contains text asking for login, input fields for 'Email Address \*' and 'Password \*', a '\* Required Fields' note, a 'Forgot Your Password?' link, and a 'Login' button.

At the bottom of the page, there is a footer with the REC Foundation logo, a security notice: 'McAfee SECURE TESTED 3-JUN', and a disclaimer: 'All rights reserved. All trademarks are the property of their respective owners.'

**Click "Create an Account"**

# Step 3: Create an Account



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

The screenshot shows the 'Create New Customer Account' page on RobotEvents.com. The page is titled 'Create an Account' and contains two main sections: 'Personal Information' and 'Login Information'. The 'Personal Information' section includes fields for First Name, M.I., Last Name, Email Address, a checkbox for 'Sign Up for Newsletter', and a field for 'Tax/VAT number'. The 'Login Information' section includes fields for Password and Confirm Password. A 'Submit' button is located at the bottom right of the form. Three blue callout boxes with orange borders provide instructions: '1. Fill out Personal Information' points to the personal information fields, '2. Fill out Login Information' points to the login fields, and '3. Click "Submit"' points to the submit button. The page also features a search bar, navigation links, and a footer with copyright information and a security logo.

**1. Fill out Personal Information**

**2. Fill out Login Information**

**3. Click "Submit"**

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

Home Robot Competitions Fundraising Contact Us

My Account | My Cart | Checkout | Log In

Create an Account

Personal Information

First Name \* M.I. Last Name \*

Email Address \*

Sign Up for Newsletter

Tax/VAT number

Login Information

Password \* Confirm Password \*

\* Required Fields

Submit

Copyright ©2014 RobotEvents.com. All Rights Reserved. All other names/trademarks are the property of their respective owners.

McAfee SECURE TESTED 3-JUN

## Step 4: Login with Account Information



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

The screenshot shows the 'Customer Login' page on RobotEvents.com. The page is titled 'Log in or Create an Account' and is divided into two main sections: 'NEW CUSTOMERS' and 'REGISTERED CUSTOMERS'. The 'REGISTERED CUSTOMERS' section contains a login form with fields for 'Email Address \*' and 'Password \*', and a 'Login' button. Three blue callout boxes with orange borders provide instructions: '1. Enter Email Address' points to the email field, '2. Enter Password' points to the password 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 5: View of Account Dashboard



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

The screenshot shows a web browser window with the URL <https://www.robotevents.com/customer/account/>. The page header includes the RobotEvents.com logo and navigation links: Home, Robot Competitions, Fundraising, Contact Us, My Account, My Cart, Checkout, and Log Out. A search bar is also present.

The main content area is titled "My Dashboard" and greets the user, Rachel Hathaway. It provides a brief overview of account management capabilities and lists several key actions:

- 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.

The dashboard also features four main sections with icons:

- SEASONS — CURRENTLY SHOWING: 2013-2014**

No registered teams
- REGISTERED TEAMS**

No teams registered. Registration information can be [found here](#).
- REGISTERED EVENTS**

No events registered.
- RECENT ORDERS**

You have placed no orders.

A blue callout box with a yellow border points to the "Register a Team!" link in the "SEASONS" section, with the text "Click 'Register a Team!'".

## 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

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 navigation bar includes 'Home', 'Robot Competitions', 'Fundraising', and 'Contact Us'. The main content area is titled 'Team Registration Wizard' and 'Robotics Program'. A blue callout box with a yellow border contains the text: '1. Choose "VEX Robotics Competition & TSA Team Registration – 2014-2015 (Middle and High School)"'. Below this, a yellow box highlights the first radio button option: 'VEX Robotics Competition & TSA Team Registration - 2014-2015 (Middle and High School)'. A yellow arrow points from this box to the blue callout box. Below the options is a 'Next' button, which is also highlighted with a yellow box. A blue callout box with a yellow border at the bottom left contains the text: '2. Click "Next"'. A yellow arrow points from this box to the 'Next' button. The footer includes links for 'Home', 'About', 'Contact Us', 'Advertising', 'Promote Your Event', 'Privacy Policy', 'Help', and 'Report a Bug'. It also contains copyright information for 2014 RobotEvents.com and a McAfee SECURE logo.

Team Registration Wizard x

https://www.robotevents.com/robotevents/wizard/

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

Search for an event... Search Map Search

Home Robot Competitions Fundraising Contact Us My Account My Cart Checkout Log Out

Team Registration Wizard

Robotics Program

Notice: If your organization had a VEX Robotics team last season, and you would like to keep the same number, you must select it for renewal below. If the number does not appear below then [contact RECF](#) for assistance.

Register a New VEX Team. Use this for NEW team numbers only.

- VEX Robotics Competition & TSA Team Registration - 2014-2015 (Middle and High School)
- VEX U Team Registration - 2014-2015 (College or University)
- VEX IQ Challenge Team Registration - 2014-2015 (Elementary and Middle School)

Register a New Team in Another Program

- CREATE Foundation Elementary School 2014-2015 Team Registration

Next

Home | About | Contact Us | Advertising | Promote Your Event | Privacy Policy | Help | Report a Bug  
Copyright ©2014 RobotEvents.com. All Rights Reserved. All other names/trademarks are the property of their respective owners.

McAfee SECURE  
TESTED 30-MAY

## Step 7: Registration Page (1<sup>st</sup> slide of 3)



Fill out “Organization Information” and “Demographic Information” (continue on next slide)

The screenshot shows a web browser window with the URL <https://www.robotevents.com/robotevents/wizard/>. The page title is "Team Registration Wizard".

**1. Fill out “Organizational Information”**

This section is highlighted with a blue callout box and includes the following fields:

- Organization \*
- Street Address \*
- City \*
- Country \* (Dropdown menu: United States)
- Zip/Postal Code \*
- State/Province \* (Dropdown menu: Indiana)

**2. Fill out “Demographic Information”**

This section is highlighted with a blue callout box and includes the following fields:

- Has this team competed before? \* (Dropdown menu: -- Please Select --)
- Grade Range \* (Dropdown menu: High School)
- Estimated Number of Students (Dropdown menu: -- Please Select --)
- Special Needs (Text input field)
- Sponsor (Text input field)

**Other 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 (jrFLL)
- TSA (TSA)

## Step 7: Registration Page (2<sup>nd</sup> Slide of 3)



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

Team Registration Wizard x

← → ↻ <https://www.robotevents.com/robotevents/wizard/> ☆ ☰

### Team Information

**Instructions:**  
Click "Assign" to have a team number generated, or type in a team number of your choice.  
VEX team numbers are 2-4 NUMBERS and are followed by an optional letter.

Number and Letter \*  
 None ▾

<b>Team Name *</b>	<b>Robot Name</b>	
<input type="text"/>	<input type="text"/>	
<b>Primary Contact Name *</b>	<b>Telephone *</b>	<b>E-Mail Address *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Alternate Telephone</b>	<b>Alternate E-Mail Address</b>
	<input type="text"/>	<input type="text"/>
<b>Secondary Contact Name</b>	<b>Telephone</b>	<b>E-Mail Address</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Alternate Telephone</b>	<b>Alternate E-Mail Address</b>
	<input type="text"/>	<input type="text"/>

If you are requesting a new number, please explain why this number. \*

### Team Registrations and Order Information

Home | About | Contact Us | Advertising | Promote Your Event | Privacy Policy | Map | Report a Bug

Copyright ©2014 RobotEvents.com. All Rights Reserved. All other names/trademarks are the property of their respective owners.

TESTED 30-MAY

**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 (3<sup>rd</sup> Slide of 3)



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

The screenshot shows the 'Team Registration Wizard' form. The 'Team Information' section includes an 'Instructions' box, a 'Number and Letter' dropdown menu, an 'Assign' button, and several text input fields for 'Team Name', 'Robot Name', 'Primary Contact Name', 'Telephone', 'Alternate Telephone', 'Secondary Contact Name', and another 'Telephone' and 'Alternate Telephone' field. Below this is a section for 'Team Registrations and Order Information' with a 'Register' button. A red box highlights the 'Add Another Team' button with the instruction 'DO NOT click "Add Another Team"'. A blue box highlights the 'Number and Letter' dropdown and 'Assign' button with two options. A purple box highlights the 'Register' button with an instruction about an order popup. A blue box at the bottom highlights the 'Register' button with the instruction '2. Verify all Information is correct, then click "Register"'. The footer contains links for 'Contact Us', 'Advertising', 'Promote Your Event', 'Privacy Policy', 'Help', and 'Report a Bug', along with a copyright notice and a McAfee SECURE logo.

### 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

**1. Review Shopping Cart Order**

**2. Verify "Grand Total" is \$100**

**3. Click "Proceed to Checkout"**

**DO NOT click "Continue Shopping"**

**Proceed to Checkout**

**Continue Shopping**

**Update Shopping Cart**

**Proceed to Checkout**

**Subtotal \$ 100.00**

**Grand Total \$ 100.00**

Remove	Product Name	Unit Price	Qty	Subtotal
	<u>VEX Robotics Competition &amp; TSA Team Registration - 2014-2015</u> P/N 330-3887-311-1653-276-3888-276-3938	\$ 100.00	1	\$ 100.00
	<b>VRC Team Registration</b> 1 x VRC Team Registration P/N 311-1653			
	<b>VRC License Plate Kit</b> 1 x VRC License Plate Kit P/N 276-3938			
	<b>VRC Team Welcome Kit 2013-2014</b> 1 x VRC Team Welcome Kit 2014-2015 P/N 276-3888			
	<b>Team</b> 8967			
	<b>Order Reference</b> a7c2cc41a9b753739d89684d9bbeda8d			

## Step 9: Billing Information



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

**1. Fill out "Billing Information"**

**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"**

**YOUR CHECKOUT PROGRESS**

Billing Address

Shipping Address

**1 Billing Information**

**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.

First Name \* M.I. Last Name \*

Company

Address \*

City \* State/Province \*  
Please select region, state or province

Zip/Postal Code \* Country \*  
United States

Telephone \* Fax

Sign Up for Newsletter

Ship to this address  Ship to different address

\* Required Fields

Continue

2 Shipping Information

**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.

The screenshot shows the checkout process on the RobotEvents.com website. The page is titled "Checkout" and the URL is "https://www.robotevents.com/checkout/onepage/". The navigation bar includes "Home", "RobotEvents.com", "event...", "Search", and "Map Search". The main content area is divided into sections for "Billing Information", "Shipping Information", "Shipping Method", "Payment Information", and "Order Review".

**1. Mark "Free Shipping to Continental US"**

The "Shipping Method" section is highlighted with a blue box. It shows the option "Free Shipping to Continental US" selected with a radio button. Below this, there are several shipping options from UPS:

- Ground \$ 14.80
- 3 Day Select \$ 23.00
- 2nd Day Air \$ 29.64
- Next Day Air Saver \$ 74.92
- Next Day Air \$ 82.14

**2. Verify Information is correct**

The "YOUR CHECKOUT PROGRESS" section on the right is highlighted with a blue box. It shows the "Billing Address" and "Shipping Address" fields, both containing the same information: Rachel Hathaway, 200 E. Washington St., Indianapolis, Indiana, 46204, United States, T: 317-327-5542. The "Shipping Method" field shows "Free Shipping to Continental US - Free \$ 0.00".

**3. Click "Continue"**

The "Continue" button is highlighted with a blue box. It is located at the bottom right of the "Shipping Method" section.

**4. Payment Information**

The "Payment Information" section is highlighted with a blue box. It contains a disclaimer: "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 11: 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.roboevents.com/checkout/onepage/>. The page header includes the RobotEvents.com logo and navigation links: Home, Robot Competitions, Fundraising, Contact Us, My Account, My Cart (1 item), Checkout, and Log Out. A search bar and a Map Search button are also present.

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. Below this, the check details are provided: "Make Check payable to: RobotEvents", "Send Check to: Robotics Education & Competition Foundation, P.O. Box 8276, Greenville, TX 75404, Accounting: 214-771-0975". A note states: "NOTE: If your order includes a welcome kit, it will not ship until we receive a purchase order from your organization. All payments and correspondence MUST include order number and team number. Failure to provide this information may result in returned payments and jeopardize your event registration." Below the note, it says: "If you wish to pay later by credit card please call 214-771-0975." and "Fax #: 214-481-6335".

To the right, a sidebar titled "YOUR CHECKOUT PROGRESS" shows the following information: "Billing Address | Change" with address "Rachel Hathaway, 200 E. Washington St., Indianapolis, Indiana, 46204, United States, T: 317-327-5542"; "Shipping Address | Change" with the same address; "Shipping Method | Change" with "Free Shipping to Continental US - Free \$ 0.00"; and "Payment Method | Change" with "Pay Later by Check".

At the bottom of the payment section, there is a "Back" link and a "Continue" button. A red asterisk indicates "\* Required Fields".

Annotations include: 1. A blue box with the text "1. Mark 'Pay Later by Check'" pointing to the selected radio button. 2. A blue box with the text "2. Verify Information is correct" pointing to the checkout progress sidebar. 3. A blue box with the text "3. Click 'Continue'" pointing to the Continue button.

# Step 12: Order Review



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

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

1. Verify "Order Review" is correct

The screenshot shows the checkout page on RobotEvents.com. The page title is "Checkout" and the URL is "https://www.robotevents.com/checkout/onepage/". The navigation bar includes "Fundraising", "Contact Us", "My Account", "My Cart (1 item)", "Checkout", and "Log Out". A search bar is present with the text "Search for an event...".

The main content area is divided into several sections:

- Order Review (Step 5):** A table listing the items in the order. The items are:
  - VEX Robotics Competition & TSA Team Registration - 2014-2015 (Price: \$100.00, Qty: 1, Subtotal: \$100.00)
  - 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 (8967)
  - Order Reference (a7c2cc41a9b753739d89684d9bbda8d)
- YOUR CHECKOUT PROGRESS:** A summary of the checkout steps, including Billing Address, Shipping Address, Shipping Method, and Payment Method. The Billing and Shipping addresses are: Rachel Hathaway, 200 E. Washington St., Indianapolis, Indiana, 46204, United States, Tl 317-327-5542. The Shipping Method is "Free Shipping to Continental US - Free" for \$0.00. The Payment Method is "Pay Later by Check".
- Subtotal and Grand Total:** A summary of the order totals:
  - Subtotal: \$ 100.00
  - Shipping & Handling (Free Shipping to Continental US - Free): \$ 0.00
  - Grand Total: \$ 100.00
- Place Order Button:** A green button labeled "Place Order" is located at the bottom right of the order review section.

2. Verify "Grand Total" is \$100

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

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 13: Complete Order Confirmation and Verification



You will receive an **Order Number**. Please email your order number to [indyvrc@indy.gov](mailto: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. The browser address bar displays 'https://www.robotevents.com/checkout/onepage/success/'. The page header includes the site name 'RobotEvents.com' and navigation links like 'Home', 'Robot Competitions', 'Fundraising', and 'Contact Us'. A 'Log Out' link is highlighted with a yellow box and a blue callout. The main content area says 'Your order has been received' and 'Thank you for your purchase!'. A yellow box highlights the order number '61032822', with a blue callout labeled 'Order Confirmation Number'. A 'Continue Shopping' button is visible. On the right, there are sections for 'MY CART' (empty) and 'NEWSLETTER' (with a 'Subscribe' button). 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](#)