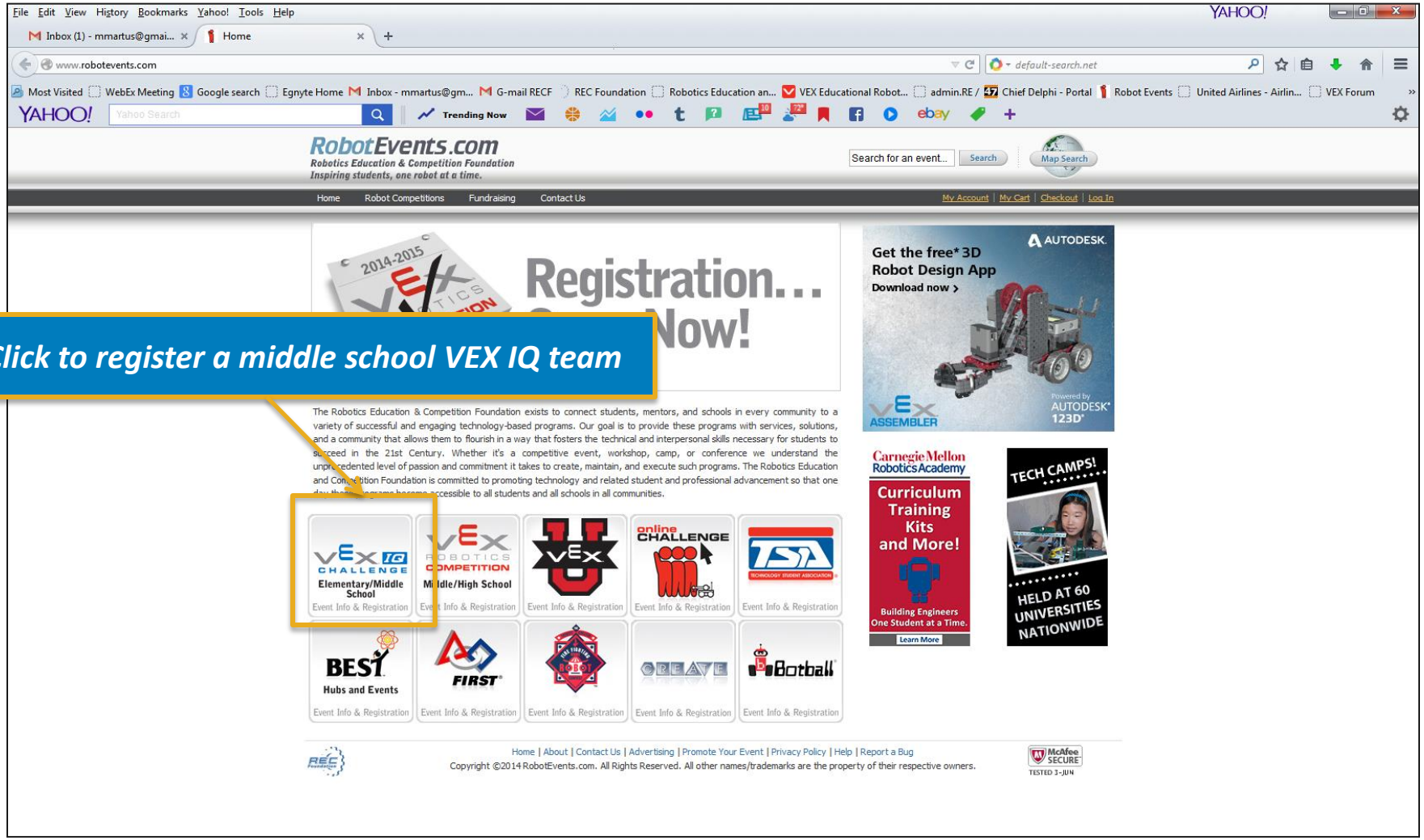
OFFICE of
EDUCATION INNOVATION

IndyVRC New Middle School Team Registration

6.12.14

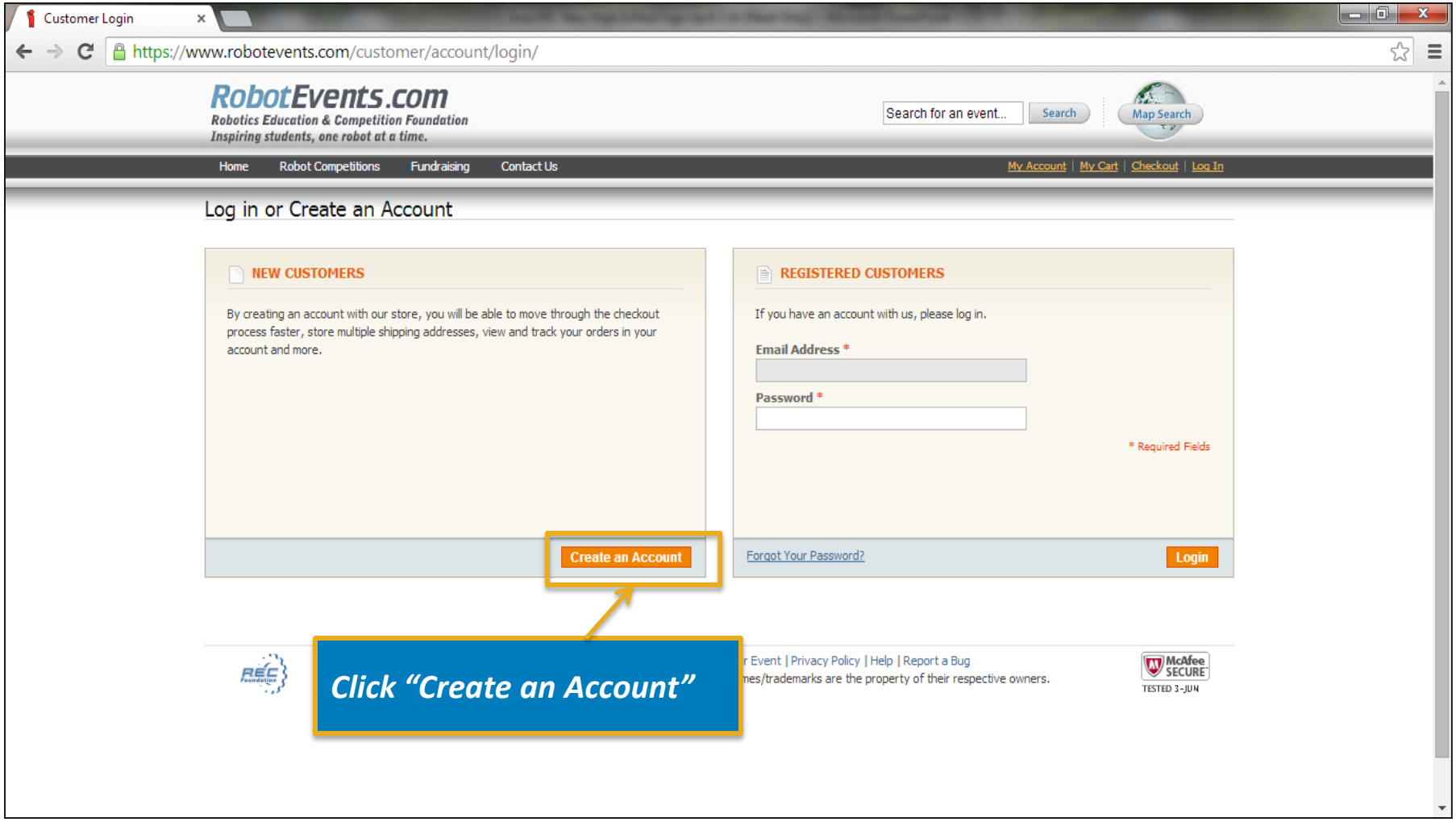
Step 1: Logging into Robot Events – www.robotevents.com

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



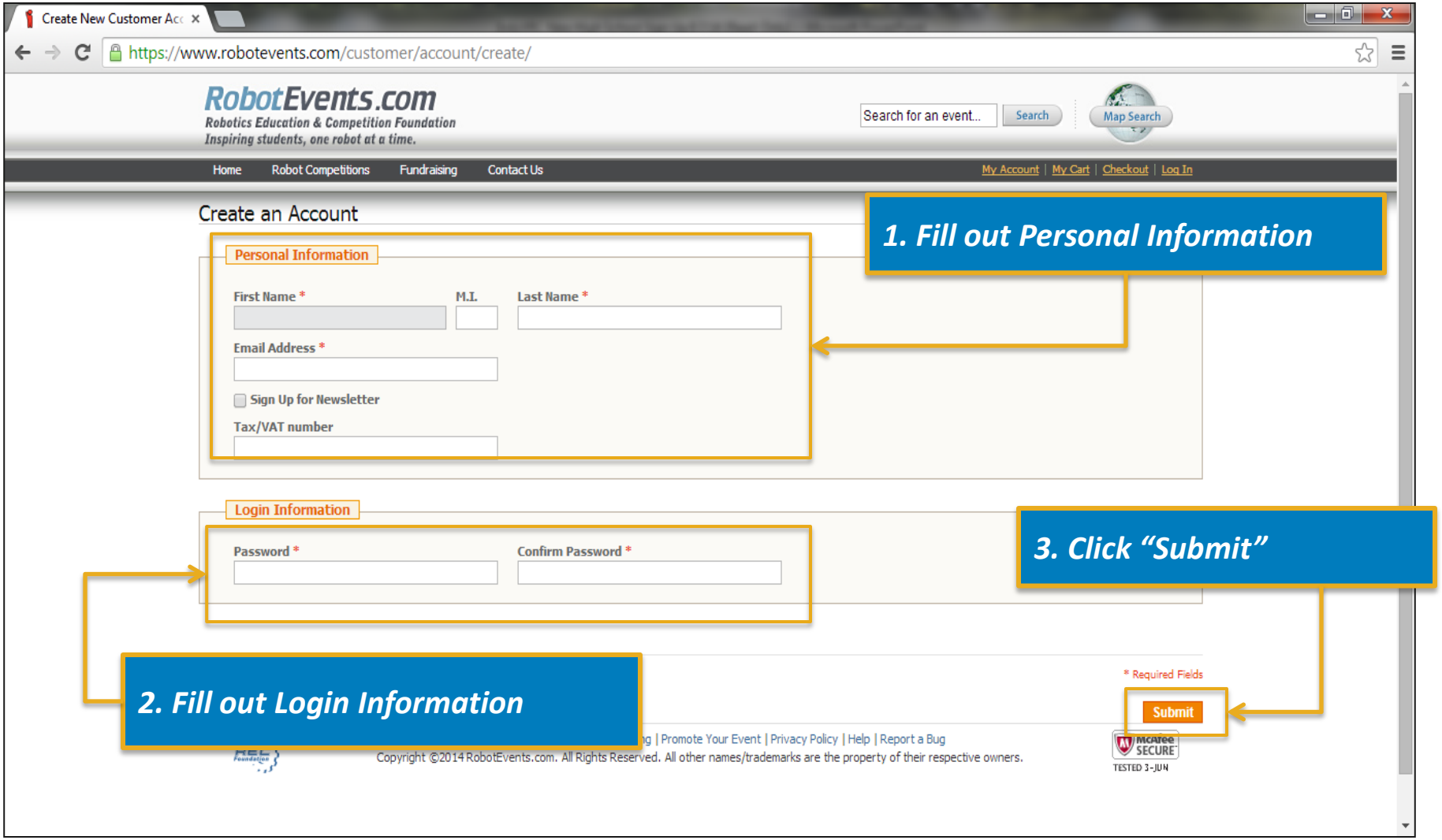
Step 2: Login Page

In order to register, you must create an account.



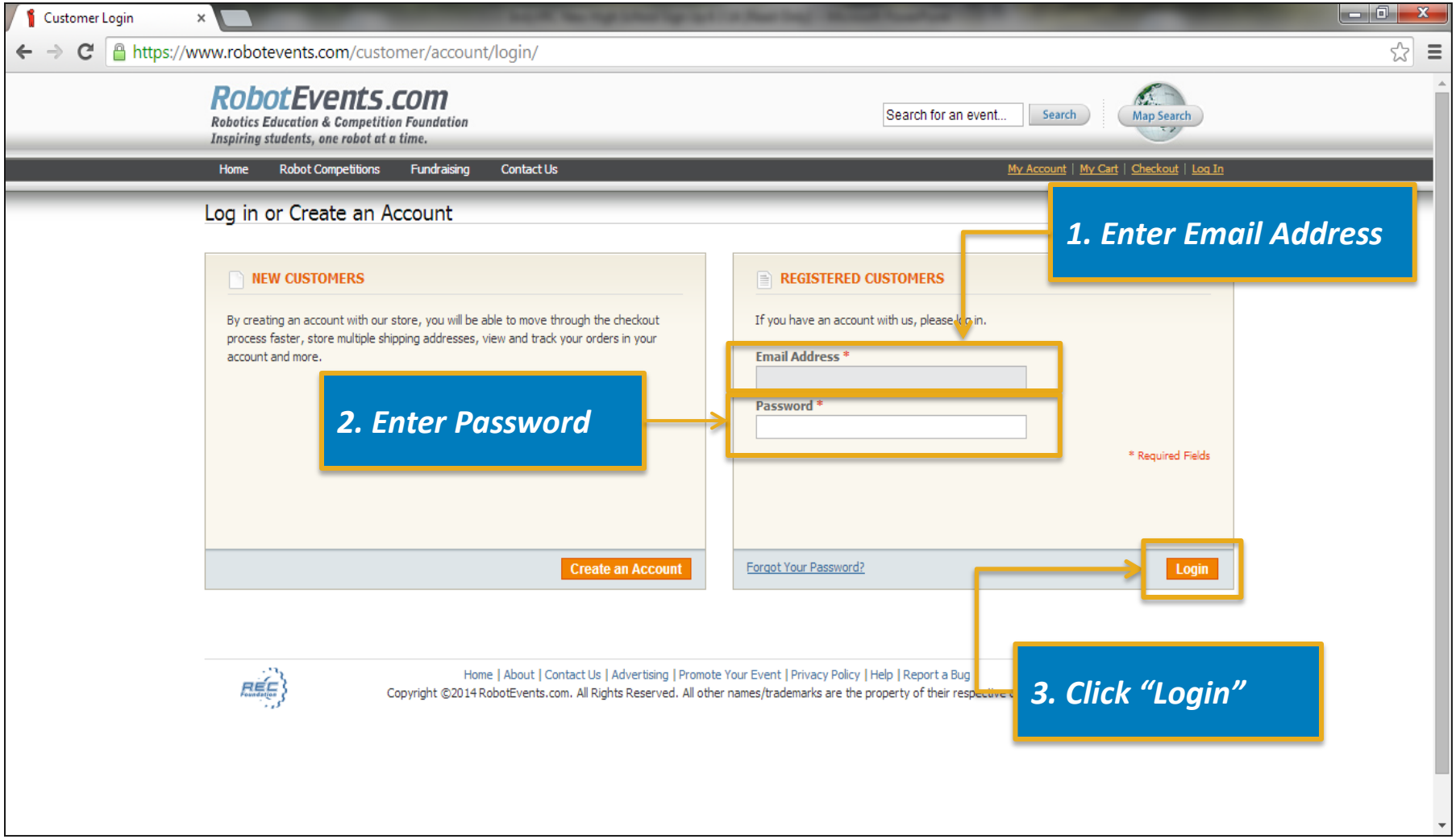
Step 3: Create an Account

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



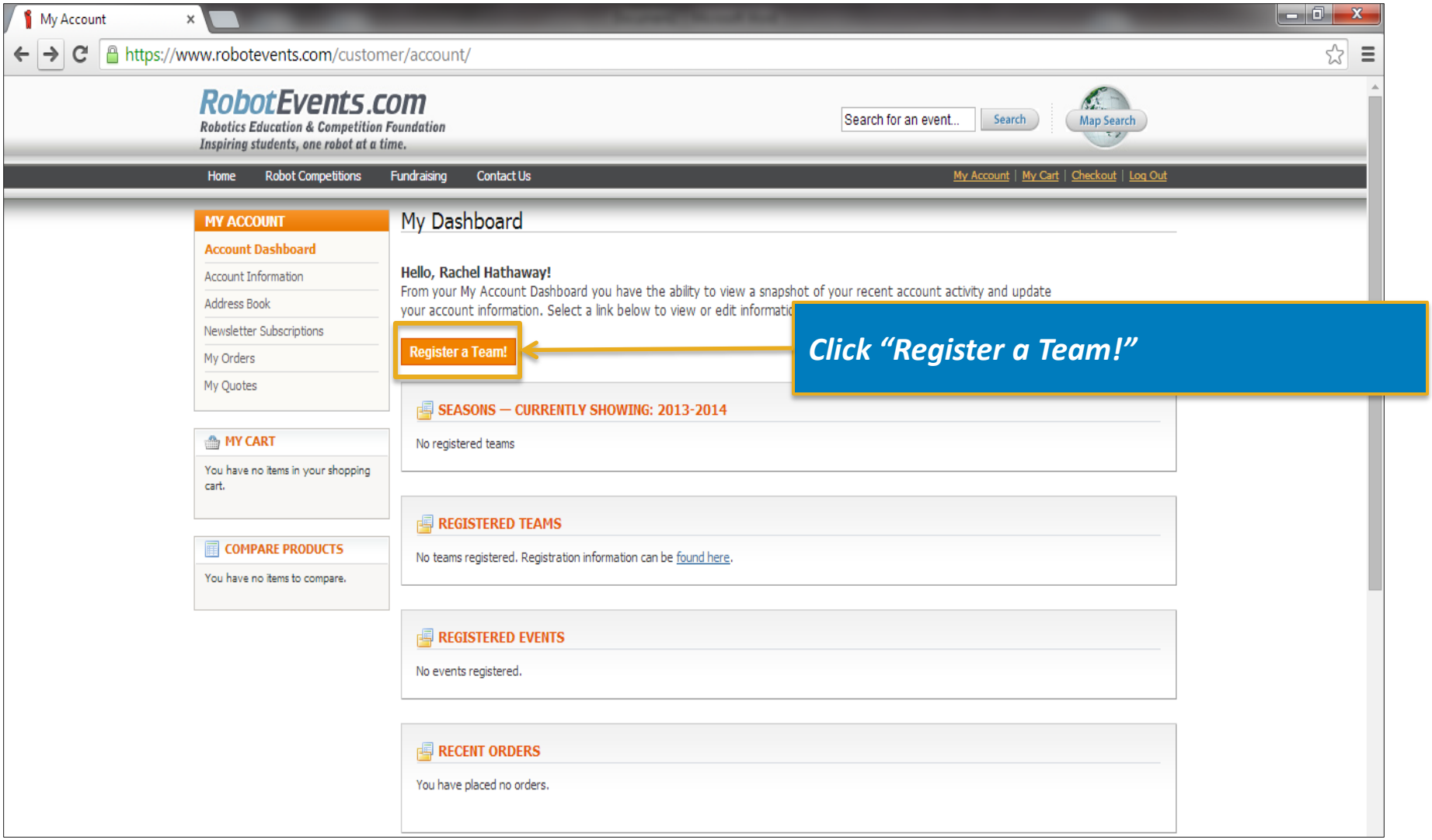
Step 4: Login with Account Information

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



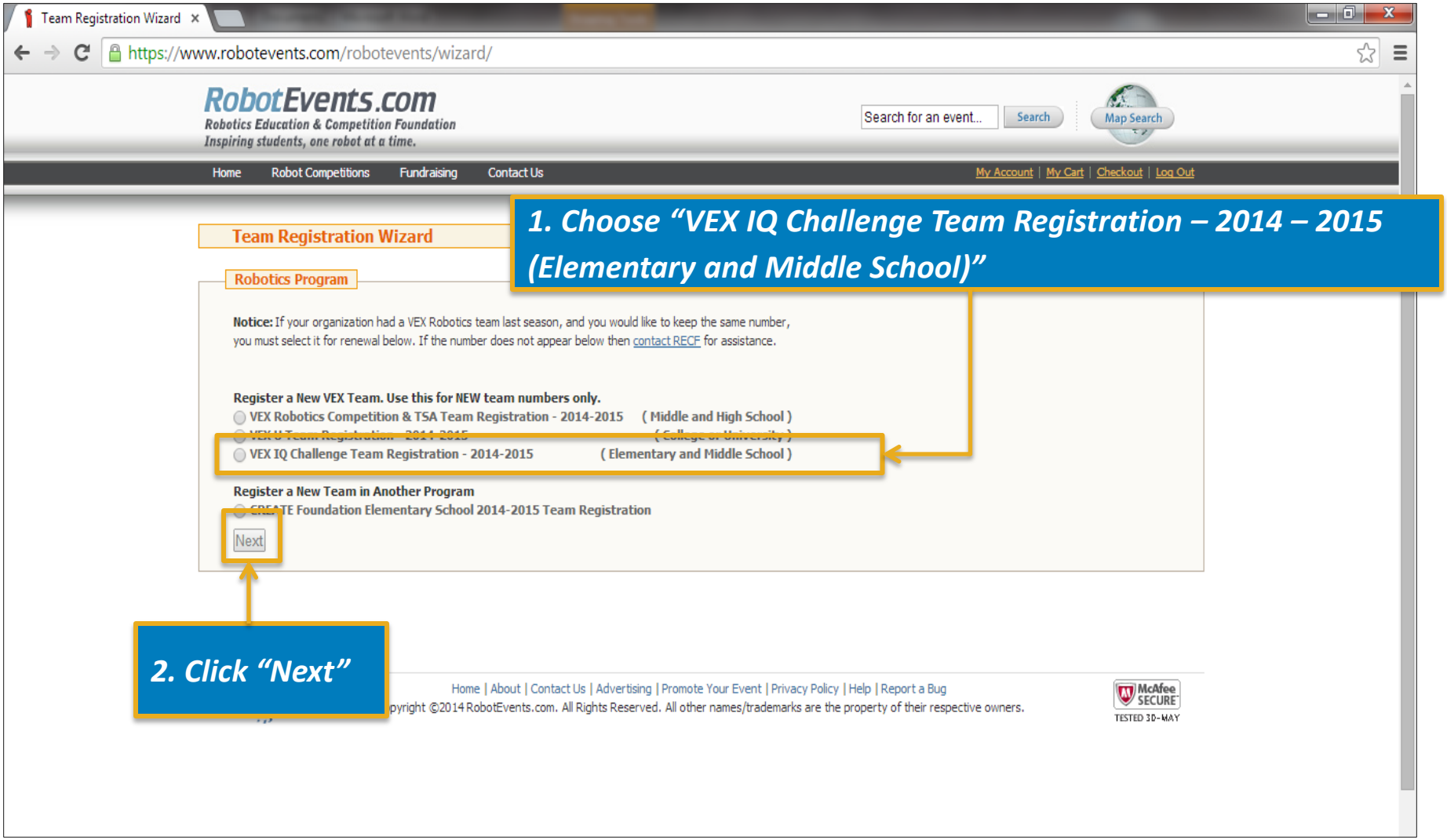
Step 5: View of Account Dashboard

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 middle 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)***

Team Registration Wizard

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

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Team Registration Wizard

Robotics Program

Registering a new team for VIQC.

Change

1. Fill out "Organizational Information"

Organization Information

Pick an Address

-- Select an Address, or Fill in Below --

Organization *

Street Address *

City *

Country *

-- Please Select --

Zip/Postal Code

State/Province *

-- Please Select --

2. Fill out "Demographic Information"

Demographic Information

Has this team competed before? *

-- Please Select --

Grade Range *

-- Please Select --

Estimated Number of Students

Special Needs

Other Programs: *

Botball Robotics Competition (Botball)

First LEGO League (FLL)

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

OEI

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

Team Registration Wizard

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
Assign

Team Name *
Robot Name

Primary Contact Name *
Telephone *
E-Mail Address *
Alternate Telephone
Alternate E-Mail Address
Seconday Contact Name
Telephone
E-Mail Address
Alternate Telephone
Alternate E-Mail Address

Add Another Team | Remove Last Team

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

Team Registrations and Order Information

Register

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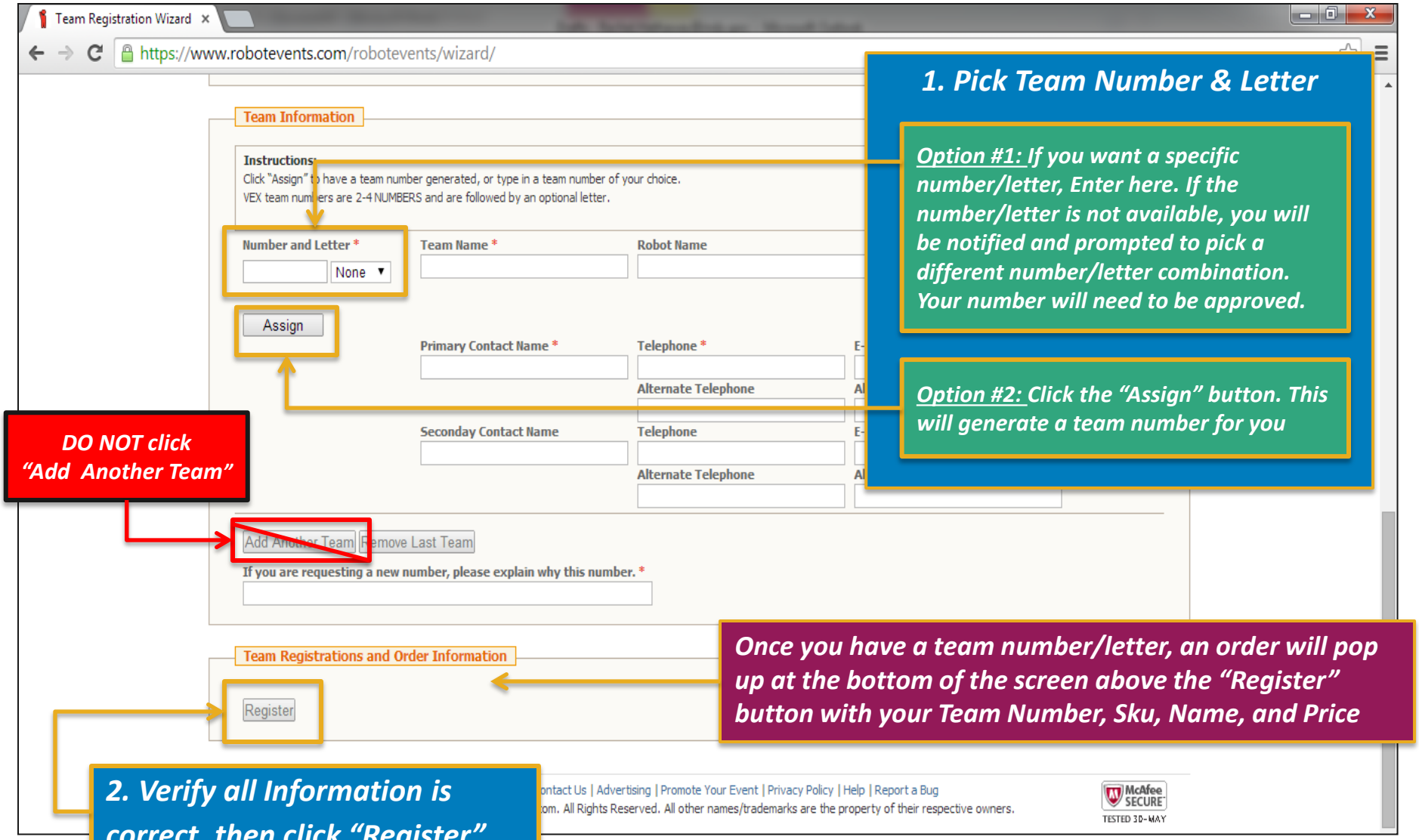
SECURE
TESTED 30-MAY

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 (3rd Slide of 3)

*Pick or generate a team number for your **middle school VEX IQ** 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*

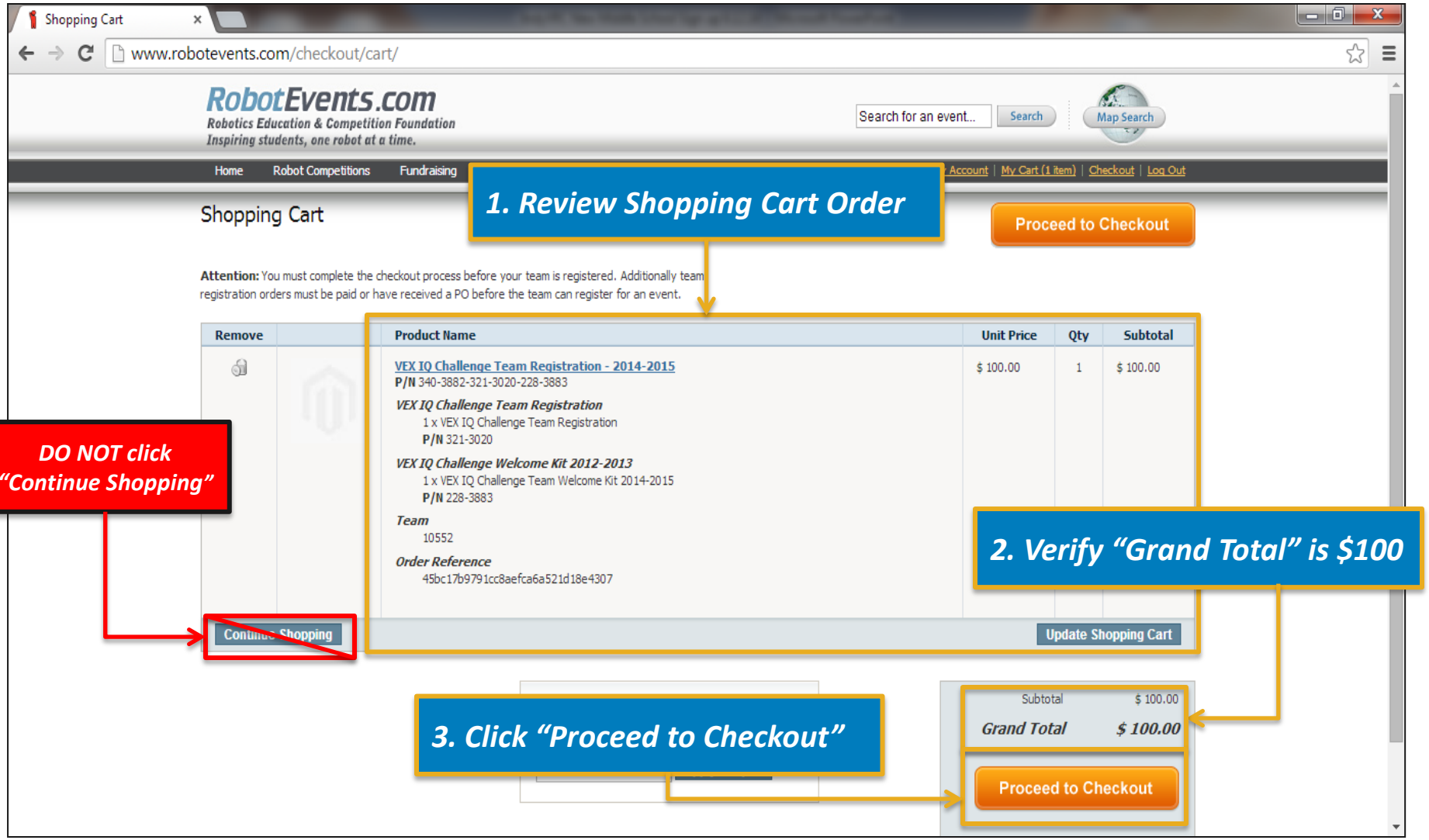
DO NOT click "Add Another Team"

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.

Checkout

https://www.robotevents.com/checkout/onepage/

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Search for an event... Search Map Search

Home | Robot Competitions | Fundraising | Contact Us

My Account | My Cart (1 item) | Checkout | Log Out

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

YOUR CHECKOUT PROGRESS

Billing Address

Shipping Address

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"

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"

Checkout

https://www.robotevents.com/checkout/onepage/

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1. Mark "Pay Later by Check"

4 Payment Information

Credit Card

Pay Later by Check

Make Check payable to: RobotEvents
Send Check to:
Robotics Education & Competition Foundation
P.O. Box 8276
Greenville, TX 75404
Accounting: 214-771-0975

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.

If you wish to pay later by credit card please call 214-771-0975.

Fax #: 214-481-6335

* Required Fields

Back

Continue

5 Order Review

The Robotics Educ… rnament entry fees once they have been p… nament 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).

3. Click "Continue"

YOUR CHECKOUT PROGRESS

Billing Address | Change
Rachel Hathaway
200 E. Washington St.
Indianapolis, Indiana, 46204
United States
T: 317-327-5542

Shipping Address | Change
Rachel Hathaway
200 E. Washington St.
Indianapolis, Indiana, 46204
United States
T: 317-327-5542

Shipping Method | Change
Free Shipping to Continental US - Free
$ 0.00

Payment Method | Change
Pay Later by Check

2. Verify Information is correct

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

Checkout

https://www.robotevents.com/checkout/onepage/

RobotEvents.com
Robotics Education & Competition Foundation

Search for an event... Search

Contact Us | My Account | My Cart

1 Billing Information
2 Shipping Information
3 Shipping Method
4 Payment Information
5 Order Review

Product Name	Price	Qty	Subtotal
VEX IQ Challenge Team Registration - 2014-2015	$ 100.00	1	$ 100.00
VEX IQ Challenge Team Registration 1 x VEX IQ Challenge Team Registration P/N 321-3020			
VEX IQ Challenge Welcome Kit 2012-2013 1 x VEX IQ Challenge Team Welcome Kit 2014-2015 P/N 228-3883			
Team 10552			
Order Reference 45bc17b9791cc8aefca6a521d18e4307			

Subtotal	*$ 100.00*
Shipping & Handling (Free Shipping to Continental US - Free)	*$ 0.00*
Grand Total	***$ 100.00***

Forgot an Item? Edit Your Cart

Place Order

YOUR CHECKOUT PROGRESS

Billing Address | Change
Rachel Hathaway
200 E. Washington St.
Indianapolis, Indiana, 46204
United States
T: 317-327-5542

Shipping Address | Change
Rachel Hathaway
200 E. Washington St.
Indianapolis, Indiana, 46204
United States
T: 317-327-5542

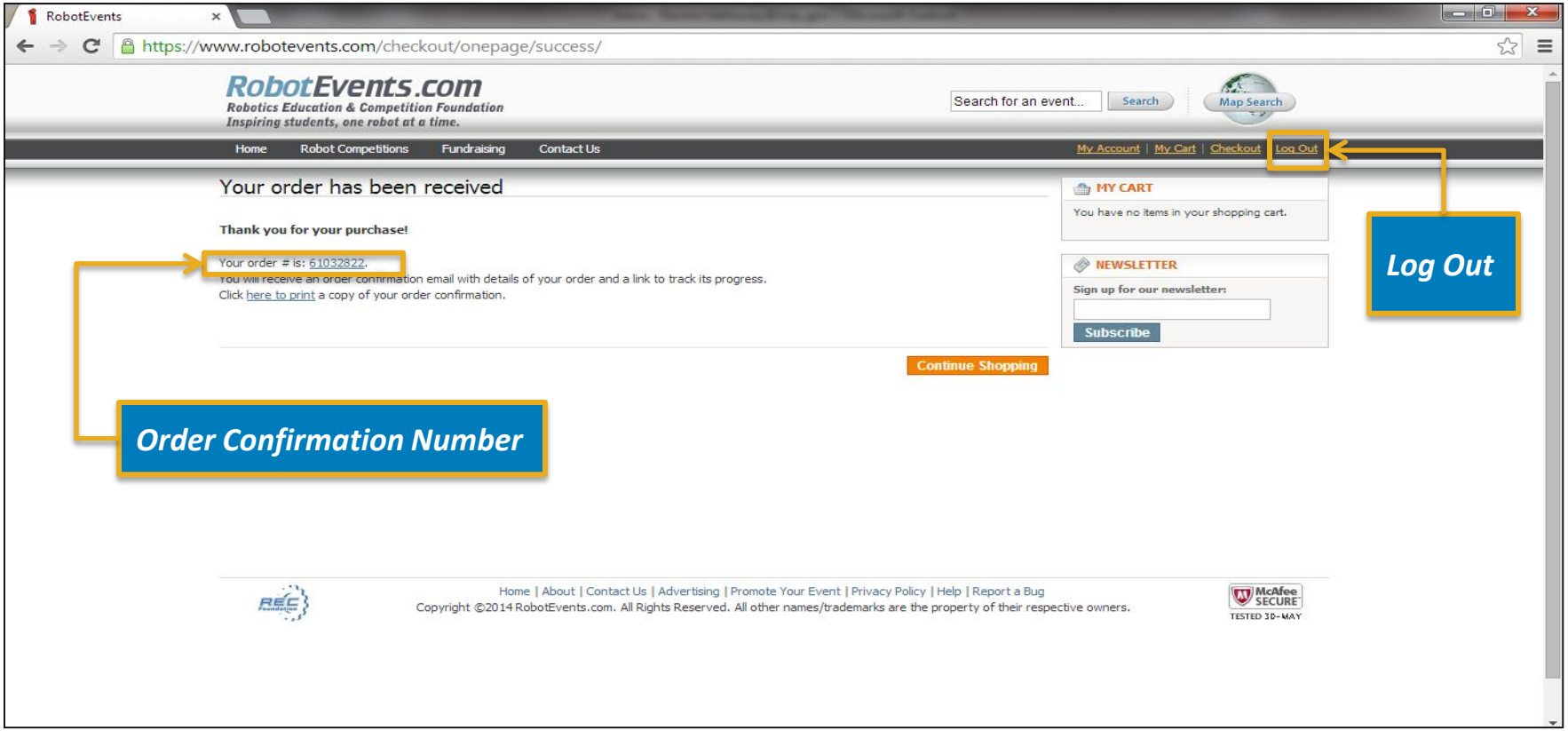
Shipping Method | Change
Free Shipping to Continental US - Free
$ 0.00

Payment Method | Change
Pay Later by Check

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

Step 13: Complete 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**.*



Congratulations! Your middle 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