



**OFFICE of  
EDUCATION INNOVATION**

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



Registering your new **middle school VEX IQ team** by **JULY 11<sup>th</sup>** will ensure we cover your fee

The screenshot shows the website interface with a blue callout box containing the text: **Click to register a middle school VEX IQ team**. The callout box points to the 'VEX IQ CHALLENGE Elementary/Middle School' link in the grid of event categories.

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

Registration... Now!

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 IQ 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**  
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**FIRST**  
Event Info & Registration

**ROBOTICS**  
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**CREATE**  
Event Info & Registration

**Botball**  
Event Info & Registration

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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 'Create an Account' button. This button is highlighted with a yellow box and an arrow pointing to a larger blue callout box that says 'Click "Create an Account"'. The callout box has a yellow border.
- REGISTERED CUSTOMERS:** Contains text asking for login and a form with 'Email Address \*' and 'Password \*' fields. A red asterisk indicates required fields. Below the form is a 'Login' button and a 'Forgot Your Password?' link.

The footer includes the REC Foundation logo, a security notice, and a McAfee SECURE logo with the text 'TESTED 3-JUN'.

# Step 3: Create an Account



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

The screenshot shows the 'Create an Account' page on RobotEvents.com. The page is titled 'Create an Account' and features 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 'Tax/VAT number' field. The 'Login Information' section includes 'Password \*' and 'Confirm Password \*' fields. A 'Submit' button is located at the bottom right of the form. Three blue callout boxes with orange borders and arrows indicate the steps: '1. Fill out Personal Information' points to the personal info fields, '2. Fill out Login Information' points to the password 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 New Customer Account

https://www.robotevents.com/customer/account/create/

Search for an event... Search Map Search

**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

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## 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 and arrows point to the 'Email Address' field, the 'Password' field, and the 'Login' button, respectively. The callouts are labeled '1. Enter Email Address', '2. Enter Password', and '3. Click "Login"'. The page also features a search bar, a 'Map Search' button, and a navigation menu at the top. The footer contains the RobotEvents.com logo and copyright information.

Customer Login x

https://www.robotevents.com/customer/account/login/

**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

### Log in or Create an Account

**NEW CUSTOMERS**

By creating an account with our store, you will be able to move through the checkout process faster, store multiple shipping addresses, view and track your orders in your account and more.

**2. Enter Password**

[Create an Account](#)

**REGISTERED CUSTOMERS**

If you have an account with us, please [log in](#).

Email Address \*

Password \*

\* Required Fields

[Forgot Your Password?](#)

[Login](#)

**1. Enter Email Address**

**3. Click "Login"**

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## 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 middle school VEX IQ team for now

The screenshot shows the 'Team Registration Wizard' on the RobotEvents.com website. The browser address bar shows the URL <https://www.robotevents.com/robotevents/wizard/>. The website header includes the logo 'RobotEvents.com' and the tagline 'Robotics Education & Competition Foundation Inspiring students, one robot at a time.' There is a search bar and a 'Map Search' button. The navigation menu includes 'Home', 'Robot Competitions', 'Fundraising', and 'Contact Us'. On the right side of the navigation menu, there are links for 'My Account', 'My Cart', 'Checkout', and 'Log Out'.

The main content area is titled 'Team Registration Wizard' and 'Robotics Program'. It contains a notice about renewing team numbers and a section for 'Register a New VEX Team. Use this for NEW team numbers only.' This section has three radio button options:

- 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)

The third option is selected and highlighted with a blue box and an arrow. Below this section is a 'Register a New Team in Another Program' section with one radio button option: 'CREATE Foundation Elementary School 2014-2015 Team Registration'. A 'Next' button is located below this option and is also highlighted with a blue box and an arrow.

Two blue callout boxes with white text and orange borders provide instructions:

1. Choose "VEX IQ Challenge Team Registration – 2014 – 2015 (Elementary and Middle School)"
2. Click "Next"

The footer of the page includes a navigation menu with links for 'Home', 'About', 'Contact Us', 'Advertising', 'Promote Your Event', 'Privacy Policy', 'Help', and 'Report a Bug'. It also contains a copyright notice: 'Copyright ©2014 RobotEvents.com. All Rights Reserved. All other names/trademarks are the property of their respective owners.' and a 'McAfee SECURE' logo with the text '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 the 'Team Registration Wizard' page on RobotEvents.com. The page is divided into several sections, with two callout boxes highlighting specific areas:

- 1. Fill out “Organizational Information”**: This callout points to the 'Organization Information' section, which includes a dropdown menu for 'Pick an Address', text input fields for 'Organization \*', 'Street Address \*', 'City \*', and 'Zip/Postal Code', and dropdown menus for 'Country \*' and 'State/Province \*'.
- 2. Fill out “Demographic Information”**: This callout points to the 'Demographic Information' section, which includes dropdown menus for 'Has this team competed before? \*' and 'Grade Range \*', and text input fields for 'Estimated Number of Students' and 'Special Needs'.

Other visible elements on the page include the 'RobotEvents.com' logo, a search bar, navigation links (Home, Robot Competitions, Fundraising, Contact Us), and a list of 'Other Programs' with checkboxes for 'BEST Robotics Competition (BEST)', 'Botball Robotics Competition (Botball)', and 'First LEGO League (FLL)'.

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



Register a *middle school VEX IQ 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> <input type="text"/>	<b>Robot Name</b> <input type="text"/>	
<b>Primary Contact Name *</b> <input type="text"/>	<b>Telephone *</b> <input type="text"/>	<b>E-Mail Address *</b> <input type="text"/>
	<b>Alternate Telephone</b> <input type="text"/>	<b>Alternate E-Mail Address</b> <input type="text"/>
<b>Secondary Contact Name</b> <input type="text"/>	<b>Telephone</b> <input type="text"/>	<b>E-Mail Address</b> <input type="text"/>
	<b>Alternate Telephone</b> <input type="text"/>	<b>Alternate E-Mail Address</b> <input type="text"/>

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

### Team Registrations and Order Information

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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 to 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 *middle school VEX IQ* 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 fields for 'Team Name', 'Robot Name', 'Primary Contact Name', 'Telephone', 'Alternate Telephone', 'Secondary Contact Name', and 'Telephone'. 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 at the bottom left says '2. Verify all Information is correct, then click "Register"'. A large blue box on the right contains two options for picking a team number and letter. A purple box at the bottom right explains that an order will pop up above the 'Register' button once a team number/letter is chosen.

**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"**

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

*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*

# Step 8: Review Shopping Cart



Review the order is correct and proceed to checkout

The screenshot shows the RobotEvents.com shopping cart page. The browser address bar displays [www.robotevents.com/checkout/cart/](http://www.robotevents.com/checkout/cart/). The page header includes the site logo, navigation links (Home, Robot Competitions, Fundraising), and user options (Account, My Cart (1 item), Checkout, Log Out). A search bar and a 'Map Search' button are also present.

The main content area is titled 'Shopping Cart' and features a 'Proceed to Checkout' button. An attention message states: '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.'

The cart table contains the following items:

Remove	Product Name	Unit Price	Qty	Subtotal
	<b>VEX IQ Challenge Team Registration - 2014-2015</b> P/N 340-3882-321-3020-228-3883 <i>VEX IQ Challenge Team Registration</i> 1 x VEX IQ Challenge Team Registration P/N 321-3020 <i>VEX IQ Challenge Welcome Kit 2012-2013</i> 1 x VEX IQ Challenge Team Welcome Kit 2014-2015 P/N 228-3883 <b>Team</b> 10552 <b>Order Reference</b> 45bc17b9791cc8aefca6a521d18e4307	\$ 100.00	1	\$ 100.00

Below the table are 'Continue Shopping' and 'Update Shopping Cart' buttons. A summary box at the bottom right shows 'Subtotal \$ 100.00' and 'Grand Total \$ 100.00', with a 'Proceed to Checkout' button below it.

Instructional callouts are overlaid on the page:

- 1. Review Shopping Cart Order**: A blue box with an arrow pointing to the product details.
- DO NOT click "Continue Shopping"**: A red box with an arrow pointing to the 'Continue Shopping' button, which is crossed out with a red 'X'.
- 2. Verify "Grand Total" is \$100**: A blue box with an arrow pointing to the 'Grand Total' in the summary box.
- 3. Click "Proceed to Checkout"**: A blue box with an arrow pointing to the 'Proceed to Checkout' button in the summary box.

## 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, with a price of "Free \$ 0.00". 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" sidebar on the right is highlighted with a blue box. It shows the "Billing Address" and "Shipping Address" sections, both containing the same information: Rachel Hathaway, 200 E. Washington St., Indianapolis, Indiana, 46204, United States, T: 317-327-5542. The "Shipping Method" section 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.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 offers three payment options: Credit Card, Purchase Order, and Pay Later by Check. The "Pay Later by Check" option is selected and highlighted with a blue box and an arrow pointing to the instruction "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 and an arrow pointing to the instruction "3. Click 'Continue'". To the right, a "YOUR CHECKOUT PROGRESS" sidebar shows the current step (Billing Address) and other sections like Shipping Address, Shipping Method, and Payment Method. The "Payment Method" section shows "Pay Later by Check" selected, highlighted with a blue box and an arrow pointing to the instruction "2. Verify Information is correct".

**1. Mark “Pay Later by Check”**

**3. Click “Continue”**

**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

The screenshot shows the checkout page for RobotEvents.com. The 'Order Review' section is highlighted with a blue box. It contains a table with the following items:

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

Below the table, the 'Grand Total' is shown as \$ 100.00. A green 'Place Order' button is located at the bottom right of the review section.

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

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**. Emailing your order number to [indyvrc@indy.gov](mailto:indyvrc@indy.gov) by **July 11<sup>th</sup>** will ensure that **we pay the registration fee for your Championship Team**.

A screenshot of the RobotEvents.com website showing a successful checkout confirmation. The page title is "Your order has been received". The main content area says "Thank you for your purchase!" and displays the order number "61032822" in a yellow box. Below the order number, it states "You will receive an order confirmation email with details of your order and a link to track its progress. Click [here to print](#) a copy of your order confirmation." A yellow arrow points from the order number to a blue box containing the instruction "1. Email your 'Order Confirmation Number' to [indyvrc@indy.gov](mailto:indyvrc@indy.gov) by July 11<sup>th</sup>". In the top right navigation bar, the "Log Out" link is highlighted with a yellow box and a yellow arrow pointing to a blue box containing the instruction "2. Log Out". The page also includes a search bar, a "Map Search" button, and a "Continue Shopping" button. The footer contains the REC logo, copyright information, and a McAfee SECURE logo.

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](#)