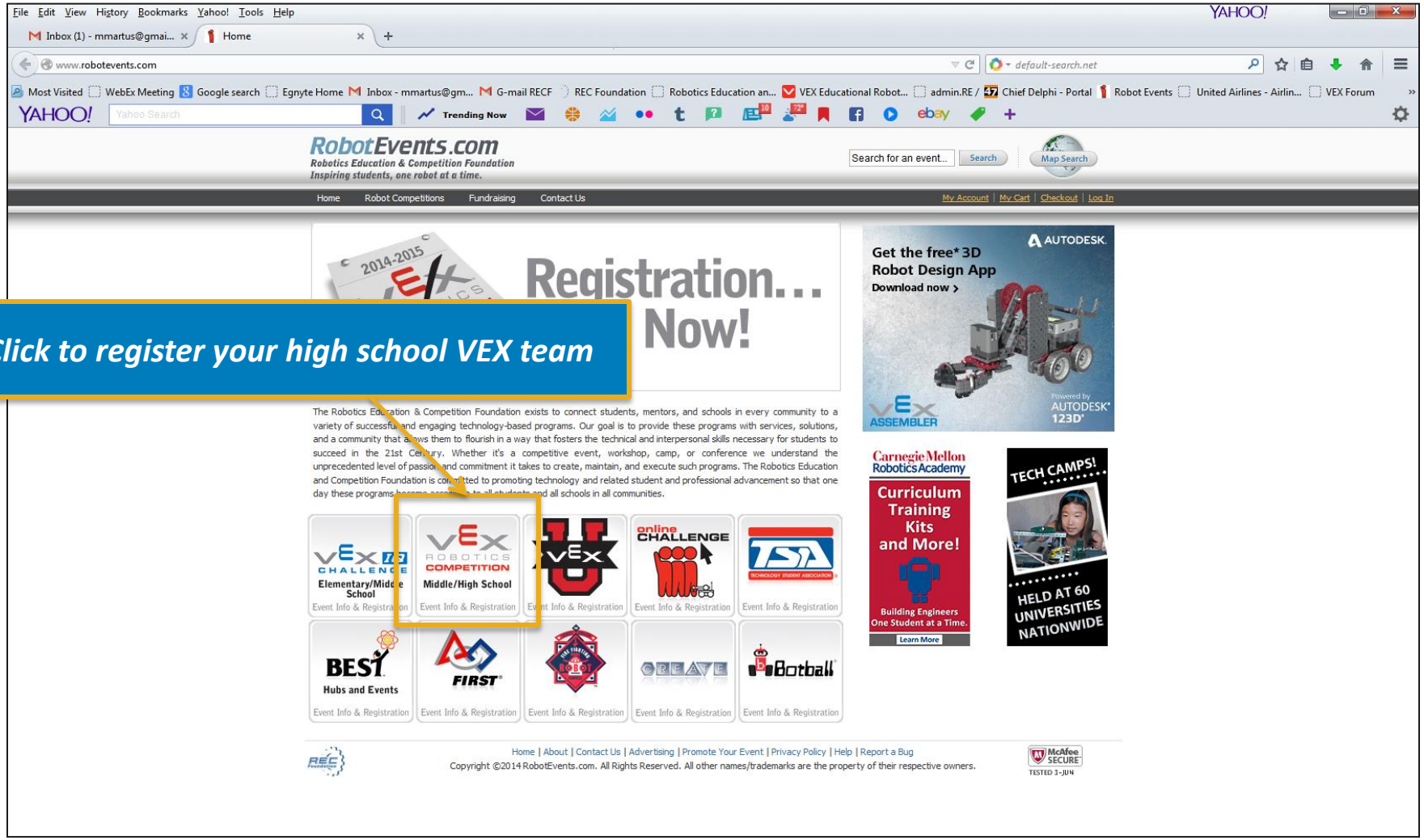
OFFICE of
EDUCATION INNOVATION

IndyVRC Returning High School VEX Team Registration 6.16.14

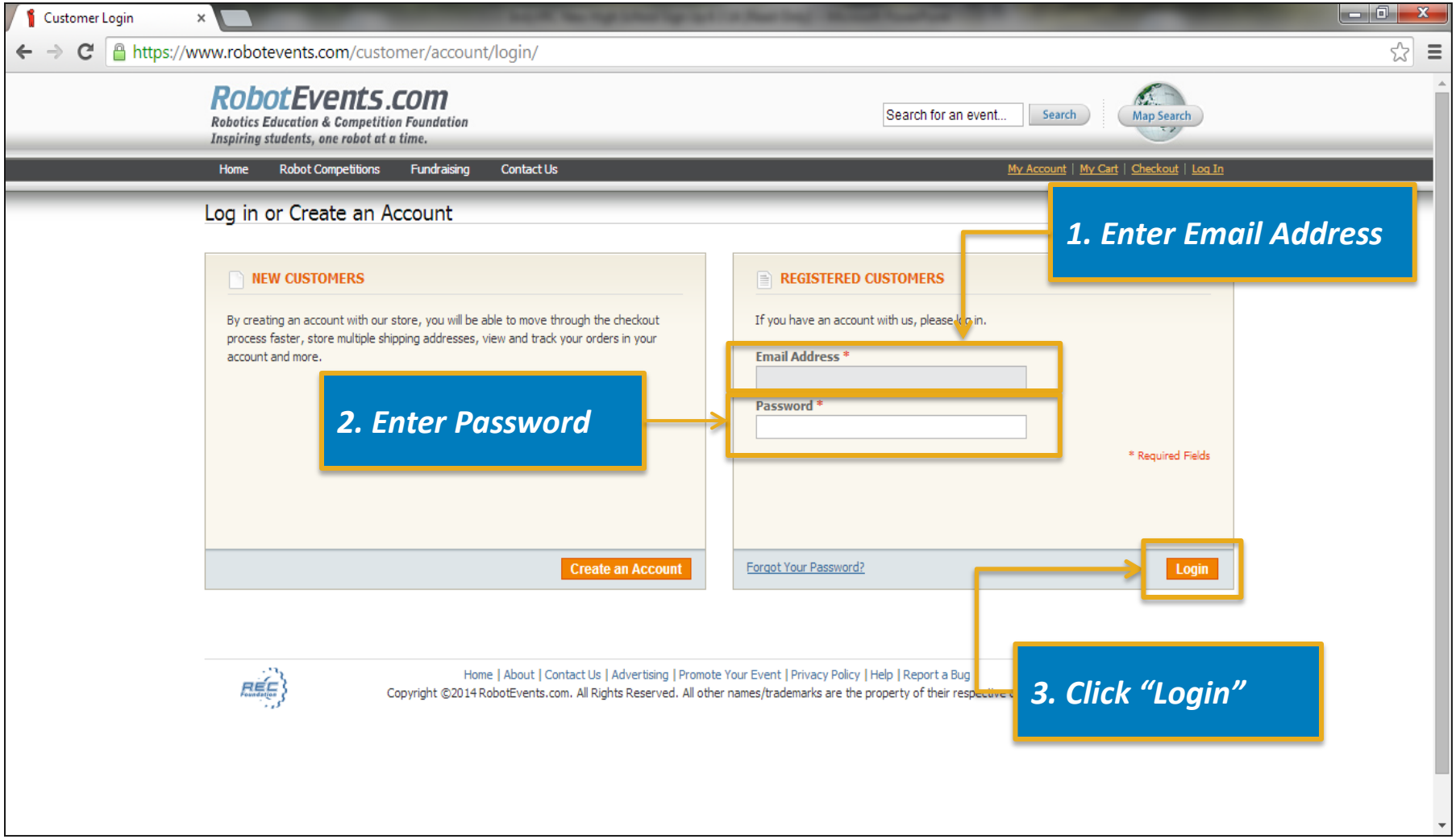
Step 1: Logging into Robot Events – www.robotevents.com

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



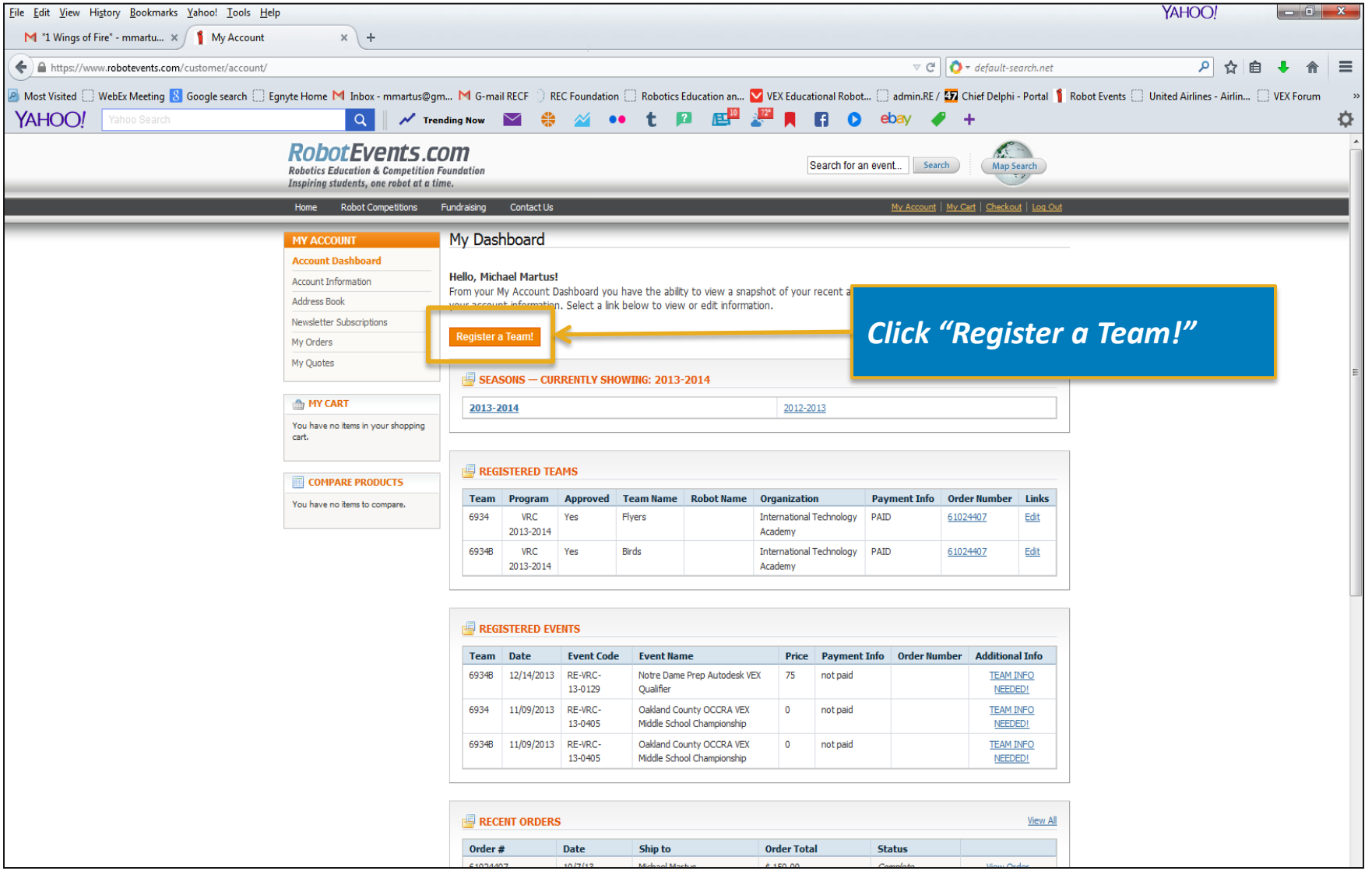
Step 2: Login with your Account information

The login information will be for the same you utilized last year



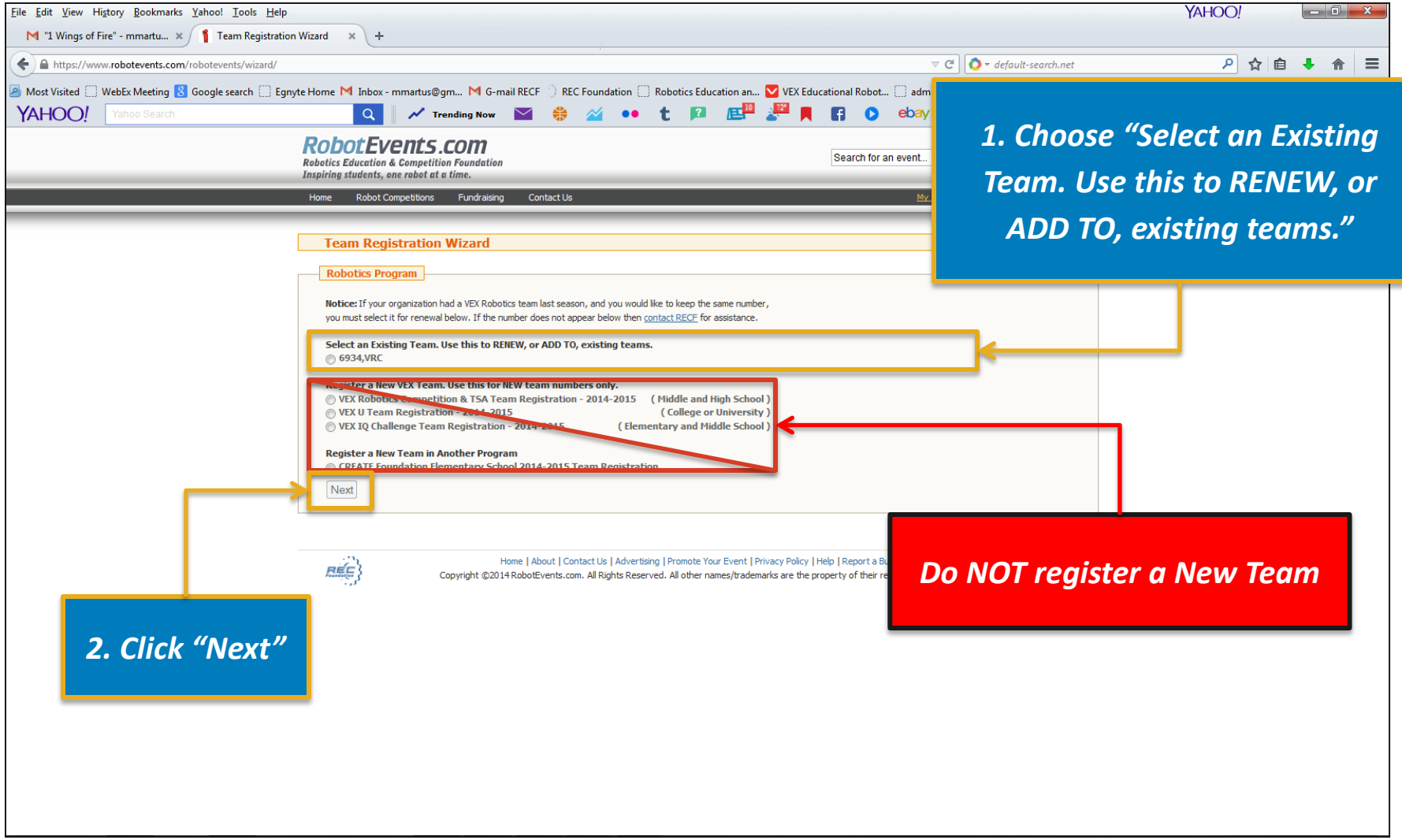
Step 3: View of Account Dashboard

This is your main screen showing activity from past years. You will manage your team(s) from here.



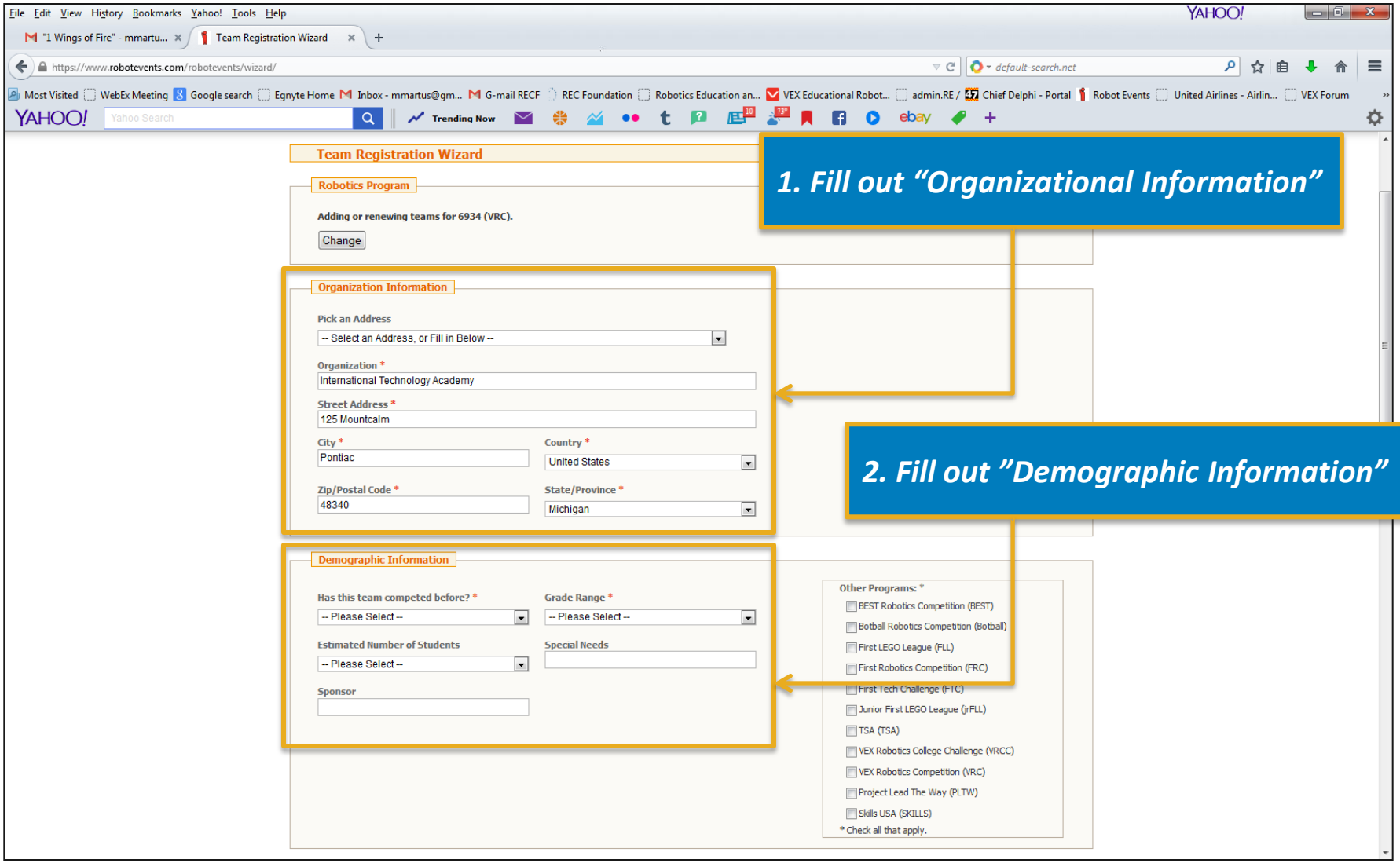
Step 4: Choosing Robotics Program

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



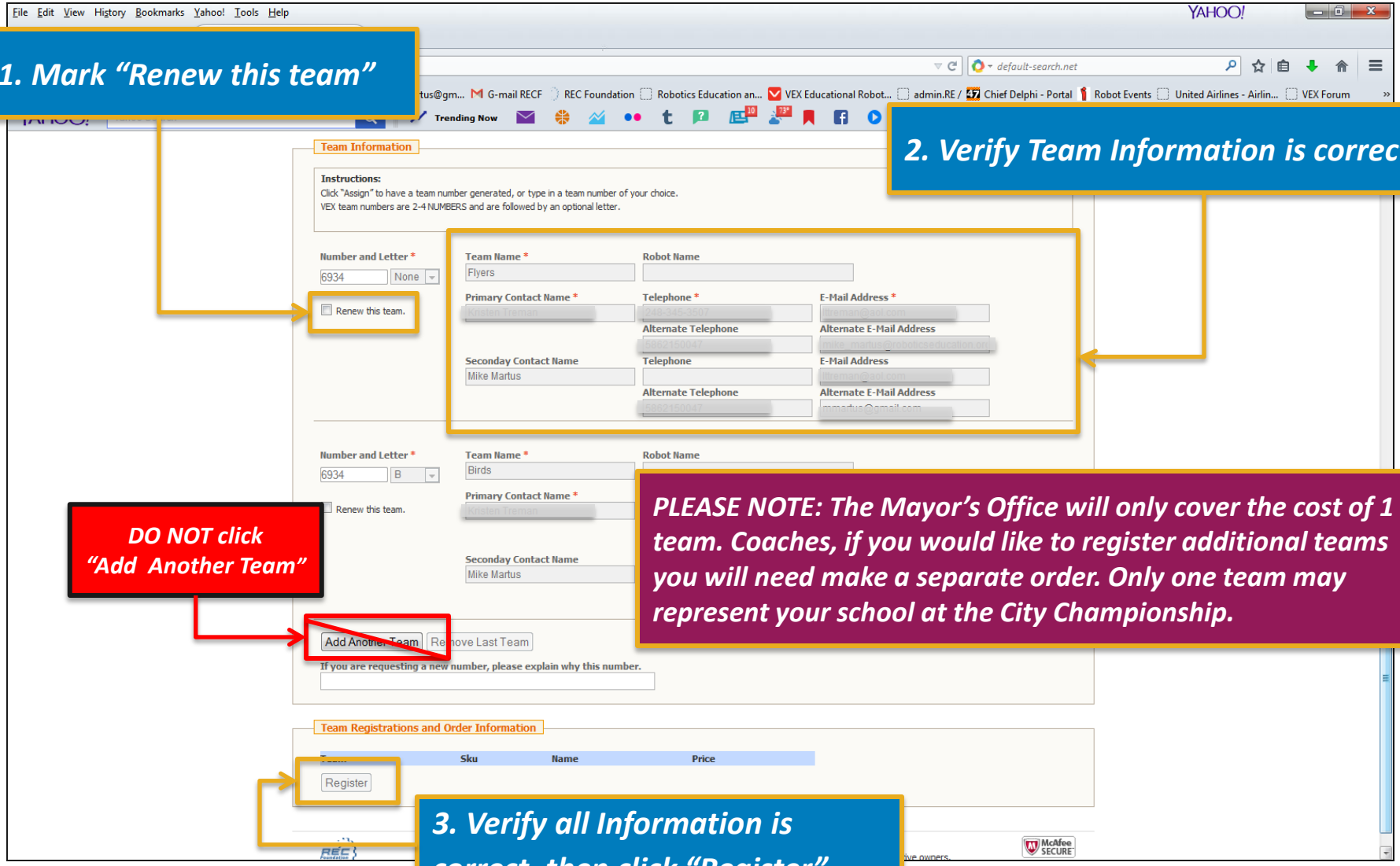
Step 5: Organization & Demographic Information

Update "Organization Information" and "Demographic Information"



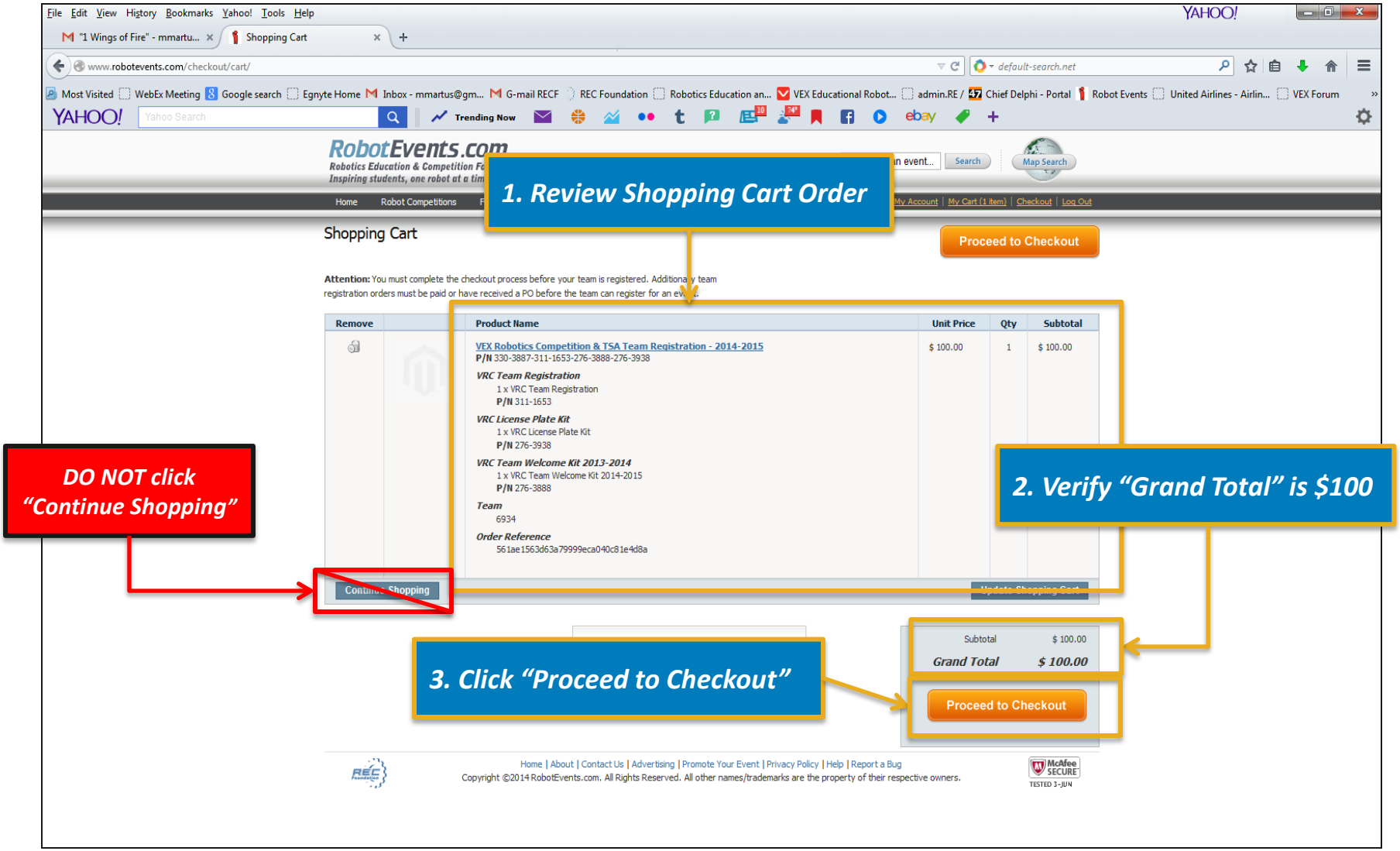
Step 6: Select a VEX high school team to compete at the IndyVRC

*Select the **VEX team** that will represent your high school at the Championship*



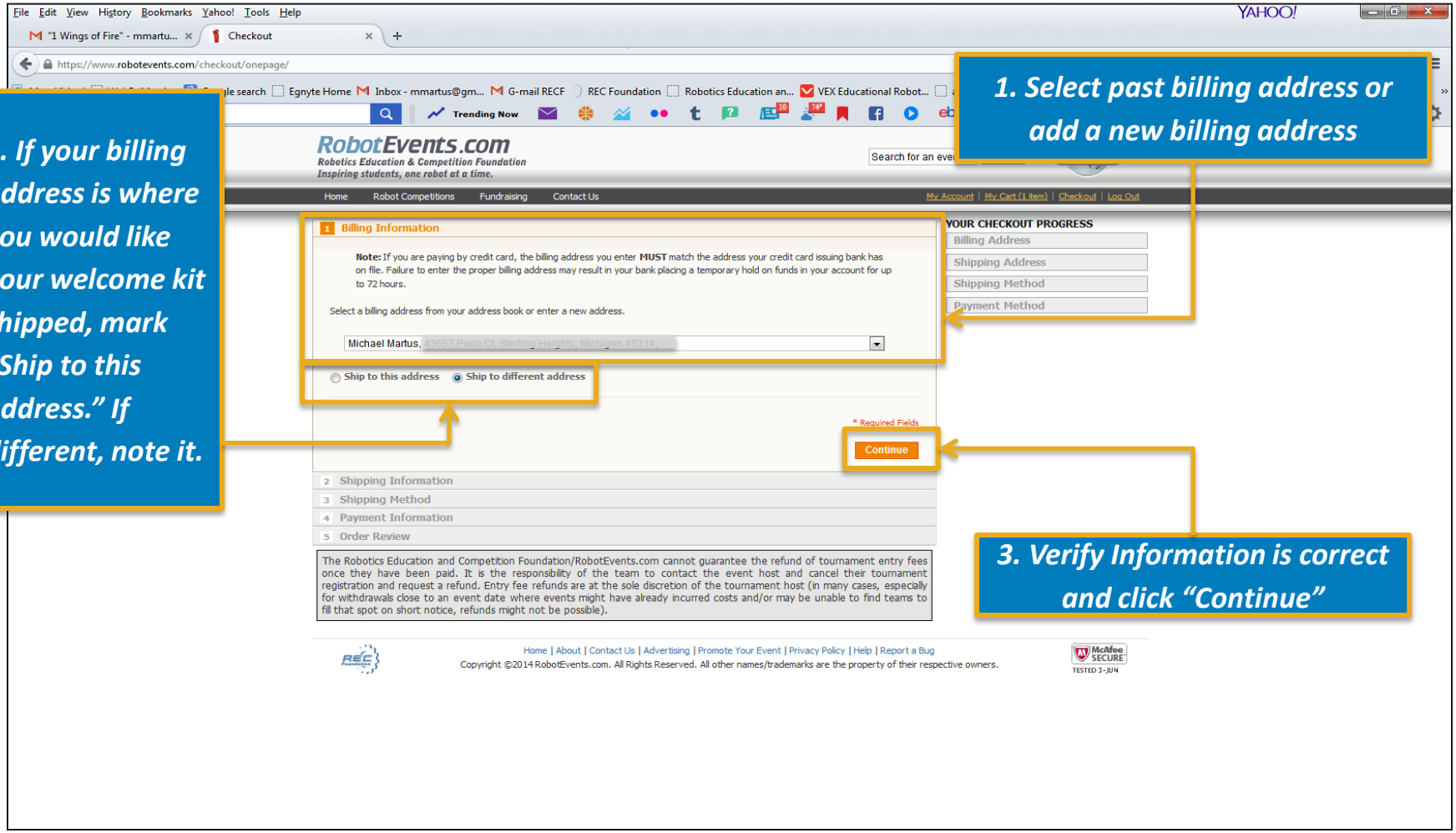
Step 7: Review Shopping Cart

Review the order is correct and proceed to checkout



Step 8: 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 9: 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 10: Payment Information

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

Step 11: Order Review VEX Registration

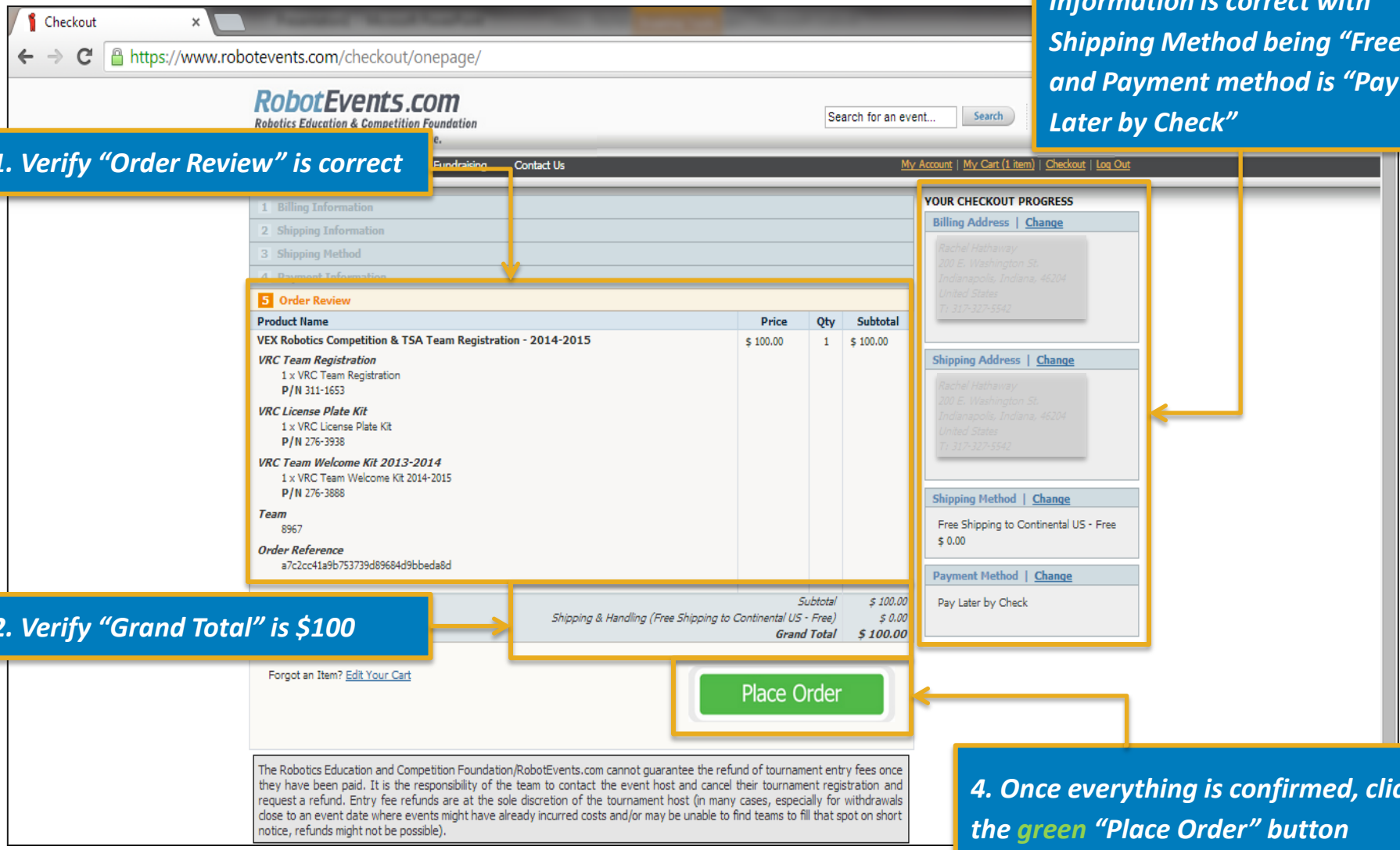
*This is your last chance to ensure the **VEX High School order** is correct.*

1. Verify "Order Review" is correct

2. Verify "Grand Total" is $100

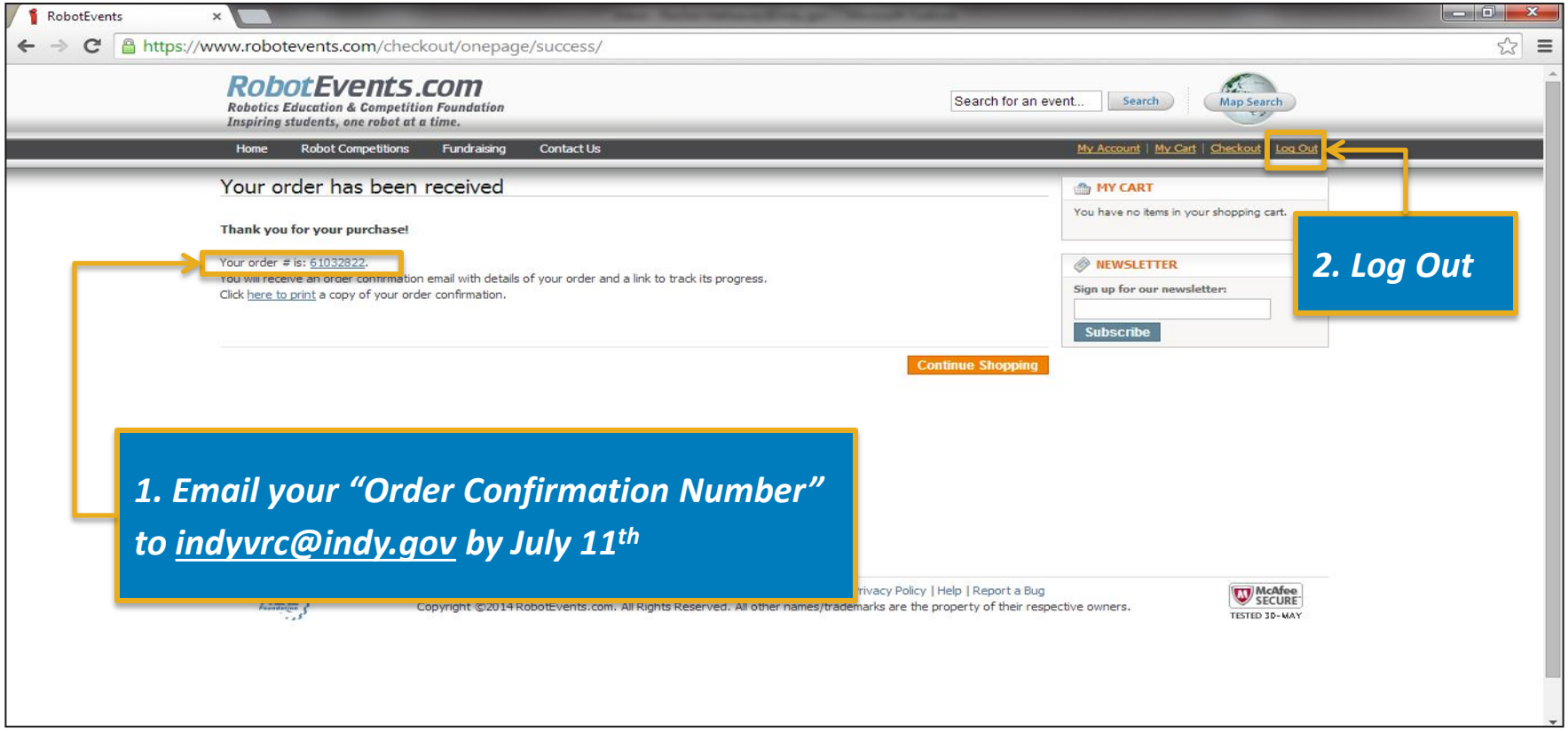
3. Verify Billing and Shipping Information is correct with Shipping Method being "Free" and Payment method is "Pay Later by Check"

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



Step 12: Completed 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