



**OFFICE of  
EDUCATION INNOVATION**

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



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

The screenshot shows the RobotEvents.com website interface. A blue callout box with a yellow border contains the text: "Click to register your middle school VEX IQ team". An arrow points from this box to the "VEX IQ CHALLENGE Elementary/Middle 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..." banner, a grid of event categories, and several promotional banners for Autodesk, Carnegie Mellon Robotics Academy, and Tech Camps. The footer contains copyright information and a McAfee Secure logo.

**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

## Registration...

2014-2015 VEX IQ CHALLENGE

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

Powered by AUTODESK® 123D

**VEX ASSEMBLER**

**Carnegie Mellon Robotics Academy**  
Curriculum Training Kits and More!  
Building Engineers One Student at a Time.  
Learn More

**TECH CAMPS!**  
HELD AT 60 UNIVERSITIES NATIONWIDE

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.

 <b>VEX IQ CHALLENGE</b> Elementary/Middle School Event Info & Registration	 <b>VEX ROBOTICS COMPETITION</b> Middle/High School Event Info & Registration	 <b>VEX U</b> Event Info & Registration	 <b>Online CHALLENGE</b> Event Info & Registration	 <b>TSA</b> TECHNOLOGY STUDENT ASSOCIATION Event Info & Registration
 <b>BES1</b> Hubs and Events Event Info & Registration	 <b>FIRST</b> Event Info & Registration	 <b>VEX Robotics</b> Event Info & Registration	 <b>CREATE</b> Event Info & Registration	 <b>Botball</b> 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 with your Account information



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

The screenshot shows the 'Customer Login' page on RobotEvents.com. The page is titled 'Log in or Create an Account'. It is divided into two main sections: 'NEW CUSTOMERS' and 'REGISTERED CUSTOMERS'. The 'NEW CUSTOMERS' section includes a 'Create an Account' button. The 'REGISTERED CUSTOMERS' section includes 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, labeled '1. Enter Email Address', '2. Enter Password', and '3. Click "Login"', respectively. 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 3: View of Account Dashboard



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

The screenshot shows the RobotEvents.com account dashboard for Michael Martus. The page includes a navigation menu, a search bar, and several sections: My Account, My Dashboard, SEASONS, REGISTERED TEAMS, REGISTERED EVENTS, and RECENT ORDERS. A blue callout box with the text "Click 'Register a Team!'" has an arrow pointing to the "Register a Team!" button in the My Account sidebar.

**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.

**My Dashboard**

Hello, Michael Martus!

From your My Account Dashboard you have the ability to view a snapshot of your recent activity and account information. Select a link below to view or edit information.

**Register a Team!**

**SEASONS — CURRENTLY SHOWING: 2013-2014**

2013-2014 | 2012-2013

**REGISTERED TEAMS**

Team	Program	Approved	Team Name	Robot Name	Organization	Payment Info	Order Number	Links
6934	VRC 2013-2014	Yes	Flyers		International Technology Academy	PAID	61024407	Edit
6934B	VRC 2013-2014	Yes	Birds		International Technology Academy	PAID	61024407	Edit

**REGISTERED EVENTS**

Team	Date	Event Code	Event Name	Price	Payment Info	Order Number	Additional Info
6934B	12/14/2013	RE-VRC-13-0129	Notre Dame Prep Autodesk VEX Qualifier	75	not paid		<a href="#">TEAM INFO NEEDED!</a>
6934	11/09/2013	RE-VRC-13-0405	Oakland County OCCRA VEX Middle School Championship	0	not paid		<a href="#">TEAM INFO NEEDED!</a>
6934B	11/09/2013	RE-VRC-13-0405	Oakland County OCCRA VEX Middle School Championship	0	not paid		<a href="#">TEAM INFO NEEDED!</a>

**RECENT ORDERS** [View All](#)

Order #	Date	Ship to	Order Total	Status	
61024407	10/7/13	Michael Martus	\$ 150.00	Complete	<a href="#">View Order</a>

## Step 4: 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 page is titled 'RobotEvents.com Robotics Education & Competition Foundation Inspiring students, one robot at a time.' The wizard is currently on the 'Robotics Program' step. A blue callout box on the right contains the instruction: '1. Choose "Select an Existing Team. Use this to RENEW, or ADD TO, existing teams."' This callout has arrows pointing to the 'Select an Existing Team' radio button and the '6934,VRC' team number. A red callout box at the bottom right contains the instruction: 'Do NOT register a New Team'. This callout has an arrow pointing to the 'Register a New VEX Team' section, which is also highlighted with a red box. A blue callout box at the bottom left contains the instruction: '2. Click "Next"', with an arrow pointing to the 'Next' button. The 'Next' button is also highlighted with a yellow box. The 'Register a New VEX Team' section lists three options: 'VEX Robotics Competition & TSA Team Registration - 2014-2015 (Middle and High School)', 'VEX U Team Registration - 2014-2015 (College or University)', and 'VEX IQ Challenge Team Registration - 2014-2015 (Elementary and Middle School)'. The 'Register a New Team in Another Program' section is also visible.

**1. Choose "Select an Existing Team. Use this to RENEW, or ADD TO, existing teams."**

**2. Click "Next"**

**Do NOT register a New Team**

# Step 5: Organization & Demographic Information



Update "Organization Information" and "Demographic Information"

The screenshot shows the 'Team Registration Wizard' web form. The browser address bar is <https://www.robotevents.com/robotevents/wizard/>. The page title is 'Team Registration Wizard'. The form is divided into several sections:

- Robotics Program:** A section for adding or renewing teams for 6934 (VRC) with a 'Change' button.
- Organization Information:** A section for providing organizational details. It includes a dropdown for 'Pick an Address', a text field for 'Organization \*' (filled with 'International Technology Academy'), a text field for 'Street Address \*' (filled with '125 Mountcalm'), a text field for 'City \*' (filled with 'Pontiac'), a dropdown for 'Country \*' (filled with 'United States'), a text field for 'Zip/Postal Code \*' (filled with '48340'), and a dropdown for 'State/Province \*' (filled with 'Michigan').
- Demographic Information:** A section for providing demographic details. It includes dropdowns for 'Has this team competed before? \*' (filled with '-- Please Select --') and 'Grade Range \*' (filled with '-- Please Select --'), a dropdown for 'Estimated Number of Students' (filled with '-- Please Select --'), and a text field for 'Special Needs'. Below these is a text field for 'Sponsor'.
- Other Programs: \*** A list of checkboxes for 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 (JFLL), TSA (TSA), VEX Robotics College Challenge (VRCC), VEX Robotics Competition (VRC), Project Lead The Way (PLTW), and Skills USA (SKILLS). A note below reads '\* Check all that apply.'

Two blue callout boxes with white text and orange borders are overlaid on the form:

- 1. Fill out "Organizational Information"**: A callout box pointing to the 'Organization Information' section.
- 2. Fill out "Demographic Information"**: A callout box pointing to the 'Demographic Information' section.

# Step 6: Select a VEX IQ middle school team to compete at the IndyVRC



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

**1. Mark "Renew this team"**

**2. Verify Team Information is correct**

**DO NOT click "Add Another Team"**

**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.**

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

**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 \*  
6934 None

Renew this team.

Team Name \* Robot Name  
Flyers

Primary Contact Name \* Telephone \* E-Mail Address \*  
Mike Martus

Alternate Telephone Alternate E-Mail Address

Secondary Contact Name Telephone E-Mail Address  
Mike Martus

Alternate Telephone Alternate E-Mail Address

Number and Letter \* Team Name \* Robot Name  
6934 B

Renew this team.

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

**Team Registrations and Order Information**

Team	SKU	Name	Price

# Step 7: Review Shopping Cart



Review the order is correct and proceed to checkout – (Your order will be for VEX IQ)

**1. Review Shopping Cart Order**

**DO NOT click "Continue Shopping"**

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

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

**Proceed to Checkout**

**Proceed to Checkout**

Remove	Product Name	Unit Price	Qty	Subtotal
	<a href="#">VEX Robotics Competition &amp; TSA Team Registration - 2014-2015</a> P/N 330-3887-311-1653-276-3888-276-3938 <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> 6934 <b>Order Reference</b> 561ae1563d63a79999eca040c81e4d8a	\$ 100.00	1	\$ 100.00

Subtotal \$ 100.00  
**Grand Total \$ 100.00**

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.

## Step 8: Billing Information



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

**1. Select past billing address or add a new billing address**

**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
- Shipping Method
- Payment Method

**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.

Select a billing address from your address book or enter a new address.

Michael Martus, 43857 Pese Ct, Sterling Heights, Michigan 48314

Ship to this address  Ship to different address

**\* Required Fields**

**Continue**

**2 Shipping Information**

**3 Shipping Method**

**4 Payment Information**

**5 Order Review**

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).

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

**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.

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 is highlighted with a blue box. It shows the following information:

- Billing Address | Change**  
Rachel Hathaway  
200 E. Washington St.  
Indianapolis, Indiana, 46204  
United States  
T: 317-337-5542
- Shipping Address | Change**  
Rachel Hathaway  
200 E. Washington St.  
Indianapolis, Indiana, 46204  
United States  
T: 317-337-5542
- Shipping Method | Change**  
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 selection area.

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 10: 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 RobotEvents.com logo and navigation links. 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 option, the check details are provided, including the recipient name "RobotEvents", address "Robotics Education & Competition Foundation, P.O. Box 8276, Greenville, TX 75404", and phone number "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 "YOUR CHECKOUT PROGRESS" sidebar shows the current step "Billing Address" and "Shipping Address" with "Change" links. The shipping address is "Rachel Hathaway, 200 E. Washington St., Indianapolis, Indiana, 46204, United States, T: 317-327-5542". The shipping method is "Free Shipping to Continental US - Free \$ 0.00". The payment method is "Pay Later by Check". At the bottom of the payment section, there is a "Continue" button and a "Back" link. A "5 Order Review" section is partially visible at the bottom. Three callout boxes are overlaid on the page: "1. Mark 'Pay Later by Check'" points to the selected radio button; "2. Verify Information is correct" points to the shipping address; and "3. Click 'Continue'" points to the "Continue" button.

**1. Mark “Pay Later by Check”**

**2. Verify Information is correct**

**3. Click “Continue”**

# Step 11: Order Review for VEX IQ Registration



This is your last chance to ensure the order is correct. (Will be VEX IQ)

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 for RobotEvents.com. The page is titled "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". The checkout progress is shown as follows:

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

The "Order Review" section contains the following items:

Product Name	Price	Qty	Subtotal
VEX Robotics Competition & TSA Team Registration - 2014-2015	\$ 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>			
a7c2cc41a9b753739d89684d9bbda8d			

The "YOUR CHECKOUT PROGRESS" section shows the following information:

- Billing Address | Change**  
Rachel Hathaway  
200 E. Washington St.  
Indianapolis, Indiana, 46204  
United States  
Tel: 317-327-5542
- Shipping Address | Change**  
Rachel Hathaway  
200 E. Washington St.  
Indianapolis, Indiana, 46204  
United States  
Tel: 317-327-5542
- Shipping Method | Change**  
Free Shipping to Continental US - Free  
\$ 0.00
- Payment Method | Change**  
Pay Later by Check

The "Grand Total" section shows:

Subtotal	\$ 100.00
Shipping & Handling (Free Shipping to Continental US - Free)	\$ 0.00
<b>Grand Total</b>	<b>\$ 100.00</b>

At the bottom of the page, there is a green "Place Order" button. A callout box at the bottom left says "2. Verify 'Grand Total' is \$100". A callout box at the bottom right says "4. Once everything is confirmed, click the green 'Place Order' button".

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 12: Completed Order Confirmation and Verification for VEX IQ



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**.

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

Your order has been received

Thank you for your purchase!

Your order # is: **61032822**.  
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.

Continue Shopping

MY CART  
You have no items in your shopping cart.

NEWSLETTER  
Sign up for our newsletter:  
  
Subscribe

**1. Email your "Order Confirmation Number" to [indyvrc@indy.gov](mailto:indyvrc@indy.gov) by July 11<sup>th</sup>**

**2. Log Out**

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

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](#)