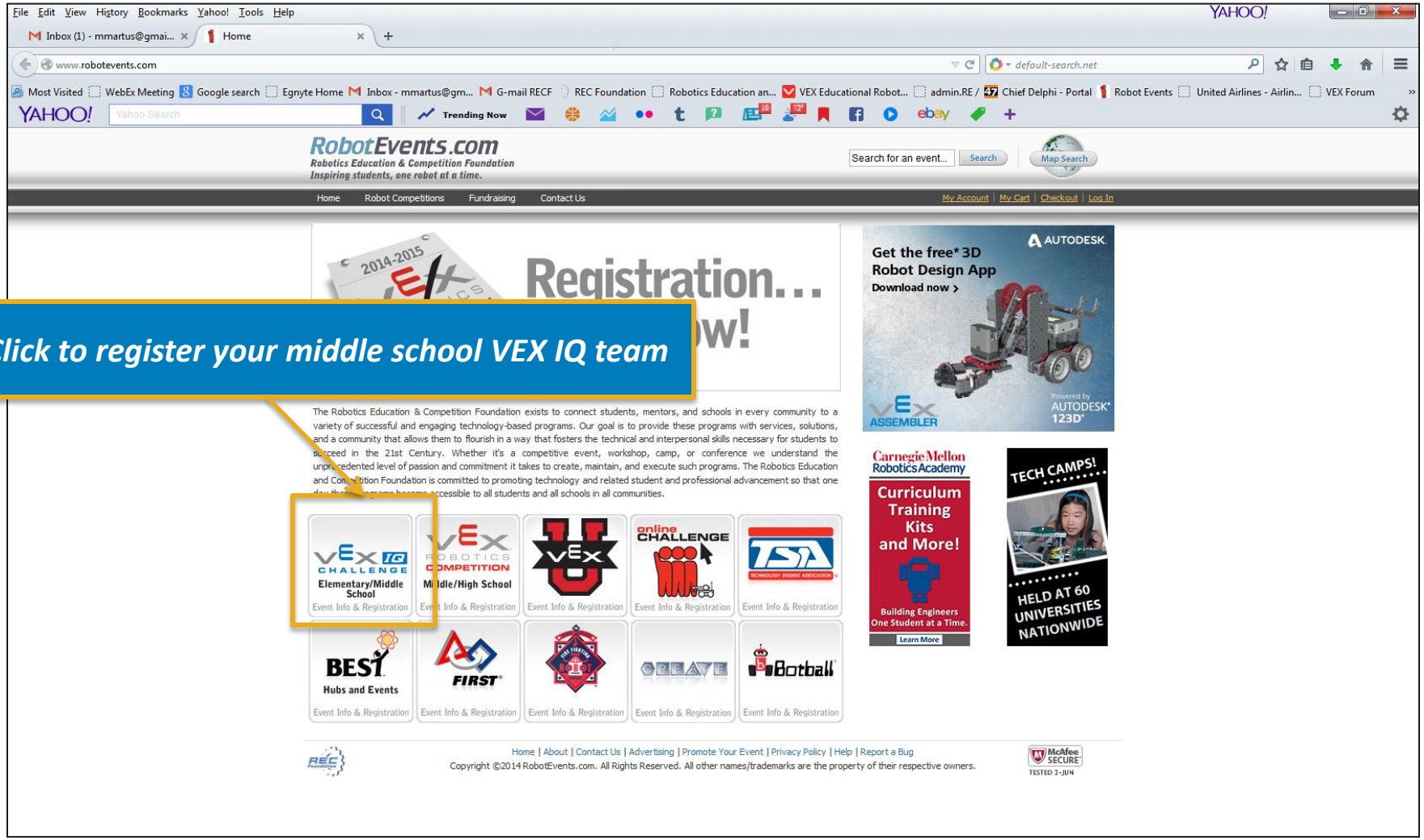
OFFICE of
EDUCATION INNOVATION

IndyVRC Returning Middle School VEX IQ Team Registration 6.16.14

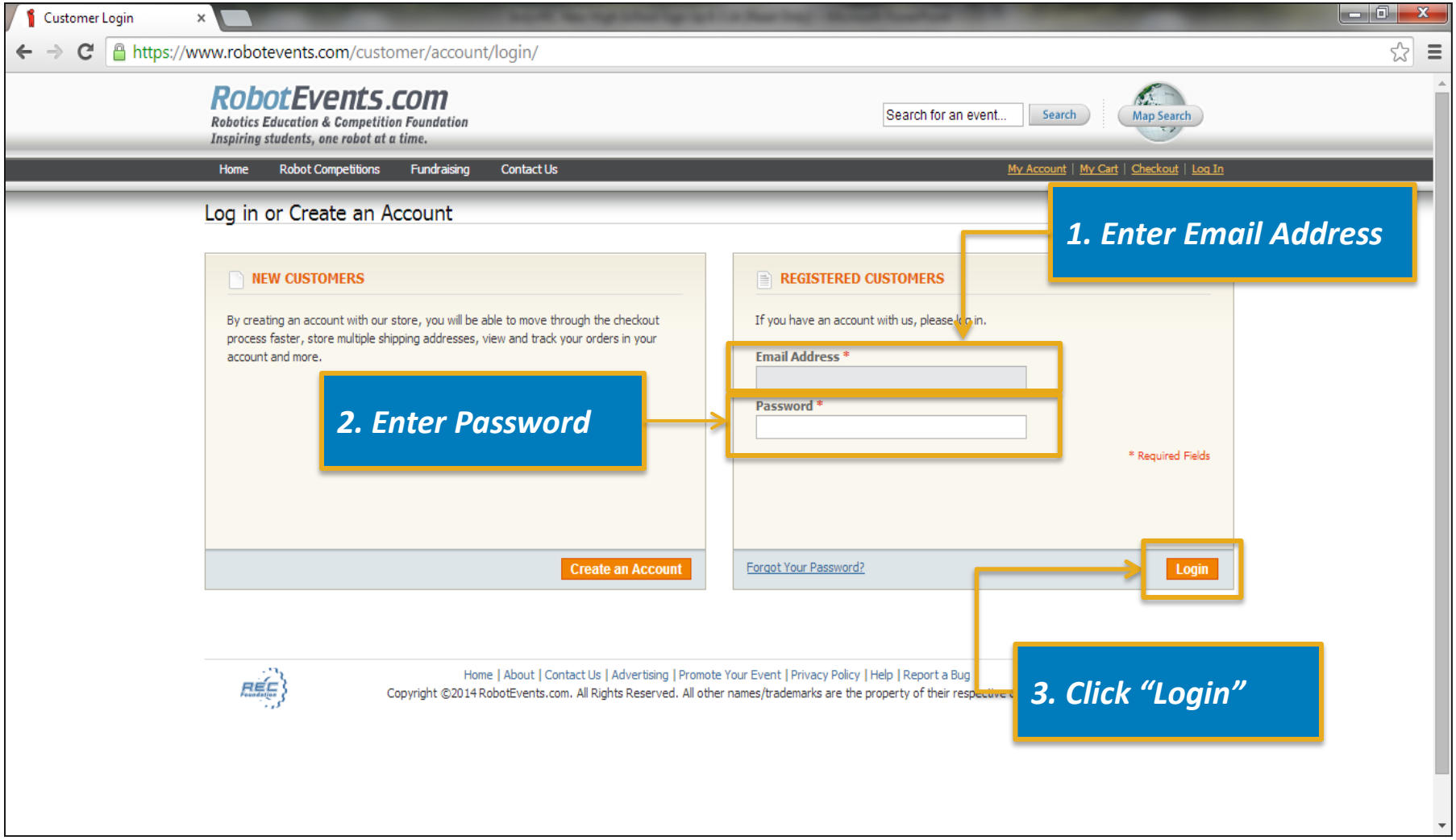
Step 1: Logging into Robot Events – www.robotevents.com

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



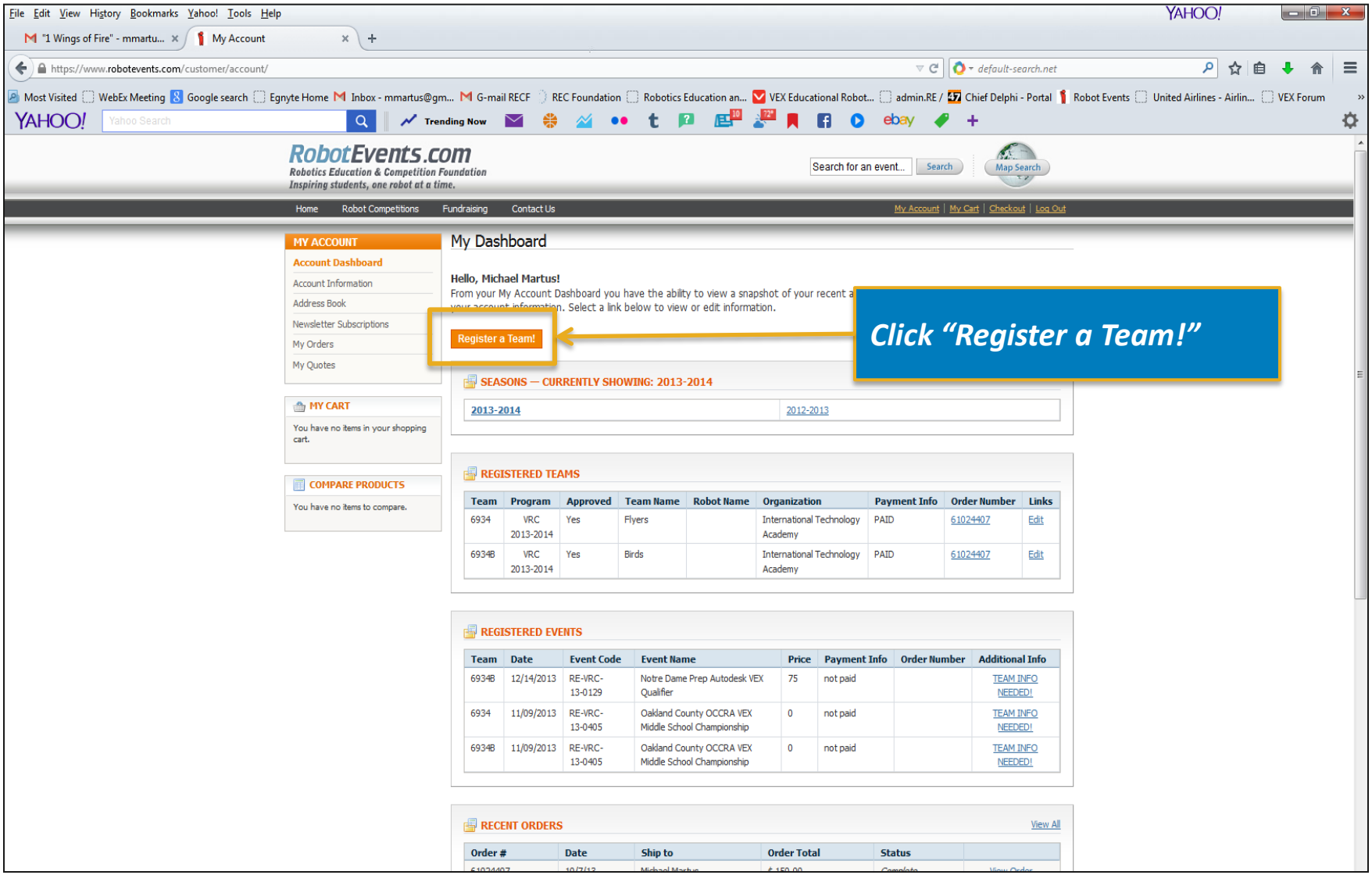
Step 2: Login with your Account information

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



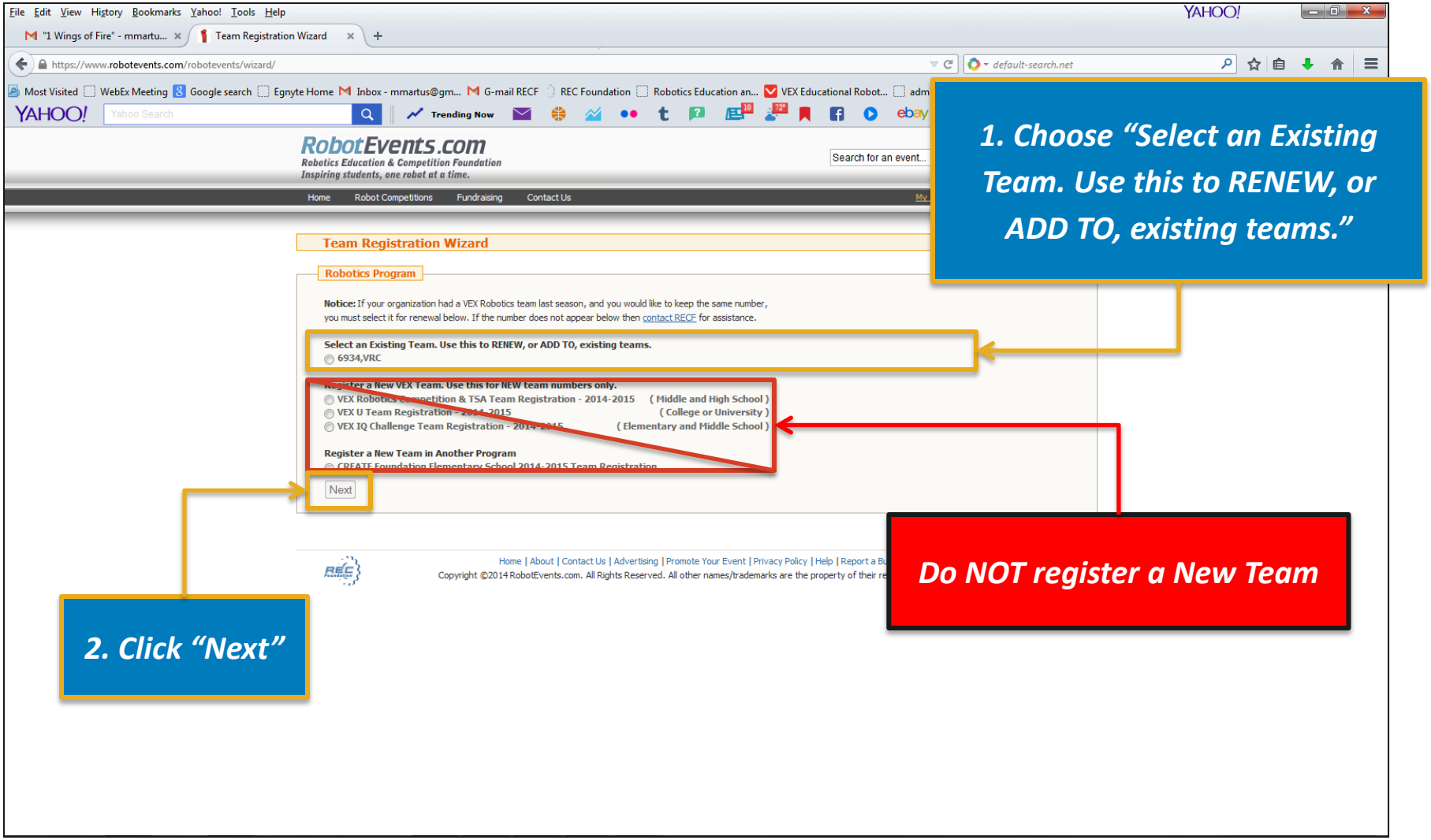
Step 3: View of Account Dashboard

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 middle school VEX IQ team for now***



Step 5: Organization & Demographic Information

Update "Organization Information" and "Demographic Information"

1. Fill out "Organizational Information"

2. Fill out "Demographic Information"

Team Registration Wizard

Robotics Program

Adding or renewing teams for 6934 (VRC).

Change

Organization Information

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

Organization *: International Technology Academy

Street Address *: 125 Mountcalm

City *: Pontiac

Country *: United States

Zip/Postal Code *: 48340

State/Province *: Michigan

Demographic Information

Has this team competed before? *: -- Please Select --

Grade Range *: -- Please Select --

Estimated Number of Students: -- Please Select --

Special Needs:

Sponsor:

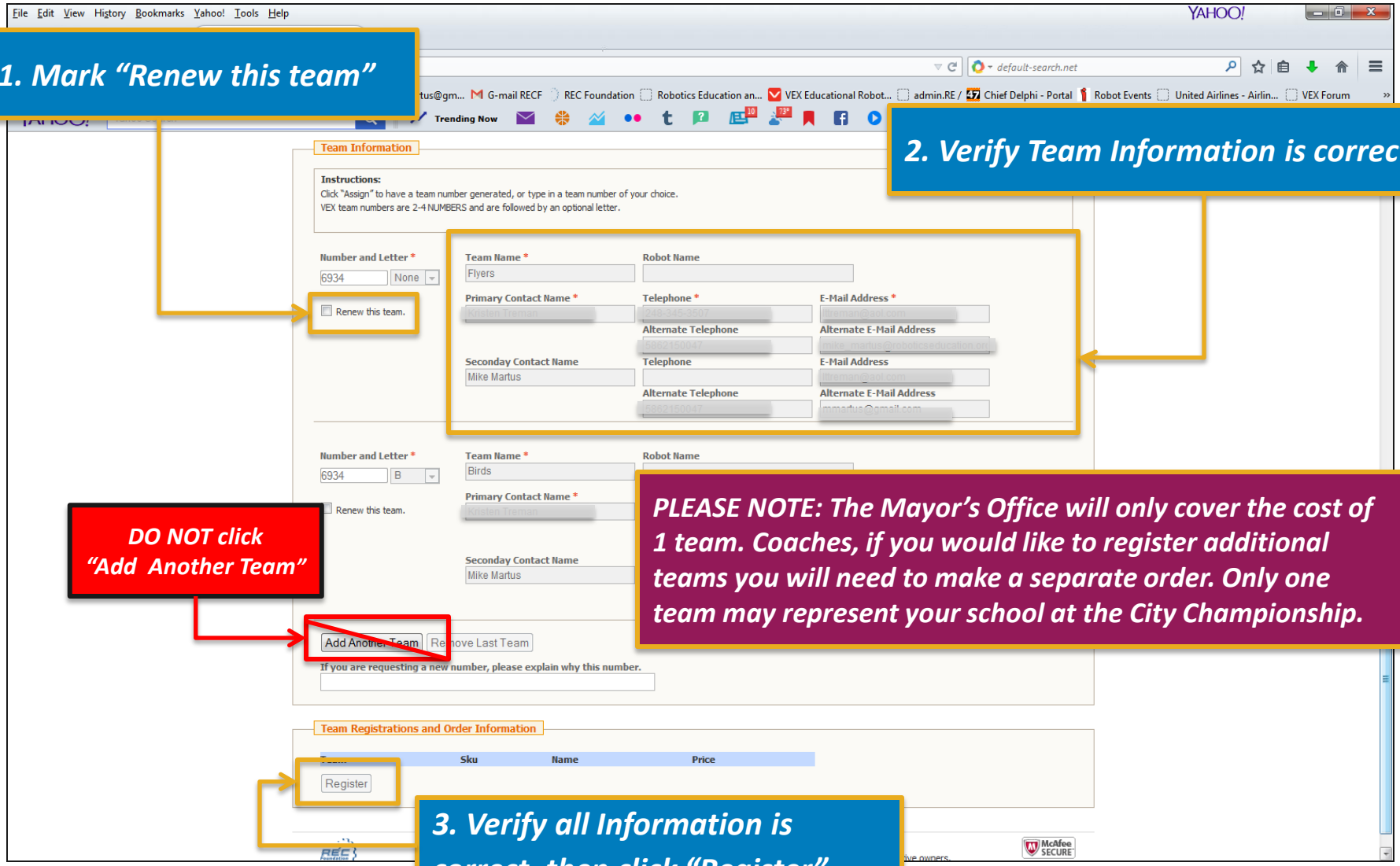
Other Programs: *

- 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)
- VEX Robotics College Challenge (VRCC)
- VEX Robotics Competition (VRC)
- Project Lead The Way (PLTW)
- Skills USA (SKILLS)

* Check all that apply.

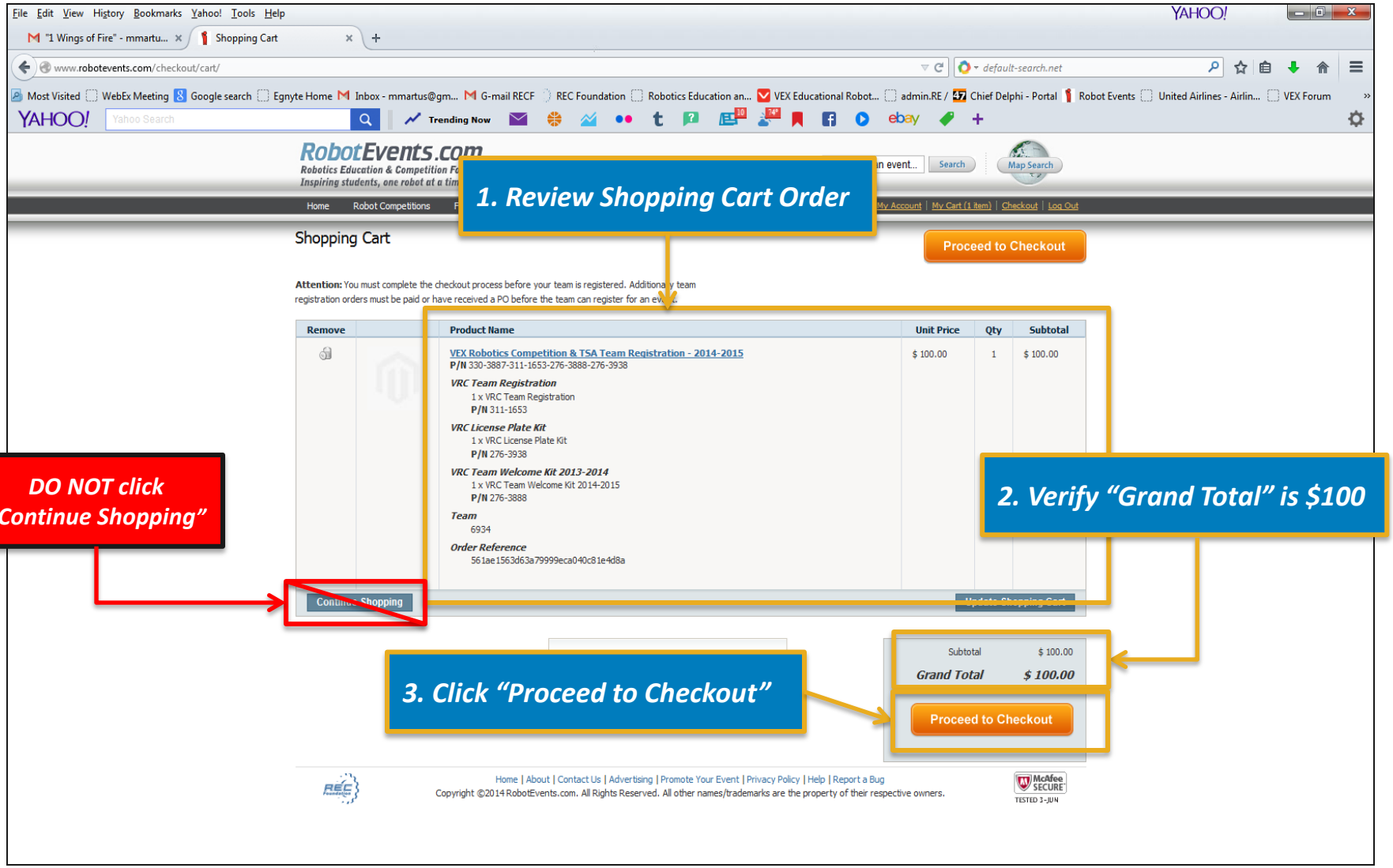
Step 6: Select a VEX IQ middle school team to compete at the IndyVRC

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



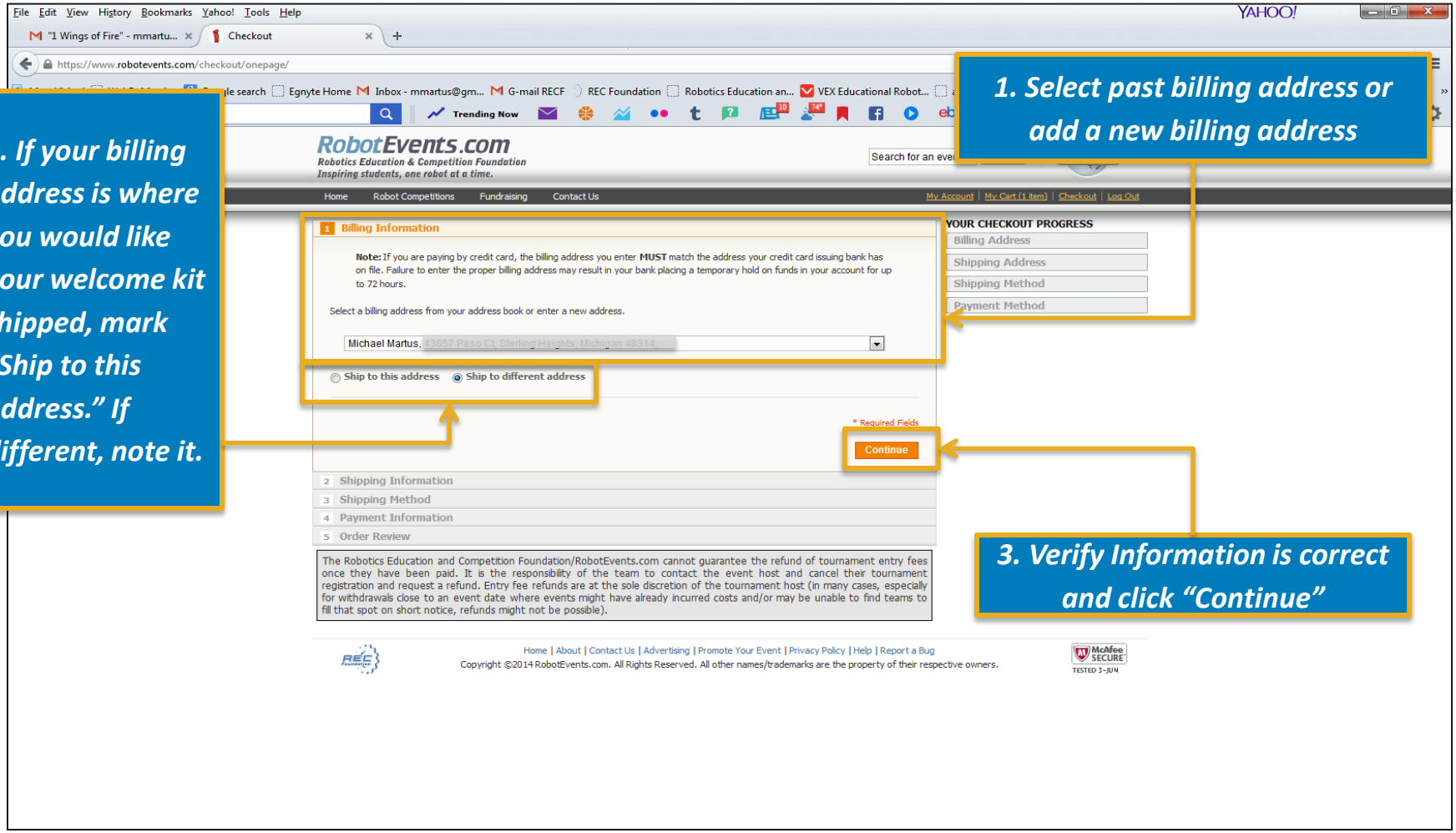
Step 7: Review Shopping Cart

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



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 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

Checkout

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

RobotEvents.com
Robotics Education & Competition Foundation

Search for an event... Search

Fundraising | Contact Us | My Account | My Cart (1 item) | Checkout | Log Out

1 Billing Information
2 Shipping Information
3 Shipping Method
4 Payment Information

5 Order Review

Product Name	Price	Qty	Subtotal
VEX Robotics Competition & TSA Team Registration - 2014-2015	$ 100.00	1	$ 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 a7c2cc41a9b753739d89684d9bbeda8d			

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 "Grand Total" is $100

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

Forgot an Item? Edit Your Cart

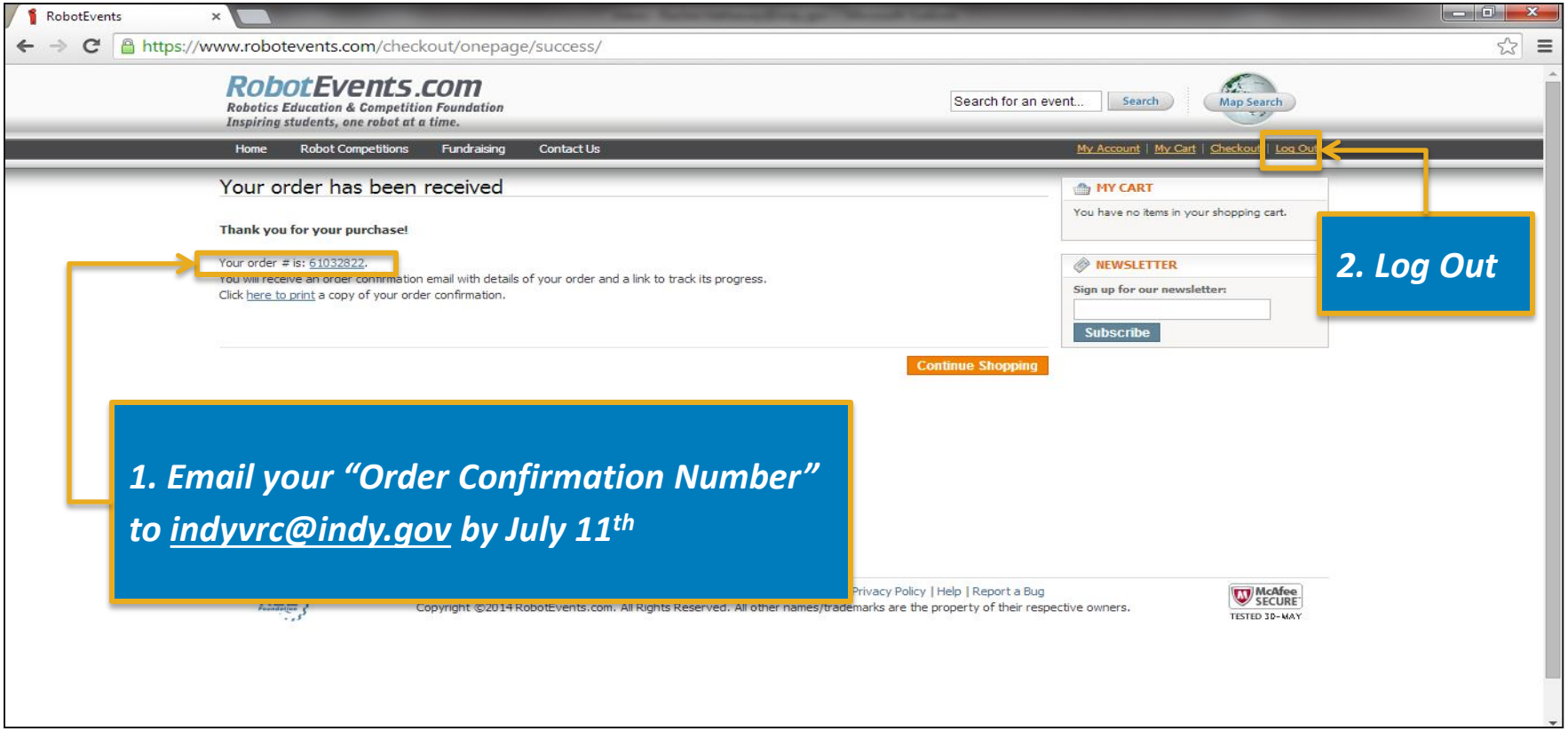
Place Order

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).

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

Step 12: Completed Order Confirmation and Verification for VEX IQ

*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 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