

## Registering Your Team for the State Tournament

### STEP 1: REGISTER THE TEAM

1. Go to the National Site ([www.odysseyofthemind.com](http://www.odysseyofthemind.com))
2. Go to Teams → Member Area
3. Login to the Member Login using the Membership Number & Associated Zip Code
4. Select “Team Registration” from the options to the Left
5. Click on the Team you are registering for the State Tournament.
  - a. NOTE: The teams will be in Red up near the top of the page under the heading of Florida Odyssey State Tournament
6. Read through all the information.
7. Use your team login information to login.
  - a. The Username and Password are the same ones initially sent to you when you registered the team for the Regional Tournament
  - b. If you need the Username and Password get in touch with your Regional Director and they can help.
8. Confirm all of the information on this page.
9. Input any Disabilities or Scheduling conflicts on this page. CLICK NEXT
10. Confirm a 2<sup>nd</sup> Coaches Information if there is a 2<sup>nd</sup> coach. CLICK NEXT
11. Confirm the information for all the team members. CLICK NEXT
12. Reconfirm all information one last time.
13. Re-enter the coaches email. This email must match. CLICK SUBMIT.
14. You will get a confirmation email saying the team has been registered.

### STEP 2: REGISTER YOUR TEAM VOLUNTEER WORKER

1. Go to the National Site ([www.odysseyofthemind.com](http://www.odysseyofthemind.com))
2. Go to Teams → Member Area
3. Login to the Member Login using the Membership Number & Associated Zip Code
4. Select “Volunteer Registration” from the options to the Left
5. Select “2018 Florida Odyssey State Tournament”
6. Complete the Volunteer Registration Form
7. Re-enter the Volunteer Worker email. The email must match. CLICK SUBMIT.
8. You will get a confirmation email – as will the Volunteer Worker.

### STEP 3: PAYING FOR YOUR REGISTRATION

#### PAYING BY CREDIT CARD (FOR A SINGLE TEAM)

In the confirmation email you received when you registered the team for the State Tournament is a “Pay Now” link. You can use that link to pay for the team with a Credit Card. Please note there is a \$3/team fee.

#### PAYING BY CREDIT CARD (FOR MULTIPLE TEAMS FROM THE SAME MEMBERSHIP)

1. Go to the National Site ([www.odysseyofthemind.com](http://www.odysseyofthemind.com))
2. Go to Teams → Member Area
3. Login to the Member Login using the Membership Number & Associated Zip Code

4. Once all teams for the State Tournament are registered there will be a "Pay All" button. You can use that link to pay for all the teams from a single Membership with a Credit Card. Please note there is a \$3/team fee.

#### PAYING BY CHECK

1. All checks need to be made out to FLOMA
2. All checks must be mailed to:  
FLOMA  
c/o Matt Whaley  
1356 Smiling Fish Lane  
Saint Augustine, FL 32080

#### LATE FEES

1. Teams MUST be registered no later than 1 Week after your Regional Tournament
2. Teams MUST be paid no later than 2 weeks after your Regional Tournament
  - a. Failure to do EITHER of these will result in a \$20 late fee.