

Registering Your Team for a Regional Tournament

- **NATIONAL MEMBERSHIP:**
 - α. **If you have not yet registered your school or organization** with the national site and received information about your membership:
 - <https://www.odysseyofthemind.com/join/>
 - b. **If you have already registered for your national membership:**
 - <https://www.odysseyofthemind.com/member-resources/>
- **MEMBERS AREA:**
 - a. Log-In using your [Membership #](#) and [Zip Code](#) associated with the membership.
 - When you are logged in, you have many options:
 - Contacts Info – gives you contact information for each Regional Director
 - Events – List of events relevant to your Region & State
 - Long-Term Problems – A PDF version of each Long-Term Problem
 - Membership Status
 - Team Registration
 - Team Log-In
 - Educational Standards
 - Division Finder
 - b. **To Register your team**, click on: **TEAM REGISTRATION** (left-hand list of options)
 - From the drop-down boxes choose:
 - your teams Regional Tournament,
 - Long-Term Problem &
 - Division
 - If you are a Primary team, once you choose the program you do not need to choose a division.
 - You will view a welcome screen that details all the requirements by Florida Odyssey of the Mind and your Region to complete all your registration.
 - **Click that you agree to all the requirements and go to the next screen.**
 - Enter the Coach Information as well as any medical issues and scheduling conflicts. Include the number of team members and additional coaches.
 - **Click Next.**
 - For each team member input their First Name, Last Name, School, Grade, and a Parent/Guardian email.
 - Please review all the information carefully, re-enter the email address that was provided as the coach and
 - **click Submit.**
 - **Your confirmation page will include a User Name and Password.**
 - This will allow you to get into the Team Login area back in the MEMBERS AREA. You can go here if you need to add team members, or get approval to have something modified.

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- c. To Register your Judge and worker, under MEMBERS AREA, click on TEAMS
- Once in the MEMBERS AREA, login using your Membership # and Zip Code associated with the membership.
 - When you are logged in you have many options:
 - Contacts Info – gives you contact information for each Regional Director
 - Events – List of events relevant to your Region & State
 - Long-Term Problems – A PDF version of each Long-Term Problem
 - Membership Status
 - Team Registration
 - Team Login
 - Judge Registration
 - Volunteer Registration
 - Judge/Volunteer List
 - Educational Standards
 - Division Finder
 - For Judge, click JUDGE REGISTRATION (left-hand list of options)
 - Fill out the JUDGE REGISTRATION form making sure to include all items in Bold.
 - **BE SURE TO INCLUDE THE MEMBERSHIP NUMBER IF REPRESENTING A TEAM SO THE TEAM RECEIVES CREDIT FOR THE JUDGE OR WORKER.**
 - Your judge, coach and coordinator will all receive emails confirming the Judge.
 - For Worker, click on WORKER VOLUNTEER
 - Repeat the steps as you did for your judge

NOTES:

1. The National Registration System uses the terms WORKER & VOLUNTEER interchangeably.
2. If you want to see a list of the Judges & Workers that you have registered for a Membership, go back to the Member area and choose the Judge/Volunteer list. It will show the names of your Judges & Volunteers, and the Problem/Division team they are representing.

For assistance, it could take up to 24 hours for a response. Please contact:

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