

ONLINE TEAM REGISTRATION

What You Need To Know Before You Start

Created by: Colorado Odyssey of the Mind

Revised to fit the needs of Florida Odyssey of the Mind



ONLINE TEAM REGISTRATION

- The Coordinator/Coach enters the information and accuracy counts!
- Teams can modify the coaches' information online. All other information must be entered by directors.
- Only current members can register online.
- All records are live, and directors can access them online at anytime.
- Team registration due December 15th, 2017
- Judge & Volunteer registration due December 15th, 2017.



ODYSSEY OF THE MIND HOMEPAGE

National Membership
Registration



a Creative Competitions Inc. program



HOME

JOIN!

TEAMS

VOLUNTEERS

ODYSSEY SHOP

WORLD FINALS

LOCAL CONTACTS

Members Area

2018 Problem Synopses

LT Problem Clarifications

Odyssey Angels

Division Finder

Enter
Member Area

General
Clarifications

Makes learning fun!

ENTERING MEMBER AREA



Odyssey of the Mind®



a Creative Competitions Inc. p

[HOME](#)[JOIN!](#)[TEAMS](#)[VOLUNTEERS](#)[ODYSSEY SHOP](#)[WORLD FINALS](#)[LOCAL CONTACTS](#)

Members Area

Here is where you can register your team for competitions, connect with your local association, and access important documents: the problems, forms for participation, artwork, and more. Log in with your membership number and zip code and access our member's only area! Here you can:

- Create Individual Team Logins
- Download long-term problems
- Register for Tournaments
- Submit LT Problem Clarifications

**Enter Membership
and Zip Code**

Member Login

Membership Number:

Zip Code/Postal Code:

Login

Team Login

Username

Password

Login

QUICK LINKS

[Our Problems](#)[2017 Problem Synopses](#)[Our Story](#)[Photo Gallery](#)[Odyssey Angels](#)[LT Problem Clarifications](#)[Partners](#)

MEMBER AREA



Odyssey of the Mind®



a Creative Competitions Inc. program

MEMBER AREA

LT PROBLEM CLARIFICATIONS

DOWNLOADS

LOGOUT

Membership

FLORIDA MEMBER

bstreet1

bstreet2

bcity, bstate 22222

- [Contacts Info](#)
- [Events](#)
- [Long-term problems](#)
- [Membership Status](#)
- [Team registration](#)
- [Team login](#)
- [Find out how Odyssey of the Mind problems meet STEM & 21st Century Skills requirements.](#)
- [Division finder](#)

Odyssey is in the Air



Forms,
Problems
and More!

Submit team
specific
clarifications

Learn how Odyssey
meets educational
initiatives

QUICK LINKS

[Our Problems](#)

[2018 Problem Synopses](#)

[Photo Gallery](#)

[Our Story](#)

[Odyssey Angels](#)

[LT Problem Clarifications](#)

[Partners & Sponsors](#)

FORMS & PROBLEM AREA



Odyssey of the Mind®

MEMBER AREA

LT PROBLEM CLARIFICATIONS

DOWNLOADS

LOGOUT

Forms

- [Style Form](#) | [PDF](#) | [Word](#) |
- [Cost Form](#) | [PDF](#) | [Excel](#) |
- [Outside Assistance Form](#)
- [Team Contract](#)
- [Membership Application](#)
- [Scholarship Application](#)

**Forms – Sample
Team Contract**

National COU Scholarship

General

- [OotM & OMER logos](#)
- [Program Guide](#)
- [Tips to Get Started](#)

**Program Guide
- Logos**

Long-Term Problems

- [Problem 1 Triathlon Travels](#)
- [Problem 2 Emoji, Speak for Yourself](#)
- [Problem 3 Classics... Mockumentary! Seriously?](#)
- [Problem 4 Animal House](#)
- [Problem 5 A Stellar Hangout](#)
- [Primary: We're Cooking Now](#)

**PDF versions of
the problems.**



MEMBER AREA



a Creative Competitions Inc. program

MEMBER AREA

LT PROBLEM CLARIFICATIONS

DOWNLOADS

LOGOUT

Membership

FLORIDA MEMBER

bstreet1

bstreet2

bcity, bstate 22222

- [Contacts Info](#)
- [Events](#)
- [Long-term problems](#)
- [Membership Status](#)
- [Team registration](#)
- [Team login](#)
- [Find out how Odyssey of the Mind problems meet STEM & 21st Century Skills requirements.](#)
- [Division finder](#)

Odyssey is in the Air



QUICK LINKS

- [Our Problems](#)
- [2018 Problem Synopses](#)
- [Photo Gallery](#)
- [Our Story](#)
- [Odyssey Angels](#)
- [LT Problem Clarifications](#)
- [Partners & Sponsors](#)

BEGIN TEAM REGISTRATION

Register a new team

Tournament

Problem

Division

Next

Select Regional
Tournament, Problem
and Division

Note:

- You are registering a team as FLORIDA MEMBER #90101.
- If this is not your membership number, log out and then log in with the correct membership number.
- Primary team does not need to select a division.

Register a new team

Tournament

Problem

Division

Next

- ✓ Problem 1 Triathlon Travels
- Problem 2 Emoji, Speak for Yourself
- Problem 3 Classics... Mockumentary! Seriously?
- Problem 4 Animal House
- Problem 5 A Stellar Hangout
- Primary We're Cooking Now

Register a new team

Tournament

Problem

Division

Next

- ✓ Division I
- Division II
- Division III
- Division IV



WELCOME SCREEN (PART 1)

Welcome !!

You will need the following information in order to complete this Team Registration for participation in the REGION Competition on (DATE OF TOURNAMENT):

**Coach Name, address, phone #, email address
School (Membership) Name, address
Names and Grade levels of Team Members.**

Deadlines:

Team registration closes on (DATE). Judge & worker registration closes on (DATE).

Tournament Registration:

The tournament fee covers both the Florida Registration and Regional Registration fees. Should your team advance to the State Tournament there is an additional registration fee.

- Division I-IV: (AMOUNT)
- Primary Teams: (AMOUNT)

Judge & Worker Requirement:

- Each team is required to supply a judge who must be registered by (DATE) as part of tournament registration. Any team provided judge who does not show to Judges Training or the Tournament could be incurred a \$100 fine and the team risks a 25 point penalty.
- Each team is required to supply a worker who must be registered by (DATE) as part of tournament registration. Any team provided judge who does not show to Judges Training or the Tournament could be incurred a \$100 fine and the team risks a 25 point penalty.
- Teams advancing to the State Tournament are required to provide a worker.

Team
Registration Fee
Information

Judge & Volunteer
Requirement

**This will be
customized
for each
Regional
Tournament**



WELCOME SCREEN (PART 2)

Notify us of scheduling conflicts

Scheduling Conflicts:

Please use the Schedule field to notify us of any CRITICAL scheduling issues the Tournament Director needs to know. This includes:

- Team members competing on multiple teams
- Coaches coaching multiple teams
- Significant commitments by a team member and the time of day the team member cannot be present.

While there are no guarantees, every effort to schedule your team around these commitments will be made.

Photo Opt-Out:

Please be aware that we will be taking photos and videos at all Regional events. We will use these images to create informational, promotional, and fundraising DVD's and printed materials. We will not identify teams or individuals with additional captions. If you have a need to keep your child's images out of these formats, please contact us at flomadirector@gmail.com.

Questions:

If you are experiencing difficulties with any of the above, please contact (REGIONAL DIRECTOR NAME & EMAIL) or call (REGIONAL DIRECTOR PHONE NUMBER).

Confirmation Email:

Upon successful submission of your team registration, you will receive a confirmation email with a username and password which can be used to access your team's data base by clicking on "Member Area" on the national website (www.odysseyofthemind.com). This will allow you to correct errors or make changes (such as new email address). You may also add a team member, if your original roster contains less than 7 team members. You WILL NOT be able to remove team members. Judges and Volunteers will also receive a confirmation with username & password, allowing them to update information on their data base.

Please make sure to update any changes in your contact information. If this info is not correct, you will be in the dark!

I understand and agree with the above terms and conditions.

Odyssey of the Mind respects your privacy. We do not sell or share information you submitted to us to outside companies. We consider your e-mail address and any personal information you provide to be completely private and this information will be kept strictly confidential within Odyssey of the Mind. It is used only for record-keeping and tournament organization purposes.

Please read then check box, then click Next Step

This will be customized for each Regional Tournament



ENTERING TEAM INFORMATION

Membership name,
#, team & divisions

FLORIDA MEMBER#90101 problem 1 division 1

| Assoc: FL Region: *No region* |

Coach's Information

First name

Last name

City, State, Zip

Home Phone

Enter Coach
Information

School's Information

school name

school district

Street

Street2

City, State, Zip

E-mail

Pre-Populated based
off Membership Info

Number of additional coaches

None

Number of team members

Pick one

Disability:

Please list any team members' health or accessibility info here.

Enter any
disabilities/
allergies of a team
member or coach

Schedule:

If any team member is involved in more than one problem, please include problem name, division, number, and membership name & number if different.

Enter schedule
conflict

**This screen could also
include Media Release
and Training
Information.**

Previous step

Click Next

Next

TEAM MEMBERS PAGE

Click this link to
add team
member.

FLORIDA MEMBER#90101 pre-1 division 1

| Assoc: FL Region: *No region* |

| [Add new team member](#) | K12 School | Non-K12 School |

Team member#1

Team member#2

First name

Last name

School

Grade

Parent/guardian email

Enter team
member
information

First name

Last name

School

Grade

Parent/guardian email

Important: Changing
team member
information will need
to be approved by AD
or RD

- Coach can not modify existing team members name and grade. Changes on names will need to be approved by tournament director.
- A team can only have up to 7 team members
- New record without firstname OR lastname will be removed

Previous step

Next



TOP HALF REVIEW PAGE

FLORIDA MEMBER#90101 problem 1 division 1

| Assoc: FL Region: *No region* |

Coach's Information

First name Florida
Last name Coach
Street 1 Any Street
Street2
City, State, Zip St Augustine, FL 32080
Home Phone (904) 555-5555

Number of additional coaches 0
Number of team members 2

Total-due
Balance-due

**AMOUNT WILL REFLECT
TEAM & REGIONAL
REGISTRATION FEES**

School's Information

school name FLORIDA MEMBER
school district St Johns
Street 1 Any Street
Street2
City, State, Zip St Augustine, FL 32080
E-mail flomadirector@gmail.com

Disability:

None

Schedule:

None



BOTTOM HALF REVIEW PAGE

Team members Information

| | First name | Last name | Grade | School |
|----|---------------------------------|-----------|-------|-----------------------|
| #1 | Johnny | P | | 5 Easy Way Elementary |
| | Email: as;jdfksja@slkjfklsj.com | | | |
| #2 | Julie | R | | 5 Easy Way Elementary |
| | Email: askdjflsj@lsjfkds.com | | | |

You must confirm the Coach's email address below to submit your registration

Must re-enter coach email before clicking Submit

Notes

- Registration is not completed until you click the submit button
- Submit button is disabled until email is confirmed

Submit button will not be active till the coaches email has been entered

Previous step

Submit



CONFIRMATION PAGE



a Creative Competitions Inc. program

[MEMBER AREA](#)

[LT PROBLEM CLARIFICATIONS](#)

[DOWNLOADS](#)

[LOGOUT](#)

Tournament How To - State Board Training

Thank you for registering online.

We received your registration for Tournament How To - State Board Training

Your team **FLORIDA MEMBER#90101 problem 1 division 1** is now registered.

Your username is **cone** and your password is **qf56ec35**.

Please check your email for confirmation.

Submitted on Oct-10 2017

Note:

- Please check your e-mail for confirmation and contact information.
- Username and password are case-sensitive.

Will receive email confirmation with username, password & link to payment site

QUICK LINKS

[Our Problems](#)

[2018 Problem Synopses](#)

[Photo Gallery](#)

[History Story](#)

[Odyssey Angels](#)

[Problem Clarifications](#)

[Partners & Sponsors](#)



CONFIRMATION EMAIL – TOP HALF

Dear Coach,

Thank you for registering your team with with Florida Odyssey for the (REGION) Tournament on (DATE) at (LOCATION) in (CITY).

Your username is (USERNAME)

Your password is (PASSWORD)

Please use this information to log into the Member Area at www.odysseyofthemind.com to access your team record, change your username and password ad much more.

Tournament Payment Information

- The tournament fee is (AMOUNT) for Division I-IV teams and (AMOUNT) for Primary Teams. This includes the Florida Registration as well as the Regional Registration fees. If their team advances to the State Tournament on April 14, there is a \$50 Registration Fee.
- Acceptable forms of payment are check or credit card and please remit payment by December 15 to avoid potential late fees.
- If you are paying by check, please include a copy of your tournament registration confirmation to:
Florida Odyssey of the Mind
c/o Matthew Whaley
1356 Smiling Fish Lane
Saint Augustine, FL 32080
- A PayPal link will be generated once your team, judge and worker registrations are all complete. Checks received before all registrations are not complete will not be processed.

Judge & Worker Requirement:

- Each team is required to supply a judge who must be registered by (DATE) as part of tournament registration. Any team provided judge who does not show to Judges Training or the Tournament could be incurred a \$100 fine and the team risks a 25 point penalty.
- Each team is required to supply a worker who must be registered by (DATE) as part of tournament registration. Any team provided judge who does not show to Judges Training or the Tournament could be incurred a \$100 fine and the team risks a 25 point penalty.
- Teams advancing to the State Tournament are required to provide a worker.

Will receive email confirmation with your username & password

Link to pay tournament fee with Credit Card. Will not be active until Worker & Judge Information completed.

School Coordinator & Regional Director copied on email confirmation

CONFIRMATION EMAIL-LOWER HALF

FLORIDA MEMBER#90101 problem 1 division 1

| Assoc: FL Region: *No region* |

Coach's Information

First name Coach
Last name One
Street 12345 South Street
Street2
Anywhere, FL 31111

Coach Information

Number of additional coaches 0
Number of team members 1

Total-due \$100.00
Balance-due \$100.00

Membership Information

School's Information

school name My School
school district
Street 54321 North Street
Anywhere , FL 31111

Team Member's Information

Disability:

None

Schedule:

None

Use this email as an invoice with balance due information

Team members Information

| | First name | Last name | Grade | School |
|----|------------|-----------|-------|-----------|
| #1 | Johnny | Smith | 4 | My School |

Email:



ENTERING MEMBER AREA



Odyssey of the Mind®



a Creative Competitions Inc. p

[HOME](#)[JOIN!](#)[TEAMS](#)[VOLUNTEERS](#)[ODYSSEY SHOP](#)[WORLD FINALS](#)[LOCAL CONTACTS](#)

Members Area

Here is where you can register your team for competitions, connect with your local association, and access important documents: the problems, forms for participation, artwork, and more. Log in with your membership number and zip code and access our member's only area! Here you can:

- Create Individual Team Logins
- Download long-term problems
- Register for Tournaments
- Submit LT Problem Clarifications

**Click Login
as Team**

Member Login

Membership Number:

Zip Code/Postal Code:

Login

Team Login

Username

Password

Login

QUICK LINKS

[Our Problems](#)[2017 Problem Synopses](#)[Our Story](#)[Photo Gallery](#)[Odyssey Angels](#)[LT Problem Clarifications](#)[Partners](#)

TEAM AREA



Odyssey of the Mind®

MEMBER AREA

LT PROBLEM CLARIFICATIONS

DOWNLOADS

LOGOUT

FLORIDA MEMBER #90101

Problem 1 - Triathlon Travels

Division 1

Assoc: FL

Coach: Coach One

Membership is not paid

Tournament(s):

Tournament How To - State Board Training

Date: Sat, Aug-19-2017

Balance due: 100.00

| [Summary](#) |

- [Change username and password](#)
- [Team registration](#)
- [Contact Information](#)
- [Membership status](#)
- [Forms, Problems, and Icons](#)

Change your username & password to something you can remember 😊

Record cannot be modified till team is paid.



EMAIL CONFIRMATIONS

- **Coordinators (Email given with Initial Membership)**
 - Copied on team/tournament registration
 - Includes coaches username & password
 - Includes link to payment site
 - Copied on judge & worker confirmation email
 - Includes judge username & password
- **Coaches**
 - Copied on judge & worker confirmation email



WHAT CAN COORDINATORS & COACHES DO ONLINE?

- Coaches with the username and password can submit requests to modify the team records or remove team members online.
 - AD or RD must approve
- A coach can add up to 7 team members online.
- A coach can change his/her username and password.
- A coach can **not** change the membership name, membership number, problem and division of the team. (directors can do this)

