

ATTENTION, COORDINATORS: You can give this info to each of your coaches and have them register the team, you can fully register each team, or you can start the registration and then instruct your coaches to finish it. **Regardless of how you do it, REMEMBER, that once you enter a team member's name, you can't edit it at all (not even spelling), so be VERY SURE the registered member is actually attending the meetings.**

## Registering Your Team for a Regional Tournament – **AFTER** THE NATIONAL MEMBERSHIP IS ACTIVATED

1. Go to the National Odyssey of the Mind website – [www.odysseyofthemind.com](http://www.odysseyofthemind.com)
2. Go to TEAMS → MEMBERS AREA
3. Once in the members area, login using your Membership # and the Zip Code associated with the membership.
4. When you are logged in you have a number of options:
  - a. Contacts Info – gives you contact information for each Regional Director
  - b. Events – List of events relevant to your Region & State
  - c. Long-Term Problems – A PDF version of each Long-Term Problem
  - d. Membership Status
  - e. Team Registration
  - f. Team Login
  - g. Educational Standards
  - h. Division Finder
5. Click on TEAM REGISTRATION.
6. From the drop-down boxes choose your team's Regional Tournament, Long-Term Problem & Division. If you are a Primary team, once you have chosen the problem, you do not need to choose a division.
7. You will see a welcome screen that details all the requirements by Florida Odyssey of the Mind and your Region in order to complete all of your registration. Click that you agree to all the requirements and go to the next screen.
8. Enter the Coach Information as well as any medical issues and scheduling conflicts. Also put the number of team members and additional coaches. Click Next.
9. For each team member put in their First Name, Last Name, School, Grade, and a Parent/Guardian email. If you didn't collect parent emails, you can put the coach email for each child. **The team member's name CAN'T BE CHANGED after you click next.**
10. Please review all of the information carefully, re-enter the email address that was provided as the coach and click submit.
11. 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.

This is not where your registration ends; you will also have to register Judges and Workers. The instructions for that are in a separate document. You cannot pay for a team until all requirements have been met.