



## Returning Team Registration Instructions



The following procedure details how to renew your team's registration.

- Gather all team demographic information
  - Has this team competed before?
  - Grade range
  - Estimated number of students
  - Special needs
  - Participation in other robotics programs
  - Team Name
  - Robot Name
  - Secondary Contact Name, Phone, and Email
- Go to [www.RobotEvents.com](http://www.RobotEvents.com).
- Click “**Log In**” (upper right corner).
- Enter your account information under “**Login**”.
- After logging into [RobotEvents.com](http://RobotEvents.com) click on “**Dashboard**”.
- Click “**Register A Team**”.
- Select “**Select an existing team**”. Use this to **RENEW** or **ADD TO** existing teams.
- **DO NOT CREATE/REQUEST a NEW Team number**. Use last year's base number.
- Select the team number being renewed and click “**NEXT.**” Be sure to click the “**Renew this team**” box under Team Information.
- Fill in required fields. These can be changed later.
  - Click “**REGISTER**”. A team is not registered until checkout process is complete.
  - Proceed to Checkout. Acceptable payment methods are credit card, purchase order, or check.
  - Make sure to “**Place Order**” to ensure your team is registered!

If you have questions or any trouble registering, please contact your Regional Support Manager. The contact information for your Regional Support Manager [can be found here](#).