

Overview

We hope you had a wonderful 2015-16 competition season! We look forward to seeing you for the 2016–17 season. 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
 - Other robotics programs you've participated in
 - Team Name
 - Robot Name
 - Secondary Contact Name, Phone, and Email
- Go to www.robotevents.com
- Click “**Log In**” (upper right corner)
- Enter your account information under “**Registered Customers**”
- After logging into www.robotevents.com -You should see “**My Dashboard**”
 - If you don't, click on “**My Account**” in the upper right hand corner
- 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 you wish to renew 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**”
 - Please note – your team is not registered until you complete the checkout process
 - Proceed to Checkout
 - Acceptable payment methods are Credit Card, Purchase Order, Check
 - Make sure to “**Place Order**” to ensure your team is registered!

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