

## Overview



This document provides an overview of the Team Check-in volunteer role, including expectations, skills required, and recommended training. Team Check-in volunteers assist with welcoming and checking in all teams, collecting documents, and answering basic questions.

## Responsibility

- Welcome teams as they arrive at the event.
- Verify each team's information and adult team contact person.
- Collect Engineering notebooks, Consent Forms, event registration fees and/or other information or documents (confirm with Event Partner).
- It is extremely important to provide an accurate list of teams that have checked in to the Event Partner before the Match Schedule is generated.

## Training & Preparation

- Read this Guide document and get familiar with how matches are run. It is helpful to attend a local event prior to volunteering if you are able.
- Review all online training materials, which may include Guide documents (like this one), examples or training videos. On the [Volunteer Resources](#) page select the **VEX IQ Challenge** tab and click on **Team Check-in** to reveal available training resources.

Experience Level
<p><b>BEGINNER</b></p> 
Skills Needed
<ul style="list-style-type: none"> <li>• No experience required</li> <li>• Pay attention to detail</li> <li>• Communicate effectively</li> <li>• Comfortable using a computer</li> </ul>
Physical Activity
<p><b>MIX OF SITTING AND WALKING</b></p>  <p><b>MODERATE PHYSICAL ACTIVITY LEVEL</b></p>

## On Event Day

**Dress Code:** Wear comfortable clothes that are appropriate for a school related event, closed toe shoes, and volunteer t-shirt (if provided).

**Arrival:** Sign in at Volunteer Check-in, then report to designated Volunteer Coordinator or Event Partner.

**Location:** **Teams arrive early!** Report to your assigned table up front. It is important to arrive at least 30 minutes before Team Check-in begins to receive on-site training and supplies.

**Supplies:** Pen or pencil, highlighters, **Team List** (obtain this from the Event Partner- see page 2 of this document for an example), blank Consent Forms, folder to collect signed forms, cash box if accepting team registration payments, container to collect Engineering Notebooks, and team event information (agenda, map, inspection forms, etc. may be included in envelopes or packets).

## Team Check-in Process

- Welcome teams, verify each team’s information against the Team List.
- Obtain an adult team contact person with their cell phone number.
- Collect Engineering Notebooks and event registration fees if requested, verify and collect Consent Forms.
- Provide complete and accurate list of teams to the Event Partner at the end of the Team Check-in period.
- If requested by the Event Partner, approximately 30 minutes before Team Check-in ends, follow up with missing teams to confirm that they are still planning to attend the event.
- When Team Check-in ends, deliver the updated Team List report and unclaimed team information packets to the Event Partner or designee.

## Team List

Obtain the following Team List report from the Event Partner.

Team List				
Team #	Name	School	Location	Age Group
24K	Super Sonic Sparks	SPARKS 4-H Club	Westminster, Maryland, United States	Middle School
24M	Super Sonic Sparks	SPARKS 4-H Club	Westminster, Maryland, United States	Middle School
929A	Hereford Zone Robotics	Hereford Middle School	Monkton, Maryland, United States	Middle School
929B	Hereford Zone Robotics	Hereford Middle School	Monkton, Maryland, United States	Middle School
929C	Hereford Zone Robotics	Hereford Middle School	Monkton, Maryland, United States	Middle School
929D	Hereford Zone Robotics	Hereford Middle School	Monkton, Maryland, United States	Middle School
929E	Hereford Zone Robotics	Hereford Middle School	Monkton, Maryland, United States	Middle School
929F	Hereford Zone Robotics	Hereford Middle School	Monkton, Maryland, United States	Middle School
929G	Hereford Zone Robotics	Hereford Middle School	Monkton, Maryland, United States	Middle School
929H	Hereford Zone Robotics	Hereford Middle School	Monkton, Maryland, United States	Middle School
929J	Hereford Zone Robotics	Hereford Middle School	Monkton, Maryland, United States	Middle School
929K	Hereford Zone Robotics	Hereford Middle School	Monkton, Maryland, United States	Middle School
952F	RMS Robotics	Ridgely Middle School	Lutherville, Maryland, United States	Middle School
952G	RMS Robotics	Ridgely Middle School	Lutherville, Maryland, United States	Middle School
952H	RMS Robotics	Ridgely Middle School	Lutherville, Maryland, United States	Middle School
952J	RMS Robotics	Ridgely Middle School	Lutherville, Maryland, United States	Middle School
952K	RMS Robotics	Ridgely Middle School	Lutherville, Maryland, United States	Middle School
952M	RMS Robotics	Ridgely Middle School	Lutherville, Maryland, United States	Middle School
952N	RMS Robotics	Ridgely Middle School	Lutherville, Maryland, United States	Middle School
952P	RMS Robotics	Ridgely Middle School	Lutherville, Maryland, United States	Middle School
952R	RMS Robotics	Ridgely Middle School	Lutherville, Maryland, United States	Middle School
952S	RMS Robotics	Ridgely Middle School	Lutherville, Maryland, United States	Middle School
963A	Reisenschein	McLean Robotics Institute	McLean, Virginia, United States	Middle School
963B	House of Cards	McLean Robotics Institute	McLean, Virginia, United States	Elementary
9290A	Sparks ES	Hereford Zone Robotics/Sparks ES	Sparks, Maryland, United States	Elementary
9290B	Sparks ES	Hereford Zone Robotics/Sparks ES	Sparks, Maryland, United States	Elementary