

Event Registration Key Elements

EP Summit 2016

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Key Elements

The name of your event is Important!

It should include – name of event and specification:

Specifications are – Name of event, MS Only, HS Only, Skills Only, League, scrimmage or Workshop.

Sample: Good

Avondale VEX Starstruck Middle School Only Qualifier

Sample: Weak

Avondale High School Qualifier

Is the information clear?

Key Elements

Pricing Information

A **Refund Policy is required.**

Sample:

All requests for refunds must be made 3 weeks prior to the event. Refunds, **if approved**, will be processed within 2 months following the event.

A **Payment Policy (Pricing).**

Sample:

Event payments **are expected when you register for the event** and must be completed (**showing PAID**) a min of 3 weeks prior to the event date. Un Paid teams will be removed from the event to allow teams on my wait list to register. Please contact me if there are considerations to be made.

Key Elements

Required: Bad Weather / Cancellation Process

Sample:

In case of bad weather conditions or possible cancellations please visit the event on Robotevents.com where I will post updates about the event status as needed. Feel free to call me at 1-800 GOT SNOW.

Remind.com

Sample:

Late team Arrival:

If your team will be late you **MUST** contact me before 8:30 am as the match lists are run at 8:45 am. Teams will not be included in the schedule after this time.

Please call 1 – 800 – IAM-LATE prior to 8:45 am.

Key Elements

Swapping of Teams – Day of event

Sample:

I will not do any swapping of teams the day of the event. Any changes MUST be made 1 week prior to the event.

Food and concessions - Information

Sample(s):

Concessions are available on site. Please do not bring in outside food unless approved. No food or drink is allowed in the Gym.

OR

Concessions are available on site. Please support our event. Food from the outside may be brought in but no electricity is available. No food or drink is allowed in the Gym.

Key Elements

Required: E-Mail Body

This is your welcome email to all teams that register for your event. It should contain basic information about the event.

Sample:

Thank-you for entering the MCCC/Autodesk Fall VEX Qualifier. MCCC has recently completed a new \$17 million dollar Technical Center. State of the art labs will be on view for the event. This will be the seventh VEX qualifier held on the MCCC Campus. We look forward to your participation and expect an exciting competition.

Please contact me if you have any questions. 1 -800 – FUN- TIME

Key Elements

Required: General Description

This is the information a team will see about your event when they do a search.

Sample(1): Extreme Example

What could be better....A robotics event taking place at the largest indoor water-park in the country, indoors, in December!!! The first of what we hope will be an annual event, The Kalahari Classic. There will be a special Kalahari Classic trophy and many prizes presented to the top teams.

If you have not been to Kalahari before here is some information:

Kalahari Resort - Sandusky, Ohio

Approximate Employees: 1,300

What's New: The long-awaited \$22 million convention center expansion opened December 2011, making it the only all-under-one-roof complex in the Midwest to feature a convention center and hotel of its scope.

Guest rooms and suites: 884, including 192 three-key condos

Indoor waterpark: 173,000 square feet, currently the largest in the U.S.

Convention Center: 215,000 square feet of meeting and convention space

Amenities: Full-service Spa Kalahari and Salon, a collection of unique retail shops, an indoor mini-golf course, indoor playground, the largest game arcade in Ohio, a fully equipped fitness center and three on-site dining options.

Key Elements

General Description

Sample(2): Simple

The RAMTEC Ohio event is a state qualifier for the Ohio State Championships. The winning 3 team Alliance and the Excellence Award winners will advanced to the State Championship from this event.

RAMTEC Vex Robotics web link.

Food is available: Pizza, chips and a beverage for lunch.

Sample(3): Simple

Montgomery High School VEXTechs Robotics Club is proud to host their First Annual VEX Middle School Robotics Tournament, "Starstruck". The event is open to middle school VEX teams. This is a State qualifying event.

Parking is free.

Key Elements

Required: Agenda

The agenda is an important aspect of your event. Teams plan and schedule transportation, share details with parents and school administration. This needs to be complete, accurate and updated.

Sample: Good

- 8:00 am . . . Team Arrivals / Pits Open, Team Check-In and Registration,
Practice Field Opens, Inspection Table Opens
- 8:45 am . . . Deadline for Check-In & Drivers Meeting
- 9:00 am . . . Opening Welcome - Please stop work on robots at this time
- 9:30 am . . . Qualifying Matches Begin, Skills Challenge Field Opens, Judging Begins
Deadline for Inspection
- 12:00 pm . . Lunch Begins
- 12:45 pm . . Qualifying Matches Resume
- 2:30 pm . . . Qualifying Ends
- 3:00 pm . . . Alliance Selections, Judging Ends, Skills Challenge Field Closes
- 3:30 pm . . . Final Matches Begin
- 4:30 pm . . . Awards Ceremony
- 5:00 pm . . . Team Load-Out

Sample: BAD

TBD – Posted later

Key Elements

Awards

Sample:

This event has the following Trophies:

Excellence(1), Champion(3), Design(1), Skills(1), Judges(1),
Amaze (1)

Sample:

This event will qualify 4 spots to the State Championship.

Excellence(1), Champions (3)

Key Elements

Volunteer Tab

Get Inspired and have fun! Be part of the excitement by joining a team of volunteers who help in a variety of ways to make this event a success for the students. Please send me a message if you would like to volunteer.

Volunteer@AdamsHS.com

Key Elements

Additional BEST Practices

What do you have?

Discussions