



# Team Check-in Volunteer Role



## 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 Robotics Competition** tab and click on **Team Check-in** to reveal available training resources.
- Attend on-site training if provided or discuss process with the Event Partner.

## 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, inspections forms, etc. may be included in envelopes or packets).

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>

## 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, if needed.
  - **Note:** Teams should have uploaded Consent Forms on Robot Events prior to the event day. Check with the Event Partner to determine if any teams are missing uploaded Consent Forms.
- Provide a 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 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 of designee.

## Team List

Obtain the following Team List report from the Event Partner.

Team List				
Team #	Name	School	Location	Age Group
36	Unidentified	Cranbrook Schools	Bloomfield Hills, Michigan, United States	Middle School
69	Won Ate Teen	Independent	Bloomfield Hills, Michigan, United States	High School
217D	ThunderChickens	Utica Community Schools	Macomb, Michigan, United States	High School
1498A	Western Cowboys	Michigan State University College of Engineering	East Lansing, Michigan, United States	High School
1498B	Freshmen	Michigan State University College of Engineering	East Lansing, Michigan, United States	High School
2030B	Barles Charkley	Detroit Catholic Central High School	Novi, Michigan, United States	High School
2030C	Bot Hits the Spot	Detroit Catholic Central High School	Novi, Michigan, United States	High School
2030D	Pawl	Detroit Catholic Central High School	Novi, Michigan, United States	High School
2030E	Shamrocks E	Detroit Catholic Central High School	Novi, Michigan, United States	High School
3918A	King's Crushing Crusaders	Crushing Crusaders Robotics King High School	Detroit, Michigan, United States	High School
3918B	King's Crushing Crusaders	Crushing Crusaders Robotics King High School	Detroit, Michigan, United States	High School
4510	UPSM Middle School	University Prep Science & Math Middle School	Detroit, Michigan, United States	Middle School
4510B	UPSM Middle School	University Prep Science & Math Middle School	Detroit, Michigan, United States	Middle School
5771A	Lakeshore Team A	Lakeshore Math & Science Center	Stevensville, Michigan, United States	High School
5771B	Lakeshore Team B	Lakeshore Math & Science Center	Stevensville, Michigan, United States	High School
6469D	Cobras	University Prep Science and Math	Detroit, Michigan, United States	High School
6838B	Eponymous	Grand Blanc East Middle School	Grand Blanc, Michigan, United States	Middle School
6838C	Major Trouble	Grand Blanc East Middle School	Grand Blanc, Michigan, United States	Middle School
6838D	ECO - BEAST	Grand Blanc East Middle School	Grand Blanc, Michigan, United States	Middle School
7727	Blood Sweat and Gears	The Roeper School	Birmingham, Michigan, United States	High School
8458A	Technosaurs	Little Traverse Robotics	Petoskey, Michigan, United States	High School
8458B	Technosaurs	Little Traverse Robotics	Petoskey, Michigan, United States	High School
8458C	Technosaurs	Little Traverse Robotics	Petoskey, Michigan, United States	Middle School
8581R	Regina MSU Team	Michigan State University College of Engineering	East Lansing, Michigan, United States	High School
8581S	Regina MSU Team	Michigan State University College of Engineering	East Lansing, Michigan, United States	High School
8762	MBOTS	The DukeFritz Foundation	Superior Township, Michigan, United States	Middle School
9581M	Thornapple Kellogg MSU	Michigan State University College of Engineering	East Lansing, Michigan, United States	High School
98146	The Bengals	Private Team	Canton, Michigan, United States	Middle School