



Applying for a Team Grant

Overview

Congratulations on deciding to get involved in the VEX IQ Challenge and/or the VEX Robotics Competition! The REC Foundation is delighted that you wish to offer this exciting opportunity to students in your school/organization, and we are happy to help. Applications submitted to the REC Foundation for new team grants are evaluated on a rolling basis, and not all applications will be approved, as the REC Foundation receives many applications for team grants.

When completing your application, be certain to complete all fields to the best of your ability, and please allow two weeks for the REC Foundation to review and respond to your application.

Instructions

The following instructions should guide you through the initial process by which you can submit an application for an REC Foundation team grant.

1. Please navigate to <https://www.roboticseducation.org/grants/> where you will see the current grants. Select a grant and click “Apply for Grant.”
2. Next, create an account at www.RobotEvents.com, you will be redirected to this page:

3. Please be sure to fill in all of your information:

The screenshot shows the registration page on RobotEvents.com. The header includes the site name, tagline, and navigation links. The registration form contains the following fields:

- First Name: Random Test
- Last Name: Account
- Email Address: random@emailaddress.com
- Password: *****
- Confirm Password: *****
- Country: United States

A "Register" button is located at the bottom of the form.

4. After you create your account you will be redirected to this page:

The screenshot shows the 'My Account' page on RobotEvents.com. The 'Grants' section is active, displaying a table of grant applications. The 'Region' dropdown menu is set to 'Massachusetts' and is circled in red. The 'Apply' button for the first grant is also circled in red.

Name	Program/Season	Action
REC Foundation VRC Team Grant Application	VRC: 2019-2020: Tower Takeover	Apply
Dell VRC Team Grants Application	VRC: 2019-2020: Tower Takeover	Apply
Dell VEX IQ Challenge Team Grant Application	VIQC: 2019-2020: Squared Away	Apply

5. If you aren't immediately redirected after login (due to your unique browser settings, please navigate directly to www.RobotEvents.com/grants (while logged in to your account). Be sure to select the proper state/region before you click on the "Apply" button next to a grant.

- Please complete all of the requested fields on your application, this is very important, as some of our grants have different eligibility requirements:

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Robotic Program

Please complete all team information and all of the fields below to submit your team grant application.
Registering a new team for VRC

Organization Information

Organization *

Address *

City * State/Province * Zip/Postcode *

Country *

Demographic Information

Has this team competed before? *

Grade Level *

Other Programs *:

- BEST Robotics Competition (BEST)
- Botball Robotics Competition (Botball)
- FIRST LEGO League (FLL)

- When you get to Section 3: Team, click the refresh arrows under Team number for an available number and then select any available letter:

Registering New VRC Team

1 Organization 2 Grant Application 3 Team 4 Contacts 5 Team Profile

* Team Number

* Other Programs

- Army JROTC Robotics (VRC)
- BEST Robotics Competition
- Botball Robotics Competition

- When you have completed the entire application, please hit the blue “Finish” button at the bottom of the form in Section 5: Team Profile
- After submitting your grant application, you will be directed to your account dashboard. Here you will see the message that “Congratulations! You have successfully submitted your application. Your Regional Support Manager will review your application and will be in contact within two weeks.” You will also be able to view the current status of your application by clicking on the “Grant Applications” section on the left side of your screen. Finally, you will notice that you have REC Foundation Team a “Locked” order for team registration.



10. After your grant is reviewed and/or approved by the REC Foundation, you will be able to complete your grant by paying your Team Registration fee.

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Your order will be updated once your grant application has been reviewed.

My Account

- Dashboard
- Account Information
- Address Book
- Workshops
- Grant Applications**
- My Teams
- My Orders
- My Cart
- Notifications

Order Details Invoice

Order #61699256 - locked

Congratulations! You have successfully submitted your application for an REC Foundation Team Grant. Your Regional Support Manager will review your application and be in contact within two weeks.

Name	SKU	Description	Unit Price	Quantity	Price
VRC 2016-2017: Starstruck	330-5310	Registration for team number 87169A	\$100.00	1	\$100.00
VRC 2016-2017 Welcome Kit	276-4899 x 1				
Subtotal					\$100.00
Shipping					\$0.00
Grand Total					\$100.00

11. If your grant application is approved, you will receive an email from us to congratulate you and verify our terms and conditions. If you don't receive this email from us, or are checking in your account dashboard, you will notice a "Notifications" pending pop-up, please click on "Notifications" to proceed:

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Home | Robot Competitions - | Support | Map Search My Account | Logout

Welcome, Random Test Account Season: 2016-2017

My Account

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- Notifications 1**

Registered Teams + Register a Team

Team Number	Season	Approved	Team Name	Robot Name	Organization	Order Number	Links
87169A	VRC: 2019-2020: Tower Takeover	Yes	test	test	test	61699256 Grant Pending	Edit

Recent Orders

Order #	Grand Total	Status	Created On	Manage
61699256	\$150.00	locked	Mon, Oct 24, 2018 4:33 PM EDT	View

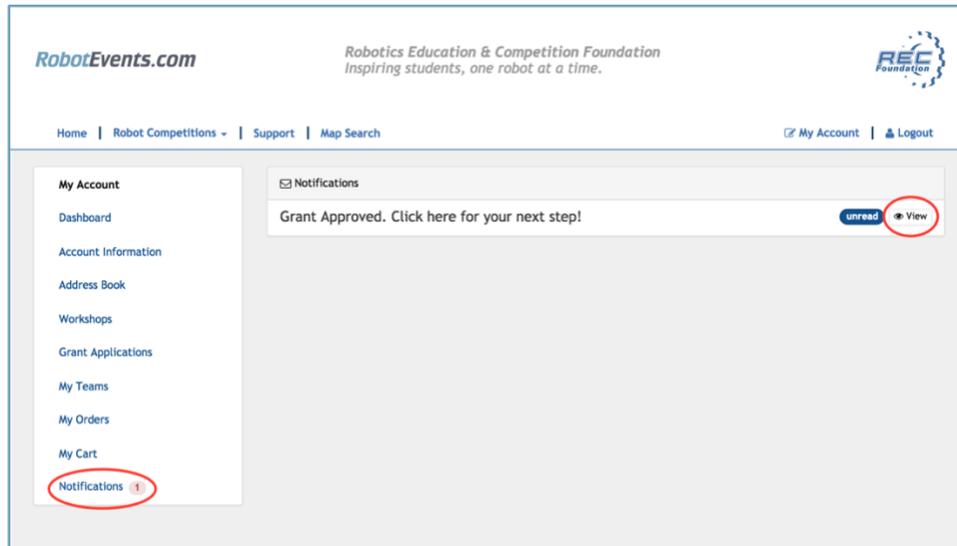
Account Information Edit

Random Test Account
random@emailaddress.com

Address Book Manage Address Book

No addresses have been added.

12. After you click on “Notifications,” you will see that your grant has been approved, please click “View” in your notifications window:



13. Please review the terms and conditions for the grant awarded. To proceed to the next step, please click on the “Accept Terms & Conditions” hyperlink at the bottom of the page.

14. After you accept the grant's Terms & Conditions, you will be prompted to complete your order, please enter your Billing Address and click the blue "Continue Checkout" button at the bottom of the page:

You must enter a valid billing address before continuing the checkout process.

My Account

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- My Orders
- My Cart
- Notifications

Checkout Billing

Billing Address [Address Book](#)

First Name *

Last Name *

Company

Phone

Address Line 1 *
Street address, P.O. Box, etc...

Address Line 2
Apartment, suite, unit, building, etc...

City *

State / Province *
-- Please Select --

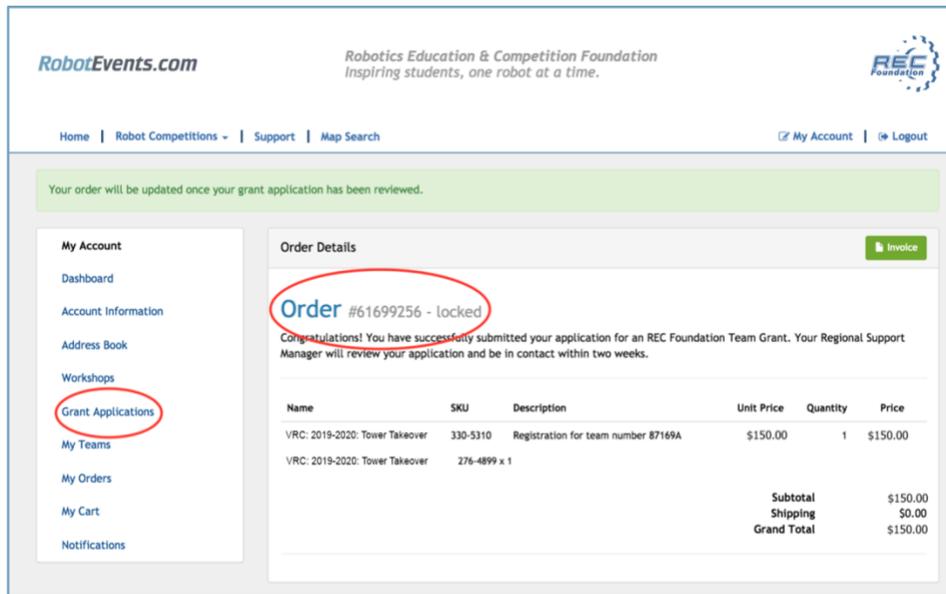
Zip / Postal Code *

Country *
United States

[Continue Checkout](#)

15. Please enter your Shipping Address and then click on the "Continue Checkout" button.

16. If you need to secure a payment method prior to completing your team grant order, simply login to your account and then navigate to “My Orders.” From here you will see your order and the grant applied to your account:



The screenshot shows the RobotEvents.com website interface. At the top, there is a navigation bar with links for Home, Robot Competitions, Support, and Map Search. A green banner at the top of the main content area states: "Your order will be updated once your grant application has been reviewed." On the left side, there is a "My Account" sidebar with several menu items: Dashboard, Account Information, Address Book, Workshops, Grant Applications (circled in red), My Teams, My Orders, My Cart, and Notifications. The main content area is titled "Order Details" and features a green "Invoice" button. Below the title, it says "Order #61699256 - locked" (circled in red) and "Congratulations! You have successfully submitted your application for an REC Foundation Team Grant. Your Regional Support Manager will review your application and be in contact within two weeks." A table below lists the order items:

Name	SKU	Description	Unit Price	Quantity	Price	
VR: 2019-2020: Tower Takeover	330-5310	Registration for team number 87169A	\$150.00	1	\$150.00	
VR: 2019-2020: Tower Takeover	276-4899 x 1					
					Subtotal	\$150.00
					Shipping	\$0.00
					Grand Total	\$150.00

17. After completing payment for your \$150 team registration fee, your grant kit will be shipped, and your team will be officially registered.
18. Don't forget to log back into www.RobotEvents.com to register for an upcoming event in your area. Good luck, we look forward to seeing your team compete at an upcoming event!