Getting Started

Organizations will need to register teams on RobotEvents.com to participate in competitions for the VEX IQ Challenge, VRC, and VEX U programs. These instructions will guide new and existing organizations through the team registration process.

Team Identification

Teams are identified by a number and letter. The number is associated with an organization and should remain with the organization from season to season. The letter identifies a team within the organization. Team numbers and letters for new organizations are assigned during the registration process. Team numbers and letters for returning organizations are renewed from season to season. If you have any questions on this process, contact your Regional Support Manager.

**NEW Organizations**

These instructions guide new organizations that have not registered teams in previous seasons.

**RETURNING Organizations**

These instructions guide returning organizations that have registered teams in previous seasons.

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**Team 1234A**

The number is associated with the organization and known as the “Base Number”.

The letter is a team within the organization. “A” is the first team. Additional teams would be “1234B”, “1234C”, etc. although teams are permitted to skip letters, so they could be X, Y, Z.

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**NEW ORGANIZATIONS**

Click here to create your first team and register additional teams.

**RETURNING ORGANIZATIONS**

Click here to renew your teams and register additional teams.
Frequently Asked Questions

- How do I change the Primary Contact for a team if a teacher leaves an organization?
- How do I pay using a Purchase Order?
- More FAQ
Registering Teams for New Organizations

Follow these directions to register your first team.

1. Navigate to RobotEvents.com and select Register to create a new account. If you already have an account, select Login.

2. Once you create an account and login to RobotEvents.com, select My Account to view your dashboard.
3. Select **Register a Team** to create your first team.

4. Select the program associated with your team, and then select **Next**.

**NOTE:** TSA teams are now registered separately than VEX Robotic teams. If your organization participates in VEX Robotics and TSA, you will need to register your teams separately for each program type.
5. Complete the **Team Organization** fields and select **Next**.

6. Complete the **Team Information** fields and select **Next**:
   - Use the Team Number generator to create the number prefix that will be associated with your organization. You can also enter a custom number to see if it is available. Next, use the drop-down menu next to the team number to assign the first letter suffix. Certain letters, such as I, L, O and Q, are not available due to display issues.
   - Please check the Game Manual or the [FAQs](#) to determine the appropriate Grade Level designations.

**Team Number**

**Letter Suffix**

**Event Day Emergency Contact Number:**
Please **DO NOT** use a school or work number. Use a phone number of an adult that can be reached in case of an emergency.
7. Complete the **Contact Information** and select **Next**:

- **Primary Contact**: The Primary Contact is the person that has been authorized by the organization to manage the team and **must be 18+ years of age** (VEX IQ Challenge/VRC).
- **Financial Contact**: The Financial Contact is the person that assists with the payment of team and event registration. The Primary Contact can also be the Financial Contact.
- **Secondary Contact**: (Optional) An additional contact can be added to assist with team management on RobotEvents.com.

**NOTE:** Contacts must create a RobotEvents.com account to manage team information, including team and event registration. These contacts can be modified as needed later in the season.
8. Complete the **Team Profile** fields to the best of your ability. Note that these fields can be modified later. Select **Finish** to complete the Team Registration Wizard.

9. After you complete the Team Registration Wizard, the team registration will be placed into **My Cart**.
   - If this is your only team that you will be registering, please go to the **Paying for Team Registration** section of these instructions to complete the team registration process.
   - If your organization would like to register additional teams, please go to the **Register Additional Teams** section of these instructions.

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Team Profile information can be modified later.

My Cart
Registering Teams for Returning Organizations

Follow these directions to get your first team renewed.

1. Navigate to RobotEvents.com and Login:

2. Select My Account to view your Dashboard:

3. Select Renew Teams to view all teams eligible for renewal or select Renew next to a specific team and skip the next two steps.

Note: If you do not see your team number(s) listed from the previous season, please see the FAQ or contact your REC Foundation Regional Support Manager for assistance.
4. Select the program associated with your teams to be renewed, and then select **Next**.

5. Select **Renew** next to the team to renew for the current season or select **Add Another Team** if you would like to add another team number with the same base number but a different letter suffix that is not currently listed. Please go to the **Registering Additional Teams** section for details on adding another team.

**Note:** The **Register New Organization** button is only to be used when registering teams from a different organization from the teams listed here. Contact your RSM if you have questions.
6. Update the **Team Information** for the current season. The **Team Number** will automatically transfer from the previous season. Select **Next**.

7. Complete the **Contact Information** and select **Next**.

   - **Primary Contact** *(VEX IQ Challenge/VRC)*: The Primary Contact is the person that has been authorized by the organization to manage the team and **must be 18+ years of age**.
   - **Financial Contact**: The Financial Contact is the person that assists with the payment of team and event registration. The Primary Contact can also be the Financial Contact.
   - **Secondary Contact** *(Optional)*: An additional contact can be added to assist with team management on RobotEvents.com.

**NOTE:** Contacts must create a RobotEvents.com account to manage team information, including team and event registration. These contacts can be modified as needed later in the season.
8. Complete the **Team Profile** to the best of your ability. Note that these fields can be modified later. Select **Finish** to complete the Team Registration Wizard.
9. After you complete the Team Registration Wizard, the team registration will be placed into **My Cart**.

- If this is your only team that you will be registering, please go to the **Paying for Team Registration** section of these instructions to complete the team registration process.
- If you would like to renew another team’s registration, select **My Account** and repeat this process.
- If your organization would like to register additional teams that have not participated in previous seasons, please go to the **Registering Additional Teams** section of these instructions.

### Registering Additional Teams

1. Select **Dashboard** to return to your Dashboard view. Next, select **+ Register a Team** or **Renew Teams**.
2. Select the program associated with your team, and then select **Next**.

3. Select **Add Another Team** to register another team next to the base number that represents the organization. A new letter suffix will be selected in the next step.

**Note:** The **Register New Organization** button is only to be used when registering teams from a different organization from the teams listed here. Contact your RSM if you have questions.
10. Update your **Team Organization** information for the current season. Some data may transfer from the previous season.

11. Select a letter for this team from the drop-down menu in the Team section of the Team Registration Wizard. Only available letters will appear in the list. Complete the remaining sections of the Team Registration Wizard as you did for your previous teams.
12. After you complete the Team Registration Wizard, the team registration will be placed into My Cart. If you need to add additional team, return to your Dashboard and repeat this process. If this is your final team that you will be registering, please go to the Paying for Team Registration section of these instructions to complete the team registration process.
Paying Team Registration

Once your teams have been added to My Cart, you are ready to pay for the team registrations.

1. Select My Cart to view a summary of the team registrations.

2. Select Begin Checkout, and this will create an order with all the registrations included in My Cart.
3. Complete the **Billing** and **Shipping** information. Billing information is related to the payment process, and Shipping information is for the location the team Welcome Kits will be shipped.

4. Review your order and select a **Shipping** and **Payment Method**. Select **Complete Checkout** to finalize the order.

- Paying by **Credit Card** will ensure your registrations will be immediately processed and you will be able to register for events.
• If paying by **Purchase Order**, the signed PO will need to be uploaded or sent to the REC Foundation Accounting office. Once the REC Foundation Accounting office receives and processes the signed PO, teams will be able to register for events.

![Image of payment method options]

- Option 1: Upload an approved PO
- Option 2: Fax, email, or mail an approved PO

• If you select to pay by **Check** only (not a PO), please note that the team registration will not be processed until the REC Foundation receives and processes the check. This may take up to 2 – 4 weeks. Teams can only register for events when the check has been received and processed.

• If **Pay Later** is selected, the team registrations will not be completed. To complete the Checkout process later, select **My Orders** and update the **Payment Method** to complete the order.

Approved POs that are uploaded, faxed, or emailed to the REC Foundation may take 2-3 business days to process. Approved POs that are mailed to the REC Foundation may take 2-3 weeks to process. Teams can register for events only when the approved PO has been received and processed by the REC Foundation Accounting Office.
Additional Frequently Asked Questions

- How do I change the Primary Contact for a team if a teacher leaves an organization?
- How do I modify the Financial or Secondary Contact for a team?
- How do I pay using a Purchase Order?
- What do I do if I cannot see my team number(s) from a previous season?
- How do I edit Team Information?
- How are Grade Levels determined?

How do I change the Primary Contact for a team if a teacher leaves an organization?

The Primary Contact can be changed by the current Primary Contact. If this person is no longer with the organization, then contact your REC Foundation Regional Support Manager, and they will assist you with this process.

**Changing Primary Contact** (Previous Primary Contact is available):

1. It is recommended that the new Primary Contact first create an account on RobotEvents.com.
2. The previous Primary Contact will need to login to their account and select **My Account**. Next, select **My Teams** to view a list of available teams from the organization. Then select **Manage Contacts** by the team you would like to edit.
3. The Contacts for the team can be modified by using the drop-down menus. If the person is not in the drop-down menu, then select **Add Participant** at the bottom.

4. After you **Invite** a contact, an email will be sent to the provided email address requesting that they participate in their team. Users that have not accepted their invitation will be shown in italics. After the user accepts the invitation, the team will appear in their account under **My Teams**.
5. The new Primary Contact will also need to **Edit** the Team Information to reflect these changes. Go to **My Account** and select **Edit** in the table of teams.

6. After selecting the **Edit** button, scroll down to the **Team Information** section to edit the contact information. This does not transfer access to the teams, but this data is used for events and should be kept updated.

**How do I modify the Financial or Secondary Contact for a team?**
You can add or modify the Financial or Secondary Contact using the same process for **Changing the Primary Contact**.

**How do I pay using a Purchase Order?**
1. Select the **Purchase Order** payment method during the Checkout process. Enter the PO Number in the first text box.
2. Next, the signed PO will need to be uploaded or sent to the REC Foundation Accounting office. Once the REC Foundation Accounting office receives and processes the signed PO, teams will be able to register for events.

![Image of a form for uploading or sending purchase orders](Image)

Approved POs that are uploaded, faxed, or emailed to the REC Foundation may take 2-3 business days to process. Approved POs that are mailed to the REC Foundation may take 2-3 weeks to process. Teams can register for events only when the approved PO has been received and processed by the REC Foundation Accounting Office.

3. Select **Complete Checkout**. This will create a new **Order** that can be found under **My Orders**.

![Image of a checkout form](Image)

4. Teams may register for events once the signed PO is received and processed by the REC Foundation Accounting Department.
5. Organizations will need to send a check to the REC Foundation Accounting office to complete the PO process. The address can be found in the Checkout screen and on the Invoice. If you need an Invoice to complete this process, select My Orders and select View to open the Order. At the top of the Order there will be an Invoice link that will direct you to a downloadable invoice.

What do I do if I cannot see my team number(s) from a previous season?

If you do not see your team numbers from a previous season, first verify you are using the same account that was used to manage the teams last season.

If you still do not see the teams in your account, the primary contact for those teams may be assigned to another person. Have the other person change the Primary Contact to your account or contact your REC Foundation Regional Support Manager for assistance.

How do I edit Team Information?

1. Select My Account to view a list of teams that you can manage. Then find the team you would like to edit in the table of Registered Teams. Select Edit button next to the team, and a new window will open that will allow you to update the team information.

2. Note: Changing the contact information using Edit does not transfer access to manage the team. Please see the Changing Primary Contact Instructions for more information on how to transfer team management access to other contacts.
How are Grade Levels determined?

When determining the Grade Level when registering a team, please refer to the current Game Manual found on www.RoboticsEducation.org or contact your Regional Support Manager.