

# How to Register a Team for Competition

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The screenshot shows the Odyssey of the Mind website's home page. At the top, there's a navigation bar with links: INFORMATION, CONTACT US, NEWS LETTER, WORLD FINALS, REGIONAL TOURNAMENTS, PHOTO GALLERY, and MERCHANDISE. Below this is a large banner for "Odyssey of the Mind" featuring a cartoon raccoon mascot. A red sidebar on the left contains a list of links: Register Today!, Learn more!, Local Contacts, 2014 Problem Synopses, Practice Problems, Classroom Activities, Creative People, Clarifications, COU, Sponsors, Member Area (highlighted with a red arrow), Director's Corner, Site Map, and Home. The main content area includes a paragraph about the program, a "Learn more" link, and two featured articles: "The Odyssey Angels" and "Re-Creating America: Creativity And Learning".

Start at the beginning!  
Odyssey of the Mind Home Page -  
[www.odysseyofthemind.com](http://www.odysseyofthemind.com)  
Click **Member Area**.

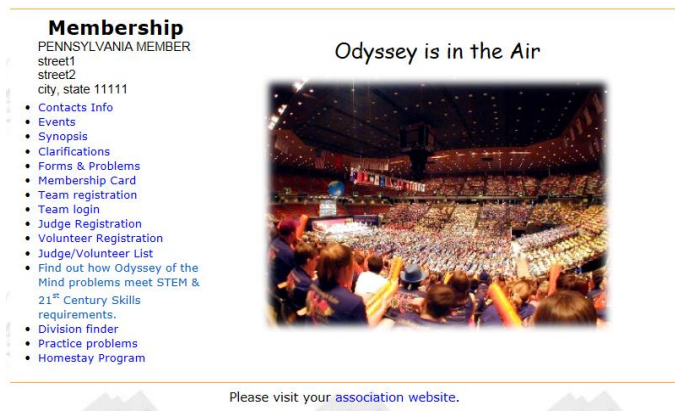
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The screenshot shows the "Member Login" page on the Odyssey of the Mind website. The date "Thursday, October 31, 2013" is displayed at the top. The page has a "Member Login" heading and two input fields for "Membership Number:" and "Zip Code/Postal Code:". A "log in" button is positioned below the fields. Below the login form, there are "Members area features:" listed as: Submit long-term problem clarifications, Download long-term problems, and Submit team registrations for tournaments. At the bottom, there are links for "Membership Registration", "Login FAQ", and "Login as team". A footer note says "Please visit your association website."

Enter your membership number  
(you received this when you  
purchased your National  
Membership) and zip code.  
Then click **log in**.

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The screenshot shows the "Membership" registration page. On the left, there's a "PENNSYLVANIA MEMBER" form with fields for "street1", "street2", and "city, state 11111". Below the form is a list of links: Contacts Info, Events, Synopsis, Clarifications, Forms & Problems, Membership Card, Team registration, Team login, Judge Registration, Volunteer Registration, Judge/Volunteer List, Find out how Odyssey of the Mind problems meet STEM & 21<sup>st</sup> Century Skills requirements, Division finder, Practice problems, and Homestay Program. The main content area features the heading "Odyssey is in the Air" above a large photograph of a crowded arena with people cheering. At the bottom, there's a footer note: "Please visit your association website."

Select **Team Registration**.

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## Team Registration

- East Central Regional Tournament
- North Central Regional Tournament
- North East Regional Tournament
- Southeast Regional Tournament
- West Central Regional Tournament
- Western PA OotM Regional Tournament

1. Primary The World's First Arts Festival #1 team  
Coached by Bill Bill  
Total due: \$100.00  
Balance due: \$100.00  
[\[ log in \]](#).

### Register a new team

Tournament: **Southeast Regional Tournament** (dropdown)  
 Problem: (dropdown)  
 Division: (dropdown)

- Note:**
- You are registering a team as PENNSYLVANIA MEMBER #90391.
  - If this is not your membership number, log out and then log in with the correct membership number.
  - Primary team does not need to select a division.

Please visit your [association website](#).

Select **Southeast Regional Tournament**

Select the problem the team will be solving

Select the division  
 Division 1 - grades 3-5  
 Division 2 - grades 6-8  
 Division 3 - grades 9-12  
 Primary does NOT select a division

Click **Next**.

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Southeast Regional Tournament

**Welcome to Pennsylvania's Regional Registration Process**

Southeast PA Regional Tournament will be held on March 15 at Dieruff High School.

To complete the regional tournament registration process, you will be required to:

- 1) Complete online team registration by JANUARY 15. **Online registration WILL CLOSE ON JANUARY 15.**  
You will need:
  - Coach's name, address, phone & email.
  - Team members' names and grades.
  - Any special considerations/scheduling conflicts/handicap situations.
- 2) Submit tournament fee of \$75 per team along with payment form by mail. [Download form here.](#)
  - Tournament fees postmarked after January 15th will be subject to a \$50 late fee.
  - Absolutely no fees will be accepted if postmarked after January 31st.
  - Teams whose fees remain unpaid after January 31 will be eliminated from the tournament.
- 3) Complete online judge registration (MUST register ONE spontaneous AND ONE long-term judge).
  - **Each judge MUST attend judges' training on February 1st, 2014 at Dieruff High School. (Snowdate February 9)**
  - Judges must know if they are a long-term OR spontaneous judge.
  - Long-term judges must read the problem they are representing prior to training -- judges are required to judge the problem the team they are representing is solving. (i.e. a judge who is fulfilling the requirements of a team in Problem 2, will judge Problem 1.)
  - **Any team which does not provide a long-term judge trained in their problem AND trained spontaneous judge WILL receive a 25 point penalty PER MISSING JUDGE.**
  - [Click here](#) to register a judge. (You will need Judges' names and emails.)

Upon successful submission of your online team registration, you will receive a confirmation email, with a username and password which can be used to access your team's data base, by clicking on "member area" on the national website ([www.odysseyofthemind.com](http://www.odysseyofthemind.com)). This will allow you to correct errors or make changes (such as new email address). You may also add a team member (prior to deadline), if your original roster contains less than 7 team members. You WILL NOT be able to remove team members. Judges/volunteers will receive a confirmation with username & password, allowing them to update information on their data base.

I understand and agree with the above terms and conditions.

Outside of the time periods outlined above, we do not ask or share information you submitted to us. We will not disclose your e-mail address and any personal information you provide to us to any third party. We will keep strictly confidential within our organization. We will use only for registration and communication purposes.

Take note - online registration closes January 15.

In addition to online registration, each membership is required submit payment to participate in the Regional Tournament. Fees must be paid by check or money order. Please pay special attention to these details.

Check here.

Click **Next Step**.

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Southeast Regional Tournament

**PENNSYLVANIA MEMBER#90391 problem 1 division 1**

Assoc: PA Region: No region

**Coach's Information**

Number of additional coaches: (dropdown)  
 Number of team members: (dropdown)  
 Disability: (checkbox) Please list any team members' health or accessibility info here.  
 Schedule: (checkbox) If any team member is involved in more than one problem, please include problem name, division, number, and membership name & number if different.

First name: (text)  
 Last name: (text)  
 Street: (text)  
 Street2: (text)  
 City, State, Zip: (text)  
 Home Phone: (text)  
 E-mail: (text)

**School's Information**

School name: (text)  
 School district: (text)  
 Street: (text)  
 Street2: (text)  
 City, State, Zip: (text)  
 E-mail: (text)

Please visit your [association website](#).

Complete information requested.

Most communication is via e-mail, it is imperative this be accurate.

If your team requires special consideration for accommodations or scheduling, it must be entered here.

Click **Next**.

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Southeast Regional Tournament

**PENNSYLVANIA MEMBER#90391 problem 1 division 1**  
 Assoc: PA Region: No region

Add new team member: K12 School  Non-K12 School

Team member#1	Team member#2
First name	First name
Last name	Last name
School	School
Grade	Grade
Team member#3	Team member#4
First name	First name
Last name	Last name
School	School
Grade	Grade
Team member#5	Team member#6
First name	First name
Last name	Last name
School	School
Grade	Grade
Team member#7	
First name	
Last name	
School	
Grade	

• Coach **can not** modify existing team members name and grade. Changes on names will need to be approved by tournament director.  
 • A team can only have **up to 7** team members  
 • New record without first name OR last name will be **removed**

Enter information for each team member.

You will NOT be able to remove or change information once it is entered. Only seven contributors can work on the solution to the problem.

Click **Next**.

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Southeast Regional Tournament

**PENNSYLVANIA MEMBER#90391 problem 1 division 1**  
 Assoc: PA Region: No region

<b>Coach's Information</b>		<b>Number of additional coaches</b>	
First name	OMER	Number of additional coaches	0
Last name	OMER	Number of team members	7
Street	123 Odyssey Circle	Total due	\$75.00
Street2		Balance due	\$75.00
City, State, Zip	Ranatra Fusca, ZZ 12345	Disability:	
Home Phone	555-555-5555		
E-mail	creativity@creativity.com		
<b>School's Information</b>		<b>Schedule:</b>	
school name	Micklus Elementary		
school district			
Street	123 Spontaneous Street		
Street2			
City, State, Zip	Ranatra Fusca, AA 12345		
E-mail	creativity@creativity.com		

**Team members Information**

#	First name	Last name	Grade	School
#1	Eiley	Phant	3	OMER Elementary
#2	Tara	Dactyl	3	OMER Elementary
#3	Hovard	Udeving	3	OMER Elementary
#4	Joe	King	4	OMER Elementary
#5	Gladys	Friday	4	OMER Elementary
#6	Kareem	Pye	4	OMER Elementary
#7	Ben	Nayna	4	OMER Elementary

Allow school email to recover username/password

This is the fee that must be sent to enter your team in the tournament. The deadline is January 15. The registration form must accompany this fee and can be found here:

<http://paodyssey.com/southeast/wp-content/uploads/2012/10/registration.pdf>

All communication is via email. Be sure the email is correct and something you check frequently.

Verify all information before moving on.

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Southeast Regional Tournament

Thank you for registering online.  
**We received your registration for Southeast Regional Tournament**

Your team **PENNSYLVANIA MEMBER#90391 problem 1 division 1** is now registered.

Your username is **00mer** and your password is **8C66aaa4**.  
 Please check your email for confirmation.

**Notes:**

- Please check your e-mail for confirmation and contact information.
- Username and password are case-sensitive.

You will be redirected to **Southeast Home** in **7 seconds**. [Click here to stop redirect.](#)

Please visit your [association website](#).

You will receive an automated email with this user name and password.

You can use it to enter the Team Area on the National Website (see steps 1-3. At step 3, select **Team Area**)

## How to Register a Team for Competition

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**PENNSYLVANIA MEMBER #90391**  
**Problem 1 - Driver's Test**  
**Division 1**  
Assoc: PA  
Coach: OMER OMER  
**Membership is not paid**

**Tournament(s):**  
**Southeast Regional Tournament**  
Date: Sat, Mar-15-2014  
Balance due: **75.00**  
| [Competition Record Summary](#) |  
| [Judge/Volunteer Registration](#) |

- [Change username and password](#)
- [Team registration](#)
- [Contact Information](#)
- [Membership Card](#)
- [Forms, Problems, and Icons](#)

Please visit your [association website](#).

There are many helpful features here.

Odyssey Contact information.

All forms, Program Guide, and problems.

Make coach address changes, email updates, add schedule requests.

Register your judges. Deadline: January 25

A few additional reminders/hints:

- Make sure you read the Program Guide thoroughly.
- Travel around the website, there is a lot of useful information.
- Judges must be 18 or over - but can be a friend, neighbor, family member.
- Judges will likely NOT be able to see their child's performance.
- You MUST have one Long Term and one Spontaneous judge - please make sure they know what they are doing.