

Team Online Registration

- Go to the Odyssey of the Mind website www.odysseyofthemind.com
- Under the **"Teams"** menu select **"Member Resources"**
- Part way down the page you should see the "Member Area & Team Portal Login" (figure 1) area

Member Area & Team Portal Login

Logging-in allows you to register your team for competitions, connect with your local association, and access members-only documents: the problems, artwork, and more. Log in with your membership number and zip code to access our member's only area!

After logging in you can:

- Create Individual Team Logins
- Download Long-Term Problems (English & Spanish)
- Register for Tournaments
- Submit Long-Term Problem Clarifications requests
- Download problem/program art and logos
- Download certificates

Member Login

Membership Number:

Zip Code/Postal Code:

Team Login

Username:

Password:

LOGIN **LOGIN**

Figure 1 - Member Area & Team Portal Login Screen

- Login to "Member Login" area using your:
 - Membership number
 - Zip code of the school
- Once in the "Member Area" (figure 2) select **"Tournament Registration"**

Welcome to the Members Area!

MICHIGAN MEMBER

street1

street2

city, MI 11111

Team Registration

Tournament Registration

List of Allowed Lesser Known Historic Figures

Association Website

Association Contacts

Figure 2 - Member Area Screen

- DO NOT USE TEAM REGISTRATION link as this will not register you for a regional tournament nor will your Regional Director be able to see your registration
- Once you are in the "Tournament Registration" (figure 3) area you will may see a list of any teams that are already registered under your membership.

Tournament Registration

Region 4 Tournament

Register a new team

Tournament:

Problem:

Division:

NEXT

Figure 3 - Tournament Registration Screen

- At the bottom of the "Tournament Registration" area you will see "Register a new team". Select:
 - Make sure that the tournament listed is correct
 - The team's problem
 - The team's division
 - Click on the "Next" button

- The next thing you see should be the "Welcome to Michigan's online regional tournament registration process!" page
- Please make sure you have the following information handy:
 - Team Members - Names, School & Grade
 - Coach/Coaches - Name, Address, Telephone & Email most regularly checked
 - School - Membership Number, Name, Address, Telephone & Email
 - Correct region for competition
- At the bottom of the page, check the box marked "I understand and agree with the above terms and conditions" (*figure 4*) and click the "Next Step" button.

Figure 4 - Online Registration Welcome Screen

- This should take you to the Tournament Registration (*Figure 5*) pages. Many of you may already be familiar with these.

Figure 5 - Tournament Registration Screen

- Fill in your coach, school and team member info and you should be good to go.
- Any fields shown in bold are required
- Please use the "Home Phone" field for the phone number you would like as your primary contact number
- When you have filled in all your team information, submit your registration.
- An automated email should be generated with your team username and password. SAVE this information for future use.

Congratulations, you have registered your team!

We look forward to seeing you this year!

