

Coaches:

Please print off this checklist to help you through the registration process. It will be to your benefit to follow these steps in order and in a timely fashion. And, if the registration is done correctly, it will take very little of your time and will get you, your judges, and your volunteer on the mailing lists for everything you need for the regional tournament. If you have any questions or problems, please contact your [Regional Director](#) as soon as possible.

FALL:

- Make sure that your school has purchased both a [national](#) and [state](#) membership and has paid both the [national](#) and [state registration fees](#). Your school's membership number is _____ (the card with the number is in the national membership packet with the copies of the problems)
- Download and print the [Program Guide](#) from the www.odysseyofthemind.com website and start learning as much as you can about forming and coaching a team.
- Register and attend [Coaches Training](#) in your region. This is time well spent and will make you a better coach by keeping you up to date on the Odyssey program.
- Find someone to serve as a judge representing your team. This person will need to attend a **full day of Judges' Training**, a **full day the day of competition**, and a **full day the day of State Finals** in case your team moves on. If a parent would like to judge, he/she needs to know that they will NOT see their child's performance on competition day.
- Find someone to serve as a volunteer representing your team. This person will be assigned a short shift (about 2-3 hours) at the regional/state tournament. We do our best to schedule the shift around his/her child's performance.

DECEMBER:

Gather information you'll need to register your team before the January due date:

- Make sure you know the region in which you will be competing.
- School membership number, name, address, (including zip code) telephone, and e-mail.
 - Team members' names and grades in school.
 - Coach(es)' name, address, telephone, and e-mail address.
 - Your judge(s)' name, address, telephone, and e-mail (All of the Judges' Training information will be sent to this e-mail address. Please make sure the Judge checks his/her e-mail)
 - Your volunteer(s)' name, address, telephone, and e-mail (Any volunteer information, including the schedule for tournament day will be sent to this e-mail address. Please make sure the Volunteer checks his/her e-mail)
- As you're gathering information from your team's families and finding a judge and volunteer, this is a great time to get [Media Release](#) forms signed and ready to turn in on tournament day.

JANUARY...Prior to the January Due Date

- Complete the **team registration** for the regional tournament. (If you do not receive a confirmation e-mail within one day, the registration did not process and you should try again).
- Send the registration fee** for the regional tournament
- Make sure your **judge registered** for the regional tournament. (If you do not receive a confirmation e-mail within one day, the registration did not register and you should ask him/her to try again).
- Make sure your **volunteer registered** for the regional tournament. (If you do not receive a confirmation e-mail within one day, the registration did not register and you should ask him/her to try again).

IN ORDER TO COMPETE IN THE REGIONAL TOURNAMENT, YOU MUST COMPLETE THE REGISTRATOIN PROCESS. THE REGISTRATION PROCESS IS CONSIDERED COMPLETE WHEN THE TOURNAMENT DIRECTOR HAS RECEIVED THE FOLLOWING:

- **Your completed team registration**
- **Your judge(s)' registration**
- **Your volunteer(s)' registration**
- **Your registration fee**

ALL OF THESE REGISTRATIONS ARE DUE BY MIDNIGHT OF THE JANUARY DUE DATE EACH YEAR. WE SUGGEST THAT YOU REGISTER YOUR TEAM AT LEAST 4-5 DAYS EARLY TO MAKE SURE THAT THE JUDGE(S) AND VOLUNTEER(S) HAVE TIME TO RECEIVE THEIR REMINDER E-MAIL AND REGISTER PRIOR TO THE FINAL DUE DATE.