

ARIZONA ODYSSEY OF THE MIND

Team Registration

How to Register you Team for AZ Odyssey of the Mind 2023-2024


State (Team) Registration open
Fall 2023



Please read the
following slides
closely

Getting Started

- 1. Each school/organization will need to:**
 - ✓ **First complete membership registration before they can participate in Odyssey of the Mind.**
 - ✓ **Register all teams planning on competing at the Regional Tournament with Arizona Odyssey of the Mind State.**
- 2. Each school/organization membership registration is allowed to enter one team per problem per division**



What each school/organization will need to know
for team registration

- **School/organization membership number**
- **School address & phone number**
- **Head Coach's Email, address & phone number**
- **Problem & Division competing in at tournament**
- **Names of all students & their grade level**
- **Names of all coaches**

Arizona Odyssey of the Mind

▶ **TEAMS**

- ▶ Up to 7 team members per team

▶ **DIVISIONS**

- Division I (K-grade 5)
- Division II (grades 6-8)
- Division III (grades 9-12)
- Division IV (College)
- Primary (K–grade 2)

▶ **2020 LONG Term PROBLEMS**

- **5 COMPETITIVE PROBLEMS**
 - Problem 1 — Vehicle: Pirates and the Treasure
 - Problem 2 — Because iCan
 - Problem 3 — Classics: Classics...The Walls of Troy
 - Problem 4 — Where's the Structure?
 - Problem 5 — The Most Dramatic Problem Ever!!!
- **1 NON-COMPETITIVE PROBLEM**
 - Primary problem — Dinos on Parade! (K - 2nd Grade only)

Division Determination

- ▶ **Division is determined by the member in the highest grade on the team**
 - ❖ **Division Finder** - tool to assist determining your team's division
 - ❖ **Tool found under “Teams” at the top of www.odysseyofthemind.com homepage under “Member Resources”.**



Arizona Odyssey of the Mind Team Registration

- ▶ **Registration done only on-line**
- ▶ **Registration Deadline Date – **January 15, 2024****
 - Any registration after that time is at the discretion of the Region Director & will be subject to a \$50 late fee.
- ▶ **Registration fees for AZ regional tournaments**
(per membership number):
 - 1st team = \$150
 - Each additional team = \$50
 - Primary teams = *free*
 - ***No cost for Primary teams*** with unlimited number a school/organization can register.



WHO DO I PAY??

Payments are to be made to the State Treasurer.

Acceptable Payment Methods:

- **Check – mailed to the State Treasurer**
- **Credit Card – email State Treasurer to set up payment**
- **Purchase Order – send PO electronically to State Treasurer**

PAYMENT DUE BY FEBRUARY 15, 2024

All team registration payments must be received by the deadline for teams to be eligible to be scored at the Regional Tournament.



State Treasurer Contact Information:

**Amanda Norton
12267 E. Del Norte
Yuma, AZ 85367**

anorton@yuma.org

INVOICES

- **IMPORTANT: *PLEASE READ CLOSELY!***
- The **official** Odyssey of the Mind invoice is included in the **Team Confirmation email** sent to the coach after registration of their team(s).
- For schools/organizations that have multiple teams under a membership number:
 - ◆ Each email confirmation will include a running total of the amount due.
 - ◆ The last team registered under that membership number will have the final total that is due and will serve as the official invoice for payment.
- **Arizona Odyssey of the Mind will not make exceptions for each school/organization as to how they prefer their invoices to look.**
 - ◆ Along with the official invoice, a standard invoice will also be generated for all purchase orders.
 - ◆ It is the responsibility of the school's/organization's Odyssey of the Mind coordinator &/or coach to educate the appropriate department on the payment process & to insure their payment is received by the deadline date.

STEPS FOR ON LINE REGISTRATION

Team Registration

Steps for Online Registration

1. Go to www.odysseyofthemind.com
2. Click on “**TEAMS**” link found on homepage & select “Members Resources” from drop down



Online Registration (cont.)

Enter Membership Number & Zip Code in the below areas:

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:

LOGIN

Team Login

Username:

Password:

LOGIN

Online Registration (Cont.)

- Click on “**Tournament Registration**”



Odyssey of the Mind®

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[Home](#) [About Us](#) ▾ [Teams](#) ▾ [Get Involved](#) ▾ [Shop](#)

Welcome to the Members Area!

Tournament Registration

Lesser Known Historic Figure Request

Association Website

Association Contacts

SUBMIT
CLARIFICATIONS

CLARIFICATION
STATUS

MEMBERSHIP
STATUS

REQUEST
MEMBERSHIP INVOICE

On-Line Registration (cont.)

Register a new team

Tournament

Problem

Division

**Select the correct information
from the drop down boxes:**

- 1.Your Regional Tournament**
- 2.Your Team's Problem**
- 3.Your Team's Division**

Then click Next

Online Registration (cont.)

Information you need to complete team registration

- School or Community Organization Address
- School or Community Organization Phone and Fax number
- Coach(es) Address(es)
- Coach(es) Phone number(s)
- Coach(es) e-mail address(es)
- Team Member's Names
- Team Member Grades in School
- Problem that team will solve
- Division Team is competing in

Read the information about your regional tournament & then scroll down to the bottom of the page.

Click box that states you understand & agree.

Then click Next Step

☐ I understand and agree with the above terms and conditions.

Odyssey of the Mind respects your privacy. We do not sell or share information you submitted to us to outside companies. We consider your e-mail address and any personal information you provide to be completely private and this information will be kept strictly confidential within Odyssey of the Mind. It is used only for record-keeping and tournament organization purposes.

Next Step

Online Registration (Cont.)

- Fill out all required areas

Coach's Information

First name

Last name

Street

Street2

City

State

Zip

Home Phone

Work Phone

E-mail

**Important to
fill in Coach's
correct email
address**

School's Information

school name

Street

Street2

City

State

Number of additional coaches

Number of team members

URL(s)

Video Performance

Document & Form URL

Photo URL

Trap Video URL

By submitting your links you give permission for the organizers and sponsors of the Odyssey of the Mind Program to use video and photographs of participants in lawful publicity purpose(s). No names will be revealed without the express permission of those individuals.

Online Registration (Cont.)

- On the following registration pages, fill in all required information on any assistant coach(s) & team members
- On last page of registration scroll down & enter the email address that was entered on page 1. Then click “Submit” button.

You must confirm the Coach's email address below to submit your registration

☐ Allow school email to recover username/password

Notes

Registration is not completed until you click the submit button
Submit button is disabled until email is confirmed

IMPORTANT INFORMATION FOR COACHES

- ▶ **It is important to provide the correct email address!**
 - ✕ Email will be the primary form of communication between AZ OotM & Coaches/Teams.
- ▶ **Each team will receive email confirmation of team registration. Do NOT discard this email.**
 - ✕ Your team login & password is located in this email
 - ✕ There is a direct link for coaches to register their team's 2 volunteers in this email!
- ▶ **Remember – Each TEAM must provide 2 volunteers (1 judge & 1 tournament worker)**
 - ✕ See ppt instructions on how to register your volunteer on Registration Tab on www.azodyssey.org website

Resources

- **Contact your Regional Director for further questions**
 - Emails can be found on the state website: www.azodyssey.org “Contact Us” link
- **2022-2023 Program Guide**
- **Websites:**
 - **International Website:**
www.odysseyofthemind.com
 - **State Website:**
www.azodyssey.org

GOOD LUCK TO ALL TEAMS!