



Odyssey of the Mind®

Creating and Navigating Teams and Registrations for Tournaments

1. Navigate to portal.odysseyofthemind.com and log in

Log in to your account

Enter your email and password below to log in

Email address

email@example.com

Password [Forgot your password?](#)

Password

Remember me

Log in

Don't have an account? [Sign up](#)

2. Head to 'Teams' and click 'Create team'

Odyssey of the Mind

Platform

- Dashboard
- Memberships
- Organizations
- Events
- Teams
- Clarifications
- Volunteer's Corner

End Impersonation

Teams

Export Teams Create team CLEAR FILTERS

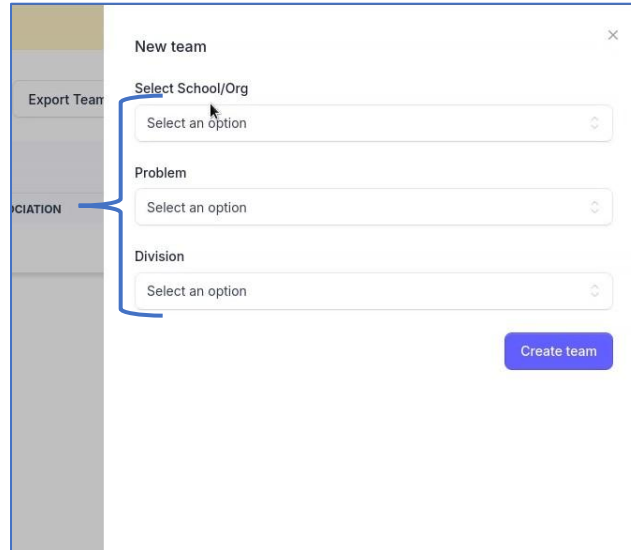
Search for organizations, coaches by name, or coach email

ORGANIZATION	COACH	PROBLEM	DIVISION	COUNTY	REGION	ASSOCIATION
		1	II	St. Johns	Manatee	FL

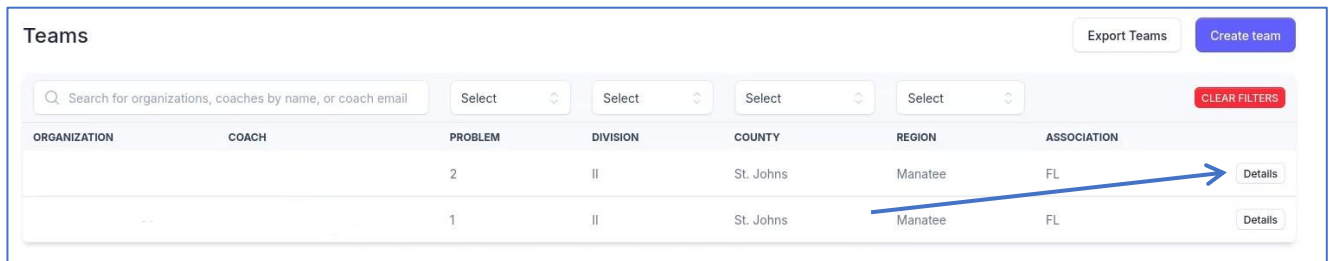
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****Whoever creates the team, will be the head coach on record, this can be changed by the membership coordinator or HQ on the team details.****

3. Fill out the necessary information



4. Click 'Details' on the newly created team



ORGANIZATION	COACH	PROBLEM	DIVISION	COUNTY	REGION	ASSOCIATION	Details
		2	II	St. Johns	Manatee	FL	Details
		1	II	St. Johns	Manatee	FL	Details

5. To change the head coach, the membership coordinator uses this symbol next

to the head coach's email on record to search for coach



6. You can add **team members** and **coaches** from this page

The Pioneer School Edit

Team Information

Team Id: FL-941-4193_II-1_2025-A
Organization:
Head Coach:
Problem / Division: 1 / II
County: St. Johns
Region: Manatee
Problem: [Open document](#)

Team Members

There are no members registered to the team. Add member

Additional Coaches

AY FJ KH + + Add coaches

Competitions

Test

7. Add **Team Member**

Add team member ×

First Name

Last Name

Grade

Disabilities?

Save changes

8. Add Coaches (maximum 2 additional coaches)

Add coach ×

First name

Last name

Email address

Phone number

I confirm that this person is 18 years of age or older.

[Save changes](#)

Once the team has received an Invite to a Tournament via email

9. Head to 'Competitions' for registration

← The Pioneer School [Edit](#)

Team Information

Team Id: FL-941-4193_II-L2025-A
Organization:
Head Coach:
Problem / Division: 1 / II
County: St. Johns
Region: Manatee
Problem: [Open document](#)

Team Members [Add member](#)

TM Test Member
T Test Member Two

Additional Coaches [Add coaches](#)

AY
FJ
TC Test Coach

Competitions

Test

10. Register your team members and coaches

← Test

Event Information Decline Invitation

Association:	Florida
Organizer:	
Location:	123 - 123
Event level:	Regional
Start Date:	Oct 30, 2025 at 12:00 pm
End Date:	Oct 30, 2025 at 05:00 pm
Registration Cutoff Date:	Oct 27, 2025 at 11:59 pm
Payment Instructions:	No payment instructions provided.
Other details:	No other details provided.

Team Members

Ⓜ Test Member	Register
Ⓜ Test Member Two	Register

Coaches

Ⓜ HEAD COACH	Register
Ⓜ	Register
Ⓜ Test Coach	Register

Judges & Volunteers Add

The Register button, will turn from Blue to Green once each person is registered.

*Team Member Registration

Event level: Regional

Register team member

First Name Last Name

Grade

Disabilities?

Scheduling concerns?

If participating on another team, please provide the membership name, problem, and division of that team.

*Additional Coach Registration

Register coach ×

First Name

Last Name

Email Address

Phone Number

I confirm that this person is 18 years of age or older.

Billing address

United States

Address line 1

Address line 2

City Postal code

Select a state

Disabilities?

Scheduling concerns?

Register

Please Note: Register your Judge and Volunteer if applicable.

Add Judge or Volunteer ×

Judge
 Volunteer

First name Last name

Email address

Phone number

Experience in state competitions
Years of experience as a judge

Experience in regional competitions
Years of experience as a judge

Disabilities?

T-shirt size (if applicable)
Select a size

T-shirt comments

Dietary Restrictions

Once you have registered your team members, additional coaches and judge and volunteer if applicable.

*****Please do not Finalize until you have met all of the requirements for your registration from your state association.**

Click on the Finalize button at the top right-hand corner.

Decline Invitation

Finalize registration

Read the warning, and click “Confirm Registration:

