

Registering Your Team for a Regional Tournament

1. Go to the National Odyssey of the Mind website – www.odysseyofthemind.com
2. If you have not yet registered your school or organization with the national site and gotten information about you membership, you can do that by clicking on JOIN!
3. If you have already registered for your national membership, you can go to TEAMS → MEMBERS AREA
4. Once in the members area, login using your Membership # and Zip Code associated with the membership.
5. When you are logged in you have a number of options:
 - a. Contacts Info – gives you contact information for each Regional Director
 - b. Events – List of events relevant to your Region & State
 - c. Long-Term Problems – A PDF version of each Long-Term Problem
 - d. Membership Status
 - e. Team Registration
 - f. Team Login
 - g. Educational Standards
 - h. Division Finder
6. Click on TEAM REGISTRATION on the left hand list of options.
7. From the drop down boxes choose your teams Regional Tournament, Long-Term Problem & Division. If you are a Primary team, once you choose the program you do not need to choose a division.
8. You will see a welcome screen that details all the requirements by Florida Odyssey of the Mind and your Region in order to complete all of your registration. Click that you agree to all the requirements and go to the next screen.
9. Enter the Coach Information as well as any medical issues and scheduling conflicts. Also put the number of team members and additional coaches. Click Next.
10. For each team member put in their First Name, Last Name, School, Grade, and a Parent/Guardian email.
11. Please review all of the information carefully, re-enter the email address that was provided as the coach and click submit.
12. Your confirmation page will include a User Name and Password. This will allow you to get into the Team Login area back in the MEMBERS AREA. You can go here if you need to add team members, or get approval to have something modified.

This is not where your registration ends however, depending on your Region you will also have to register Judges & Workers. The instructions for that will be coming shortly. You cannot pay for a team until all requirements have been met.