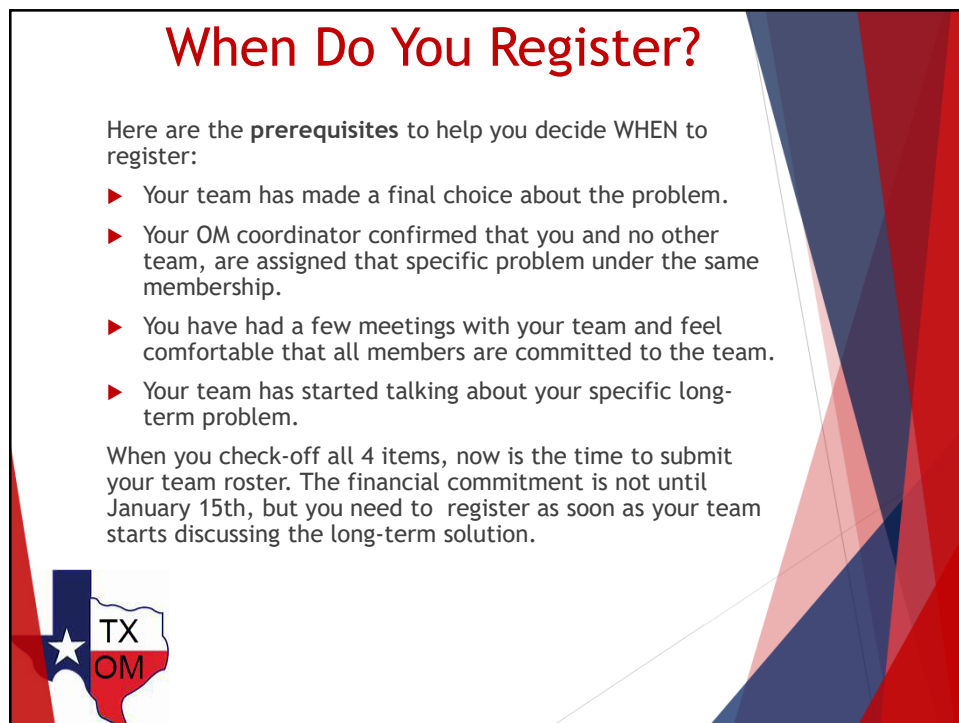




1



2

Online Team Registration

- ▶ The coach enters the information and accuracy matters!
- ▶ Coach can modify the records online, except existing team roster.
- ▶ Only Active members can register.
- ▶ All records are live, OM coordinators and directors can access them online at anytime.
- ▶ Final tournament registration by **Dec. 15th**.



3

Gather All Team Information

- ▶ Membership Number and School Name, as registered with OdysseyHQ (please remember to not use any team-selected name)
- ▶ Membership Zip Code
- ▶ Team Members' Names
- ▶ Team Members' school and grade
- ▶ Coaches' Names
- ▶ Coaches' Email Addresses



4

Regionals Menu

Go to the TX website: www.txodyssey.org

1. Check under TX News for the announcement that Team Registration is open for your Region.

2. Click on Regionals

3. Select Tournament Registration

5

Start Registration

Review updated information provided

4. Review the current registration information

5. Click on Registration link under Step 2 and transfer to the National website

6

National Website Member Resources

Access the general Clarifications

Recognize the National website from the bear-head logo and raccoon tail

5. Enter Member Area with Membership# and school zip code

Do NOT use previous year's team credentials

TX OM

JOIN ODYSSEY OF THE MIND

The screenshot shows the Odyssey of the Mind website's member resources page. At the top, there's a navigation bar with buttons for 'PROGRAM GUIDE', 'VIEW CLARIFICATIONS', 'DIVISION FINDER', and 'FREQUENTLY ASKED QUESTIONS'. Below this is a 'Member Area & Team Login' section. It features two login options: 'Member Login' with fields for 'Membership Number' and 'Zip Code/Postal Code', and 'Team Login' with fields for 'Username' and 'Password'. A red 'X' is placed over the 'Team Login' fields, indicating that previous year's credentials should not be used. A 'JOIN ODYSSEY OF THE MIND' button is at the bottom right. A callout box points to the 'VIEW CLARIFICATIONS' button, and another points to the Odyssey of the Mind logo (a bear head and raccoon tail). A third callout points to the 'Member Login' section, and a fourth points to the 'Team Login' section.

7

Member Area

Verify you are inside the Members' Area

6. Click on Tournament Registration to submit your Team Roster and get a Team Login

TX OM

The screenshot shows the Odyssey of the Mind website's member area. At the top, there's a navigation bar with buttons for 'SUBMIT CLARIFICATIONS', 'CLARIFICATION STATUS', and 'MEMBERSHIP STATUS'. Below this is a 'Tournament Registration' section with a red circle around the 'Tournament Registration' link. A callout box points to the 'Tournament Registration' link, and another points to the 'Verify you are inside the Members' Area' text. A third callout points to the 'Tournament Registration' link. A 'Logout' button is at the bottom left. A 'To request a membership invoice, please email membership@odysseyofthemind.com' link is at the bottom center. A 'Long-Term Problems' and 'Forms' link is at the bottom right. A callout box points to the 'Tournament Registration' link.

8

Begin Tournament Registration

Odyssey of the Mind

Central TX Region Tournament
Houston Region Tournament
North TX Region Tournament

Register a new team

Tournament }
Problem }
Division }

Central TX Region Tournament
Central TX Region Tournament
Houston Region Tournament
North TX Region Tournament

NEXT

TX
OM

7. Select your tournament, Problem and Division, click NEXT.

9

Welcome Screen

Odyssey of the Mind

Houston Region (HARO) Tournament

Verify your Regional Tournament Information presented here varies by region.

Team Qualifications Summary and other information for your Regional Tournament

Please read and accept the Terms and Conditions, then click Next Step

Terms and Conditions

Next Step

10

Enter Coach Information

Verify Membership name, #, prob & division. This combination is your official TEAM NAME

Enter the first Coach Contact Details

Flag to enter Additional Coaches

Electronic media release for the whole team

Enter any disabilities of a team member or coach.

Enter any anticipated schedule conflicts BEFORE the tournament schedule is issued. Only specific reasons are considered. Also, if team language is NOT English.

Pre-populated membership information

Click Next

TEXAS MEMBER#90441 problem 2 div 1 (Assoc: TX Region: No region)

Coach's Information

First name: [text box]
 Last name: [text box]
 Street: [text box]
 Street2: [text box]
 City, State, Zip: [text box] [text box] [text box]
 Phone: [text box]
 Cell Phone: [text box]
 E-mail: [text box]

School's Information

school name: TEXAS MEMBER
 Street: 898ee1
 Street2: 898ee1
 City, State, Zip: CITY TX 11111
 E-mail: [text box]

Number of additional coaches: None
 Number of team members: Pick one

Do you allow the tournament to take and use photos of your teams? Pick one

Disability: Please list any team members' health or special info here.

Schedule: If any team member is involved in more than one problem, please include problem name, division number, and membership number.

Next

11

Team Members List

You must enter in roster ALL team members since you started discussing long term, even if they no longer participate.

Enter each team member information, then click NEXT

Important: Correcting team member information will need to be reviewed and approved by Program Directors

Odyssey of the M

Team member#1
 First name: [text box]
 Last name: [text box]
 School: ABC
 Grade: 3

Team member#2
 First name: [text box]
 Last name: [text box]
 School: ABC
 Grade: 3

Team member#3
 First name: [text box]
 Last name: [text box]
 School: ABC
 Grade: 3

Team member#4
 First name: [text box]
 Last name: [text box]
 School: ABC
 Grade: 3

Team member#5
 First name: [text box]
 Last name: [text box]
 School: ABC
 Grade: 3

Team member#6
 First name: [text box]
 Last name: [text box]
 School: ABC
 Grade: 3

Team member#7
 First name: [text box]
 Last name: [text box]
 School: ABC
 Grade: 3

Coach can not modify existing team members name and grade. Changes on names will need to be approved by tournament director.
 A team can only have up to 7 team members.
 New rosters without previous OI's signatures will be removed.

Previous step

Next

TX OM

12

Bottom Half Review Page

The screenshot shows a registration form with the following elements and callouts:

- 1. Verify all team member information carefully:** Points to the "Team members Information" table with columns for First name, Last name, Grade, and Sex.
- 2. Must re-enter coach email before clicking Submit:** Points to the "You must confirm the Coach's email address below to submit your registration" section.
- 3. You do not need to check this box. Your Regional Director can always help.:** Points to the "Allow school email to recover username/password" checkbox.
- 4. Submit button will not be active till the coaches' email has been re-entered:** Points to the "Submit" button.

Additional text on the page includes "Notes" (Registration is not complete until you click the submit button, Submit button is disabled) and a "Previous step" button. A Texas logo with "TX OM" is in the bottom left.

13

Confirmation Page

The screenshot shows a confirmation page with the following elements and callouts:

- Due to website reconstruction in 2023-24, confirmation emails may intermittently not be sent. Make sure you COPY and save your TEAM username and password.:** Points to the "Your username is **ccoach1ast** and your password is **933ob5ec**." line.
- You will NOT be redirected to Texas Odyssey website, to allow you time to COPY your username and password.:** Points to the "Submitted on Oct-20 2019" section.

Other text on the page includes "Houston Region (HARO) Tournament", "Your team TEXAS MEMBER#90441 problem 2 division 1 is now registered", "Note: Please check your e-mail for confirmation and contact your Regional Director if you do not receive a confirmation email. Username and password are case-sensitive.", and "You will be redirected to TXHome in 5 seconds. Click here to stop redirect." A Texas logo with "TX OM" is in the bottom left.

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You will (possibly) receive emails

- ▶ *Make sure that you add the following to your address book to receive automated confirmations:*

OdysseyHQ@odysseyofthemind.com

- ▶ **Note: Due to website reconstruction in 2023-24, it is possible that you will NOT receive an automated confirmation email.**



15

Confirmation - Part 1

If you do not receive a confirmation email, please review the following links next:

- ▶ Team Qualification Details by Region (you have completed steps 1 & 2).
<https://www.txodyssey.org/teamqual>
- ▶ Instructions to pay the tournament fee by check or with a credit card online. Payment deadline: January 15th.
<https://www.txodyssey.org/tournamentfeepayment>
Unlike the national membership, the tournament fees are paid to the Texas Association.



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Confirmation - Part 2

Exact content varies by region

Get your team judge(s) and volunteer(s) to register

Judge registration is usually open December and January. Competitive teams must have a judge(s) registered timely to get their credit. Volunteer registration opens January, after the tournament plan is in place. When we announce under **TX News** that either registration is open, please copy this section, fill it and share it with your team judge(s)/volunteer(s) so that they can register:

Membership Name : ____

Membership #: ____

Problem #: ____

Division #: ____

Coach Name: ____

Coach Email: ____

When the time comes, copy this section, fill it in and email it to your judge(s) and later to your volunteer(s) to ensure that your team gets credit when they register.



17

Judge Requirement

- ▶ We simply cannot hold a tournament without judges.
 - ▶ 10+ for each long-term problem (x multiple venues)
 - ▶ 20+ minimum for spontaneous
 - ▶ 2 per competitive problem for score room
- ▶ Judges are required to attend training every year.
- ▶ Only judges can attend judges training. No coaches allowed.
- ▶ We will assign judges to their role after training to ensure all roles and problems are covered.
- ▶ Judges will not be able to see their child's performance.
- ▶ Judges are considered Officials, whether they are in scoring or non-scoring positions.
- ▶ Unlike other States, TX Odyssey does not assess a fee for not supplying a judge(s). We expect all teams to honor the requirement, so that we do not have to consider adding this fee.



18

Judges Registration

- ▶ Judge registration opens later in the year, after Judge Training details are finalized.
- ▶ Judges must register timely so that we can communicate with them directly. It is a team qualification requirement.
- ▶ We ask that coaches refrain from registering their judge. Judges should register themselves as they must read a lot of the information on our website first. It is part of their judge training.
- ▶ The same judge must attend the State tournament, if required. All judges at the State tournament must have judged at the TX Regionals.
- ▶ Judges travelling from out of town for the State tournament will be reimbursed for reasonable travel expenses. (Refer to our current travel policy on TXOM website).



19

Volunteer Requirement

- ▶ We simply cannot hold a tournament without many volunteers on the day (2-3 hours).
- ▶ Volunteer requirements vary by tournament.
- ▶ Volunteers are not required to attend training.
- ▶ Volunteers get a choice of time and task type. The sooner they register, the more choices are available.
- ▶ Wherever possible, the Volunteers will be able to see their child's performance.
- ▶ We expect all teams to honor this requirement.



20

What Coordinators Can Do Online

IN MEMBER AREA:

- ▶ Get copies of the full problems and current program guide.
- ▶ Track registered teams.
- ▶ Track judges and volunteers registered for their membership.

IN TEAM AREA

- ▶ Print individual team invoices, receipts for tournament fee.
- ▶ Track that tournament fee payment has been posted by the TXOM Treasurer.



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What Coaches Can Do Online

IN MEMBER AREA:

- ▶ Get copies of the full problems and current program guide
- ▶ Download active member documents.

IN TEAM AREA:

- ▶ Coaches with the username and password can submit requests to correct team names (with Director's approval).
- ▶ A coach can add up to 7 team members online.
- ▶ A coach can change the team username and password.
- ▶ A coach can **not** change the membership name, membership number, problem and division of the team. (Directors can do this)
- ▶ Verify that your team judge and volunteer have registered properly to give your team credit.
- ▶ Also ...



22

Member Area

Submit your own team-specific clarification for competitive long-term problems (they remain confidential)

Track your own team-specific clarification for competitive long-term problems (need Clarification ID).

Forms, Problems and More!

23

Access Team Area

Test logging off and back on with your new TEAM username and password.

Use your Team login here

24

Verify your Team Record

Click on **Competition Record**:

HARO Tournament

RIVER OAKS ELEMENTARY SCHOOL #603 Problem 1 division 4

(Region: TX Region: Houston Area Region)

Coach's Information		Number of additional coaches	0
First name	<input type="text"/>	Number of team members	1
Coach	<input type="text"/>		
TEST#	<input type="text"/>		
1989 Member ID	<input type="text"/>		
Header	<input type="text"/>	Total-due	\$115.00
TX	<input type="text"/>	Balance-due	\$115.00
Phone	<input type="text"/>		
7132344232	<input type="text"/>		
Handicap/Injury	<input type="text"/>		

Do you allow this tournament to take and use photos of your teams? Yes No

Disability: Please list any team members' health or accessibility info here.

Test Disability

Schedule: If any team member is involved in more than one problem, please include problem name, division, number, and membership name & number if different.

SUBMIT [Additional Coach(es) | Team member(s)]

Here is all your information


You can add a Co-Coach (18+) at any time

If you have less than 7 members, you can add more members at any time.



25

Team Area



Balance due: 95.00

| Competition Record | **Summary** |


| Volunteer Registration |

| Judge Registration |

- Change username and password
- Team registration
- Contact Information
- Membership status
- Forms, Problems, and Icons
- Judge/Volunteer List

Click on **Change username and password** to make them something you can easily remember for the entire season.

Click on **Summary**, print that page as an Invoice with balance due. After your payment is posted, print it again as a receipt.



26

What Directors Can Do

- ▶ Can configure tournament information and disseminate registration procedures.
- ▶ Can validate the composition of a multi-school team.
- ▶ Can validate the team division for competition
- ▶ Can modify/create records online.
- ▶ Can modify team members
- ▶ Can issue invoices for multiple tournament fees upon request
- ▶ Can publish tournament schedule/scores online.



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What Other Information Is Available?

www.txodyssey.org for all your local TX tournament operations



Check TX News once a month in Fall and every week in Spring. **Store** for t-shirt preorders and pins. **Calendar** for all events, and key deadlines.

Regionals, State Tournament, World Finals for information and registration at each tournament level.

Region-specific areas for information shared by Regionals Directors.

Open **Coaches** Menu for Resources, Team Qualifications, Instructions for payment of tournament fee, Templates for Team Certificates, etc.

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What Regional Directors Can Do

- ▶ Give you information about training and other informational events.
- ▶ Update you on procedures and team qualifications.
- ▶ Help you with team and judge registration.
- ▶ Answer all your procedural questions.
- ▶ Organize the regional tournament.
- ▶ Coordinate with Problem Captains to build and train judging teams.
- ▶ Handle other things as they come up.
- ▶ Help teams through the process so that the teams can focus on

... having fun!

