

How to register your team for Odyssey of the Mind and the NCOM Northern region tournament.

Before starting, you will need to gather the following information:

School membership information-

- school membership number
- school membership zip code
- school Contact's name
- school Contact's email address
- school Contact's home phone number
- school Contact's work phone number

For each team-

- Problem chosen
- Division (use division finder on the)

For each coach-

- Full name
- Mailing address
- Home phone number
- Work phone number
- email address

For each team member-

- Full name
- School attending
- Grade on May 1, 2011

Registration Steps:

Step 1: Go to the "Member Area" at the Odyssey of the Mind site.

Step 2: Fill in your membership number and the zip code used when purchasing the membership.

Step 3: Review the membership information.
-(Notify Creative Competitions if any corrections are necessary.)

Step 4: Click on the "Team Registration" link.

Step 5: Review the teams that have already registered.
-Make sure that no other team has chosen your problem and division.
-Make sure that that you are registering for the Northern Region.
-Contact your school coordinator if a team has already registered for your problem and division.

Step 6: Choose the tournament, problem, and division. Click Submit.

Step 7: Read the information presented to be sure you are ready to proceed.

Step 8: Complete the registration screens.

-Red outlined boxes and bold headings are mandatory.

-Enter additional coaches information if necessary.

-Up to 7 team members can be entered. (Enter the names EXACTLY as you want them to appear on the "Certificate of Participation" each member will receive.)

-You will not be able to edit team member information once it is submitted. If team member corrections are necessary after submission, contact Katherine Graham at: northernncm@skybest.com.

Step 9: After submission, you will receive a confirmation email with a unique username and password to edit coach's contact information if necessary. Additional team members may be added up to a total of 7.

Print a copy of the confirmation email and send it with your check to:

NCOM Northern Region

7729 Pearman Quarry Rd

Kernersville, NC 27284

Note: Teams must register and payments must be postmarked prior to January 14, 2011 in order to receive the early bird discount of \$85/team. After January 14, the fee is \$105/team.

Step 11: Each team is required to provide at least 2 volunteers (at least 1 must be a judge). Take the time now to click on the Judges/Volunteers link to register yours.