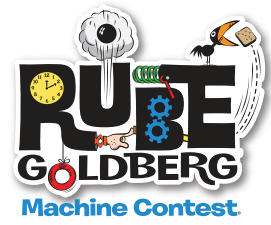


# 2019 TEAM GUIDE

## 6. HOW TO REGISTER A TEAM

Only Team Leaders may register a Team



### PART 1:

1. All contest information and material will be sent to the Team Leader's email and/or address on the registration form.
2. Go to [rubegoldberg.com](http://rubegoldberg.com)
3. Click on CONTESTS
4. Click on **Register for Live** or **Register for Online**
  - Any team, no matter what their location, may compete in either the Live or the Online contest. Teams may not compete in both. Choose one.
  - A school/organization may register multiple teams, in multiple contests, each with a unique machine
5. **Choose Live, select a Division and Host location**      **Choose Online, select a Division**
6. Create an account.  
(Remember your login and password as you will need to access your Account Page to download the Scoring and Judging, art work, Sponsorship sample .docs)
7. Follow the prompts: Fill out the registration form. Click Submit. Choose Pay by Paypal and pay the fee. Or chose Pay by PO (you must enter the PO#). An auto invoice will be sent to the email on the registration form.

It is the responsibility of the TL to get the Invoice to their accounts payable and make sure payment it made to RGI. NO REFUNDS OR CREDITS. We prefer payment via Paypal.

PO's must be paid 4 weeks prior to your registered Contest date, or Teams will not be allowed to participate.

### PART 2:

#### INVITE TEAM MEMBERS

Team Leaders must **INVITE** Team Members. This function is only **activated once payment is made via PAYPAL or a PO# is entered on the Invoice request form.**

1. Click on the **green button** (Invite Team Members) and put in team member info.  
**Team Leaders will need to have parent emails.**
2. Scroll to the bottom of the list and click Send Invitations .
3. Team Member parents (or Team Members if they are 18 years of age or older) must click on the link they have received and read and click I AGREE on the Consent and Release.
  - We will no longer accept paper versions of the Consent and Release. Team Leaders must assist parents who do not have computers, in completing this portion of the registration process.
4. Your Team Members will appear in the left hand column on your Team Page. If you want to Invite additional Team Members, click the **green button** (Invite Team Members) and follow the procedure.
  - The Team roster (Invite process) must be completed a minimum of 1 week prior to your registered contest date.

Contest participation implies consent to use Contest photographs in all forms of publicity.  
Please see the Terms and Agreements at <https://www.rubegoldberg.com/contests/>.