



Qualifying Tournament Registration Walkthrough

Below are pictures and descriptions of how to register your team for one of the Qualifying Tournaments this year. This registration should be done by the Head Coach of each team.

What You Need Before Registering

- Membership Number and Zip Code
- Which of the two Qualifying Tournaments you want to register
 - Qualifying Tournament #1 is Feb. 3 at Natomas HS, Sacramento
 - Qualifying Tournament #2 is Feb. 10 at Edna Hill MS, Brentwood
- School's Information, Address, Membership Coordinator's Email
- Additional Coach Information, Address, Phone, Email
- Team Members' Names, School(s), Grade Levels
- Judge's Information (Name, Email, Phone)
- Volunteer's Information (Name, Email, Phone)
- Payment (\$85/team & NorCal Membership-Paid or Not Paid?)

Part 1: Team Information

Step 1: Log into [Member Resources](#) on the national website.

Scroll down to Member Login

Enter the correct Membership Number and Zip Code used

Step 2: Click Tournament Registration (found across from the Membership Name after logging into Member Resources area)

Step 3: Fill out the next 6-7 pages of information

Page 1: Choose the Tournament

Reminder QT #1-Feb 3 in Sacramento
QT #2-Feb 10 in Brentwood

Select the Problem

Select the Division

in which the team is competing

Reminder Div. I-Grades 3-5
Div. II-Grades 6-8
Div. III-Grades 9-12
Primary- Gr. K-2

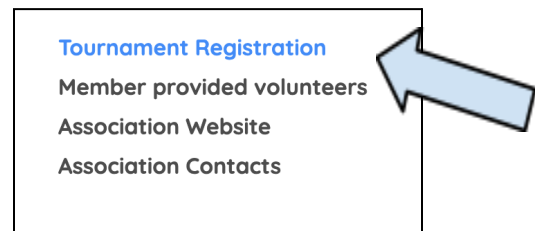
Then click Next NOTE: You may see other teams already registered from your school on this page.

Member Login

Membership Number:

Zip Code/Postal Code:

LOGIN



Tournament Registration

Qualifying Tournament #1
Qualifying Tournament #2

Register a new team

Tournament

Problem

Division

NEXT



Page 2: Welcome Page

Here it should state the tournament #, date, and location at the top.

Read the terms and conditions for registration.

Click the box to agree to the terms and conditions, then click Next Step.

Page 3:

Coach's Information

This should be the Head Coach

This email will be used to be contacted about the tournament and needs to be used at the end.

School's Information

Add the coordinator's email if payment is through the school and the school needs the invoice.

Number of additional coaches

Number of team members

Comment boxes for

Disability: Any special needs for Coaches or Team Members can be Listed here

Schedule: Any additional teams that are being coached or that team members are on should be listed here.

Requests to perform at a certain time of day due to another event can be listed but are much lower in priority.

Page 4 and/or 5:

Additional Coach Information (if needed)

Depending on Number of additional coaches

You may have this page or not

Team Member Information

First Name (NOTE: **Please spell correctly**, first names are used by T-shirt company)

Last Name, School, Grade

Coach's Information	Number of additional coaches <input type="text" value="None"/>
First name <input type="text"/>	Number of team members <input type="text" value="Pick one"/>
Last name <input type="text"/>	Disability:
Street <input type="text"/>	Please list any team members' health or accessibility info here.
Street2 <input type="text"/>	<input type="text"/>
City <input type="text"/>	Schedule:
State <input type="text"/>	If any team member is involved in more than one problem, please include problem name, division, number, and membership name & number if different.
Zip <input type="text"/>	
Home Phone <input type="text"/>	
Work Phone <input type="text"/>	
E-mail <input type="text"/>	
School's Information	
school name <input type="text"/>	
Street <input type="text"/>	



Page 5 or 6: Confirmation of what was previously entered

Enter Coach's Email and click box (if desired) to allow School Email to recover username and password. They should receive a copy of the same confirmation email from Odyssey HQ. This could be used as an invoice if the school is paying the tournament fee and needs one.

NOTE: **The Odyssey HQ automatic confirmation email will most likely be in your Spam folder.**

Re: The Username and Password

The username and password that will be given (very briefly) on the page after you click Submit redirecting you to Part 2 (and in the confirmation email from Odyssey HQ) are only used on the national site in order to use the Team Login in Member Resources. You can still login to Member Resources with the Member Login.

If you want to edit that username and password, I believe you are able to do so by clicking Tournament Registration and the (Log in) link under your team listed with the Qualifying Tournament in which you registered. The team login is really only needed if you advance to the next tournament. It can save you from entering all of the registration information again on the national site.

You must confirm the Coach's email address below to submit your registration

Allow school email to recover username/password

Notes

- Registration is not completed until you click the submit button
- Submit button is disabled until email is confirmed

Previous step SUBMIT

Page 6 or 7: Successful Registration notification of Part 1 and Redirection to Part 2

Nothing to do on this page.

Don't worry about the username and password.

They are not really needed, and they will be in the automatic confirmation email sent by Odyssey HQ (in your Spam folder).

Thank you for registering online.

We received your registration for Qualifying Tournament #1

Your team **HIDDEN VALLEY ELE SCH#15003 problem 1 division 1** is now registered.

Your username is **blipman** and your password is **ed8cbc9d**.
Please check your email for confirmation.

Submitted on Nov-22 2023

Note:

- Please check your e-mail for confirmation and contact information.
- Username and password are case-sensitive.

You will be redirected to Finish your registration here! in 0 seconds. Click here to stop redirect.



Part 2: Team Judge, Volunteer, Payment Information

Your team will not be considered fully registered without completing this part
There are only 4 pages to this part and it is a Google Form.

Page 1: Basic Team Information

Automatic collection of email associated browser being used.

- Email (This is where the copy of this Google form will be sent)
- Membership Name, Number, Division, Problem
- Qualifying Tournament
- Head Coach's Name & Email

Then click Next

Page 2: Judge's Information

It begins with the requirements and time commitment for the judge. The link given for the judge to self-register is given again in the confirmation email.

- Judge's Name
- Judge's Email
- Judge's Phone (10 digits, no dashes)

Click Next

Page 3: Volunteer Information

It begins with the requirements and time commitment for the volunteer. The link to signup for a shift will be sent AFTER the tournament schedule has been posted on the website.

- Volunteer's Name
- Volunteer's Email
- Volunteer's Phone (10 digits, no dashes)

Click Next

Page 4: Payment

If you have any questions about payment contact [Wendy Thomas](#), NorCal Treasurer.

- Select the amount of payment (\$85 per team) payment link is AFTER clicking Submit
- Have you paid the NorCal Membership fee? (\$80/membership)
- (link to pay NorCal Membership fee is provided with "If not" option)

The payment link to pay the \$85/team tournament fee is on the next page.

Click Submit

You should receive 2 emails automatically: one from Google Forms, one from eventsdirector.

The screenshot shows a Google Form titled "Tournament Registration Part 2 - NorCal Odyssey of the Mind Qualifying Tournament 2024". The form has a decorative header with a night scene of trees and a tent. Below the title, there is a welcome message: "Welcome! Your tournament registration is not complete until you have provided us with a judge, volunteer, and paid the tournament fee (\$85) and NorCal membership fee (\$80)." Below this, there is a text field containing the email "teamscoordinator1@norcalodyssey.org" and a "Switch account" link. A red asterisk indicates a required question. The form is currently showing the "Email *" field with the placeholder text "Your email".



Part 2: Team Judge, Volunteer, Payment Information

The final two screens of the form cover payment. Please note that you are not fully registered until you complete the payment transaction.

Tournament Registration Part 2 - NorCal Odyssey of the Mind Qualifying Tournament 2024

Your response has been recorded - Payment is required as the final step!

Use the link below to continue:

<https://checkout.payableplugins.com/gf/BK-4CLGE8>

If you have questions about tournaments, please contact Isabel Gervis at eventsdirector@norcalodyssey.org.

If you have questions about officials, please contact Caroline Lebar at officialsdirector@norcalodyssey.org.

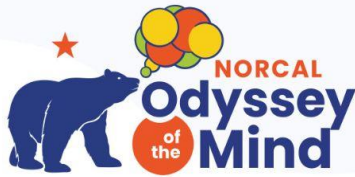
If you have questions about volunteering, please contact Marilyn Tamura at volunteersdirector@norcalodyssey.org.

If you have questions about payment, please contact Wendy Thomas at treasurer@norcalodyssey.org.

See you at the tournament!

[Edit your response](#)

[Submit another response](#)



Part 2: Team Judge, Volunteer, Payment Information

Complete your registration - NorCal Odyssey of the Mind Qualifying Tournament 2024

Welcome!

Your tournament registration is not complete until you have provided us with a judge, volunteer, and paid the tournament fee (\$85) and NorCal membership fee (\$80).

The judge for your team must be:

- At least 18 years of age by tournament day
- Available all day. Judging is an all-day commitment and judges should plan to be on-site from 7am to 5pm on tournament day
- The judge will not be able to see your team's performance. If assigned to a problem, the judge will be assigned to a different problem than the one your team is performing in

The volunteer for your team must be:

- At least high-school age
- Available for 2 hours on the day of the tournament (or some setup activities the night before/takedown the day after). They will receive an email with a Sign-Up Genius link to pick their 2-hour volunteer slot.
- In lieu of providing a volunteer, Division III teams only may opt for the whole team to volunteer during the tournament.

The tournament fee is \$85 and may be paid via PayPal/credit card via this form. The NorCal membership fee is \$80 and may be paid online via the NorCal Odyssey website: <https://www.norcalodyssey.org/building-teams/memberships-national-association-tournament/norcal-membership-payment/>

Order Details:

Order ID: **BK-LF-BALX**
Order Status: **CREATED**
Order Date: **11/22/2023 17:18:07**

Tournament Fee **\$85.00**

Total Amount Due: **\$85.00**
(USD)



Contact Details:



TEst
eventsdirector@norcalodyssey.org

[\[Edit Contact Details\]](#)

Payment Options:

Pay with **PayPal**

Pay with **venmo**

Debit or Credit Card

Powered by **PayPal**

This checkout was created using the [Google Payable Forms Add-On](#).

