Team/Coach Registration Instructions

1. Sign-in to your Volunteer Dashboard using your username and password. If you don't already have an account, complete this Volunteer Registration Form

2. Scroll down to the welcome section and select "Create Team"
The deadline to register a team is October 1, 2025.
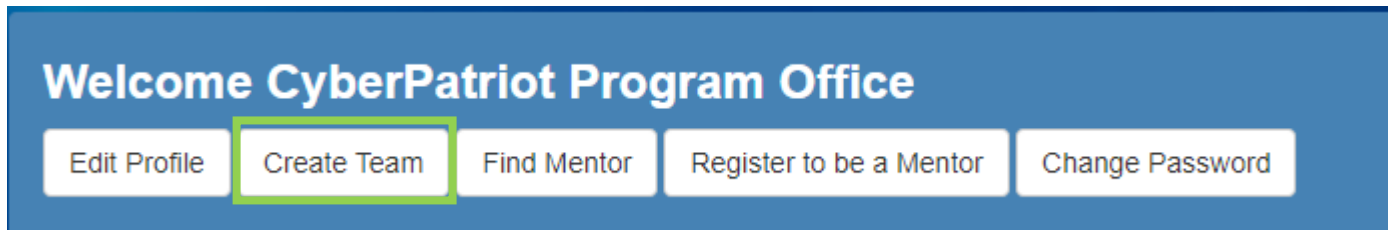
3. Complete the team registration form for each team you intend to coach. A single coach may register up to 5 teams.
Team applications must be verified by the Verification Official listed on the form. School-based teams must be verified by a school administrator (principal or assistant principal) or department head. Teams registered as part of a non-school organization must be verified by the organizational equivalent. Individuals CANNOT verify themselves.

4. Important team information will appear on the dashboard.
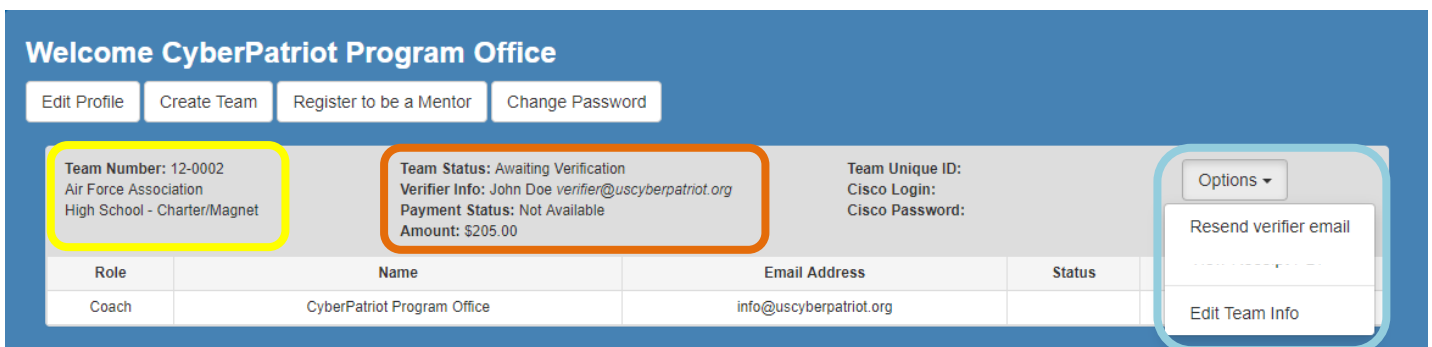
Organization Information:
- Team number (18-xxxx)
- Organization Name
- Nickname
- Organization Type

Team Status:
- Awaiting Verification (from Verification Official)
- Awaiting Approval (from CyberPatriot Office)
- Approved

Options:
- Resend Verifier Email (to listed official)
- Edit Team Info
- Update Team Nickname
- Update Address
- Update Verification Official info

5. Once verified AND approved, you will receive a confirmation email and the dashboard options will be updated, giving you the ability to register team members, view invoices, pay registration fees, or request fee waivers.

- **Register Competitor:** First Name, Last Name, Email Address, T-shirt Size required.
- **Request Waiver:** Fee waivers can be requested for Title 1 schools and all-girls teams.
- **Pay By Credit Card:** Payment made through PayPal. We also accept POs, checks, and over-the-phone credit card payments.
- **View Invoice PDF:** Should you need to provide a copy to your organization's bookkeeper.
  Payment or fee waiver request deadline = November 5, 2025

Competitor Registration Instructions

6. Once added to the roster, competitors will be emailed a short "Competitor Questionnaire." Competitor status will appear as "Registration Pending" until they successfully complete and submit the questionnaire.
  Maximum roster size = 6 competitors
  Competitor Registration Deadline = October 22, 2025

- **Update Competitor:** Change name, email address, or t-shirt size.
- **Delete Competitor:** Remove competitor from team roster.
- **Resend Email:** Regenerates "Competitor Questionnaire" email to competitor.
- **Move Competitor:** Available if more than one team is registered, allows coach to move competitor to a different roster.

Finding & Adding a Technical Mentor/Team Assistant

Important note: Coaches CANNOT register on behalf of mentors and team assistants. Individuals volunteering as technical mentors or team assistants must create their own user accounts and complete a mentor application form and background check. If you know a person who wants to volunteer with your team, but who is not yet registered, please have him/her follow the Mentor Registration Instructions.

7. Once your team is approved, an option to "Find Mentor" will be added to your dashboard. This gives you access to the full list of approved technical mentors and team assistants.

- **Contact Mentor =** Allows coach to send messages to available nearby mentors. If you have not made prior arrangements to work with a mentor, please contact him/her before sending an invitation.

- **Invite Mentor =** After communicating with and confirming that a mentor is interested in helping your team, the mentor must be invited to join the roster. An email is sent to the mentor with instructions on accepting or denying the request. If accepted, the mentor will be added to the roster with an "Active" status.