



AIR FORCE ASSOCIATION'S

# CYBERPATRIOT

NATIONAL YOUTH CYBER EDUCATION PROGRAM

## 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 5, 2021.

### Welcome CyberPatriot Program Office

Edit Profile

Create Team

Find Mentor

Register to be a Mentor

Change Password

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.

### Welcome CyberPatriot Program Office

Edit Profile

Create Team

Register to be a Mentor

Change Password

Team Number: 12-0002  
Air Force Association  
High School - Charter/Magnet

Team Status: Awaiting Verification  
Verifier Info: John Doe [verifier@uscypatriot.org](mailto:verifier@uscypatriot.org)  
Payment Status: Not Available  
Amount: \$205.00

Team Unique ID:  
Cisco Login:  
Cisco Password:

Options ▾

Resend verifier email

Edit Team Info

#### Organization Information:

- Team number (xx-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

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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.

Welcome CyberPatriot Program Office

Edit Profile Create Team Find Mentor Register to be a Mentor Change Password

Team Number: 12-0002  
Air Force Association  
High School - Charter/Magnet

Team Status: Approved  
Verifier Info: John Doe verifier@uscypatriot.org  
Payment Status: Awaiting Payment  
Amount: \$205.00

Team Unique ID:  
Cisco Login:  
Cisco Password:

Role	Name	Email Address	Status
Coach	CyberPatriot Program Office	info@uscypatriot.org	

Options

- Register Competitor
- Request waiver
- Pay by credit card
- View invoice PDF
- Edit Team Info

- **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 15, 2021

## Competitor Registration

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Once added to the roster, competitors will be emailed a short "Competitor Questionnaire." Competitor status will appear as "Registration Pending" until he/she successfully completes and submits the questionnaire.

Maximum roster size = 6 competitors

Competitor Registration Deadline = November 1, 2021

Welcome CyberPatriot Program Office

Edit Profile Create Team Find Mentor Register to be a Mentor Change Password

Team Number: 12-0002  
Air Force Association  
High School - Charter/Magnet

Team Status: Approved  
Verifier Info: John Doe verifier@uscypatriot.org  
Payment Status: Awaiting Payment  
Amount: \$205.00

Team Unique ID:  
Cisco Login:  
Cisco Password:

Role	Name	Email Address	Status	T-Shirt Size
Coach	CyberPatriot Program Office	info@uscypatriot.org		Large
Competitor	Bernie Skoch	Bernie@uscypatriot.org	Registration Pending	Medium

Options

- Update Competitor
- Delete Competitor
- Resend Email

- **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

Need a mentor or team assistant? Keep reading...

# 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.

Welcome CyberPatriot Program Office

Edit Profile Create Team **Find Mentor** Register to be a Mentor Change Password

Team Number: 12-0002 Team Status: Approved Team Unique ID: Options  
Air Force Association Verifier Info: John Doe verifier@uscyberpatriot.org Cisco Login:  
High School - Charter/Magnet Payment Status: Awaiting Payment Cisco Password:  
Amount: \$205.00

Role	Name	Email Address	Status	T-Shirt Size
Coach	CyberPatriot Program Office	info@uscyberpatriot.org		Large

BACK TO CYBERPATRIOT HOME DASHBOARD

US Canada  
State: Virginia Include virtual mentors Find Mentors

First Name	Last Name	State/Province	Mentor City	Mentor Type	About Mentor	Virtual	Sponsor/Employee
CyberPatriot	Program Office	Virginia	Virginia	Technical Mentor	This is a test mentor account. I love cybersecurity!	No	

Contact Mentor Invite Mentor

- **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.

10-1045 : CyberPatriot Program Office Team Status: Approved Team Unique ID: Options  
Test Team 1 Verifier Info: John Doe Verifier@test.com Cisco Login:  
High School - Public Payment Status: Awaiting Payment Cisco Password:  
Amount: \$165.00

Role	Name	Email Address	Status	T-Shirt Size
Coach	CyberPatriot Coach	info@uscyberpatriot.org		Large
Mentor	@uscyberpatriot.org	@uscyberpatriot.org	Active	

