

Team Registration Instructions

NCOM 2009 Western Region Tournament

The online registration system has been successful for the past several years. Therefore, we are using online registration across the state for all 2009 regional tournaments. Using this system will cut down on the workload of our local volunteers and will certainly minimize spelling and other entry errors that creep in when a large amount of information is transcribed from hand-written forms.

Once you submit your registration, you will receive a confirmation e-mail that will include a unique username and password in case you need to go back and change any of the information you entered. This e-mail will also serve as your invoice. Make a copy of the e-mail invoice you receive and enclose it with the registration fee.

Early Bird Registration – Friday, January 9, 2009 - \$80.00 per team

Registration received after January 9, 2009 - \$105.00 per team

Final Registration – Friday, January 23, 2009 – **no registrations will be accepted after this date**

There is no fee for a team entered in the primary problem if the team's school has another team (Div. I, II or III) entered in the tournament.

Checks or money orders should be made payable to Odyssey of the Mind Western Regional Tournament and returned to Barbara Parris, 168 Tatham's Creek Road, Sylva, NC 28779.

Please register your teams online as soon as possible so we will have an early indication of how many teams the Western Region will host this year. If you are missing a few pieces of information, please fill out the form as best you can and enter the missing information at a later date.

Here is what you will need for online registration:

First, gather information about your team members and any assistant coaches you have. The required information is indicated by red boxes on the online registration form.

- You will need your school contact's name, phone number and e-mail address.
- Your day and night phone numbers plus an e-mail address you check on a regular basis.
- **The coach's e-mail address is key to the success of this system; you must submit a valid e-mail address for your coach.**
- Your home address (or another address to which we can send tournament materials).
- Your team members' names, the school they attend, age and grade on May 1, 2009.
- You will be asked to list information about any additional coaches that are working with you.

You will be able to go back and add new team members until you reach seven members. YOU WILL NOT BE ABLE TO EDIT TEAM MEMBERS' INFORMATION ONCE IT IS SUBMITTED. If a team member's name is misspelled or their age or grade is incorrect, just send a note to barbaraparris@verizon.net explaining the mistake, and I will make the correction.

Please use the new [Division Finder](#) to determine your team's division before you start this process.

The Registration Process is as follows:

1. Go to the registration link on our webpage <http://western.ncom.org> or go to www.odysseyofthemind.com and click on the [Member Area](#).
2. Fill in your membership number and the zip code that was used for your national registration. Click submit.
3. Check the membership information at the top of the new page. This is your official team information that should be used for team signs, etc. If it is not correct, send a note to Creative Competitions so they can make corrections.
4. Click on the Team Registration Link.
5. The next page will show any team from your membership that is already registered. Make sure no one else has chosen your problem and division. Click the down arrow to the right of the tournament entry field and choose the Western Region Tournament.
6. Choose your problem and division (Odyssey Earth Trek = 1, Teach Yer Creature = 2, Classics ... The Lost Labor of Heracles = 3, Shock Waves = 4, Superstition = 5, Candy Factory = Primary). Click Submit.
7. Read the information on the next page to be sure you are ready to proceed.
8. When you are ready, your username is “**ncom**” and your password is “**2009**”. These are both case sensitive and do not include the quotation marks.
9. You are now ready to register.
10. You will receive another username and password to get back to your registration to make any additions or corrections. You can access your record from the member’s page by clicking the team log-on link.
11. You can access the member’s page from the Western Region page or from the link above the blue box on the world home page www.odysseyofthemind.com .
12. Each membership will be required to provide a minimum of one judge and one volunteer per team competing. After your team is registered, the coach or coordinator must go to the Judges/Volunteer Nomination Link found on the Western web site at <http://western.ncom.org> and nominate your judges and volunteers.

Check <http://ncom.org> often for the latest information and announcements about this year’s program. Check the world website www.odysseyofthemind.com for clarifications and other international information.

For questions or concerns, contact:

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