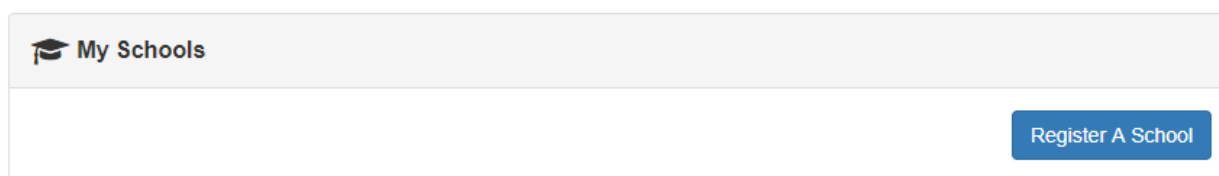


Registering a School for the Current Season

Follow these steps to register your school for the current BEST robotics season. Only Teachers should register a school for the season.

Registering your team

1. Login to the Registry website.
2. Click School in the navigation bar.
3. Click REGISTER A SCHOOL in the My Schools panel.



4. For “Which hub are you registering with?”, select the hub that your school wishes to participate in for the selected season. (Example. As a teacher I may register Sleepy Hollow High to Capitol BEST). Upon hub selection, a blue alert will show the capacity of the hub you have selected. If the hub is over capacity, you should contact the hub before registering. Only hubs with open registration for the current season will show in the list.
 - a. The state the hub resides in will be selected by default. You can change this in the Filter By State drop down.
5. Scroll down the page and locate your school.
 - a. If you can register as Primary Teacher for that school, a blue “Register School” button will be shown.
 - b. If the school has already been registered, you can register as an Assistant Teacher. A gray “Register As Assistant Teacher” button will be shown.
 - c. If you are already registered with a school, a yellow “You’re already assigned” will be shown. This is not clickable.
 - d. **If your school is not listed:**
 - i. **PLEASE, PLEASE double check the list and ensure you have filtered by the right state before you create a new school.** If your school has multiple registered profiles, you will experience issues within the Registry.
 - ii. If you still do not find your school listed, there is a “Create New School” button at the bottom of the school list. Click this button to create a new school profile. School profiles are maintained from year to year, so you **DO NOT** need to create a new school profile each season.

If you clicked on the **CREATE NEW SCHOOL** button,

1. Provide the following basic school profile information
 - a. School Name
 - b. Type of School
 - c. NCES School Id (if applicable)
 - d. Physical Address
2. Then continue completing the annual school demographic information.
 - a. Office Phone
 - b. School Zone
 - c. Grade Levels at School
 - d. Total Student Population
 - e. How is the BEST program implemented at your school?
3. Click REGISTER. You should receive a green alert at the top of the page. You will also receive an email confirming your registration.

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Hello Martha Williams,

The school profile for Sleep Hollow High has been registered. You can manage this school's registration through the online dashboard.

If you clicked on the **REGISTER A SCHOOL** button, the basic school profile information will pre-populate. You may update it as needed and then

1. Complete the annual school demographic information
 - a. Office Phone
 - b. School Zone
 - c. Grade Levels at School
 - d. Total Student Population
 - e. How is the BEST program implemented at your school?

2. Click REGISTER. You should receive a green alert at the top of the page. You will also receive an email confirming your registration.

**BOOSTING ENGINEERING
SCIENCE & TECHNOLOGY**

Hello Martha Williams,

The school profile for Sleep Hollow High has been registered. You can manage this school's registration through the online dashboard.

Registration follow up

Upon registration, a hub representative will receive an email notification of your intent. As the registering teacher, you will be notified by the hub as to the status of your team. Watch your email for this communication.

When your team is approved, you will receive an email like below. The section between dashes is very important. You should distribute this section to all parents of students on your team. Parents need to register their students to your team. Teachers should not register students, except for their own children.

Hello Jacky Sampson,

The status of your school has been changed to approved.

Please distribute the following message to the parents/guardians on your team

Our school has been approved to participate in BEST Robotics for the 2020 season. In order for us to compete all students must be registered and have signed consent on the BEST Robotics National Registry. To register your child, please visit the following website, create an account (if you do not have one) and register your child(ren). When registering, be sure to select the correct school as shown below. If you child(ren) are not registered, they will not be able to compete.

Website: <https://gears.bestrobotics.org/registry>

School Name: Sleep Hollow High

Team Number: #100

Thank you for your consideration and Good Luck this season.
