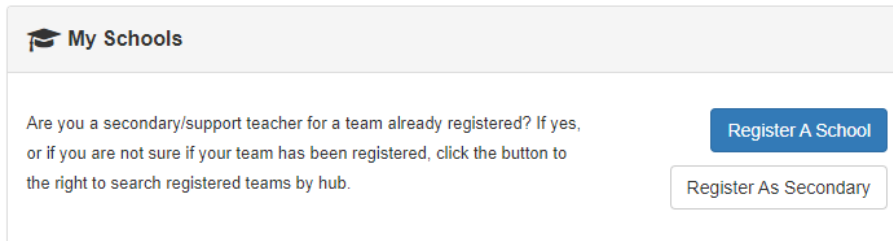


REGISTERING A SCHOOL/TEAM FOR CURRENT SEASON

This guide assumes you already have a BEST Robotics Registry account and are currently logged in.

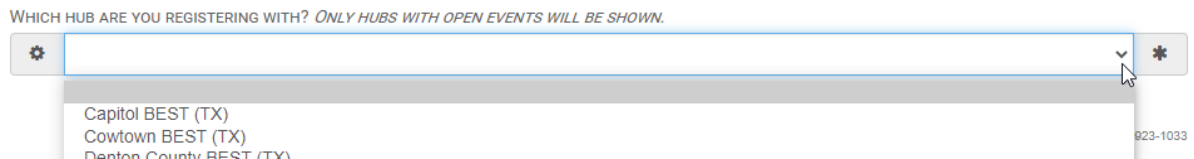
Follow these steps to register your school/team for the current season.

1. Click on TEAM in the menu at the top.
2. In the MY SCHOOLS group, click the REGISTER A SCHOOL button.



The screenshot shows a web interface titled "My Schools" with a graduation cap icon. Below the title, there is a text prompt: "Are you a secondary/support teacher for a team already registered? If yes, or if you are not sure if your team has been registered, click the button to the right to search registered teams by hub." To the right of this text are two buttons: a blue "Register A School" button and a white "Register As Secondary" button.

3. Select your hub in the "Which hub are you registering with?"



The screenshot shows a dropdown menu titled "WHICH HUB ARE YOU REGISTERING WITH? ONLY HUBS WITH OPEN EVENTS WILL BE SHOWN." The dropdown is open, showing a list of hubs: "Capitol BEST (TX)", "Cowtown BEST (TX)", and "Denton County BEST (TX)". A mouse cursor is pointing at the dropdown arrow on the right side of the menu. A small number "923-1033" is visible in the bottom right corner of the dropdown area.

4. After selection, a list of schools whose address falls within the hub's state will be displayed. If your school is in a different state, change the "filter by state" to the state your school resides.
5. CHECK THE ENTIRE LIST FOR YOUR SCHOOL.
 - a. If your school is in the list: click REGISTER THIS SCHOOL button.
 - b. If your school is in the list but has already been registered for the current season, you can register as a secondary teacher. Click the REGISTER SECONDARY TEACHER button.
 - c. If your school is not listed: **DOUBLE CHECK THAT IS NOT LISTED.** Recreating a school will lose information from the previous year(s). If you are absolutely sure the school is not in the list: click CREATE NEW SCHOOL at the bottom.
6. If you selected Register This School or Create New School, complete / verify the information shown on the screen. Some of these fields are required and denoted with an *.
7. Click REGISTER button.
8. The hub you selected will be notified of the request. You will not receive any additional notifications until your team is managed (APPROVED, REJECTED, or placed on a WAIT LIST) by the hub.