Creating an Account

- From your web browser, navigate to robotevents.com
- Create an account for robotevents by clicking on Register. If you already have an account with RobotEvents (maybe from another competition), you can click on Login.

Register

- After verifying your email and account creation, login to RobotEvents.com
- Select the Sphero Global Challenge from the rows of tiles or from the Robotics Competition list in the top navigation.

- Select Register a Team

- Select the Sphero Global Challenge from the “Other Programs” section of the team registration wizard.
- Complete all of the information requested:
  - Organization
  - Team Information
  - Contact Information (Coach & Financial Contact)
  - Team Members (Student first name and last initial)
  - Team Profile
- Repeat the Team Registration Wizard for each team you are coaching.
Sphero Global Challenge: Registration Guide

Payment

- After you have completed the team registration for the Sphero Global Challenge, navigate to “My Cart” and begin the checkout process.
- RobotEvents.com will accept credit card, check, or purchase orders.
- If payment is being made by check or purchase order, it will take longer to process payment.
- As soon as payment is processed, you will be able to register your team for an individual event.

Registering your Team for Individual Events

- Navigate to the Sphero Global Competition from the list of competitions
- Select the individual event and age bracket

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Code</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOLT Space Mission - Elementary School</td>
<td>RE-SPHERO-20-1899</td>
<td>Tournament</td>
<td>Online / sponsored</td>
</tr>
<tr>
<td>BOLT Space Mission - Middle School</td>
<td>RE-SPHERO-20-1901</td>
<td>Tournament</td>
<td>Online / sponsored</td>
</tr>
<tr>
<td>Invent 4 Good - Elementary School</td>
<td>RE-SPHERO-20-1902</td>
<td>Tournament</td>
<td>Online / sponsored</td>
</tr>
<tr>
<td>RVR - Little Bits Mars - Elementary School</td>
<td>RE-SPHERO-20-1905</td>
<td>Tournament</td>
<td>Online / sponsored</td>
</tr>
<tr>
<td>RVR - Little Bits Mars - Middle School</td>
<td>RE-SPHERO-20-1904</td>
<td>Virtual</td>
<td></td>
</tr>
</tbody>
</table>

- When the individual event page is open, you will see a dropdown to register a Team Number to the individual event.

- Once you have registered a team for an individual event, you can repeat the process for each individual event that team will compete in.
- You will receive a confirmation email with resources for the coach including the Coaches Guide, Official Rules document, Evaluation rubrics, etc.