Using the ACTIVE Network to register your MATE ROV Competition Team

LEAD MENTORS/INSTRUCTORS/ ONLY

(in just a few ridiculously easy steps! Easy – but READ THEM ALL)

Your first task is to visit your regional website and navigate to the Registration button located under the menu header called “2017 Challenge.”

From there, select “LEAD MENTOR” which will take you to information and links to the ROV competition classes registration portal. If you are an EXPLORER team, CLICK HERE. RANGER teams that are a great distance from a regional competition, contact Jill Zande for help.

For the sake of this tutorial, we will use the Monterey registration system – all systems are the same, so don’t sweat it if your team participates in another region.

Click on the “Register Now” link at the bottom of the LEAD MENTOR/INSTRUCTOR section
Next, you will be asked to choose the category you wish to register for. Select the level of competition for your team (Explorer, Ranger, Navigator, or Scout) and "Instructors/Mentors – Create A Team, then click on the Continue button:

If you have already registered on Active, you can log in, if not, enter your email address and Active will search for an account associated with your email (if you have one) or prompt you to create an Active.com account.
If you have an Active.com account, information that can be transferred to your registration (your name and email) will be auto-filled for you. If you need to create an Active.com account, you will need to add biographical information.

Once you are logged in/your account has been created, you will be taken to a screen that informs you that you are a NON-PARTICIPATING MEMBER of the team – this is okay. From there, you will be asked to answer a few biographical questions and a few questions about your experience with MATE. PLEASE NOTE – you are registering as a NON-PARTICIPATORY team member; if you intend to participate in the competition with your team, you are NOT the mentor and should complete “Students – Join a Team” registration (tutorials are here: if you are under 18 have your parent/guardian click here, if you are over 18 click here).
Once you have entered your biographical information, you’ll enter your TEAM INFORMATION. You must also choose a password to safe-guard your registration; share this password with your team so that they can enter it when they register.

At this point, you can purchase a Fluid Power Quiz should your team (RANGER and EXPLORER teams only) wish to use pneumatic or hydraulic equipment.

And finally your WAIVERS AND AGREEMENTS – you must read and check all of the boxes before you can proceed and provide your Electronic Signature and click CONTINUE.
The next screen is where you square up your fees. Because we’re using a SCOUT Team, there isn’t a bill to square – but the process is very straightforward. **You must pay by either Credit or Debit Card – MATE no longer accepts School Purchase orders for competition registration.**

Once all of that has been sorted out, you get a friendly little screen thanking you for your payment. ALSO on this page is an important button “GO TO MY EVENTS” – click it.
If you’re attempting to add team members AFTER you’ve created your team (or you need to re-invite people) – you can do so by logging in to Active.com as well. To do that, go to http://www.active.com and click on the SIGN IN link at the top right corner of the screen:

This will take you to a login screen where you can enter the email address and password associated with your personal Active.com account:

This takes you back to the Active.com landing page – logged in. You’ll see your name up in the right hand corner where “Sign in” used to me – click on your name, which will expand a menu. From there, choose “MY EVENTS.”
*NEW IN 2018* Once you click on “MY EVENTS”/“GO TO MY EVENTS” – you’ll be taken to a screen with all of the teams you’ve registered. Each team is isolated in a square – within that square is a button marked “Team Center,” Click on it.

When you’ve clicked on the “Team Center” button for a specific team, you’ll be taken to a page where you can invite the members of your team to join. Below your details are two buttons “Send Invites” and “Email Team” – to invite members, select the “Send Invites” button. Please note: there is a tick-box with “Email me of team activities” – do not uncheck that box. This is a great way to keep tab on who has registered for your team.
This opens a pop-over which has the start of an Active Network generated invitation email. There is a field called “Select which category to invite team members to,” you should select which category of people to invite; “Students – Join A Team” or “Additional Mentors – Join A Team”. There is an “Any” option – for the sake of keeping your team’s registration concise, please do **NOT** select it. This new feature will hopefully reduce the number of mis-registrations.

Once you’ve selected which group of people you are inviting, a boiler plate message appears for the appropriate members of your team (or, if they are under the age of 18 – their parents). You can change the message to be a bit more personal (**TIP:** include your registration password) without messing up the important parts (the link that is unique to your team). You can send the message to multiple team members if you separate each email with a semicolon (e.g. awesomeopossum@neatosite.com; jim1492@jimisboring.com; … etc.). **YOU DO NOT NEED TO FILL IN ANY FIELDS MARKED WITH {} – those are automatically filled in by Active.** Once everything is perfect, click “Send.”

Once your message is sent, the pop-over disappears. If you’ve kept the “Email me of team activities” button ticked, you’ll receive email notification as your students and co-mentors complete their registration.
That’s it! You’re done! Your invitations are sent and your team simply checks their email which has a spiffy link for them to click on to make certain your team is populated with all the right participants. And, in case you’re wondering what that email looks like... it looks a lot like this:

![Email Invitation Example](image-url)