Registering a Participating Team Member Under The Age of 18
For a MATE ROV Competition

This tutorial will walk the parent or guardian through the registration process for a student under the age of 18 for a MATE ROV Regional Competition. This tutorial assumes that you’ve received a registration invitation from your Team Mentor or Instructor. If you haven’t received this invitation, please contact your team’s mentor and request one.

The first link in your registration invitation is to register for the Active Network. Below the line in that email that reads: “If you haven't registered yet, you can register and join the team here:” click on the link, you will be taken to the page below where you will be asked provide an email address so Active can either find your account, or start you on your way to creating an account:

If your email address is found, you’ll be asked for your password. If you do NOT have an Active.com account, you will be prompted to create one. YOU MUST have an Active.com account to register your student under the age of 18. The waivers and forms for registration are legally binding – we need to be able to connect you to your student and verify that you have the legal authority to sign the necessary forms.
Once you are logged in, you will be asked to choose between registering yourself, registering someone over the age of 18, and registering someone under the age of 18. Select “Register someone else below 18” (you should be that person’s parent or legal guardian – Mentors should only register team members under the age of 18 if they have the signed waiver packet, including proxy registration). You will have to specify that you are the legal parent or guardian of the student in question:

**YOUR INFORMATION**

Timmie Sinclair (t.sinclair@marinetech2.org)

**RANGER - Students - Join A Team**

[Diagram of the registration form]

1. Select “Register someone else below 18”
2. Specify that you are the legal parent or guardian of the student in question.
Next, you will be asked to provide information **about the participating student**. This is your child’s information – not yours. All of the questions asked pertain to your student – your personal information is stored by Active when you signed in/registered. The information collected is both biographical in nature as well as information about your student’s past MATE experience:

**PARTICIPANT INFO**

- **First name**
- **Last name**
- **Gender**
  - Male
  - Female
- **Date of birth**
- **Email address**

**Participant's FIRST NAME as they would like it to appear on their name tag:**

**Emergency Contact NAME**

**Emergency Contact Telephone**

**Do they have any disabilities that require accommodation?**
- Yes
- No
- Prefer not to answer

**Welcome to Kingsport Social**

On Friday, June 21st there is a "Welcome to Kingsport" Social for all MATE Competitors, Mentors, and family. In order to accommodate everyone, we’d like an informal count.

**Does the participant, personally, expect to attend the**
- Yes
- No
At the bottom of the page, you’ll be asked to confirm that you are joining a team – make sure that the team name you see is YOUR team (it should be!), and that your form is complete. Once the form is filled in, a blue arrow appears next to the “Waivers” section (if you don’t see that arrow, you’re missing some necessary details above!) – click the blue arrow to expand the waiver section:

Read and review each waiver. Once you are finished, you can electronically “Sign” the waivers:

Click “Continue” when you are done.
The next screen is the final Review and check out. There are no fees to join a team – simply click on the orange "COMPLETE" button:

CHECK OUT

No payment is required.

COMPLETE

The final screen is your confirmation (you will also receive this notice via email):

Thank you! Your transaction is complete.

YOU WILL RECEIVE A CONFIRMATION EMAIL SHORTLY.

More People = More Fun

ORDER DETAILS

Order date: May 18, 2019

Congratulations! Your team is now registered to compete in the 2019 MATE International ROV Competition Qualifier. Please visit the MATE competition website for more information and updates. You will also receive information and updates via e-mail.

Thank you - and good luck!

Jill Zende

MATE Associate Director & Competition Coordinator

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ORDER NUMBER: C-22HM1WBG