



IEEE Ottawa Robotics Competition Compétition de robotique d'Ottawa d'IEEE

Finalizing Registration Guide

Last Revised: 6 April 2017

Registration

We are happy to have you and your teams in the IEEE Ottawa Robotics Competition. When you registered, you should have received a confirmation email with links to edit your information as a team supervisor and your teams' information. If you did not receive this, please check your spam inbox. If you don't see it there, please email at orcinfo@ieeeottawa.ca.

During the month of April, many preparations leading up to competition day occur. At the same time, we understand you may have to modify your teams. For this reason, we will continue to allow you to modify your teams until **6 pm on April 28th**. **It will be a firm deadline.** Please note that you will be responsible for any inaccuracies in data entry for names, lunch orders, or T-shirts.

Adding a Student

Should a student decide to join, please use the edit link for the team they are joining and add their name, T-shirt, and lunch order.

Adding a Team

Please submit a request to orcinfo@ieeeottawa.ca. We consider these requests on a case-by-case basis at this time.

Dropping a Student

Should a student decide to drop out of the competition, please use the edit link for the team they are on and remove their name, T-shirt, and lunch order. You will be charged the applicable registration fees should a T-shirt size be selected and lunch fee should a pizza lunch be selected.

Dropping a Team

Should a team decide to drop out of the competition, please let us know by emailing us at orcinfo@ieeeottawa.ca with the team name and the edit link. **If the team drops out after 6 pm on April 28th, no refund will be issued for the team, even if you have not received your invoice yet.**

Payment

As per the Supervisor Information Package, you will receive your invoice by May 10th. While payment is due for May 19th, we will also allow you to pay on competition day. Please indicate this choice using the confirmation link for team supervisor registration information. If you choose to mail your payment to the IEEE Ottawa Section Treasurer (Mohamed Abdelazez), please **do not mail out payment later than May 18th**, and please let the ORC Finance Chair (Kelly Xu) know at ieeeorcfinance@gmail.com.

Your teams will not be allowed to compete should they still owe any registration or lunch fees on the morning of competition day.