



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

# Finalizing Registration Guide

Last Revised: January 14, 2018

### 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 [orcteams@ieeeottawa.ca](mailto:orcteams@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 **11:59 pm on May 4<sup>th</sup>**. **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

Should you need to add a team after April 6<sup>th</sup>, please submit a request to [orcteams@ieeeottawa.ca](mailto:orcteams@ieeeottawa.ca). We consider these requests on a case-by-case basis.

### Dropping a Challenge

To drop a challenge before the deadline, simply uncheck the challenge on the respective team's registration edit link. After the deadline, please send us an email at [orcteams@ieeeottawa.ca](mailto:orcteams@ieeeottawa.ca) with the team name, team edit link, and challenge they would like to drop. **Switching of challenges after the deadline will not be permitted, even if there was a data input error by the team supervisor.**

## 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, select the no T-shirt option, no lunch option, and no drink option. **Failure to do so, even if you click the "Select" option, will result in additional charges.**

## Dropping a Team

Should a team decide to drop out of the competition, please let us know by emailing us at [orcteams@ieeeottawa.ca](mailto:orcteams@ieeeottawa.ca) with the team name and the edit link. **If the team drops out after 11:59 on May 4<sup>th</sup>, the team cannot re-enter the competition, and no refund will be issued for the team, even if you have not received your invoice yet.**

## Payment

Please refer to the [Supervisor Information Package](#) for payment details.