ACTIVE Network Camp & Class Manager

Welcome to MATE ROV Competition's new registration platform on the ACTIVE Network called Camp & Class Manager. Upon registering, you will be prompted to create a new account, or you may login with your existing ACTIVE account credentials (linked to your email address). Note that MATE ROV Competition administrators cannot reset passwords for your ACTIVE Network account. If you need help resetting your account, please <u>contact ACTIVE Network</u>.

Registration Tutorial

The new Camp & Class Manager platform provides a <u>landing page</u> for the entire MATE ROV Competition season. Participants can view and select from all available events on this landing page, including online courses like the Fluid Power Quiz, or in person regional events and World Championship competitions. You can filter these session options based on your preferences such as event type, session mode, and location as well as through the session list or calendar views.

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Event Registration

MATE ROV Competition events will be added to our ACTIVE Network season for team and participant registration as they are announced. These events will be found on this <u>season's</u> <u>ACTIVE landing page</u> and will also be linked directly to each MATE regional event webpage. See the example below for the <u>California - Monterey Bay Regional</u>. The event details shown here will be updated as the regional competition and registration links are announced.



All competition event sites are listed and linked here on the <u>Regional Competition Network</u> webpage as shown below.

MATE ROV COMPETITION	Q Don	ate Compete World Chan	npionship	Regionals esources About Support Alumni
Regional	Venue Location	Host Organization	Date	Regional Competition Network
World Championship Qualifier Register Here » (Deadline May 15th)	Kingsport, Tennessee	Kingsport Aquatic Center		Registration Resources
Fluid Power Quiz now - April 26, 2023				Regional Coordinators Portal
Alabama - Northern Gulf Coast Register Here »	Dauphin Island, Alabama	Dauphin Island Sea Lab	TBD	SCOUT/NAVIGATOR/RANGER
American Samoa Register Here »	Pago Pago, American Samoa	American Samoa Department of Education	TBD	SCOUT/NAVIGATOR/RANGER
Arizona Register Here »	Tucson, Arizona	University of Arizona Campus Recreation Center	TBD	SCOUT
ASEAN - Indonesia Register Here »	Surabaya-Jawa Timur, Indonesia	Sekolah Robot Indonesia	TBD	SCOUT/RANGER/EXPLORER
Bermuda	St. George's, Bermuda	Bermuda Institute of	TBD	SCOUT/NAVIGATOR/RANGER

We've also added an <u>events calendar</u> to our website for quick reference to MATE ROV Competitions and workshops worldwide. This calendar will be updated as events are announced throughout the year.

Tuition Types

Note that each MATE ROV Competition event will offer three tuition types for participants to register, including (1) **Coach / Team Registration**, (2) **Student & Mentor Registration**, and (3) **Volunteer Registration**.

The lead Mentor or Coach will register to create the team along with themselves under the Coach / Team Registration tuition, paying the fee to begin the process. Once the team has been created, then all other team members may *join for free* as students or mentors.

Other MATE events listed include online sessions like the **Fluid Power Quiz** with a \$25 flat fee tuition rate which may be added to an individual's registry for team completion, as needed.

Competition Classes

Note that the competition classes offered, and fees charged at MATE ROV Competition regional events may vary. Check the regional network webpages for frequently asked questions and details such as available competition classes and registration fees.

U.S.-based regional competitions may offer three class types for teams to register, including (1) **SCOUT**, (2) **NAVIGATOR**, and (3) **RANGER**. International-based competitions may offer higher classes for World Championship qualifying teams, as approved.

The MATE ROV Competition World Championship offers these three class types for teams to register, including (1) **RANGER**, (2) **PIONEER**, and (3) **EXPLORER**. Only <u>pre-qualified</u> RANGER teams and those advancing from regional events will be invited to register and compete in the World Championship event.

. Team Registration (Coach / Mentor)

Team registration begins with the Team Coach (lead Mentor) creating the team's name, password to join, and paying the fee for group participation. This is accomplished by clicking on the event registration link and selecting the <u>Coach / Mentor tuition type</u> for your class of competition.

See example below for EXPLORER class (Coach / Mentor) registration selection.

FILTER BY	Reset	SESSION LIST CALENDAR		몇 YOUR SHOPPING CART
EVENT	~		Clear filters	
Online Quiz		2024 MATE ROV Competition World Championship		2024 MATE ROV Delete Competition World
SESSION MODE	~	View more details ③ 06/20/2024 - 06/22/2024 TU - SA, 8:00 AM - 5:00 PM		Championship 06/20/2024 - 06/22/2024
LOCATION	~	Kingsport Aquatic Center		EXPLORER (Coach / Mentor) registration
		 EXPLORER (Coach / Mentor) registration 	\$450.00	Quantity 1 v
				SECURE ONLINE REGISTRATION

Add the tuition selection to your cart and continue to process the registration transaction. As noted at the beginning of this tutorial, you may need to create a new registration account for ACTIVE Network Camp & Class Manager.

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STEP 1:

Create the registry by adding the primary email address to manage this account. If you need help resetting your account, please <u>contact ACTIVE Network</u>.

Registration Information

COMPLETE THE FOLLOWING INFORMATION TO REGISTER

1 ENTER YOUR EMAIL ADDRESS								
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	Next							

Click Next to login and proceed to Participant options.



2 PARTICIP	ANTS &	ορτις	ONS		Add sessio	
2024 MATE ROV Co 06/20/2024 - 06/22/202: Kingsport Aquatic Cent EXPLORER (Coach / Mentor) registration	4 er	/orld Cha \$450.00	ampionship		Remo	
Who is attending?						
* Participant	Test		Example			
* Date of birth	12/16/1981	Why do	we ask this?			
* Who are you registering?	• Yourself	🔵 A di	fferent adult			
Group registration Registration for this session						
	 Join an ex Croate au 					
* Group name	Create a new group Group name Test Example ROV Team					
Group password optionalpassword						

Specify the person you are registering from the drop down under **Who is attending** (select yourself from drop down if logged into an existing account), or Add new participant name, date of birth, and relation to yourself.

 Note that adults 18+ must register themselves to approve participation waivers.

The next step is to create a new group / team for your team members to join. To do this, select the <u>Create a New Group</u> option under the **Group registration** field, then enter your *Team Name*, and *optional password (suggested)*. Be sure to share the team's name and password with additional mentors and student members to join.

 It may take a few hours after registering for your team's name to be listed for members to join. Contact <u>registrar@marinetech.org</u> for help if team name is still unavailable after a few hours.

Session options	Qty.	Price
MTS Membership (Adult Mentor or MATE Volunteer) MATE + MTS = Amazing Things! Join us for valuable benefits that	1	\$95.00
View Mor o		
🗹 MTS Membership (Team Coach)	1	\$0.00
Included in the Team Coach paid registration is a one-year individual membership to the Marine Technology Society. Your membership comes with valuable benefits that can help you grow professionally, stay informed, and grow your network.		
View Less		
		DNTINUE

Note that the Team Coach paying the team registration fee is invited to join the Marine Technology Society with a **complimentary membership** for the first year.

Add this FREE membership option to your cart and select Continue to proceed with registration.

See below for information on MTS membership benefits.



Complete the registration questionnaire. After completing all fields, review the waivers and agreements, and sign to process your registration. Complete the credit card transaction to pay for your team registry, adding any discount codes if available.

ACTIVE Network will automatically email a receipt for this transaction followed by a confirmation email from MATE ROV Competition. It is important that participants receive these email communications from MATE so please <u>do not unsubscribe</u> from this ACTIVE registration system as it is the primary method of communication to registered teams.

Team Coaches / Mentors - share the team's name and optional password along with the event registration link with student team members and adult mentors to join. Note that all team members (coaches, mentors, students) must register and approve the waivers to participate. Students under 18 must be registered by an adult guardian or parent who can approve the participation waivers.

Student Registration

Once the Team Coach has registered a team to participate in the MATE ROV Competition, students will be able to join that team. There is no cost to register a student; only the Team Coach / Mentor will pay for registration fees. Locate the event site from our <u>regional network</u> webpage or through the ACTIVE Network landing page. Select the Student & Mentor event and the tuition-type under your competition class. See example below for <u>EXPLORER class</u> (Student / Parent) registration.

FILTER BY	Reset	SESSION LIST CALENDAR		文 YOUR SHOPPING CART
VENT	^		Clear filters	
Online Quiz		2024 MATE ROV Competition World Championship		2024 MATE ROV Delete Competition World
ESSION MODE	~	View more details O 06/20/2024 - 06/22/2024 TU - SA, 8:00 AM - 5:00	PM	Championship 06/20/2024 - 06/22/2024
OCATION	~	Kingsport Aquatic Center		EXPLORER (Student / Parent) registration
				Quantity 1 v
		EXPLORER (Additional Mentors) registration	\$0.00	CONTINUE
		 EXPLORER (Student / Parent) registration 	\$0.00	SECURE ONLINE REGISTRATION
		PIONEER (Additional Mentors) registration	\$0.00	
		PIONEER (Student / Parent) registration	\$0.00	
		CI	ADD TO CART	

Add the tuition selection to your cart and continue to process your registration.

As noted at the beginning of this tutorial, you may need to create a new account for ACTIVE Network Camp & Class Manager.



Registration Information

COMPLETE THE FOLLOWING INFORMATION TO REGISTER

1 ENTER YOUR EMAIL ADDRESS							
0	Email address *						
	Next						

Create the registry by adding the primary email address to manage this account (participant's or parent's). If you need help resetting your account, please <u>contact ACTIVE Network</u>.

STEP 2:

06/20/2024 - 06/22/202	(Student / \$0.00 Parent)						
Who is attending?]						
* Person	Test Example	~	Edit				
* Participant	Test		Example				
* Date of birth	12/16/1981	Why do	o we ask this?				
* Who are you registering?	• Yourself	A di	fferent adult				
Group registration Registration for this session	Join an ex Create a	xisting gro					
			GATIAN				
Group name				× Q			
Test Example Team			lill Zanda				

Specify the person you are registering under **Who is attending** (select person from drop down if logged in to an existing account) or add the participant's name, date of birth, and relation to yourself.

 Note that adults 18+ must register themselves to approve participation waivers.

The next step is to join a group / Team that the Coach has created. Select the Join an existing group option under the **Group registration** field.

Select your *Team Name* from the dropdown list and enter the *optional password,* if set by the Coach / Mentor.

See the Test Example Team name selected above in orange.

Students - Contact your Team Coach / Mentor if you cannot locate the registered team name under Join an existing group.

STEP 3:

Complete the registration questionnaire for the student participant followed by a parent questionnaire (if the student is under 18 years of age). Participation waivers and agreements will then need to be reviewed and approved by the student and/or parent to complete the registration process.

ACTIVE Network will automatically email a receipt for this free transaction followed by a confirmation email from MATE ROV Competition. It is important that participants receive these email communications from MATE so please <u>do not unsubscribe</u> from this ACTIVE registration system as it is the primary method of communication to registered teams.

Additional Mentor Registration

Once the Team Coach / Lead Mentor has registered a team to participate in the MATE ROV Competition, additional adult mentors will be able to join that team. There is no cost to register additional adult mentors, only the Team Coach / Lead Mentor will pay registration fees.

Locate the event registration link on our <u>regional network webpage</u> or ACTIVE Network landing page. Select the Student & Mentor event and tuition for <u>Additional Mentor</u> under your competition class. See example below for <u>EXPLORER class (Additional Mentor) registration</u>.

FILTER BY	Reset	SESSION LIST CALENDAR	몇 YOUR SHOPPING CART
EVENT	^	Clea	ar filters 2024 MATE ROV Delete
Online Quiz		2024 MATE ROV Competition World Championship	Competition World Championship 06/20/2024 - 06/22/2024
SESSION MODE	~	View more details	EXPLORER (Additional Mentors) registration
LOCATION	~	 06/20/2024 - 06/22/2024 TU - SA, 8:00 AM - 5:00 PM Kingsport Aquatic Center 	Quantity 1 V
		EXPLORER (Additional Mentors) registration	60.00 ecure online registration
		Clea 🛛 🙀 ADD TO	CART

Add the tuition selection to your cart and continue to process your registration.

As noted at the beginning of this tutorial, you may need to create a new account for ACTIVE Network Camp & Class Manager.

STEP 1:

Registration Information

COMPLETE THE FOLLOWING INFORMATION TO REGISTER

1 ENTER YOUR EMAIL ADDRESS								
⊘	Email address *							
	Next							

Create the registry by adding the primary email address to manage this account. If you need help resetting your account, please <u>contact ACTIVE Network</u>.

STEP 2:

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(Student / Parent) registration	\$0.00		
Who is attending?			
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* Participant	Test	ample	
[•] Date of birth	12/16/1981 Why do we	ask this?	
' Who are you registering?	• Yourself • A differen	nt adult	
Group registration Registration for this sess	ion requires joining a group		
	 Join an existing group 		
GROUP	Create a new group	CAPTAIN	
Group name			8 <mark>Q</mark>
Jill		Jill Zande	
Test Example Team			

Specify the person you are registering under **Who is attending** (select person from drop down if logged in to an existing account) or add the new participant's name, date of birth, and relation to yourself.

 Note that adults 18+ must register themselves to approve participation waivers.

The next step is to join a group / team that the Coach has created. Select the <u>Join an</u> <u>existing group</u> option under the **Group registration** field.

Select the *Team Name* from the dropdown list and enter the *optional password* if set by the Coach. See the *Test Example Team* name selected here in orange.

Mentors - Contact the Team Coach if you cannot locate the registered team name from the Join an existing group selection.



Note that Adult Mentors are invited to join the Marine Technology Society in membership for an annual fee of \$95 and can add this selection to the cart. <u>See</u> <u>below for information on MTS</u> <u>membership benefits.</u>

Continue to the registration questionnaire.

3 REGISTRATION FORMS

STEP 3:

Complete a series of registration fields and past participation questions about the MATE ROV Competition. Waivers and agreements must then be reviewed and approved to complete the registration process.

ACTIVE Network will automatically email a receipt for this free transaction followed by a confirmation email from MATE ROV Competition. It is important that participants receive these email communications from MATE so please <u>do not unsubscribe</u> from this ACTIVE registration system as it is the primary method of communication to registered teams.

MTS Membership (session options)

Select the complimentary Team Coach / Mentor membership (one per registered team) or select to purchase an individual membership (Additional Mentors / Volunteers) and join the <u>Marine Technology Society (MTS)</u> to stay informed throughout the year! MTS <u>membership</u> comes with many benefits:

- Access to the peer-reviewed scientific <u>MTS Journal</u> and Currents newsletter
- Ability to join MTS's regional <u>Sections</u> and topic-driven <u>Technical Committees</u>
- Discounts on marine technology workshops and conferences
- A recorded webinar library on a variety of marine technology topics
- Access to the members-only directory and online forum
- Eligibility for professional recognition through the <u>MTS Awards Program</u>
- Career support and industry job alerts

Discounted memberships are available for students (full-time community college, undergraduate, and graduate students), early career professionals, and retired professionals. To explore these options, please visit <u>here</u> or reach out to <u>membership@mtsociety.org</u>.

Contact us!

For additional information or support with your MATE ROV Competition registration, please contact Jody Patterson, Network Development Director & Registrar: <u>registrar@marinetech.org</u>