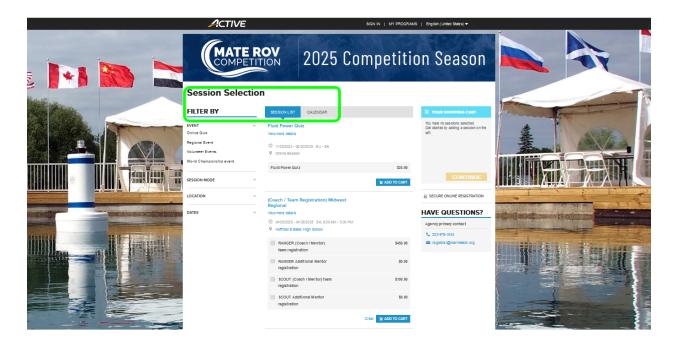
ACTIVE Network Camp & Class Manager

MATE ROV Competition's registration platform is 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 contact ACTIVE Network.

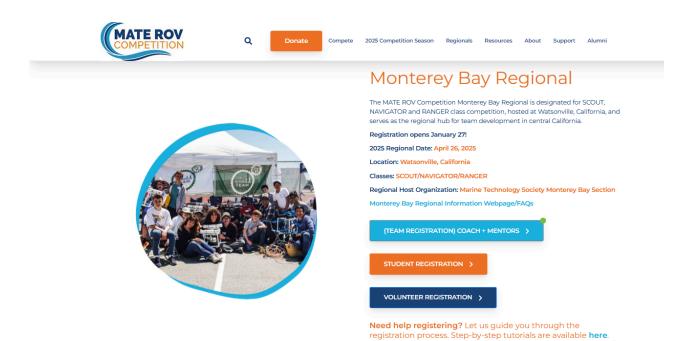
Registration Tutorial

The Camp & Class Manager platform provides a landing page for the 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 qualifiers 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.

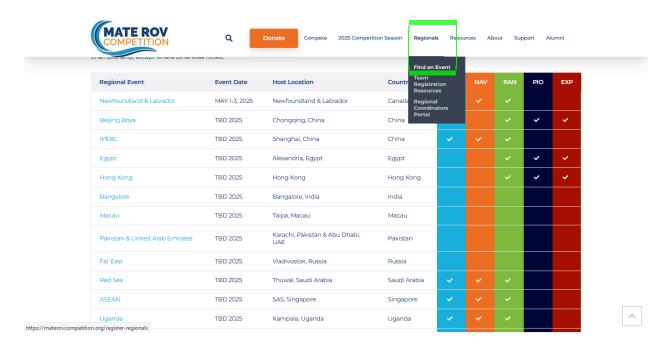


Event Registration

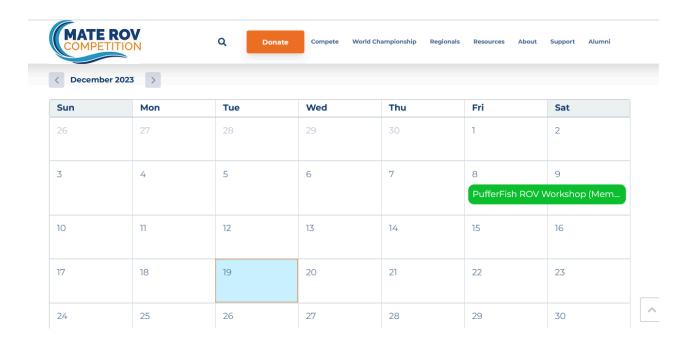
MATE ROV Competition events will be added to our ACTIVE Network season for team and participant registration as events are announced. These events will be linked directly to each MATE regional event webpage and will be found on this season's ACTIVE landing page. See the example below for the <u>California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

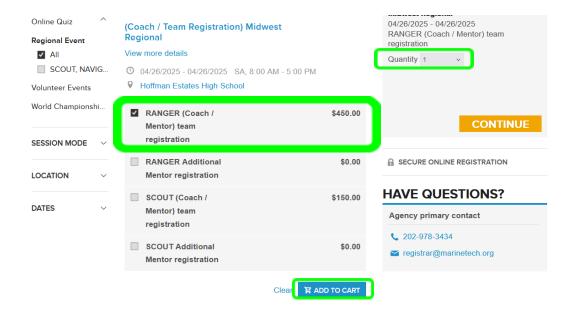


We've also added an <u>events calendar</u> to our website for quick reference to MATE ROV Competitions and workshops worldwide. This calendar will be updated as events are announced throughout the year.



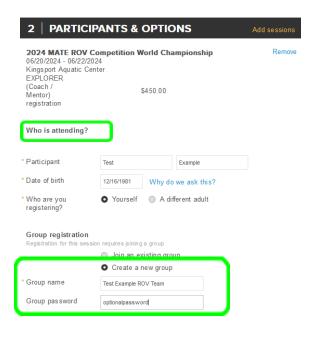
Team Registration (Coach Tuition)

Team registration begins with the Team Coach or lead mentor paying the fee for team participation. This is accomplished by clicking on the event registration link and selecting the tuition type for your class of competition. See example below for <u>RANGER (Coach / Mentor)</u> team registration selection.



Add the tuition selection to your cart **and the number of teams** you are registering in this competition class. You may register more than one team in different classes. 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. Create the registry by adding the primary email address to manage this account. If you need help resetting your account, please contact



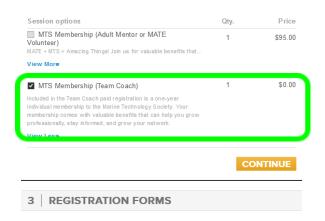
ACTIVE Network.

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 participant name, date of birth, and relation to yourself.

 You will need to complete this step for each team that you are registering.

The next step is to create a new group, or 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*. Be sure to share the team name and password with team mentors and student members to join.

 You will need to complete this step for each team that you are registering.



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. You will then be asked to complete the credit card transaction to pay for your team registry.

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 - share the team 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 in order to participate.

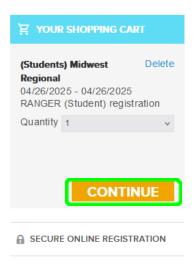
Students under 18 must have participation waivers approved by an adult guardian or parent. Team Coaches and/or Mentors may register student team members on their account as approved by a parent. Adults over 18 (students and mentors) must register themselves to approve their own participation waivers.

Note that you will not be able to see registered team members unless you add them to your ACTIVE account - however, if you do so you will receive all email correspondence for them. Team Coaches may instead request a periodic team roster report from the event Competition Coordinator to manage registered members.

Student Registration

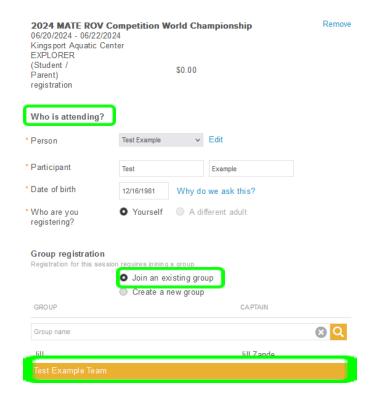
Once the Team Coach has registered a team to participate in the MATE ROV Competition, students will be able to join that team. There is no cost to register a student, only the Team Coach will pay for registration fees. Locate the event site from our <u>regionals webpage</u> or through the ACTIVE Network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

(Students) Midwest Regional View more details ① 04/26/2025 - 04/26/2025 SA, 8:00 AM - 5:00 PM ② Hoffman Estates High School ② RANGER (Student) \$0.00 registration ③ SCOUT (Student) \$0.00 registration



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 registration account for ACTIVE Network Camp & Class Manager. Create the registry by adding the primary email address to manage this account. This email address will receive registration receipts along with confirmation emails from MATE. If you need help resetting your account login, please contact ACTIVE Network.



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

The next step is to join a group, or Team, that the Coach has already created. To do this, select the <u>Join an existing group</u> option under the **Group registration** field.

Select your *Team Name* from the drop down list, and enter the *optional* password if set by the Coach. See the

Test Example Team name selected here in orange.

Students - Do not create a new group as it will be deleted. Contact your Team Coach if you cannot locate the registered team name.

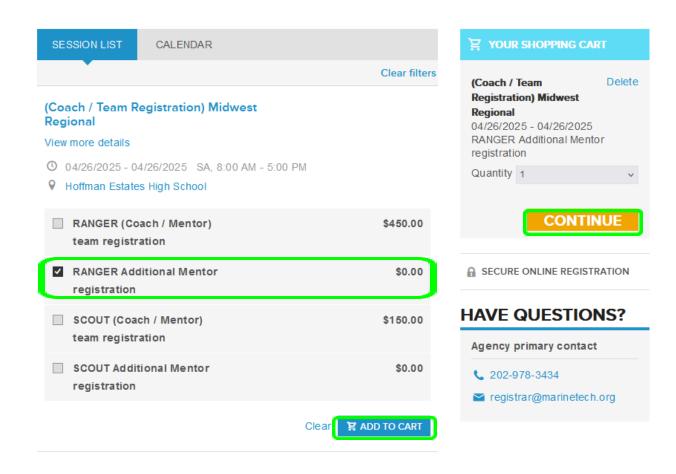
Complete the registration questionnaire for the student participant followed by a parent questionnaire (if the student is under 18 years of age). Participation waivers and agreements will then need to be reviewed and approved by the student and/or parent to complete the registration process.

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.

Mentor Registration

Additional adult team mentors will complete the same process to join a team, only the tuition selection will differ. Once the Team Coach 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 for registration fees.

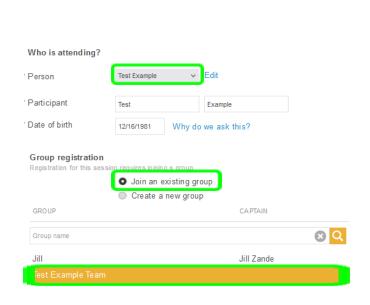
Locate the event registration link on our <u>regionals webpage</u> or ACTIVE Network landing page. Select the tuition for <u>Additional Mentor</u> under your competition class. See example below for EXPLORER class Additional Mentor registration.



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 registration account for ACTIVE Network Camp & Class Manager. Create the registry by adding the primary email address to manage this account.

If you need help resetting your account, please contact ACTIVE Network.



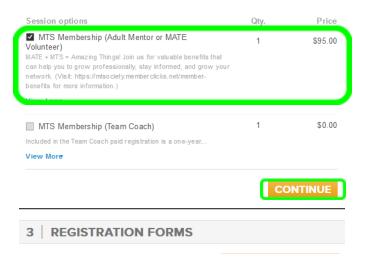
Specify the person you are registering under **Who is attending** (select person from drop down if logged in to an existing account) or add the participant's name, date of birth, and relation to yourself.

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

Then select the *Team Name* from the drop down list, and enter the *optional password* if set by the Coach.

See the *Test Example Team* name selected here in orange.

Mentors - Do not create a new group as it will be deleted. Contact the Team Coach if you cannot locate the registered team name.



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. See below for information on MTS membership benefits.

Continue on to the registration questionnaire.

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 membership (one per registered team) or select to purchase an individual membership (Adult Mentors and Volunteers) and join the Marine Technology Society (MTS) to stay informed throughout the year! MTS membership comes with many benefits:

- Access to the peer-reviewed scientific MTS Journal 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 MTS Awards Program
- Career support and industry job alerts

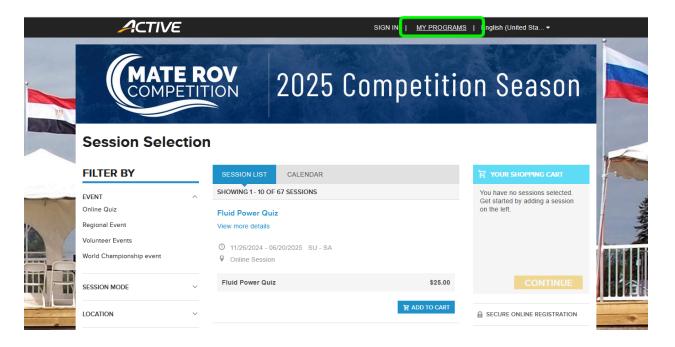
Discounted memberships are available for students, early career professionals, and retired professionals. To explore these options, please visit here or reach out to membership@mtsociety.org.

MATE Participation Waivers & Supplemental Waivers

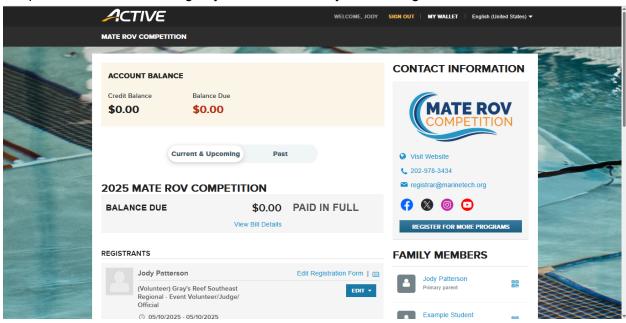
Participation in MATE-branded events requires approval of liability waivers, youth protection policies, and a media release along with an ACTIVE Network user account agreement. These waivers are built into the registration process and provide you with access to the complete terms and agreements of each form along with a check box for confirmation. These legal documents must be completed by an adult 18+ years of age.

MATE's regional competition host partners and sponsors may also have waivers and agreements that they request or require for participation in the event. These are Supplemental Form Waivers added to the event registry. Registrants will be prompted via email to complete these supplemental waivers. They are not made available until your registration is processed.

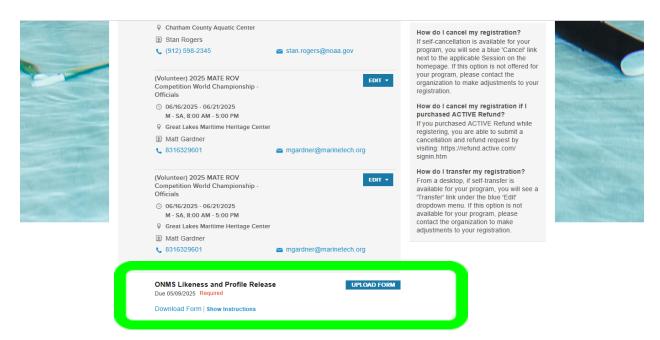
To access supplemental waivers, login to your ACTIVE account and select My Programs.



Once viewing My Programs, you will see a list of the sessions that you have registered for this competition season, including any other individuals you have registered.



If you are assigned supplemental waivers, these forms will be linked at the bottom of this page. See example below:



Most supplemental forms will require a check box to approve the form waiver, or provide a Yes or No affirmation of your approval. This event requires you to download and complete the form, and then upload the completed form for the regional host. Supplemental forms are required to be completed prior to your participation in MATE events so please take care to complete these legal documents when prompted to do so.

Contact MATE

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