



BEST National Registry User's Guide

September 2019

The following guide will give a brief overview of the BEST Robotics National Registry system and how you can use it to further your robotics team. The registry is available at <http://registry.bestrobotics.org>.

- All participants must register in the BEST National Registry.
- Parent/Guardian should register their student(s). Teacher DO NOT register students.
- All participants must be registered before their hub Game Day.

Navigation Overview

The navigation menus are partitioned based on the audience.

Home Registration Participants Schools Hubs Login

Home – links back to the BRI Homepage

Registration – This page is for all participants/users and is the page used to create an account and register for the season. A new account is created when a user registers on this page.

Participants – This page is for all registered participants (guardian/students, mentors, volunteers).

Schools – This menu is for all registered teachers. Schools/teams are managed by registered teachers.

Hubs – This menu is for all registered Hub Administrators. To become a Hub Administrator, register as a “Hub Volunteer” and notify the registry@bestinc.org to request Hub Admin privileges.

Login – This is where to login if you have previously registered and have an existing account. Users can login to the system to view/add/modify various information.

Registration Process

1. Hub Admins should upload their current team list XLSX containing event dates, team numbers, school names, and UIL information (for TX/NM hubs). After the team list is uploaded, teachers can register and associate with one of the teams.
2. The team's Teacher must visit the SITE first and register as Teacher and complete the school profile.
 - a) A teacher must register first before the School will show up for others in the system
3. Next, Teachers should invite Parents/Guardians for participating students, School Mentors, and other teachers to register.
 - a) These individuals cannot register until the Teacher has registered and completed the school profile; the school/team will not show up under the selected Hub until the Teacher has registered and associated themselves with that school/team.
 - b) If a teacher is ALSO a parent of a student, they can send email to registry@bestinc.org (with the hub name) and request access as a parent/guardian using the same teacher account they already created; or they can create a separate account with a unique email address.
4. Additional teachers can register for the team. They will not be prompted to fill in the School Profile since it will already have been completed.
5. Mentors who register for a team will have the same viewing capabilities (roster, driver schedule, etc.) but without the full edit capabilities. If you are a mentor who needs additional control, have the teacher request it through an email to registry@bestinc.org (with the hub name and team #).
6. After Registration, any of these individuals can visit the SITE and use the appropriate menu item to view and manage aspects of your team. See the appropriate sections below for details on the management capabilities. Only the individuals registered will be shown so you can quickly determine who has/has not completed registration.

Teacher Registration

- a) Visit the SITE at <http://registry.bestrobotics.org> and register as a Teacher.

This is the default registration page when you visit <http://registry.bestrobotics.org>. It is also the registration page you see when clicking the “Registration” menu item. The first part of the form is for creating your account.

- b) Complete the First Name, Last Name, Email Address, Password fields.

Your Account Profile

First Name	john
This should not be your student's name. Accounts should only be created by adults.	
Last Name	smith
Email Address	jsmith@gmail.com
Password	*****
Password must be longer than 8 characters and contain at least one upper, one lower and one numeric character.	
Confirm Password	*****
<input type="button" value="Continue With Registration"/>	

- c) Click on “Continue Registration”

What hub are you participating in?	▼	Required.
I am registering as	▼	Required.
<input type="button" value="Submit"/>		

- d) Pick your local hub

- e) Choose “I am registering as” **Teacher**

What hub are you participating in?	▼	Required.
I am registering as	▼	Required.
<input type="button" value="Submit"/>		
<div> Guardian/Student Teacher School Mentor Hub Volunteer Hub Leadership </div>		

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- f) Complete the Teacher Profile by selecting your assigned Team Number from the dropdown list.
g) Choose your gender
h) The School field will be automatically populated.

Teacher Profile

Team Number	#476 Bogus High School	▼
Gender		▼ Required.
School	Bogus High School (TestCity, AL)	▼

- i) If you are the first teacher from your school to register, you will be asked to complete the School Profile.

School Profile

Name		Required.
NCES School ID		Required. 12 digits required.
Address	Street Address	
	City	State Zip
Describe School Location		▼ Required.
Type Of School		▼ Required.
Grade Levels		▼ Required.
Total Student Population		▼ Required.

- j) Accept the two acknowledgements.
k) Click Submit
7. You just completed registration as teacher.
8. You can now manage your school profile information and manage your team through the **Schools** Menu item. See the [Schools Menu](#) section below for more details.

Guardian/Student Registration

A parent or guardian (NOT the teacher) should visit the SITE and register as Guardian/Student

1. Complete the First Name, Last Name, Email Address, Password fields.

Your Account Profile

First Name	john
This should not be your student's name. Accounts should only be created by adults.	
Last Name	smith
Email Address	jsmith@gmail.com
Password	*****
Password must be longer than 8 characters and contain at least one upper, one lower and one numeric character.	
Confirm Password	*****
<input type="button" value="Continue With Registration"/>	

2. Click on "Continue Registration"

What hub are you participating in?		Required.
I am registering as		Required.
<input type="button" value="Submit"/>		

3. Pick your local hub
4. Choose "I am registering as" **Guardian/Student**

What hub are you participating in?	Barrack BEST (Bryn Mawr PA)	▼
I am registering as	Guardian/Student	▼

5. Click the "Add A New Student" button
6. Complete the Student profile (First Last Name, School, and other fields). **Be sure to pick the correct school for your student.** If you need to start over, click "Remove Student".

7. If you need to add additional students, click “Add A New Student” button again (under the Student Profiles header) and complete step v.

Student Profiles

Add A New Student

First & Last Name	Student	Name
Your School/Team	[#0001] School #0001-00xx	
Did he/she participate in BEST Robotics previously?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Current Grade Level	7TH	
Gender	Male	
Age	10	
Race	Pacific Islander	
Does the student qualify for free or reduced lunches?	No	
Remove Student		

8. Accept the two Acknowledgements
9. Click “Submit”
10. You just completed registration of your students.
11. You can now manage their profile information and demographics through the **Participants** Menu item. See the [Participants Menu](#) section below for more details.

School Mentor Registration

A mentor can register to assist a team. They should visit the SITE and register as School Mentor.

1. Complete the First Name, Last Name, Email Address, Password fields
2. Pick your local hub
3. Choose "I am registering as" School Mentor

What hub are you participating in?	Barrack BEST (Bryn Mawr PA)	▼
I am registering as	School Mentor	▼

4. Complete the School Mentor profile (Gender and other fields). **Be sure to pick the correct school.** Company is optional.

Team Mentor Profile

Gender	Male	▼
What school/team do you mentor?	[#0001] School #0001-00xx	▼
What company do you work for?	Robotics Staffing Inc	

5. Accept the two Acknowledgements
6. Click Submit

Participants Menu – Parents/Guardians/Students

You can view your registered information by visiting the SITE and clicking **Participants** on the main menu. You can also ADD A STUDENT by clicking the button near the top of the page.

1. You will be prompted to login. Use your email and password you used when you initially registered.
2. A table will show the current students that were registered under this account.

Your Students & Their Schools

		STUDENT	SCHOOL NAME	TEAM NAME
Edit	Demographics	Micheal	School #0001-00xx	#0001 Bobcats44
Edit	Demographics	Kaley	School #0001-00xx	#0001 Bobcats44

You can also edit their information.

1. Click Edit.
2. Make any changes.
3. Click Save Changes.

Student Profile

First & Last Name	Micheal	C
School Name	[#0001] School #0001-00xx	
Gender	Male	
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>		

Providing demographic information for Students:

Each parent/guardian in conjunction with their student(s) should complete a short demographics profile. This helps to make BEST the best. You can modify these answers up to a few days before game day.

1. Click **Demographics** next to the Students name in the list.

- Select appropriate data for each of the fields. Some questions like “I participated in” allow for multiple items to be selected.

Demographics

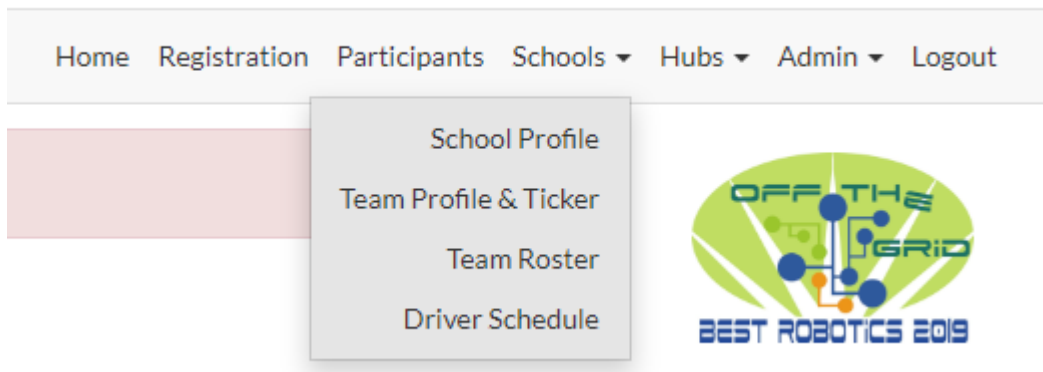
Grade Level	8TH	▼
Age	15	
Race	White	▼
Does the student qualify for free or reduced lunches?	No	▼
Did he/she participate in BEST Robotics previously?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
I participated in:	<input type="checkbox"/> Robot design and construction <input type="checkbox"/> Marketing presentation development/execution <input type="checkbox"/> Team exhibit design, construction, interviews <input type="checkbox"/> Spirit/sportsmanship planning <input type="checkbox"/> Community awareness activities <input checked="" type="checkbox"/> Engineering notebook development Current value of bitmask: 32	
I intend to:	<input checked="" type="checkbox"/> Pursue higher education (technical school, college, university, etc.) <input type="checkbox"/> Take STEM courses in higher education <input type="checkbox"/> Pursue a STEM degree in high education <input type="checkbox"/> Pursue a career in engineering, science, technology or mathematics fields Current value of bitmask: 1	
Participation in BEST Robotics has influenced my decisions:	<input checked="" type="checkbox"/> Positively <input type="checkbox"/> Negatively <input type="checkbox"/> No Change Current value of bitmask: 1	
What software did you use during BEST Robotics?	<input checked="" type="checkbox"/> MathWorks Simulink <input type="checkbox"/> easyC <input type="checkbox"/> RobotC <input type="checkbox"/> SolidWorks <input type="checkbox"/> Mathematica <input type="checkbox"/> HSM Works <input type="checkbox"/> Solidwize (SolidWorks Training) <input type="checkbox"/> Siemens SolidEdge <input checked="" type="checkbox"/> AutoDesk Current value of bitmask: 257	

- Click Save Changes.

Schools Menu – Teachers

Visit the SITE and click an option under the “Schools” menu. You will be prompted to login. Use the same email address and password created during your registration/account creation.

Once you are logged in, you can view your school information, make changes and edit your team profile, view your Team Roster and manipulate your Driver Roster/Schedule.



School Profile

You can edit your school profile here in case there is an error in the data. Please always communicate with your local hub concerning any changes on this page.

1. Click School Profile
2. Edit any available field
3. Click Save

School Profile

Name	School #0001-00xx		
NCES Number	100		
Address	100 Books Way		
	Birmingham	AL	35244
Describe School Location	Suburban		
Type Of School	Public		
Grade Levels	High		
Total Student Population	800-1199		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Team Profile & Ticker

This page provides three sections of information: team information, school mentors and tickers.

- (1) Team Information. The only editable field is Team Name. In some cases, a team may use a different name than their school. You can change this field and click Save.

Team Information for School #0001-00xx

Team Name	Bobcats44
Team Number	#0001
Hub	Barrack BEST
Primary Teacher	Account, Teacher
Save Change	

- (2) School Mentors. This is a view only of school mentors. More to come.

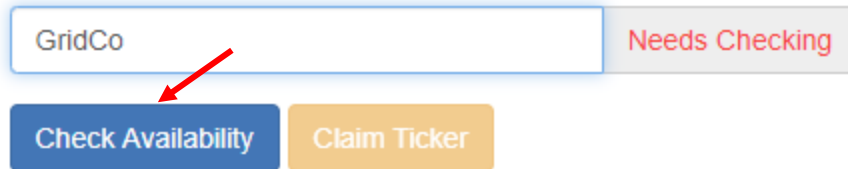
Team Mentors

MENTOR	EMAIL
Account, Mentor	mentor@bestinc.org

- (3) Team Ticker – This year every team will have a unique 6-digit identifier. In order to ensure they are unique across BEST, you must provide it here.
 - a. Type a code up to 6-digits in the Team Ticker field.
 - b. Click on **Check Availability**, the system will check that the code is unique and Available.
 - i. If the code is unique the system will indicate “Available” and the claim button will enable.
 - ii. If the code is not unique, the system will indicate “Taken”. You cannot claim it. Try another.
 - c. If you can claim it, click Claim (and the Ticker is yours). The label will indicate “You Own” after refreshing the screen.

Team Ticker

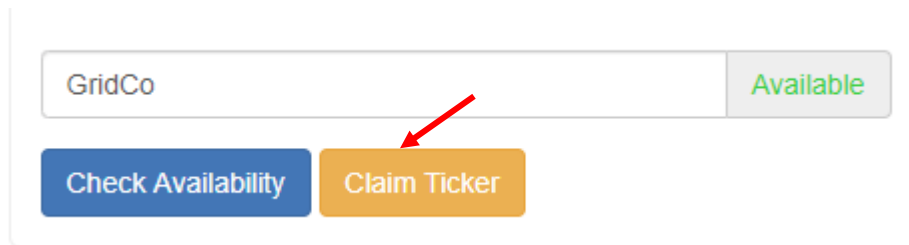
Your ticker is a unique identifier for your team which can be used across social media and Game Day apps. Choose a ticker that you can use to promote and share with your team with others. Tickers can be kept by a team between seasons or changed as they choose.



GridCo Needs Checking

Check Availability Claim Ticker

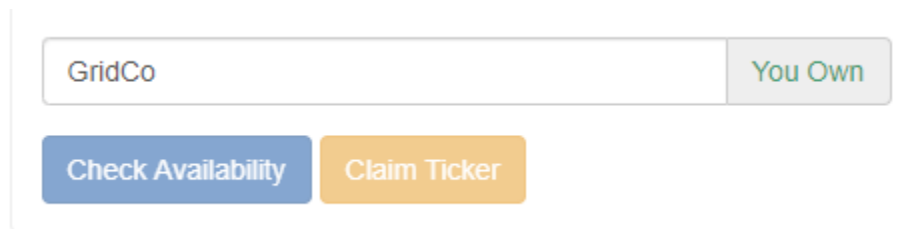
Example: Code is unique



GridCo Available

Check Availability Claim Ticker

Refresh the page; the system indicates that you are the owner



GridCo You Own

Check Availability Claim Ticker

Team Roster

This page provides a roster of all students currently registered for your team.

Click the checkbox for each student that will be present on Game Day. This is for insurance purposes and is used to determine students eligible for the Driver's List per the BEST Competition Rules.

Driver Schedule

This page allows you to build your Driver's Schedule for Game Day. You must have this complete BEFORE Robot Compliance Check. Check with your local hub regarding exactly when this information is due.

Drag the eligible students from the left side of the screen and place them in order on the right side of the screen to build the Driver Schedule. Driver order will be top to bottom.

Frequently Asked Questions

Teacher Registration & School Profiles:

I am registering as a teacher and I do not see my school in the pulldown menu?

- You have selected the wrong hub, or
- Your hub has not uploaded their school list with assigned team numbers yet, or
- You are not on the hub's participating school list (check with the hub)

I registered as a teacher but I'm unable to add/register any students.

- Teachers CANNOT register students (the system won't allow it)
- IF you are a teacher that has son(s)/daughter(s) that are participating students, you may:
 - Use an alternate email (e.g., personal vs. school) to register your students, or
 - Request Parent access via the same teacher account by emailing registry@bestinc.org with hub name, team number and your email address. This authority is subject to verification by the hub.

Our team is led by a mentor, what do we do?

- The mentor should register as a teacher and complete the school profile.

Our school doesn't seem to have an NCES School ID.

- NCES ID is applicable for Public Schools only; we have added a link to the form for the lookup. If there is no NCES School ID or you are a private, charter or homeschool, leave this field blank.

Our team is a combined Middle School/High School from a small district, which NCES School ID do we use?

- We suggest using the High School NCES ID

Guardian/Student Registration:

I'm a parent who registered as a Team Mentor and now I am unable to register my child as a participant.

- If you are a participant (parent, mentor, hub volunteer) who also needs to register your child as a participant, you should ALWAYS register the student first using the Guardian/Student option. Following this, send email to registry@bestinc.org and request to gain access using the same account in another scope. We will be happy to oblige.

I am registering as a Guardian but it is requesting that I register a student as well.

- Parents/Guardians registering their students as Guardian/Student are required to register at least one (1) student. They cannot create an account without at least 1 student.

My school does not show up in the pulldown menu list for my Hub.

- When registering as Guardian/Student or Team Mentor, if their School does not show up in the Team#/School pull-down menu, this means that the Teacher has not yet registered and no school profile exists. The teacher must always register first and complete the school profile before other users can register.

We have no internet access at our home.

- Option 1 – Find a 3rd party and give permission for them to act as guardian and register your child.
- Option 2 – Contact your hub and request a paper registration (or by email); Hub administrators will add the student registration information into the system.