

Tournament of Technology

Creating and Editing Teams using TOT Application Tool



Registration Rules

Registration Rules

Last day to register teams or make team changes 3/2/2018

Team Name

- Team Names are 10 letters max.
- Characters such as &%\$#!@, etc are not allowed.
- **DO NOT** include School # in Team Names.

Events

- Schools can register up to 5 different teams per Event.
- Each team can only be registered in 4 events max to prevent scheduling conflicts.

Students

- Each team can only have up to 4 students max.
- A student can only be registered in 3 different teams max to prevent scheduling conflicts.
- **Warning:** Students in more than 4 events may have scheduling conflicts.

Last day to change T-Shirt sizes 2/13/2018

Team Registration

Step 1: Navigate to the following website: tot.fresnounified.org
Login with your FUSD Credentials.
Click "Teams" on the top navigation bar.

Step 2: Select "Register Team" at the top right corner of the page. This will redirect to a page that will ask for the Team Name, Events, and Students.

3D Bridge	Students	Events	Submissions
RylothTeam	0	2	1
TatooineTesting	0	1	0

Team Names

Step 3: When selecting a Team Name, please ensure you are using only 10 characters and no symbols/punctuation. Do not use your School # in the Team Name.

New Team

School Sequoia Middle

Team Name
Only 10 characters max. No symbols or punctuation

Events
Can only select 4 events max

Students [Add](#)

Team Events

Step 4: When selecting Events, only 4 events can be chosen per team. Click in the "Events" box to display all TOT Events. Select the event(s). To choose additional events, click back into the box. The text inside the parentheses next to the Event Name will indicate how many teams are registered for that particular event.

New Team

School Sequoia Middle

Team Name
Only 10 characters max. No symbols or punctuation

Events
Can only select 4 events max

- 3D Bridge (5 teams FULL)
- 3D Derby (5 teams FULL)
- 3D Useful Object (4 teams registered)**
- Advertisement (3 teams registered)
- Battle Bots HW (3 teams registered)
- Battle Bots LW (4 teams registered)
- Blockbuster (4 teams registered)

Students [Add](#)

Step 5: To delete an event, select the X to the left of the event.

New Team

School Sequoia Middle

Team Name
Only 10 characters max. No symbols or punctuation

Events
Can only select 4 events max

- X 3D Useful Object (4 teams registered)
- X Battle Bots HW (3 teams registered)
- X Blockbuster (4 teams registered)
- X Minecraft (0 teams registered)

Students [Add](#)

Adding Students

Step 6: To add students, click the "Add" button. To search for a student, enter the Student ID, First Name, or Last Name in the "Search Student" field.

Students [Add](#)

Step 7: After selecting a student, the application will prompt you to enter the student's t-shirt size. T-shirt sizes and changes can be made until the final deadline. Please review TOT Handbook for deadline dates.

garcia

- (596967) Jose Antonio Aguilar Garcia
- 688347) Maria Brisenno Garcia**
- (595641) Jonathan Garcia
- (605743) Cindy Lizette Garcia
- (610286) Alizea Monae Garcia
- (669782) Isaac Jesus Garcia
- (670473) Hannia Garcia
- (599198) Amelia Lynn Garcia
- (603512) Evelyn D Garcia
- (587863) Luis Jose Garcia

Step 8: Click "Add" to confirm. Repeat steps 6 & 7 to add additional students.

Name T-Shirt # Of teams

Briseno Garcia, Maria 0

Saving Teams (Final Step)

Teams / Registration

New Team

School: Compulech Middle

Team Name: TheBest

Events: 3D Bridge (2 teams registered), 3D Useful Object (0 teams registered)

Students: Aguilar, Joe

Submit

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Events

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- Each team can only be registered in 2 events max to prevent scheduling conflicts.

Students

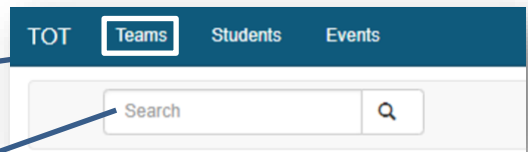
- Each team can only have up to 4 students max.
- A student can only be registered in 2 different teams max to prevent scheduling conflicts.
- Warning: Students in more than 4 events may have scheduling conflicts.

Last day to change T-Shirt sizes 2/13/2019

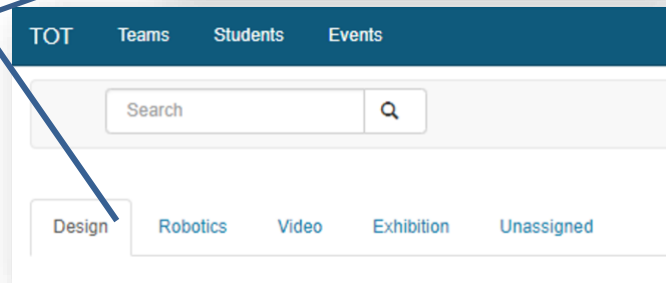
Step 9: Once the Team Name, Events, and Students have been added, be sure to click the “Submit” button at the bottom right of the screen to save all changes.

Team Editing

Step 1: On the Home Screen, select “Teams”.



Step 2: Search for a team by Event Category or by using the Search field.



Step 3: Select Team Details from the drop down menu to the far right of the Team Name to make edits.

Hello Anna! Log off

Register Team Export

Design	Robotics	Video	Exhibition	Unassigned
3D Bridge				
RylothTeam	0	2	0	
TatooineTesting	0	1	0	
3D Derby				

Team Details
Delete Team

Step 4:

- **Change a Team Name: Select “Edit” in the top right corner.**
- **Remove and/or Add an event: Under “Team Events”, click “Remove” or “Add.”**
- **Remove and/or Add a student: Under “Team Students”, click “Remove” or “Add.”**

Sequoia Middle (Division 1)

PinkPanda

Team Events: Battle Bots HW, Blockbuster, Minecraft

Team Students: Maria Briseno Garcia

Edit

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Students

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- A student can only be registered in 2 different teams max to prevent scheduling conflicts.
- Warning: Students in more than 4 events may have scheduling conflicts.

Edit Team Name

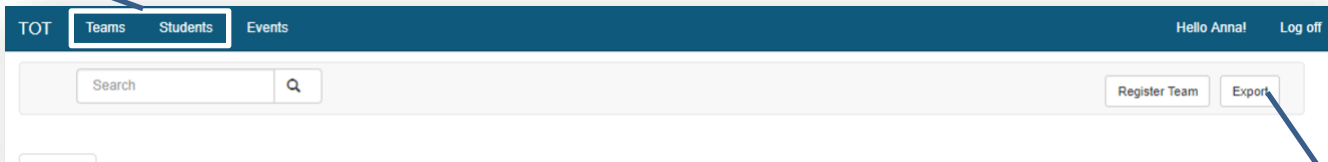
Name: PinkPanda

Cancel Save

In this example, the team is already registered for the max amount of events, so the “Add” button doesn’t appear. In a case like this, one event must be removed for a new event to be added.

Exporting Reports

Step 1: From the home screen, click on “Teams” or “Students” to export a report based on preference.



Step 2: Select “Export” to download a detailed Excel spreadsheet list by Team or Student.

NOTE:

Teams Window “Export”: Will render a report grouped by *Teams* and displays:

- Division
- School Name
- Team Name
- Team Members
- Team Events
- Team Submissions

Students Window “Export”: Will render a report by *Student* and displays:

- Division
- School Name
- Student Name
- Student T-Shirt Size
- Student Event(s)