



Ohio Invention Convention Inventor & Teammate Registration Instructions



Presented By **HONDA**

Thank you for allowing your inventor to participate in the Ohio Invention Convention & Entrepreneurship Competition! Please read the instructions below carefully before registering your inventor(s) and direct any questions to: info@inventionleague.org.

INTRODUCTION

- Registration will open March 10 and run until 11:59 p.m. on April 30, 2019. Registrations received after April 30, 2019 will be considered ineligible to compete. It is the responsibility of the parent/guardian to ensure their student's registration is complete by the April 30.
- Each inventor must have a completed registration record in the Innovation Invention League system to be eligible to participate in the Ohio Invention Convention on July 28, 2019. This includes both members of a team, as well as participating siblings.
- Once you have completed the minimum required save fields (Invention Name, Student Name, Parent Email Address), you will be able to complete the registration form in full or save the form and return to it later to complete the registration. Until the form is complete in full, you may receive an error message that it is not complete upon exiting/closing the form – this is normal and is an indication there is work left to be completed once you return to the registration later. Make sure to log back in and complete the work before the April 30 deadline.
- All registrations must be complete on or before April 30, 2019 to be considered eligible to participate in the 2019 Ohio Invention Convention & Entrepreneurship Competition.
- Parents/Teachers may sign up more than one inventor without creating additional system logons.

PRE-REGISTRATION STEP - CREATING AN INVENTION LEAGUE ACCOUNT

Before you can register an inventor(s), you need to create a system login for the Invention League website. If you have already created a login, skip below to “Registering Individual Inventors and Teams” :

- Visit: <http://www.inventionleague.org/shop/my-account/>.
- Under “Register” enter your email address and a password and click on “Register” (write this down and keep it somewhere safe). You are automatically logged in to the Invention League website and still sitting on the “My Accounts” page.
- Scroll down and follow the steps detailed under “Register Your Inventor.”

Pre-Registration Information INDIVIDUAL INVENTOR or the FIRST MEMBER OF A TEAM to register

The following information is necessary to complete a registration. Please note: The **highlighted fields** are the **minimum required fields** to be completed in order to save the registration form.

Invention Name	Name of District	Teammates Names
Inventor Name	Name of School	Teammates Parent/Guardian Email
Parent/Guardian Email	Teacher Name	Teammates Parent/Guardian Phone
Parent/Guardian Name	Teacher Email	Invention Category
Parent/Guardian Phone	Grade Level of Inventor	Problem Invention Solves
Demographic Info	Whether Individual or Team	Solution Created by Invention
T-shirt Size	Total Number on Team	Acceptance of Rules

Pre-Registration Information for the ADDITIONAL TEAMMATE to register (if applicable)

The following information is necessary to complete a registration. Please note: The **highlighted fields** are the **minimum required fields** to be completed in order to save the registration form.

Invention Name	T-shirt Size	Whether Individual or Team
Inventor Name	Name of District	Total Number on Team
Parent/Guardian Email	Name of School	Teammates Names
Parent/Guardian Name	Teacher Name	Acceptance of Rules
Parent/Guardian Phone	Teacher Email	
Demographic Info	Grade Level of Inventor	

REGISTERING INVENTORS:

Note: Parents and educators that wish to register more than one inventor or the additional teammate may use the same website account login and email address to register those additional inventors.

Registering Individual Inventors and the First Member of a Team:

- If your inventor created his/her invention without the assistance of a student teammate, use this link to register an individual inventor: <https://www.inventionleague.org/inventor-registration/>

Registering an Additional Teammate:

If the invention was created by a team of two student inventors, three things must happen:

- Parents of the **first teammate to register** must complete a registration form using this following link: <https://www.inventionleague.org/inventor-registration/>. In the process, they will complete information about their own student, school/teacher and the majority of the invention information.
- The parent completing this **first team registration** will receive an email that they **must forward to the other inventor's teammate's parents**, that explains how the teammate is to be registered.
- Parents of that 2nd teammate will be asked to use the following link to complete a teammate registration form: <https://www.inventionleague.org/teammate-registration/>.

EDITING A PARTIALLY COMPLETED REGISTRATION FORM

To edit or complete a partially complete registration, click on the appropriate link and use the credentials you established for the registration to log in:

- [Partially completed registration for an Individual Inventor or First Teammate to register](#)
- [Partially complete registration for a Second Teammate to register](#)

Remember you have only until April 30th to complete your online registration.

LOGGING OFF

To log off, select “My Account,” scroll down and select “Log Off.”

Questions? Write to: info@inventionleague.org.