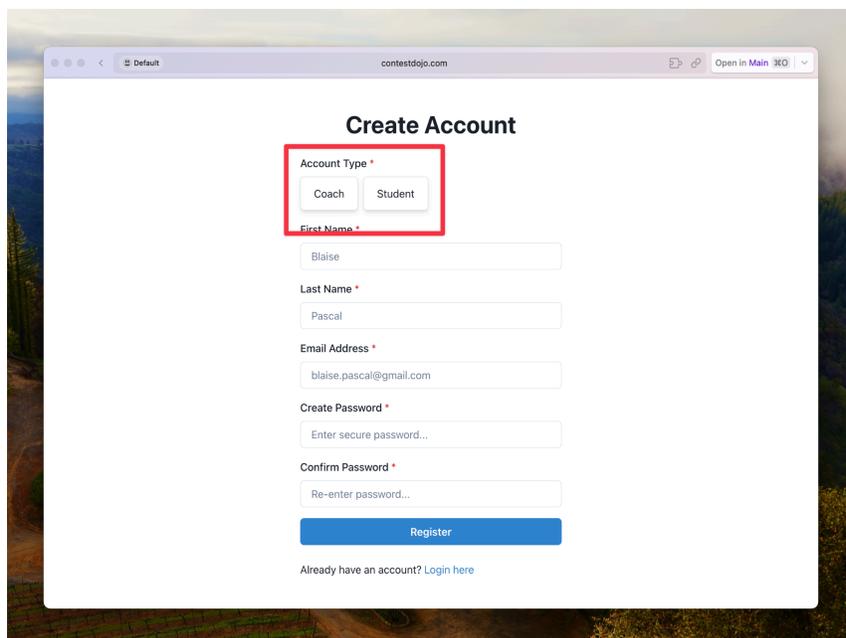
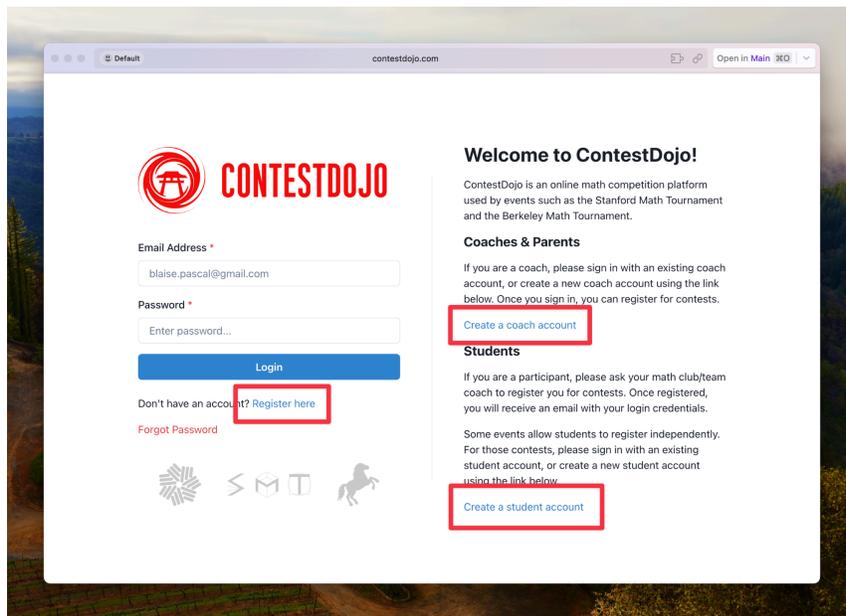


Creating an account

Visit the [ContestDojo](https://contestdojo.com) website at <https://contestdojo.com> and select *Register Here*, or any of the other two links. Then, select the appropriate role and fill out the form.

For BPT, only coaches (any responsible adult, such as a parent or teacher) can initiate the registration process. If you are a student acting on behalf of a coach, you may need to register both a coach *and* a student account.



Coaches: Creating an organization

Once you've logged in, you must create an organization before you can register for BPT. You can do so by clicking the *New Organization* button on the left sidebar and filling out the form.

Although this often corresponds to a school, it doesn't have to be. Individual parents or students can create an organization as well. It is simply a group for organizational purposes.

The name will also be displayed publicly, so choose carefully.

The screenshot shows a web browser window with the URL `contestdojo.com`. The page title is "New Organization". The form contains the following fields:

- Organization Name * (Text input: Math High School)
- Street Address * (Text input: 1234 Main St)
- City * (Text input: Sacramento)
- State/Province * (Text input: California)
- Country * (Dropdown menu: Select option)
- Postal Code * (Text input: 12345)

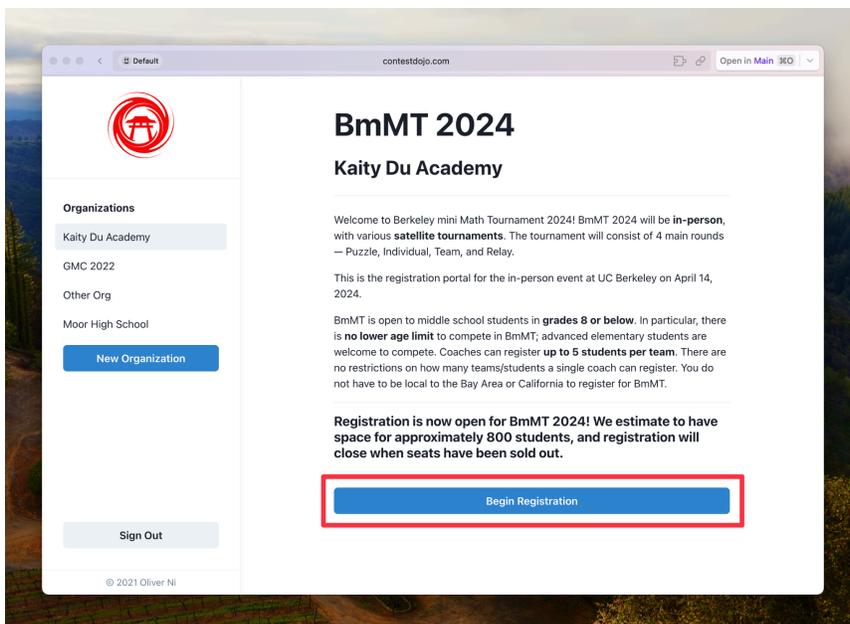
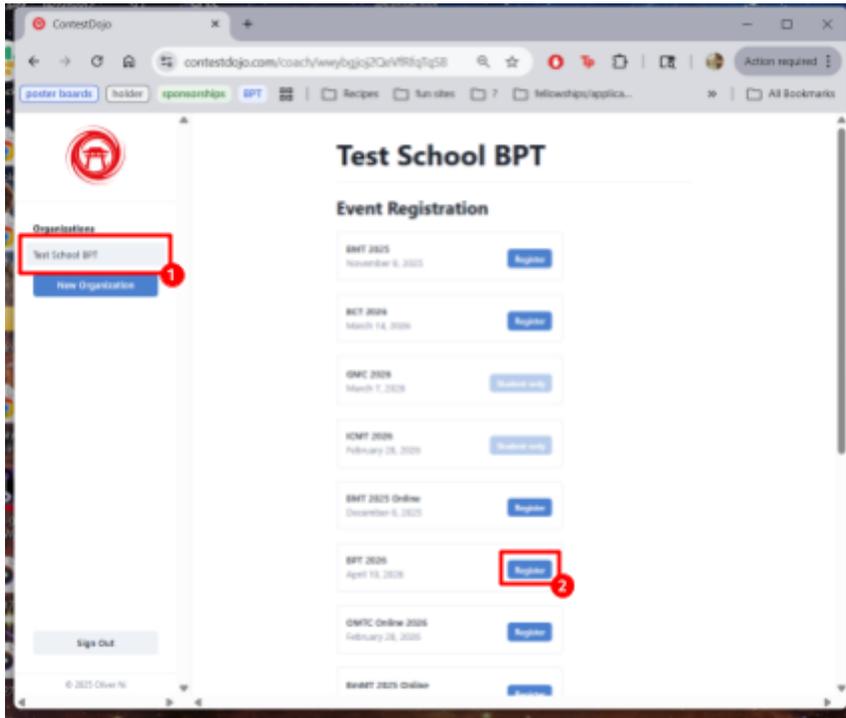
Below the form is a text block: "I affirm that I am a legitimate representative of this organization, and that I am authorized to register for events on their behalf. By continuing, I give my consent for tournament organizers to contact the organization for verification purposes. *". There is a checkbox labeled "I affirm" which is currently unchecked. At the bottom of the form is a blue button labeled "Create Organization".

In the left sidebar, under the "Organizations" section, there is a list of organizations: "GMC 2022", "Other Org", and "Moor High School". Below this list is a blue button labeled "New Organization", which is highlighted with a red box and a red circle with the number 1. At the bottom of the sidebar is a "Sign Out" button. The footer of the page contains the text "© 2021 Oliver Ni".

Coaches: Registering for an event

Once you have an organization, click on that organization on the left sidebar to activate it. Then, find the event you want to register for. In this case, BPT 2026, and click *Register*.

Then, click the *Begin Registration* button to sign your organization up for the event.



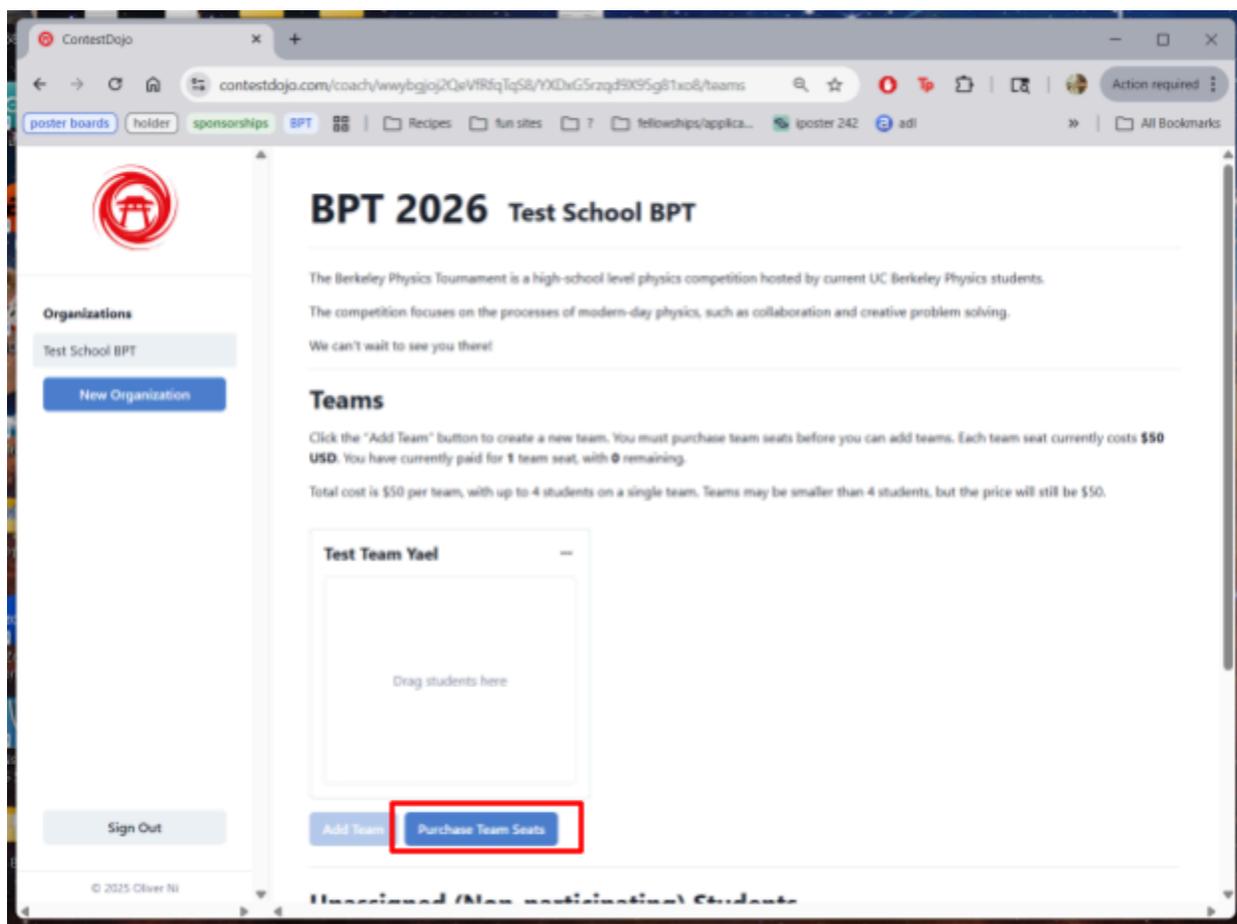
Coaches: Purchasing seats

Before you can assign students to teams, you must purchase team seats. A seat is reserved for one of your students, but the students themselves may be changed out until the registration deadline (March 31st, 2026).

You must purchase a full team (4 seats), no matter how many students are competing within that team. The total cost is \$50 per team. You may have a team with less than 4 students, but the cost will not change.

In order to purchase team seats, click *Purchase Seats* and enter the number of teams you would like to purchase. Purchasing 1 team will give you 4 seats. You will be redirected to a payment portal to complete the process.

For students facing financial hardship, please contact competitions@sps.studentorg.berkeley.edu for a fee waiver.



Coaches: Using a fee waiver coupon

If you have requested a fee waiver, you can use the coupon code when purchasing seats by selecting “Add promotion code”

←  Bay Area Math Tournament Group

Pay Bay Area Math Tournament Group

\$120.00

Student Seat for BMT 2024	\$120.00
Qty 8	\$15.00 each

Subtotal	\$120.00
----------	----------

[Apply](#)

Use promotion code: SICHICKF

Total due	\$120.00
-----------	----------

Pay with  link

Or pay with card

Email

Card information

1234 1234 1234 1234 

MM / YY CVC

Cardholder name

Full name on card

Country or region

United States

ZIP

Save my info for 1-click checkout with Link
Securely pay on Bay Area Math Tournament Group and everywhere Link is accepted.

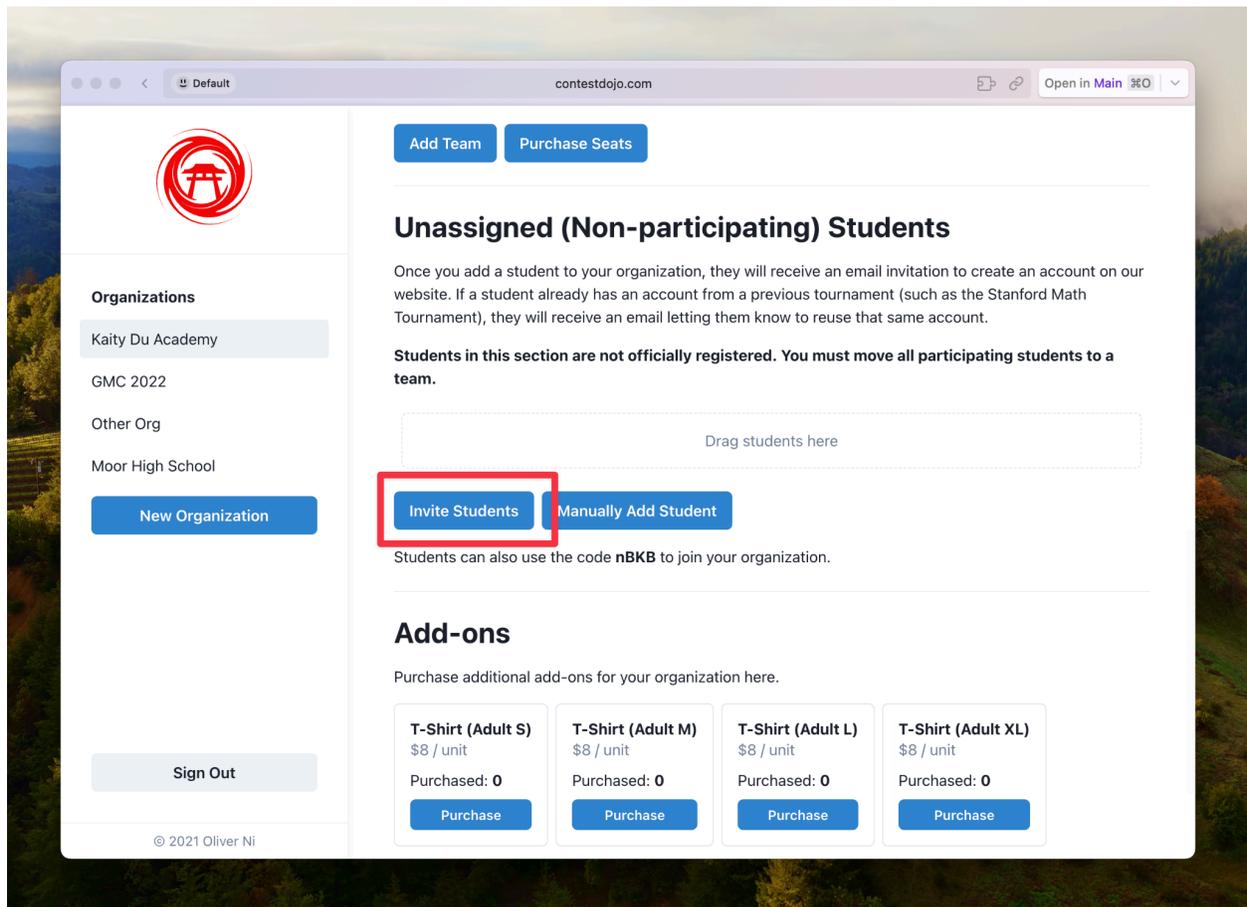
Pay

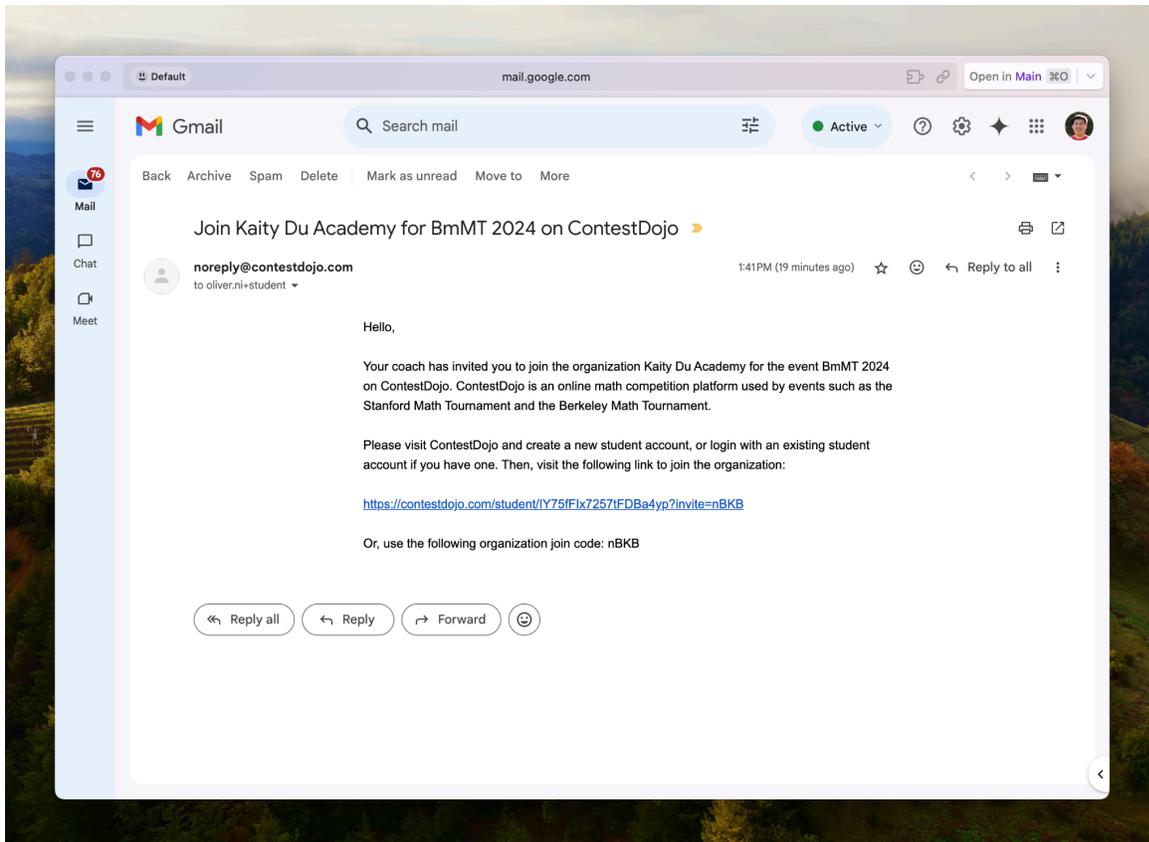
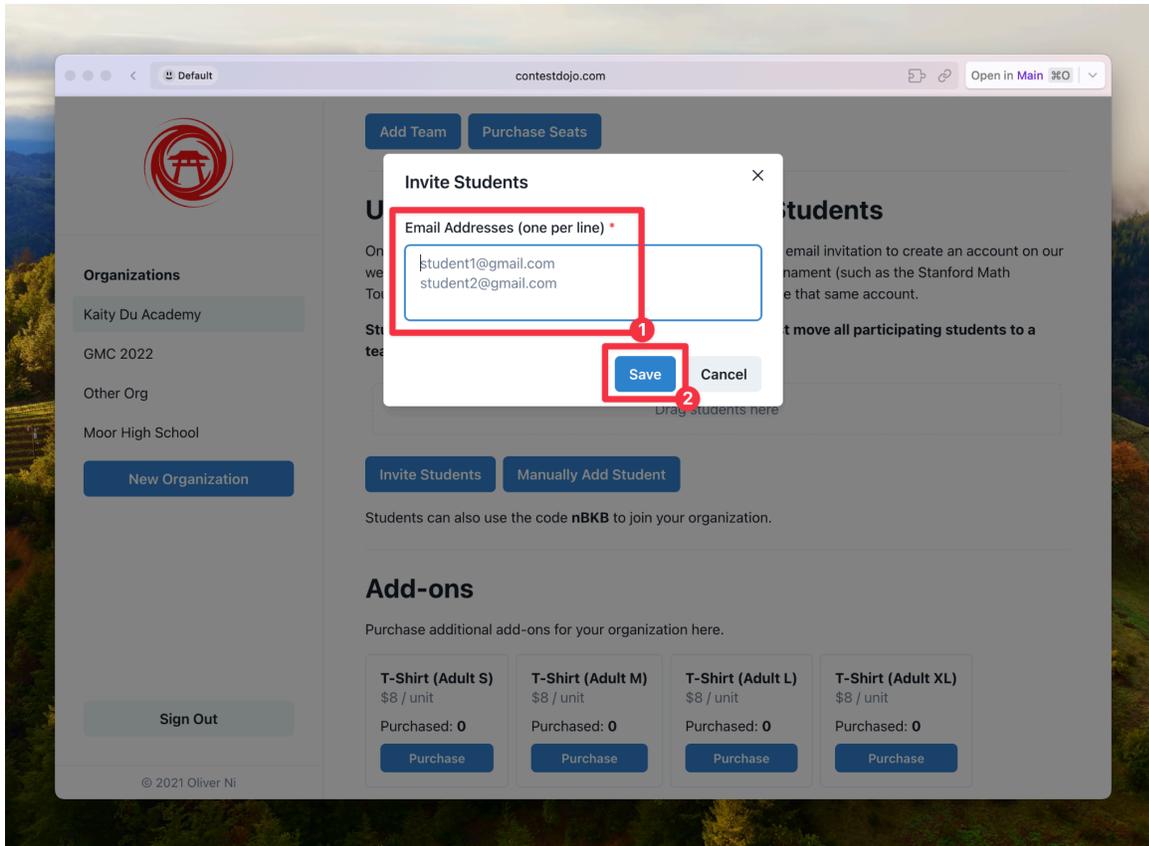
Powered by  | [Terms](#) [Privacy](#)

Coaches: Inviting students

You can invite students to your organization before or after you purchase seats. Note that students are not officially registered until they are added to a team, which requires you to first purchase seats.

To invite students, click the *Invite Students* button, enter in the email addresses of the students you would like to invite, and press *Save*. These students will receive an email inviting them to the event. In order to accept the invite, they must login to their ContestDojo student account, click the link, and fill out the form.

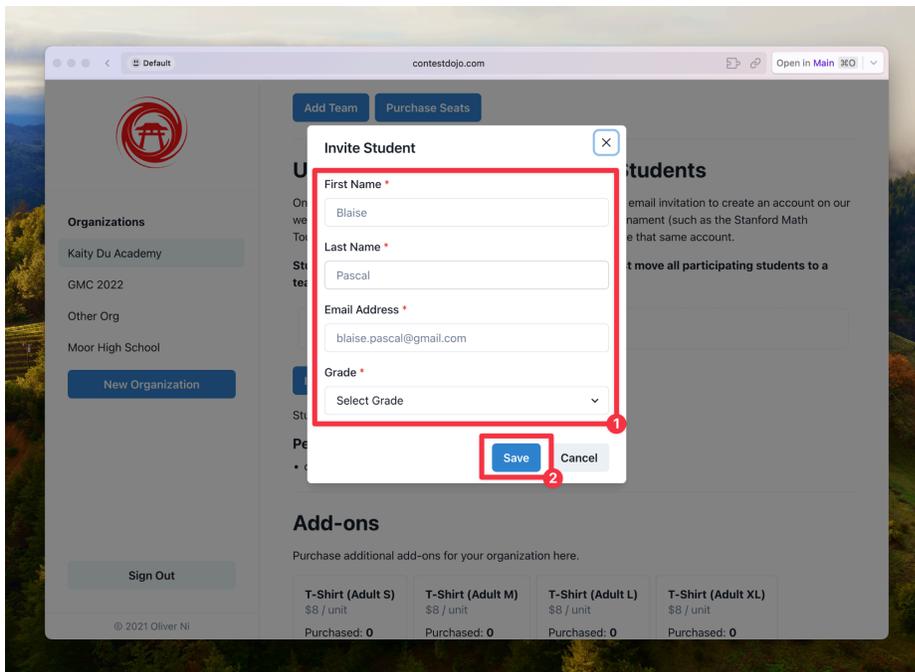
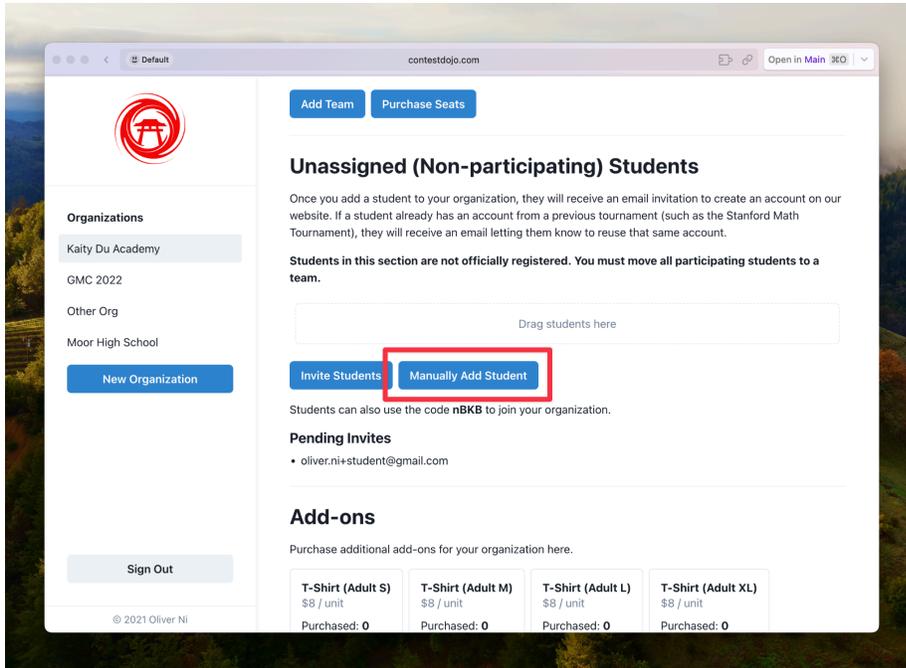




Coaches: Manually adding students

If the invite process isn't working, you can also manually add the student. This will create an account for the student, requiring you to type in all of the student's information, so it is recommended to use the invite process described in the previous section when possible.

After clicking *Manually Add Student*, filling out the form, and pressing *Save*, you should see the student appear in the *Unassigned (Non-participating) Students* section of your dashboard.

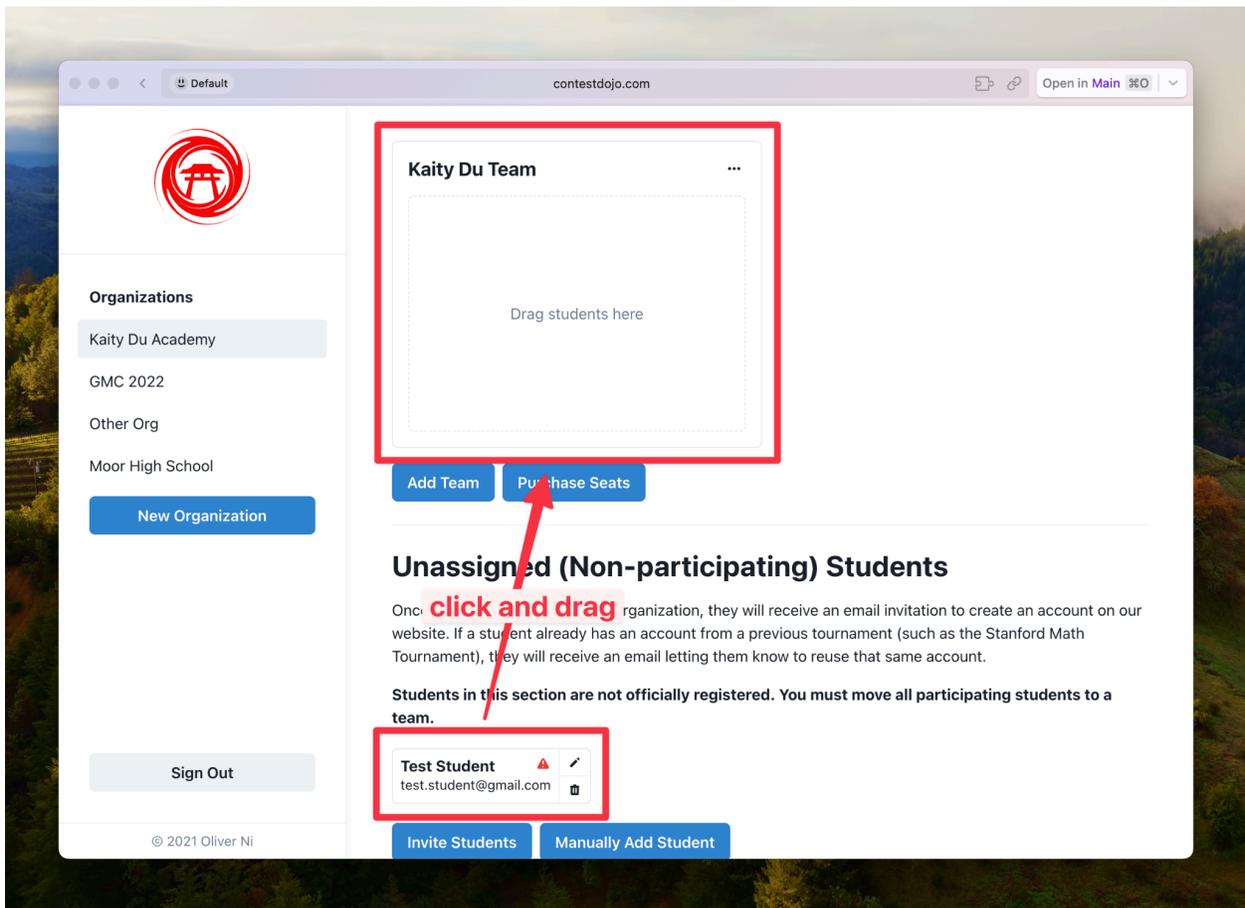


Coaches: Assigning students to teams

To assign a student to a team, simply click the student, hold down the mouse button, and drag them to the appropriate team before releasing. You will see the student disappear from the *Unassigned (Non-participating) Students* section, and show up under that team.

You can also move students between teams, as well as unassign students in the same fashion, dragging them between the appropriate boxes on the page.

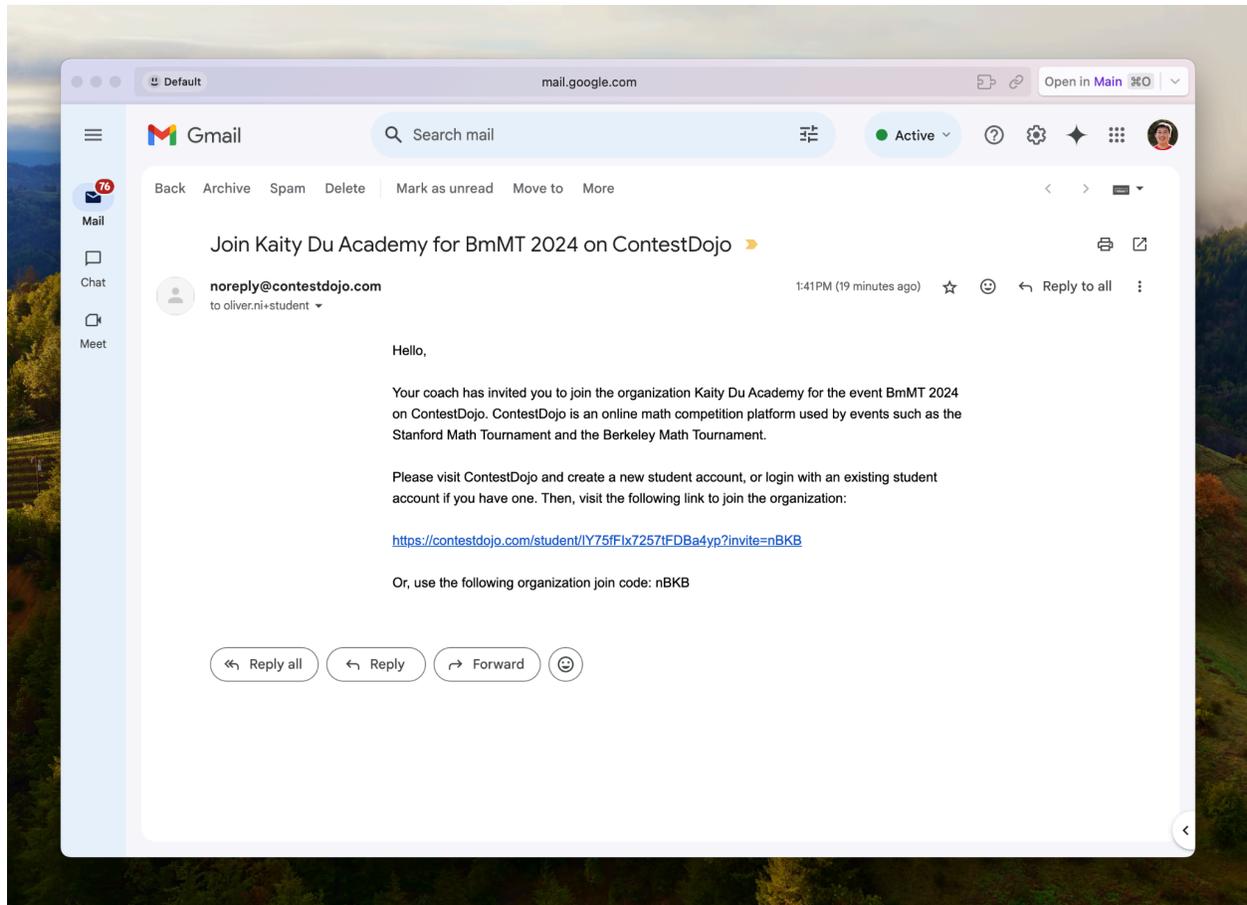
It may help to zoom out the page if it is too big for your screen.



Students: Accepting an invite

If you were invited to an organization, you will receive an email with instructions on how to proceed. First, login to your ContestDojo student account, and then click the link in the email. You will be brought to a form, with the *Organization Join Code* already filled out. If this is not filled out, enter in the code from the email.

Fill out the form, then press *Submit Registration*. You will be added to the organization.



close when seats have been sold out.

Registration

Register As Independent Student/Team [Register With An Organization](#)

i Use code nBKB to join Kaity Du Academy.

Organization Join Code *
nBKB **1**

First Name *
Oliver

Last Name *
Ni

Email Address
oliver.ni+student100@gmail.com

Grade *
Select Grade

[Submit Registration](#) **2**

© 2021 Oliver Ni

BmMT 2024

Welcome to BmMT 2024! You have yet to be assigned a team by your coach at Kaity Du Academy.

[Click here to take your tests \(for online events only\)](#)

Waivers

i Your registration is not complete until your waiver is signed.

This tournament requires waivers to be completed before you may compete. Your parent or guardian must complete this waiver. The waiver will be sent directly to your parent's email for them to complete. Please enter their email address below:

Parent Email Address *
john.doe@gmail.com

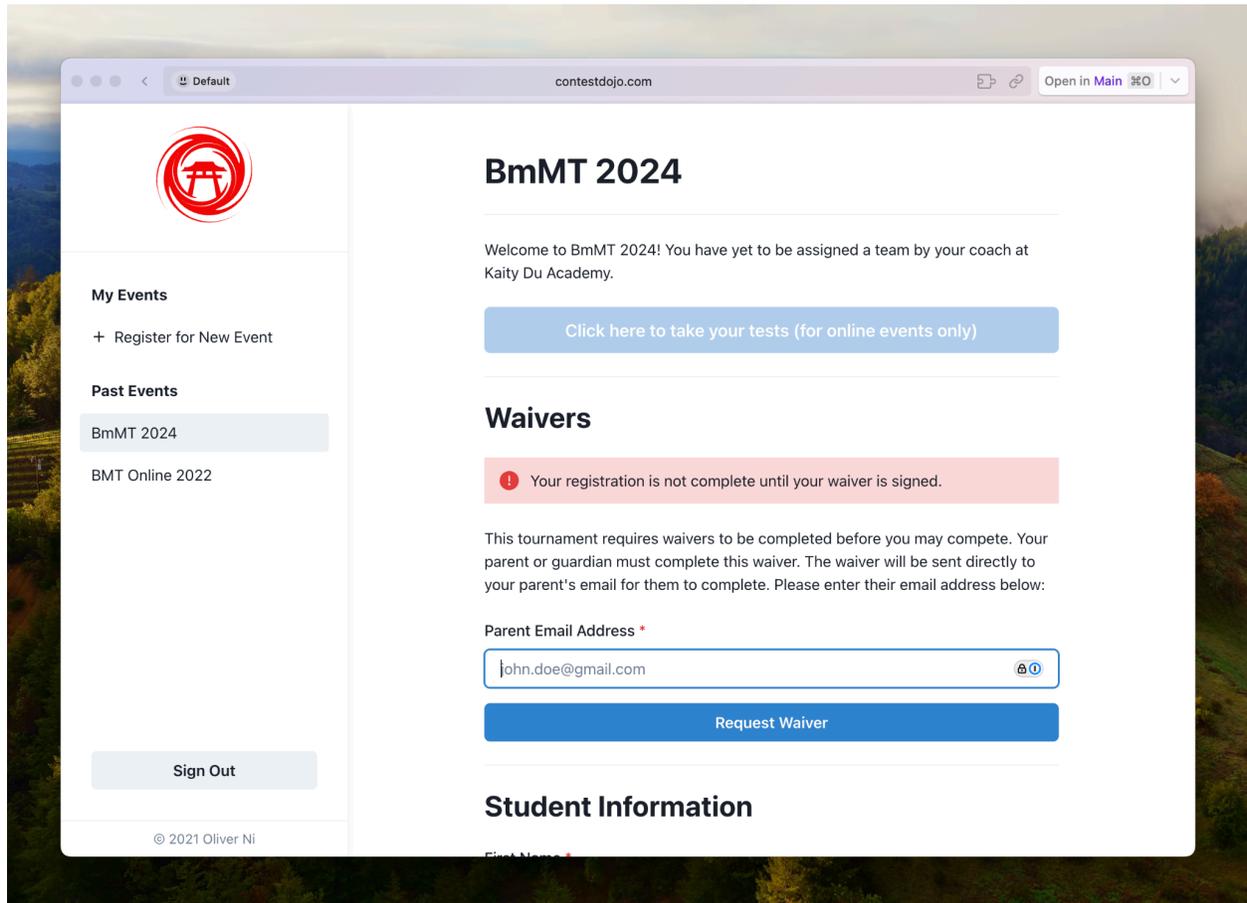
[Request Waiver](#)

Student Information

First Name *

Students: Requesting a waiver

Before you can participate in the event, you must fill out a waiver with your parent. To request a waiver, visit the ContestDojo student portal, click on the event in the left hand sidebar, and enter your parent's email into the form in the *Waivers* section. Then, press *Request Waiver*. Your parent will receive an email with a link to the waiver.



The screenshot shows a web browser window at contestdojo.com. The page title is "BmMT 2024". A welcome message states: "Welcome to BmMT 2024! You have yet to be assigned a team by your coach at Kaity Du Academy." Below this is a blue button that says "Click here to take your tests (for online events only)".

The "Waivers" section features a red warning box: "Your registration is not complete until your waiver is signed." Below the warning, text explains: "This tournament requires waivers to be completed before you may compete. Your parent or guardian must complete this waiver. The waiver will be sent directly to your parent's email for them to complete. Please enter their email address below:"

The form includes a label "Parent Email Address *", a text input field containing "john.doe@gmail.com", and a blue "Request Waiver" button.

The left sidebar contains a logo, "My Events" with a "+ Register for New Event" link, "Past Events" with "BmMT 2024" selected and "BMT Online 2022" listed below, and a "Sign Out" button at the bottom.

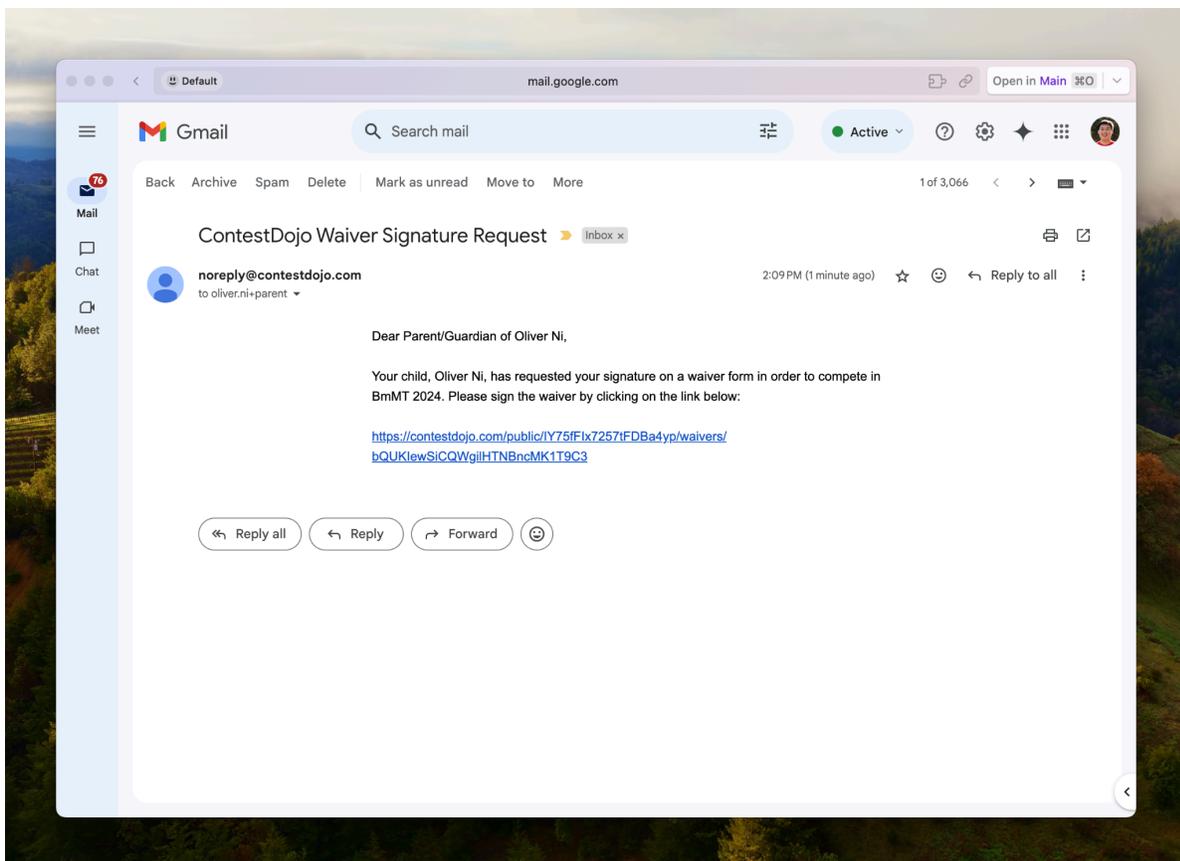
At the bottom of the page, there is a copyright notice: "© 2021 Oliver Ni".

Parents: Filling out a waiver

As a parent, you need to sign a waiver before your child can participate in BPT. Once your child requests a waiver to your email address, you will receive an email with a link to fill out the waiver.

Fill in every field, including the signature fields, then click *Submit* at the bottom. (If the *Submit* button is still grayed out, that means you have not filled out every field — please carefully check to ensure that you have.)

After clicking *Submit*, a popup with the generated signed PDF waiver will be displayed. Scroll through the PDF and confirm that your details were populated correctly. Then, press *Confirm*.



Work: (123) 456-7890
Cell: (123) 456-7890

IF DIFFERENT THAN ABOVE COMPLETE:

Parent/Guardian Name: Parent Name
Address: 1234 Parent St
City, State, Zip: Berkeley, CA 94704
Home: (123) 456-7890
Work: (123) 456-7890
Cell: (123) 456-7890

Alternate Parent/Guardian Name Parent 2
Address:
City, State, Zip:
Home:
Work:
Cell:

Minor's Physician: Physical Name
Address: 1234 Doctor St
City, State, Zip: Berkeley, CA 94704
Telephone Number: (123) 456-7890
Name of Medical Insurance Provider: Anthem Blue Cross
Policy #: W1234567890
Expiration Date: 12/34/2028
If your child has a medical problem or is taking medication that would be important for us to be aware of, please indicate here:

Submit

Work: (123) 456-7890
Cell: (123) 456-7890

Confirm Waiver Submission

Please make a final confirmation to complete your waiver submission.

Waiver: In consideration of Oliver Ni being permitted to participate in any way in the **2024 Berkeley mini Math Tournament**, hereinafter called "The Activity," I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue**

- the **Math Tournament at Berkeley**, its officers and members;
- and The Regents of the University of California, its officers, employees, and agents

from liability **from any and all claims, including negligence**, that result in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in The Activity.

Signature of Parent/Guardian of Minor



Date: 3/21/2024

Cancel Confirm

Submit

