

Registering Your Teams on Scilympiad

Creating Your Scilympiad Account and Registering Your First Team

Unless you already have an account, you will need to make a new account first.

1. Go to <https://scilympiad.com/ne>
(This should take you to the Nebraska page. If not, search for it in the list)
2. Click on the **New Member** Button
3. Add your email and create a password (write it down!) and then fill out the following profile page.
4. It will then ask you to log back in using your new password.

5. Now you will register your school with ONE team using this button: 
(If you have a B and C team, you will only register for one of them for now.)

6. On the school registration page:

- **If you already have an account**, you can search for your school and update it as needed. Please make sure your school names use the words “Middle School” and “High School”.
 - Click on  and then .
 - **Your school/team has been added to the Nebraska State Tournament.**
 - **Add another school/team?**
 - If you need to add another school/team that you have used before, find the link  on the dashboard and repeat step 6 again.
 - If you need to add another school team that is NEW, then skip to step 10.
 - If all teams are added, *skip to step 15.*

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- **If this is your first time**, click the link that is circled in RED where it says “Register New School/Division”

If you're returning coach, select your school from the list. If you're a new coach and your school is not in the list, click  to complete the registration process. 1) register your school, 2) add one or more teams, 3) pay membership fees.

You can search for your school by typing it in the box below the School heading

School	District	Division
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Fill out the new school/division information. (You can choose B or C)

Please name your schools using “Middle School” for Division B and “High School” for Division C.
(example: Johansen Middle School and Johansen High School)

8. Submit

9. Click on [Add/Update Your Teams](#) and then [Head Coach Dashboard](#)

You are now on the Dashboard for whatever team you registered for.

- IF YOU NEED TO ADD ANOTHER TEAM FROM THE OTHER DIVISION, THEN CONTINUE ON TO STEP 10.
- IF YOU ONLY HAVE ONE TEAM – SKIP TO STEP 16

TO ADD THE OTHER DIVISION TEAM:

10. On the Head Coach Dashboard, find and click the link:

[Select Another Division](#)

11. When you see this screen:

If you're returning coach, select your school from the list. If you're a new coach and your school is not in the list, click [Register New School/Division](#). To complete the registration process, 1) register your school, 2) add one or more teams, 3) pay membership fees.

You can search for your school by typing it in the box below the School heading.

School	District	Division
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click where it says “Register New School/Division” again.

12. Fill out the school info again. BUT- Change the name of the school as needed (Middle School or High School) and the SO Division Level and address as needed.

13. Submit

14. Click on [Add/Update Your Teams](#) and then [Head Coach Dashboard](#)

15. Now LOOK up at the top – it will SHOW YOU WHICH DIVISION YOU ARE WORKING WITH IF YOU HAVE MORE THAN ONE DIVISION UNDER YOUR ACCOUNT.

(It should now look similar to this one below)

Head Coach Dashboard (Tournament Time Zone: CDT)

Johansen2 Middle school - Division B [Switch](#)

16. To change teams/division, click the switch symbol up top [Switch](#)

Of click [Select Another Division](#) Link on the lower left side of your dashboard.

17. You can always find the Dashboard again in the Navigation Link up top called “Coaches.”

18. You will spend most of your time on the dashboard but check out the other navigation links on top also.

19. You DO NOT need to enter students yet. I will provide help with students and events later.

20. You can return to the Nebraska Home Page by clicking [Nebraska Science Olympiad](#) on the upper left.

Let me know what else you need help with!

I think this will work great once we all work past the learning curve.