



## CHECK-IN INSTRUCTIONS Imagineers® 2010

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### 1. On-Line Check-In:

- a. Imagineers will try to accommodate each school's requirements for times that teams will compete i.e. all teams in different contest so as not to compete against each other, all teams in same contest for more efficient time allotment and easier transportation arrangements, or specific contests to accommodate other team member commitments.
- b. Teams will be required to complete Check-In Form and submit as follows:
  - 1) Oakland – January 26, 2010.
  - 2) Macomb – February 23, 2010.
- c. Check-In your teams on line at [www.imagineerscontest.org](http://www.imagineerscontest.org) and follow the check-in instructions on [On-Line Team Check-In 10].
- d. Provide school name; school city, contact name, contact phone, contact email and for each team registered: team name, name of each team member, name of alternate if your school chooses to have one, and the preferred competition time for each team.
- e. Imagineers will make assignments to accommodate the priorities selected, does not guarantee particular accommodation and will send Contest Time Assignments as follows:
  - 1) Oakland – January 29, 2010.
  - 2) Macomb – February 26, 2010.

### 2. On-Site Check-In:

- a. Arrive at the contest at assigned times.
- b. Check-In each team when all team members have arrived.
- c. Items to bring to the contest and present at the check-in table –
  - 1) Any team member name changes or corrections: Limit these changes to avoid long lines.
  - 2) Check: To cover the entry fees of the team or teams from the school.
  - 3) Project Description Form: Go to [www.imagineerscontest.org](http://www.imagineerscontest.org) , click on [Project Description Form] and print out Project Description 10 and fill in Part 1 (Part 2 shall be filled in by the team during the contest).
  - 4) Talent Release Forms: Go to [www.imagineerscontest.org](http://www.imagineerscontest.org) , click on [Talent Release Form], print out Talent Release 10 and have one signed by parent or guardian for each team member.