



Knights of Pi Math Tournament – December 12, 2009

# Registration & Payment Guide

The 2009-10 Knights of Pi Math Tournament will be hosted at Newport High School on Saturday, December 12, 2009. The contest is designed for students in grades 5 through 8, although younger students are welcome.

## How to Register

Registration for the tournament can be completed online at <http://www.newportmathclub.org/kpmt/>.

1. Click the link that says “Register Your School,” or click the “Register” tab on the menu bar.
2. Fill out the form completely and click “Register.”
3. Click the “Continue” button.
4. Log in with the username and password you provided during registration. If you forget your password, click “Email my Password” to have it emailed to you.
5. Under the heading “My Competitors,” type in the names and grade levels of all the students who will be competing from your school. Then click submit after each one. They should appear in the grid below.
6. Under the heading “My Teams,” select a grade level and click “Add Team” for each team you will be bringing to the tournament. The teams should appear in the grid below. **Teams registered on or before November 20 will be charged \$40 each, while teams registered after November 20 will be charged \$48 each.** Note: After **December 5**, you will no longer be allowed to add or remove teams online.
7. For each team, click “Edit Members” in the grid. Then click “Add to Team” for each competitor you wish to add to that team. There are only four competitors allowed to be on each team. A competitor can compete on any team that has a grade level that is the same or higher, but no competitor may drop down to compete on a team that has a grade level that is lower.
8. Note: After **December 5**, you will no longer be allowed to change your competitors’ names and grade levels or rearrange them into different teams online. If you need to make changes after December 5, email us or bring your changes to the registration table the day of the competition.
9. You will be asked to confirm your registration when you arrive the day of the competition. Please make sure that all names are spelled correctly, grade levels are correct, and teams are arranged as you wish.
10. If you have circumstances that require you to change your registration after the deadline has passed, please contact us at [kpmt@newportmathclub.org](mailto:kpmt@newportmathclub.org) and we will be happy to assist you.

## How to Pay

Registration costs \$40 for a team of four competitors if registered on or before November 20 or \$48 for a team of four if registered after November 20. Even if teams are not full, you must still pay the entire \$40 or \$48 fee. If you need special payment accommodations, we will be happy to work with you.

### There are two ways to pay:

1. Mail a check made out to “Newport High School” for the total amount from your school. If you choose this method, the check must arrive prior to the competition. Mail checks to this address:  
Newport Math Club  
Newport High School  
4333 Factoria Blvd. SE  
Bellevue, WA 98006
2. Pay the total amount for your school at the registration table when you check in on December 12.

Once again, if you have any questions, comments, or concerns, please feel free to send us an email at [kpmt@newportmathclub.org](mailto:kpmt@newportmathclub.org). We will be happy to help you.