## MCM/ICM: Registration Walk Through

**NOTE:** This article accompanies, but <u>does not replace</u> the official Rules, Registration, and Instructions found at the contest website (<u>www.mcmcontest.com</u>). Please ensure you understand and follow the rules and procedures outlined on the contest website.

Introduction. The purpose of this article is to assist and guide advisors participating in The Mathematical Contest in Modeling (MCM)<sup>®</sup> and The Interdisciplinary Contest in Modeling (ICM)<sup>®</sup>. In the article, COMAP provides information about the contest registration process.

COMAP'S The Mathematical Contest in Modeling (MCM)<sup>®</sup> and The Interdisciplinary Contest in Modeling (ICM)<sup>®</sup> are international contests designed to provide high school and undergraduate students with the opportunity to work as team members to engage and improve their modeling, problem solving, and writing skills.

Teams apply mathematics to model and develop a solution to a real-world problem. Each team can have up to three students and there is no limit on the number of teams a school can register for each contest. Some teachers use the contest as part of a mathematics or modeling course, some as an extracurricular math club activity, and some simply encourage student teams to participate just for fun. Please share this information with all mathematics teachers, as well as other educators (science, technology, engineering, etc.).

**Team Members:** A team may consist of up to three (3) students currently enrolled in the same school. Students may be enrolled in any department or program at the school. There is no limit to the number of teams a school may register. The contest is open to all undergraduate and high school students. An advisor must complete the registration process for each team.

**Advisor.** Any faculty, staff member, or student at the team's institution can fulfill the role of Advisor. The advisor will act as the main point of contact for the team and does not have to be from the mathematics department. We encourage faculty members to serve as team advisors; however, one team member or another student at the school may act as the advisor.

**Registration.** The MCM/ICM registration process has been streamlined and split into 2 parts Advisor Registration and Team Registration (\$100 per team). Any advisor who wishes to sponsor teams in the MCM/ICM contest must register via online system no later than 3pm EST on the day of the contest.

We accept payment via Credit Card, and payment must be made via our secure web site. We regret that we are not able to accept other payment forms.

## **PART 1: Advisor Registration**

The first step is to create an MCM/ICM Advisor account. Enter your email address into the box and click Continue Registration.

	ed and split in to 2 parts <b>Advisor Registration</b> and <b>Team Registration</b> or teams in the 2024 MCM/ICM contest must register via this online system.
	registered for this year's MCM/ICM (registration in previous years does not click on the <b>Continue Advisor Registration</b> button.
	for the 3030 MCM/ICM and you would like to register an additional team, go assword that you used when you registered your first team. Once you've to register another team.
	y registered a team for this year's MCM/ICM (registration in previous years below and click on the <b>Continue Registration</b> button.
	1 team to participate in the MCM/ICM this year, which you will need to pay lease have your credit card ready when you begin the registration process.
Email Address:	

**Step 1:** Complete the registration form.



**Step 2:** Confirm your information by clicking Continue Registration.

Online Registr	ation		
You are at step 2 o  1. Enter Advisor Ir  2. Confirm A  3. Agree to Rules a  You must complete	formation dvisor Information and Instructions		
Here is the information you er anything, click <b>Make Change</b>		if it is correct, click Continue	Registration; If you want to change
	Advisor Name:	Contest Test	
	Advisor Status:	Faculty - Instructor	~
	Institution:	COMAP Inc.	
	Institution Type	: 4 Year	
	Department:	Mathematics	
	Address 1:	175 Middlesex Tpk	
	Address 2:	Ste 3B	
	City:	Bedford	
	State/Province:	MA Postal Code: 01730	
	Country/Region	: USA	
	Phone:	7818627878	
	Cell:	7818627878	
	Email:	test@comap.com	
	Home Phone:	7818627878	
	Password:	comap	
	Continue Registra	ition Make Changes	

**Step 3:** Agree to the Rules and Instructions by re-entering your email address and clicking I AGREE.

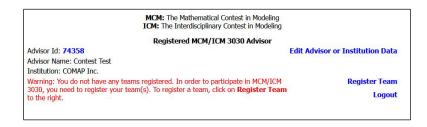
DISAGREE button. If you click on I DISAGREE,	agree to abide by the Contest Rules and Instructions, ind E button. If, for any reason, you cannot agree to these ter formation you have entered will be lost and you will have
	il Address: test@comap.com
	er the same email address that you entered when you in the registration process)
I DISAGREE	I AGREE
I DISAGREE	n the registration process)

Congratulations you have now registered as an advisor for the MCM/ICM contest.

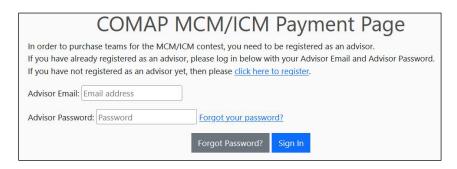
## **PART 2: Team Registration**



After you login to the MCM/ICM contest website you will see the advisor home page. To register your first team for the MCM/ICM contest click on the Register Team link on the righthand side.



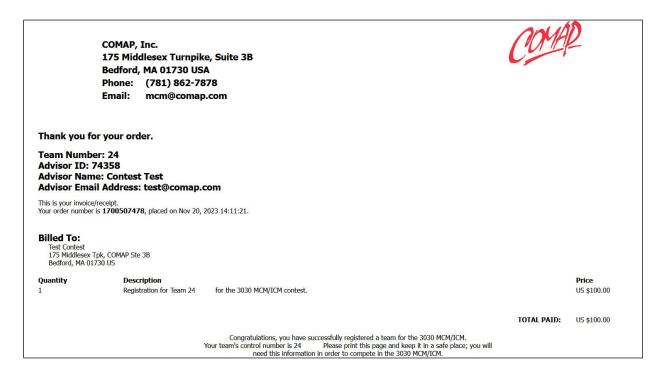
You will be asked to login to the MCM/ICM payment portal. You will use the same advisor email address and password then click Sign In.



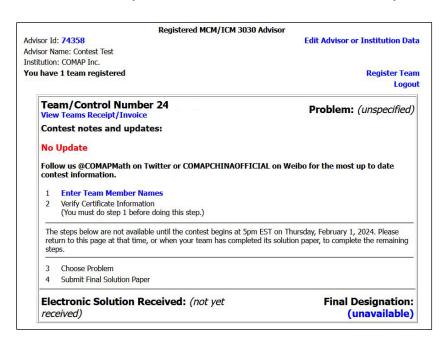
You should now see the MCM/ICM payment page. Confirm that the advisor's information is correct as this will be the advisor account the team is added too. Billing Information is the billing information for the credit card account used to pay. After you have completed the form click on the Submit button.



If all of your information is processed correctly you should now see the receipt page below. Note your team number and order number as well as your advisor information.



Congratulations! You have now registered your team for the MCM/ICM contest. After you login to the MCM/ICM contest website you will now see the new team added to your account.



If you wish to register more teams for the MCM/ICM contest repeat the steps above **PART 2: Team Registration**.