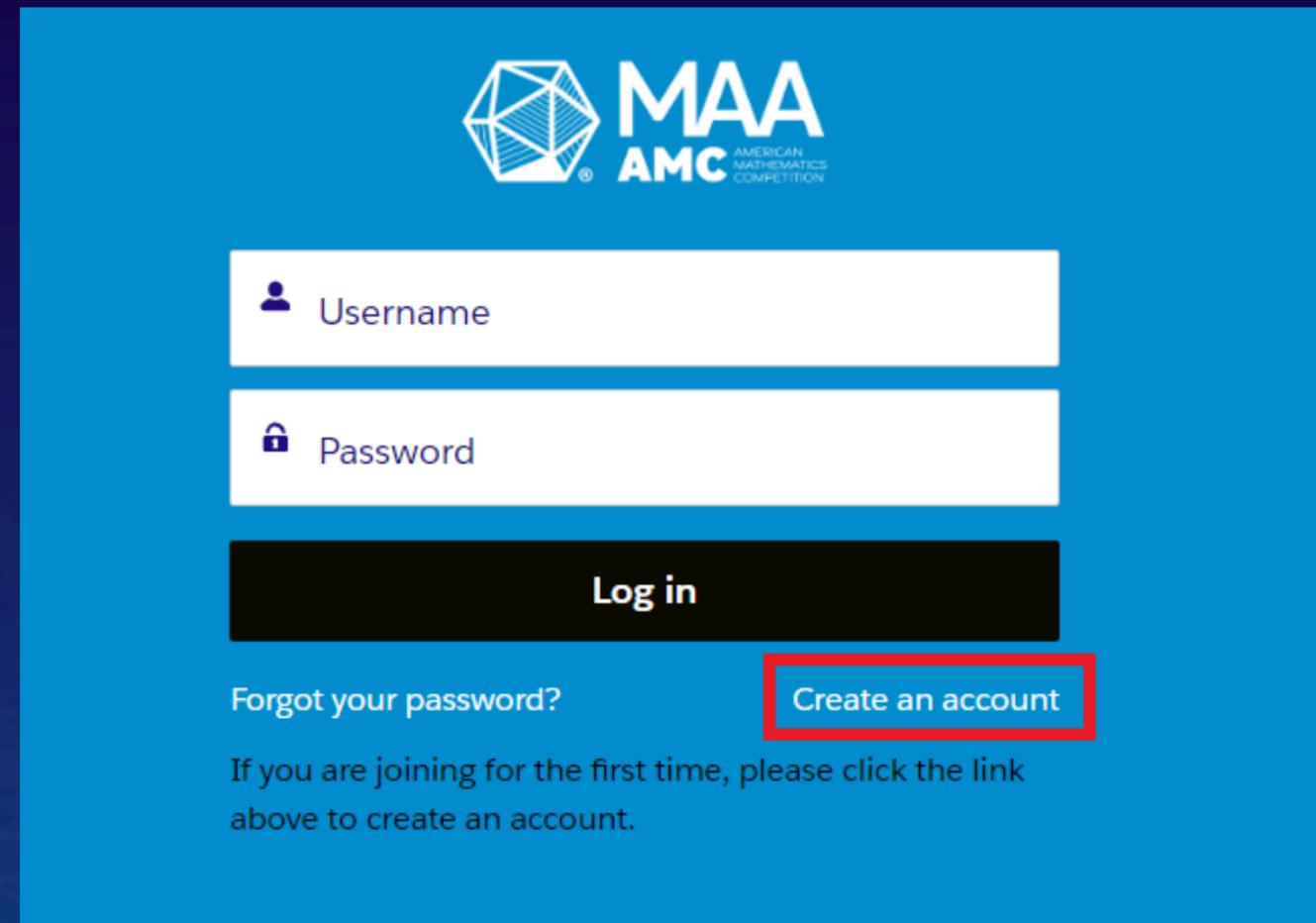




MAA
AMC AMERICAN
MATHEMATICS
COMPETITION

COMPETITION MANAGER REGISTRATION GUIDE

Step One: Log In



 MAA
AMC AMERICAN MATHEMATICS COMPETITION

[Log in](#)

[Forgot your password?](#) [Create an account](#)

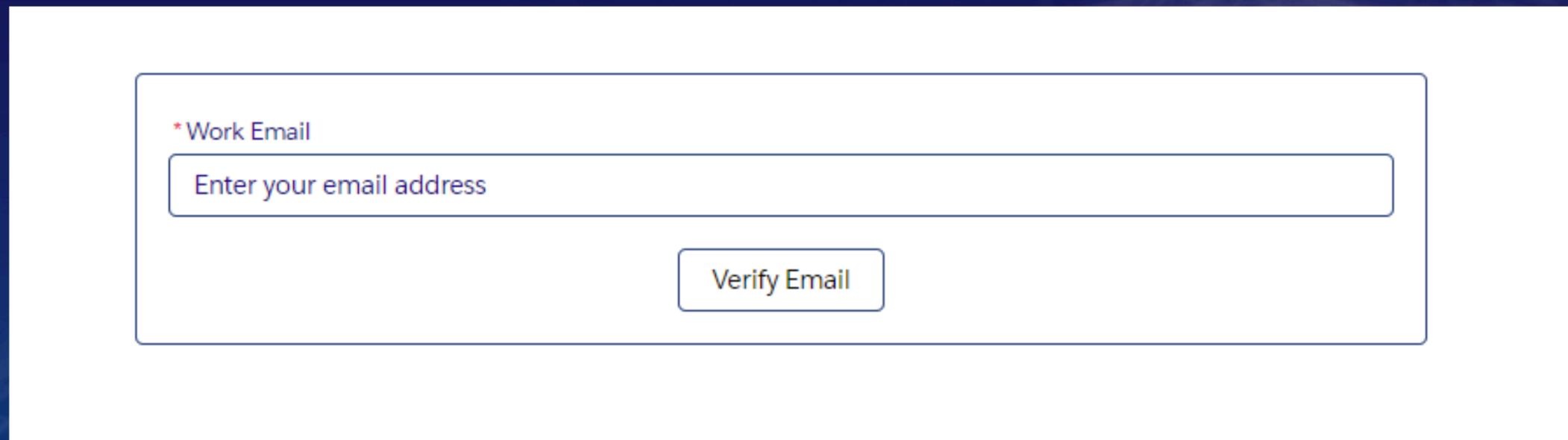
If you are joining for the first time, please click the link above to create an account.

New Competitions Managers (CMs): Click “Create an account” to get started.

Returning CMs: Use your existing credentials to log in. For added security, you’ll be prompted to update your password. Once logged in, you’ll be redirected to your profile page—skip to [Step 3](#) from there.

Step Two: Create an Account (New CMs)

A. Enter an Email Address



The screenshot shows a white rectangular form with a thin black border. Inside the form, at the top left, is the text "* Work Email" in a small, dark font. Below this text is a wide, horizontal input field with a thin black border and rounded corners. Inside the input field, the text "Enter your email address" is displayed in a light gray font. To the right of the input field, centered vertically, is a rectangular button with rounded corners and a thin black border. The button contains the text "Verify Email" in a dark font.

Provide your work email and click "Verify email." If you have an existing account, you'll be redirected to the login page. If not, you'll proceed to the next step.

Step Two: Create an Account (New CMs)

B. Add Your Institution

Search for and select your School below. If it does not appear in the search results, or if you are not affiliated with a School, click Add New School button. Required for Departmental, VITAL, and Student Members. (To search, if you are at University of Virginia, just type in "Virginia" and it should appear in the list.)

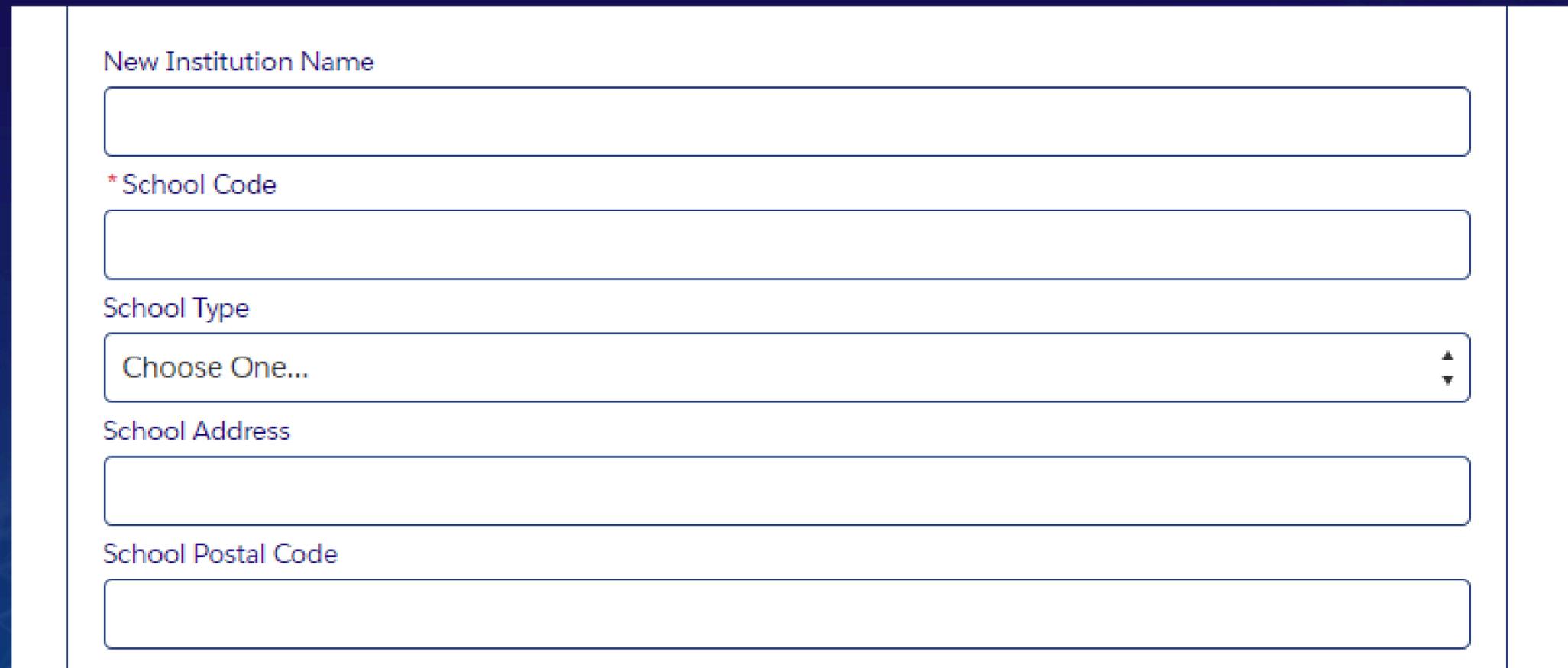
* School Name



Search for your Institution and select it. If you do not find it appear in the drop-down list, click "Add New Institution."

Step Two: Create an Account (New CMs)

B. Add Your Institution



The screenshot shows a form with the following fields:

- New Institution Name**: A text input field.
- * School Code**: A text input field, with an asterisk indicating it is required.
- School Type**: A dropdown menu with the text "Choose One..." and a small triangle icon on the right.
- School Address**: A text input field.
- School Postal Code**: A text input field.

Complete all fields, including selecting the type of institution you are affiliated with from the "School Type" list (e.g. Math Circle, High School). For School Code, enter the CEEB (look up [here](#)). If your institution does not have a CEEB, please enter your school zip code.

Step Two: Create an Account (New CMs)

C. Provide Your CM Information

Important: You must check the "Competition Manager" box above "First Name" during registration to be able to register as a competition manager for your institution.

Check Competition Manager checkbox if you are requesting to serve as a competition manager

Competition Manager

* First Name

* Last Name

* Work Email

Professional Role

* Mailing Street

* Mailing City

* Mailing State/Province Code

* Mailing Zip/Postal Code

* Mailing Country Code

* Password

* Confirm Password

Complete all fields and click "submit." You will be redirected to your new profile page.

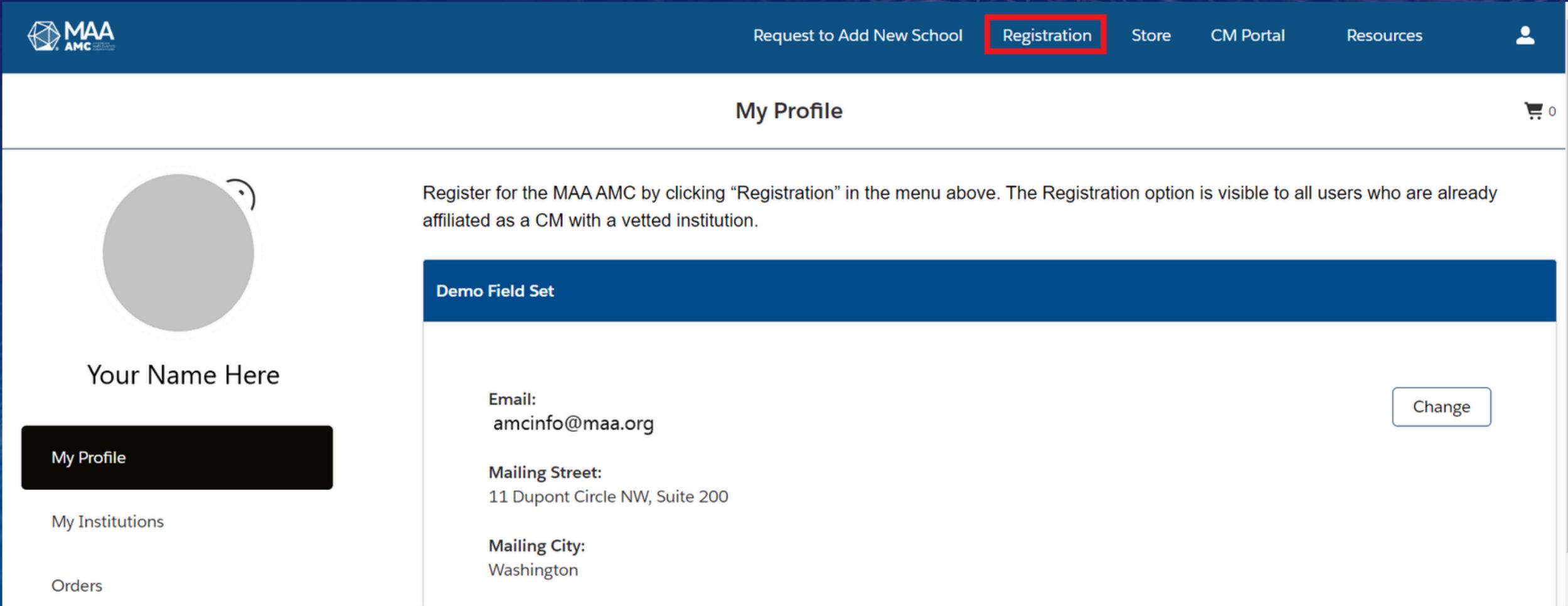
Step Three: Register

Your profile page lets you view your contact information, affiliated institutions, and current or past orders. Use the left-side menu to navigate between these sections.

The top menu includes links to AMC registration, the AMC Store, the CM portal, FAQs, and other resources. If you need to add a new school as a returning CM, use the "Request to Add a New School" option.

Important: If you recently created an account, added a new institution, or affiliated with one, the "Registration" button may not appear immediately. Please allow up to 48 business hours for vetting. If it's still missing, contact amcinfo@maa.org or call 1-800-527-3690.

Click "Registration" to start signing up for competitions.



Step Three: Register

A. School Selection

The screenshot shows the 'Competition Registration' page for the Mathematical Association of America's Competition Registration. The page has a dark teal header with the MAA AMC logo on the left and navigation links for 'Request to Add New School', 'Registration', 'Store', 'CM Portal', 'Resources', and a user profile icon on the right. Below the header, the main content area is titled 'Competition Registration' and features a progress bar with three steps: 'School Selection' (highlighted in dark blue), 'Competition Selection', and 'Registration Details'. A welcome message reads: 'Welcome to the Mathematical Association of America's Competition Registration. Please select an institution below to begin registration. If you want to order competitions for more than one institution, please complete this registration form for each institution.' Below the message is a table with one row. The table has two columns: 'School Name' and 'Affiliation Status'. The 'School Name' column contains a radio button and the text 'MAA AMC School Test'. The 'Affiliation Status' column contains the text 'Active'. At the bottom right of the table area is a black 'Next' button.

School Name	Affiliation Status
<input type="radio"/> MAA AMC School Test	Active

Select the school you are registering for.

Step Three: Register

B. Competition Selection

Note: For the 2024-25 school year, registration and bundles have a new structure. For more information, please see our [FAQ](#).

Select the competition and test date (A or B) you wish to register for. You may select only one competition at this stage. To register for both the A and B dates of the AMC 10 or the AMC 12, select the **“A/B Bundle”** for that competition. You will need to complete this step again later to register for multiple competitions.

This registration will auto populate an order for one bundle of 10 student licenses for the competition and test date selected or, for Braille exams, one license. The A/B bundle includes 10 licenses for the A date and 10 for the B date. You may add additional bundles at the registration details stage or during the checkout process.

The screenshot shows the 'Competition Registration' page for the MAA AMC. The page is divided into three stages: a completed stage (green), the current 'Competition Selection' stage (blue), and 'Registration Details' (grey). Below the progress bar, the text reads 'Stage: Competition Selection' and 'Click the competitions you'd like to order for your selected institution.' A table lists 12 items, with 0 selected. The table has two columns: 'Competition' and 'Description'. Three items are visible:

Competition	Description
<input type="radio"/> 2024 AMC 10 A - Braille Competition	The AMC 10 is a 25-question, 75-minute multiple-choice competition focused on curriculum in grade 10 or below. Problem booklets are transcribed to Braille and mailed to the competition manager. Each item is one individual Braille competition booklet.
<input type="radio"/> 2024 AMC 10 A - Competition: Print & Scan or Digital	The AMC 10 is a 25-question, 75-minute multiple-choice competition focused on curriculum in grade 10 or below. Each item includes ten student registrations for the AMC 10A. Print & Scan can choose English, French, or Spanish versions on competition day. See Resources > Deadlines & Pricing for the price per item.
<input type="radio"/> 2024 AMC 10 A/B Bundle - Competition: Print & Scan or Digital	Contest Managers who wish to give roughly equal numbers of A and B exams for AMC 10 receive a discount for ordering them together. Print & Scan can choose English, French, or Spanish versions on competition day. See Resources > Deadlines & Pricing for the price per item.

At the bottom right of the page, there are 'Back' and 'Next' buttons.

Step Three: Register

C. Add Registration Details

Enter the email of the person responsible for payment. You can add additional emails for others involved in competition administration.

Competition Registration

*** Accounting Contact Email Address**

Additional Proctor 1 First Name	Additional Proctor 2 First Name
<input type="text"/>	<input type="text"/>
Additional Proctor 1 Last Name	Additional Proctor 2 Last Name
<input type="text"/>	<input type="text"/>
Additional Proctor 1 Email Address	Additional Proctor 2 Email Address
<input type="text" value="you@example.com"/>	<input type="text" value="you@example.com"/>

*** Bundles** ⓘ

Additional Email

Update the number of bundles for the competition if needed.

Step Three: Register

Competition Registration



Please note that there is an additional one-time fee for **each of** the AMC 8, AMC 10 and AMC 12 competitions. To order multiple products for the same competition, you do not need to pay the fee twice. Please see our FAQ page (under Resources) for how to avoid having the one-time fee in your cart more than once.

**Review the fee structure on this page, then click “Submit” to continue.
You’ll be redirected to your shopping cart to review your order.**

Step Three: Register

D. View Your Shopping Cart

Your shopping cart shows the number of bundles and registration fees for the selected competitions (AMC 8, AMC 10, and/or AMC 12). Only one registration fee is charged per competition and date. Additional bundles can be ordered without an additional registration fee.

To add additional bundles to your order at this stage, update the quantity in the drop down menu for that item. For more than 9 bundles, select "Other" and enter the quantity.

If you see multiple fees for the same exam, contact Customer Service at amcinfo@maa.org.

To register for just one competition, click "Checkout." Otherwise, return to "Registration" to add more competitions to your cart.

Shopping Cart	
2024 AMC 10 A/B Bundle - Competition: Print & Scan or Digital	\$50.00
Quantity: 1	<input type="text" value="1"/>
Price: \$50.00	
Remove	
AMC 10 Registration Fee	\$33.00
Quantity: 1	
Price: \$76.00	

Order Summary
Items (2): \$83.00

Due at Checkout: \$83.00
[Checkout](#)

The listed fee is the regular rate; the actual amount you pay is on the right, varying by registration period (early bird, regular, or late).

Step Four: Checkout and Pay

A. Select Your Payment Option

On the payment page, choose to pay immediately by credit card or select "Invoice Me" to pay later or by purchase order.

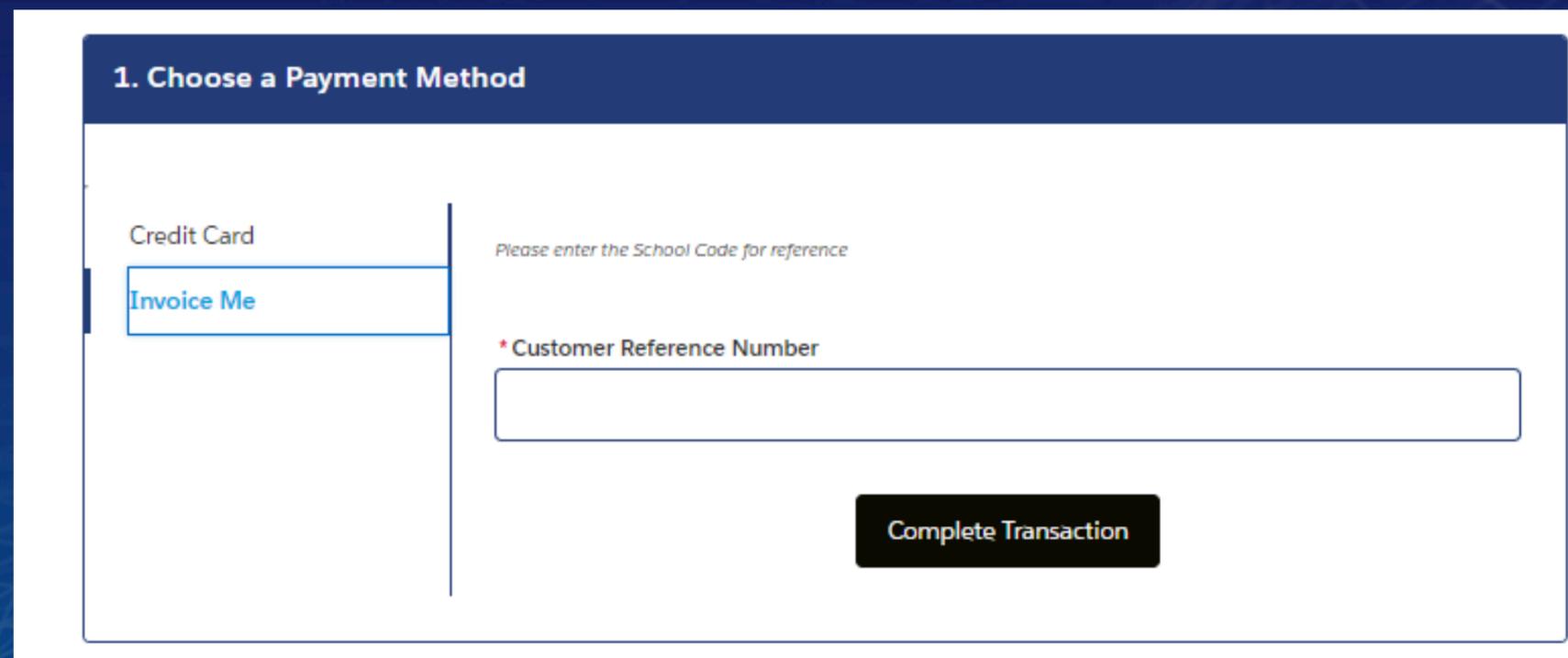
The screenshot displays a checkout page with the following sections:

- 1. Choose a Payment Method:** Includes radio buttons for "Credit Card" and "Invoice Me" (highlighted with a red box). Below are input fields for Card Holder Name, Card Number, CVV, Exp Month (01), Exp Year (2024), E-Mail, and Phone. A "Billing Address" section has a "+ Create Address" button and a message: "No address found. Please create a new address to process payment." A reCAPTCHA "I'm not a robot" checkbox is also present.
- Order Summary:** Shows a "Discount Code" field with an "Apply" button. Below, it lists "Items (2):" with a total of "\$83.00". The "Due at Checkout:" amount is "\$83.00".
- Shopping Cart:** Lists two items:
 - MAA 2024 AMC 10 A/B Bundle - Competition: Print & Scan or Digital, Quantity: 1, Price: \$50.00
 - MAA AMC 10 Registration Fee, Quantity: 1, Price: \$76.00

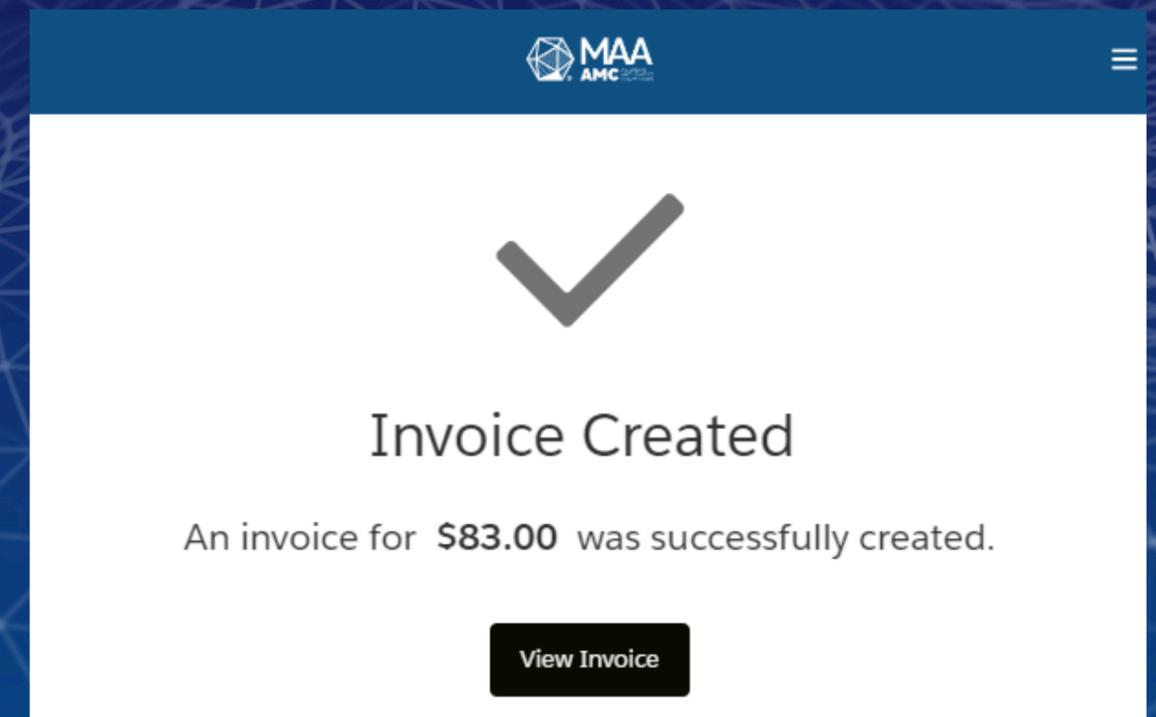
Step Four: Checkout and Pay

B. Create an Invoice

Enter your school code and click "Complete Transaction." The invoice confirmation will appear on the screen. Click "View Invoice" to open it in a new tab.



The screenshot shows a web form titled "1. Choose a Payment Method". On the left, there are two radio button options: "Credit Card" and "Invoice Me", with "Invoice Me" selected. To the right of the "Invoice Me" option, there is a text prompt: "Please enter the School Code for reference". Below this is a text input field labeled "* Customer Reference Number". At the bottom center of the form is a black button with white text that says "Complete Transaction".



Step Four: Checkout and Pay

C. View Your Invoice

Click the user icon in the top right to return to your profile.

When ready to pay your invoice, go to Orders in the side menu and select "Pay Now" for the relevant order.

To view all orders from the 2024-25 AMC cycle, extend the date range into the next calendar year.

The screenshot displays the 'Orders' page. On the left is a user profile section with a placeholder for a profile picture and the text 'Your Name'. Below this are navigation links for 'My Profile', 'My Institutions', and 'Orders' (which is highlighted). On the right, there are three summary cards: 'Past Due' with a total balance due of \$0.00, 'Upcoming Order #: 000928869' with a total balance due of \$106.00, and 'Open Orders' with a total balance due of \$476.00. Each card has a 'Pay Now' button. Below these cards are tabs for 'Open Orders' and 'All Orders'. A search bar and a date range selector (set to 01/01/2024 - 12/31/2025) are present. A 'Pay' button is also visible. The table below shows two orders found:

<input type="checkbox"/>	Order/Invoice #	Items	Due Date ↑	Balance Due	
<input type="checkbox"/>	000927791	AMC Math Wrangle Handbook , 2024 AMC 10 A - Competi...	04/01/2025	\$370.00	>
<input type="checkbox"/>	000928869	2024 AMC 10 A/B Bundle - Competition: Print & Scan or Di...	04/01/2025	\$106.00	>