

COMPETITION MANAGER REGISTRATION GUIDE

Step One: Log In <u>https://portal.maa.org/Competitions/s/login/</u>





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 <u>Step 3</u> from there.

Step Two: Create an Account (New CMs) A. Enter an Email Address

* Work Email	
Enter your email address	
	Verify Email
	Verify Linan

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		

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

Add New institution

Q

Step Two: Create an Account (New CMs)

B. Add Your Institution

* School Code		
School Type		
Choose One		
School Address		

Complete all fields, including selecting the type of institution you are affiliated with from the "School Type" list (e.g. Math Circle, High School). Please include the city/state your institution is located in your institution name. For example, "Central High School - Washington, DC."



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.

	_		
Competition Manager			
* First Name			
Last Name			
Work Email			
Testing@gmail.com			
Professional Role			
Choose One			
Mailing Street			
Mailing City			
Mailing State/Province Code	e		
Choose One			
Mailing Zip/Postal Code			
Mailing Country Code			
United States			
Password			
Confirm Password			
	Back	Submit	

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

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 CM portal (the AMC administration platform), and resources like the registration FAQ and AMC policies. If you need to add a new school as a returning CM, use the "Request to Add a New" School" option.

Important: If you created an account, the "Registration" button will not appear until you are approved. Reply to the emailed request for documentation ASAP; you should be vetted within three days of responding. Contact amcinfo@maa.org or call 1-800-527-3690 if you still don't see the link after that timeframe.



Click "Registration" to start signing up for competitions.

ING SKA	$\times \mathcal{O}$	Xex	7X 22	State	<u>SSE</u>
Request to Add New School	Registration	CM Portal	Resources	٤	
file					• ببز

Register for the MAA AMC by clicking "Registration" in the menu above. The Registration option is visible to all users who are already

Change

A. School Selection

	Competition F	Registration
School Selection	Competition Se	election
/elcome to the Mathematical Association of America's Competition Regist gistration form for each institution.	ration. Please select an institution below	to begin registration. If you want to
1 of 1 item • 0 items selected		
School Name	~	Affiliation Status
O MAA AMC School Test		Active

Select the school you are registering for.

Registration Details

order competitions for more than one institution, please complete this

Next

 \sim



B. Competition Selection

Note: For the 2025 AMC 10 and AMC 12, you will not register for the A and B competition dates specifically. You will distribute licenses for the AMC 10 and AMC 12 across the A and B dates as needed. For more information, please see our <u>FAQ</u>.

Select the competition you wish to register for. You may select only one competition at a time. 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 selected. You may add additional bundles at the registration details stage or during the checkout process.

Clic	k the competitions you'd like to order for your selected
;	3 of 3 items • 0 items selected
	Competition
	2025 AMC 10 - Competition: Print & Scan or Digital
	2025 AMC 12 - Competition: Print & Scan or Digital
	2026 AMC 8 - Competition: Print & Scan or Digital

Competition Registration

	Competition S	Selection Registration Details
titution.		
	~	Description ~
		The AMC 10 is a 25-question, 75-minute multiple-choice competition focused on curriculum through grade 10. You will be prompted next to choose a number of student licenses (in bundles of 10) to include with your registration. New in 2025-26: each license can be applied to the A or the B exam freely at any time before competition day. Print & Scan administration can use downloadable PDFs in English, French, Spanish, or Simplified Chinese versions.
		The AMC 12 is a 25-question, 75-minute multiple-choice competition focused on curriculum through grade 12. You will be prompted next to choose a number of student licenses (in bundles of 10) to include with your registration. New in 2025-26: each license can be applied to the A or the B exam freely at any time before competition day. Print & Scan administration can use downloadable PDFs in English, French, Spanish, or Simplified Chinese versions.
		The AMC 8 is a 25-question, 40-minute multiple-choice competition in middle school mathematics. You will be prompted next to choose a number of student licenses (in bundles of 10) to include with your registration. Print & Scan administration can use downloadable PDFs in English, French, Spanish, or Simplified

Back

Nex

-CAL

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		
	 Image: A second s	\rangle	~ >
Accounting Contact Email Address			
you@example.com			
dditional Proctor 1 First Name			Additional Proctor 2 First Name
dditional Proctor 1 Last Name			Additional Proctor 2 Last Name
dditional Proctor 1 Email Address			Additional Proctor 2 Email Address
you@example.com			you@example.com
Bundles (1)			
1			
dditional Email			

Update the number of bundles for the competition if you need more than 10 student licenses.

egistration Details

Reminder:
Each student
taking both the
A and B versions
requires <u>two</u>
student
licenses.

 \checkmark



 \checkmark

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.

Registration Details

Submit

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. Additional bundles can be ordered later 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, click "Registration" in the top menu again to add more competitions to your cart.**

MAA	2025 AMC 12 - Competition: Print & Scan or Digital	\$60.00	Order Summary	
	Quantity: 2		oraci ourninary	
	Price: \$30.00	2		
	Remove		Items (5):	\$195.00
200000001-000-0.000-0.000-0.000-0.000-0.000-0.000-0.000-0.000-0.000-0.000-0.000-0.000-0.000-0.000-0.000-0.000-0				
MAA	AMC 12 Registration Fee	\$55.00		
	Quantity: 1		Due at Checkout:	\$195.00
	Price: \$75.00			
MAA	2026 AMC 8 - Competition: Print & Scan or Digital	\$25.00	Checkout	
	Quantity: 1			
	Price: \$25.00	1		
	Remove			
MAA	AMC 8 Registration Fee	\$55.00		
	Quantity: 1			
	Price: \$75.00			
	A KATAKA			>1-
	* * *	*7/17		
$- \star$	The listed fee is the regule	r rata: the		
	The listed ree is the regula	rrate; the		

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).

Shopping Cart

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 by check or ACH. Remember that we must <u>receive</u> payment before students can be registered.

Shopping Cart	Checkout		
1. Choose a Payment	t Method	Order Su	immary
Credit Card Invoice Me	Please enter your school code or school zip code for reference: Customer Reference Number Complete Transaction	Discount (t Checkout:
		@ MAA	2025 AMC 12 - Competition: Print Scan or Digital Quantity: 2 Price: \$30.00
		@ MAA	AMC 12 Registratic Quantity: 1 Price: \$75.00
		@ MAA	2026 AMC 8 - Competition: Print Scan or Digital Quantity: 1 Price: \$25.00
		@ MAA	AMC 8 Registration Quantity: 1 Price: \$75.00



Step Four: Checkout and Pay

B. Create an Invoice

Enter your school code and click "Complete Transaction." For the school code, use your CEEB (look up <u>here</u>), or your school zip code if your institution does not have a CEEB. The invoice confirmation will appear on the screen. Click "View Invoice" to open it in a new tab.

1. Choose a Payment Method		
Credit Card Invoice Me	Please enter your school code or school zip code for reference * Customer Reference Number Complete Transaction	

Reminder: If you use this option, **we must receive payment by check before you have access to the platform**. If you need additional bundles later, **you will be charged the registration fee again unless this previous invoice is already paid**.



Invoice Created

An invoice for \$195.00 was successfully created.

View Invoice

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.

	Past Due Total Balance Due \$0.00	
Your Name		
My Profile	Open Orders All Orders	
My Institutions	Search	
Orders	Q Orders found: 1	
	Order/Invoice #	
	000964305	

If you realize later that you need additional bundles, you would go through the same registration process.

