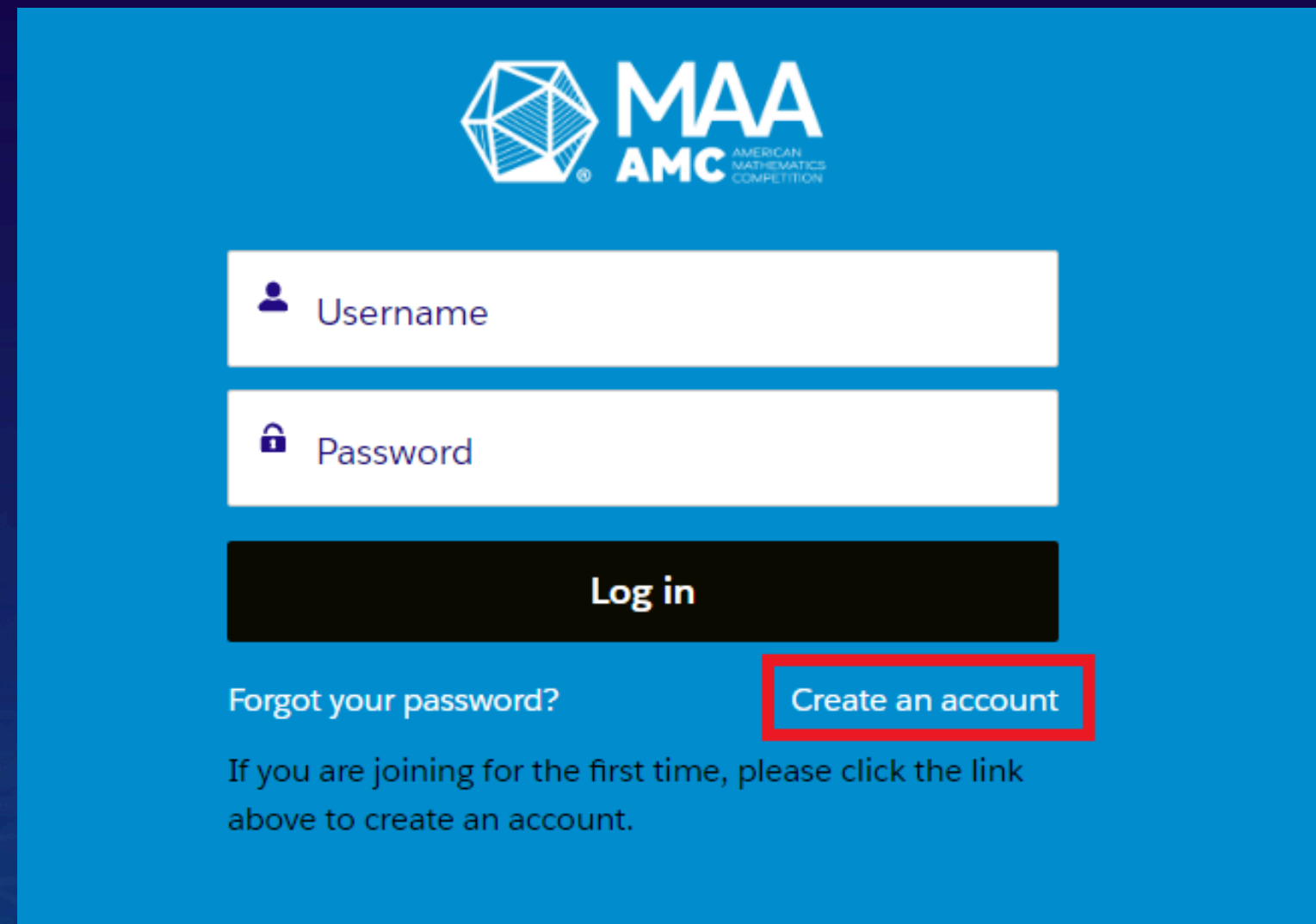




COMPETITION MANAGER REGISTRATION GUIDE

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

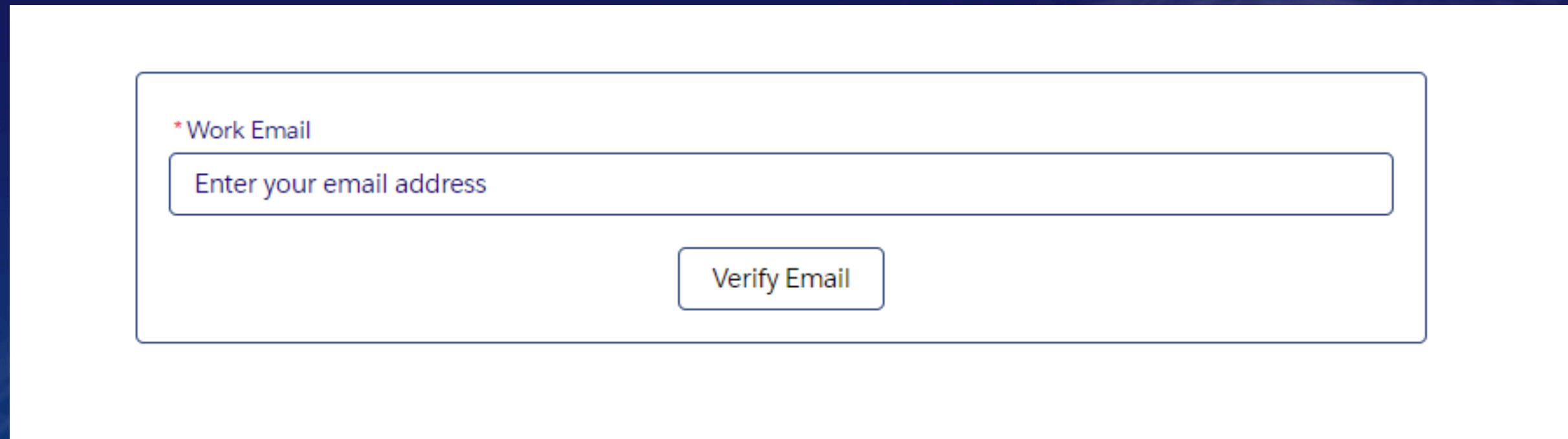
A screenshot of the MAA AMC login page. The page has a blue background with a white geometric logo at the top center. Below the logo are two white input fields: the first is labeled 'Username' with a person icon, and the second is labeled 'Password' with a lock icon. Below these fields is a black 'Log in' button. At the bottom, there is a link 'Forgot your password?' and a link 'Create an account' which is highlighted with a red rectangular border. Below the 'Create an account' link, there is a note: '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 on a dark blue background. Inside the form, there is a label '* Work Email' in red text. Below the label is a text input field with the placeholder text 'Enter your email address' in blue. To the right of the input field is a button labeled 'Verify Email' in blue text.

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..




Add New institution

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

New Institution Name	<input type="text"/>
* School Code	<input type="text"/>
School Type	<div>Choose One... </div>
School Address	<input type="text"/>
School Postal Code	<input type="text"/>

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.

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

☐ Competition Manager

* First Name

* Last Name

* Work Email

Testing@gmail.com

Professional Role

Choose One...

* Mailing Street

* Mailing City

* Mailing State/Province Code

Choose One...

* Mailing Zip/Postal Code

* Mailing Country Code

United States

* Password

* Confirm Password

Back Submit

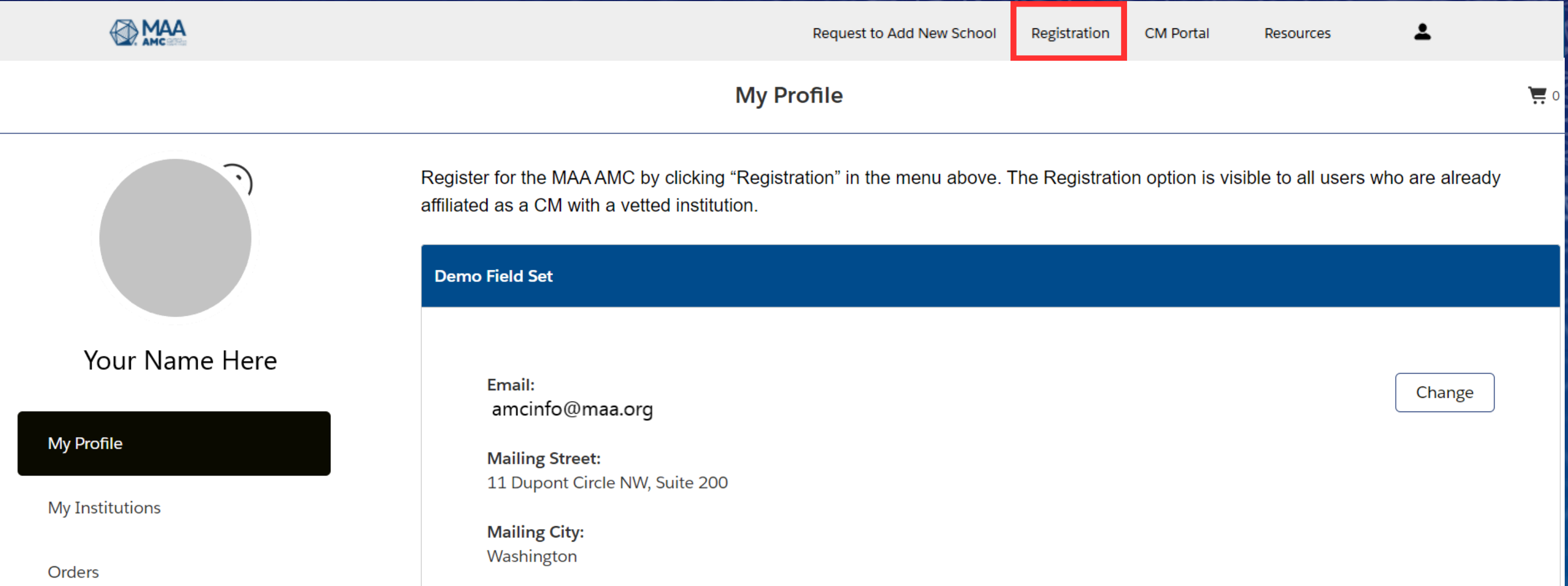
Complete all fields and click “submit.” You will be redirected to your new profile page.

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 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.

Step Three: Register

A. School Selection

Competition Registration

School Selection

Competition Selection

Registration Details

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.

1 of 1 item • 0 items selected

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

Next

Select the school you are registering for.

Step Three: Register

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 [FAQ](#).

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.

Competition Registration

✓

Competition Selection

Registration Details

Click the competitions you'd like to order for your selected institution.

3 of 3 items • 0 items selected	
<input type="checkbox"/> Competition	Description
<input type="checkbox"/> 2025 AMC 10 - Competition: Print & Scan or Digital	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.
<input type="checkbox"/> 2025 AMC 12 - Competition: Print & Scan or Digital	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.
<input type="checkbox"/> 2026 AMC 8 - Competition: Print & Scan or Digital	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 Chinese versions.

Back

Next

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

✓

✓

Registration Details

*Accounting Contact Email Address

you@example.com

Additional Proctor 1 First Name

Additional Proctor 2 First Name

Additional Proctor 1 Last Name

Additional Proctor 2 Last Name

Additional Proctor 1 Email Address

you@example.com

Additional Proctor 2 Email Address

you@example.com

*Bundles ⓘ

1

Additional Email

Back

Submit

Reminder:
Each student taking both the A and B versions requires two student licenses.

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

Step Three: Register

Competition Registration

✓

✓

Registration Details

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.

Submit

**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. 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.**

Shopping Cart		
	2025 AMC 12 - Competition: Print & Scan or Digital	\$60.00
	Quantity: 2	
	Price: \$30.00	
	Remove	
	AMC 12 Registration Fee	\$55.00
	Quantity: 1	
	Price: \$75.00	
	2026 AMC 8 - Competition: Print & Scan or Digital	\$25.00
	Quantity: 1	
	Price: \$25.00	
	Remove	
	AMC 8 Registration Fee	\$55.00
	Quantity: 1	
	Price: \$75.00	

Order Summary

Items (5): \$195.00

Due at Checkout: \$195.00

[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 by check or ACH. Remember that we must receive payment before students can be registered.

Shopping Cart

Checkout

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

Order Summary

Discount Code

Apply

Items (5):

\$195.00

Due at Checkout:

\$195.00

Shopping Cart

MAA

2025 AMC 12 - Competition: Print & Scan or Digital

Quantity: 2

Price: \$30.00

MAA

AMC 12 Registration Fee

Quantity: 1

Price: \$75.00

MAA

2026 AMC 8 - Competition: Print & Scan or Digital

Quantity: 1

Price: \$25.00

MAA

AMC 8 Registration Fee

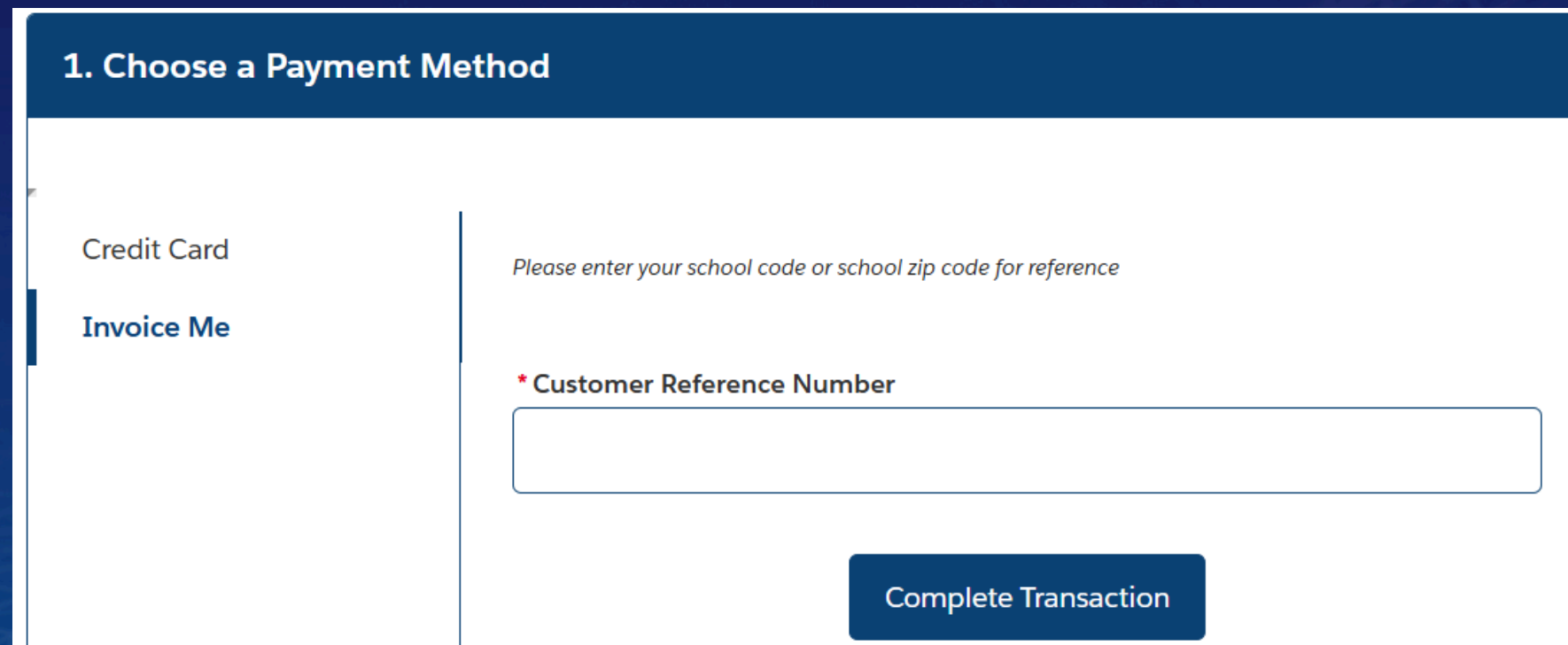
Quantity: 1

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 [here](#)), 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

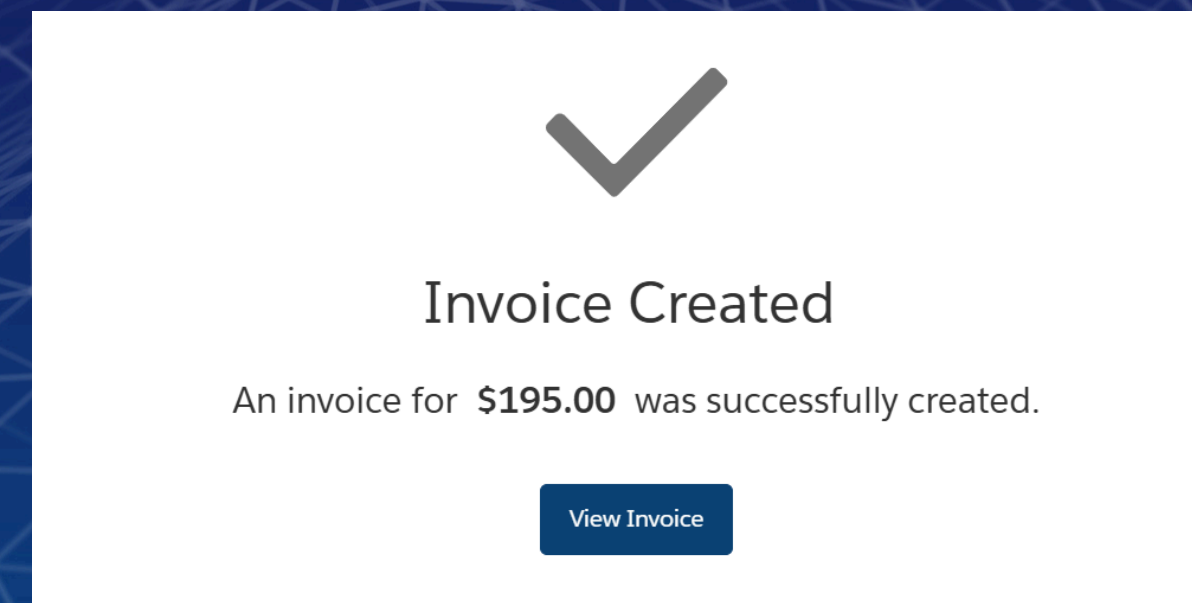
Credit Card

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.**

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.

Orders

Your Name

My Profile

My Institutions

Orders

Past Due

Total Balance Due

\$0.00

Upcoming Order #: 000964305

Total Balance Due

\$195.00

Pay Now

Open Orders

Total Balance Due

\$195.00

Pay Now

Open Orders

All Orders

Search

Date Range

01/01/2025 - 12/31/2025

Pay

Orders found: 1

<input type="checkbox"/>	Order/Invoice #	Items	Due Date ↑	Balance Due	
<input type="checkbox"/>	000964305	2025 AMC 12 - Competition: Print & Scan or Digital , AMC ...	05/28/2025	\$195.00	>

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