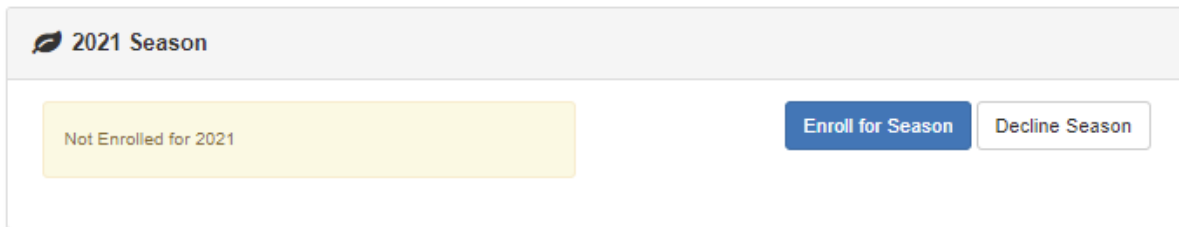
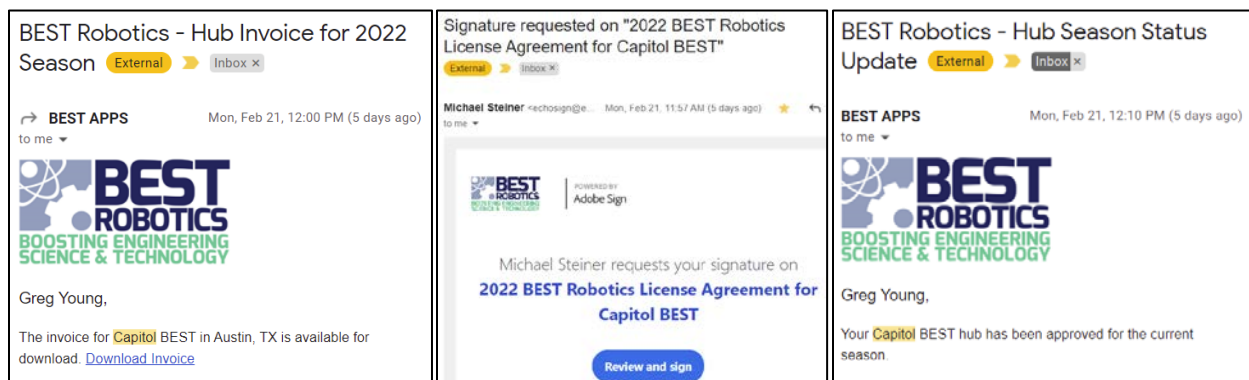


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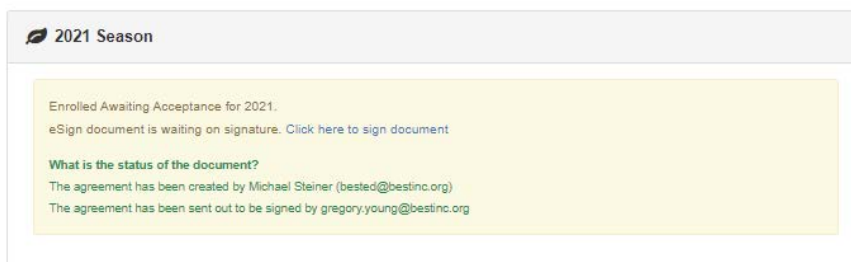
2022 Hub and Championship enrollment will begin in February. Hubs AND Championships who desire to participate in 2022 will ENROLL in the season on their Hub or Championship page in the BEST National Registry. ANY user designated as Leadership for the Hub/Championship can initiate this process.



Once Enrollment is requested, separate emails will be sent to the user that initiated enrollment concerning the Hub/Championship license agreement and Hub/Championship license fee invoice, respectively. BOTH hubs and championships will sign license agreements and pay license fees. A third email is sent to the user after the hub has been approved for participation in the season; this provides the hub with full access to Registry features. Season approval will not be dependent upon completion of the license agreement and license fee.



The Hub/Championship page in the Registry will reflect the license agreement document status until “Season Approval” has been completed; a page refresh may be required immediately after enrolling. The enrollment process is a commitment. BRI will approve hubs quickly after enrollment; license agreement signatures should then be completed soon after. Follow the link in the email received or click the link on the Hub/Championship page to begin the signature process.




Other Hub/Championship Leadership will be able to see the document status in the Registry until “Season Approval” but will not have the option to sign.

The License agreement status can still be viewed in your BRI Dashboard any time, under Hub Status.

The License Agreement

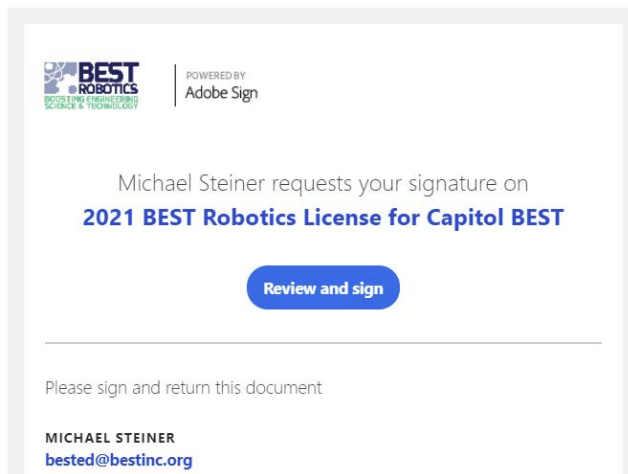
The license agreement email received will be from Michael Steiner (via echosign.com) with the subject line like the following:

Signature requested on "2021 BEST Robotics License Agreement for Capitol BEST"  Inbox x

Michael Steiner <echosign@echosign.com>
to me ▾

Thu, Mar 4, 5:15 PM (18 hours ago)

The license agreement will be sent through AdobeSign as in previous years. The contents of the email will be like:

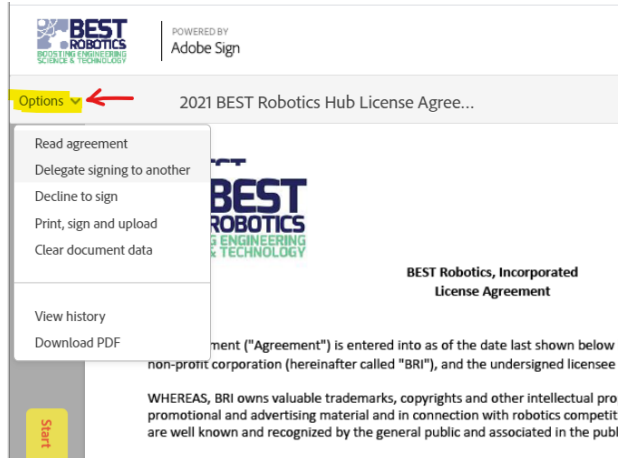


Click on the "Review and sign" button to initiate the signature process. Alternatively, the recipient can click on the link provided on their Hub/Championship page in the Registry.

DO NOT FORWARD THE EMAIL TO ANOTHER PERSON FOR SIGNATURE! THIS IS NOT A VALID OPTION!

Once the document is opened, the recipient can then use one of the options below to have the agreement signed by the appropriate authorized individual.

- 1 - Recipient fills document and signs (if they are the authorized representative).
- 2 - Recipient delegates signing to another person (if they are not authorized to sign).
With this option, please note that there are fields in the document pertaining to Hub/Championship Director contact information that the signer will need to fill in. Please make sure that the signer has the appropriate information to complete ALL required fields.
- 3 - Recipient uses print, sign, and upload option (when the document needs to be marked up or reviewed by others before signing)
This is the LEAST preferred option. If this option is selected, **PLEASE FOLLOW THE DIRECTIONS. DO NOT** simply forward the email.



PLEASE SELECT ONE OF THE 3 OPTIONS AND FOLLOW THE INSTRUCTIONS!

DO NOT SIMPLY FORWARD THE EMAIL REQUESTING SIGNATURE TO OTHER PARTIES!

Option 1: Recipient is authorized to sign the agreement.

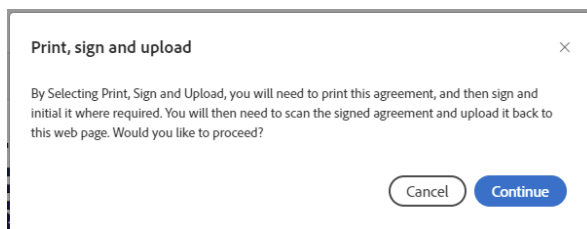
1. Open the document via the link in the email or on your Hub/Championship page in the National Registry.
2. Follow the arrow prompt to fill in the forms and initial/sign appropriate pages.

Option 2: Recipient is not authorized to sign the agreement & wishes to delegate to another person.

1. Open the document via the link in the email or on your Hub/Championship page in the National Registry.
2. In upper left, choose "Someone else will Sign" from the Options pull-down menu.
3. **Fill in the form fields - page 6 & 7.**
4. Follow the prompts to delegate signing to another person (require's an email address).

Option 3: The document must go through a review process by (potentially) several individuals before signing.

1. Open the document via the link in the email or on your Hub/Championship page in the National Registry.
2. In upper left, choose "Print, Sign, and Upload" from the Options pull-down menu.
3. Acknowledge the pop-up dialogue box by clicking "Continue".



4. The steps for completing will be clearer stated.

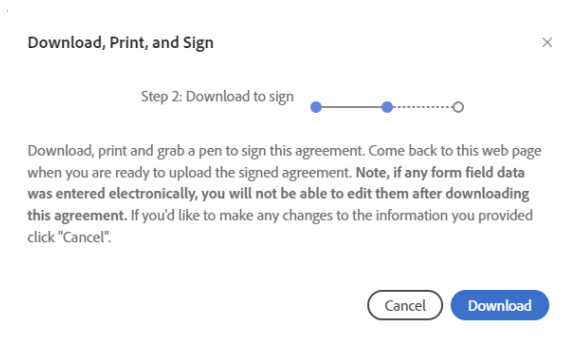
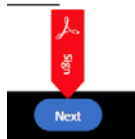
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5. Proceed with Step 1 by clicking the Yellow Arrow.

Fill in the form fields - page 6 (Hub Detail, Director Contact Information) & 7 (Signature Page).
You **MUST** fill in the signature page fields as well (Authorized Signer).

4. Follow the prompts to download the *filled* pdf and Print a hardcopy.



5. You can email the downloaded pdf doc around for review at this point.

6. Markup the document with changes and strikethroughs.

7. Collect the written authorized signature on the signature page.

8. Return to the **same link** in the email you received (or on you Hub/Championship page in the National Registry).
This will bring the user to the Upload page.

9. Scan ALL PAGES of the document including the signature page with the written signature. Click on "Upload to submit" button to upload the document back into the system and resume the signature flow.



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The License Fee Invoice

1. The license fee invoice will be provided as a PDF file. Access the file through the link provided in the email. If the link fails to open, please contact the Director of Operations by email at bestops@bestinc.org.

BEST ROBOTICS INC
5600 MUNHALL RD APT 417
PITTSBURGH PA 15217-2039

Invoice

Date	Invoice #
2/16/2022	2022-02

Bill To
CAPITOL BEST 154 BRENTWOOD DR GEORGETOWN TX 78628

P.O. No.	Terms	Due Date
	30 Days	3/18/2022

Description	Amount
2022 HUB LICENSE FEE	2,500.00

2. Send payment along with a copy of the license fee invoice to the address indicated on the invoice.
3. Please indicate on checks which Hub/Championship the fee is to be applied to. Often payment comes from other entities and it is not directly distinguishable which Hub the payment applies to.
4. For other methods of payment, please contact the Executive Director by email at bested@bestinc.org