ORLANDO GRAND FINAL 2027

Supervisor Group Registration Guide

1. Log in to your **NEO Science or Coding Olympiad Supervisor Panel** and open the **Grand Final** section.
2. Select **Orlando Grand Final**.
3. Click **Group Registration**, then read and accept the **Terms and Conditions**.
4. Click **Add Student** and enter the preferred Grand Final option (**Orlando** or **Orlando + Miami**).
5. Select the student's olympiad and search using their **NTO Student ID, name, or email address**.
6. Add all eligible students to your group. Students who have not qualified for the Grand Final may be considered through the **Waiting List**, subject to availability.
7. If you or your students do not have valid U.S. visas, contact us by email to request the **Visa Appointment Date** form.
8. Enter the **U.S. visa appointment dates** for yourself and your students, or indicate that valid U.S. visas are already held.
9. Each student must log in to their **NTO Student Panel** and click **Accept Invitation** to confirm participation in the group.
10. Once your student list is complete, the **Grand Final Participation Agreement** will be made available in your Supervisor Panel.
11. Review and sign the agreement, then confirm your signature using the **verification code** sent to your registered email address.
12. Open the **Payments** section and complete the required deposit payments for your group.
13. Track your group's registration progress through the **Grand Final Panel**.
14. Once a participant's U.S. visa is approved, the remaining balance must be paid within 7 days of the visa approval date.

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1 Log in to your Supervisor Account and click **Grand Final** in the menu.



2 Select **Grand Final Orlando** from the list of available Grand Final events.



3 Select **Group Registration**, then read and accept the **Terms and Conditions** below. Finally, click **Create My Group** to proceed.

4 Click **Add Student** to add a student to your group.



5 Select your preferred Grand Final option.



6 Select the Olympiad in which the student is registered and wishes to participate in the Grand Final. Then, search for the student using the **NTO Student ID**.



7 Once the student appears in the search results below, click Add next to the student's name to add the student to your group.



8 Students who have not qualified for the Grand Final can be found in the Waiting List section.



9 Enter the **Visa Appointment Date** for each member of your group. Please note that you cannot proceed to the Deposit Payment step for any participant whose Visa Appointment Date has not been entered.



10 Select **"I already have a valid U.S. visa"** if the participant holds a valid U.S. visa or is exempt from U.S. visa requirements. Otherwise, click **Confirm** and enter the Visa Appointment Date scheduled with the U.S. Embassy or Consulate.



11 An invitation is sent to the student panel once the supervisor adds the student to the group. The student must log in to the panel and select the relevant Grand Final event.



12 In student panel, click **Accept Invitation** to confirm participation in the supervisor's group.



13 Supervisors who have completed their student lists will receive a link to the **Participation Agreement**, which they can review and accept directly through the Supervisor Panel. Click the **"Sign the Agreement"** button to proceed.

14 Scroll to the bottom of the Terms and Conditions, then click **"I Have Read the Agreement"** to proceed.

15 Enter your full name exactly as it should appear on the **Participation Agreement**, along with the city and country where you are signing the agreement. Then, click **Continue**.

16 Draw your signature in the designated box, then click **"Send me the code"** to proceed.

17 Enter the confirmation code sent to the supervisor's registered email address to confirm and sign the Participation Agreement. Click the **"Sign in Agreement"** button to proceed.

18 The signed Participation Agreement is available for download. A copy will also be sent to the supervisor's registered email address.

19 Supervisors can track their registration progress through the Progress Tracker in the Grand Final Panel.

20 To proceed with the payment, click **"Pay Now"** in the upper right corner of the page. In the pop-up window, click **"Add to Cart"** next to the student you wish to make a payment for.