This section of the document describes the steps for a team leader to register their team with ARPA-E on https://gocompetition.energy.gov website.

Before proceeding with these steps, please notify your team members that they need to create their own user accounts on the GO Competition website. Sharing of user accounts amongst team members is not allowed.

As the Team Leader, you will need to create a GitHub Team account before you start your team set-up on the GO Competition website. GitHub will be used for the GO Competition platform to pull your challenge submission code. GitHub is a platform where you can host code, either publicly or privately. The public accounts are free and provide both public and private repositories; other memberships start at $7 / month (as of January 2019), depending on your needs and size of team. More information can be found at https://github.com/pricing. The instructions below include information on creating a GitHub account.

1. Create an account on GitHub at https://github.com/join?source=header-home. You can also click on the Sign up button in the top right corner from the GitHub home page at https://github.com.

2. Follow the online instructions, since they may have been changed since this document was created in January 2019.
a. Enter a username for the GitHub account. This is required information. Username may only contain alphanumeric characters or single hyphens, and cannot begin or end with a hyphen. Copy the username for your GitHub account since you will need this information on the GO Competition website.
b. Enter a valid e-mail address. This is required information.
c. Enter a password of at least 8 characters (including a number and a lowercase letter).
d. Verify that you are not a robot by solving a puzzle or a reCAPTCHA.
e. Click **Create an account** button.

3. Select the GitHub plan that is appropriate for you and your team.

4. Customize your experience and you are all done setting up a GitHub account. If you have any issues or further questions on how to use GitHub, please see [https://help.github.com](https://help.github.com) for more information or contact GitHub directly.

5. Go to the ARPA-E Grid Optimization Competition website at [https://gocompetition.energy.gov](https://gocompetition.energy.gov).
6. In the upper right corner, click on the Log In link.

7. Log into your account using your GO Competition website username and password.
8. You should see your My account page, similar to the image below.
9. **If you are the team leader** and you are ready to create your team, click the **Create Team** button under the Account and Team Information section located on the right side of your My account page.

10. You will be directed to the Create Team page ([https://gocompetition.energy.gov/node/add/team?destination=user/xxx](https://gocompetition.energy.gov/node/add/team?destination=user/xxx)). For creating a team, you will be required to fill in several fields. These required fields are marked with a red asterisk (*) and are noted in the next steps.
11. Enter a team name. This is required information. Your team name will need to get GO Competition administrator approval before it can be published. This team will be used for Sandbox submissions and for any future challenges.

12. Enter the team’s GitHub username (from Step 2a above). This is required information. This field is validated by the GO Competition platform; if the GitHub username does not exist exactly as shown in the box, you will not receive a Secure Shell key and you will not have access to the competition platform.

13. Select your team members from the drop-down list. If you make a mistake, you can delete a team member by clicking on the x in the team member name box. You need to include all your team members; otherwise, your team member will not be able to submit to the competition platform.
14. Select a prize option. This is required information. Is your team seeking prize money?

15. Check the box if you want your team to stay anonymous on the competition leaderboards. Anonymous teams cannot receive prize money. If you are funded by an ARPA-E Funding Opportunity Announcement, do not check this box.

16. Check the box if you and your team are funded by an ARPA-E Funding Opportunity Announcement; otherwise, please leave this box unchecked.

17. Enter any software (including solver libraries) that your team would like to be made available via the competition platform. This is optional information and there is no guarantee that your software request will be accommodated.

18. Once you have completed the Team Creation form, click the Save button at the bottom of the page. If you are not the team leader, then click the Cancel button.

19. After a successful save, you will be redirected back to your My account page with two system messages at the top of the screen in green and yellow just above your full name.
20. At this time, your team name is not approved and needs to be reviewed by a GO Competition Administrator. You will not have access to the Team page until the name is approved. In the Account and Team Information box on your My account page, the Create Team button is replaced with a “You team is pending approval” message.

21. Once the team name is approved, you will be provided a link to your Team page on the My account page.
22. You now have successfully created a team account on the GO Competition website; however, your team is NOT approved by ARPA-E. With an approved team name, you may continue to add members to your team and make any other changes.

If you want to participate in the competition, you must continue registration by: 1) downloading the Team Leader registration form; 2) if you are the Team Leader, collect all signed entrant registration forms from your team members and create a PDF registration packet; and 3) upload your registration packet via the GO Competition website for starting the official team approval process by ARPA-E.