

# Using the TOM Portal

## What is the TOM Portal?

The TOM Portal provides a simple and efficient method of communication between Tournament of Minds and schools who have registered for the TOM Program.

Parts of the [TOM Portal](#) are accessible to anyone who wishes to register for a workshop or ask for clarification on any of the Challenges. However, **you must create and activate your account to be able to use the other functional areas** of the TOM Portal that allow you to:

1. Register your school for the TOM 2011 Program
2. Download your 2011 TOM Pack, which includes the *Schools' Instruction Manual*, sample Challenges, curriculum resources and all the team forms
3. Download the 2011 Challenges
4. Nominate your teams
5. View Challenge Clarification responses

## Who can create a Portal Account?

All primary and secondary schools are eligible to register and participate in the Tournament of Minds program, within a state, territory or country (branches) licensed to run the TOM program. All licensed branches are listed on the [Branch Contact Details](#) page. There can be only one Portal Account per school or one Portal Account for each campus, if a school has multiple campuses. The person creating the account will be deemed to be the TOM Coordinator for that school or campus.

## What is the Activation Code and where do I get one?

The activation code is provided to schools, which TOM has authenticated, in order to create a Portal Account. You can request one online or you may receive one via email or mail from your TOM branch at the beginning of the year.

## How do I access the TOM Portal?

You can access the portal via the 'TOM Portal' menu item from our website's home page <http://portal.tom.edu.au>.

If you have previously created a Portal Account then you can access the [TOM Portal](#) for the current Tournament using the existing user name and password.

For all **new users**, the first time you access the portal – with or without an Activation Code – you must click on [Create Account] under the New Users heading.

*Note: We do not accept email addresses from 'free' email services such as 'gmail', 'yahoo', 'hotmail' etc as it is almost impossible to verify the bone-fides of the user. Please use your school email account.*

## New Users

### 1. Activate Account – (have Activation Code)

- a) If you have your Activation Code, on the Portal Log In page, click the [ACTIVATE] button.
- b) Click the [ACTIVATE ACCOUNT] button
- c) Enter your code and click [ACTIVATE].

The 'Confirm Activation' page appears. Your school name and details are displayed, and possibly with the name and email details of your school's last TOM coordinator from our database. You can update the coordinator name and email address. Once these details are correct, click the [SEND PASSWORD] button and an email will be sent to the coordinator's email address containing your Portal Account password.

You will need to keep this password in a **secure** place in order to login throughout the year to register your school and teams, download your TOM Pack, the Challenges and retrieve other documentation.

New for 2011, you can have more than one Facilitator Portal Log In Account per School.

**Note: The Activation Code is used to initially match your school to your account  
The Code can only be used once.**

## 2. Request Activation Code

If haven't received an Activation Code, click [Request Activation Code].

Complete the details and [SUBMIT] the request. Please ensure to include your phone number and/or email address if it is necessary to contact you. Once we have sent your Activation Code, see '1. Activate Account' instructions above.

## 3. Update Account

The Facilitator may have changed for the new Tournament year. The Portal Account will need to be updated. If you know the account details of the previous Facilitator, then you can click the [UPDATE ACCOUNT] button to change the Facilitator details

**Note:** If you don't have those details then you will need to contact your branch using the Enquiries form.

## 3. New School

If you are new to TOM, click [New School].

Please complete the form that appears, ensuring you include all required information (indicated with an asterisk).

You will be notified by email when we have confirmed the information is correct. In the email we will also supply your Activation Code that will allow you to activate your account (see '1. Activate Account' instructions above).

## Logging In

Log in as an Existing User using your (school) Facilitator's email address/username and the password as supplied to you via email by TOM. **Do not use your Activation Code.**

**Note:** Passwords are Case-Sensitive

After logging in you will notice a number of additional menu items listed under 'Registered User's Area' on the left menu area of the page.

### Log In Problems

There are a number of reasons why Log In might fail. In most cases it is a problem related to incorrect credentials.

1. Either your email address or password is incorrect. Check both carefully. Passwords are Case-Sensitive.
2. Does your email address have any incorrect characters such as a '.' at the end or extra spaces? Are you using the same email address that was confirmed during Activation?
3. Do NOT use the Activation Code. The password was sent to you by email when you activated your account. Passwords are case-sensitive. Check the state of the caps lock key. Have you confused any characters?
4. Try to cut and paste the password from the confirmation email.
5. Your web browser must support cookies. Refer to the browser's help file on how to check this setting or consult your System Administrator.
6. Your web browser must allow scripting. Refer to the browser's help file on how to check this setting or consult your System Administrator.
7. Has your Internet connection stopped responding? Try to open a new page on another site.

### Changing your password

When you first create an account, your password is automatically generated. You subsequently can change your Password and Username if desired.

## How do I Register my School?

Log in to the TOM Portal. The School Registration page will appear.

1. Check the TOM Branch is correct (your state, territory or country)
2. Select which Region in which you intend to participate
3. Enter the Anticipated number of Teams
4. Click [REGISTER].

The school registration fee is \$160.00 (GST free) plus there is a team nomination fee of \$50 per team. The registration fee is automatically calculated and displayed in red, and changes reflecting the number of anticipated teams selected. If you are unsure how many teams you will enter, just **select one**. Additional teams can be nominated after the Challenges are released. We'll send you an invoice for the additional teams.

**To complete your registration you must forward payment to your branch Director.** A tax invoice will be emailed to you with the confirmation of your school registration. This will include payment options and contact details. Once payment is received you will be able to access the Tournament documentation and resources via the TOM Portal. This includes the *Schools' Instruction Manual*, sample Challenges, team forms, and other useful curriculum resources.

Closing dates for school registration are listed on individual branch web pages.

### **How do I Change my School Details?**

You must contact your branch Director to change school details or change name and contact for your school's TOM Coordinator. You can use the [Enquiries and Feedback](#) form or just send an email.

### **How can I Enter a Team or additional teams?**

All Team Nominations must be entered via the [TOM Portal](#). Team nominations open once the Challenges are released and close about three weeks prior to the Tournament weekend - check your branch web page for dates. Further instructions on nominating your teams online will be provided with the Challenges.

### **Where do I get more Information?**

If you have a question or comment about any aspect of this site or the TOM Program, please use the [Enquiries and Feedback](#) form. Alternatively you can contact us by email or phone.