



Welcome to the Scripps National Spelling Bee! We are excited that your school is interested in participating in this year's program. The first step you will need to complete is the school enrollment process. By enrolling, you will gain access to a multitude of resources to aid you in organizing a school spelling bee, including student study lists, competition lists (pronouncer guides), a recordkeeping template, and much more.

Below are the steps needed to complete the enrollment process. If you have any questions during the enrollment process. You can connect with the Bee's customer service team by visiting [www.spellingbee.com/contact](http://www.spellingbee.com/contact).

## Create Your Account

Begin by visiting [enroll.spellingbee.com/register](http://enroll.spellingbee.com/register). Once there, register for an account on our platform. After your account has been created, you will be automatically directed to the enrollment system to begin the process.

**enrollment registration**

Are you ready to inspire a love of learning in your classroom while giving your students the words they need to shine their light on the world? If so, you're in the right place! This is just the start of your journey to help make the spelling bee possible in your school. Simply fill out this form to get started.

Did your school enroll last year? [Click here to re-enroll for the new school year.](#)

|                                                 |                                           |
|-------------------------------------------------|-------------------------------------------|
| <b>Name*</b>                                    | <b>Phone*</b>                             |
| <input type="text" value="Bee Doe"/>            | <input type="text" value="555-555-5555"/> |
| <b>Email*</b>                                   | <b>Password*</b>                          |
| <input type="text" value="beedoe@scripps.com"/> | <input type="password" value="....."/>    |
| <b>Verify Email*</b>                            | <b>Verify Password*</b>                   |
| <input type="text" value="beedoe@scripps.com"/> | <input type="password" value="....."/>    |
| <b>Relationship to School*</b>                  |                                           |
| <input type="text" value="Teacher"/>            |                                           |

**sign up**

[already have an account? log in here.](#)

[privacy policy](#)





### Already have an account?

If you previously had an account at spellingbee.com from previous years, you can select **“already have an account? Log in here.”** at the bottom of the screen. This will direct you to a separate login screen, where you will enter your email address and password. Once logged in, you will need to follow the remaining steps.

### Logging into the enrollment portal

Now that you have created an account, you will need to log into the Scripps National Spelling Bee enrollment portal. Enter the email address and password you just created and select **“Continue”**.

Log in to spellingbee-dev to continue to Spelling Bee Portal

Email address\*  
beedoo@scripps.com

Password\*  
\*\*\*\*\*

[Reset password](#)

[Continue](#)

### Step 1: Begin the enrollment process

When you are ready to enroll your school, select the **“begin enrollment”** located in the blue box near the top of the screen.





## Step 2: Find Your School

Next, you will be asked to enter your school's zip code. Type in your zip code and select **Save and Continue** at the bottom of the page.

The next page will display a list of all schools associated with the zip code you entered. Locate your school and check the box next to its name. ***If enrolling multiple schools, select the check box next to all the schools you wish to enroll.***





If your school does not appear on the list, select the “Click here to request the addition of your school link” and complete the form. Please allow 24 to 48 hours for your school to be added to the system before proceeding. You will receive an email from [contact@spellingbee.com](mailto:contact@spellingbee.com) when your school has been added.

After selecting your school, click **Save and Continue** at the bottom of the page.

## Step 3: Review Your Regional Partner Information

The next page will display information about your Regional Partner and the spelling bee program available in your area. Please take a moment to read through this information, including all dates and deadlines for your area’s program. This information will also be accessible to you at any time once your school’s enrollment is complete and you log into the School Portal.

**bee**  
Scripps National Spelling Bee

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**learn about your Regional Partner**

**WCPO 9 (Region II Ohio) is the official regional partner in your program area.**

**Key Contacts**

**Primary Contact**  
Tiana Henry  
WCPO Regional Bee Director  
[tiana.henry@wcpo.com](mailto:tiana.henry@wcpo.com)  
5138524015

**Additional Contacts**  
Peter Kasprzycki - Assistant Spelling Bee Director  
[pkasprzycki@wcpo.com](mailto:pkasprzycki@wcpo.com)

**Qualifying for the Regional Competition**

**School Level**  
Competition Level: School  
Deadline: 01/15/2027 (ET)  
Spellers Advancing to Next Level: 1  
School Champion Registration Deadline: 01/17/2027 12:30 PM (ET)

**Regional Qualifier Level(s)**  
Competition Level: Qualifier  
Qualifier Name: Regional Qualifier  
Competition Deadline: 03/05/2027 (ET)

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Save & Continue

Select **Save and Continue** to proceed.



## Step 4: Add Your Key Bee Contact

On the following page, you will be asked to select your school type and enter the name and email address of your school's key Bee contact. This is the primary person who will manage the school's spelling bee program. If that person is you, simply enter your own name and email address and then select **Save and Continue**.



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### enroll your school(s)

For each school listed below, please enter the name and email address of the School Bee Coordinator associated with the school. You must also choose the type of school from the dropdown menu.

| School Name                  | School Type | Name of School Bee Coordinator | Email Address of School Bee Coordinator |
|------------------------------|-------------|--------------------------------|-----------------------------------------|
| Aldersgate Christian Academy | Public      | Bee Doe                        | beedoe@scripps.com                      |

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Save & Continue



## Step 5: Complete Payment

The next page is the payment screen. It will display your school's name and the total amount due for enrollment. Please review and accept our terms before proceeding. You may then select your preferred payment method: check or credit card.

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**pay for your school(s)**

Please review the school(s) you are enrolling for the 2025-2026 school year below. You may click the **Back** button to update or edit any information.

When you are ready to pay, you may click either **Pay by Check** or **Pay by Credit Card** to complete the enrollment process. *International schools may only complete their payment by selecting the **Pay by Credit Card** button below.*

*Please note: We do not accept purchase orders.*

**Selected Schools**

Aldergate Christian Academy | 1810 Young St | Cincinnati, OH 45202

**Total** \$75.00

Before you can enroll your school(s), you must indicate that you have read and agree to the **Terms of Enrollment** by checking the checkbox below. \*There is a \$7.50 fee if paying by check.

☒ **View & Accept Terms**

If you have a promo code, please enter it in the box below and click **Apply Code**.

Enter promo code  **Apply Code**

**Back** **Pay by Check** **Pay by Credit Card**

### Completing Payment via Credit Card

If you choose to pay by credit card, you will be directed to our secure payment portal. Enter your credit card information exactly as it appears on your card statement to ensure the payment processes without issue. Once your payment is confirmed, you will have immediate access to all materials in the School Portal.

### Completing Payment via Check

If you choose to pay by check, you will be directed to a page confirming that your enrollment is pending while payment is processed. From this page, you can download and print an invoice for your school's fee. A copy of the invoice will also be sent to your email address. Please mail your check to the remittance address listed on the invoice as soon as possible, as access to the School Portal will not be granted until your payment has been received and fully processed.





## Promotional Code

In some instances, you may be provided with a promotion code for either a discount or complimentary enrollment. Enter this code near the bottom of the screen where it asks for you to enter a promo code. Next, select **Apply Code**. Once entered, you will notice a change to the fee associated with your enrollment. If the fee has been completely waived, you will be directed to the end of the enrollment process. If the fee has been discounted, you will need to continue with the payment process.

## Enrollment Completion

Once you have completed all of the steps in the enrollment process, you will have access to all of our program materials: student study lists, competition lists (pronouncer guides), Regional Partner program information, and a variety of other school spelling bee resources. These will be located in what is called the School Portal, which can be accessed any time by visiting [www.spellingbee.com](http://www.spellingbee.com) and selecting the “**log in**” button at the top of the screen.

You can also find helpful information for educators at [www.spellingbee.com/educators](http://www.spellingbee.com/educators) and review frequently asked questions at [www.spellingbee.com/faq](http://www.spellingbee.com/faq).

## Customer Service

Should you have questions during the enrollment process or as you begin to administer your school spelling bee, do not hesitate to connect with our customer service team. We are here to help and make sure your school is fully prepared to participate in our program. You can visit [www.spellingbee.com/contact](http://www.spellingbee.com/contact) to request assistance. We appreciate your participation!

