



















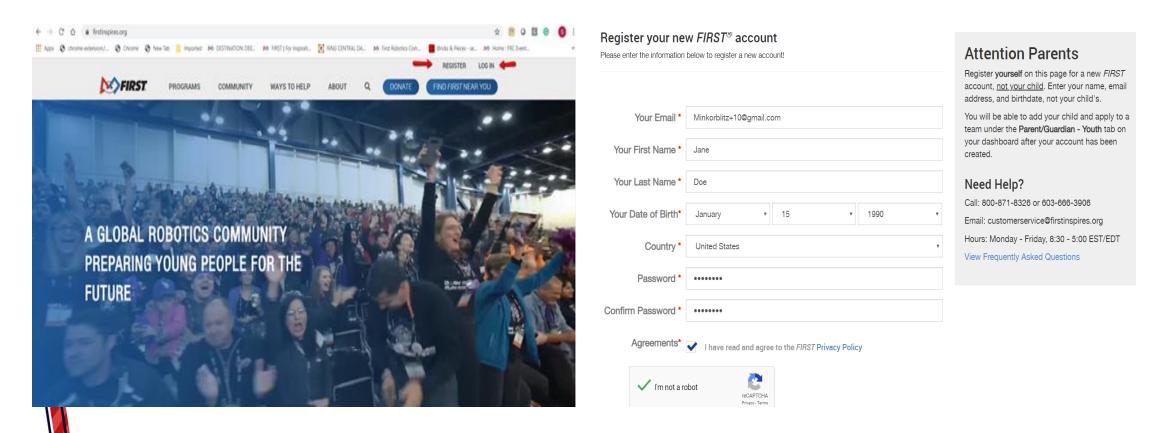
## FIRST Registration System

This slideshow will provide a walk through of the FIRST Registration System





## Register or Log into Your FIRST Account













## Log In Page

Programs	Community	Ways to help	About		Register
Log	jin				
Login With	FIRST Account				
Email Add	dress				
jdoe@firsti	nspires.org				
Password	b				
*******	•				
☐ Show F	Password		Remember Me		
	)	LOG IN			
		orgot Password ered yet? Sign Up here			



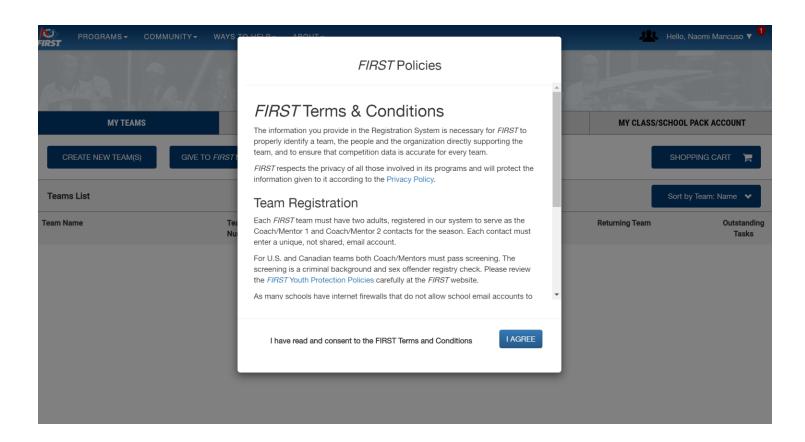








#### FIRST Policies





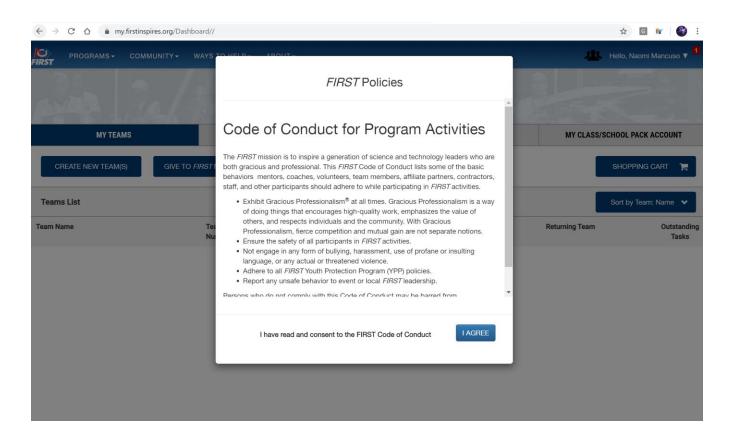








#### FIRST. Policies







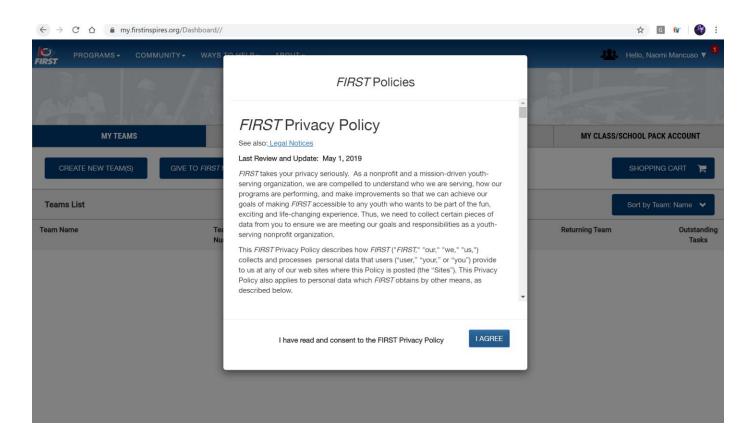








#### FIRST<sub>®</sub> Policies







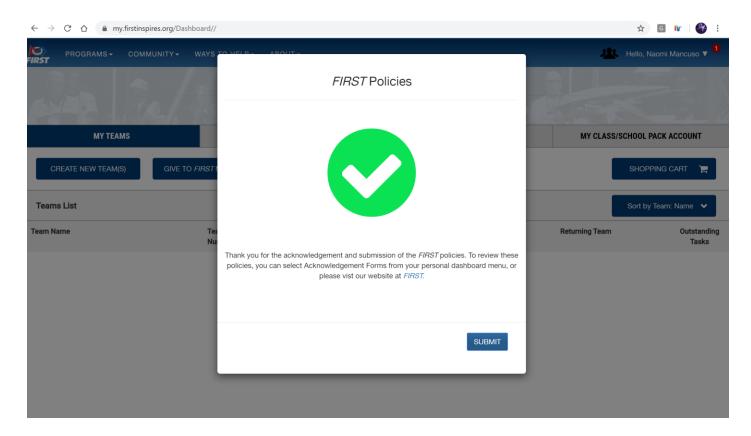








#### FIRST<sub>®</sub> Policies







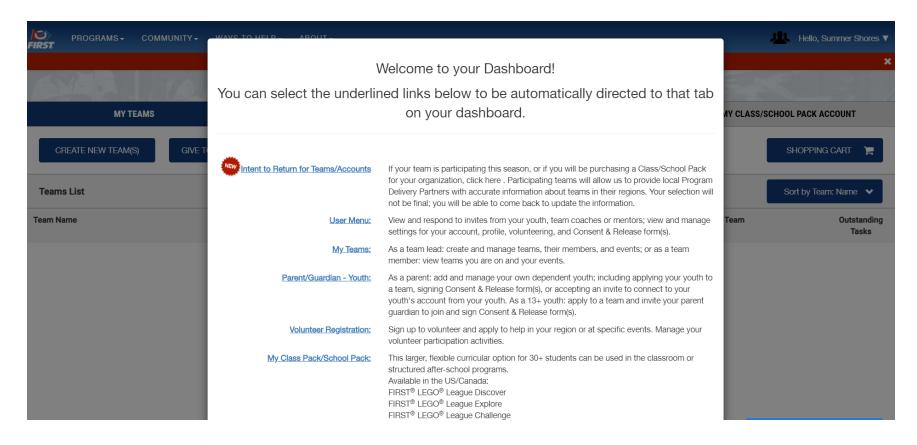








## Dashboard Definitions and Navigation Links



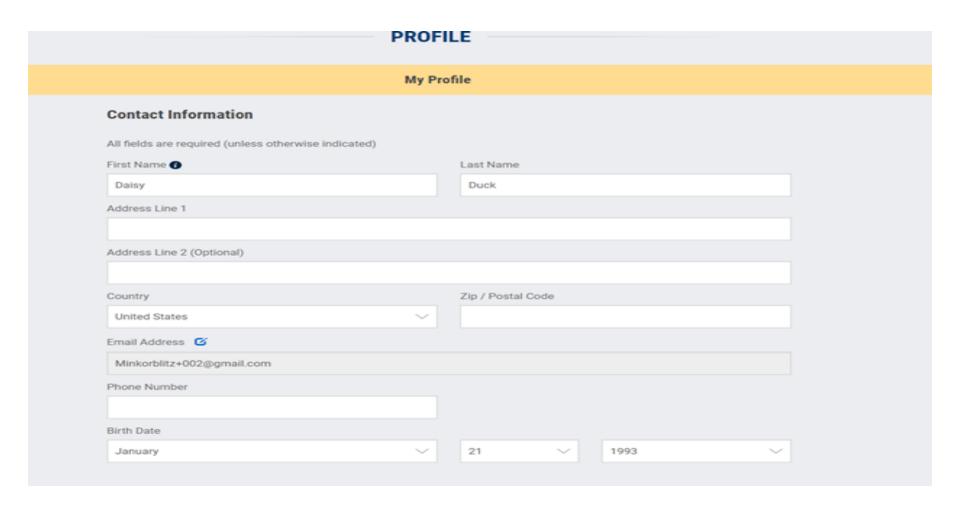








#### New Users will need to fill-out their Profile



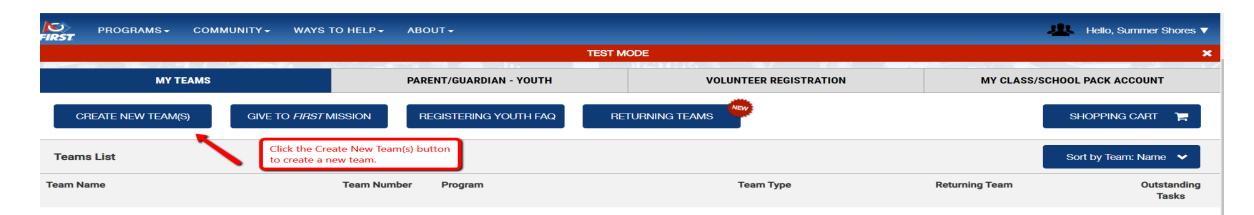








#### How to Create a New Team









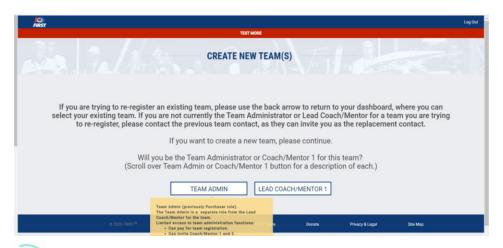




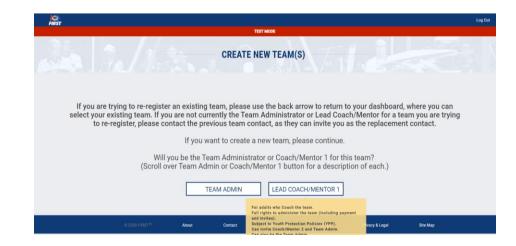


#### Select Your Role With the Team

#### Team Admin:



#### Lead Coach/Mentor 1:







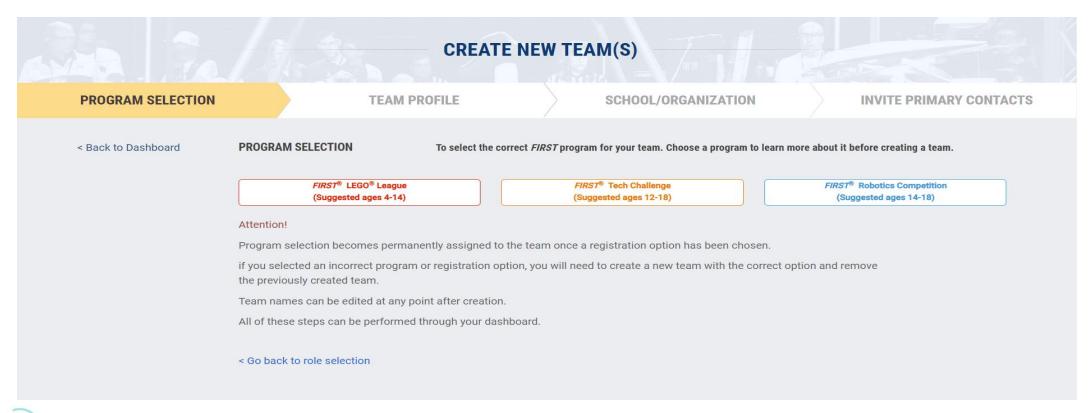








## Select Your Program



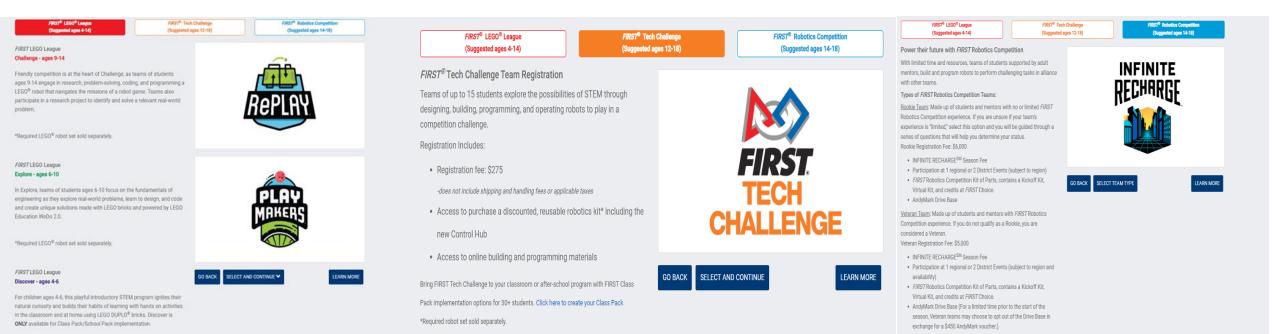








## FIRST Program Landing Pages















#### Enter Your Team Profile

PROGRAM SELECTION	TEAM PROFILE	SCHOOL/ORGANIZATION	) 1	NVITE PRIMARY CONTACTS
< Back to Dashboard	All fields are required (unless otherwise indicated)			
	TEAM NAME (Team Name needs to also have at least 1 alph	a numeric character)		
	Team Spirit			
	COUNTRY	ZIP/ POSTAL CODE		
	United States	31024		
	CITY, STATE			
	Eatonton, GA	Edit		
	REGION			
	Georgia		$\vee$	
	TEAM WEBSITE (Optional) Please inlcude all information need (example: https://www.abcdefg.org)			





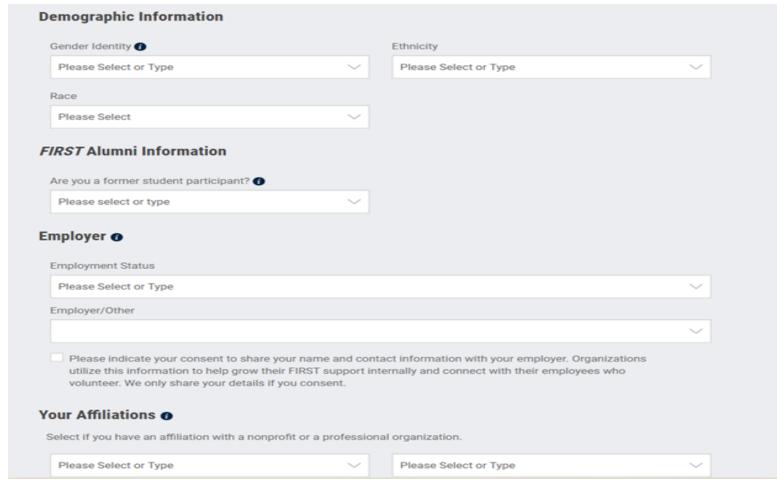








## Additional Profile Information Needed Based on Your Role with *FIRST*:







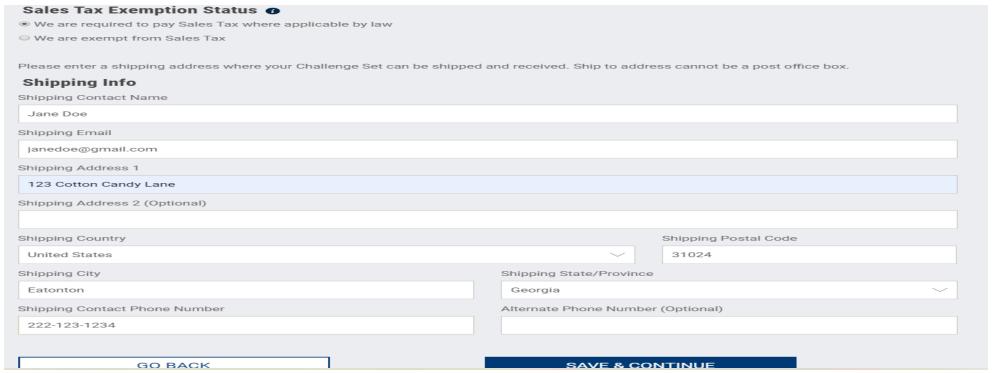








# Enter Shipping Information on the Team Profile Page







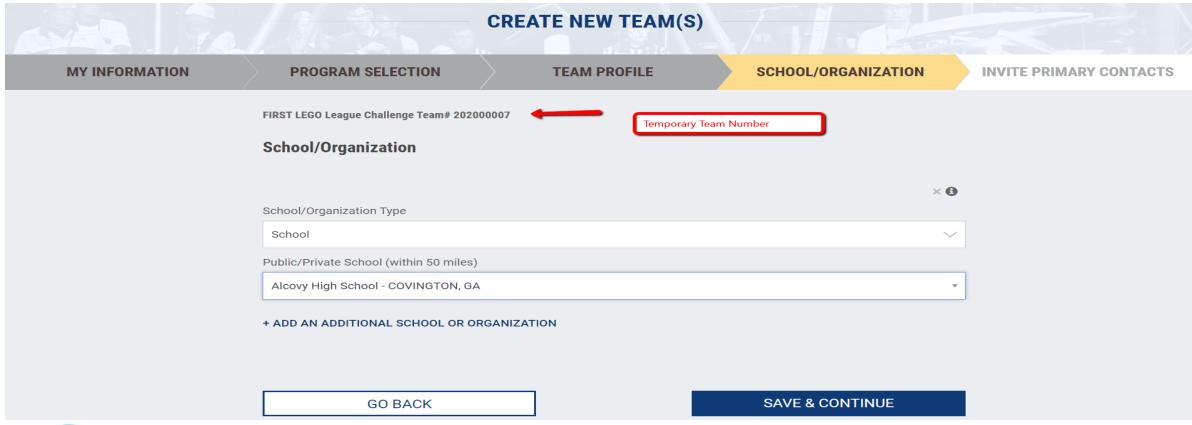








## Enter School/Organization









## Additional Coaches/Mentors can be added on this page

 You can add additional Lead Coach/Mentors now, or choose to add them later.

MY INFORMATION	PROGRAM SELECTION	TEAM PROFILE	SCHOOL/ORGANIZATIO	N INVITE PRIMARY CONTACTS
	do this by selecting "Manage and Ir to pass Youth Protection screening Your team will not be able to invite	pach/Mentor 2 now. If you choose to invite a Convite Team Contacts" from your dashboard. The conviction of the team or and a screened Coach/Mentor 2.	e Coach/Mentor 2 will also be required	
	FIRST NAME	LAST NAME		
	EMAIL ADDRESS			
	EMAIL ADDRESS			
	+ ADD TEAM ADMIN			
	reCAI	PTCHA - Ferm		
	GO BACK		SAVE & CONTINUE	
		<b>→</b>	I will do this later	





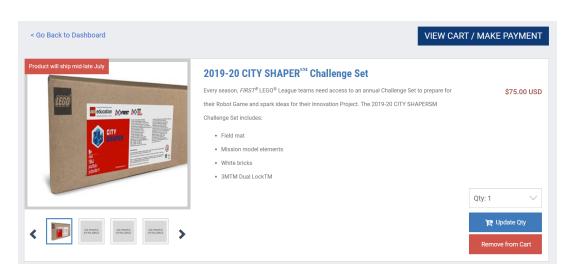








#### Order Product





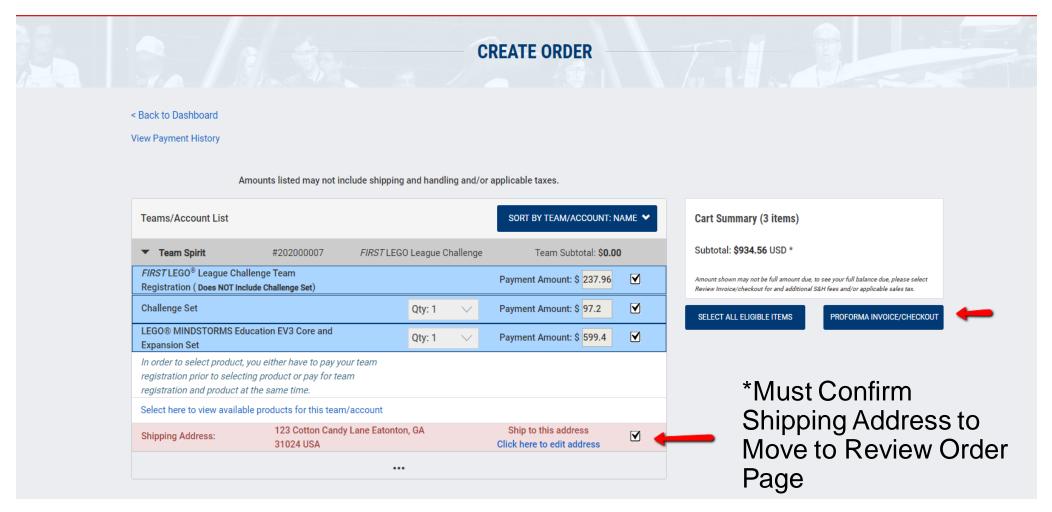








#### **Create Order**









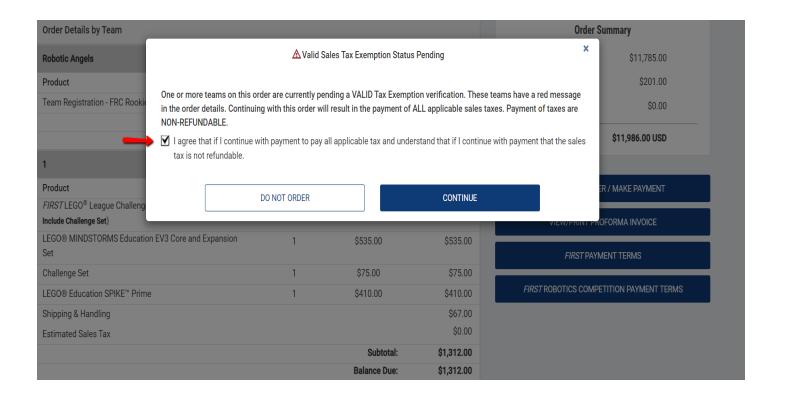






## Sales Tax Pop-up Screen

Teams must have an approved Sales Tax-Exempt form on file to have taxes waived. This pop-up will allow a team to move forward without the form, but the taxes are non-refundable.













#### **Review Order**

- Breaks out charges: Cost, Shipping and Handling and applicable Taxes
- Can print a receipt and view payment terms

#### **REVIEW ORDER**

#### < Back to Selection

#### All Dollars are \$USD

You may need to select the "Place Your Order / Make Payment" button to reflect the appropriate taxes for your order.

Order Details by Team				
Team Spirit	#202000007		FIRST LEGO League Ch	nallenge
Product		Quantity	Price	Amount To Pay
FIRST LEGO® League Challenge Team Registration Include Challenge Set)	( Does NOT	1	\$225.00	\$225.00
Challenge Set		1	\$75.00	\$75.00
LEGO® MINDSTORMS Education EV3 Core and Exp Set	oansion	1	\$535.00	\$535.00
Shipping & Handling				\$47.00
Estimated Sales Tax				\$52.56
			Subtotal:	\$934.56
			Balance Due:	\$934.56
			Total Payment:	\$934.56

Order Sur	nmary	
Subtotal of Items:	\$835.00	
Shipping & Handling:	\$47.00	
Sales Tax:	\$52.56	
Order Total:	\$934.56 USD	_

PLACE YOUR ORDER / MAKE PAYMENT

VIEW/PRINT PROFORMA INVOICE

FIRST PAYMENT TERMS

FIRST ROBOTICS COMPETITION PAYMENT TERMS





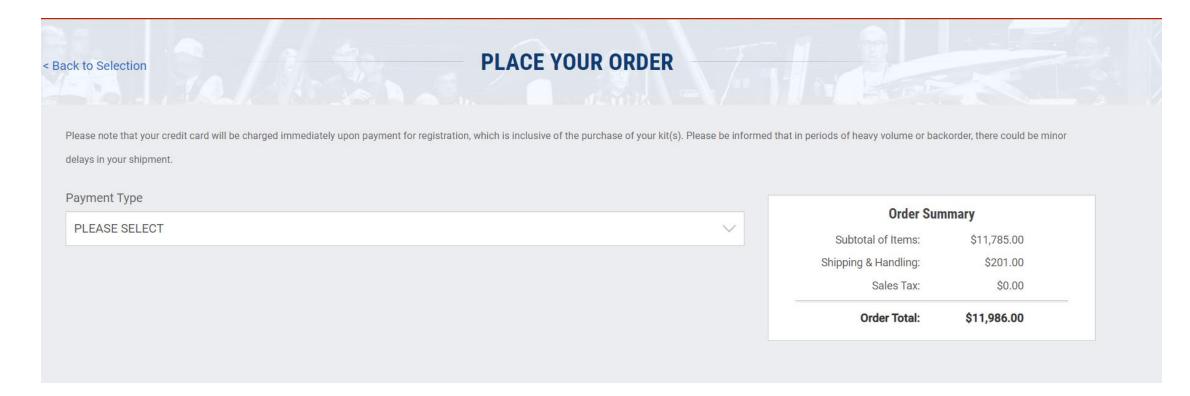








## Payment Page









#### Key Sections Found on the Dashboard

#### **Team Options:**

- Change Team Name and other Team Profile details
- Order Products
- Track Products

#### **Team Finances:**

- Access to Shopping Cart
- View Payments and Grants

#### **Team Contacts/Roster:**

- Manage Lead Coaches/Mentors
- Invite Mentors and Youth Team Members

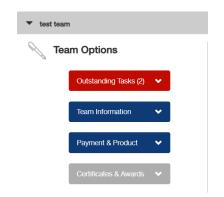
#### **Team Events:**

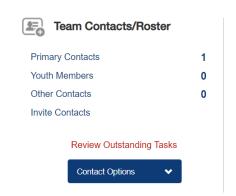
Event Details

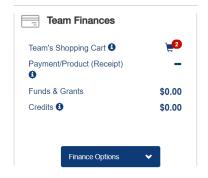


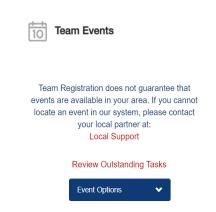
















## New This Season! Intent to Return Option

Please select teams that you want to mark as returning × teams, only teams that you are allowed to modify will be displayed

Select/Unselected All

FIRST Robotics Competition - #14626

Robotic Angels

FIRST Tech Challenge - #202000001

FTC Test

**SUBMIT** 











#### Also new this year: Team Assets

#### **Team Registration Information**

Team Registration for FIRST LEGO League Challenge for the 2020/2021 season is \$225 and includes:

- Official FIRST LEGO League Challenge team number
- Printed copies of the Team Meeting Guide, Robot Game Rulebook, and Engineering Notebooks
- · Ability to register and compete in FIRST LEGO League Challenge events
- Access to the FIRST storefront to purchase the Challenge Set and discounted LEGO Robot Sets
- · Access to team roster to register team members including mentors and participants

Team Registration fee does not include shipping and handling, the Challenge Set, registration to FIRST LEGO League Challenge events, nor guarantees that events are available in your area. FIRST Program Delivery Partners run FIRST LEGO League Challenge events which may include physical, remote, or a combination of physical and remote elements. Partners may charge an additional fee to participate in their events, and those fees are set and collected by the Partner.

I agree that if I continue with payment that I understand what I am purchasing and that is it non-refundable.

GO BACK TO SHOPPING CART

CONTINUE













#### **Team Registration Information**

Team Registration for FIRST LEGO League Explore for the 2020/2021 season is \$99 and includes:

- Official FIRST LEGO League Explore team number
- Explore Set, used by the team to complete their challenge for the season
- Printed copies of the Team Meeting Guide and Engineering Notebooks
- Ability to register for FIRST LEGO League Explore Festival Events
- Access to the FIRST storefront to purchase discounted LEGO Robot Sets
- · Access to team roster to register team members including mentors and participants

Team Registration fee does not include shipping and handling, registration to FIRST LEGO League Explore Festival events, nor guarantees that Festival events are available in your area. FIRST Program Delivery Partners run FIRST LEGO League Explore Festival events which may include physical, remote, or a combination of physical and remote elements. Partners may charge an additional fee to participate in their Festival events, and those fees are set and collected by the Partner.

I agree that if I continue with payment that I understand what I am purchasing and that is it non-refundable.

GO BACK TO SHOPPING CART

CONTINUE















#### Ops Support: How to Contact Us

- · By Phone:
  - If you have any questions, please do not hesitate to call us at 1-800-871-8326, ext. 0.
- By Email:
  - <u>customerservice@firstinspires.org</u> (General Customer Service Inquiries)
  - <u>flldiscover@firstinspires.org</u> (FIRST LEGO League Discover Inquiries)
  - fllexplore@firstinspires.org (FIRST LEGO League Explore. Inquiries)
  - fllchallenge@firstinspires.org (FIRST LEGO League Challenge Inquiries)
  - <u>firsttechchallenge@firstinspires.org</u> (FIRST Tech Challenge Inquiries)
  - <u>firstroboticscompetition@firstinspires.org</u> (FIRST Robotics Competition Inquiries)
  - <u>firstteammembers@firstinspires.org</u> (Youth Team Member Registration inquiries)
- · By Chat:
  - Chat button found on www.firstinspires.org











