



# Team Registration Instructions

Navigate to the TIMS (Team Information Management System) homepage:

<https://my.usfirst.org/fll/tims/site.lasso>

**FLL**  
FIRST LEGO League

For INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY

Jr.FLL | FLL | FTC | FRC | FIRST PLACE | VOLUNTEER | CAREERS | CONTACT US | SITE MAP

ABOUT US | PROGRAMS | COMMUNITY

2014 Challenge and Season Info

Gracious Professionals are simply good, smart people doing good, smart things.  
- Dr. Woodie Flowers  
FIRST EXECUTIVE ADVISORY BOARD CHAIRMAN

**FIRST® LEGO® League (FLL®)**  
Grades 4-8 (ages 9-16; 9-14 in U.S./CAN/MEX)  
Gracious Professionalism™ allows everyone to be a winner

WHAT FLL® TEAMS AND EVENTS ARE IN MY AREA?

Scholarships  
Over \$19 Million In College Scholarships for FIRST® Students

FIRST® PROGRESSION OF PROGRAMS  
It's the Hardest Fun You'll Ever Have!

HOME » ROBOTICS PROGRAMS » FIRST LEGO LEAGUE » CHALLENGE AND SEASON INFO

Jr.FLL | FLL | FTC | FRC | FIRST PLACE | VOLUNTEER | CAREERS | CONTACT US | SITE MAP

ABOUT US | PROGRAMS | COMMUNITY

2014 Challenge and Season Info

**Challenge and Season Info**

- Register a Team
- Participation Rules
- Pricing & Payment Terms
- Sample Budget
- Team Grants
- Edit Team Profile
- 2014 FLL WORLD CLASS™ Challenge
- Find an Event
- Email Blast Archive

Once you click “Register a Team” you will be brought to the registration login homepage.

## FLL TIMS Homepage

**SPORT FOR THE MIND!**

Welcome to the 2014 *FIRST*® LEGO® League WORLD CLASS Season

**FLL WORLD class**  
Learning Unleashed

The Team Information Management System (TIMS) is used by the Main (Lead Coach 1), Alternate (Lead Coach 2), and/or Purchaser team contacts to provide team information and register for events. All adults on the team can use TIMS to electronically sign their *FIRST* Consent & Release form. You must be at least 18 years of age to use this system.

If you have any questions, please contact us at [flteams@usfirst.org](mailto:flteams@usfirst.org).

**Important Registration Information**

Please take the time to read the [Important Registration Information](#). This information will assist you with registration, ordering, and the event processes.

**Registration**

Registration will close when all slots are filled. **This usually happens sometime after mid-September.** Please note that FLL Materials (Robot Set and Field Setup Kit) must be ordered by this deadline, but are subject to product availability.

Also, please be aware that beginning this year and for subsequent years, there will be no team registration materials shipped. Registration materials will be electronic and can be found on our [Resource Page](#).

**Events**

FLL team registration fee does not include participation in an event. The tournament application process varies by event and event participation fees will be set by and paid directly to the event organizer. Please see the Event Application section in TIMS to learn more.

[Find FLL Events](#)

**Orders for Field Setup Kits, Robots, and Robot Accessories**

All teams must pay for their team registration and have two screened coaches before they can order materials. Materials are ordered directly from LEGO Education. A link will be provided to LEGO Education's website once the team meets the above criteria.

[Terms & Conditions](#) | [Payment Terms](#) | [Privacy Policy](#)

**Login**

Already have your username? Login here.

Enter Login Email:

Enter Password:

[Login](#)

[Forgot Your Password?](#)

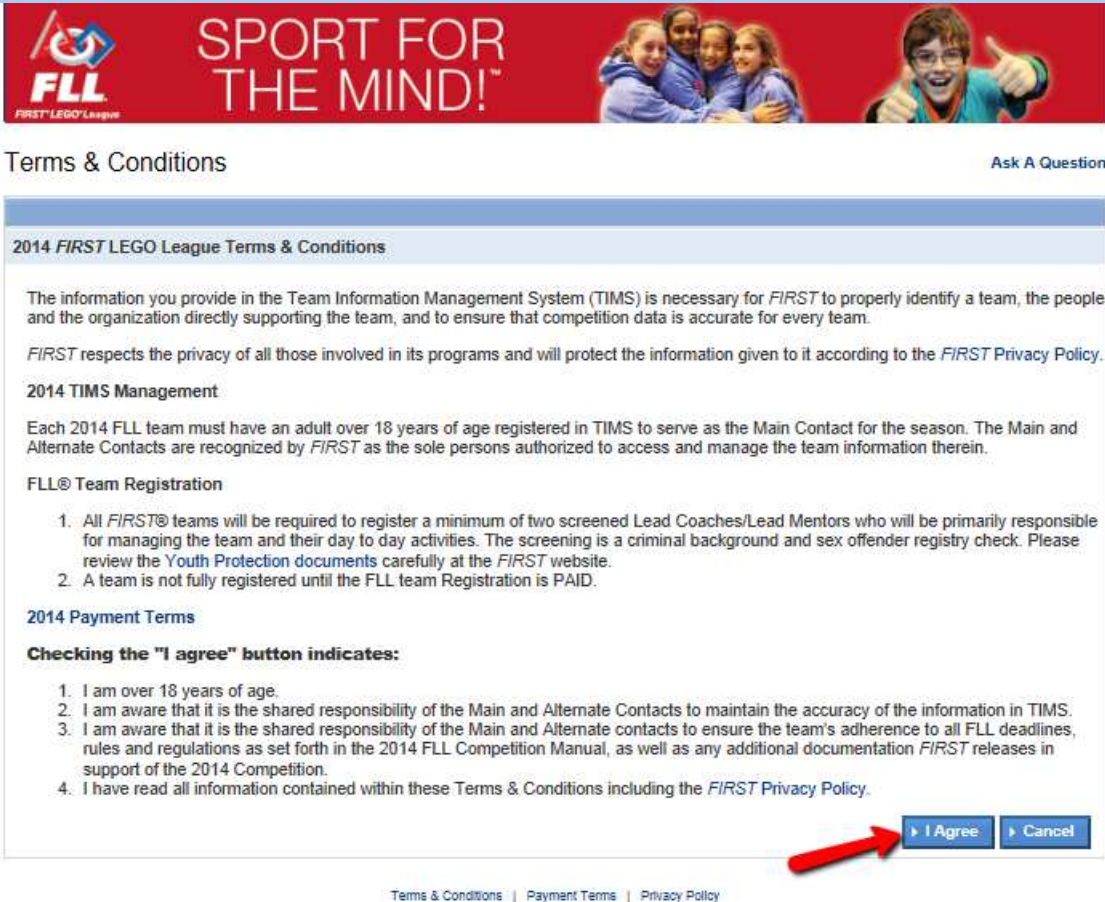
[Create User Account](#)

1. If you have already created an account, enter your email and password and click "Login". If you do not remember your password you have the ability to click on "Forgot Your Password?"
2. New users will need to create an account.

## Creating an Account

If you do not already have an account, click “Create User Account” on the registration login page.

You will be directed to the 2014 *FIRST* LEGO League Terms & Conditions page. You will need to make sure that you have read the FLL Terms and Conditions as well as the *FIRST* Privacy Policy. Click on “I Agree” to continue.



**2014 FIRST LEGO League Terms & Conditions**

The information you provide in the Team Information Management System (TIMS) is necessary for *FIRST* to properly identify a team, the people and the organization directly supporting the team, and to ensure that competition data is accurate for every team.

*FIRST* respects the privacy of all those involved in its programs and will protect the information given to it according to the *FIRST* Privacy Policy.

**2014 TIMS Management**

Each 2014 FLL team must have an adult over 18 years of age registered in TIMS to serve as the Main Contact for the season. The Main and Alternate Contacts are recognized by *FIRST* as the sole persons authorized to access and manage the team information therein.

**FLL® Team Registration**

1. All *FIRST*® teams will be required to register a minimum of two screened Lead Coaches/Lead Mentors who will be primarily responsible for managing the team and their day to day activities. The screening is a criminal background and sex offender registry check. Please review the [Youth Protection documents](#) carefully at the *FIRST* website.
2. A team is not fully registered until the FLL team Registration is PAID.

**2014 Payment Terms**

**Checking the "I agree" button indicates:**

1. I am over 18 years of age.
2. I am aware that it is the shared responsibility of the Main and Alternate Contacts to maintain the accuracy of the information in TIMS.
3. I am aware that it is the shared responsibility of the Main and Alternate contacts to ensure the team's adherence to all FLL deadlines, rules and regulations as set forth in the 2014 FLL Competition Manual, as well as any additional documentation *FIRST* releases in support of the 2014 Competition.
4. I have read all information contained within these Terms & Conditions including the *FIRST* Privacy Policy.


[I Agree](#) [Cancel](#)

[Terms & Conditions](#) | [Payment Terms](#) | [Privacy Policy](#)

You will now be directed to the Youth Protection Program video. You must watch this video to continue the process of creating an account. Once the video ends you will continue to the next page automatically.




# SPORT FOR THE MIND!



Youth Protection Program VideoAsk A Question

YPP

FIRST Youth Protection Video






YouTube

You must watch the above video before you may continue.  
Once the video is complete you will continue to the next page automatically.

[Terms & Conditions](#) | [Payment Terms](#) | [Privacy Policy](#)



You will be asked to complete all required fields indicated with a red dot to move forward with completing your user account.


SPORT FOR THE MIND!



[Ask A Question](#)

### Create User Account

• Indicates Required Field

**My Legal Name**  
 Your legal name (not a nickname) is required in order to comply with the *FIRST* Youth Protection Program.

Prefix

• First Name

• Last Name

Suffix

• Middle Name

☐ I have no middle name

**My Birth Date**  
 Your birth date is required in order to comply with the *FIRST* Youth Protection Program (YPP) as well as the Children's Online Privacy Protection Act (COPPA).

• Birth Date    Month:     Day:     Year:

**My Legal Home Address**  
 Your residential address is required in order to comply with the *FIRST* Youth Protection Program. It cannot be a P.O. Box.

• Address Type    **Home**

• Address

• Country   

• City

• Lived At This Address Since

• Mailing Address    ☒ Send mail to this address

If you wish to receive mail from FIRST at a different address, please provide a second address below in the Work/Other Address section.

• State/Province   

• ZIP/Postal Code

☐ Share this address with other Teams? [FIRST's Privacy Policy](#)

**Work/Other Address**

Please indicate which programs and seasons you have participated in (if any). If you did not participate in a particular program, make sure you check off the box “No Participation”.

**Program Participation History**

For each FIRST program listed below, please indicate which seasons (if any) you participated as a:

S - Student Team Member  
A - Adult Team Member  
V - Event Volunteer

Jr. FLL:	S	A	V	Season	FLL:	S	A	V	Season
				No Jr. FLL Participation					2014-2015 WORLD CLASS
				2014-2015 TBD (Jr.FLL)					2013-2014 NATURE'S FURY
				2013-2014 DISASTER BLASTER					2012-2013 SENIOR SOLUTIONS
				2012-2013 SUPER SENIORS					2011-2012 Food Factor
				2011-2012 SNACK ATTACK					2010-2011 Body Forward
				2010-2011 Body Forward					2009-2010 Smart Move
				2009-2010 Smart Move					2008-2009 Climate Connections
				2008-2009 Climate Connections					2007-2008 Power Puzzle
				2007-2008 Power Puzzle					2006-2007 Nano Quest
				2006-2007 Nano Quest					2005-2006 Ocean Odyssey
				2005-2006 Ocean Odyssey					2004-2005 No Limits
				2004-2005 No Limits					2003-2004 Mission Mars
									2002-2003 City Sights
									2001-2002 Arctic Impact
									2000-2001 Volcanic Panic
									1999-2000 FIRST Contact
									1998-1999 FIRST LEGO League Pilot

FTC:	S	A	V	Season	FRC:	S	A	V	Season
				No FTC Participation					No FRC Participation
				2014-2015 TBD (FTC)					2015 TBD (FRC)
				2013-2014 FTC BLOCK PARTY					2014 AERIAL ASSIST
				2012-2013 RING IT UP!					2013 ULTIMATE ASCENT
				2011-2012 BOWLED OVER!					2012 Rebound Rumble
				2010-2011 GET OVER IT!					2011 LOGO MOTION
				2009-2010 HotShot!					2010 BREAKAWAY

**Shipping Address for your Team(s)**  
A shipping address is required for Shipping Contacts. It cannot be a P.O. Box. We strongly recommend that you specify a business address at which you can receive important shipments at any point during the robot build season, including school breaks.

☒ I choose NOT to provide a shipping address.

**My Email Address**  
Your email address is your FIRST Account username.

• Email Type

• Email

• Confirm Email

**Email Filtering & Firewalls**  
Some schools have email filtering and/or firewalls that do not allow their email systems to receive our email. It is also inevitable that FIRST will send important emails to teams during school vacations and closures. We highly recommend using a free email account (i.e. Gmail, Yahoo, or Hotmail) that you can access when school is not in session OR confirm with your school's IT Department that you can receive email from the usfirst.org domain (e.g. filteams@usfirst.org, mentorcoach@usfirst.org, firstteammembers@usfirst.org, etc.) and make arrangements to be able to check your school email from home regardless of your school schedule.

**My Password**  
Your password must be at least 8 characters and contain one number.

• Password

• Confirm Password

**My Telephone Number**

**Preferred Information**

• Telephone Type

• Telephone Number

Ext.  (Extension is Optional)

(U.S./Canada citizens, please include area code.  
Other citizens, please include country code and city code.)

☐ Share this Telephone Number with other Teams? FIRST's Privacy Policy

Once you have filled out all required fields including that you have read and agree with the *FIRST* Youth Protection Policy, click “Finished”.

Demographic Information

Gender
Please Select

Race

☐ African American/Black
☐ Asian
☐ Caucasian/White
☐ Native Hawaiian/Pacific Islander
☐ Native American/Alaskan
☐ Prefer Not To Answer

Ethnicity

☐ Hispanic/Latino/Latina
☐ Not Hispanic/Latino/Latina
☐ Prefer Not to Answer

Employer

Employment
- Please Select -

Affiliation

Please take a moment to identify your member organization from the drop down list. Not only does doing so help *FIRST*® recognize the support of our Alliance/Sponsor Organizations; it also helps your Organization gauge the success of their community outreach goals.

Affiliation
- Please Select -

U.S. Military Service

Have you ever been in the U.S. Military?
- Please Select -

STEM Education/Work History

Do you have education or work experience in any of the following fields? (check all that apply)
☐ Science
☐ Engineering
☐ Teacher/educator in science, technology, engineering or mathematics
☐ Prefer not to answer

☐ Technology
☐ Mathematics
☐ No STEM Experience

Where did you learn about *FIRST*?

Where did you learn about *FIRST*? (Select all that apply.)
☐ FIRST VISTA
☐ Career fair
☐ Tech conference
☐ Science conference
☐ Teacher or education conference

Please specify
Please specify
Please specify
Please specify
Please specify

Email Broadcast Opt-in

Email Broadcast Opt-In
☐ I wish to be included on email broadcasts sent to *FIRST* LEGO League team leaders. Note that Main (Lead Coach 1) and Alternate (Lead Coach 2) Contacts will automatically receive these email broadcasts as a requirement of those roles.

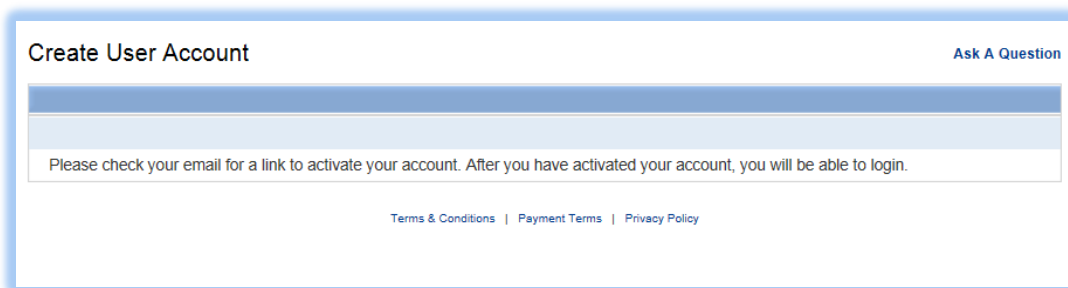
Youth Protection Policy

Youth Protection Policy
☐ I represent that I have read, understand and agree to comply with requirements of all *FIRST* Youth Protection Policies

Cancel
Finished

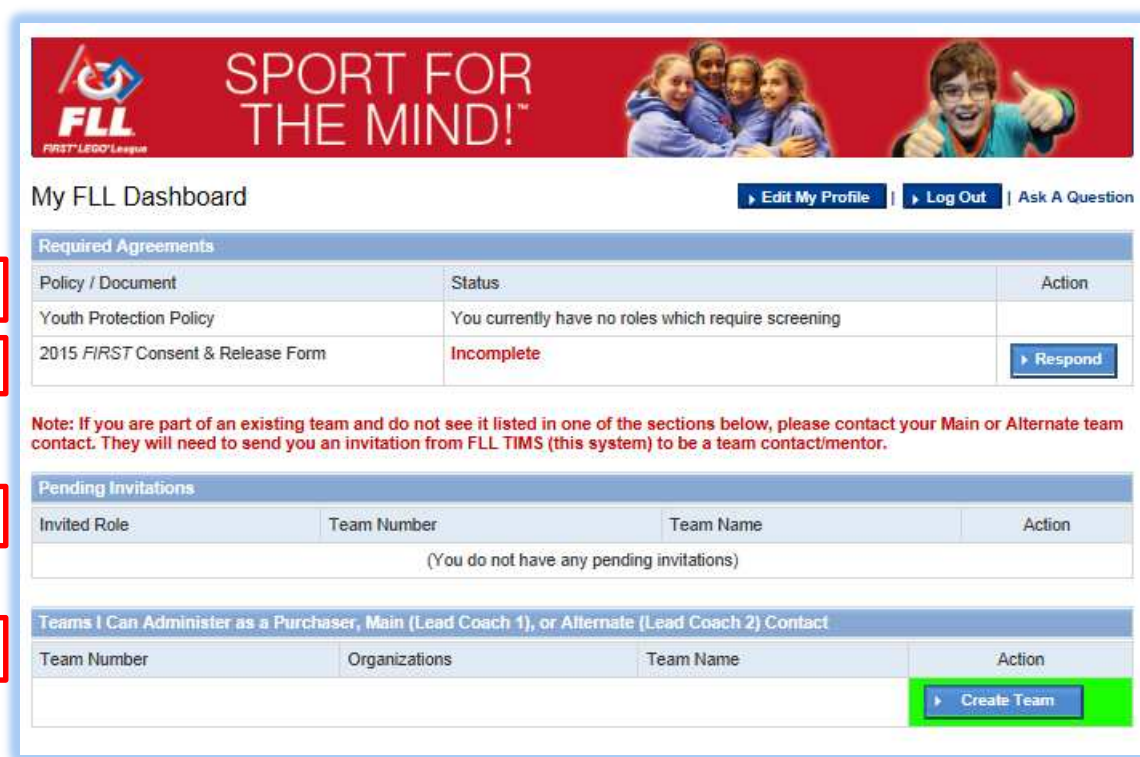


The below screen will appear indicating that you will receive an e-mail to activate your account. Access your e-mail and follow the instructions. The e-mail will be sent to you by [fllteams@usfirst.org](mailto:fllteams@usfirst.org)



Clicking on the link sent to your e-mail will activate your account and you will receive a second e-mail confirming the account has been activated. After clicking on the link from the first e-mail, you will be re-routed back to the TIMS welcome page (see page 3 for screen shot). Enter your e-mail and password you just created and click “Login”. This will bring you to your FLL Dashboard.

## FLL Dashboard



**My FLL Dashboard** [Edit My Profile](#) [Log Out](#) [Ask A Question](#)

**Required Agreements**

Policy / Document	Status	Action
Youth Protection Policy	You currently have no roles which require screening	
2015 <i>FIRST</i> Consent & Release Form	Incomplete	<a href="#">Respond</a>

Note: If you are part of an existing team and do not see it listed in one of the sections below, please contact your Main or Alternate team contact. They will need to send you an invitation from FLL TIMS (this system) to be a team contact/mentor.

**Pending Invitations**

Invited Role	Team Number	Team Name	Action
(You do not have any pending invitations)			

**Teams I Can Administer as a Purchaser, Main (Lead Coach 1), or Alternate (Lead Coach 2) Contact**

Team Number	Organizations	Team Name	Action
			<a href="#">Create Team</a>

- 1 If you are the Purchaser of a team and are **not** going to be the Main or Alternate contact, you will not require screening per the Youth Protection Policy. If you will be taking on the role of the Main or Alternate Contact, you will go through the screening process once that role has been administered and can see if you have passed by viewing your status in section 1 indicated above.
- 2 If you have not yet completed the 2014 *FIRST* Consent and Release Form electronically, your status will show as "Incomplete". In order to complete your form electronically, you will need to click on the "Respond" button and accept for this season. Once you have done so, you will be re-directed back to your FLL Dashboard with a new status of "Accepted".
- 3 This section allows you to accept invitations sent by a Main or Alternate contact of a team. If you are not the Main or Alternate contact and you are part of an existing team and do not see the team number listed, you will need to reach out to the Main or Alternate contact of that team to send you an invitation.
- 4 This section allows you to manage current team(s) or to create a new team. Click on the "Create Team" button to move forward with the process of creating a brand new FLL team.

## Creating a team

Once you click “Create Team” on your FLL Dashboard, you will be asked to identify which role you will serve for that team. Each role is defined and lists the capabilities you will have in the system. For the purpose of this guide, I will indicate myself as a Main Contact (this will give me full rights in administering the team and will take me through the YPP screening process.)

**Create Team Information** [Edit My Profile](#) | [Log Out](#) | [Ask A Question](#)

**Create New Team**

Please specify which role you will serve for this team:

• My roles

☒ **Main (Lead Coach 1) Contact**

- For adults who Coach the team
- Full rights to administer the team (including payment and invites)
- Subject to Youth Protection Policies (YPP)

☐ **Purchaser Contact**

- For team sponsors who do not Coach the team
- Limited access to team administration functions:
  - Can pay for team registration
  - Can invite Main (Lead Coach 1) and Alternate (Lead Coach 2) Contacts

[Cancel](#) [Create New Team](#)

Once you have indicated your role, click “Create New Team”. This will trigger you to be given a temporary team number. Please note that this number is only temporary and will change once the registration is paid in full.

If you indicated yourself as the Purchaser, you will NOT need to go through the Youth Protection Screening process shown below.

**YPP Screening Required** [Edit My Profile](#) | [Log Out](#) | [Ask A Question](#)

**Youth Protection Program Screening Required**

Per the policies of the FIRST Youth Protection Program, which you have already agreed to, all Main (Lead Coach 1) and Alternate (Lead Coach 2) Contacts must successfully complete the screening process.

Please click the “Continue” button below, and you will be transferred to the screening company’s website, where you can initiate the screening process. If you wish to begin the screening process later, click the “Defer” button below.

Please note that you will not be able to complete some sections of TIMS, such as ordering product, until both the Main (Lead Coach 1) and Alternate (Lead Coach 2) Contacts on this team have passed screening. Therefore, we urge you to begin the screening process as soon as possible.

[Defer](#) [Continue](#)

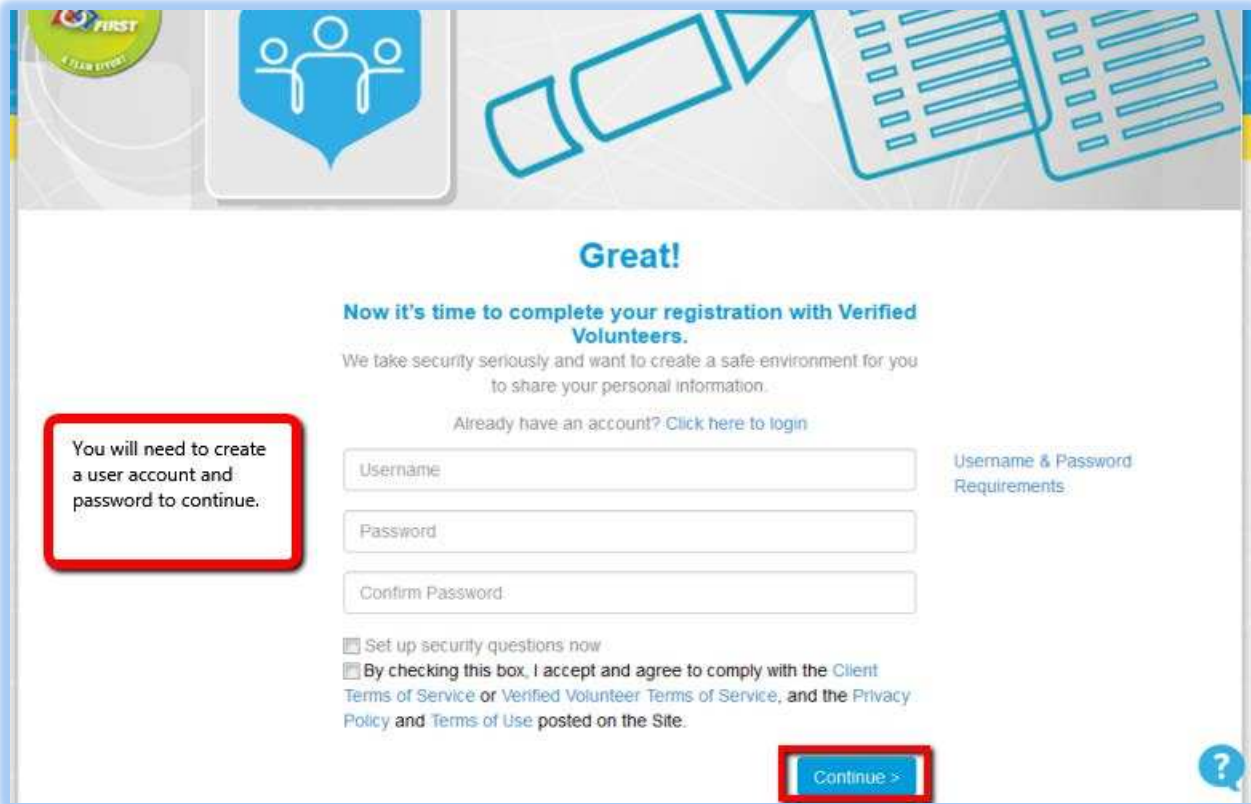
## Screening Process

Once you click “Continue” for the required Youth Protection Screening, you will be prompted to the page indicated below. Clicking on “Begin Step 2” will trigger you to be re-routed to the website of the company who completes your screening process.

The screenshot shows the FLL (FIRST LEGO League) website with the banner "SPORT FOR THE MIND!". Below the banner, the heading "YPP Screening Required" is displayed. To the right of the heading are links: "Edit My Profile", "Log Out", and "Ask A Question". A blue box highlights the "Begin Step 2" button. The text in the box reads: "Youth Protection Program Screening Required", "Step 1 of 2 complete", "Per your authorization, we have now transferred some of your information to the company which will perform the screening. This will allow us to receive a copy of your screening result once the process is complete.", "Step 2: You must now go to their website and complete your account in their system, in order for them to be able to screen you.", and "OK".

You will be brought to the verification site where you will begin the screening process.

The screenshot shows the US FIRST verification page. At the top, there is a "SAFETY FIRST" logo and a blue icon of three people. A red box with text "Enter the requested information exactly as entered in TIMS. If you have to make a correction do it after you have logged into your screening account." has three red arrows pointing to the "Your Information" section. The "Your Information" section contains a text field for "Email Address\*", a "Date of Birth" section with "Month\*", "Day\*", and "Year\*" dropdowns, and a "5-Digit Zip Code" section with a "5-digit ZIP Code\*" text field. A "Continue >" button is at the bottom right. A question mark icon is in the bottom right corner.



**Great!**

**Now it's time to complete your registration with Verified Volunteers.**

We take security seriously and want to create a safe environment for you to share your personal information.

Already have an account? [Click here to login](#)

**You will need to create a user account and password to continue.**

Username

Password

Confirm Password

☐ Set up security questions now

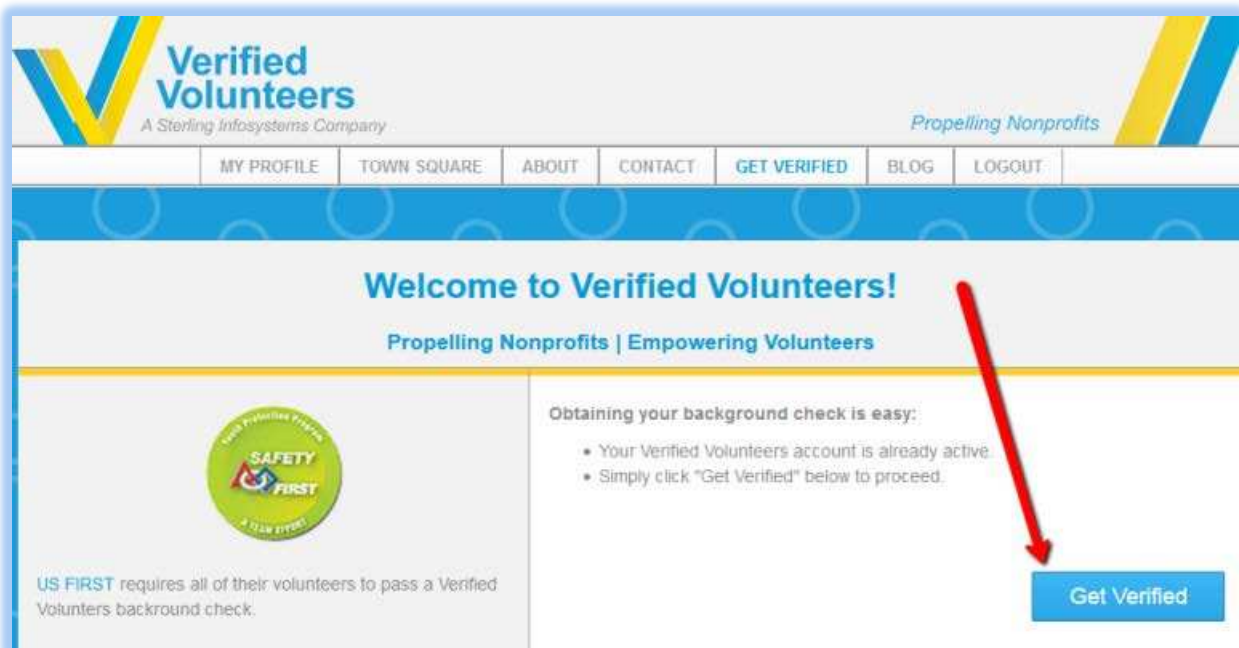
☐ By checking this box, I accept and agree to comply with the [Client Terms of Service](#) or [Verified Volunteer Terms of Service](#), and the [Privacy Policy](#) and [Terms of Use](#) posted on the Site.

[Continue >](#)

Username & Password Requirements

?

Once you have created your user account and have clicked “Continue” you will be asked to get verified.



**Verified Volunteers**  
A Sterling Infosystems Company

Propelling Nonprofits

MY PROFILE TOWN SQUARE ABOUT CONTACT **GET VERIFIED** BLOG LOGOUT

**Welcome to Verified Volunteers!**

Propelling Nonprofits | Empowering Volunteers

**Obtaining your background check is easy:**

- Your Verified Volunteers account is already active.
- Simply click “Get Verified” below to proceed.

**Get Verified**

**US FIRST** requires all of their volunteers to pass a Verified Volunteers background check.

**SAFETY FIRST**  
A CLEAR EFFORT



You will now go through a 4 step process to become verified.

**Steps 1** - Select your package. One has already been pre-selected by US FIRST for you.

## 4 Easy Steps to Getting Verified

US FIRST has pre-selected the type of background check required to volunteer.  
Please input the information below and select continue.

**Choose Your Package**


This is the *FIRST* screening package



Learn More  
\$2.5



Learn More  
\$4.25



Learn More  
\$21

\* denotes required information

**Your First Name**

Step 1 of 4

This short process should take you between 2-3 minutes to enter your information so we can get your order submitted. We take your privacy and that of our community extremely seriously—your information will never be shared with anyone without you directly doing so.

\$2.5      \$4.25      \$21

\* denotes required information

**Your First Name**

N Lee

**Your Middle Name**

Middle Name

☐ I don't have a middle name

**Your Last Name**

Doucette

**Your Suffix**

Suffix

**Your Date of Birth**

November      11      1966

**Your Social Security Number**

SSN          

☐ No SSN

click this box if you do not wish to share your SSN

**Gender**

?

**Step 2 – Enter required information. Click “Save & Continue” once complete.**

**4 Easy Steps to Getting Verified**

**Step 2 of 4**  
Ok, you're on to Step 2. Please continue to enter the information requested, then select Save & Continue.

**Your Current Address**

200 Bedford Street

Address Line 2

Manchester

New Hampshire United States

03101

**How long have you lived at this address?**

From\* mm/yyyy Present

May 2009

**Save & Continue**

**Step 3 – Consent Form**

**Step 3 of 4**  
Step 3 is your consent form(s). Please provide an e-signature where appropriate.

**The following consent form(s) must be signed before continuing to place your Background Check.**

I understand that Verified Volunteers, 113 South College Avenue, Fort Collins, CO 80524, (855) 326-1860 will obtain a consumer report and/or investigative consumer report ("Report") as part of the Volunteer background screening process. I also understand that further Reports may be obtained by VERIFIED VOLUNTEERS so as to update my Report.

I understand the Verified Volunteers investigation may include obtaining information regarding my credit background, driving record and criminal record, subject to any limitations imposed by applicable federal and state law. I understand such information may be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge. If an

☒ I acknowledge receipt of the preceding Summary of Rights by checking this box.

I understand that typing my name and entering the last 4 digits of my social security number where indicated below, and then clicking on "Save & Continue," constitutes my electronic signature executed as of the date and time of submission, and that by doing so:

I am consenting to the use of electronic means to (i) sign this form, (ii) receive the Disclosure.

First Name\* Middle Name\* Last Name\*

☒ No Middle Name

Enter last 4 digits of your SSN: XXX-XX-XXXX

**Back** **Save & Continue**

**Print Consent and Rights**

**If you checked NO SSN you do not need to verify last four digits**

## Step 4 – Confirm the personal information you provided is correct.

### Confirm your personal information is correct

Name: N Lee Doucette  
SSN: [REDACTED]  
Gender: Female

DOB: [REDACTED]  
Phone: [REDACTED]  
Email: ldoucette@usfirst.org

[Go Back & Edit](#)

☐ The information above is correct.

Step 4 of 4

Last step! Please review your personal information carefully and then provide payment information as necessary.

### Help US FIRST Pay for Your Background Check

Your Background Check costs \$2.50. US FIRST has offered to pay \$2.50 of the total cost. If you'd like to help out and save them money, please contribute below. And by the way, any cost paid by you may be tax deductible. So check with your tax advisor.

Here's how you can help

☐ I will pay \$  to cover US FIRST's cost of the order.

☐ Not at this time

### Sign up for a Volunteer Fast Pass

A **Volunteer Fast Pass** gives you unlimited use of your up-to-date background check with volunteer programs in the Verified Volunteers community. Thinking about volunteering with more than one organization this year? The Fast Pass is a great way to spend more time helping out, and less time waiting around. We keep your check updated behind the scenes, and new organizations you share your Fast Pass with receive it free of charge.

☒ Yes! Sign me up for a **Volunteer Fast Pass** for \$3.99. When I share my background check, I can earn up to \$8.00 towards another background check this year or next.

☐ No thanks, I'm not interested in the Volunteer Fast Pass

If you declined the donation and the FAST PASS your Order total should be \$0.00.

If everything looks good, select "Submit Order"

than one organization this year? The Fast Pass is a great way to spend more time helping out, and less time waiting around. We keep your check updated behind the scenes, and new organizations you share your Fast Pass with receive it free of charge.

☐ Yes! Sign me up for a **Volunteer Fast Pass** for \$3.99. When I share my background check, I can earn up to \$8.00 towards another background check this year or next.

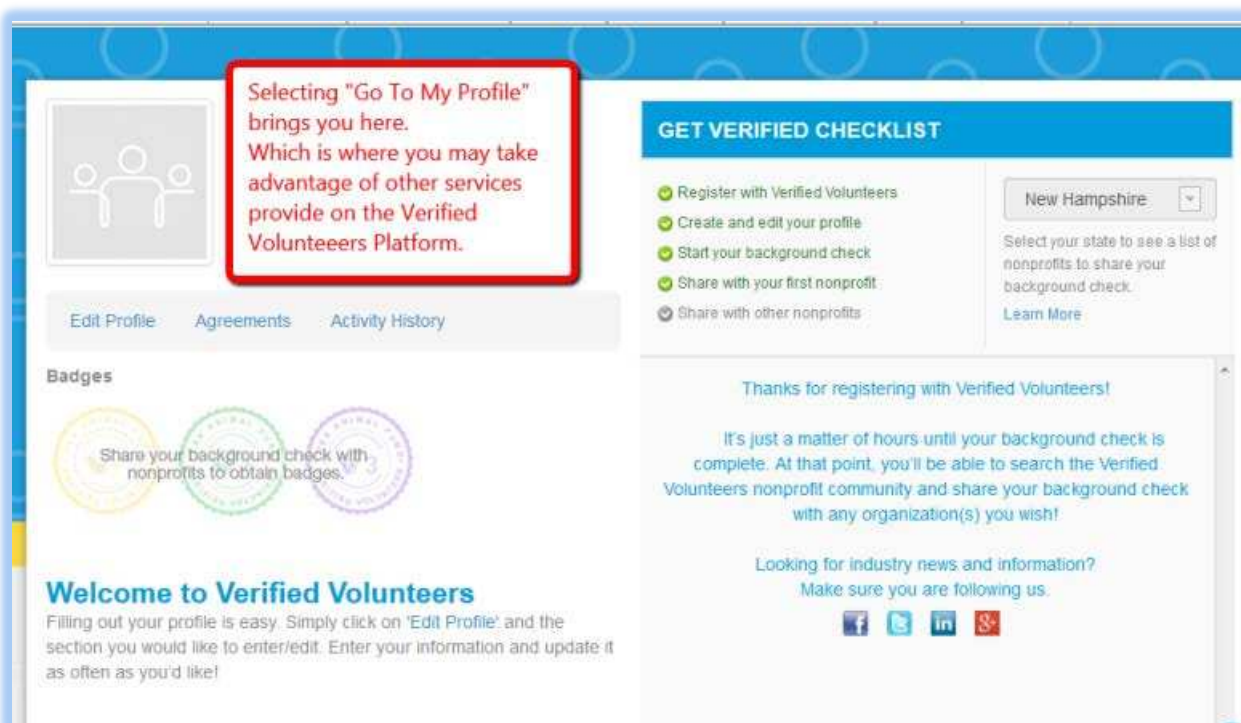
☒ No thanks, I'm not interested in the Volunteer Fast Pass.

### Your Background Check Order # 8942

[Questions](#)

Item	Source Fee	Price
Level 1: Basic Criminal History Record Locator Search		\$2.50
Government Watch List Search (OFAC)		Included
50 State DOJ Registered Sex Offender Search		Included
Total cost of Background Check		\$2.50
Amount Paid by US FIRST		(\$2.50)
Sub-Total		\$0.00
Tax		\$0.00
Amount paid by me		\$0.00

[Submit Order](#)



Once you log back into your TIMS account, you will now be able to see your screening status in the Youth Protection section of your FLL Dashboard. This section is shown on page 2 of this guide.



### Team Summary Page

When you log back into your TIMS account: <https://my.usfirst.org/fll/tims/site.lasso>, you will be brought to your FLL Dashboard. You will now see under “Teams I Can Administer” your Temporary Team Number.

Click on “Team Summary” to continue the registration process. The next page is where you will enter the Team name, School information, and additional contact information.

Teams I Can Administer as a Purchaser, Main (Lead Coach 1), or Alternate (Lead Coach 2) Contact			
Team Number	Organizations	Team Name	Action
201406211 Temporary Team Number			<a href="#">▶ Team Summary</a>
			<a href="#">▶ Create Team</a>

In order to pay for your team registration, you must first complete all required fields in the “Team Profile” section. Once you have completed a section you will be brought back to your Team Summary page where you can continue completing the next steps. Once a step is complete, you will see a green checkmark in the status section of that particular field. Note this includes the screening status as well.

Key complete =  incomplete = 

Please refer to the next screen shot below:



## 1. Team Information

You will first need to complete the “Team Information” section. Click on the “Edit/view” button in that action field to continue.

Team Summary
[▶ Edit My Profile](#)

Team: 94  
Team Name: Roadrunner Robots

Required Registration Areas to Complete:  
✔ Team Profile
✔ Registration

Welcome to the Team Summary page. This page shows you the status of your registration and allows you to maintain the information we have about your team.

Key complete ✔ incomplete ✘

Team Profile
Open Apr 05, 2014 Noon EDT - Oct 15, 2015 Noon EDT

Teams can pay for registration as long as the Team Information and Organizations sections are complete. The Team Contacts section does not need to be complete in order to pay for registration.

Required Information	Summary	Status		Action
		Data	YPP (Passed)	
• Team Information	Team Name: Roadrunner Robots Location: Salt Lake City, UT 84101 USA Rookie Season: 2014 Primary Region: Utah Secondary Region:	<span>✔</span>		<a href="#">▶ Edit/View</a>
• Organizations (Sponsors & Schools)	Organizations: GLENDALE MIDDLE	<span>✔</span>		<a href="#">▶ Edit/View</a>
• Team Contacts	Main (Lead Coach 1) Contact: Glenn Swinson	<span>✔</span>	<span>✔</span>	<a href="#">▶ Edit/View</a>
	Alternate (Lead Coach 2) Contact: Glenn Swinson	<span>✔</span>	<span>✔</span>	
	Purchaser Contact:			
Profile Status	Please validate the information provided in this Team Profile is accurate.	<span>✔</span>		

Payment
Open Jan 01, 2014 Noon EST - Sep 30, 2014 Noon EDT
[Back to top](#)

Program Registration Now Open

Required Information	Summary	Status	Action
• Program Fee	FLL Team Registration Payable to FIRST.	Registered Paid	<a href="#">▶ View</a>

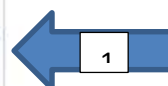
Events
Open Jan 01, 2014 Noon EST - Apr 30, 2015 Noon EDT
[Back to top](#)

Required Information	Summary	Status	Action
Event Applications	No Events Found.	<span>✘</span>	<a href="#">▶ Add</a>

Product Ordering
Open May 07, 2014 Noon EDT - Oct 15, 2014 Noon EDT
[Back to top](#)

Order		Action
	Use this button to proceed to ordering your parts	<a href="#">▶ Order</a>

All questions regarding order status & payment status for products must be directed to:



1

Enter all team specific information into these fields, and make sure that each required field is filled out. If you click “Finished” and missed a required field, the page will indicate in red text, the data you are missing. Once you click “Finished” you will be re-routed back to your Team Summary page

[Back to Team Summary Page](#)

### Team Information

**Incomplete Data. Please enter the required information to continue.**

Missing Postalcode.  
Missing Locale.  
Missing Team Name.  
Missing or Invalid Team Primary Region.  
Missing City.

[Edit My Profile](#) | [Log Out](#) | [Ask A Question](#)

★ Indicates Required Field

**Team Name**

★ Team Name

**Team Location**

★ Country  ★ State/Province

★ City  ★ Zip/Postal Code

★ Primary Region  ★ Team Locale

Secondary Region

**Team Student Demographics**

To derive the best FLL experience teams should ideally not have more than ten students/children per team.  
Any teams participating in FLL sponsor events having more than ten students/children are NOT eligible for awards or advancement to tiered events.

# Total Students

**Gender Diversity:** (Sum must equal # Total above)

# Female Students

# Male Students

**Age Diversity:** (Sum must equal # Total above)

# High School Freshmen (9th Grade)

# 8th Grade Students

# 7th Grade Students

# 6th Grade Students

# 5th Grade Students

# 4th Grade Students

# 3rd Grade Students

**Racial Diversity:** (Sum must equal 100% OR leave empty)

% African-American/Black Students  %

% Asian Students  %

% Caucasian/White Students  %

% Native American/Alaskan Students  %

% Native Hawaiian/Pacific Islander  %

% Other Race Students  %

**Ethnic Diversity:** (NOT part of racial diversity total)

% Hispanic Students  %

**Team Mentoring**

We currently mentor other teams ☐ FRC ☐ FTC ☐ FLL ☐ We would like to be mentored by another FLL team

We would be willing to mentor other teams ☐ FRC ☐ FTC ☐ FLL

*Tip: You can share your Team Contact Info with other teams by selecting checkboxes on the Team Contact forms.*

[Cancel](#) [Finished](#)

## 2. Organizations

The second step is entering your team organizations. Click on the “Edit/View” button in that field to continue.

Team Summary
[Edit My Profile](#)

Team: 94  
Team Name: Roadrunner Robots

Required Registration Areas to Complete:  
 Team Profile   Registration

Welcome to the Team Summary page. This page shows you the status of your registration and allows you to maintain the information we have about your team.

Key complete   incomplete

Team Profile
Open Apr 05, 2014 Noon EDT - Oct 15, 2015 Noon EDT

Teams can pay for registration as long as the Team Information and Organizations sections are complete. The Team Contacts section does not need to be complete in order to pay for registration.

Required Information	Summary	Status		Action
		Date	YPP (Passed)	
• Team Information	Team Name: Roadrunner Robots Location: Salt Lake City, UT 84101 USA Rookie Season: 2014 Primary Region: Utah Secondary Region:			<a href="#">Edit/View</a>
• Organizations (Sponsors & Schools)	Organizations: GLENDALE MIDDLE			<a href="#">Edit/View</a>
• Team Contacts	Main (Lead Coach 1) Contact: Glenn Swinson			<a href="#">Edit/View</a>
	Alternate (Lead Coach 2) Contact: Glenn Swinson			
	Purchaser Contact:			
Profile Status	Please validate the information provided in this Team Profile is accurate.			

Payment
Open Jan 01, 2014 Noon EST - Sep 30, 2014 Noon EDT
[Back to top](#)

Program Registration Now Open

Required Information	Summary	Status	Action
• Program Fee	FLL Team Registration Payable to FIRST.	Registered Paid	<a href="#">View</a>

Events
Open Jan 01, 2014 Noon EST - Apr 30, 2015 Noon EDT
[Back to top](#)

Required Information	Summary	Status	Action
Event Applications	No Events Found.		<a href="#">Add</a>

Product Ordering
Open May 07, 2014 Noon EDT - Oct 15, 2014 Noon EDT
[Back to top](#)

Order		
	Use this button to proceed to ordering your parts	<a href="#">Order</a>

All questions regarding order status & payment status for products must be directed to:

**SPORT FOR THE MIND!**

Add School / Youth Organization [Edit My Profile](#) [Log Out](#) [Ask A Question](#)

Please complete the following information, then click the Finished button at the bottom of the page.

[? Learn more about required partner info.](#)

Indicates Required Field

**NOTE:** You must enter your school / youth organization information before you can register.

Step 1: Select the category of organization you are entering  
 Step 2: Select the school or youth organization from the list presented. If you don't see your school or youth organization listed, make sure your team location is correct in the Team Information section of TIMS, or (for schools) try updating the filters to expand the search radius.  
 Step 3: If you have searched, but can't find your school or youth organization in the list, then select "Not in List" and fill out the required data.

Select Category **- Please Select-** Team Location Manchester, NH 03104 USA [Edit Team Location](#)

[Cancel](#)

You **must** enter your School/youth organization before you can register. Here you can also enter other sponsors of your team. The categories are:

**Public/Private School**

**Home School**

**Youth Organization**

**Family/friends**

**SPORT FOR THE MIND!**

Add School / Youth Organization [Edit My Profile](#) [Log Out](#) [Ask A Question](#)

Please complete the following information, then click the Finished button at the bottom of the page.

[? Learn more about required partner info.](#)

Indicates Required Field

**NOTE:** You must enter your school / youth organization information before you can register.

Step 1: Select the category of organization you are entering  
 Step 2: Select the school or youth organization from the list presented. If you don't see your school or youth organization listed, make sure your team location is correct in the Team Information section of TIMS, or (for schools) try updating the filters to expand the search radius.  
 Step 3: If you have searched, but can't find your school or youth organization in the list, then select "Not in List" and fill out the required data.

Select Category **Public/Private School** Team Location Manchester, NH 03104 USA [Edit Team Location](#)

Public/Private School (within 50 miles) **- Please Select-**

[Cancel](#) [Finished](#)

If you Choose "Public/Private School" as your organization information, you will be prompted to choose a school within 50 miles radius of your zip code. If you do not see the school in the drop down list, you have the option to click on "Our school is not in this list".



### 3. Team Contacts

Click on the “Edit/View” button in the Team Contacts section of the Team Summary page to continue. The team contacts section is where you will be able to invite required team contacts which include an Alternate Contact and a Purchaser. You will also be able to invite additional team contacts from this page throughout the season.

Team Summary
[Edit My Profile](#)

Team: 94  
Team Name: Roadrunner Robots

Required Registration Areas to Complete:  
 Team Profile   Registration

Welcome to the Team Summary page. This page shows you the status of your registration and allows you to maintain the information we have about your team.

Key complete   incomplete

Team Profile
Open Apr 05, 2014 Noon EDT - Oct 15, 2015 Noon EDT

Teams can pay for registration as long as the Team Information and Organizations sections are complete. The Team Contacts section does not need to be complete in order to pay for registration.

Required Information	Summary	Status		Action
		Data	YPP (Passed)	
• Team Information	Team Name: Roadrunner Robots Location: Salt Lake City, UT 84101 USA Rookie Season: 2014 Primary Region: Utah Secondary Region:			<a href="#">Edit/View</a>
• Organizations (Sponsors & Schools)	Organizations: GLENDALE MIDDLE			<a href="#">Edit/View</a>
• Team Contacts	Main (Lead Coach 1) Contact: Glenn Swinson			<a href="#">Edit/View</a>
	Alternate (Lead Coach 2) Contact: Glenn Swinson			
	Purchaser Contact:			
Profile Status	Please validate the information provided in this Team Profile is accurate.			

Payment
Open Jan 01, 2014 Noon EST - Sep 30, 2014 Noon EDT
[Back to top](#)

Program Registration Now Open

Required Information	Summary	Status	Action
• Program Fee	FLL Team Registration Payable to FIRST.	Registered Paid	<a href="#">View</a>

Events
Open Jan 01, 2014 Noon EST - Apr 30, 2015 Noon EDT
[Back to top](#)

Required Information	Summary	Status	Action
Event Applications	No Events Found.		<a href="#">Add</a>

Product Ordering
Open May 07, 2014 Noon EDT - Oct 15, 2014 Noon EDT
[Back to top](#)

Order		
	Use this button to proceed to ordering your parts	<a href="#">Order</a>

All questions regarding order status & payment status for products must be directed to:

3



As I have indicated myself as the “Main Contact” I will just need to invite an Alternate Contact of the team. Note that the Main and Alternate contact can also be invited as the Purchaser of a team. It is required that you have both a Main and Alternate contact assigned to your team to order product and register your team to events.

# SPORT FOR THE MIND!

[Back to Team Summary Page](#)

---

## Team Contacts

[Edit My Profile](#) | 
 [Log Out](#) | 
 [Ask A Question](#)

**Required Contacts to Complete:**  
✔ Main (Lead Coach 1) ✗ Alternate (Lead Coach 2)

Key complete ✔    incomplete ✗

Required Team Contacts						
Type	Name	Mailing Addr.	Pref. Email & Phone	Status		Action
				Data	YPP (Passed)	
<b>Current Contacts</b>						
• Main (Lead Coach 1)	George Clooney	100 Hollywood Blvd Hollywood CA 91485 USA	glenn.golf19@gmail.com 803-666-3906	✔	✔	<a href="#">Edit My Account</a> <a href="#">Invite Replacement</a>
• Alternate (Lead Coach 2)				✗	✗ <small>What does this mean?</small>	<a href="#">Invite Alternate (Lead Coach 2)</a>
Purchaser						<a href="#">Invite Purchaser</a>

Additional Team Contacts					
Type	Name	Mailing Addr. + Shipping Addr.	Pref. Email & Phone	Status	Action
<b>Current Contacts</b>					
<b>Invited Contacts</b>					
<b>Invite a Team Contact</b>					
<b>Team Mentor</b> <small>FIRST would like to recognize Mentors with a certificate, pin and Welcome Letter containing important links. Please take a moment to enter the name and email address for each mentor on your team so that they may receive these items directly.</small>					<a href="#">Invite Contact</a>
<b>Corporate/University Contact</b>					<a href="#">Invite Contact</a>
<b>School Contact</b>					<a href="#">Invite Contact</a>

[Back to top](#)
[Finished](#)

[Terms & Conditions](#) | 
 [Payment Terms](#) | 
 [Privacy Policy](#)  
 Session Timer: 00:04 / 30:00

Clicking on “Invite Alternate (Lead Coach 2)” will prompt you to enter the first and last name of the person you would like to invite along with their e-mail address.

Click “Invite” once these fields below have been completed. You will see that the invitation has been sent as well as receive a system generated e-mail to your e-mail account. Click “Thanks” to bring you back to the “Team Contacts” page.

Invite Alternate (Lead Coach 2) Contact

[Edit My Profile](#) | [Log Out](#) | [Ask A Question](#)

Alternate (Lead Coach 2) Contact Information

Name	Email	Confirm Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Cancel](#) [Invite](#)

[Terms & Conditions](#) | [Payment Terms](#) | [Privacy Policy](#)

It is important that you communicate with the alternate contact, and advise them that they will be receiving an e-mail to accept their invitation and they will need to register in TIMS with their own user ID and password prior to signing in.

Back to Team Summary Page

Team Contacts

[Edit My Profile](#) | [Log Out](#) | [Ask A Question](#)

Required Contacts to Complete:

✓ Main (Lead Coach 1) ✓ Alternate (Lead Coach 2)

Key complete ✓ incomplete ✗

Required Team Contacts						
Type	Name	Mailing Addr.	Pref. Email & Phone	Status		Action
				Data	YPP (Passed)	
<b>Current Contacts</b>						
• Main (Lead Coach 1)	Glenn Swinson	48 Camelot Drive Manchester NH 03104 USA	swinson987@gmail.com 603-666-3906	✓	✓	
• Alternate (Lead Coach 2)	Glenn Swinson	48 Camelot Drive Manchester NH 03104 USA	gswinson@usfirst.org 603-666-3906	✓	✓	<a href="#">Edit My Account</a> <a href="#">Invite Replacement</a>
Purchaser						<a href="#">Invite Purchaser</a>

Once the Alternate Contact accepts their invitation, you will see a green check mark indicating they have accepted their role.

As both the Main and Alternate contact have the ability to register/pay for team registration, order product and apply the team to events, it is not necessary to invite a Purchaser. However, you have the ability to do so at any time. (Purchaser's cannot apply a team to an event)

Now that you have invited the required contacts, click "Finished" to return to the Team Summary page.

[Back to Team Summary Page](#)

### Team Contacts

[Edit My Profile](#) | [Log Out](#) | [Ask A Question](#)

**Required Contacts to Complete:**  
✔ Main (Lead Coach 1) ✔ Alternate (Lead Coach 2)

Key complete ✔ Incomplete ✗

Required Team Contacts					
Type	Name	Mailing Addr.	Pref. Email & Phone	Status	Action
<b>Current Contacts</b>					
• Main (Lead Coach 1)	Ashley Sleath	252 Coral Ave Manchester NH 03104 USA	testingt14@gmail.com 6035554545	✔	<a href="#">Edit My Account</a> <a href="#">Invite Replacement</a>
• Alternate (Lead Coach 2)	Christina D'Auria	Operations Coordinator FIRST 200 Bedford Street Manchester NH 03101 USA	cdauria@usfirst.org 603-666-3906	✔	<a href="#">Invite Replacement</a>
Purchaser					<a href="#">Invite Purchaser</a>
<b>Additional Team Contacts</b>					
Type	Name	Mailing Addr. + Shipping Addr.	Pref. Email & Phone	Status	Action
<b>Current Contacts</b>					
<b>Invited Contacts</b>					
<b>Invite a Team Contact</b>					
<b>Team Mentor</b> <small>FIRST would like to recognize Mentors with a certificate, pin and Welcome Letter containing important links. Please take a moment to enter the name and email address for each mentor on your team so that they may receive these items directly.</small>					<a href="#">Invite Contact</a>
<b>Corporate/University Contact</b>					<a href="#">Invite Contact</a>
<b>School Contact</b>					<a href="#">Invite Contact</a>

[Back to top](#)
Finished

## Team Registration Payment

Once all fields in the Team Profile section have green checks in the status fields, you will be able to move forward with the payment process for team registration. You do not have to wait for both coaches to be screened to pay for the registration fee (HOWEVER to order product in a later step which is SEPARATE from the team registration fee, both coaches must be screened)

Team Profile		Open Apr 05, 2014 Noon EDT - Oct 15, 2015 Noon EDT		
Teams can pay for registration as long as the Team Information and Organizations sections are complete. The Team Contacts section does not need to be complete in order to pay for registration.				
Required Information	Summary	Status		Action
		Data	YPP (Passed)	
• <b>Team Information</b>	Team Name: Big Bad Bears Location: Eureka, CA 95503 USA Rookie Season: 2014 Primary Region: California - Los Angeles Secondary Region:	✓		<a href="#">▶ Edit/View</a>
• <b>Organizations (Sponsors &amp; Schools)</b>	Organizations: ALDER GROVE CHARTER	✓		<a href="#">▶ Edit/View</a>
• <b>Team Contacts</b>	Main (Lead Coach 1) Contact: George Clooney	✓	✓	<a href="#">▶ Edit/View</a>
	Alternate (Lead Coach 2) Contact:	✗	✗ What does this mean?	
	Purchaser Contact:			
<b>Profile Status</b>	Please validate the information provided in this Team Profile is accurate.	✓		

Payment		Open Jan 01, 2014 Noon EST - Sep 30, 2014 Noon EDT		<a href="#">Back to top</a>
<b>Program Registration Now Open</b>				
Required Information	Summary	Status	Action	
• <b>Program Fee</b>	FLL Team Registration Payable to <b>FIRST</b> .	Pending Unpaid	<a href="#">▶ Pay</a>	

Click on the “Pay” button in the Payment section to go through the process of paying the team registration.

You will need to review and accept payment terms for the 2014 season. The five types of payment will be indicated with how you will need to proceed if you choose that option. Scroll down and click “I agree” at the bottom of the page to proceed.

**FLL Program Registration: Invoice**  
Please note: At this time FLL events are not paid for in the TIMS system. Any FLL event fees are paid directly to the event coordinator who will convey the proper payment terms & process to you.

**Payment Policy:**  
When your team chooses to pay, the Team Information Management System (TIMS) will give you the option to print out an invoice for the FLL team registration fee.

**Payment Types:**  
When submitting a form of payment via postal mail, email, or FAX, these payments received must be submitted to FIRST Finance with a copy of the Invoice printed from FIRST's TIMS system.

You will have the choice of the payment types listed below to pay for your FLL team registration.

1. Credit Card: VISA, MASTERCARD, OR AMEX ONLY
2. Check: (U.S. Funds only)  
This means the funds must be drawn on a U.S. Bank.
3. Purchase Order: (PO)
4. Grant Code (if applicable)
5. Commitment Letter from Grantor or Sponsor

**Option 1:** Online payments can be processed through the FLL TIMS system on your team summary page, Payment section. System will accept payment for full amount or balance due for event(s) registered.

Please make sure that all checks remitted state your FLL team number to enable swift & proper crediting.

Made payable to: **FIRST**  
Addressed to: **FIRST**  
Attn: Finance  
200 Bedford Street  
Manchester, NH 03101

You may email your signed PO to FIRST® Finance at: [ar@usfirst.org](mailto:ar@usfirst.org) or fax to 603-206-2079

Please state your FLL team number to be properly credited. All POs will be invoiced with 30 day terms or the date published that the payment is due.

You can input your grant code online where the appropriate total will be applied to your team registration. Any residual amounts can be paid by utilizing the other payment methods mentioned to the left.

Fax to FIRST Attn: Finance at 603-206-2079


Letters must state your FLL team number and event to be properly credited.

FIRST Finance will accept a commitment letter from a Grantor or Corporate Sponsor. The commitment letter must be on their letterhead and signed by the individual who is taking the responsibility for guaranteeing that payment is made to FIRST.

All Commitment letters must provide FIRST with the address and phone # of a contact to verify funds. FIRST Finance will work directly with Grantor or Sponsor if needed.

FIRST cannot accept a commitment letter from a School or a School District. A Purchase Order must be provided as guarantee of payment.

The next page will ask you to indicate the form of payment for team registration. For the purposes of this document, I will be choosing to pay with check.



# SPORT FOR THE MIND!™




**Team Registration Payment Options**

[Edit My Profile](#) | [Log Out](#) | [Ask A Question](#)

**Select Payment Method**

Please select the payment method you will use to register this team for the 2014 FLL Season.

If you do not wish to register at this time, click the Cancel button.

[Pay by Credit Card](#) | [Pay by Coupon](#) | [Pay by Purchase Order](#) | [Pay by Check](#) | [Cancel](#)



Depending on which payment option you chose will vary the instructions page you are sent to. You will need to review the instructions for your payment option and click "Continue"

If you chose to pay via credit card, you will see an instructions screen with a 3 step billing information process.

The screenshot shows a web page for the FIRST FLL 'SPORT FOR THE MIND!' registration. The header features the FLL logo and a group of students. The main heading is 'Pay by Check'. Below this, a blue bar states: 'To pay for this registration by check, please read the information below, then click the Continue button.' The 'Instructions' section is titled 'Payment by Check Instructions for FIRST'. The text reads: 'You have chosen to pay the team registration fee of \$225.00 (U.S.) for the 2014 FLL Season by check. Please note: The team will not become registered until the check is received by FIRST Finance and the payment has been applied. Make payable to: FIRST, Attn: Finance, 200 Bedford Street, Manchester, NH 03101, USA. Clearly indicate your FLL team number as "FLL 201406211" in the Memo section of the check. Once you click the Continue button below, you will receive an email reminding you of your payment method. If you need any additional information, please contact us at (603) 666-3906 or (800) 871-8326 on extension 563 or by e-mail at: ar@usfirst.org.' At the bottom right, there are two buttons: 'Cancel' and 'Continue', with the 'Continue' button highlighted by a red rectangle.

Once you have **PAID** for your team: paid equates to:

- a credit card payment
- a PO has been received by FIRST® Finance and has applied the PO to your team(secured)
- your check has been received by FIRST Finance has applied the payment to your team
- A grant\coupon code has been applied

Once any of these above occurs your team number will change from a temporary to a permanent team number. This permanent team number is yours for each year unless you abandon the team number for 1 year at which time it will be reassigned. Your team will now have either a registered\paid status or a registered\secured status.


Once BOTH coaches have passed the Youth Protection screening process, and the FLL registration is paid, either coach or the purchaser can order materials from LEGO. If your team is from Canada there will not be a button but rather a phone number to call to place your product order(s).

Product Ordering		
Open May 07, 2014 Noon EDT - Oct 15, 2014 Noon EDT		
<a href="#">Back to top</a>		
Order	Use this button to proceed to ordering your parts	<a href="#">▶ Order</a>
<p><b>All questions regarding order status &amp; payment status for products must be directed to:</b></p> <p>LEGO Education  P.O. Box 1707 Pittsburg,  KS 66762-1707 Email: <a href="mailto:support.education.us@lego.com">support.education.us@lego.com</a>  Phone: 800-362-4308 (Monday through Friday 8:30am-5:00pm CT)  Fax: 888-534-6784</p> <p>Mail your PO or check to:  LEGO Education  13569 Collections Center Drive Chicago,  IL 60693</p>		

FOR US TEAMS ONLY : Clicking the order button (above) in FLL TIMS will bring you to LEGO Education Ordering site depicted below:


Ordering products at the LEGO website:

- Enter FLL as the program.
- Enter your email in the team email field.
- Enter any of your team numbers.
- Click green enter button


**education**


Junior *FIRST*® LEGO® League

Robotics competition for Grades K-3




*FIRST*® LEGO® League

Robotics competition for Grades 4-8




*FIRST*® Tech Challenge

Robotics competition for Grades 9-12




\* All fields are required.

Choose the SHOP button


**education**

Thank you for registering your teams through *FIRST*®. Click SHOP below to purchase your items from LEGO Education.

You are approved to purchase for 2 teams: 447, 448.



### Choose your products you wish to purchase:

- To compete in an FLL event you must have a 2014 Field Setup Kit. The FSK can be shared across teams.
- You must also have a LEGO® Mindstorms robot. LEGO offers the EV3 and the NXT version robots; the EV3 is suggested as it is the newest version. Robots from previous years are acceptable. Additional accessories are optional, but useful.

The screenshot shows the LEGO Education website interface. At the top, there's a blue header with the LEGO Education logo, a help line (800-362-4308), and links for Order History, Login, and Register. Below the header, a navigation bar shows 'Shop > FIRST LEGO League'. A filter sidebar on the left lists 'Accessories (14)', 'Field Set-Up Kit (1)', and 'LEGO Sets (4)'. The main product grid displays four items:

Product Name	Part Number	Price
2014 Field Set Up Kit	45800	\$499.00
2014 EV3 Robot Set	5003463	\$499.00
Green City Challenge Combo Set	5003452	\$293.95
NXT Robot Base Set	5003401	\$435.00

Below the main grid, there are four more product listings:

Product Name	Image Description
NXT Robot Set with Green City	Image of the NXT robot set with a green city theme.
EV3 Color Sensor	Image of the EV3 Color Sensor.
EV3 Gyro Sensor	Image of the EV3 Gyro Sensor.
EV3 Intelligent Brick	Image of the EV3 Intelligent Brick.

Red arrows are drawn over the product grid, pointing from the '2014 Field Set Up Kit' to the '2014 EV3 Robot Set', and from the '2014 EV3 Robot Set' to the 'NXT Robot Base Set'.

Notice each product has a detailed description. As products are chosen they are placed in your shopping cart.

The screenshot shows the LEGO Education website. The main product is the "2014 Field Set Up Kit" (45800) priced at \$75.00. The product image is missing, displaying "IMAGE NOT AVAILABLE". The shopping cart is open, showing the same item with a quantity of 1 and a subtotal of \$75.00. A red arrow points from the "ADD TO SHOPPING CART" button to the cart. Another red arrow points from the "CHECKOUT" button in the cart to the checkout process. The product description is visible below the product image.

**2014 Field Set Up Kit**  
45800  
\$75.00  
Pre order - will ship 0  
Quantity: 1

**SHOPPING CART**

2014 Field Set Up Kit  
45800  
Price: \$75.00  
Qty: 1

1 ITEMS SUB-TOTAL: \$75.00 CHECKOUT

**ADD TO SHOPPING CART**

**Description**

The FLL Field Setup Kit (FSK) enables teams to build a replica of the FIRST® LEGO® League competition field for practice and event preparation.

The FSK includes:


- **Mission Models Set** This exclusive collection of several hundred LEGO elements are required to build the mission models to place on the field mat.
- **Field Mat** Measuring 44.75"x82.75", this roll-out mat features this season's theme graphics and serves as a home for the mission models.

Every team must have or have access to a 2014 World Class Field Setup Kit to prepare for events. The field mat must be set up on a flat surface with surrounding borders.

For information on how to set up the borders on a floor, or how to build a standard FLL table, visit <http://usfirst.org/fll>.

Once the checkout box is selected you will see the screen below where you will choose your State and shipping options. If you have a coupon\grant code you can enter it here.




 **education**


For help call 800-362-4308

Order History

Your cart has 1 item


 LOGIN  
REGISTER

### SHOPPING CART

 2014 Field Set Up Kit  
45800

Price: \$75.00  
Qty: 1

1 ITEMS   SUB-TOTAL: \$75.00   [CHECKOUT](#)

ITEM	DESCRIPTION	PRODUCT ID	PRICE
	2014 Field Set Up Kit	45800	\$75.00

Grant Code

[APPLY](#)

\* State

Arizona

Shipping Option

Ground : \$8.00

\* Required for Shipping and Handling Estimate

Estimated Total

**\$83.00**

[CHECKOUT](#)  
I agree to Terms and  
Conditions  
[Continue Shopping](#)  
[Terms and Conditions](#)

**At this point you will be presented with 3 checkout options showing what is in your shopping cart.**

- returning customer – login & checkout (also, previous order history is available here)
- create an account – sign up & checkout
- Checkout as a guest
- Creating an account is recommended as it will capture your billing and shipping information thus alleviating re-entry of that data next time you visit.



**Enter your Billing & Shipping Information: (even if you have a coupon\coupon\grant\coupon\grant code you must enter this info)**

- If you are going to pay with a PO, are tax exempt, or have a coupon\grant code, you will see a field during the LEGO ordering process labeled "customer type". Assure you choose organization (not the private customer choice). If your organization is tax exempt, tax exemption certificates\forms will need to be provided to LEGO Education, faxed to 888-534-6784, or emailed to [orders@legoeducation.us](mailto:orders@legoeducation.us)
- If you just wish to pay with a credit card, choose "private customer" in the customer type field.
- The Ship-to information will default to the same as your Bill-to. There is a check box if your Ship-to information different than your Bill-to.

For help call 800-362-4308
Order History

Your cart has 1 item

1 Account Sign In / Register
2 Billing & Shipping
3 Payment
4 Review
5 Confirmation

**BILLING INFORMATION ?**

**\*Required Information**

\* First Name :

\* Last Name :

\* Customer Type:  ?

\* Organization Name :

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip Code:

\* Phone:  -  -  ext.

\* Email:

**CONFIRM**

**SHIPPING INFORMATION ?**

☐ My shipping address will be different from the billing address

**\*Required Information**

\* First Name :

\* Last Name :

Organization Name :

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip Code:

\* Phone:  -  -  ext.

Continue Shopping
Next

## Making Payment

- choose your payment type (you can enter a coupon\grant code on this page as well)
- Tax exemption defaults to NO. If you choose yes and you do not have a Tax exemption certificate on file with LEGO Education, your order will suspend until one is received.
- Enter any special delivery instructions,
- Click the confirm button in middle of page, then choose a green “Next” button in bottom right corner of the screen (not shown here)

1 Account Sign in / Register
2 Billing & Shipping
3 Payment
4 Review
5 Confirmation

### Billing Information

PLEASE CHECK YOUR INFORMATION.

glenn Swinson  
Organization  
FIRST  
200 Bedford St  
Manchester, NH  
03101-1132  
603-666-3906 ext:424  
gswinson@usfirst.org  
[Edit Address](#)

### Shipping Information

PLEASE CHECK YOUR INFORMATION.

Shipping address is same as billing address.  
[Edit Address](#)

### Payment Methods

☒ PAY BY CREDIT CARD
☐ PAY BY PURCHASE ORDER

CREDIT CARD TYPE: 
CREDIT CARD NUMBER: 
EXP DATE:  / 
SECURITY CODE:

\* PO Number: 

Read before you use a PO.

CONFIRM

Tax Exempt: ☒ No ☐ Yes

Orders marked as tax-exempt can be placed but will not ship until LEGO Education has a valid tax exemption certificate on file. Please send your tax-exempt file to [orders@legoeducation.us](mailto:orders@legoeducation.us) and include your order confirmation number. Click here for additional methods of providing the form and to learn more about being tax exempt.

Please note: As of March 16, 2014 all LEGO Education customers are required to re-submit tax-exempt forms. If you have not placed an order since March 16, please send your tax-exempt form in to [orders@legoeducation.us](mailto:orders@legoeducation.us).

Grant Code:  

Please note: If you are using a grant code that covers the full amount of your purchase, you will still be required to enter a payment method above. If you choose to enter credit card details, your card will only be authorized for the amount that you owe (if \$0, then the card will only be authorized for \$0).

Shipping Options:

Delivery Instructions:

### Review, Submit, & receive an Order Confirmation (not shown)

- Note your Order Confirmation. You can print the screen if you wish
- You will also receive a system generated email.
- If questions or difficulties while ordering please call 1-800-362-4308
- END

For help call 800-362-4308 [Order History](#)

LEGO education Your cart has 1 item

- 1 Account Sign in / Register
- 2 Billing & Shipping
- 3 Payment
- 4 Review
- 5 Confirmation

#### Billing Information

PLEASE CHECK YOUR INFORMATION.

glenn Swinson  
Organization  
FIRST  
200 Bedford St  
Manchester, NH  
03101-1132  
603-666-3906 ext:424  
gswinson@usfirt.org  
[Edit Address](#)

#### Shipping Information


PLEASE CHECK YOUR INFORMATION.

Shipping address is same as billing address.  
[Edit Address](#)

#### Payment Details

Purchase Order  
12345678

Shipping Method  
Ground \$20.58  
[Edit](#)

ITEM	DESCRIPTION	PRICE	QTY	TOTAL
	Green City Challenge Combo Set 5003432	\$293.95	1	\$293.95

Sub-total \$293.95

Shipping and handling \$20.58


Total \$314.53

[Continue Shopping](#)
[SUBMIT ORDER](#)



**Event Registration: There are several criteria that impact FLL event registration in TIMS:**

- The affiliate partner of the primary region that you chose when registering your must utilize FIRST's system for event management, many do not. If this is the case for your region, events in your region can be found by going to this website: <http://www.usfirst.org/whats-going-on>

Events		Open Jan 01, 2014 Noon EST - Apr 30, 2015 Noon EDT		<a href="#">Back to top</a>
Required Information	Summary	Status	Action	
Event Registration is now open				
Event Applications	No Events Found.		<a href="#">Add</a>	

- If TIMS is utilized by the affiliate partner in your primary region then the criteria below must be met before a team can register for an event in TIMS:
  - Both coaches must be screened.
  - The FLL team registration must be **paid**.
  - The event must be open for registration.
  - The event must still have capacity.

If any of these criteria are not met then no events will display with various messages displayed and the add button will NOT appear.

- Once the above criteria are met you can apply for an event in your region which you designated in your team profile: see next screen shot

Team Profile		Open Apr 05, 2014 Noon EDT - Oct 15, 2015 Noon EDT	
All fields in this section must be completed prior to registration.			
Required Information	Summary	Status	Action
• <b>Team Information</b>	Team Name: Bugs Bunny team Location: Ogden, UT 25888 USA Rookie Season: 2014 Primary Region: Utah Secondary Region:	✓	<a href="#">▶ Edit/View</a>
• <b>Organizations</b> (Sponsors & Schools)	Organizations: Home School	✓	<a href="#">▶ Edit/View</a>
• <b>Team Contacts</b>	Main (Lead Coach 1) Contact: Glenn Swinson	✓	<a href="#">▶ Edit/View</a>
	Alternate (Lead Coach 2) Contact: Glenn Swinson	✓	
	Purchaser Contact: Glenn Swinson		
<b>Profile Status</b>	Please validate the information provided in this Team Profile is accurate.	✓	


Payment		Open Jan 01, 2014 Noon EST - Sep 30, 2014 Noon EDT		<a href="#">Back to top</a>
<b>Program Registration Now Open</b>				
Required Information	Summary	Status	Action	
• <b>Program Fee</b>	FLL Team Registration Payable to <b>FIRST</b> .	Registered Paid	<a href="#">▶ View</a>	


Events		Open Jan 01, 2014 Noon EST - Apr 30, 2015 Noon EDT		<a href="#">Back to top</a>
<b>Event Registration is now open</b>				
Required Information	Summary	Status	Action	
• <b>Events Applications</b>	1: Utah Test Event1	Registered	<a href="#">▶ Edit/View</a>	

- If you have already applied for an event it will be listed with the event name and your status relative to the event. You can also apply to other events by choosing the edit/view button which will bring you to a summary screen for maintenance of existing events or choosing new events

<b>Event Registration is now open</b>			
• <b>Events Applications</b>	1: Utah Test Event1	Registered	<a href="#">▶ Edit/View</a>



SPORT FOR THE MIND!™



[Back to Team Summary Page](#)

View Summary of Team Event Registration
[Edit My Profile](#)
[Log Out](#)
[Ask A Question](#)

Your Event Registration Summary


Event Name	Date(s)	Status	Action
Utah Test Event1	January 03	Registered	Drop

[View/Choose Events](#)
[Ok](#)


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Session Timer: 00:04 / 30:00

This screen will show events or event groups that contain events that the team can apply for. Choosing the event will bring you to the event detail screen where you can apply for the event.



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[Back to Events Summary Page](#)

Choose an Event
[Edit My Profile](#)
[Log Out](#)
[Ask A Question](#)

Search Filters

Event Name	<input type="text"/>	Radius	- Please Select -
Country	- Please Select -	State	(Select a Country)
Classification	- Please Select -	<a href="#">Filter</a>	


Available Events

Event Name	Location	Registration Status	Date(s)	Price	Action
Utah Event Group 1			Apr 16-28 2014		<a href="#">View Group</a>
State Competition	Salt Lake City, UT, USA	Open	Jan 17-17 2015	\$0.00	<a href="#">View Event</a>
Utah Extravaganza	Hurricane, UT, USA	Open	Dec 01-02 2014	\$20.00	<a href="#">View Event</a>


[Cancel](#)

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Session Timer: 00:46 / 30:00



# SPORT FOR THE MIND!™



[Back to Events Summary Page](#)

## Event Detail

[Edit My Profile](#) | [Log Out](#) | [Ask A Question](#)

Event Notices

Event Detail

Event Name:	Utah Extravaganza		
Fee:	\$20.00		
Type:	2nd TIER QUALIFYING TOURNAMENT		
Event Start Date/Time:	12/01/2014 12:00 AM	Event End Date/Time:	12/02/2014 12:00 AM
Registration Start Date/Time:	06/12/2014 12:00 AM	Registration End Date/Time:	11/15/2014 12:00 AM
Capacity	10		

Event Location

Country:	USA	Region:	Utah
Venue:	hurricane country club		
Address 1:	100 fairway drive		
City:	Hurricane		
State/Province:	UT	Postal Code	88888
Directions:			

Event Contacts

Name	Email

[Back](#) [Apply](#)

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Session Timer: 00:05 / 30:00

Once you apply for the event your team will be listed as pending. The affiliate partner and/or event coordinators of the event will assign a status of registered, waitlisted, or declined. **ALL PAYMENTS FOR FLL EVENTS ARE TO BE PAID OUTSIDE OF TMS AND PAID TO THE EVENT COORDINATOR** (not *FIRST* or FLL).

**EVENT GROUPS** – The Affiliate Partner may choose to manage events within a group. For example, if the partner holds 3 regional qualifying events all on the same weekend throughout their region, the partner could create a group and add 3 events to it. They would then ask all teams to apply to all 3 events and prioritize/rank their choices 1-2-3. These choices could be made due to location or other logistical parameters.

Choose the event group

**FLL FIRST LEGO League** **SPORT FOR THE MIND!™**

[Back to Events Summary Page](#)

**Choose an Event** [Edit My Profile](#) [Log Out](#) [Ask A Question](#)

**Search Filters**

Event Name:  Radius:

Country:  State:

Classification:  [Filter](#)

**Available Events**

Event Name	Location	Registration Status	Date(s)	Price	Action
<a href="#">West Virginia Event group 1</a>			Apr 30 - May 19 2014		<a href="#">View Group</a>
West Virginia Sooper Dooper Event	Buckhannon, WV, USA	Open	Nov 01-01 2014	\$10.00	<a href="#">View Event</a>

[Cancel](#)

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Choose each event within the vent group:

**FLL FIRST LEGO League** **SPORT FOR THE MIND!™**

[Back to Events Summary Page](#)

**Choose an Event** [Edit My Profile](#) [Log Out](#) [Ask A Question](#)

**Search Filters**

Event Name:  Radius:

Country:  State:

Classification:  [Filter](#)

**Event Group**

**Group Name:** West Virginia Event group 1

**Contact:** Glenn Swinson **Email:** [gswinson@usfirst.org](mailto:gswinson@usfirst.org)

**Available Events**


Event Name	Location	Registration Status	Date(s)	Price	Action
West Virginia 1 group	Wheeling, WV, USA	Open	Jul 26-26 2014	\$10.00	<a href="#">View Event</a>
West Virginia 2 group	Wheeling, WV, USA	Open	Jul 26-26 2014	\$10.00	<a href="#">View Event</a>
West Virginia 3 group	Wheeling, WV, USA	Open	Jul 26-26 2014	\$10.00	<a href="#">View Event</a>
West Virginia 4 group	Wheeling, WV, USA	Open	Jul 26-26 2014	\$10.00	<a href="#">View Event</a>

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Apply to the events:



# SPORT FOR THE MIND!



[Back to Events Summary Page](#)

## Event Detail

[Edit My Profile](#) | [Log Out](#) | [Ask A Question](#)

### Event Notices

### Event Detail

Event Name:	West Virginia 1 group		
Fee:	\$10.00		
Type:	Training / Education		
Event Start Date/Time:	07/26/2014 12:00 AM	Event End Date/Time:	07/26/2014 12:00 AM
Registration Start Date/Time:	04/01/2014 12:00 AM	Registration End Date/Time:	07/19/2014 12:00 AM
Capacity	10		

### Event Location

Country:	USA	Region:	West Virginia
Venue:	Wheeling Civic Center		
Address 1:	100 wherever street		
City:	Wheeling		
State/Province:	WV	Postal Code	26003
Directions:			

### Event Contacts


Name	Email
------	-------

[Back](#) [Apply](#)


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Session Timer:  00:26 / 30:00

Prioritize\rank your choices:



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[Back to Team Summary Page](#)

## View Summary of Team Event Registration

[Edit My Profile](#) | [Log Out](#) | [Ask A Question](#)

Event Name	Date(s)	Status	Action
West Virginia 3 group	July 26	Pending	<a href="#">Edit Event Group Prefs</a> <a href="#">Drop</a>
West Virginia 2 group	July 26	Pending	<a href="#">Edit Event Group Prefs</a> <a href="#">Drop</a>
West Virginia 1 group	July 26	Pending	<a href="#">Edit Event Group Prefs</a> <a href="#">Drop</a>
West Virginia Test Event 1	November 01	Registered	<a href="#">Drop</a>

[View/Choose Events](#) [Ok](#)

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Session Timer: 00:26 / 30:00



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[Edit My Profile](#) | [Log Out](#) | [Ask A Question](#)
[Cancel](#) [Save](#)
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Wait for the regional partner to review your application and assign you to one of the events:

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[Back to Team Summary Page](#)

[View Summary of Team Event Registration](#) [Edit My Profile](#) [Log Out](#) [Ask A Question](#)

Your Event Registration Summary			
Event Name	Date(s)	Status	Action
West Virginia Test Event 1	November 01	Registered	<a href="#">Drop</a>
West Virginia 2 group	July 26	Pending	<a href="#">Edit Event Group Prefs</a> <a href="#">Drop</a>
West Virginia 1 group	July 26	Pending	<a href="#">Edit Event Group Prefs</a> <a href="#">Drop</a>
West Virginia 3 group	July 26	Pending	<a href="#">Edit Event Group Prefs</a> <a href="#">Drop</a>

[View/Choose Events](#) [Ok](#)

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You will receive a system generated email when you are registered to the event:

The event application for your FLL® team :

WVA has been Registered for West Virginia 1 group.

You can view the status for all your FLL event applications here:

<https://my.usfirst.org/fl/tims/test/site.lasso>

For any questions regarding this event or application to this event, please contact your Event Contact.

Thank you.

Sincerely, FIRST® LEGO® League

FLL Team Support

FIRST® is recognized by the IRS as a 501(c)(3) Public Charity

V: 800-871-8326 ext.0

F: 603-666-3907

E: [flteams@usfirst.org](mailto:flteams@usfirst.org)

W: [www.usfirst.org](http://www.usfirst.org)

## Inviting Parents and building a roster (**UNDER CONSTRUCTION**)