



renaissance <sup>JAX</sup>



**FIRST.  
LEGO  
LEAGUE**

# REGISTER A TEAM

*Including Materials Information*

*Last Updated: August 12, 2019*

## Create a FIRST® Account

Go to [www.firstinspires.org](http://www.firstinspires.org) and click on “Sign Up” at the top right-hand corner of your browser.



- Click on “Sign Up here” in the login screen or the “Register” link at top right of the browser.

**Register**

Register your new FIRST® account  
Please enter the information below to register a new account!

Your Email \*

Your First Name \*

Your Last Name \*


Your Date of Birth\*

Country \*

Password \*

Confirm Password \*

Agreements\*  I have read and agree to the FIRST Privacy Policy

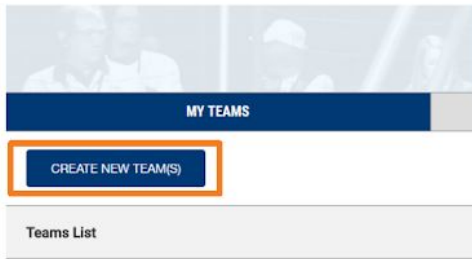
I'm not a robot 

Note: You will receive an email to confirm and activate your account. Check your spam or junk email folder. If you have not received the email within a few hours, return to the login page and click “Forgot Password”.

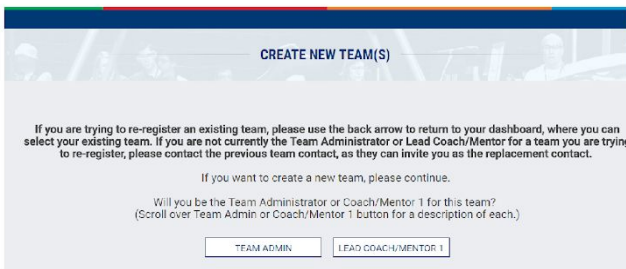
## Create a Team Profile

1. Navigate to [www.firstinspires.org](http://www.firstinspires.org) and click “Log In.”
2. Login using the email/password you used to register, which will redirect you to the Dashboard.

3. Click “Create a New Team(s)” from your Dashboard.



4. Click “Team Admin” or “Lead Coach/Mentor 1”.



**Team Admin** - Individuals who manage teams from an administrative point of view, who will not be interacting with the students, and will usually deal with purchasing product, managing paperwork, and organizing the team behind the scenes. Team Admins do not have access to the Team Roster, nor can they invite students or Parent/Legal Guardians of students to the team. Team Admins who do not hold a Lead Coach/Mentor role will not need to go through screening. *Team Admins must invite two (2) Lead Coach/Mentors that will be screened.*

**Lead Coach/Mentor 1** - For individuals who plan to Coach/Mentor the team. They must go through Youth Protection Screening and invite a Lead Coach/Mentor 2.

*Note: Youth Protection Screenings are completely paid for by FIRST®.*

## >>My Information

Complete your Profile Information. Every year, you will be asked to update certain fields.

A screenshot of the 'CREATE NEW TEAM(S)' form, showing the 'MY INFORMATION' step. The form has a progress bar at the top with five steps: 'MY INFORMATION', 'PROGRAM SELECTION', 'TEAM PROFILE', 'SCHOOL/ORGANIZATION', 'INVITE PRIMARY CONTACTS', and 'CONFIRMATION'. The 'MY INFORMATION' step is highlighted in yellow. Below the progress bar, there is a section titled 'Contact Information'. It contains several input fields: 'FIRST NAME (Preferred)' with a dropdown arrow, 'LAST NAME (Preferred)', 'FIRST NAME', 'LAST NAME', 'ADDRESS LINE', '5555 STREET ADDRESS', and 'ADDRESS LINE 2'.

## >>Program Selection

Choose FIRST® LEGO League.

**CREATE NEW TEAM(S)**

PROGRAM SELECTION | TEAM PROFILE | SCHOOL/ORGANIZATION | INVITE PRIMARY CONTACTS

< Back to Dashboard

**PROGRAM SELECTION** To select the correct FIRST program for your team. Choose a program to learn more about it before creating a team.

**FIRST® LEGO® League Jr.** (Suggested ages 6-10)

**FIRST® LEGO® League** (Suggested ages 9-14)

**FIRST® Tech Challenge** (Suggested ages 12-18)

**FIRST® Robotics Competition** (Suggested ages 14-18)

Create Innovators with FIRST® LEGO® League

Teams of 2-10 students apply science, technology, engineering, and math concepts to solve a real-world problem, then design, build, and program a LEGO® Education SPIKE™ Prime or LEGO® MINDSTORMS® robot\* to complete missions on a theme-specific playing field.

Registration Fee: \$300

Registration Includes:

- CITY SHAPER™ Season Fee, \$225
- Season-specific Challenge Set (1), \$75
- Student-Centered Engineering Notebooks (10)
- Team Meeting Guides (2)
- Opportunity to attend an official event, subject to availability. Additional local fees may apply. Events are not included in the Season Fee.

\*Required LEGO® Robot set sold separately.

**CITY SHAPER**

GO BACK | SELECT AND CONTINUE | MORE INFO

## >>Team Profile

Complete Mandatory Team Information:

- Team Name (required to create a new team but can be changed at a later date)
- Country
- Zip Code
- City
- State
- Region
- Team Website (optional)
- Mentoring (optional)
- Shipping Information (where your Challenge Set can be shipped and received, which cannot be a post office box)

## >>School/Organization Information

Complete School/Organization Information

*Note: If you don't see your school in the drop-down menu, scroll to the bottom and select "My school is not in this list."*

## >>Invite Primary Contacts

FIRST® teams are required to have two (2) screened Lead Coach/Mentors. You can pay for the season registration fee and purchase products with only one (1) unscreened contact, however, before you can register/compete at events, both the Lead Coach/Mentor 1 and the Lead Coach/Mentor 2 must be registered and pass the Youth Protection screening.

*Note: You may skip this step if you do not have these contacts ready. Click “I will do this later.” You can invite them from the Dashboard, under Team Contacts/Roster.*

### >>Confirmation Page

A Confirmation Page will appear. Congratulations, you have successfully created a team!

You must now pay for the season registration fee. If you applied for a grant that includes registration, do not pay until you receive the grant award notification and the grant appears in the Storefront.

**Select “For Next Steps, Go to the Dashboard.” The new team now displays on your Dashboard.**

## Register, Pay, and Order Materials

You will pay for your National Registration Fee via your Dashboard. You might want to bundle your Registration Fee with some Equipment (see list below). You must pay the National Registration Fee if you wish to participate in our Northeast Florida events.

[View FIRST®’s Payment Terms here.](#)

### Equipment

Every team needs a:

#### Robot set

- LEGO MINDSTORMS EV3: Teams can purchase one (1) EV3 set via their Dashboard (Team Options > Parts & Products). This set comes with both the EV3 Core set and the EV3 Expansion set, bundled together and available at a discounted price for teams.

#### Challenge Set

- The Challenge Set includes the Field Mat and Mission Models. Every team needs access to a Challenge Set--one can be shared between multiple teams who practice in the same space.
- Teams have the option to purchase a Challenge Set at the same time when paying for the National Registration Fee.
- Your team will need to assemble the Mission Models using the Mission Model Building Instructions. They must be built 100% correctly!

#### Laptop or Tablet

- You will need a laptop or tablet with the programming software to program your Robot.
- To view system requirements and download the appropriate programming software, visit [LEGOeducation.com/downloads](https://LEGOeducation.com/downloads).