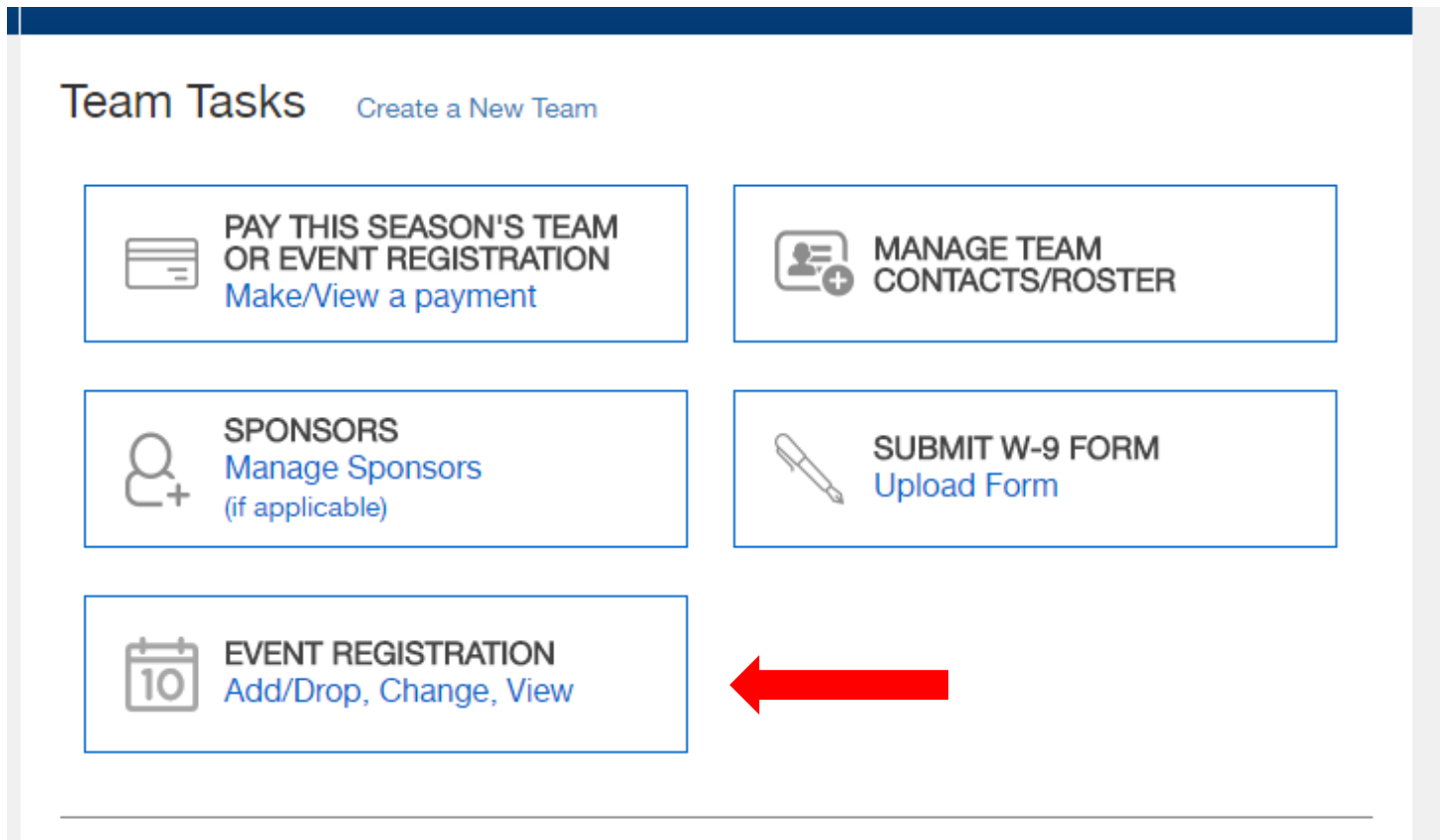


# How to Register for your First Event: Regional Teams

In order to register for your First Event, your Team will need to have your Lead Coach/Mentor 1 and Lead Coach/Mentor 2 passed through our Youth Protection Program. You can find detailed documentation in [this blog](#).






Please note: These directions work best on a Desktop or Laptop browser.

From your Team's Dashboard, click the Event Registration button:

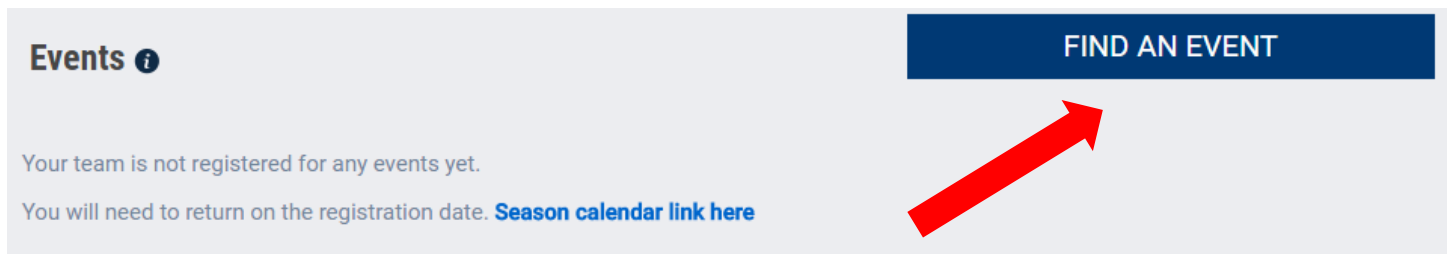


The screenshot shows a 'Team Tasks' dashboard with a dark blue header bar. Below the header, the text 'Team Tasks' is followed by a link 'Create a New Team'. The dashboard contains five task cards arranged in three rows. The first row has 'PAY THIS SEASON'S TEAM OR EVENT REGISTRATION' (with a card icon and link 'Make/View a payment') and 'MANAGE TEAM CONTACTS/ROSTER' (with a person icon and plus sign). The second row has 'SPONSORS' (with a person icon and plus sign, link 'Manage Sponsors (if applicable)') and 'SUBMIT W-9 FORM' (with a pen icon and link 'Upload Form'). The third row has 'EVENT REGISTRATION' (with a calendar icon showing '10', link 'Add/Drop, Change, View'). A large red arrow points from the right towards the 'EVENT REGISTRATION' card.


**Team Tasks** [Create a New Team](#)

-  **PAY THIS SEASON'S TEAM OR EVENT REGISTRATION**  
[Make/View a payment](#)
-  **MANAGE TEAM CONTACTS/ROSTER**
-  **SPONSORS**  
[Manage Sponsors \(if applicable\)](#)
-  **SUBMIT W-9 FORM**  
[Upload Form](#)
-  **EVENT REGISTRATION**  
[Add/Drop, Change, View](#)

This will take you to the page where you can Find An Event. Click the Find An Event button.



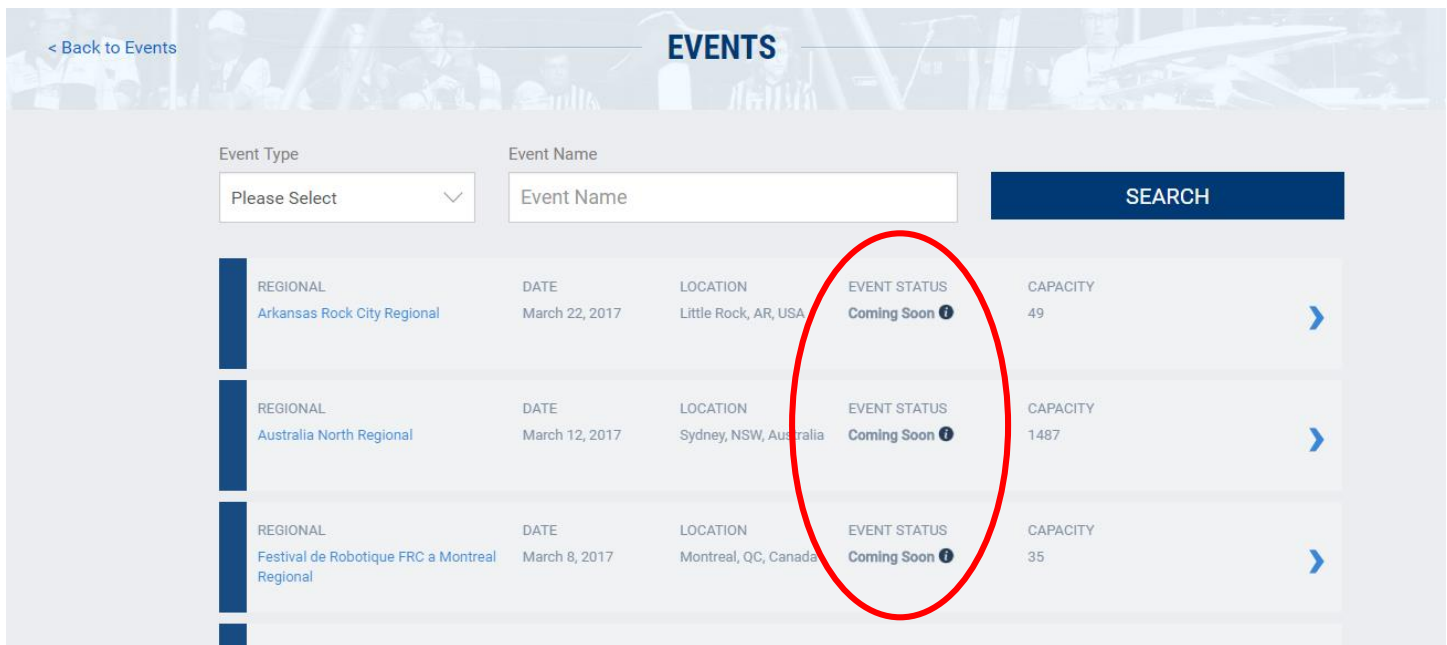
The screenshot shows the 'Events' section of a dashboard. On the left, the text 'Events' is followed by an information icon. Below it, a message states: 'Your team is not registered for any events yet. You will need to return on the registration date. [Season calendar link here](#)'. On the right, there is a dark blue button labeled 'FIND AN EVENT'. A large red arrow points from the bottom left towards the 'FIND AN EVENT' button.

**Events** 

Your team is not registered for any events yet.  
You will need to return on the registration date. [Season calendar link here](#)

**FIND AN EVENT**

This will take you to the page where Events will be listed:



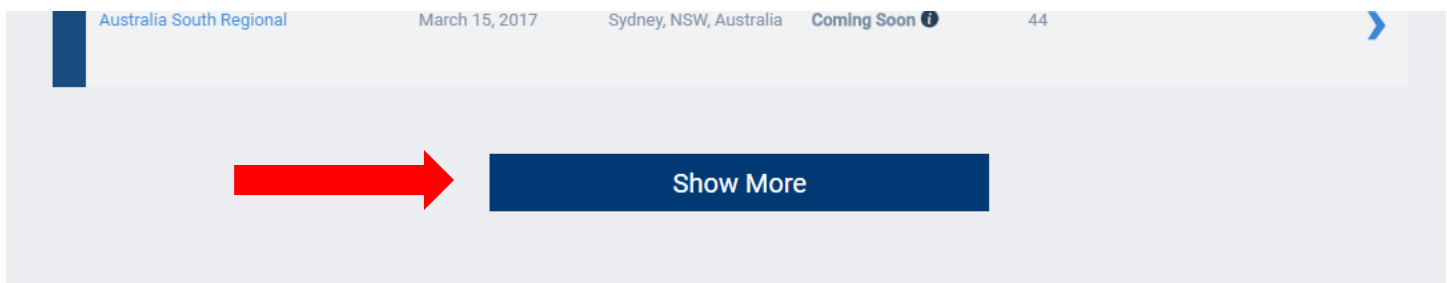
The screenshot shows the 'EVENTS' page with a search bar at the top. Below the search bar is a table of events. The table has columns for Event Type, Event Name, DATE, LOCATION, EVENT STATUS, and CAPACITY. The 'EVENT STATUS' column is circled in red, showing 'Coming Soon' for all events.

Event Type	Event Name	DATE	LOCATION	EVENT STATUS	CAPACITY
REGIONAL	Arkansas Rock City Regional	March 22, 2017	Little Rock, AR, USA	Coming Soon	49
REGIONAL	Australia North Regional	March 12, 2017	Sydney, NSW, Australia	Coming Soon	1487
REGIONAL	Festival de Robotique FRC a Montreal Regional	March 8, 2017	Montreal, QC, Canada	Coming Soon	35

Notice in this screen above that the Event Status is listed as Coming Soon. On Thursday, September 22, 2016 at 12:00 (Noon) Eastern, this status will change depending on the event your Team wants to register for.

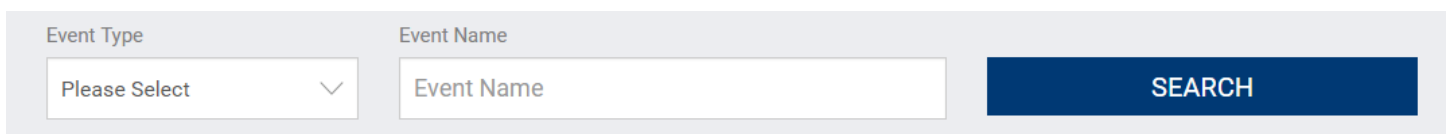
**IMPORTANT! Make sure you refresh your page at Noon Eastern on Thursday, September 22, 2016 in order for the Events to become available to your Team!**

If you don't see the event you are looking for, you can scroll to the bottom of the list and click the Show More button:



The screenshot shows the bottom of the event list. A red arrow points to a blue button labeled 'Show More'.

You can also use the Search Function at the top of the list:



The screenshot shows the search function at the top of the event list. It includes a dropdown menu for 'Event Type' (set to 'Please Select'), a text input field for 'Event Name' (containing 'Event Name'), and a blue 'SEARCH' button.

**IMPORTANT:** The Event Name Box will only search for the official Event Names! Please keep that in mind when searching for Events!

To select an Event, simply click the Event Name or the Blue Arrow on the right hand side of the screen:

REGIONAL	DATE	LOCATION	EVENT STATUS	CAPACITY	
Arkansas Rock City Regional	March 22, 2017	Little Rock, AR, USA	Open	48	>
REGIONAL	DATE	LOCATION	EVENT STATUS	CAPACITY	

This will take you to the Event Details screen. In the bottom right hand corner is the Register button. Click to register for this Event. Until Thursday at Noon Eastern, this button will say Coming Soon.

**IMPORTANT! Make sure you refresh your page at Noon Eastern on Thursday, September 22, 2016 in order for the Events to become available to your Team!**

Event Name

Arkansas Rock City Regional

Registration Start:

Registration End:

CONTACT:

Local support contact link:

[www.firstinspires.org/find-local-support](http://www.firstinspires.org/find-local-support)

EVENT DETAILS:

Type: Regional

Event Start: 03/22/2017 12:00 AM

Event End: 03/25/2017 12:00 AM

Available Capacity: 48

[Event Registration Dates](#)

By clicking the register button, you are agreeing to *FIRST* Robotics Competition pricing structure and payment terms.

OK

REGISTER

Event Details

2600 Howard St

[View larger map](#)

W Roosevelt Rd

Arkansas State Fair

2600 Howard Street

W 29th St

Barton Coliseum

Google

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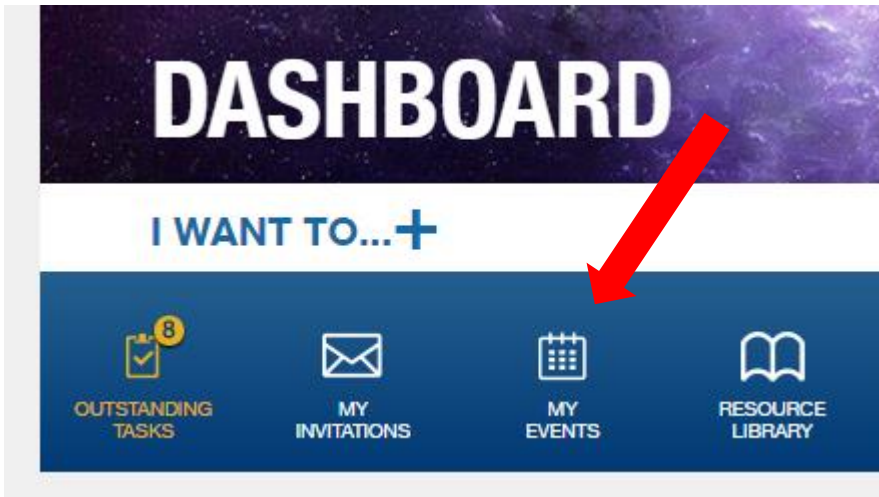
Arkansas State Fairgrounds - Barton Coliseum

2600 Howard Street

Little Rock, AR 72206 USA

[Directions to the venue](#)

Once you have successfully registered for your First Event, it will be listed under My Events on your Team Dashboard:



For more help, please visit our website at [www.firstinspires.org/resource-library/frc/2017-first-event-registration-help](http://www.firstinspires.org/resource-library/frc/2017-first-event-registration-help), or call Team Support at (800) 871-8326, M – F, 8:30am to 5pm, ET.