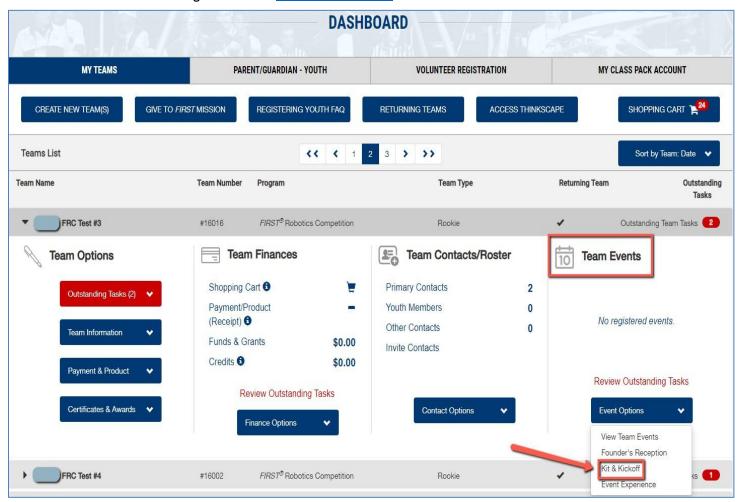
2026 KICKOFF SELECTION INSTRUCTIONS

This guide is intended to help teams walk through the process of selecting their Kickoff event or providing information on where to ship their Kickoff Kit if they are not attending a local Kickoff event.

REMINDER: Teams that select they are attending a Kickoff event will be required to enter a shipping address regardless, so in case the team registration fee is not secured by the <u>MySite rollover date</u>, the Kickoff Kit will be removed from the kickoff shipment and will be shipped to the address provided (MySite shipment) for an <u>additional fee</u>. MySite shipments will not be sent until after kickoff and the additional fee has been paid.

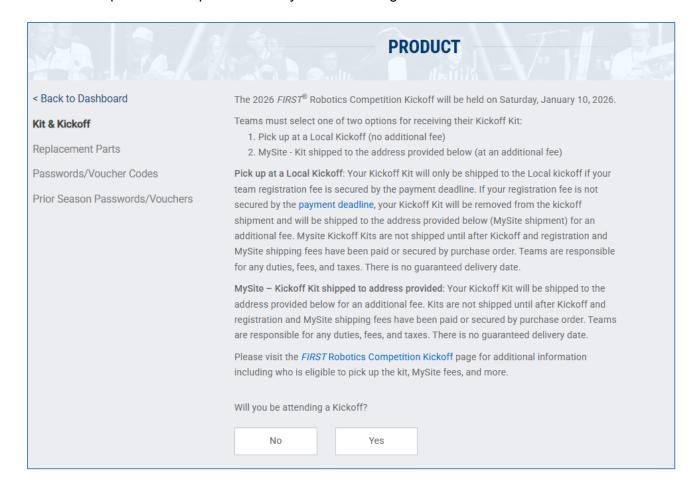
1. Lead Coach 1 or 2 logs in to their FIRST Dashboard



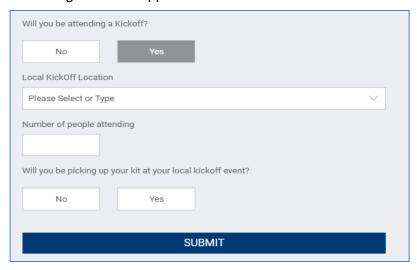
- 2. Under "Team Events" click blue "Event Options" box
- 3. Select the "Kit & Kickoff" option

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4. Select a response to the question: "Will you be attending a Kickoff?"



- 5. If "No" is selected, additional fields will appear requesting a shipping address for where to send your team's Kickoff Kit. Enter information and click "Submit"
- 6. If "Yes" is selected, the following fields will appear:



a. Select the Kickoff location the team is attending, the number of people from the team attending, and whether you will be picking up a Kickoff Kit at the Kickoff event.

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- b. If you are picking up a Kickoff Kit at the event, click "Yes" and you will be prompted to enter a shipping address.
 - A shipping address is required in case the registration fee is not secured by the MySite deadline, the Kickoff Kit will be removed from the kickoff shipment and will be shipped to the address provided (MySite shipment) for an additional fee.

Will you be picking up your kit at your local kickoff event?
No Yes
MySite FedEx Tracking Information (Field will populate when kit is shipped).
What Type of Delivery?
Commercial Residential
All fields are required (unless otherwise indicated)
An address is required for all teams. For teams who choose a Kickoff pickup, the address
will not be used unless payment is not secured by the payment deadline. Teams that have not secured their registration fee by the deadline will have their kit shipped to this address
for an additional fee. See the Kickoff webpage for more information.
Ship To Attention Name
Shipping Address 1
Shipping Address 2

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