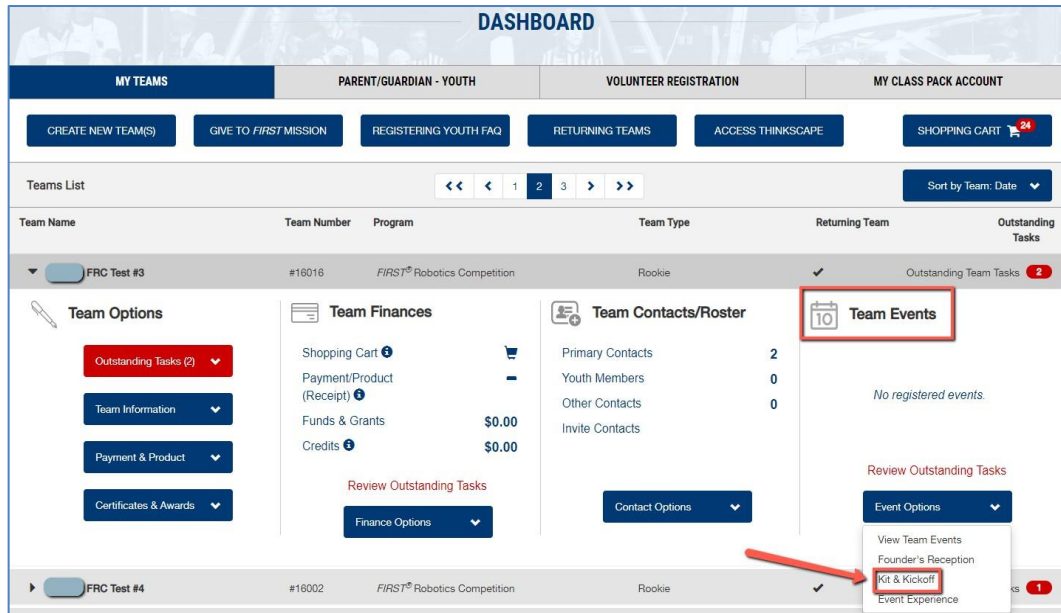


2025 KICKOFF SELECTION INSTRUCTIONS

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.

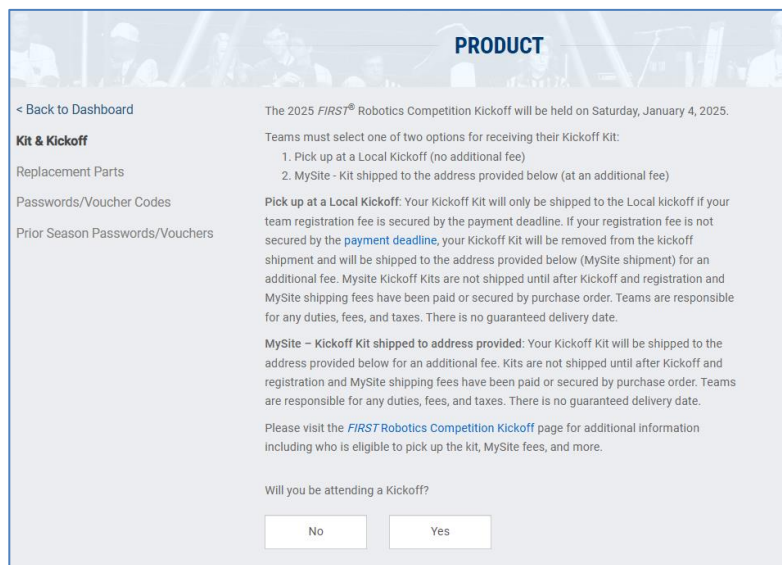
NEW THIS SEASON: Teams that select they are attending a Kickoff event will be required to enter a shipping address regardless, so in case the team registration fee is not secured by the [payment deadline](#), the Kickoff Kit will be removed from the kickoff shipment and will be shipped to the address provided (MySite shipment) for an additional fee.

1. Lead mentor 1 or 2 logs in to their [FIRST Dashboard](#)
2. Under “Team Events” click blue “Event Options” box



The screenshot shows the FIRST Dashboard interface. At the top, there are navigation tabs: MY TEAMS, PARENT/GUARDIAN - YOUTH, VOLUNTEER REGISTRATION, and MY CLASS PACK ACCOUNT. Below these are several action buttons: CREATE NEW TEAM(S), GIVE TO FIRST MISSION, REGISTERING YOUTH FAQ, RETURNING TEAMS, ACCESS THINKSCAPE, and SHOPPING CART (with a 24 item indicator). The main content area is titled 'Teams List' and shows a table of teams. The first team listed is 'FRC Test #3' with team number #18018, program 'FIRST Robotics Competition', and team type 'Rookie'. Below the table, there are four main sections: Team Options, Team Finances, Team Contacts/Roster, and Team Events. The Team Events section is highlighted with a red box, and a dropdown menu is open, showing options: View Team Events, Founder's Reception, Kit & Kickoff (highlighted with a red box), and Event Experience. A red arrow points from the 'Kit & Kickoff' option to the 'Event Options' button in the Team Options section.

3. Select “Kit & Kickoff Option”
4. Select a response to the question: “Will you be attending a Kickoff?”



The screenshot shows the 'PRODUCT' page for the 2025 FIRST Robotics Competition Kickoff. The page title is 'PRODUCT' and the subtitle is 'The 2025 FIRST Robotics Competition Kickoff will be held on Saturday, January 4, 2025.' The page content is organized into sections: 'Kit & Kickoff', 'Replacement Parts', 'Passwords/Voucher Codes', and 'Prior Season Passwords/Vouchers'. The 'Kit & Kickoff' section contains the following text: 'Teams must select one of two options for receiving their Kickoff Kit: 1. Pick up at a Local Kickoff (no additional fee) 2. MySite - Kit shipped to the address provided below (at an additional fee)'. Below this, there are two paragraphs: 'Pick up at a Local Kickoff: Your Kickoff Kit will only be shipped to the Local kickoff if your team registration fee is secured by the payment deadline. If your registration fee is not secured by the payment deadline, your Kickoff Kit will be removed from the kickoff shipment and will be shipped to the address provided below (MySite shipment) for an additional fee. Mysite Kickoff Kits are not shipped until after Kickoff and registration and MySite shipping fees have been paid or secured by purchase order. Teams are responsible for any duties, fees, and taxes. There is no guaranteed delivery date.' and 'MySite - Kickoff Kit shipped to address provided: Your Kickoff Kit will be shipped to the address provided below for an additional fee. Kits are not shipped until after Kickoff and registration and MySite shipping fees have been paid or secured by purchase order. Teams are responsible for any duties, fees, and taxes. There is no guaranteed delivery date.' Below this, there is a link: 'Please visit the FIRST Robotics Competition Kickoff page for additional information including who is eligible to pick up the kit, MySite fees, and more.' At the bottom, there is a question: 'Will you be attending a Kickoff?' with two buttons: 'No' and 'Yes'.

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”

Will you be attending a Kickoff?

Shipping address is the same as Legal Address

MySite FedEx Tracking Information (Field will populate when kit is shipped).

What Type of Delivery?

All fields are required (unless otherwise indicated)

Ship To Attention Name

Shipping Address 1

Shipping Address 2

Shipping Country Shipping PostalCode

Shipping City Shipping State

Phone Number

Email Address

6. If "Yes" is selected, the following fields will appear:

The screenshot shows a web form with the following elements:

- Question: "Will you be attending a Kickoff?" with two radio buttons: "No" and "Yes". The "Yes" button is selected and highlighted in grey.
- Field: "Local KickOff Location" with a dropdown menu showing "Please Select or Type" and a downward arrow.
- Field: "Number of people attending" with a text input box.
- Question: "Will you be picking up your kit at your local kickoff event?" with two radio buttons: "No" and "Yes".
- Submit button: A large blue button labeled "SUBMIT".

7. 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.

8. If you are picking up a Kickoff Kit at the event, click “Yes” and you will be prompted to enter a shipping address:

Will you be picking up your kit at your local kickoff event?

MySite FedEx Tracking Information (Field will populate when kit is shipped).

What Type of Delivery?

All fields are required (unless otherwise indicated)

Ship To Attention Name

Shipping Address 1

Shipping Address 2

Shipping Country Shipping PostalCode

Shipping City Shipping State

Phone Number

Email Address

9. If you are attending a Kickoff event, but not picking up a Kickoff Kit, click “No”, and enter shipping address where to send team’s Kickoff Kit.