

Instructions for Securing Team for the 2023 Season

Important Updates for the 2023 season:

1. Payment by check: If a team secures team registration with a check, a credit will be available that the team can apply during the checkout process, and the team contacts will receive an email notification of the available credit. *FIRST* will not automatically apply the check amount to any amounts due.
2. *FIRST* Finance no longer accepts purchase orders sent via email, fax, or mail. Purchase orders have to be uploaded during the checkout process via the *FIRST* Dashboard by a team administrator, a lead mentor 1, or a lead mentor 2.
3. Partial payments with a credit card or purchase order are no longer accepted through the *FIRST* Dashboard. If the team has a grant, the grant will be applied first, and the team will be prompted to pay for the remainder of the amount due.

Lead mentors and team admins can secure team registration by following these steps:

1. Log in to the *FIRST*® account dashboard at www.firstinspires.org.
2. Click “MY TEAMS” tab
3. Click the “Team Information” drop-down in the “Team Options” column and select “Team Profile”

The screenshot displays the FIRST Dashboard interface. At the top, there are two tabs: 'MY TEAMS' (active) and 'PARENT/GUARDIAN - YOUTH'. Below the tabs are four buttons: 'CREATE NEW TEAM(S)', 'GIVE TO FIRST MISSION', 'REGISTERING YOUTH FAQ', and 'RETURNING TEAMS'. The main content area is divided into two columns. The left column, titled 'Team Options', contains a red button for 'Outstanding Tasks (2)', a blue dropdown menu for 'Team Information' (which is open, showing options like 'Team Profile', 'Team Sponsors', 'School / Organization', 'Delete Team', and 'Find Mentors'), and a pencil icon. The right column, titled 'Team Finances', shows a shopping cart icon with a red notification bubble, a list of items: 'Shopping Cart', 'Payment/Product (Receipt)', 'Funds & Grants' (with a balance of \$0.00), and 'Credits' (with a balance of \$0.00). A blue button for 'Finance Options' is at the bottom right. A red arrow points from the 'Team Profile' option in the dropdown menu to the 'Shopping Cart' icon.

4. Complete the team profile information, answer the “Sales Tax Exemption Status” question, and click “SAVE”
 - If the team is located in a tax-free state (i.e., New Hampshire), select “We are required to pay Sales Tax where applicable by law” (teams located in tax free states, will not be charged sales tax on their initial registration).

Sales Tax Exemption Status ⓘ

We are required to pay Sales Tax where applicable by law (Select this option if you are located in a tax free State).

We are exempt from Sales Tax

SAVE

5. Enter the team’s legal address (required) and click “Save”

Please enter your team's legal address

Team Legal Address

Contact Name

Contact Email

Legal Address 1

Legal Address 2 (Optional)

Legal Country

Legal PostalCode

Legal City

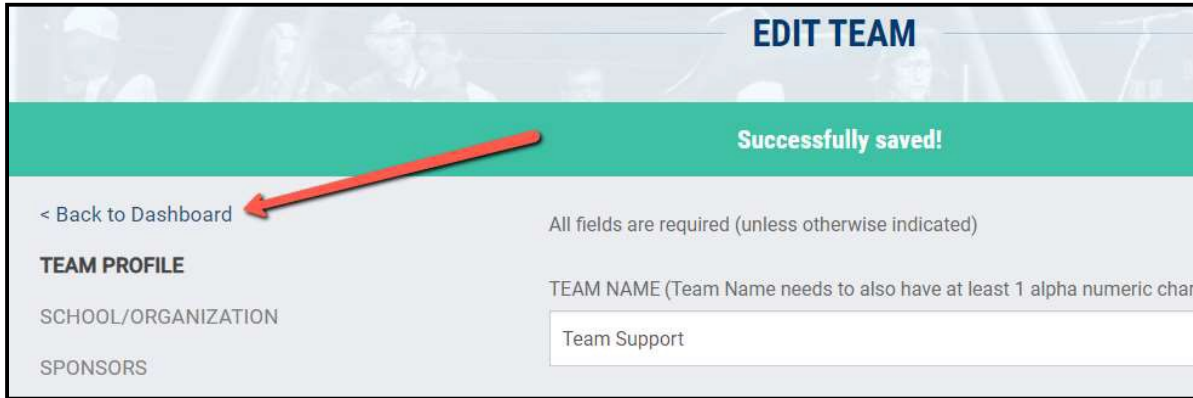
Legal State/Province

Contact Phone Number

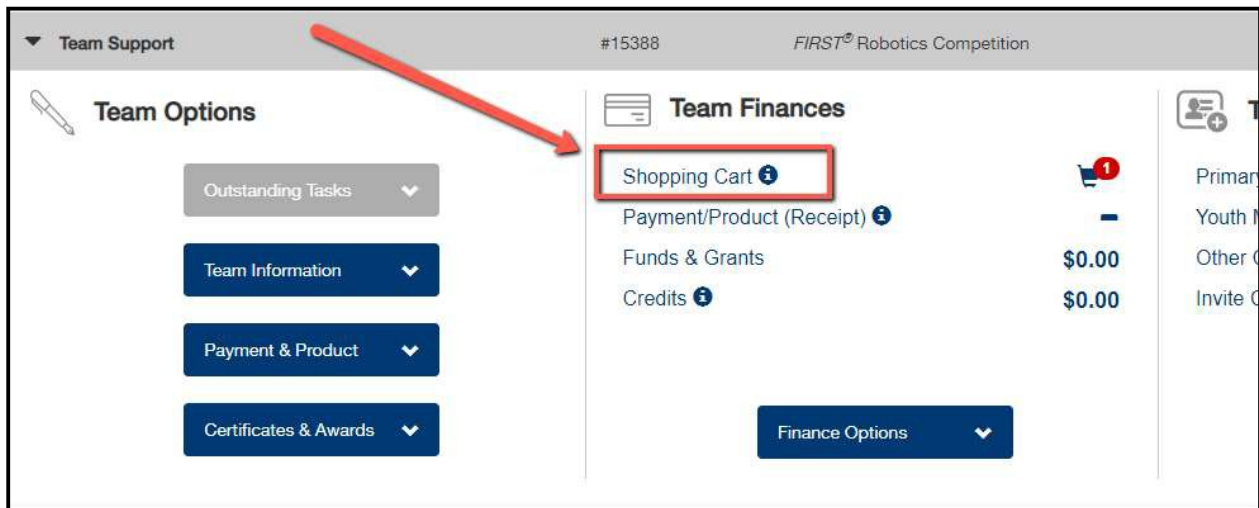
Alternate Phone Number (Optional)

SAVE

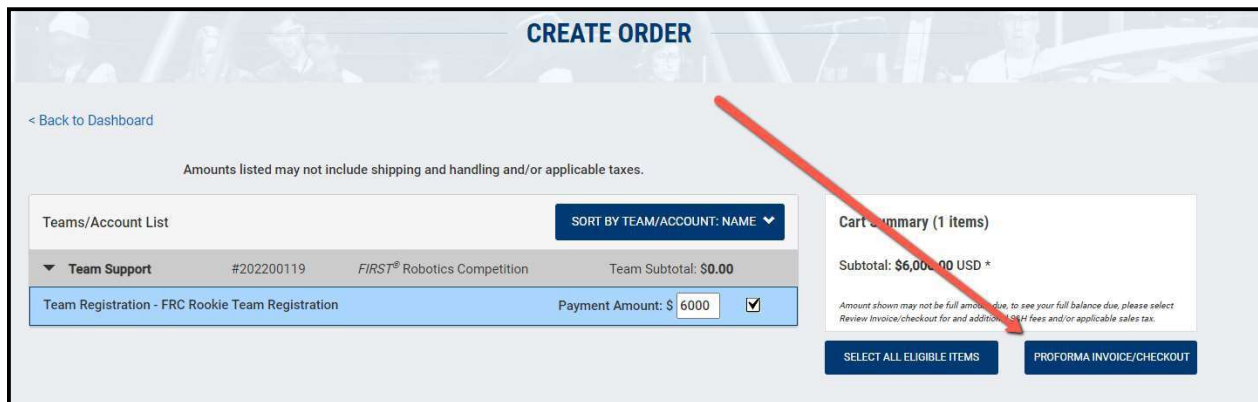
6. Click the “<Back to Dashboard” link



7. Click the “Shopping Cart” link



8. Check off the box to the right of your team’s registration and click “ProformaInvoice / Checkout”



9. Review the “Team Registration Product Information” and check off the box to agree to the *FIRST*® Payment Policy and click “Continue”

Team Registration Product Information

2023 Team Registration for *FIRST*® teams includes the following:

- Official *FIRST*® Robotics Competition team number for new teams
- 2023 Season Registration
- *FIRST*® Robotics Competition Kit of Parts (note: registration fees do not cover duties, fees, or taxes associated with shipping Kit of Parts items, nor do they cover shipping Kickoff Kits to team locations or shipping *FIRST*® Choice material.)
 - Kickoff Kit
 - Virtual Kit and credits for *FIRST*® Choice
- Eligibility for submitted Awards, including *FIRST*® Impact Award (veterans only), Dean's List, and Woodie Flowers Finalist Award
- **Team member and alumni access to career discovery opportunities, networking, and the *FIRST* Scholarship Program**
- Access to team roster to register team members including mentors and participants
- Participation at one (1) Regional Event* for Regional Teams and participation at two (2) District Events* for District Teams

Team Registration fees do not include any duties, fees, or taxes to ship the Kickoff Kit or *FIRST*® Choice items. These fees also do not include any in-person Event Registration costs. *FIRST*® is not responsible for these additional costs. For complete Registration Pricing Structure please visit the [Cost and Registration page](#) and [FIRST Payment Terms page](#).

By clicking continue, I agree to [FIRST® Payment Policy](#) and I understand what I am purchasing.

GO BACK TO SHOPPING CART

CONTINUE

10. If your team has any grants uploaded, they will be reflected on the order review screen and applied to the “order total” amount

REVIEW ORDER

[< Back to Selection](#)

All Dollars are \$USD

You may need to select the “Place Your Order / Make Payment” button to reflect the appropriate taxes for your order.

Order Details by Team			
<i>FIRST</i> ® Robotics Competition			
Product	Quantity	Price	Amount To Pay
Team Registration - FRC Veteran Team Registration	1	\$5,000.00	\$5,000.00
Shipping & Handling			\$0.00
Estimated Sales Tax			\$350.00
Subtotal:			\$5,350.00
AnyRegistration Grant (Disney WW)			(\$5,000.00)
Balance Due:			\$350.00
Total Payment:			\$350.00

Order Summary

Subtotal of Items: \$5,000.00

Order Total: \$350.00 USD

PLACE YOUR ORDER / MAKE PAYMENT

VIEW/PRINT PROFORMA INVOICE

FIRST PAYMENT TERMS

11. Click “Place your Order / Make Payment”

12. Click the boxes to acknowledge *FIRST's* no-refunds policy:

All Payment Methods are Final

FIRST will be unable to refund original payment method after checkout.

If you are anticipating **grant funding**, please **wait** for funding to be available on your Team's dashboard **before** completing your order. Review *FIRST's* Payment Terms for full details.

* I have read and agree to the "All Payment Methods are Final" statement.

* I have read and agree to the *FIRST* Payment Terms (<https://www.firstinspires.org/robotics/payment-terms/>)

DO NOT ORDER CONTINUE

13. Select your payment method and complete the checkout process.

Congratulations, your team's 2023 CHARGED UPSM presented by Hass season registration is secured! For any questions or assistance, please send an email to firstroboticscompetition@firstinspires.org.