

## Instructions for Securing Team for the 2024 Season

### Important Reminders:

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. ***If you are expecting a grant, please do not check out until that grant has been awarded. FIRST will not be able to make changes to orders after checkout.***

For additional information please review the [Payment Terms](#).

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](http://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' (selected) 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 'Outstanding Tasks (2)' button and a blue 'Team Information' dropdown menu. The dropdown menu is open, showing options: 'Team Profile' (highlighted with a red arrow), 'Team Sponsors', 'School / Organization', 'Delete Team', and 'Find Mentors'. The right column, titled 'Team Finances', shows a 'Shopping Cart' with a red notification badge '1', 'Payment/Product (Receipt)' with a blue information icon, 'Funds & Grants' with a value of '\$0.00', and 'Credits' with a value of '\$0.00'. A blue 'Finance Options' dropdown menu is located at the bottom right of the 'Team Finances' section.

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

FRC Test Team

Contact Email

testfrc@gmail.com

Legal Address 1

200 Bedford Street

Legal Address 2 (Optional)

Legal Country

United States

Legal PostalCode

03101

Legal City

Manchester

Legal State/Province

New Hampshire

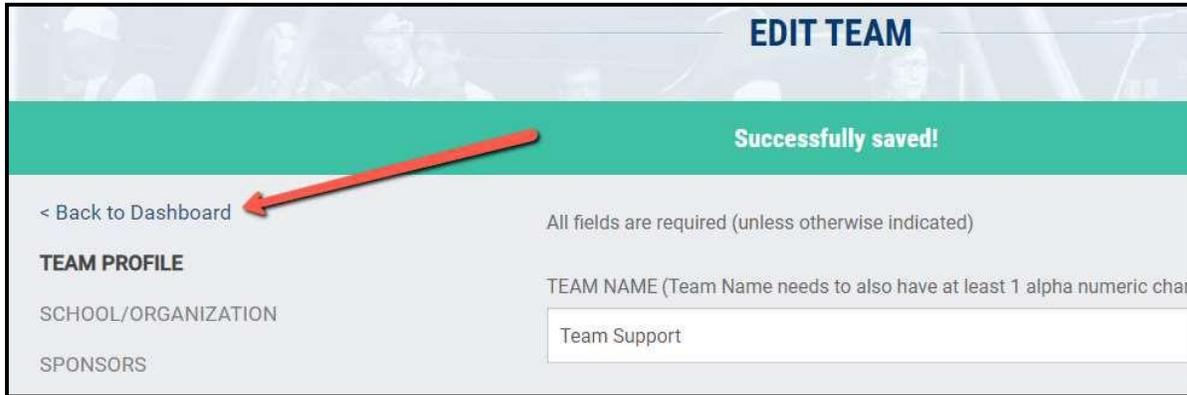
Contact Phone Number

603-222-1234

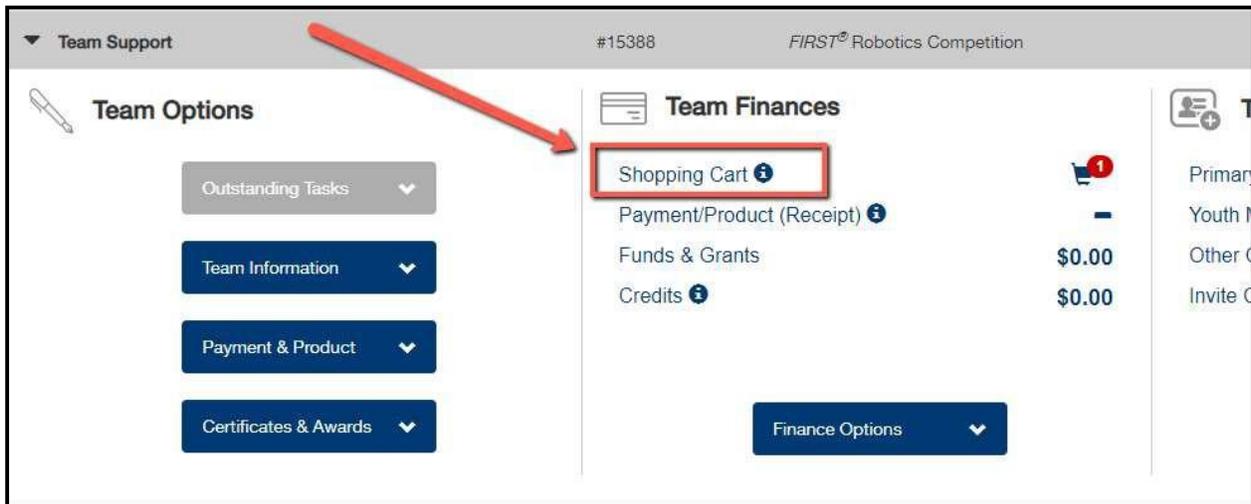
Alternate Phone Number (Optional)

SAVE

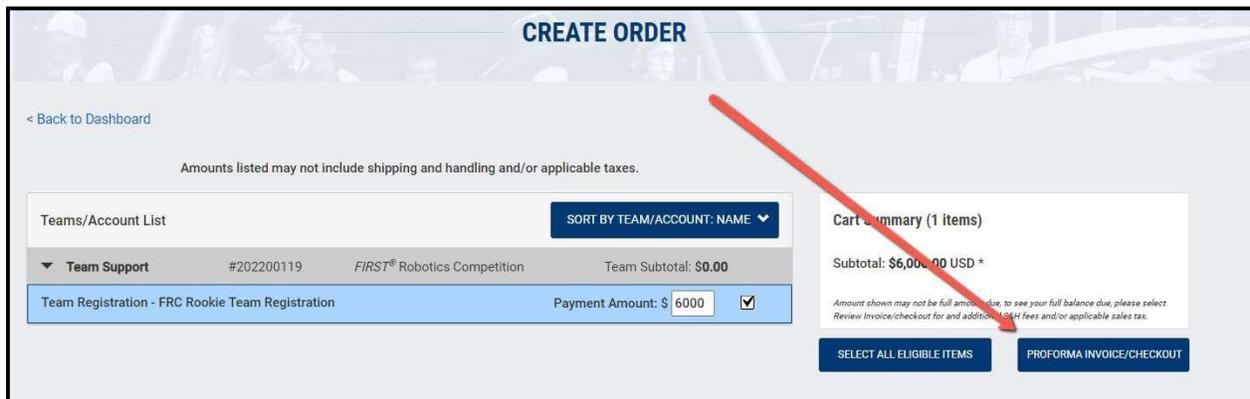
6. Click the “<Back to Dashboard” link



7. Click the “Shopping Cart” link



8. Check off the box to the right of your team’s registration and click “Proforma Invoice / 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**

2024 Team Registration for *FIRST*® Robotics Competition teams includes the following:

- Official *FIRST* Robotics Competition team number for new teams
- *FIRST* Robotics Competition Kit of Parts
  - 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			
FIRST® 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
<b>Subtotal:</b>			<b>\$5,350.00</b>
AnyRegistration Grant (Disney WW)			(\$5,000.00)
<b>Balance Due:</b>			<b>\$350.00</b>
<b>Total Payment:</b>			<b>\$350.00</b>

Order Summary	
Subtotal of Items:	\$5,000.00
<b>Order Total:</b>	<b>\$350.00 USD</b>

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:

 Payment Information / Acknowledgement ✕

This notice is shown to all teams / accounts and does not indicate your sales tax exemption status. If each of your teams/accounts do not have an APPROVED certificate, appropriate sales tax will be determined by your state and assessed. Payment of taxes are NON-REFUNDABLE.

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Sales Tax and Tax Exemption are based on your team's "Ship to" OR "Event Address." To be exempt in that State, we need a valid, fully completed exemption certificate from that State. If your state does not assess sales tax, we do not need a tax exemption form. Important information: "Name" is the exempt entity organization name. If "Seller/Vendor/Dealer" is required on the form, it MUST reflect: *FIRST*, 200 Bedford Street, Manchester, NH 03101. If required on the certificate, "Description of Sale" should be: Registration and STEM materials.

\* I agree that if I continue with payment to pay all applicable tax and understand that if I continue with payment that the sales tax is not refundable.

**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 registration for the 2024 CRESCENDO<sup>SM</sup> presented by Hass season is secured! For any questions or assistance, please email [firstroboticscompetition@firstinspires.org](mailto:firstroboticscompetition@firstinspires.org).