

Getting ready to register for a *Remote Qualifier Tournament*

2020-2021 RePLAY Season
NorCal FLL Challenge
Playing At Learning





Step : Register your team with *FIRST*

Have a fully registered team with *FIRST* which is all done through the firstinspires.org site:

1. National team registration (this is an annual fee paid to *FIRST*)
2. Two screened coaches
3. Both Coaches must accept Consent & Release and complete Terms & Conditions.
4. **NEW Requirement this year:** Youth team member registration via the on-line Youth Registration System is required this year in order to participate in *FIRST* programs. This is mandated by *FIRST*

Step 2: Click into Team Status

On the norcalfill.org site, go to the [2020 Team List](#) and look up your team number. Click on status link in the rightmost column next to your team number - yes, you can search for your team number in search box

2020 Registered Team List

Show entries

Search:

Team Number	Team Name	Team City	School/Org	Status
442	Electric Legos	Folsom		status
445	Matsuyama RoboPines	Sacramento	Matsuyama Elementary School	status
752	Almaden Mercury Minors	San Jose	Home School	status
877	Code Crashers	Sacramento	Home School	status

Step 2: Click into Team Status

Your team's status page will look something like this....

<i>FIRST</i> Team #	XXXX
<i>FIRST</i> Team Name	XXXXs
Last Sync with <i>FIRST</i> DB	2020-11-05 16:22:09 PDT
Team's info updated locally as of	2020-11-05 17:22:11 MDT
<i>FIRST</i> Team City	XXXXon
<i>FIRST</i> Team School or Nonprofit Organization	
<i>FIRST</i> 2 coaches screened?	Yes
<i>FIRST</i> 2 coaches accepted Terms/Conditions?	Yes
<i>FIRST</i> National Team Registration payment received?	Yes
<i>FIRST</i> Team Eligible Status	Yes, Completed all <i>FIRST</i> Requirements
NorCal Region & Tournament Payment Received?	No - Pay Now
Jotform: NorCal Team Info Form Received?	No - Complete Info Form
<i>FIRST</i> Team Roster Submitted? Primary/Lead Coach completes the team roster through their <i>FIRST</i> dashboard Instructions, Example <i>FIRST</i> Roster, Marked up Roster with comments	No - Complete Roster Form
Team Eligible to Register for QT?	No

Step 2a: Pay

The first thing on the NorCal side is to pay. Yes, you pay before registering into an event - see [payment policy](#)
Click to pay the 2020 Annual NorCal Registration fee of \$300 to [Playing At Learning](#)* – **we greatly prefer for you to use paypal.**

OR Mail a check** for \$300 plus any additional contribution to fund our team grant program to:

Playing At Learning, NorCal FLL Team # _____
2215 Oakland Road, Suite B
San Jose, CA 95131

*** Please include your correct team number on the memo line of the check itself or if paying for multiple teams, please include a separate list of all team numbers!*

**Playing at Learning is the local 501(c)(3) non-profit which organizes all the training, tournaments, championships, answers your questions, trains the judges/refs and manages the entire FIRST LEGO League program in Northern California. We are a separate non-profit from FIRST and this is a separate registration fee from the fee paid to FIRST.*

Step 2b: Fill Out Your Team Info Jotform

Fill out the 2 different jotform forms

1. Click to fill out **NorCal Team Info Form**

Information you will need before filling out in the Team Info Form :

- a. For all **team members** – first and last names and socio-demographic information (gender, ethnicity, free/reduced lunch, number of years participating in *FIRST* LEGO League)
- b. For all **coaches and mentors** – first and last names and number of years participating in *FIRST* LEGO League (and/or information about their participating in other *FIRST* programs).
The first 2 coaches listed must also match what is in the *FIRST* team registration database.

Kindly fill out this Team Info Form from the link on your team status page!

Step 2c: Complete Your Team Roster Jotform

Click to fill out the Team Roster form where you enter the team member names and upload a copy of the *FIRST* Team Roster (printed by the primary coach as PDF from the team dashboard)

Step by step information on how to register your youth and complete the Team Roster is at <https://www.firstinspires.org/resource-library/youth-registration-system>

Kindly fill out this Team Roster Form from the link on your team status page!

Once we review what you entered, You Are Ready!

After registration Opens, and once all of the above is done and reviewed, the team is enabled to register into a tournament. **The link to register will show up on your team's status page on the line that says, "Team Eligible to Register for QT? " See example on next slide.**

TOURNAMENT REGISTRATION IS FIRST COME FIRST SERVE, dates fill up quickly.



You Are Ready - Team Status Page example!

FIRST Team Eligible Status	Yes, Completed all <i>FIRST</i> Requirements
NorCal Region & Tournament Payment Received?	Yes
Jotform: NorCal Team Info Form Received?	Yes
FIRST Team Roster Submitted? Primary/Lead Coach completes the team roster through their <i>FIRST</i> dashboard Instructions, Example FIRST Roster, Marked up Roster with comments	Yes
Team Eligible to Register for QT?	Yes - Register <input type="text"/>
Explanation/Notes	ready to go Nov 3 2.30pm

When these are all Yes, reviewed and correct & Registration is open....

Then, click this link to register

Registration Form - current status of available qualifiers

At the top of the registration form will be a list of open qualifiers that have available space. This is accurate at the time that you loaded the page but may change before you hit submit.

**IMPORTANT: Once you Submit your tournament choices they are final and cannot be changed!
Do not register unless you are sure of your choices and have checked with your team**

Date	Tournament	Location	District	# Teams	Notes	Reg Status
12/05	NorCal FLL December 5 Remote Event	Santa Teresa HS, San Jose		12		
12/06	NorCal FLL December 6 Remote Event	Piedmont Makers, Piedmont		12		
12/12	NorCal FLL December 12 Remote Event	Monticello Academy, Santa Clara		12		

Registration Form

At the bottom of the registration form will be form to fill out with your information and that you agree and understand all local policies. You will also have the opportunity to choose up to 3 qualifiers.

IMPORTANT Do not leave any fields blank!
That will cause an error and your team will not be fully registered

Team # and Team Name	99999 :: Test Team 1
Team Contact First Name	<input type="text"/>
Team Contact Last Name	<input type="text"/>
Team Contact Email	<input type="text"/>

Coaches Promise: I have read and signed the [Coaches Promise](#)

NorCalFLL Policies: I have read, understood and agree to abide by all of the [NorCal FLL Policies](#)

The Team's District is Silicon Valley (SV) District

If you select a tournament outside your district, advancement is to that other district championship

First Choice	<input type="text" value="Choose Tournament"/>
Second Choice	<input type="text" value="Choose Tournament"/>
Third Choice	<input type="text" value="Choose Tournament"/>

NOTE: If there are errors in your form, a popup will appear alerting you to the errors.
Check to make sure you do not have popups blocked!



Results Page

When you click Submit, and if you filled out the form completely (ie no empty fields), you will be taken to a results page. You can also reload your Team Status page which will also show you which qualifier that your team was registered into.

REGISTRATION RESULTS PAGE: Team Registration Results

Everything success - here is your confirmation

SUCCESS! Team ~~XXXX~~ is now registered.

PRINT this page and keep a copy for your records.

You will NOT receive an email confirmation
This page is your only confirmation of your registration.

Assigned To

Tournament: 12/05/2020 at NorCal FLL December 5 Remote Event



Date Assigned

Fri Nov 6 00:44:25 2020 UTC



Thanks

Some helpful items:

1. There is no need to send us an email when you complete your items - the team status page will auto-update when you hit submit.
 - a. If you are sure that the status is not correct, you can send an email to fil@playingatlearning.org
2. It can take a few days for us to review your inputs, it is an unfortunately manual process. Particularly for the roster.