Assemble a Team

Decide who will be involved:

- A team is 2-10 students, ages 9-14, willing to take on any job to help their team succeed (lots of jobs available for all skill levels and interests).
- Two or more Adult Coaches/Mentors to guide the team through discovery and the competition season. Adult Coaches/Mentors must be signed up on www.firstinspires.org, which will create a ‘Coach Dashboard’ where all team administrative functions live for creating a FIRST LEGO League.

Decide when and where (and how often) your team will meet:

- We recommend a minimum of four (4) hours per week per team, broken into two, two-hour sessions, however, we know that extended meeting times can yield positive results based on increased focus time.

Begin diving into resources to understand what the challenge will be, how to get the most fun out of your season while solving problems together, finding out your team’s why, and having an inspiring, fulfilling experience:

- Discover the FIRST® Core Values, which are a fundamental component of the program, distinguishing FIRST® from other programs of its kind.

Complete Team Registration

FIRST® program registration opens May 1, 2019 and, for Northwest Florida, closes October 30, 2019.

View the How to Register Document for full instructions.

Note: The Team Admin role is optional but recommended especially for organizations with multiple teams. The Admin role can replace coaches in the event that an adult moves away or no longer wishes to participate.
Register, Pay, and Order Materials

You will pay for your FIRST Program Registration Fee via your Coach Dashboard. You might want to bundle your Registration Fee with some Equipment (see list below). You must pay your team’s Registration Fee to receive your team number and gain access to a tournament system which is managed by a regional Affiliate Partner or Program Delivery Partner (those terms are interchangeable for this year). For Northwest Florida, Doolittle Institute is the exclusive partner for FIRST that sanctions all official events and upholds the FIRST Global Standards. View FIRST®’s Payment Terms here.

Equipment

Every team needs a:

Robot set

- LEGO MINDSTORMS EV3: Teams can purchase one (1) EV3 set via their Dashboard (Team Options > Parts & Products). This set comes with both the EV3 Core set and the EV3 Expansion set, bundled together and available at a discounted price for teams. Teams can use any programming language they like as long as it is compatible with the EV3’s Programmable Brick.

Challenge Set

- The Challenge Set includes the Field Mat and Mission Models. Every team needs access to a Challenge Set—one can be shared between multiple teams who practice in the same space.
- Teams have the option to purchase a Challenge Set at the same time when paying for the National Registration Fee.
- Your team will need to assemble the Mission Models using the Mission Model Building Instructions. They must be built 100% correctly!

Laptop or Tablet and Software

- You will need a laptop or tablet with the programming software to program your Robot.
- To view system requirements and download the appropriate programming software, visit LEGOeducation.com/downloads. This is a free software download and is guaranteed to work with your LEGO Mindstorms EV3 robot set.
Optional Equipment

- Team Shirts - get your team brand and name out there!
- Team Sign for Competition (recommended for team visibility)
- Sponsors (people want to support your team, we promise!)
- Extra EV3 Rechargeable Battery
- There are countless examples of FIRST® LEGO League Teams online
  - Check out www.flltutorials.com

Registering for Events

The FIRST® Inspires Dashboard is **NOT** used to register for local events and does not display events for which your team is registered. Watch your Coach Blasts for event registration details.

Pay the Event Fee

Most events require a separate registration fee.

- Open Practices are managed directly by event directors. Watch your Coach Blasts for more information.
- Registration and collection of fees for all other events will be managed by Doolittle Institute through Eventbrite. Watch your Coach Blasts for information and access.

*Note: Teams are not allowed to participate in more than one Practice event and Qualifying Tournament, although they are allowed to attend as spectators (all ages) or volunteer (ages 12+) if they wish.*

Sign Up for an Event

- Teams who have paid their National Registration Fee and have 2 screened coaches will receive an **access code or a direct link via email to register** for an Official Event. Events not listed by Doolittle Institute are not sanctioned by FIRST® and will not advance your team to Championship.
- Event Registration for Pre-Qualifiers will open on October 1, 2019, and close October 15, 2019; and for Qualifiers will open on November 1, 2019, and close on November 15, 2019
- Sign-ups are on a first-come, first-served basis.

Starter Team Costs

There are never any “per student” fees for FIRST or Doolittle Institute for regular season play; all costs for individual team members are assumed and determined by the team as a group in order to create team sustainability on an annual basis. Estimates for a brand new team, with no equipment, run $1,200 - $1,800 for the first year. Existing teams will pay roughly $800 each year due to the annual reusability of some items, such as the robot, competition table, and laptop. Additional costs for travel, food, team shirts, project supplies, and other optional items will vary. Team registration and the Challenge Set **must** be purchased every season.
**Items purchased through your Dashboard:**

- **Team Registration** $225 (+$15 shipping)
- **CITY SHAPER Challenge Set** $75 (+$15 shipping)
- **FIRST® LEGO League EV3 Robot Set** $496

(If you already own an EV3 or only need the expansion set, adjust your purchasing needs.)

**Fees paid by teams to Doolittle Institute***:

- **Event Registration** $50-$75 per team
  (covers the cost of trophies, prizes, medals, certificates, etc.)
- **Regional Championship Tournament** $125/team
  (applicable to teams who advance from a Qualifying Tournament)

*Invoices are only provided after completion of the FIRST Registration.

**Additional items are outlined in the New Team Checklist on page 5. Costs will vary depending on what the team may already have available to them.**

Season policies and procedures can be found in the 2019 FIRST® LEGO League Northwest Florida Season Standards Manual.

**New Team Checklist**

**First Steps**

- Determine team’s meeting schedule
- Determine team’s meeting place
- **FIRST Registration**
  - Challenge Set
  - EV3 Robot Education Set with Expansion Set
- Come up with a fun team name or brand
  - Team Name
  - Team Logo

**Supplies**

- Laptop or tablet capable of running the LEGO Mindstorms EV3 software in its full capacity.
  - Installed programming software (view system requirements and download the appropriate programming software, visit [LEGOeducation.com/downloads](http://LEGOeducation.com/downloads))
  - There are multiple programming languages your team can use.
- **Competition Table** ([Table Building Instructions](#))
- Presentation materials*
- Tri fold poster boards for Core Values and Project (optional but VERY recommended)
- Skit/Presentation costumes, props etc. - varies from year to year
- Snacks for meetings*
- Team T-Shirts*
- Team Swag - buttons, bracelets, pins, etc. for trading with other teams.

*optional items that will vary in cost.

**After Registering with FIRST**
- Follow Doolittle Institute on social media platforms and ensure your email does not block our messages from MailChimp FLL@doolittleinstitute.org.
- Plan to attend events
  - Register for a Practice Event
  - Register for a Qualifying Tournament
- Review the Challenge documents and additional season materials, available August 1 on www.firstlegoleague.com/challenge
- Work weekly with your team towards your registered dates
- Complete Team Roster of students and adults in FIRST Inspires Dashboard
- Attend a Kickoff event (recommended)
- Attend a Coach Training (recommended)