



Australian Season Registration Guide

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Overview

Registration for *FIRST* Tech Challenge in Australia currently needs to be done at two sites - the *FIRST* FTC Portal to register the team number, name and mentors and the *FIRST* Australia dashboard to register the team for each season.

Rookie/new teams need to provide additional details to the *FIRST* FTC Portal and must purchase one set of control and electronics per team. It is not possible to share these between teams at competition.

All teams need to ensure that their details are up-to-date on the *FIRST* FTC Portal each season. Details on this are provided below.

Some school email systems filter email from unknown domains. You may need to register with a non-school email address, such as @gmail.com. Please ensure that you continue to monitor that email address as important information will be sent throughout the season.

If you are an existing/veteran team, please skip ahead to [FIRST Australia season registration](#). Note that an existing team that did not compete last season should skip ahead and **should not register a new team number**.

Registering a New Team

There are four basic steps - more details below:

- Register the team in the *FIRST* FTC Portal
- Purchase one set of equipment per team via the *FIRST* FTC Portal
- Register for the season via the *FIRST* Australia dashboard
- Select events for the season in the *FIRST* Australia dashboard

Season Costs - Australia

All teams - required

All teams must be registered with *FIRST* Australia for the current season in order to register for competitions.

***FIRST* Australia Dashboard (REQUIRED):**

- Season Registration - **\$300 AUD + GST**

Rookie/new teams - required

New teams must order **one set per team**. You will only need to order the Control & Communication Set and Electronics Set for your **rookie year**. You will re-use these sets from year to year.

FIRST Official Portal/Pitsco (REQUIRED):

**All prices are approximate and subject to change.*

- Control & Communication Set - **\$265 USD**
- Electronics Set - **\$282 USD**
- International Shipping Fee - **\$TBA**

Teams also need to purchase robot components. Pitsco offers two entry-level Competition Sets at reduced prices. There are other kit options - see below.

- TETRIX *FIRST* Tech Challenge Competition Set - **\$580 USD**
or
- REV *FIRST* Tech Challenge Competition Set - **\$555 USD** (plus shipping)
- International Shipping Fee - **\$TBA**

FTC kit options

The *FIRST* FTC Portal provides discount codes for various suppliers each year. These options appear to registered FTC teams during the official season (September to March) under Payment & Product on the [FTC Portal](#). More details can be found on the [FTC discounts page](#).

Teams may outgrow the entry-level kits, so may decide to go with kits or components from other suppliers like goBILDA and AndyMark. There are some pages that compare the options:

- [FTC Vendors and Base Kits](#)
- [Starter FTC Kits](#)
- [Comparing FTC Kits | FIX IT 3491](#)

Teams can also consider the [FIRST Tech Challenge - Class Pack](#) which include the robot parts and teacher training material.

All Teams - Optional

Every year, an **optional** order form is sent via email in late July where you are able to order season game elements, field perimeters and hand tools/tape. Prices vary from year to year depending on the field elements and sizing. This also includes an international and domestic shipping fee varying in price depending on the size of your order.

AndyMark Order (**OPTIONAL**):

- Season Game Elements - **\$TBA**
- Field Perimeter - **\$TBA**
- Additional Tools and Resources e.g. tape, hand tools - **\$TBA**
- International Shipping Fee - **\$TBA**
- Domestic Shipping Fee - **\$TBA + GST**

Teams can also order items directly from AndyMark who keep a limited amount of stock in Australia:

- [FIRST Tech Challenge - FTC Field Components - AndyMark, Inc](#)
- [FIRST Tech Challenge CENTERSTAGESM Pre-Orders - AndyMark, Inc](#)

Registering a new FTC team

All rookie FTC teams must register via the official *FIRST* FTC portal. To access the portal please [CLICK HERE](#). We recommend that this process be fulfilled by the lead coach/mentor of the team.

Follow the steps below to register your FTC team on the official *FIRST* FTC portal:

- Create your account
- Confirm your email address
- Complete your profile
- On the main dashboard, select 'Create New Team'

Team Name	Team Number	Program	Team Type	Returning Team	Outstanding Tasks
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- Select your role on your team. We recommend that all new teams have their lead coach/mentor register on the portal initially.

CREATE NEW TEAM(S)

If you are trying to re-register an existing team, please use the back arrow to return to your Dashboard to access the shopping cart to pay the team registration for your existing team. If you are not currently the team administrator or lead coach/mentor for a team you are trying to re-register, please contact the previous team contact, as they can invite you as the replacement contact.

TEAM ADMINISTRATOR

This is an optional role and is not required to create a team.

The Team Administrator is a separate role from the Lead Coach/Mentor 1 and 2 for the team.

Limited access to Team Administration functions:

- Can pay for team registration.
- Can invite Lead Coach/Mentor 1 and 2.
- Can also be a Lead Coach/Mentor 1 or 2.
- Can NOT invite Youth Team Members or other adult team contacts.

[Sign up as a Team Admin](#)

LEAD COACH/MENTOR 1

For adults who coach the team.

Full rights to administer the team (including payment and invites).

Subject to Youth Protection Policies (YPP).

Can invite Lead Coach/Mentor 2 and Team Administrator.

Can also be the Team Administrator.

[Sign up as a Coach](#)

- Select 'FIRST Tech Challenge' as the program that you would like your FTC team to be registered as.

CREATE NEW TEAM(S)

PROGRAM SELECTION TEAM PROFILE SCHOOL/ORGANIZATION INVITE PRIMARY CONTACTS

[< Back to Dashboard](#)

PROGRAM SELECTION To learn more about a program before a team is created, click on a box below

FIRST® LEGO® League
 (Suggested ages 4-14)

FIRST® Tech Challenge
 (Suggested ages 12-18)

FIRST® Robotics Competition
 (Suggested ages 14-18)

FIRST® LEGO® League consists of three (3) divisions:

- Discover (ages 4-6) - available only as a Class Pack
- Explore (ages 6-10)
- Challenge (ages 9-14)

Attention!

Once you begin creating a team, your program selection is permanently assigned.

If you selected an incorrect program or registration option, you will need to create a new team with the correct option and remove the previously created team.

Team names can be edited at any point after creation.

All of these steps can be performed through your dashboard.

- Enter your team details i.e. team name, country

CREATE NEW TEAM(S)

PROGRAM SELECTION **TEAM PROFILE** SCHOOL/ORGANIZATION INVITE PRIMARY CONTACTS

[< Back to Dashboard](#)

Please only report/request items that were missing or damaged upon arrival. Teams may only submit one request so please ensure it is complete and accurate. All fields are required (unless otherwise indicated).

TEAM NAME (Team name is required to contain at least one alphanumeric character)

COUNTRY ZIP/ POSTAL CODE

Australia

CITY STATE/PROVINCE

 New South Wales

REGION

Australia

TEAM WEBSITE (Optional) Please include all information needed in the actual website URL (example: https://www.abcdefg.org)

MENTORING (Optional)

- Select your school/organization type i.e. community, home school, school etc.

The screenshot shows the 'CREATE NEW TEAM(S)' interface with the 'SCHOOL/ORGANIZATION' step highlighted in yellow. The breadcrumb trail includes 'MY INFORMATION', 'PROGRAM SELECTION', 'TEAM PROFILE', 'SCHOOL/ORGANIZATION', and 'INVITE PRIMARY CONTACTS'. The team name is 'FIRST Tech Challenge Team# 22995'. Under 'School/Organization', there is a dropdown menu for 'School/Organization Type' with the placeholder text 'Please Select or Type'. Below the dropdown is a link '+ ADD AN ADDITIONAL SCHOOL OR ORGANIZATION'. At the bottom are 'GO BACK' and 'SAVE & CONTINUE' buttons.

- Invite your other mentors/coaches/primary contacts. **Please add a secondary contact at this point.** All teams **must** have two adult mentors/coaches who need to agree to the FIRST terms and conditions *each season*.

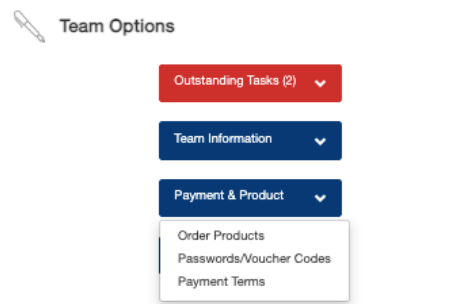
The screenshot shows the 'CREATE NEW TEAM(S)' interface with the 'INVITE PRIMARY CONTACTS' step highlighted in yellow. The breadcrumb trail includes 'MY INFORMATION', 'PROGRAM SELECTION', 'TEAM PROFILE', 'SCHOOL/ORGANIZATION', and 'INVITE PRIMARY CONTACTS'. A text block explains the option to invite a Coach/Mentor 2 now or later, and notes that the team cannot invite youth members until both a screened Coach/Mentor 1 and a screened Coach/Mentor 2 are added. Below this is the 'LEAD COACH/MENTOR 2' section with input fields for 'FIRST NAME', 'LAST NAME', and 'EMAIL ADDRESS'. A link '+ ADD TEAM ADMIN' is present. At the bottom, there is a CAPTCHA box with the text 'I'm not a robot' and the FIRST logo, along with 'GO BACK' and 'SAVE & CONTINUE' buttons. A link 'I will do this later' is also visible.

- Return to your dashboard. You will see the team you created in your 'teams list' and your official *FIRST* team number. Through the dashboard you will be able to access outstanding tasks to register your team, your team profile, payments etc. **Your official**

FIRST team number is permanent and will be used from year to year. Please keep this handy as you will need it for the next steps.

- To complete your registration, click on 'payment & product' and then 'order products'. You will be taken to the PITSCO ordering site where you can pay for registration, and all necessary items to build a functioning robot and compete. **You are required to order the following in order to compete:**
 - **Control & Communication Set**
 - **Electronics Set**
 - **Competition Set**

Please see [Season costs - Australia](#) for more info on costs.



Congratulations! You now have a new FTC Team and will receive your rookie kit in the coming weeks. You now need to register for the season in Australia. You will need to do this each season.

FIRST Australia Season Registration

All teams need to do this each season.

Your official FTC team number is used on the *FIRST* Australia dashboard. It doesn't matter whether your team registered last season or has been taking a break - please continue to use the existing official team number.

1. Navigate to the *FIRST* Australia dashboard - [CLICK HERE](#).
2. Create your account, if it doesn't exist.
 - The email address must match the email address for Mentor 1 or Mentor 2 on the *FIRST* FTC Portal.

- An email will be sent to your email address - use the link to confirm your email address.
- Complete or update your profile - name, mobile, other details.
- Select the “Coach” view of the dashboard:

COACH VOLUNTEER

REGISTER NEW TEAM/S

This user has no teams this season

- Click on “REGISTER NEW TEAM/S”:

1 Create team/s 2 Coach details 3 Shipping details 4 Review order

Apply discount code

Discount code

Create team/s

What school or community group (if any) are these teams affiliated with?

Affiliation

Confirm teams registered in firstinspires.org:

Add new team:

Is your team missing from this list? Please read the [FTC Registration Guide](#) for further information.

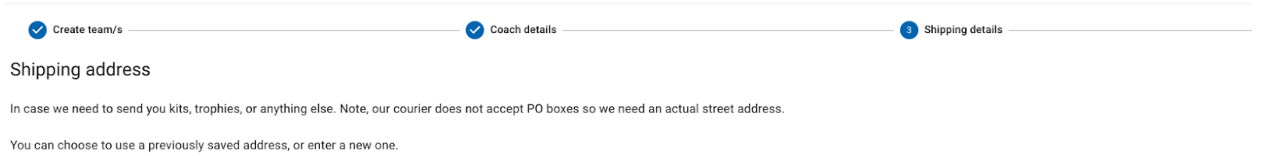
- Enter your school or community group Affiliation or “None”.
- You will be presented with buttons for the teams that are ready to be registered for this season.
 - If you are logged into the **FIRST Australia** dashboard as **Mentor 1** or **Mentor 2** and your team does not appear in the list, please let us know via our [problem reporting form](#)
- Click “Next” and you will be asked to add additional coaches:

1 Create team/s 2 Coach details

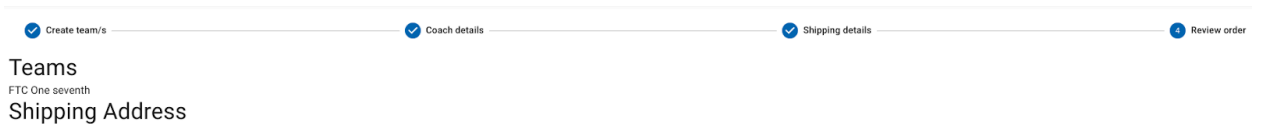
Coaches

Who are the coaches of the team? Coaches will be contacted for event information and can see team details, but cannot pay for the team (only you can do that!)

- Click “Next” and you will be asked for shipping addresses:



11. Click “Next” and you will be given the opportunity to review your registration(s):



12. You will need to click on the Terms and Conditions and then confirm that you have read them:

[🔗 Terms and conditions](#)

Confirm terms and conditions read

13. You can then click “Finish”

14. Once you have registered your team for this season on the *FIRST* Australia Dashboard, you will be able to register to compete at an upcoming event.

Common Issues

Q: How can I get help?

A: Please let us know what you need help with via our [problem reporting form](#).

Q: Why can't I see my new team on the *FIRST* Australia dashboard?

A: We need to perform a small manual update as new teams are created. Please let us know via our [problem reporting form](#).

Q: Why can't I find my existing team on the *FIRST* Australia dashboard?

A: The *FIRST* Australia dashboard depends on some information being consistent with the *FIRST* FTC Portal:

- Are you logged in as Mentor 1 or Mentor 2 at the *FIRST* Australia dashboard?
- Does your email address match the email address configured at the *FIRST* FTC Portal?
- Does your team have both Mentor 1 and Mentor 2 configured?
- Have both mentors accepted the Terms and Conditions for *this season*?

- Did you previously delete this team this season?
 - Find the team in your team list at <http://firstaustralia.system/teams> and click on the restore icon.
- If all of these look o.k., please contact us via our [problem reporting form](#)

Q: How do I update the team name?

A: Update this on the *FIRST* FTC Portal and it will be updated on the *FIRST* Australia dashboard when we next load team data.

Q: How do I update team mentors?

A: Update these on the *FIRST* FTC Portal. The new mentors will need to accept the terms and conditions and will also need accounts under the same email address on the *FIRST* Australia dashboard.

Q: How do I update the team number?

A: Team numbers are permanent. The team name can be changed but the number is fixed.

Q: What happens if I don't register a team for the season?

A: They will not be allowed to compete at any events during the season. They can register and compete in future seasons under the same number.

Q: How do I make changes in the *FIRST* FTC Portal?

A: The [International Team Registration Guide](#) provides step by step instructions for many common tasks. Remember, event registration and team registration is done via the *FIRST* Australia dashboard.

Q: What components should I order?

A: Team 13380 has a good run down of the options in this guide: [FTC Vendors and Base Kits](#). It may be possible for us to order in bulk to save on shipping. We'll let the [FTC Coaches](#) mailing list know when we know details.

Q: Is there a mailing list I should join?

A: All coaches should be subscribed to the [FTC Coaches](#) mailing list. We would also appreciate you signing up to the [FTC Volunteers](#) mailing list.