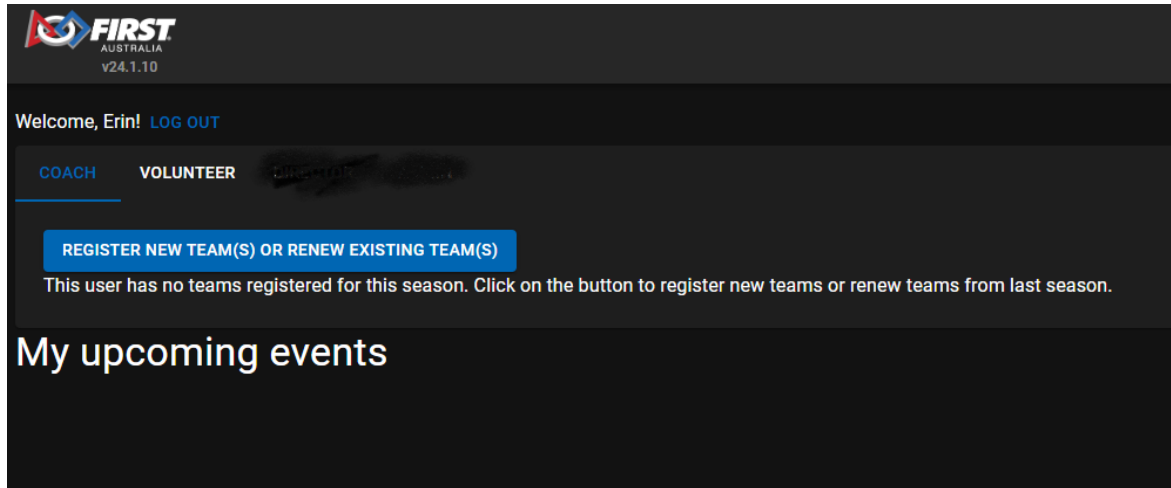
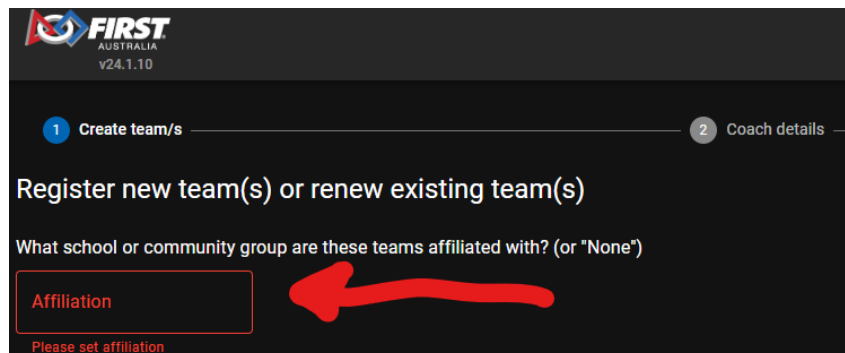


# How To Register: *FIRST* LEGO League

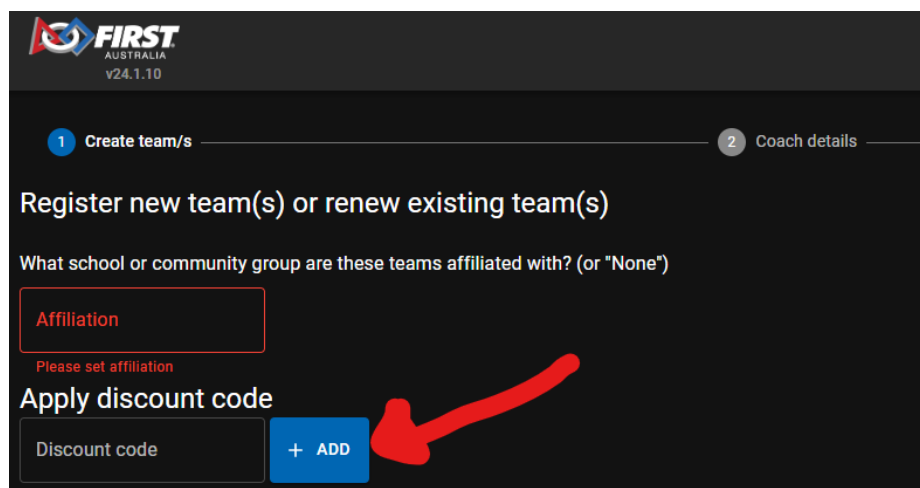
1. Log onto the *FIRST* Australia Dashboard: <https://firstaustralia.systems/>
2. Once logged in, press the button labelled “Register new team(s) or renew existing team(s).”



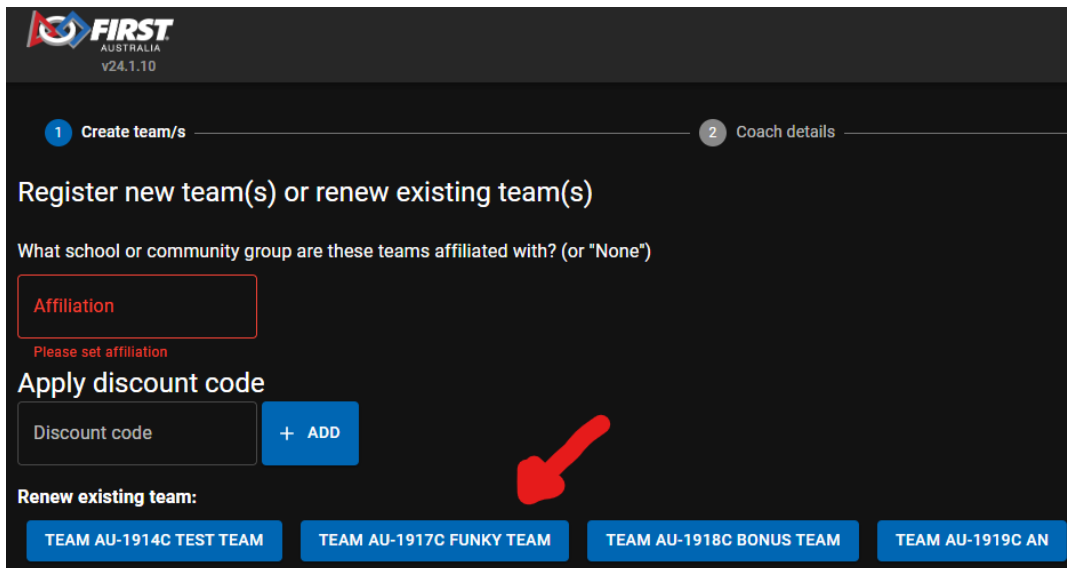
3. Type in your teams affiliation to a school or community group, or simply type ‘none’.



4. If you have a discount code, you can add it in here.



5. If you have registered teams for last year's event that you'd like to renew, they will appear under the "Renew existing team" field. To renew a team for this season, simply click the blue box with their name in it.



**FIRST AUSTRALIA v24.1.10**

1 Create team/s 2 Coach details

### Register new team(s) or renew existing team(s)

What school or community group are these teams affiliated with? (or "None")

Affiliation  
Please set affiliation

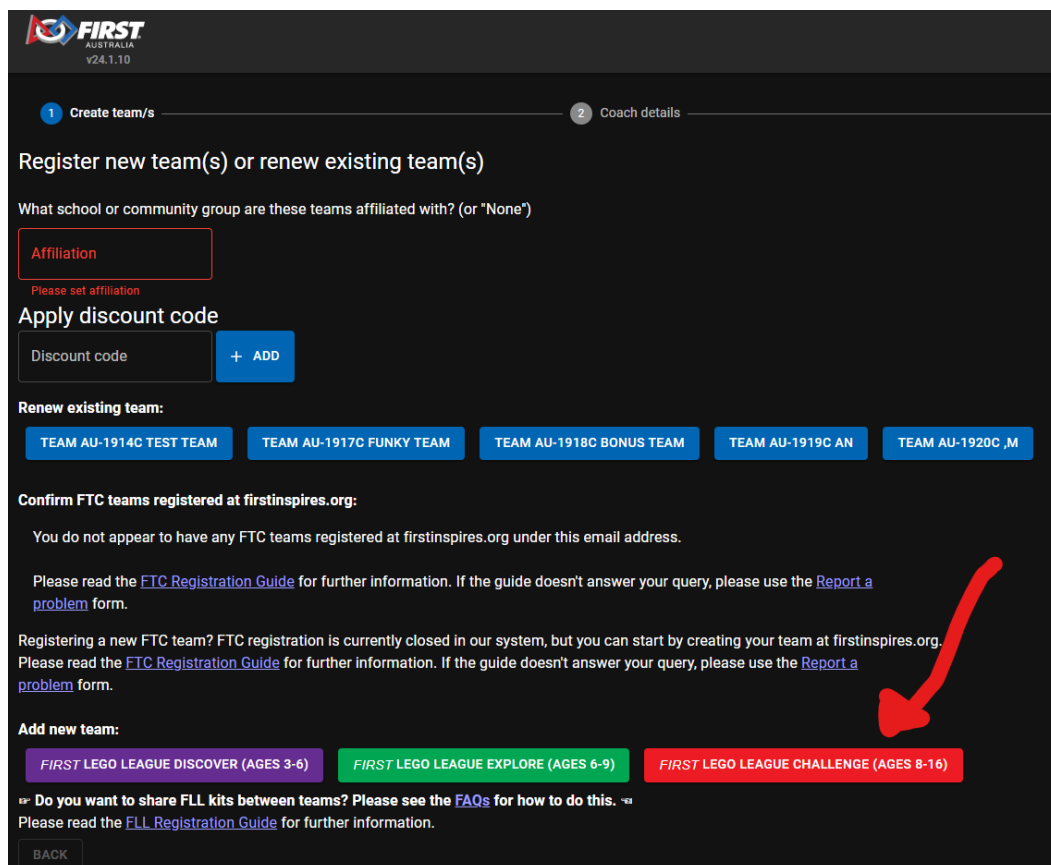
#### Apply discount code

Discount code + ADD

**Renew existing team:**

TEAM AU-1914C TEST TEAM TEAM AU-1917C FUNKY TEAM TEAM AU-1918C BONUS TEAM TEAM AU-1919C AN

6. If you'd like to register a new team, click the box of the program you'd like to register for (FLL Discover, FLL Explore or FLL Challenge).



**FIRST AUSTRALIA v24.1.10**

1 Create team/s 2 Coach details

### Register new team(s) or renew existing team(s)

What school or community group are these teams affiliated with? (or "None")

Affiliation  
Please set affiliation

#### Apply discount code

Discount code + ADD

**Renew existing team:**

TEAM AU-1914C TEST TEAM TEAM AU-1917C FUNKY TEAM TEAM AU-1918C BONUS TEAM TEAM AU-1919C AN TEAM AU-1920C\_M

**Confirm FTC teams registered at firstinspires.org:**

You do not appear to have any FTC teams registered at firstinspires.org under this email address.

Please read the [FTC Registration Guide](#) for further information. If the guide doesn't answer your query, please use the [Report a problem](#) form.

Registering a new FTC team? FTC registration is currently closed in our system, but you can start by creating your team at firstinspires.org. Please read the [FTC Registration Guide](#) for further information. If the guide doesn't answer your query, please use the [Report a problem](#) form.

**Add new team:**

FIRST LEGO LEAGUE DISCOVER (AGES 3-6) FIRST LEGO LEAGUE EXPLORE (AGES 6-9) FIRST LEGO LEAGUE CHALLENGE (AGES 8-16)

Do you want to share FLL kits between teams? Please see the [FAQs](#) for how to do this. Please read the [FLL Registration Guide](#) for further information.

BACK

- Teams will appear below, with the team number and year auto-filled for renewed teams. The green arrow below points to a renewed team, the red arrow points to a newly created FLL Challenge team.

1 Create team/s 2 Coach details

Renew existing team:

TEAM AU-1914C TEST TEAM    TEAM AU-1918C BONUS TEAM    TEAM AU-1919C AN    TEAM AU-1920C ,M

Confirm FTC teams registered at firstinspires.org:

You do not appear to have any FTC teams registered at firstinspires.org under this email address.

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Registering a new FTC team? FTC registration is currently closed in our system, but you can start by creating your team at firstinspires.org. Please read the [FTC Registration Guide](#) for further information. If the guide doesn't answer your query, please use the [Report a problem](#) form.

Add new team:

FIRST LEGO LEAGUE DISCOVER (AGES 3-6)    FIRST LEGO LEAGUE EXPLORE (AGES 6-9)    FIRST LEGO LEAGUE CHALLENGE (AGES 8-16)

Do you want to share FLL kits between teams? Please see the [FAQs](#) for how to do this.   
 Please read the [FLL Registration Guide](#) for further information.

Program	Team number	Team name
	AU-1917C	<input type="text" value="funky team"/>
	<automatic>	<input type="text" value=""/> <small>Please provide a team name</small>

- Select if you want kits shipped for all teams, or only some (untick the button for teams that you **do not** wish to receive a kit). Kits contain the LEGO needed to build the Challenge field for the year. Multiple teams may share one kit.

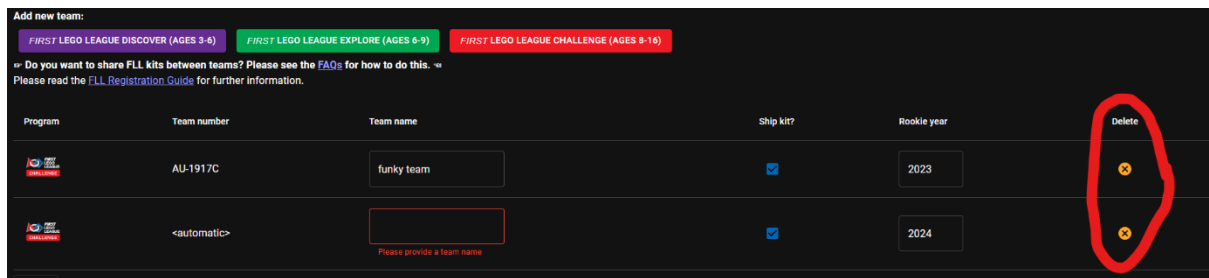
Add new team:

FIRST LEGO LEAGUE DISCOVER (AGES 3-6)    FIRST LEGO LEAGUE EXPLORE (AGES 6-9)    FIRST LEGO LEAGUE CHALLENGE (AGES 8-16)

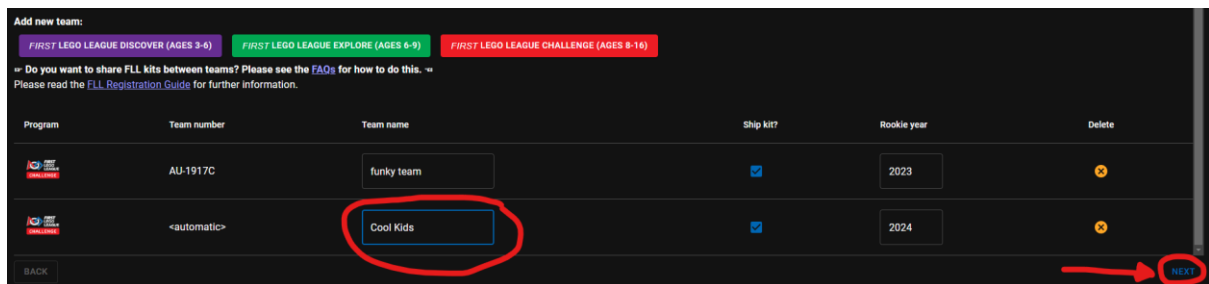
Do you want to share FLL kits between teams? Please see the [FAQs](#) for how to do this.   
 Please read the [FLL Registration Guide](#) for further information.

Program	Team number	Team name	Ship kit?	Rookie year	Delete
	AU-1917C	<input type="text" value="funky team"/>	<input checked="" type="checkbox"/>	<input type="text" value="2023"/>	
	<automatic>	<input type="text" value=""/> <small>Please provide a team name</small>	<input checked="" type="checkbox"/>	<input type="text" value="2024"/>	

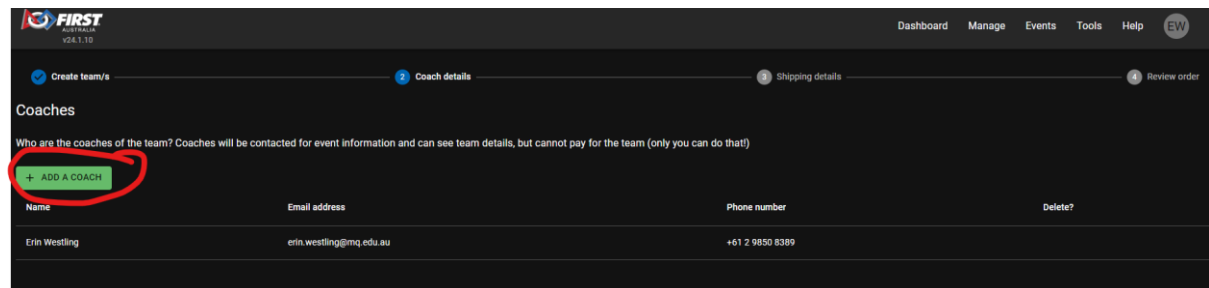
9. You can also delete a team if you've accidentally registered too many.



10. Make sure to name any new teams, then press the next button.



11. Add any coaches who you would like to be contacted with event information, your information will be automatically down as the primary contact. Once you are done, press next.



12. Either input a shipping address or choose from an existing address you've used.

**FIRST AUSTRALIA**  
v24.1.10

✓ Create team/s      ✓ Coach details

### Shipping address

In case we need to send you kits, trophies, or anything else. Note, our courier does not accept PO boxes so we need an actual street address.

You can choose to use a previously saved address, or enter a new one.

Choose existing address ▾

**Street address**

Company \*  
Set as "N/A" if a personal address.

Street line 1 \*

Street line 2

Street line 3

Suburb \*

Postcode \*

State  
NSW

Country \*  
Australia

OR

13. If you have not chosen an existing address, confirm that you are the shipping contact or add the details of a new shipping contact (this information is only used for shipping). Then press next.

✓ Create team/s      ✓ Coach details      1 Shipping details      4 Review order

### Shipping address

In case we need to send you kits, trophies, or anything else. Note, our courier does not accept PO boxes so we need an actual street address.

You can choose to use a previously saved address, or enter a new one.

Choose existing address ▾

**Street address**

Company \*  
Set as "N/A" if a personal address.

Street line 1 \*

Street line 2

Street line 3

Suburb \*

Postcode \*

State  
NSW

**Contact**

I AM THE CONTACT

Contact name \*

Contact email \*

+61

**Other**

ABN  
ABN is required if you want to use this as your billing address. Please enter "0000000000" if not affiliated with a company.

14. Review the teams registered, kits, shipping address, and costs. The pictured screen features 2 teams, both of which are registered with kits. If you have used a discount code, the discount will not show on this screen.

The screenshot shows the registration dashboard for FIRST Australia. At the top, there are navigation links: Dashboard, Manage, Events, Tools, Help, and a user profile icon labeled 'EW'. Below the navigation is a progress bar with four steps: 'Create team/s' (checked), 'Coach details' (checked), 'Shipping details' (checked), and 'Review order' (active). The main content area is divided into three sections: 'Teams', 'Shipping Address', and 'Estimated cost'. The 'Teams' section lists two teams: 'Challenge funky team (with kit)' and 'Challenge Cool Kids (with kit)'. The 'Shipping Address' section provides contact information for Erin Westling, including email and phone number, and the physical address: N/A, 123 frogpond st, lillypad, NSW 1234, Australia. The 'Estimated cost' section shows a breakdown: Team cost: \$400.00, Kit cost: \$700.00, Shipping cost: \$35.00, Subtotal: \$1135.00, GST: \$113.50, Total: \$1248.50. A link for 'Terms and conditions' is visible below the cost breakdown, and a checkbox for 'Confirm terms and conditions read' is at the bottom.

15. Click on the Terms and Conditions and **read** the document before confirming that you have read them and pressing finish.

This screenshot is similar to the one above, but the 'Terms and conditions' link in the 'Estimated cost' section is highlighted with a red circle. The 'Confirm terms and conditions read' checkbox is also visible at the bottom.



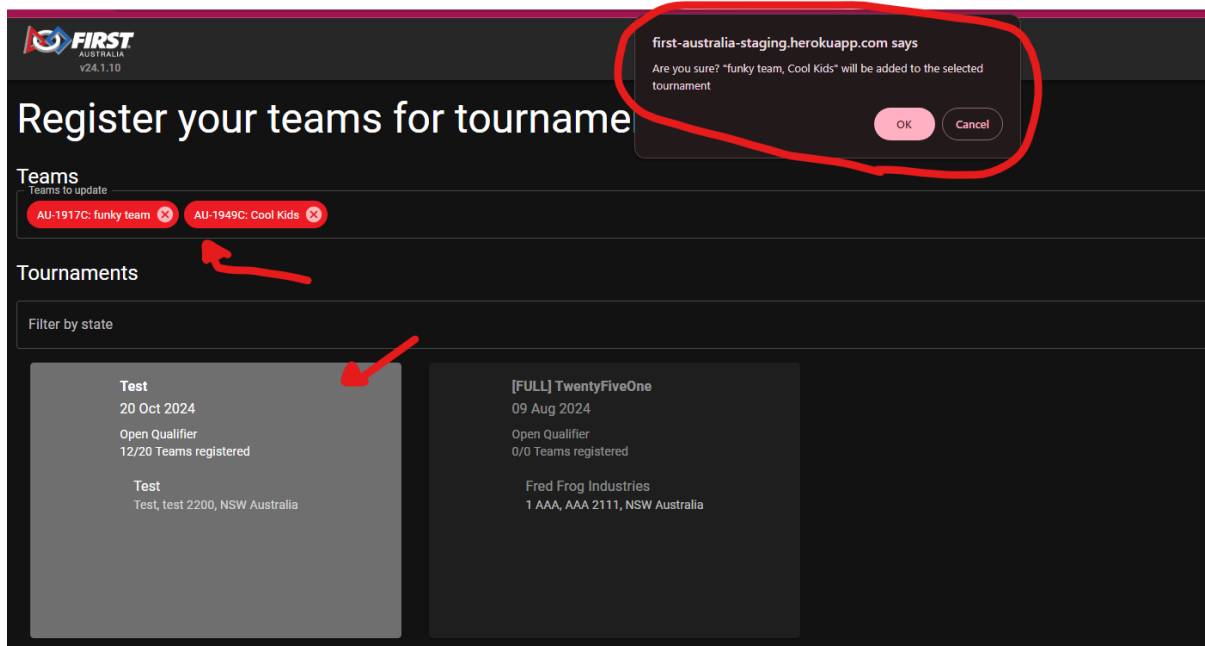
FIRST Australia Season Registration  
**Terms & Conditions**

Applied to All Programs

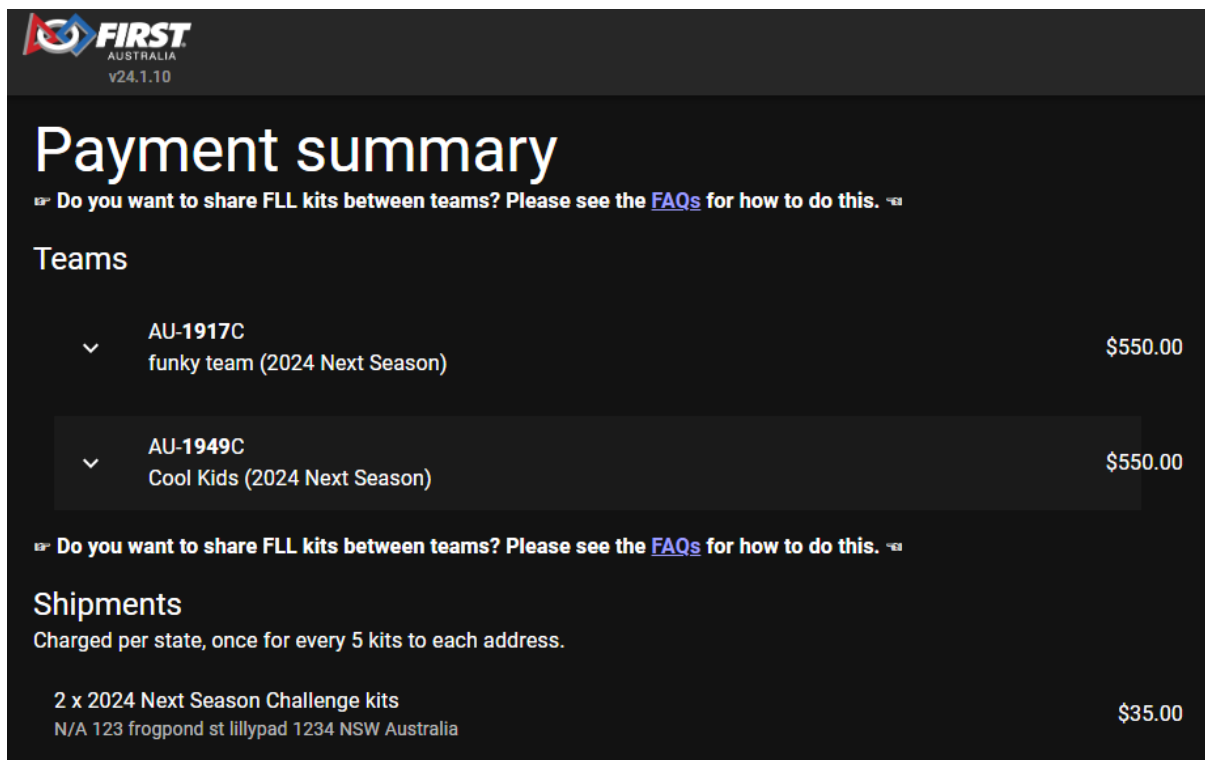
**Events scheduled on weekends, public holidays, conflicting school events and/or religious observance dates:**  
Due to the nature of managing large events that serve a **diverse population** (factoring in venue availability & volunteer availability when choosing dates during the short competition season across Nov/Dec), **FIRST** cannot accept requests from teams to alter participation due to scheduling conflicts in ANY circumstance. Coaches should carefully consider how they will navigate potential conflicts **PRIOR to registering**. Due to the diversity in Australia, it is not possible to accommodate **all** requests, therefore **FIRST** Australia is unable to offer any concessions regarding participation including, but not limited to, changing competition structure or rescheduling team judging or robot game sessions to a day or time other than that of the normally drafted event day schedule.

If you have questions or concerns regarding these Terms and Conditions, or require clarification, please reach out in writing to [first.australia@mq.edu.au](mailto:first.australia@mq.edu.au) BEFORE proceeding with registration. By completing season registration with payment, the coach or team representative is confirming understanding and acceptance of these terms and conditions.

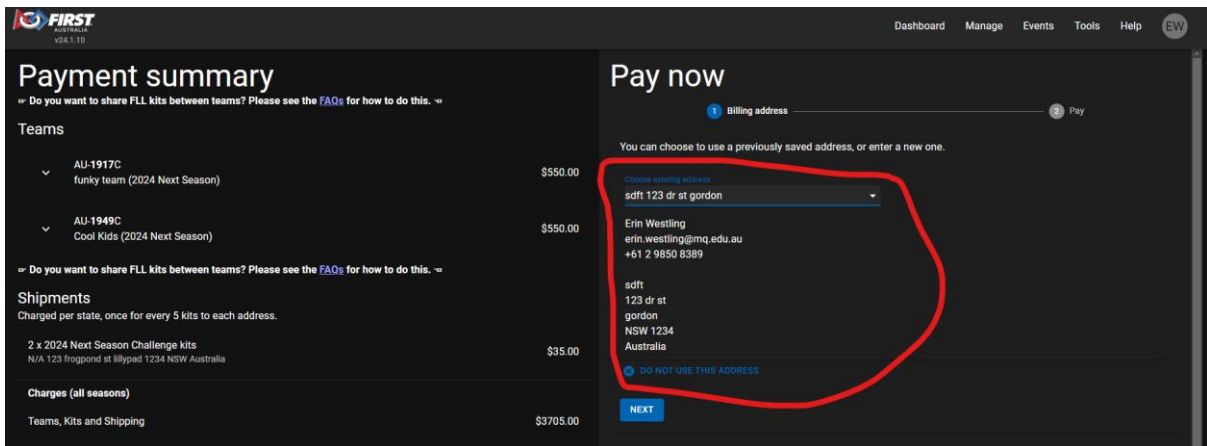
16. You can now register your teams for tournaments. You can choose to register teams for different tournaments, or all for the same event. You will be asked to confirm your selection.



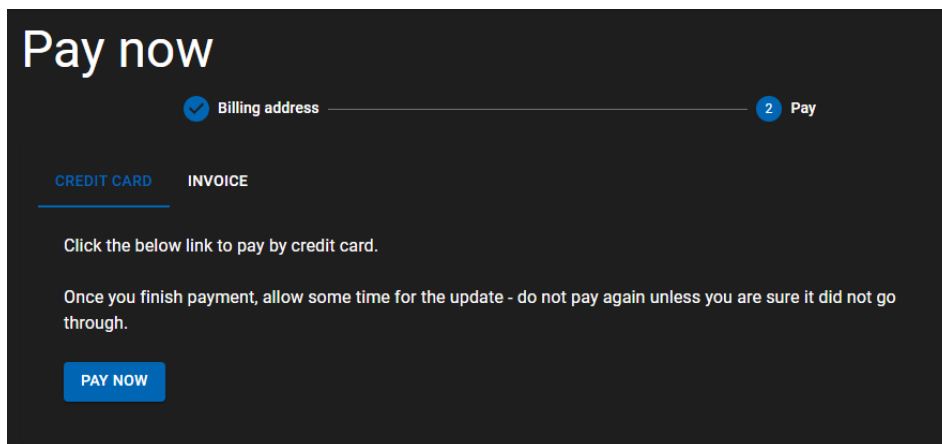
17. Once event selection is confirmed, you will be taken to a payment summary screen. This will show the breakdown of costs and take into account any discount codes used. If you have any outstanding payments from previous seasons, they will be added to this total.



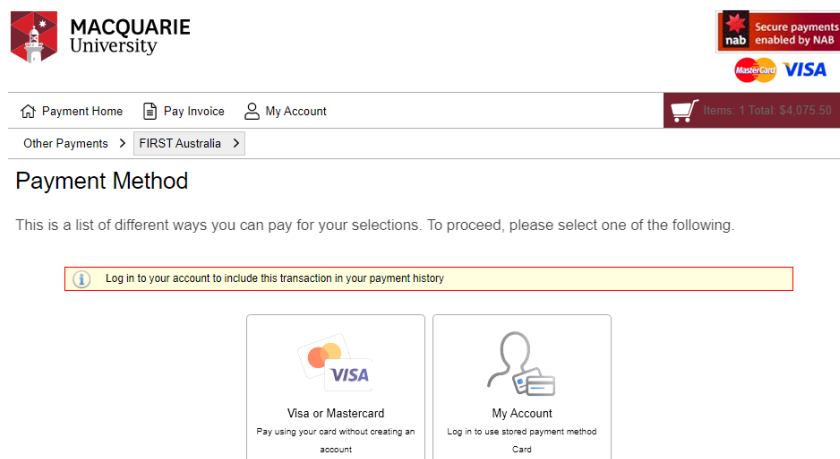
18. In the “Pay now” section, you are able to choose a billing address (this may differ from your shipping address).



19. You can choose to pay by credit card or invoice. Credit card is the preferred method, as teams will not be confirmed as registered until the uploaded invoices have been manually checked for validity.



20. If you select credit card, you will be taken to the Macquarie University Xetta gateway for payment. The total in this system should match your payment summary from the dashboard.





21. If paying by invoice, simply upload your purchase order and press “submit”

## Pay now

✓ Billing address
2 Pay

CREDIT CARD
INVOICE

Please do not pay by invoice unless absolutely necessary. Your registration will not be confirmed until we have manually reviewed your purchase order to ensure it is valid.

To secure your registration, we require a valid Purchase Order from your organisation with the exact figures listed above. This will be used to generate an invoice later during the season.

↑ PURCHASE ORDER

SUBMIT

Purchase orders require the following information:

- **Business name:** Macquarie University
- **ABN:** 90 952 801 237
- **Address:** Level 1 East, 18 Wally’s Walk, Macquarie Park NSW 2113
- **Email:** accountsreceivable@mq.edu.au
- **Phone:** +61-2-9850-7205
- Please include in the goods and services description, depending on what you have ordered. E.g. **FIRST LEGO League 2024 Registration**

Please include in your purchase order:

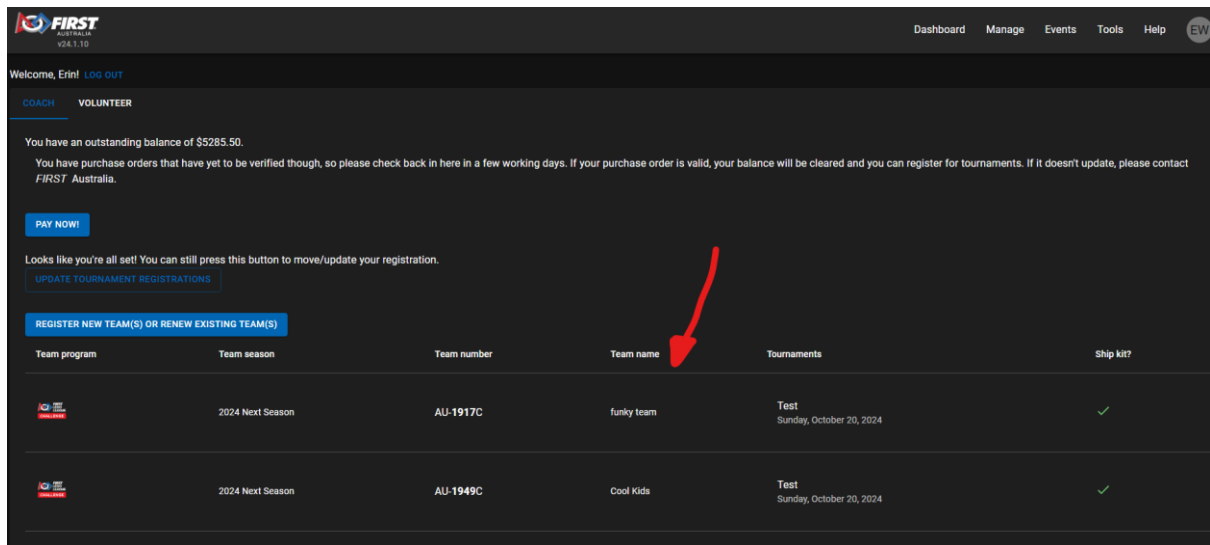
- Quantities and names of items (e.g. 2x FLL Challenge Registrations, 1x FLL Challenge kit)
- Price per item
- Shipping cost
- GST

Purchase orders typically look something like this:



[Company Name]		PURCHASE ORDER		
[Street Address]	[City, ST ZIP]	DATE	9/29/2015	
Phone: (000) 000-0000	Fax: (000) 000-0000	PO #	[123456]	
Website:				
<b>VENDOR</b>		<b>SHIP TO</b>		
[Company Name]	[Contact or Department]	[Name]	[Company Name]	
[Street Address]	[City, ST ZIP]	[Street Address]	[City, ST ZIP]	
Phone: (000) 000-0000	Fax: (000) 000-0000	[Phone]		
REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS	
ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
[23423423]	Product XYZ	15	150.00	2,250.00
[65645645]	Product ABC	1	75.00	75.00
SUBTOTAL				2,325.00
TAX				
SHIPPING				
OTHER				
TOTAL				<b>\$2,325.00</b>
Comments or Special Instructions				
Thank you for your business.				

If you have any questions about this purchase order, please contact

22. Once payment is complete, you should be able to see your registered teams on the home page of your dashboard. The total of any unpaid items will appear at the top of the screen, with the option to “Pay Now” in a blue button underneath.



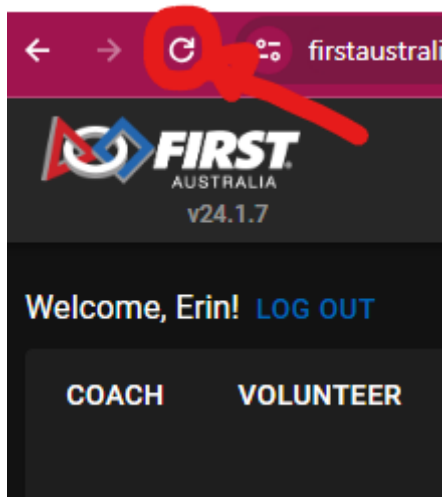
The screenshot shows the dashboard for a user named Erin. At the top, there is a navigation bar with 'Dashboard', 'Manage', 'Events', 'Tools', and 'Help'. Below this, a message states: 'You have an outstanding balance of \$5285.50. You have purchase orders that have yet to be verified though, so please check back in here in a few working days. If your purchase order is valid, your balance will be cleared and you can register for tournaments. If it doesn't update, please contact FIRST Australia.' A blue 'PAY NOW!' button is visible. Below the message, there is a section for 'REGISTER NEW TEAM(S) OR RENEW EXISTING TEAM(S)' with a sub-button 'UPDATE TOURNAMENT REGISTRATIONS'. A table lists registered teams with columns for Team program, Team season, Team number, Team name, Tournaments, and Ship kit?. A red arrow points to the 'Team name' column header.

Team program	Team season	Team number	Team name	Tournaments	Ship kit?
	2024 Next Season	AU-1917C	funky team	Test Sunday, October 20, 2024	✓
	2024 Next Season	AU-1949C	Cool Kids	Test Sunday, October 20, 2024	✓

# Troubleshooting

If you're having trouble with the system, there are a few easy steps that can help.

1. Refresh the page. Re-loading the page will allow the website to update if we've fixed any issues since you first brought the website up.



2. If this doesn't help, submit a help ticket by going to Help -> Report a problem. Our team will get back to you as soon as they can with a solution or explanation.

