How To Register: *FIRST* LEGO League
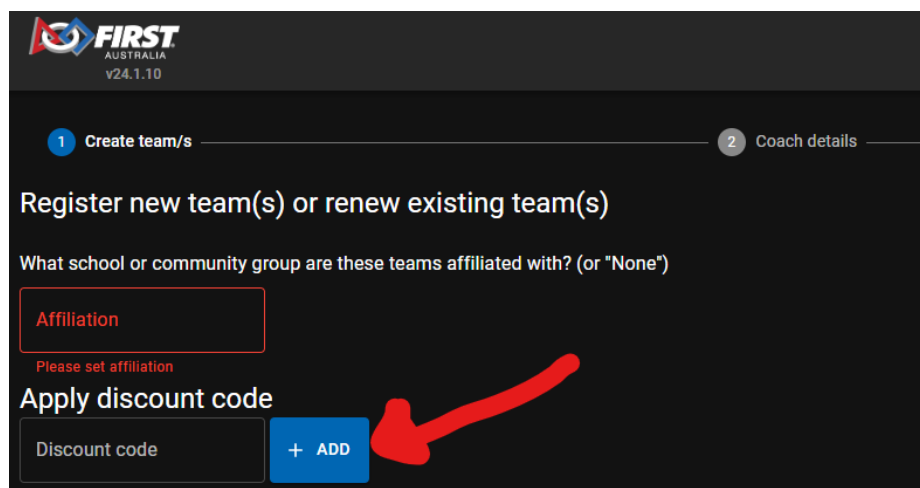
1. Log onto the *FIRST* Australia Dashboard: https://firstaustralia.systems/
2. Once logged in, press the button labelled "Register new team(s) or renew existing team(s).
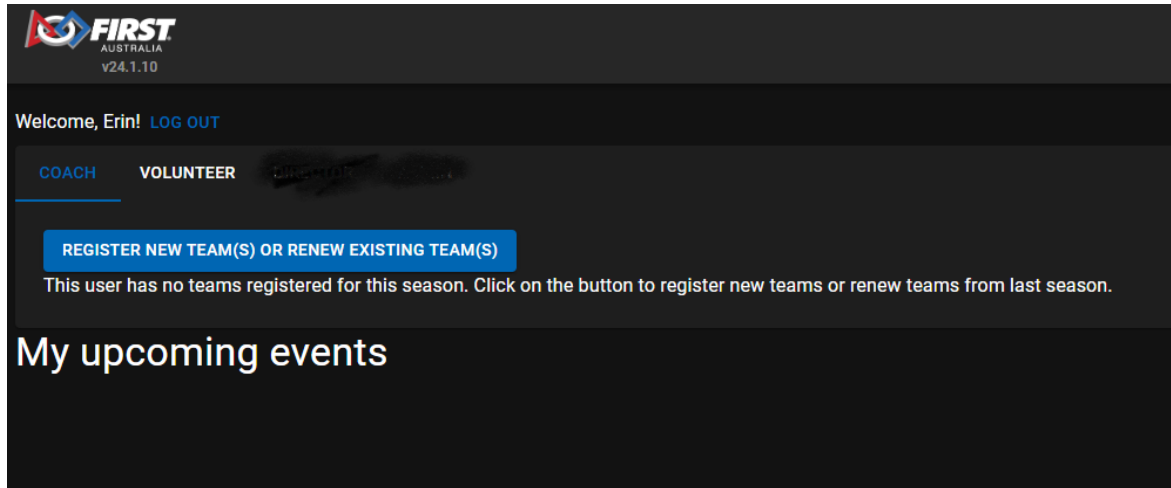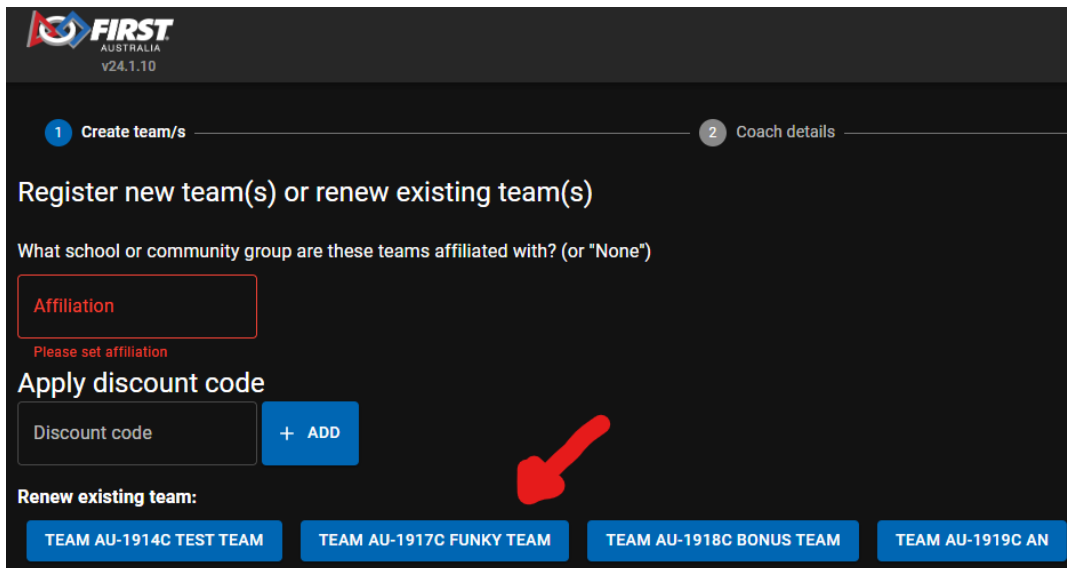

3. Type in your teams affiliation to a school or community group, or simply type 'none'.
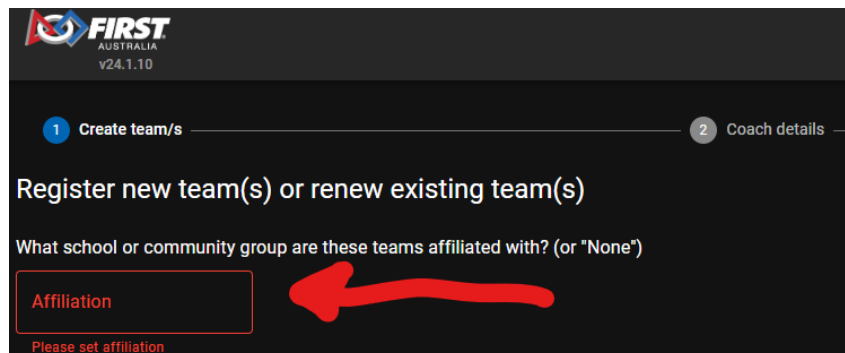
4. If you have a discount code, you can add it in here.

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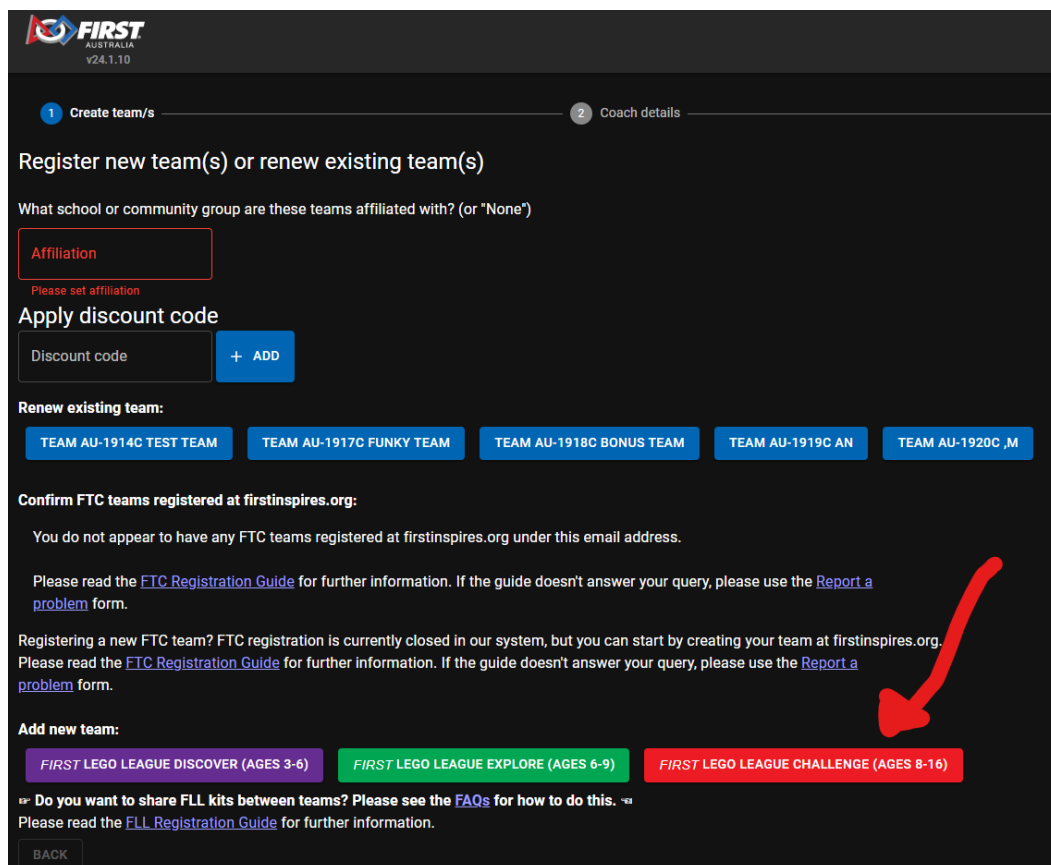
6. If you'd like to register a new team, click the box of the program you'd like to register for (FLL Discover, FLL Explore or FLL Challenge).

7. 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.

8. 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.

9. You can also delete a team if you've accidentally registered too many.
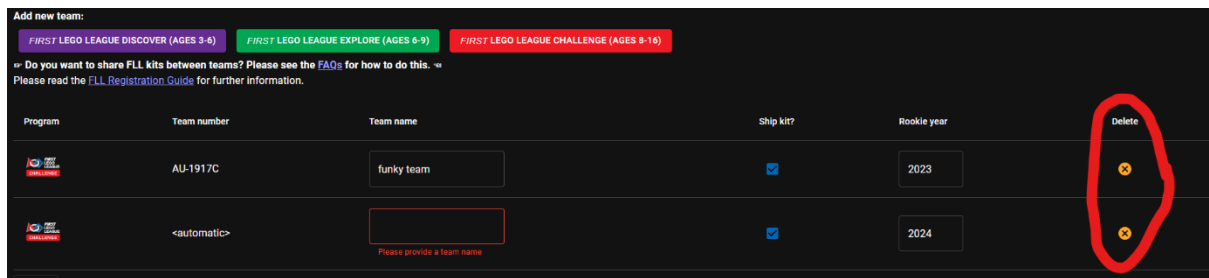
10. Make sure to name any new teams, then press the next button.
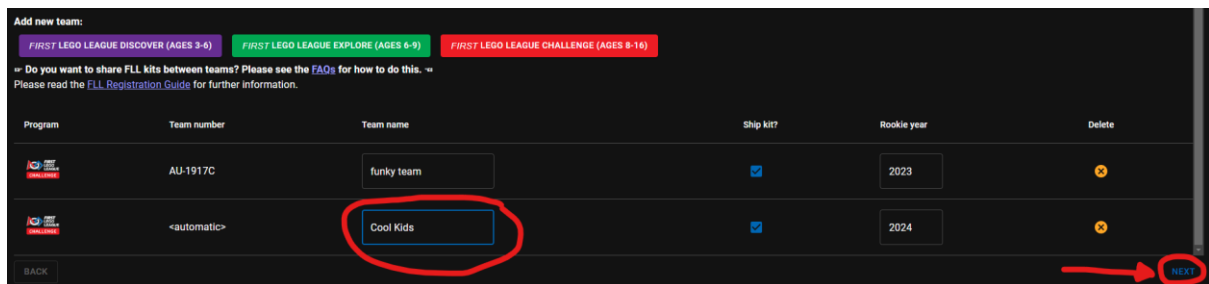
11. Add any coaches who you would like to be contacted with event information, your information will be automatically down as the primary contact. Once you are done, press next.
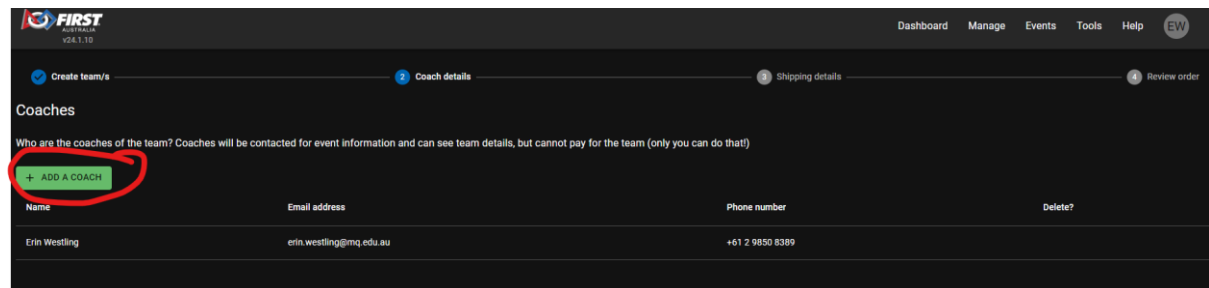
12. Either input a shipping address or choose from an existing address you've used.

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.

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.

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

**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 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.
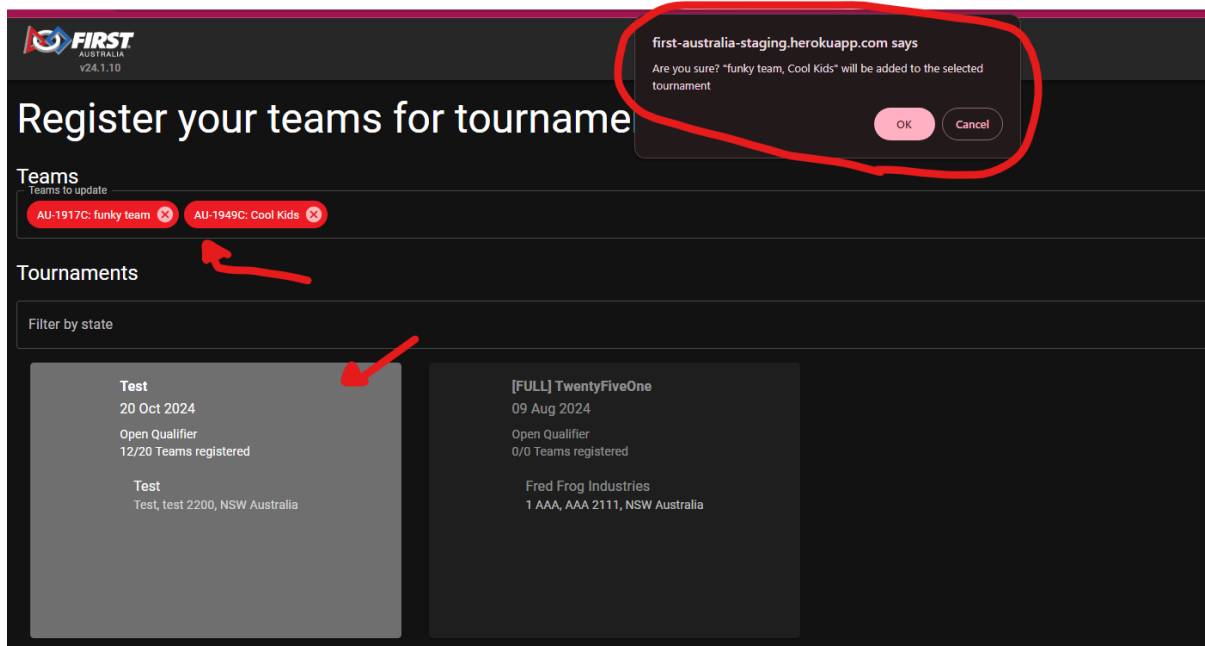

17. Once event selection is confirmed, you will be taken to a payment summary screen. This will show the breakdown of costs and take into account any discount codes used. If you have any outstanding payments from previous seasons, they will be added to this total.
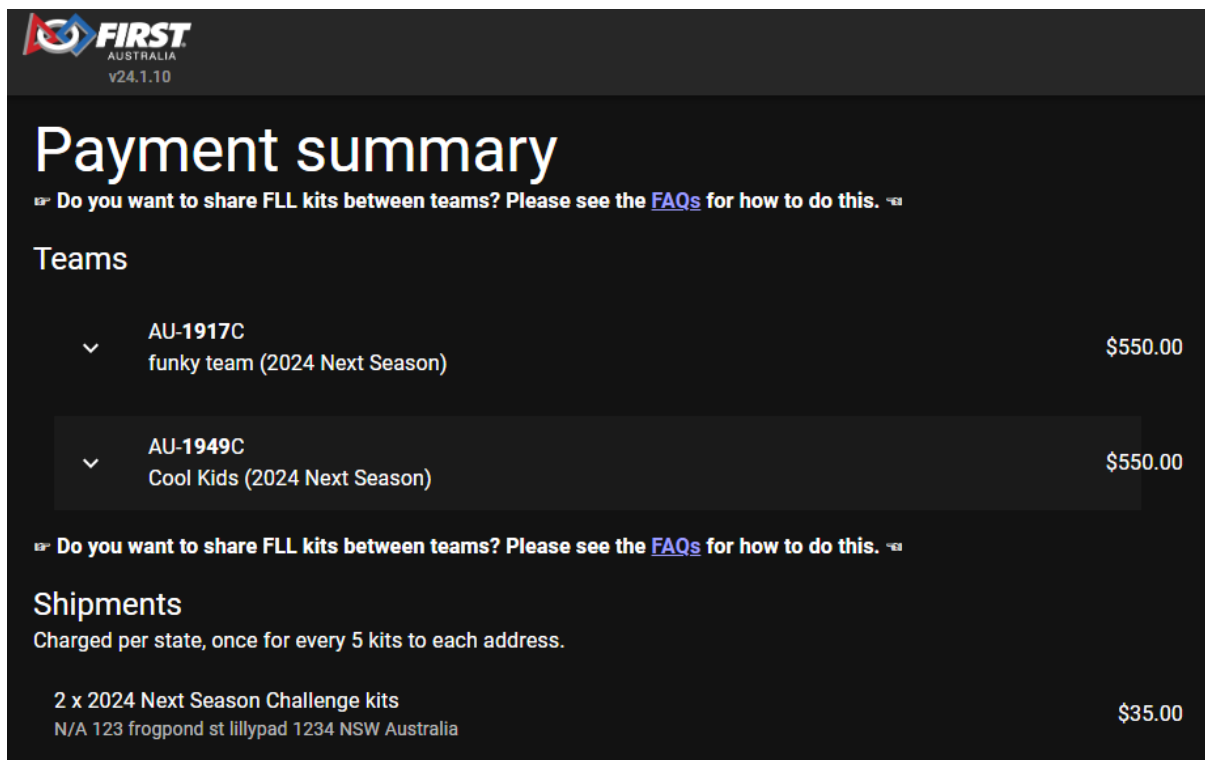
18. In the "Pay now" section, you are able to choose a billing address (this may differ from your shipping address).
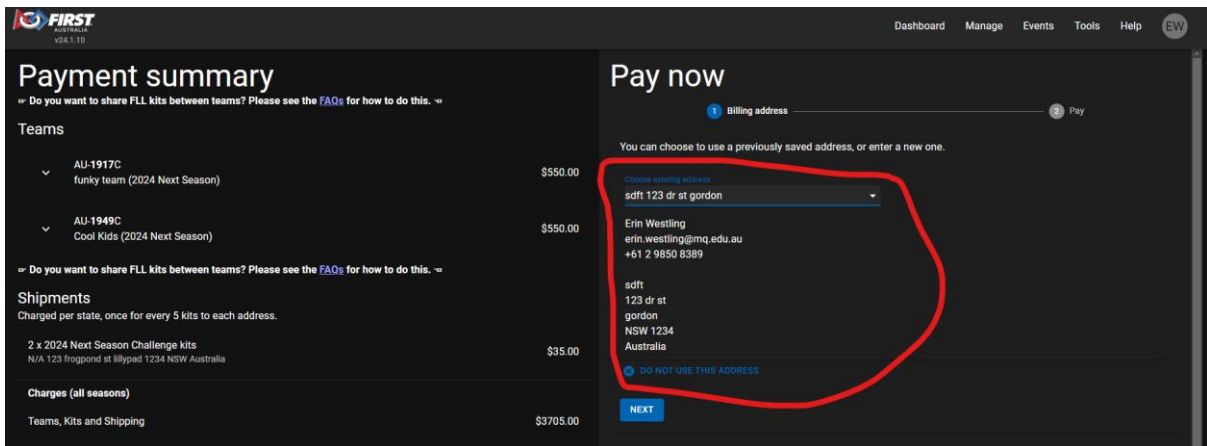
19. You can choose to pay by credit card or invoice. Credit card is the preferred method, as teams will not be confirmed as registered until the uploaded invoices have been manually checked for validity.
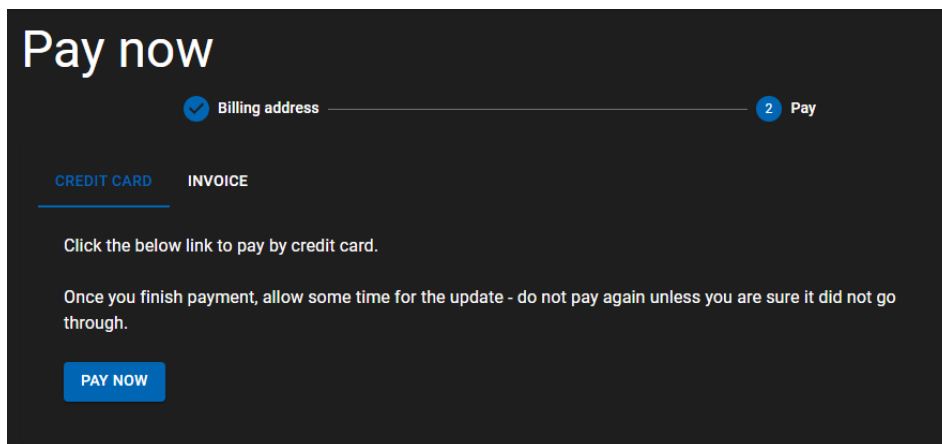
20. If you select credit card, you will be taken to the Macquarie University Xetta gateway for payment. The total in this system should match your payment summary from the dashboard.
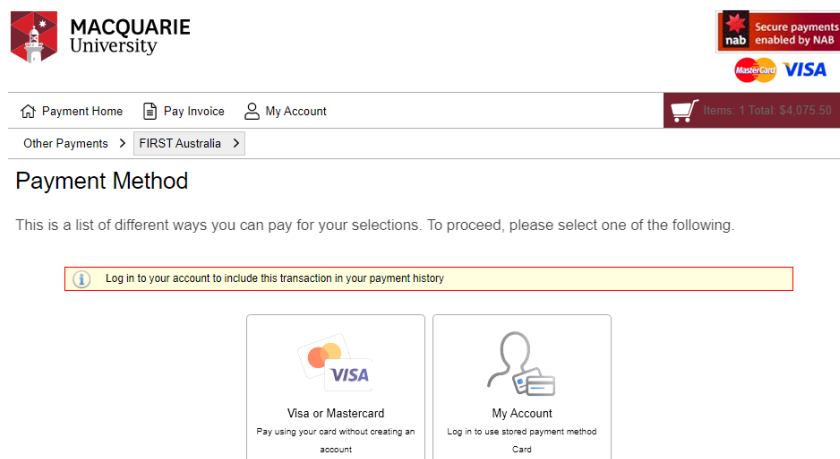
21. If paying by invoice, simply upload your purchase order and press "submit"

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**
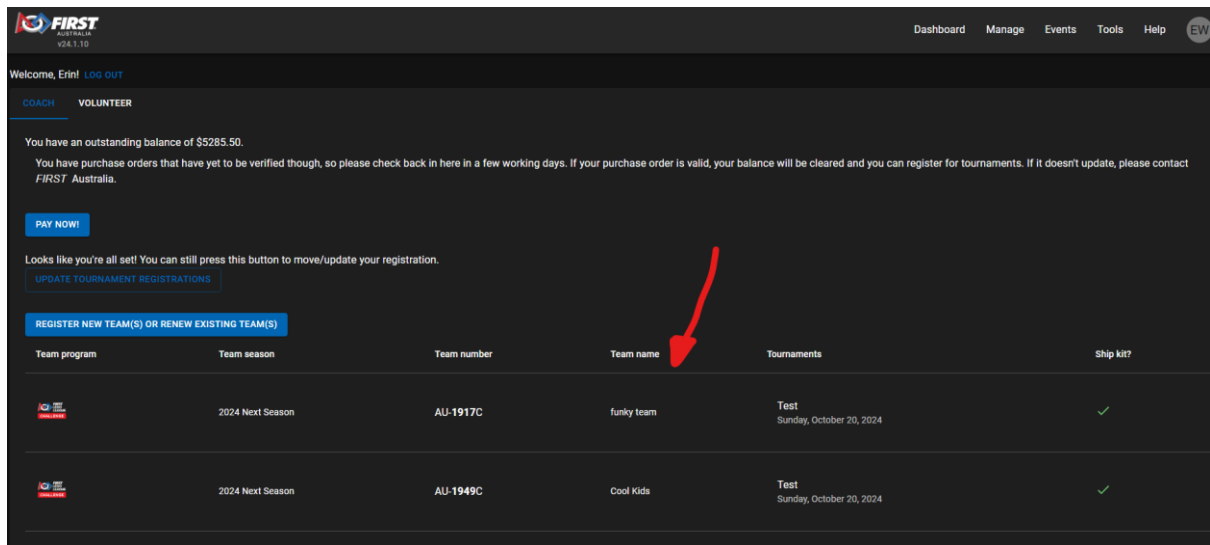
Please include in your purchase order:
- Quantities and names of items (e.g. 2x FLL Challenge Registrations, 1x FLL Challenge kit)
- Price per item
- Shipping cost
- GST

Purchase orders typically look something like this:

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.
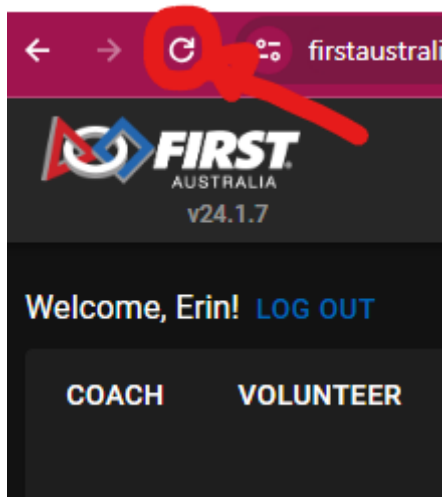
Troubleshooting

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.