

# TOURNAMENT REGISTRATION AND PREPARATION CHECKLIST

ALASKA COACH CONNECTION TIME

OCTOBER 17, 2017

ALYSON COOPER

# TOURNAMENT REGISTRATION AND PREPARATION CHECKLIST

1. **REGISTER FOR A LOCAL TOURNAMENT.** GO TO YOUR FIRSTINSPIRES.ORG DASHBOARD, SELECT YOUR TEAM, CLICK ON EVENT OPTIONS, THEN VIEW TEAM EVENTS, THEN FIND AN EVENT. CLICK THE RIGHT ARROW ON THE RIGHT EDGE OF THAT EVENT AND REGISTER FOR THAT EVENT. NOTE THAT YOUR STATUS WILL BE LISTED AS “PENDING” OR “WAITLISTED” UNTIL NUMBERS 3 AND 4 BELOW ARE COMPLETE.
2. **REGISTER FOR A VIRTUAL TOURNAMENT IF GEOGRAPHY REQUIRES IT.** YOU CAN REGISTER FOR A VIRTUAL EVENT USING THE SAME STEPS AS LISTED ABOVE. NOTE THAT ONLY TEAMS THAT ARE GEOGRAPHICALLY UNABLE TO ATTEND A LOCAL TOURNAMENT MAY REGISTER FOR A VIRTUAL QUALIFIER. NOTE ALSO THAT TEAMS OUTSIDE OF THE NORTH SLOPE BOROUGH SHOULD REGISTER FOR THE DECEMBER 16TH QUALIFIER UNLESS IT IS IMPOSSIBLE FOR THEM TO ATTEND THAT ONE.

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3. **ENSURE YOUR TEAM HAS TWO SCREENED COACHES** IN ACCORDANCE WITH FIRST'S YOUTH PROTECTION POLICY. IN YOUR TEAM ON YOUR DASHBOARD, CLICK ON CONTACT OPTIONS AND THEN MANAGE CONTACTS. YOU CAN SEE WHO IS LISTED THERE AND IF THEIR YOUTH PROTECTION SCREENING HAS BEEN VERIFIED. YOU CAN ALSO RETIRE FROM THE TEAM OR INVITE NEW COACHES. YOU NEED TWO ADULTS FOR EACH TEAM, BUT THAT DOESN'T MEAN THAT YOUR SECOND PERSON MUST ENGAGE IN ACTIVE COACHING OF THE TEAM. IT MEANS THAT SOMEONE ELSE IS IN THE LOOP ON WHAT IS HAPPENING WITH YOUR TEAM TO ENSURE THE SAFETY OF THE KIDS IN OUR PROGRAM.
4. **PAY FOR YOUR EVENT.** PAY FOR THE APPROPRIATE TOURNAMENT REGISTRATION AT <HTTP://EVENTS.CONSTANTCONTACT.COM/REGISTER/EVENT?LLR=UOIZCFCAB&OEIDK=A07EEPWUK6A8369477A>. IF YOU NEED TO PAY IN A MANNER OTHER THAN PAYPAL OR A CREDIT CARD, GO AHEAD AND START THE PROCESS AND THEN CONTACT ALYSON AT [ACOOPER@JEDC.ORG](mailto:ACOOPER@JEDC.ORG) TO MAKE PAYMENT ARRANGEMENTS.

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5. **VOLUNTEER TO HELP AT OTHER EVENTS, OR ENCOURAGE FRIENDS OR TEAM PARENTS TO VOLUNTEER.** YOU CAN VOLUNTEER TO HELP AT FLL OR FTC EVENTS RIGHT IN THE DASHBOARD, AND YOUR FRIENDS OR PARENTS SIMPLY NEED TO CREATE THEIR OWN ACCOUNT (SEE LAST WEEK'S TOP 10) IN ORDER TO SIGN UP AS VOLUNTEERS. ALL THE TRAINING THAT WE CAN POSSIBLY PROVIDE WON'T BE AS ENLIGHTENING AS ONE DAY VOLUNTEERING AS A JUDGE OR SOME OTHER ROLE.
6. **PREPARE FOR YOUR TEAM FOR YOUR EVENT.** BUILD YOUR ROBOT, PROGRAM YOUR MISSIONS, PREPARE YOUR PROJECT PRESENTATION, AND LIVE THE CORE VALUES THROUGHOUT THE SEASON. REFER TO THE RUBRICS. (NOTE TO VETERAN TEAMS- THEY'VE BEEN UPDATED!) CHECK THE UPDATES REGULARLY. USE THESE AND OTHER RESOURCES AVAILABLE AT [HTTPS://WWW.FIRSTINSPiRES.ORG/ROBOTICS/FLL/CHALLENGE-AND-SEASON-INFO](https://www.firstinspires.org/robotics/fll/challenge-and-season-info). AND REMEMBER, YOU WILL NEVER FEEL READY! ENJOY THE EXPERIENCE ANYWAY.

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7. **KNOW WHAT TO EXPECT AT YOUR EVENT.** FOR LIVE EVENTS, ROBOT DESIGN, PROJECT AND CORE VALUES JUDGING SESSIONS WILL TYPICALLY BE IN THE MORNING ALONG WITH A PRACTICE RUN AT THE ROBOT TABLE. IN THE AFTERNOON, YOU'LL GET THREE RUNS AT THE ROBOT GAME TABLE. ONLY YOUR HIGHEST SCORE COUNTS! VIRTUAL EVENTS CAN BE SLIGHTLY DIFFERENT. EXPECT A BUSY, HIGH ENERGY, SOMETIMES EMOTIONAL DAY. EXPECT DASHING BETWEEN JUDGING SESSIONS, AND DEAD TIME WHEN KIDS MAY LOSE ENERGY. EXPECT THAT THINGS WILL GO WRONG AND BE THERE TO RALLY YOUR TEAM.
8. **PACK FOR YOUR EVENT.** ROBOT, ATTACHMENTS, LAPTOP, CORDS, PROJECT PROPS, AND FOOD ARE ESSENTIAL. THE GOAL IS TO HAVE EVERYTHING YOU NEED, KEEP THINGS ORGANIZED, AND HAVE A GREAT DAY, SO PLAN ACCORDINGLY.

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9. **CELEBRATE YOUR TEAM AT YOUR EVENT.** NO MATTER HOW THINGS WORK (OR DON'T) AT THE TOURNAMENT, THE GOAL IS TO CELEBRATE THE HARD WORK THE KIDS HAVE PUT IN ALL SEASON. THIS SHOULD BE MUCH MORE CELEBRATION THAN COMPETITION!
10. **HAVE FUN AT YOUR EVENT.** EVERYTHING WON'T GO SMOOTHLY AT THE TOURNAMENT- GUARANTEED! HAVE FUN ANYWAY. MAKE IT YOUR GOAL TO HAVE THEM ALL LEAVE THE TOURNAMENT EAGER FOR THE NEXT SEASON. BE UPBEAT, PLAY GAMES, MEET OTHER KIDS, AND MAKE THIS A GREAT FINALE TO YOUR SEASON.