

KICKOFF SELECTION INSTRUCTIONS

This guide is intended to help teams walk through the process of selecting their Kickoff event or providing information on where to ship their Kickoff Kit if they are not attending a local Kickoff event.

1. Lead mentor 1 or 2 logs in to their [FIRST Dashboard](#)
2. Under “Team Events” click blue “Event Options” box
3. Select “Kit & Kickoff Option”

The screenshot shows the 'DASHBOARD' interface for a team. The top navigation bar includes 'MY TEAMS', 'PARENT/GUARDIAN - YOUTH', 'VOLUNTEER REGISTRATION', and 'MY CLASS PACK ACCOUNT'. Below this are buttons for 'CREATE NEW TEAM(S)', 'GIVE TO FIRST MISSION', 'REGISTERING YOUTH FAQ', 'RETURNING TEAMS', 'ACCESS THINKSCAPE', and 'SHOPPING CART' (with a 24-item notification). The main content area is titled 'Teams List' and shows a table of teams. The first team, 'FRC Test #3', is selected. Below the table, there are four panels: 'Team Options' (with buttons for Outstanding Tasks, Team Information, Payment & Product, and Certificates & Awards), 'Team Finances' (with buttons for Shopping Cart, Payment/Product, Funds & Grants, Credits, and Finance Options), 'Team Contacts/Roster' (with buttons for Primary Contacts, Youth Members, Other Contacts, Invite Contacts, and Contact Options), and 'Team Events' (with a button for Event Options). A red box highlights the 'Team Events' panel, and a red arrow points to the 'Kit & Kickoff' option in the dropdown menu.

4. Select a response to the question: “Will you be attending a Kickoff?”

The screenshot shows the 'PRODUCT' page for the 2023 FIRST Robotics Competition Kickoff. The text reads: "The 2023 FIRST® Robotics Competition Kickoff will be held on Saturday, January 7, 2023. Teams need to select to either pick up their Kickoff Kit at a Local Kickoff (no fee) or select to have their kit shipped to the address provided below (duties, fees, and taxes will apply). If you choose to have your Kickoff Kit shipped to the address below, it will not ship until after Kickoff and there is no guaranteed delivery date." Below this text is a question: "Will you be attending a Kickoff?" with two buttons: "No" and "Yes".

5. If “No” is selected, additional fields will appear requesting a shipping address for where to send your team’s Kickoff Kit:

What Type of Delivery?

Commercial Residential

All fields are required (unless otherwise indicated)

Ship To Attention Name

Shipping Address 1

Shipping Address 2

Shipping Country Shipping PostalCode

Please Select or Type

Shipping City Shipping State

Please Select or Type

Phone Number

SUBMIT

6. Enter the team’s shipping information and click “Submit.”

7. If “Yes” is selected, the following fields will appear:

Will you be attending a Kickoff?

No Yes

Local KickOff Location

Please Select or Type

Number of people attending

Will you be picking up your kit at your local kickoff event?

No Yes

SUBMIT

8. Select the Kickoff location the team is attending, the number of people from the team attending, and whether you will be picking up a Kickoff Kit at the Kickoff event

9. If you are picking up a Kickoff Kit at the event, click “Yes” and then “Submit”

10. If you are attending a Kickoff event, but not picking up a Kickoff Kit, click “No” and the fields to enter a shipping address will appear.

Will you be picking up your kit at your local kickoff event?

No Yes

MySite FedEx Tracking Information (Field will populate when kit is shipped).

What Type of Delivery?

Commercial Residential

All fields are required (unless otherwise indicated)

Ship To Attention Name

Shipping Address 1

Shipping Address 2

Shipping Country Shipping PostalCode

Shipping City Shipping State

Phone Number

SUBMIT

11. Enter the shipping information where you want your Kickoff Kit shipped, and click “Submit”