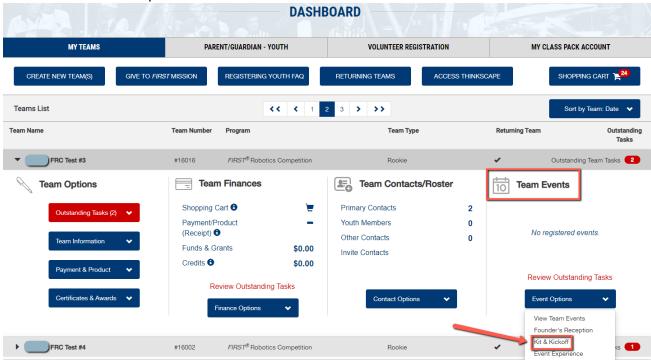
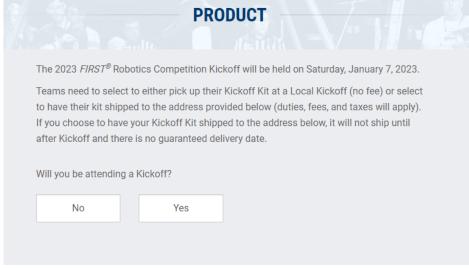
KICKOFF SELECTION INSTRUCTIONS

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.

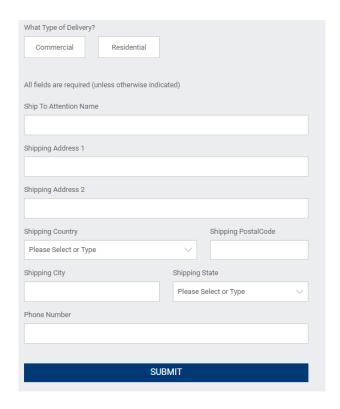
- Lead mentor 1 or 2 logs in to their <u>FIRST Dashboard</u>
- 2. Under "Team Events" click blue "Event Options" box
- 3. Select "Kit & Kickoff Option"



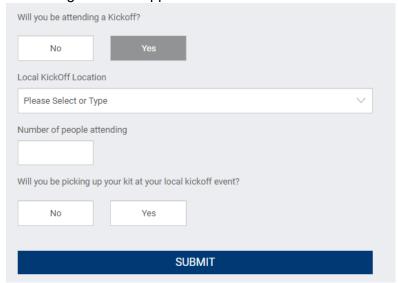
4. Select a response to the question: "Will you be attending a Kickoff?"



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



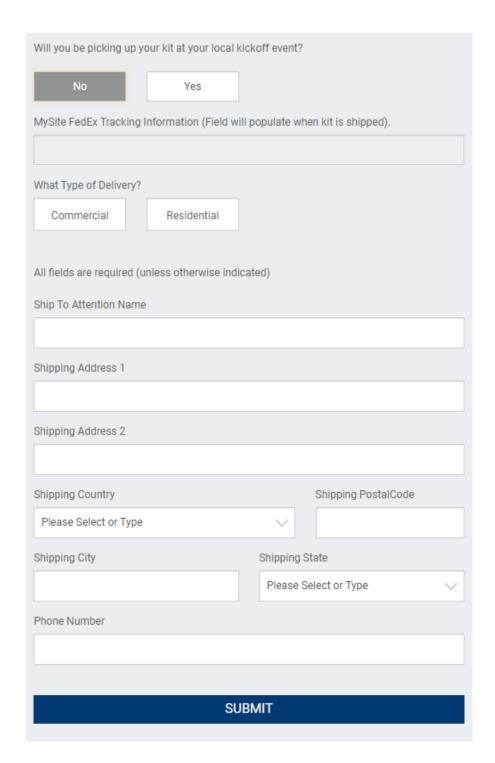
- 6. Enter the team's shipping information and click "Submit."
- 7. If "Yes" is selected, the following fields will appear:



- 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.







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



