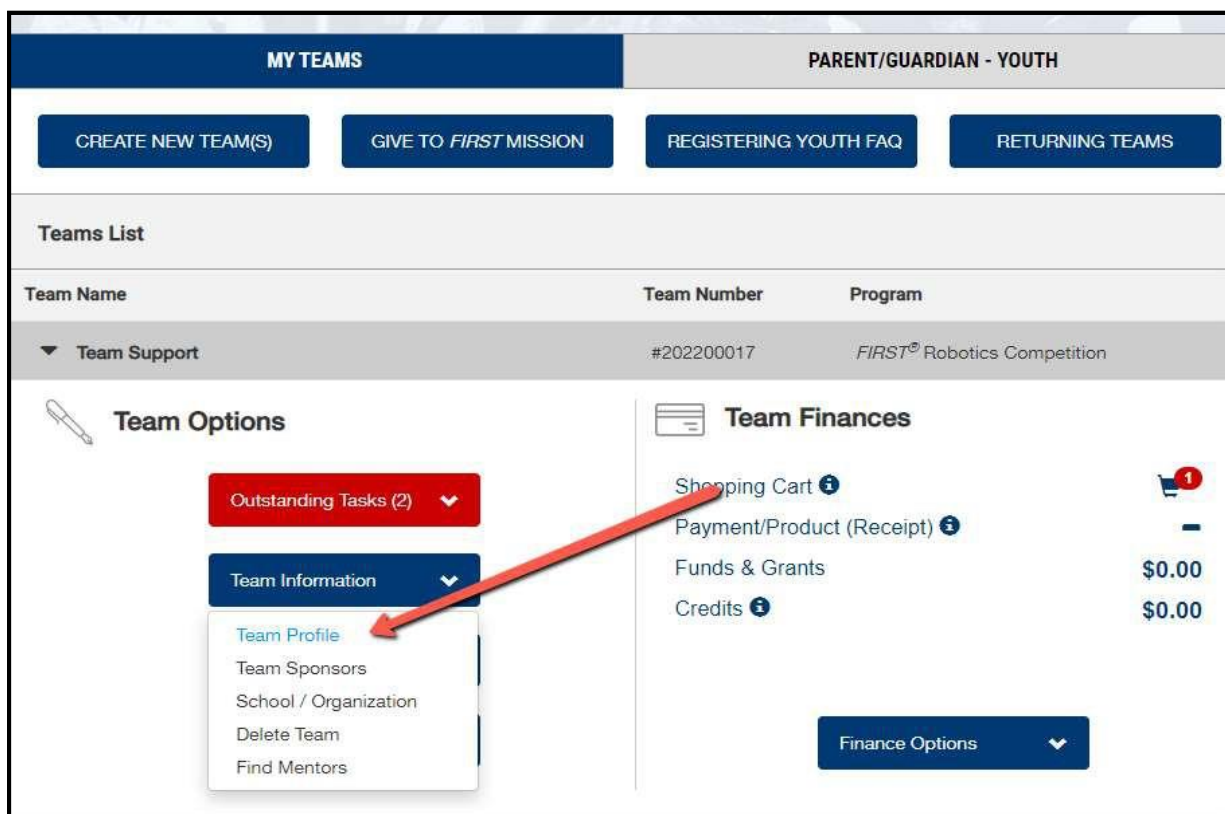


## Instructions for Securing Team Registration for the 2022 Season

Lead mentors and team admins can secure team registration by following these steps:

1. Log in to the *FIRST*® account dashboard at [www.firstinspires.org](http://www.firstinspires.org)
2. Click the “MY TEAMS” tab
3. Click the “Team Information” drop-down in the “Team Options” column and select “Team Profile”



The screenshot displays the 'MY TEAMS' dashboard. At the top, there are buttons for 'CREATE NEW TEAM(S)', 'GIVE TO FIRST MISSION', 'REGISTERING YOUTH FAQ', and 'RETURNING TEAMS'. Below this is a 'Teams List' table with columns for 'Team Name', 'Team Number', and 'Program'. A team named 'Team Support' with ID '#202200017' and program 'FIRST® Robotics Competition' is listed. Underneath the table, there are two main sections: 'Team Options' and 'Team Finances'. The 'Team Options' section has a dropdown menu open, showing 'Team Profile' selected with a red arrow. Other options include 'Team Sponsors', 'School / Organization', 'Delete Team', and 'Find Mentors'. The 'Team Finances' section shows a 'Shopping Cart' with 1 item, 'Payment/Product (Receipt)', 'Funds & Grants' at \$0.00, and 'Credits' at \$0.00. A 'Finance Options' dropdown is also present.

4. Complete the team profile information, answer the “Sales Tax Exemption Status” question, and click “SAVE”
  - If the team is located in a tax-free state (i.e., New Hampshire), select “We are required to pay Sales Tax where applicable by law” (teams located in tax-free states will not be charged sales tax on their initial registration).

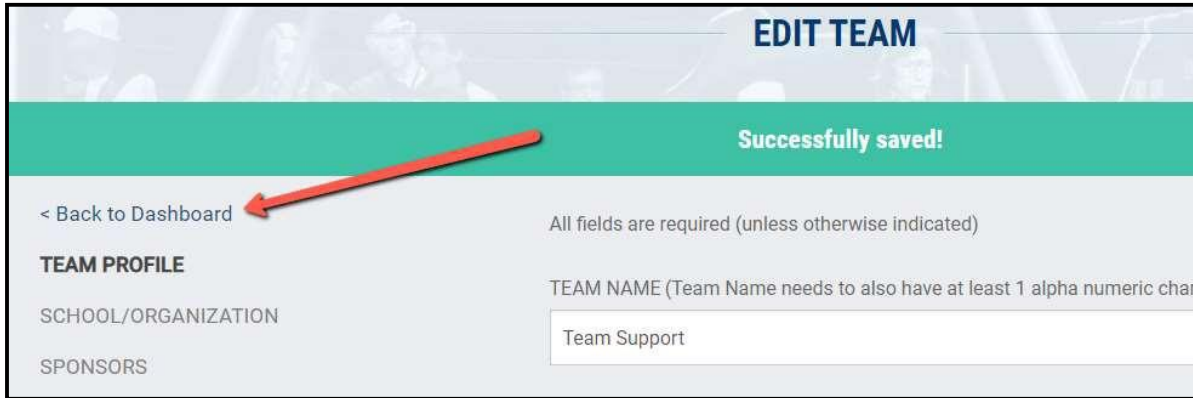
**Sales Tax Exemption Status** ⓘ

We are required to pay Sales Tax where applicable by law (Select this option if you are located in a tax free State).

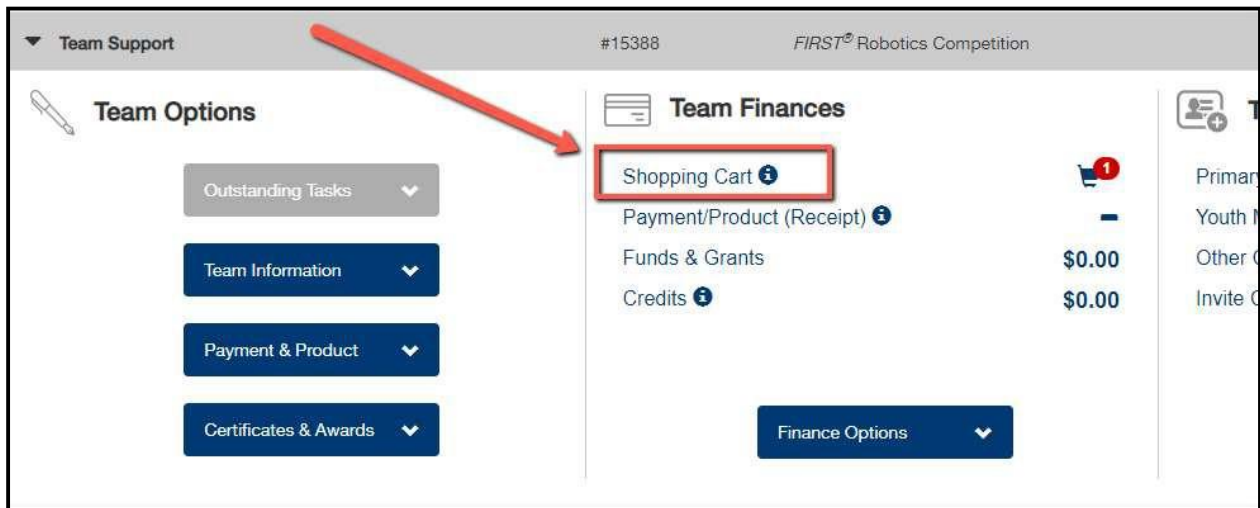
We are exempt from Sales Tax

**SAVE**

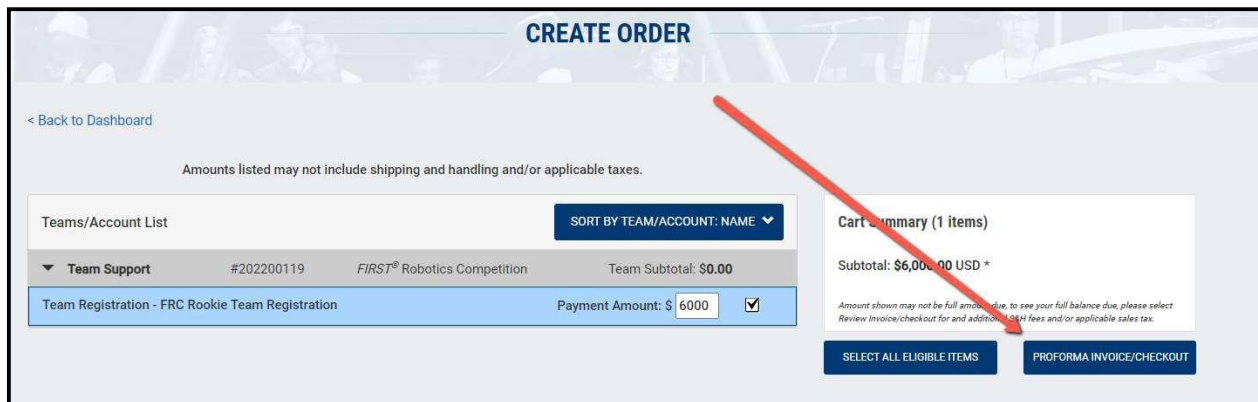
5. Click the “<Back to Dashboard” link



6. Click the “Shopping Cart” link



7. Check off the box to the right of your team’s registration and click “Proforma Invoice / Checkout”



- Review the “Team Registration Product Information” and check off the box to agree to the *FIRST*<sup>®</sup> Payment Policy and click “Continue”

**Team Registration Product Information**

2022 Team Registration for *FIRST*<sup>®</sup> teams includes the following::

- Official *FIRST*<sup>®</sup> Robotics Competition team number for new rookie teams.
- 2022 Season Registration.
- *FIRST*<sup>®</sup> Robotics Competition (note: registration fees do not cover duties, fees, or taxes associated with shipping Kit of Parts items, nor do they cover shipping Kickoff Kits to team locations or shipping *FIRST*<sup>®</sup> Choice material.)
- Kickoff Kit
- Virtual Kit and credits for *FIRST*<sup>®</sup> Choice
- Free shipping of Kickoff Kit (duties, taxes, and fees not included)
- Eligibility for submitted Awards, including Chairman's Award (veterans only), Dean's List, and Woodie Flowers Finalist Award
- Team member access to *FIRST*<sup>®</sup>'s [Scholarship Program](#)
- Access to team roster to register team members including mentors and participants
- Participation at one (1) Regional Event for Regional Teams and participation at two (2) District Events for District Teams

Team Registration fees do not include any duties, fees, or taxes to ship the Kickoff Kit or *FIRST*<sup>®</sup> Choice items. These fees also do not include any in-person Event Registration costs. *FIRST*<sup>®</sup> is not responsible for these additional costs. For complete Registration Pricing Structure and Payment Terms see *FIRST*<sup>®</sup>'s [Pricing and Payment](#).

By clicking continue, I agree to *FIRST*<sup>®</sup> Payment Policy and I understand what I am purchasing.

GO BACK TO SHOPPING CART

CONTINUE

- If your team has any grants uploaded, they will be reflected on the review order screen and applied to the “order total” amount

REVIEW ORDER

[< Back to Selection](#)

All Dollars are \$USD

You may need to select the “Place Your Order / Make Payment” button to reflect the appropriate taxes for your order.

Order Details by Team			
FIRST <sup>®</sup> Robotics Competition			
Product	Quantity	Price	Amount To Pay
Team Registration - FRC Veteran Team Registration	1	\$5,000.00	\$5,000.00
Shipping & Handling			\$0.00
Estimated Sales Tax			\$350.00
<b>Subtotal:</b>			<b>\$5,350.00</b>
AnyRegistration Grant (Disney WW)			(\$5,000.00)
<b>Balance Due:</b>			<b>\$350.00</b>
<b>Total Payment:</b>			<b>\$350.00</b>

Order Summary	
Subtotal of Items:	\$5,000.00
<b>Order Total:</b>	<b>\$350.00 USD</b>

PLACE YOUR ORDER / MAKE PAYMENT

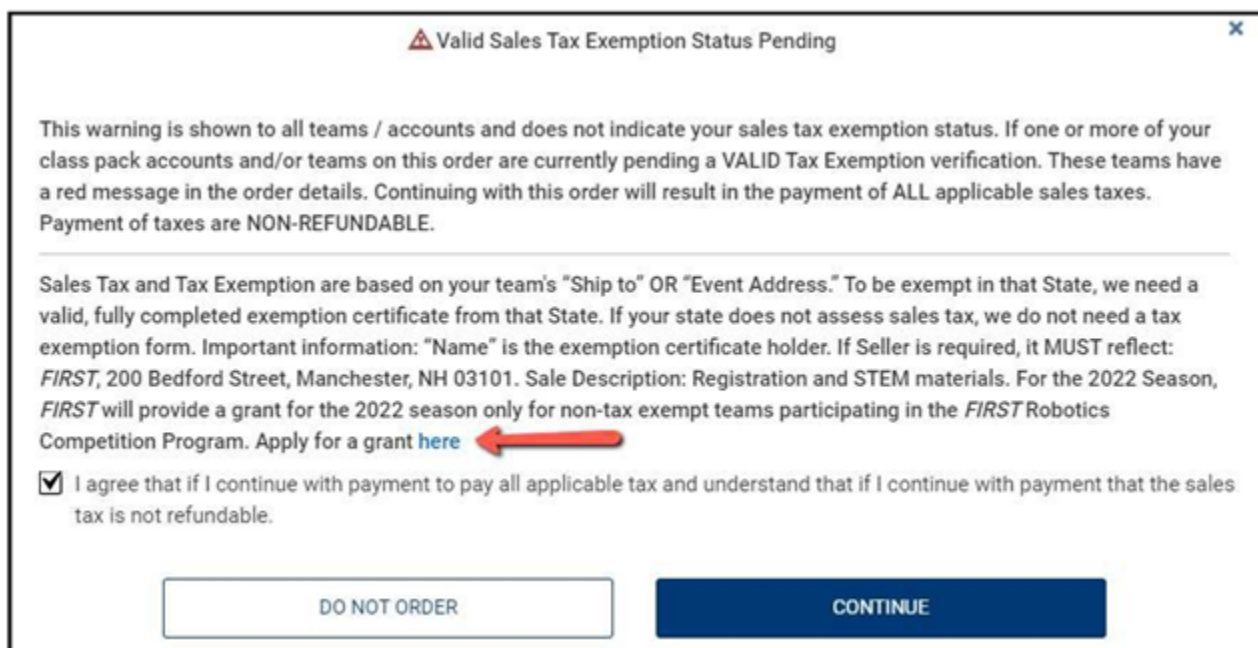
VIEW/PRINT PROFORMA INVOICE

FIRST PAYMENT TERMS

- Click “Place your Order / Make Payment”

11. Review the “Valid Sales Tax Exemption Status Pending”, check off the box to agree to the terms, and click “Continue”

- Please note: This message is shown to all teams/accounts and does not indicate your specific team’s status. If your team is tax exempt, you must upload your sales tax-exempt form and wait until it is approved before making payment.
- Tax Exempt Teams: If your team’s exempt form is approved or your team is located in a tax-free state, you may proceed with payment.
- Non-Tax-Exempt Teams: If your team is located in a state that charges sales tax and your team is non-tax exempt (i.e., community team), you can apply for a grant to cover your team’s sales tax (only available for the 2022 season) by selecting the “here” hyperlink within the “Valid Sales Tax” pop-up message.



12. Select your payment method and complete the checkout process

Congratulations, your team’s 2022 RAPID REACT<sup>SM</sup> presented by The Boeing Company season registration is secured! For any questions or assistance, please send an email to [firstroboticscompetition@firstinspires.org](mailto:firstroboticscompetition@firstinspires.org).