



The 2007 FIRST LEGO League Registration Opens May 1st and closes Sept. 30th or when FLL runs out of Power Puzzle Field Set-up Kits.

This is ORTOP's guide to successfully navigating FLL registration.

Here is the link to the FLL registration site: <http://register4fll.com/catalog.cfm?dest=index>

Please Take the Time to Read: **READ THIS FIRST and STEPS TO COMPLETE A TEAM REGISTRATION** on the registration info page and the other info screens.

The registration system is similar to last year's and has similar pitfalls.... read on...

A few reminders:

The only information ORTOP receives is the info you fill out on the TEAM PROFILE. We do not have ANY access to info you provide for the Customer Profile that allows you to make purchases. These are two separate functions of the FLL registration process.

MAKE SURE YOU ORDER A FIELD SET-UP KIT for your team at time of registration. This is the POWER PUZZLE Mat and Missions.

WRITE DOWN YOUR assigned TEAM NUMBER AND PASSWORD!

HINTS ON FILLING OUT TEAM PROFILE:

1. The program will automatically fill in the coach name with the name provided from the Customer Profile. If the person purchasing the registration and materials IS NOT THE COACH (i.e., school admin or school coordinator), change it to the team coach's name/email. If the person purchasing the stuff is also the coach, great you're good to go. **DOUBLE CHECK EMAIL ADDRESS!** 99% of all FLL/ORTOP to Coach Communication is via email.
2. Institution Address: **IF YOU ARE NOT ASSOCIATED WITH A SCHOOL OR ORG**, please fill out this part anyway. Just put N/A in the Institution spot and fill in the Coach's mailing address. This is the only way I have of contacting you.
3. Team Name – put N/A or undecided if you don't know. I'll be asking you this on the Qualifying Tournament registration in October.

If you are a school coordinator/admin filling out the TEAM PROFILE, please put the TEAM's COACH name and contact info on the TEAM PROFILE. If you do not know who this is use your name or TBD but do go back to the TEAM PROFILE and change it as soon as you know. You can do this is you know your FLL Team number and password. If you choose to complete TEAM PROFILE at a later date and do not go back to it, I will not have any info about your team or a way to contact the coach. Please Be Very Careful when you enter the coach's email address, double check it. 99% of all FLL/ORTOP to Coach communication is via email.

REGISTERING YOUR TEAM is a TWO Step Process:

- 1) **NOW! May 1 – Sept 30 (or when FLL runs out of Power Puzzle kits)** Register with FIRST LEGO League, the international organization to receive a national FLL team registration number (includes FLL Coach Handbook and a couple of DVDs) and order a Power Puzzle Field Set-up Kit and optionally order an NXT Mindstorm kit if you need one) and complete the Team Profile.
- 2) **IN OCTOBER 2007:** ORTOP, the state organization that put on FLL tournaments in Oregon, will contact all teams that have nationally registered by submitting a TEAM PROFILE AND PAYING FOR REGISTRATION/FIELD SET-UP KIT and send an email to the person listed as COACH on the TEAM PROFILE. ORTOP will ask you to register for ONE of the 25 Oregon FLL Qualifying Tournaments. Tournament locations are TBD but will take place on Dec. 7, 8, 14, and 15.

IF YOU HAVE ISSUES WITH REGISTRATION, contact FIRST 1-800-871-8326 (Monday through Friday 8:30 AM – 5:00 PM ET) Email: fillteams@usfirst.org or send me an email cathy_swider@ous.edu