



## FLL COACH CHECKLIST

To guide an FLL Team is not an easy task. We have gathered the most important facts and dates that occur during an FLL Season for FLL Coaches. Further details can be found in the FLL Coach Handbook (see FLL Coach Login).

### FLL Registration

- Register as a FLL coach online [www.first-lego-league.org/en/login/registration.html](http://www.first-lego-league.org/en/login/registration.html) (if not done in the former season). You will receive login details for the FLL Coach area (user name and password).
- Register your team at our homepage. The registration starts 9th of April 2018 and ends 21st of October 2018.
- Find a team name.
- Find out if you need a FLL Challenge Set, who will pay for it and where it needs to be shipped. Please note: the Challenge Set will only be shipped after payment (earliest in the end of July). Consider summer vacations and the school opening hours! Let us know a shipping date if your school is closed due to holidays.
- Enter your team data until 26th of October 2018 the latest (names of the team members, dates of birth, gender information).

### Before the Season Starts

- Find a meeting place and create a meeting schedule.
- Look at the FLL process and prepare yourself. Use the FLL Comic and other resources for FLL Coaches at the website ([www.first-lego-league.org/en/general/what-is-fll.html#4](http://www.first-lego-league.org/en/general/what-is-fll.html#4) and [www.first-lego-league.org/en/general/participation.html#7](http://www.first-lego-league.org/en/general/participation.html#7)).
- Determine how the team will cover its costs and find sponsorship.
- Organize the materials needed, i.e. Mindstorms, tackle boxes, PC.
- Find out where to build up the Challenge Set (respectively build one wall of the tournament table or the whole set up of the FLL Tournament Table).

### Team Logistics and Challenge Preparation

- Install software on computer(s).
- Build a simple practice robot.
- Write a simple program, download to the robot, and test it.
- Announcement of the Challenge 1st of August 2018: Read through the Robot Game rules and missions, the project and talk about it with your team.

- Brainstorm Project solutions and start working on the project.
- Find a robot-game strategy with your team: which missions do you want to solve?
- Check the projects development.
- Check Q&A page at least once a week ([www.first-lego-league.org/en/faq/fragen.html](http://www.first-lego-league.org/en/faq/fragen.html)).

### Pre-tournament Preparation

- Prepare the robot you want to use in the FLL Regional tournament.
- Have your team share their project research, problem and solution with others (class, parents, mentors).
- Be sure your team is up to date on the Q&A ([www.first-lego-league.org/en/faq/fragen.html](http://www.first-lego-league.org/en/faq/fragen.html)).

### Tournament Logistics

- Check the tournament schedule, directions and contacts online.
- Print out of programs and robot specification page.
- Pack robot and attachments, PC, power supply, team banner, posters, or other supplies. Pack materials and equipment needed for project presentation.