

COACH CHECKLIST

To guide a *FIRST*® LEGO® League Team is not an easy task. We have gathered the most important facts and dates that occur during a season for Coaches. Further details can be found in the *FIRST*® LEGO® League Coach Handbook (see Coach Login).

FIRST® LEGO® League Registration

- Register as a coach online www.first-lego-league.org/en/login/registration.html (if not done in the former season). You will receive login details for the Coach area (user name and password).
- Register your team at our website. The registration starts 8th of April 2019 and ends 13th of October 2019.
- Find a team name.
- Find out if you need a 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 20th of October 2019 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 *FIRST*® LEGO® League process and prepare yourself. Use the Comic and other resources for Coaches at the website (www.first-lego-league.org/en/general/what-is-fl.html#4 and 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 *FIRST*® LEGO® League 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 in early August 2019: 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).

Pre-tournament Preparation

- Prepare the robot you want to use in the 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).

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.