

COACH CHECK LIST // PRIOR TO THE TOURNAMENT DAY

To coach a *FIRST*[®] LEGO[®] League team and accompanying it through the season is a great thing! We would like to take this opportunity to thank you for giving young people the opportunity to strengthen their technical, scientific and social skills comprehensively and sustainably. If you know and respect the following points as a coach, nothing can go wrong ☺

Registration

Team registration is open **until 13th October 2019**. Please note: You can register several teams - but only for the same region.

- Register all teams until the registration deadline.

Coach Login

With your coach registration you have chosen a username and a password. You can use this data to sign up for the Coach Login on the *FIRST*[®] LEGO[®] League website at <https://www.first-lego-league.org/en/login/login.html>. There you can manage your login details, view and complete your team's data, download the invoice¹, find your shipment details after the dispatch of the challenge set² and find important general and seasonal documents.

- Complete the team data of your team (team name, names of team members and co-coaches, birth data and gender) **until 20 October 2019** at the latest.

Invoice – Participation and Challenge Set

After the team registration we will generate the invoice for the participation fee (137€) and if necessary the challenge set (129€), as well as packaging (4€) and shipping (varies from country to country). You will receive an email as soon as you can download the invoice in the Coach Login³.

- Pay the invoice or forward the invoice to the invoice recipient.
- Note: Payment deadline is 10 days.

¹ Teams from PL, CZ and SK receive their invoice from a local partner.

² Teams from PL, CZ, SK, A and CH receive their shipping information from the local logistic partner.

³ Not valid for teams from PL, CZ and SK.

- Inform us, if you cannot meet the payment deadline and want to set up a deferred payment.

HANDS on TECHNOLOGY e.V. newsletter

We post a newsletter every 4-8 weeks with up-to-date information about *FIRST*[®] LEGO[®] League.

- If you have not already done so, you can sign up for the newsletter at <https://www.first-lego-league.org/en/news/newsletter-subscription.html> so that you and your team will not miss any important information.

Shipment of the *FIRST*[®] LEGO[®] League Challenge Set

The dispatch of the Challenge Sets starts at the **end of July**. Please note that we only ship when the invoice is paid. We will inform you about the exact shipping date beforehand by e-mail. In the case of unsuccessful delivery, you will bear the costs of further shipping (e.g. vacation or holidays).

- Check if delivery to the specified delivery address is possible during the period.
- Tell us immediately if delivery to the specified delivery address is not possible and please send us by email an alternative delivery address or a requested delivery date.

Challenge release (Kick-off)

The Robot Game missions and rules as well as the assignment to the research project will be published on **1 August 2019** at <https://www.first-lego-league.org/en/season/topic.html>. In addition, you will receive an email in which we inform you about the available documents and materials.

- View all available documents and materials with your team.

Preparation for the tournament day

The time between challenge release and the tournament day is used by your team to prepare you for the regional tournament. Support your team in the following tasks:

- Build the challenge set models. Note: Follow the construction instructions exactly!
- Read and understand the competition documents.
- Check the Frequently Asked Questions page on the *FIRST*[®] LEGO[®] League website at <https://www.first-lego-league.org/en/season/questions.html>.
- If necessary, send questions to fll@hands-on-technology.org.
- Design, build and program the robot.
- Create your research project.

- Plan and conduct team activities (especially if the team members don't know each other well).
- Read the evaluation sheets for each evaluation category and try to estimate yourself.
- Plan the tournament day (arrival, meals, schedule ...).
- If necessary, search for team sponsors.
- If necessary, produce team shirts.
- If necessary, contact the regional organizer for questions concerning the tournament day.
- Check the dimensions of the competition tables of the regional tournament on the regional website and, if necessary, prepare for other circumstances (overview of all regional competitions at <https://www.first-lego-league.org/en/season/tournaments.html> → click to the region to get to the regional website).

HANDS on TECHNOLOGY e.V. wishes you and your team a thrilling CITY SHAPERSM FIRST[®] LEGO[®] League tournament season 2019/20!

If you have questions, you can reach us Monday-Friday between 8:00 am and 4:00 pm by telephone or by email to flf@hands-on-technology.org.
