



Sending Event Fees and Paperwork for East Tennessee FLL Qualifiers

The criteria below must be met before a team can attend an event:

- Two coaches must be registered with FIRST and complete the FIRST screening process.
- All team members must have completed FIRST Release and Consent forms (On-line or On-Paper)
- The qualifier event fee of \$75 must be paid to the Tennessee Tech University.
No additional fee is required from any team that advances to the Championship.

1. COMPLETE ALL TEAM PAPERWORK

Team members and coaches must provide proof of a *FIRST* consent and release (electronic or paper form) before participating in any FLL event. Find details about [‘Team Paperwork’ on the Resources page](#) of the FIT website. If possible, use the team dashboard to invite parents to electronically acknowledge and submit a FLL consent and release form online. Otherwise, collect a signed paper version of the FLL [consent form](#) from all team members as soon as possible. A printed copy of the team roster from TIMS showing consent form status or paper copies of consent forms are acceptable documentation of consent and release.

2. REGISTER FOR A QUALIFIER

Go to [East Tennessee FLL Qualifier Application page](#). Provide team and coach information and select the primary and alternate tournaments closest to your team location. After submitting the event application, you will see a note confirming receipt of your application. After all the above acceptance criteria are verified, you will receive an email notification when your team has been accepted for an event. The status of a team registration can also be viewed on the [Qualifier Roster](#) page.

Upon receiving acceptance confirmation, print and complete a [registration invoice](#) and mail it with the \$75.00 registration fee and copies of all consent and release documentation to:

FLL Qualifier Team Docs
c/o Prof. Kristine Craven
Tennessee Tech University
Clement Hall 321, P.O. Box 5002
Cookeville, Tennessee 38505

Please do not send consent forms and payments separately. Make checks or money orders payable to **Tennessee Tech** and put your **FLL Team number** on the memo line. All team paperwork and events fees must be received at TTU by November 30.

TTU can now take credit card payments electronically through the **TTU MarketPlace**, please use [this link](#) to make your payment online. If you pay electronically, a registration invoice should still be completed and sent with copies of consent and release documentation. Be sure to indicate on the invoice that payment was made electronically. Tournament status on our website is **NOT** automatically linked to the TTU MarketPlace. Updates are done manually, so don't expect to see immediate results reflected in the [East Tennessee Qualifier Status page](#).

Questions about payments and receipts can be directed to: Prof. Kristine Craven, Phone (931)-372-6027 kcraven@tntech.edu.

3. To ensure accurate team profile data for tournament programs, visit the [Qualifier Status page](#) and check your team's information. Corrections should be made in the team's profile on the *FIRST* dashboard. Then notify Brad Weil brad.weil@tnfirst.org.
4. To improve team recognition with the judges, teams should download the fillable [Team Information form](#) and bring three copies of this form to their judging sessions.
5. To help the Robot Design judges quickly and consistently learn about your robot and the design process used, all events require a short presentation called the [Robot Design Executive Summary](#). To help the Core Values judges learn more about your team and its unique story, all events require every team prepare a simple [Core Values "tri-fold" or poster](#).

Teams that advance from a qualifying tournament will receive an invitation to the East Tennessee Championship held in Cookeville on 8 February 2020. There will be no lunch tickets sold in advance. However, teams can still purchase meals at the TTU cafeteria on their own. For more information about the following events, click the event and read posted '[Pre-event Information](#)' on the appropriate event page.

**IMPORTANT NOTE TO TEAMS THAT ADVANCE TO THE CHAMPIONSHIP
(Due two weeks before the Championship)**

TTU's policy for minors on campus requires that all team members attending the East Tennessee FLL Championship must provide additional documentation required by Tennessee Tech. The parents of each team member must complete the [TTU Minor Participant Information and Release](#).



Sports for the Mind

INVOICE

Date: _____

Name: _____

Organization: _____

Address: _____

Phone: _____

Salesperson	Job	Payment Terms	Due Date
Prof. Kristine Craven			November 30

Quantity	East Tennessee FLL Qualifier Registration Fee	Unit Price	Line Total
1	Team#: _____	\$75.00	\$75.00
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
1	Team#: _____		
			Subtotal
			Sales Tax
			Total

If you are paying for more than one team, please fill in the above table as needed. Use additional pages if needed.

If paying by check, make all checks payable to Tennessee Tech University and include a copy of this invoice with your payment.
Electronic payment can be made at [this link](#).

Mail payment with *FIRST* Consent documentations to:

**Prof. Kristine Craven c/o
Tennessee Technological University
Clement Hall 321, P.O. Box 5002
Cookeville, Tennessee 38505**