

## 10.08.08 Coaches Update

To all Indiana Coaches: [Please read this important information!](#)

If you are a veteran coach, scroll down to registration procedure and note a few changes...

1. REGISTER FOR ONE INDIANA QUALIFYING TOURNAMENT OF YOUR CHOICE AT THE INDIANA CHAMPIONSHIP WEBSITE HOSTED BY IPFW:

[www.etcs.ipfw.edu/fll](http://www.etcs.ipfw.edu/fll)

2. YOUR TEAM MUST ATTEND AN INDIANA QUALIFYING TOURNAMENT IF YOU WOULD LIKE TO TRY AND QUALIFY FOR THE INDIANA CHAMPIONSHIP TOURNAMENT. A TOTAL OF 48 TEAMS CHOSEN FROM AMONG EACH QUALIFYING TOURNAMENT WILL ADVANCE TO THE CHAMPIONSHIP TOURNAMENT WHICH WILL BE HELD AT IPFW ON DEC. 13, 2008.

3. YOU DO NOT NEED TO PARTICIPATE IN THE NATIONAL FLL TOURNAMENT APPLICATION PROCESS. THAT PROCESS IS ONLY FOR STATES THAT DO NOT USE A QUALIFYING TOURNAMENT REGISTRATION SYSTEM.

### 4. Indiana Qualifying Tournament Registration Process:

When? Oct. 13-Oct. 24

Where? Indiana Championship website: [www.etcs.ipfw.edu/fll](http://www.etcs.ipfw.edu/fll)

See "Register Your Team for a Qualifying Tournament"

READ ALL DIRECTIONS PLEASE!! Here is a review...

How do I gain entrance to the registration process?

You must use your FLL number which you received from FIRST when you joined FLL as your log in and password on the Indiana website. DO NOT USE THE LOG IN AND PASSWORD THAT YOU CREATED WITH FIRST! Repeat: Use you FLL number; see example on the Indiana website under registration procedures: [www.etcs.ipfw.edu/fll](http://www.etcs.ipfw.edu/fll)

What is needed for the on-line form?

Team Name, Team FLL Number, Team members names, # of males and females (for required reporting purposes) organization you are associated with (example: school, robotic group, home school, etc), Your Tournament Choice, Coach contact information including name, address, email, phone, fax (if you don't have one put n/a on the line), secondary contact (optional).

NEW THIS YEAR: Once you are logged in, complete the on line registration form and veteran coaches please note that there is a drop down menu WITHIN the form where you will choose a Qualifying Tournament.

What if a tournament is full when I register?

When a tournament is full, it will indicate this on the drop down menu; HOWEVER, if a tournament was open when you began to complete the form and it filled up while you were entering data, then once you hit submit you will see a message pop up that indicates the tournament is full.

If that happens, please follow the directions provided to choose an alternate tournament. Warning: if you exit out of the page completely, all your information will be deleted from the form and you will have to start over so use your back button!

After I see the confirmation form that shows I am registered for a tournament, what next?

Print that tournament's confirmation form which contains all your team information and mail the confirmation form with the registration fee to the location indicated on the form. From that point on, you will receive tournament information from your Qualifying Tournament director. Any changes in information can be directed to them.

What happens if I need to change my registration information?

Once you register, your team number will be automatically deactivated and you will not be able to re-enter the online registration process. For changes to current registration information, please contact your qualifying tournament director.

What happens if I accidentally entered the wrong tournament and need to re-register but can't get in because my FLL number was deactivated?

For problems with the registration process, contact Carol (see contact information below).

Good luck!!

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