



# **FIRST Tech Challenge Tennessee State Championship**

## **Sending Fees and Documents**

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

1. Two coaches must be registered and complete the *FIRST* screening process.
2. All team members and coaches must have completed a current *FIRST* Release and Consent.
3. The event fee of \$150 must be paid to TNFIRST, LLC.

### **COMPLETING ALL TEAM PAPERWORK**

Team members and coaches must provide proof of a *FIRST* consent and release (electronic preferred) before participating in any FTC event. Find details about [‘Team Paperwork’ on the FTC Resources page](#) of the TNFIRST website. If possible, use the team dashboard to invite parents to electronically acknowledge and submit a *FIRST* consent and release form online. Otherwise, request a copy of the paper version of the *FIRST* consent form from [npasquerilla@firstpartners.org](mailto:npasquerilla@firstpartners.org) and have a parent of the team member sign it as soon as possible. A printed copy of the team roster from the team dashboard showing consent form status and any signed original consent forms are acceptable documentation of consent and release.

### **SENDING DOCUMENTS AND PAYING THE REGISTRATION FEE**

After submitting the event application, you should receive an email confirming receipt of your application. A team roster link showing team registration status can also be viewed on the [FTC Event page](#). If Criteria 1 is verified, the status will change to “Application Approved.” If the Criteria 1 has not been met the status will indicate “Application Received”. This is a manual process and may take a couple days to update.

Upon receiving application approval, print and complete a [registration invoice](#) and mail it with the \$150.00 registration fee and copies of a *FIRST* team roster from the team dashboard and/or signed original paper consent forms to:

FTC Team Docs  
c/o Nancy Wentz, TNFIRST  
630 Trowbridge Lane  
Knoxville, TN 37934

Please do not send paper documents and payments separately. Make checks or money orders payable to **TNFIRST, LLC** and put your **FTC Team number** on the memo line. **All team paperwork and event fees must be received at TNFIRST by January 31, 2021.** Questions about payments and receipts can be directed to: Nancy Wentz, Phone (865-405-8908, [mtwentz@gmail.com](mailto:mtwentz@gmail.com)). Team status will indicate “Registration Complete” when both team consent verifications and the event fee have been received.

### **CHECKING YOUR TEAM INFORMATION**

To ensure accurate team profile data for the tournament, open the Team Roster link on the [FTC Event page](#) and check your team's information. Corrections should be made in the team's profile on the *FIRST* dashboard. Note: Keep team names short. It's not necessary to include school or organization affiliations in the team name. That data is stored separately.

## **PREPARING FOR THE TOURNAMENT**

Check the Pre-Event Information link (Tournament Manual) on the [FTC Event page](#) for specific information about your event.