

FIRST® LEGO® League Event Booking Procedure For Coaches

1. Upon clicking “Register Online” from the FIRST® LEGO® League site, you will come to the following screen:

The screenshot shows the IET website's 'Event registration' page. At the top, there is a navigation bar with 'Login' and 'My IET' links. Below this is a search bar and a 'Contact us' link. The main navigation menu includes 'Membership', 'Resources', 'Get Involved', 'Events', and 'Policy & Media'. The 'Events' section is highlighted, showing a list of event types: 'Events search', 'Contacts', 'Training courses', and 'Prestige Lecture series'. The main content area is titled 'Event registration' and contains a message: 'Before booking your place, please log in to the IET website'. It explains that users must log in to book places and that a postal address is needed for correspondence. Below this message is a login form with fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgotten password?' and 'Register login account'. At the bottom of the page, there are social media icons for Facebook, Twitter, LinkedIn, and YouTube, and a 'Back to top' link.

2. Click on “Register login account” and complete the details on the following page:

The screenshot shows the IET website's 'Registration Form' page. At the top, there is a navigation bar with 'Login' and 'My IET' links. Below this is a search bar and a 'Contact us' link. The main navigation menu includes 'Membership', 'Resources', 'Get Involved', 'Events', and 'Policy & Media'. The 'Events' section is highlighted, showing a list of event types: 'Events search', 'Contacts', 'Training courses', and 'Prestige Lecture series'. The main content area is titled 'Registration Form' and contains a message: 'Please complete this registration page to access the Institution of Engineering and Technology services. (Need a reminder of your username or password?)'. Below this message are two questions: 'Are you registering as a member of staff?' and 'Are you a member of the IET?'. Both questions have radio buttons for 'Yes' and 'No'. Below these questions is the 'Personal details' section, which includes a dropdown menu for 'Title', and text input fields for 'Forenames', 'Surname', 'Username', 'Password', and 'Repeat Password'. The 'Username' field has a note: 'Your username will be displayed as your username in the discussion forums'. The 'Password' field has a note: 'Your password must contain at least 8 characters, at least 2 of which must be a number and not contain special characters.' Below the 'Personal details' section is the 'Contact details' section.

- Once registration is complete, click “register online (event only). You may need to reload the page via the registration link.

The screenshot shows the IET website's 'Event registration' page. At the top, there is a navigation bar with 'Welcome' and 'My IET' links. Below this, there are several menu items: 'The IET for you', 'Contact us', and a search bar. The main navigation includes 'Membership', 'Resources', 'Get Involved', 'Events', and 'Policy & Media'. The 'Events' section is highlighted, and the page title is 'Event registration'. On the left, there is a sidebar with 'Events search', 'Contacts', 'Training courses', and 'Prestige Lecture series'. In the center, there are two buttons: 'Register online (event only)' and 'Register online (event and IET membership)'. Below the buttons, a note says: 'If you join the IET before registering for this event, you might be entitled to a discounted event price.' At the bottom, there are social media icons (Facebook, Twitter, LinkedIn, YouTube) and a 'Back to top' link.

- The following pages allow you to register a team, choose a tournament and pay the registration fee.

The screenshot shows the IET website's 'Event registration' page for the 'FIRST® LEGO® League Senior Solutions 2012' event. The page features the same navigation and sidebar as the previous screenshot. The main content area is titled 'Event registration' and displays the event title: 'FIRST® LEGO® League Senior Solutions 2012'. Below the title, there is a section for 'Event Information' with the following details: 'Event: FIRST® LEGO® Season 2012', 'Event Dates: Saturday, 01/09/12 00:00 - Thursday, 31/01/13 00:00', and 'Registrant: Ahmed Kotb'. A list of items included in the challenge registration fee is provided: 'The FLL 2012 Senior Solutions Season Team Kit, comprising the challenge mat, models & building instructions on CD; it excludes the Mindstorm Kit', 'The Team Coach's Handbook (PDF download)', 'Challenge support materials to ensure the best educational benefit is achieved - download at www.firstlegoleague.org', 'Access to the FLL global community website - www.firstlegoleague.org', and 'Entry to one FLL UK/Ireland Regional Tournament'. A note states: 'Please complete the registration information below. Event prices (where applicable) are exclusive of VAT.' At the bottom, there is a radio button for 'Team Registration. I would like to enter a team for the 2012 Senior Solutions Season.'

5. The next page will confirm your details and request payment either via purchase order or credit / debit card

Item	Quantity	Price	Charge
Single Team	1	£150.00	£150.00
London (Team 1)	1	£0.00	NO CHARGE

Other Information

Item	Response
Team 1	Test Team
Are you new to FIRST® LEGO® League?	Yes
Mentor/Coach Name(s)	A test
Mentor/Coach Email Address(es)	firstlegoleague@theiet.org
Mentor/Coach Phone Number(s)	123456778
Challenge Kit Delivery Address	The IET
Invoice Address (if different from contact address)	The IET

Subtotal:	£150.00
20% UK VAT (20.00%):	£30.00
Total Charge:	£180.00

Payment Information

Select your payment method below and fill in all accompanying information

I will pay with a purchase order. If selecting this option, please note that your order will be delayed until full payment is received.

Purchase Order #:

Payment will be made by Credit/Debit Card. Please click 'Submit' to connect to our payment gateway, WorldPay.

During heavy volume it may take up to 60 seconds to process your order and verify your credit/debit card; please be patient.

NOTE: Credit card is the preferred method of payment. If you are a new customer of The IET you will be emailed a “new customer form” to complete once you submit your booking. Once payment is received we will send out the challenge kit.

6. A confirmation email will be sent to you upon completion of the above process. It is recommended to double check all your details and provide a copy to your school bursary.

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Event registration

17/07/12 09:18

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Registration Confirmation - Payment By Purchase Order

Thank you for your registration; the following information has been received. Please note that if you have made a payment via WorldPay, a VAT Invoice/Receipt will be sent to you shortly. If the event is a Free of Charge event, no further confirmation will be sent.

Now you're booked on to our event why not confirm your attendance on LinkedIn to tell others you'll be there and start your networking now!

Options

[Add Another Order](#)

Event Information

Event: FIRST® LEGO® Season 2012

Event Dates: Saturday, 01/09/12 00:00 - Thursday, 31/01/13 00:00