

# Event Registration and Payment Guide

## Step 1:

Register yourself at the FTC Netherlands dashboard. You can create an account on our website or by the clicking [here](#).



ABOUT TEAMS CALENDAR MEDIA PARTNERS CONTACT US SIGN UP

LOG IN

## CREATE YOUR ACCOUNT.

Firstname	Lastname
E-mail	
Team	
Password	
Confirm password	REGISTER

Already have an account? [Sign in!](#)



## Step 2:

Once logged in follow the steps in the 'VERIFICATION PROCESS' tap, until all steps are fully completed. At every step the button within the 'VERIFICATION PROCESS' tap (*Green arrow*) will guide you in completing your outstanding tasks.

**Note: Read all the provided information for each step carefully!**

<p><b>VERIFICATION PROCESS</b></p> <ul style="list-style-type: none"> <li>✗ Register team at FIRST</li> <li>✗ Get verified by FTC NL</li> </ul> <p>REGISTER TEAM AT FIRST</p>	<p><b>TEAM MANAGEMENT</b></p> <p>Registered mentors: 2 Registered members: 0 Awaiting confirmation: 0 Awaiting account registration: 0</p> <p>MANAGE CONTACTS</p>	<p><b>EVENTS</b></p> <p>We are busy adding events to your dashboard. Please check again later.</p>
---	---	--

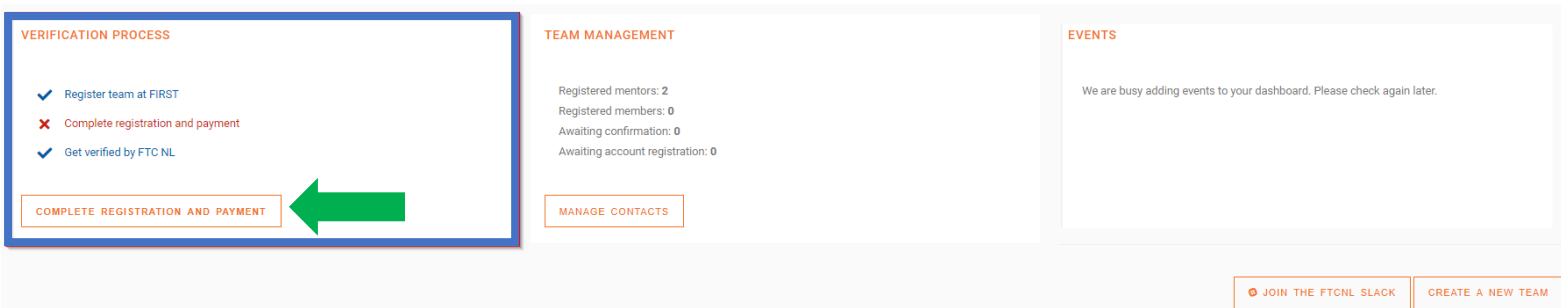


To completely sign up for the events of the 2019-2020 FTC Season. Steps 3-A and 3-B must be successfully completed.

### Step 3-A:

Complete your season payment by clicking on the Complete Registration and Payment button. This will direct you to the payment page. Here you have the option to directly pay the season fee with IDEAL or by invoice.

**Note:** If you choose to pay with invoice, please be aware the payment must be completed before the end of the registration period (23<sup>rd</sup> of September). A proof of payment is also sufficient and can be emailed to [info@ftcnetherlands.eu](mailto:info@ftcnetherlands.eu)

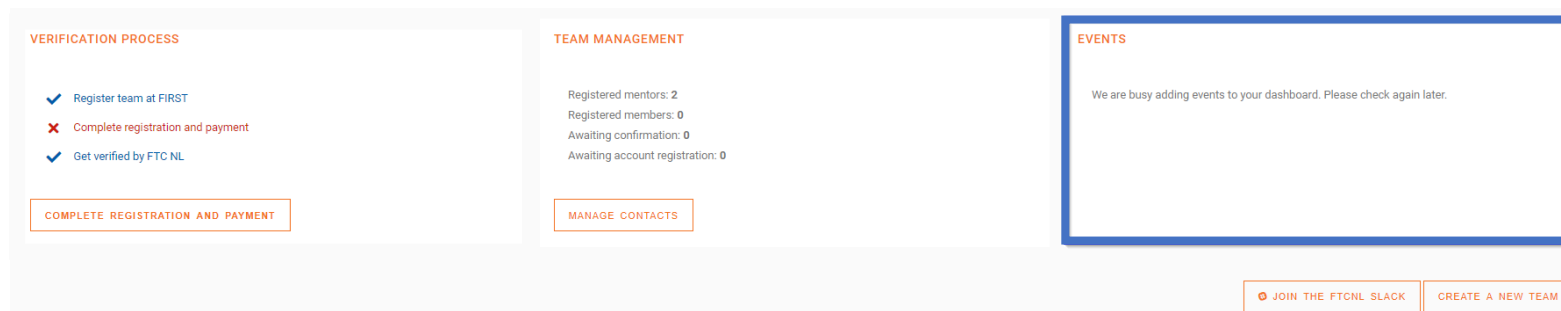


The screenshot shows a dashboard with three main sections: 'VERIFICATION PROCESS', 'TEAM MANAGEMENT', and 'EVENTS'. The 'VERIFICATION PROCESS' section is highlighted with a blue border and contains a checklist: 'Register team at FIRST' (checked), 'Complete registration and payment' (unchecked with a red X), and 'Get verified by FTC NL' (checked). Below the checklist is a button labeled 'COMPLETE REGISTRATION AND PAYMENT', which is pointed to by a green arrow. The 'TEAM MANAGEMENT' section shows statistics for mentors, members, and confirmations, with a 'MANAGE CONTACTS' button below. The 'EVENTS' section has a message: 'We are busy adding events to your dashboard. Please check again later.' At the bottom right, there are two buttons: 'JOIN THE FTCNL SLACK' and 'CREATE A NEW TEAM'.

### Step 3-B:

Monday the 16<sup>th</sup> of September the 'EVENTS' tab (Blue box) will show all the League Meet events you can sign up with. Teams must enter their preference ranked from 1 (Most preferred) to 4 (Least preferred).

**Note:** Event preferences must be submitted before the end of the registration period. (23<sup>rd</sup> of September)



This screenshot is similar to the one above but highlights the 'EVENTS' section with a blue border. The 'EVENTS' section contains the message: 'We are busy adding events to your dashboard. Please check again later.' The other sections and buttons remain the same as in the previous screenshot.

If there are any important questions please feel free to contact: [roel@ftcnetherlands.eu](mailto:roel@ftcnetherlands.eu)