

FIRSTSA Team Formation and Event Registration V2

You must complete the following 3 steps:

- Login to FIRST Events Website
- Create a Team and Pay
- Register the Team for an Event

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Login to FIRST Events Website (events.firstsa.org)

An account will be created for you the first time you log in with an email address.

Make sure you have access to receive email at the email address you use.

Use the same email address to log in each time otherwise you will not be able to access or edit your teams.

Start by entering your email address and press the Send Login Link button this will send an email with a link that you can use to log in.



Welcome! 🖐️

Enter your email to receive a secure login link or to create a new account.

Email

Please enter a valid email address

Send Login Link

OR

Sign in with Passkey

New on our platform? [Enter your email above and we will send you a link to get started!](#)

You will receive an email within a few minutes that looks like this.(If you don't see it look in your Junk or Spam folder)

Click on the Log In button to Your Account or the link log in.

Your FIRSTSA FIRST Events login link.  Inbox x



FIRSTSA FIRST Events <events@firstsa.org>

to

9:17 PM (1 minute ago)



Login to Your Account



Hello,

Click the button below to securely log in to your account.

[Log In to Your Account](#)

If the button doesn't work, you can copy and paste this link into your browser:

<https://events.firstsa.org/en/landing/?token=am9obm5pZS5oYXkrZmxsZXZlbnRzZGVtb0BnbWFpbC5jb206LVdmMENNZkNaQlhpTTRnTEJEczRkWVF6SUNvYlcyMWF2ajVSZE5UOWlxdzoxd3I3ZVU6cmNwcGp1X25hcGR2dy00SDVUNmdDOUpOUkw4WGfhVWxmNE5vUV9uO2pacw>

The first time you log in you will be asked for your name and birth month/year to complete your account creation by clicking the Sign Up button.



LUMIEOS



Welcome! 🖐️

Let's create your account! 🚀

We don't see an account linked to your email. Create one below to get started!

Or [change to another email.](#)

Email

First Name

Last Name

Birth Month

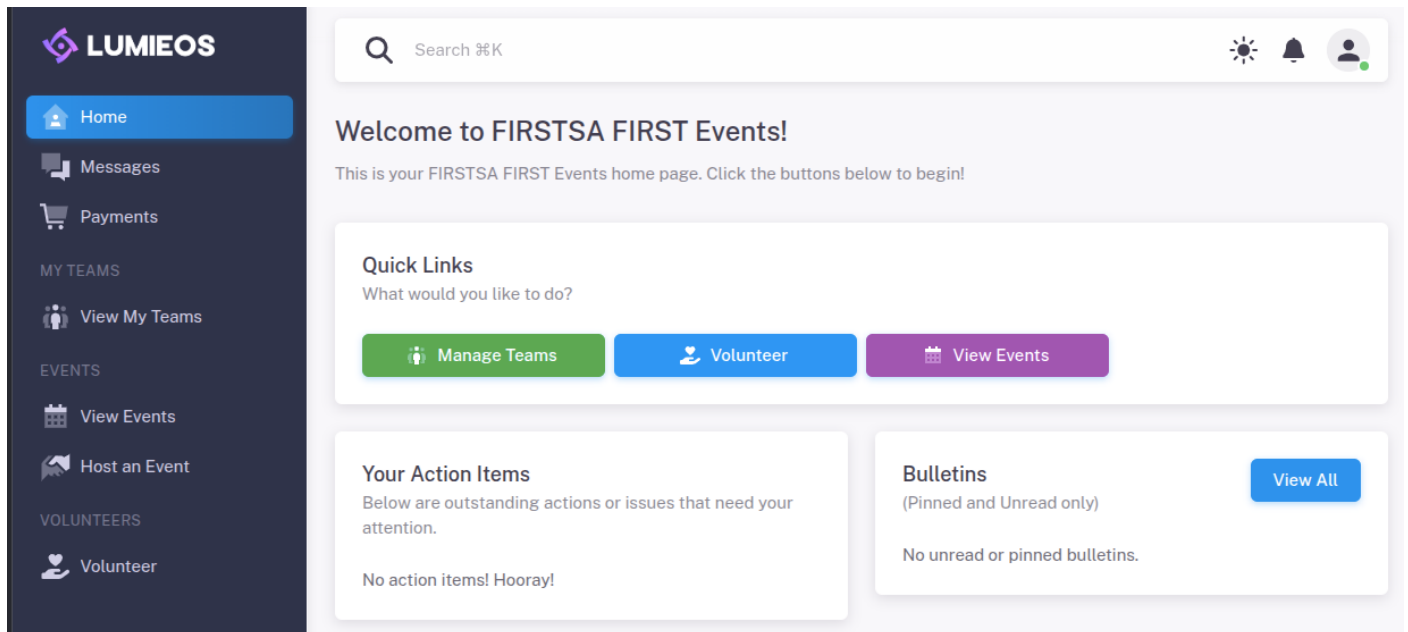


Birth Year



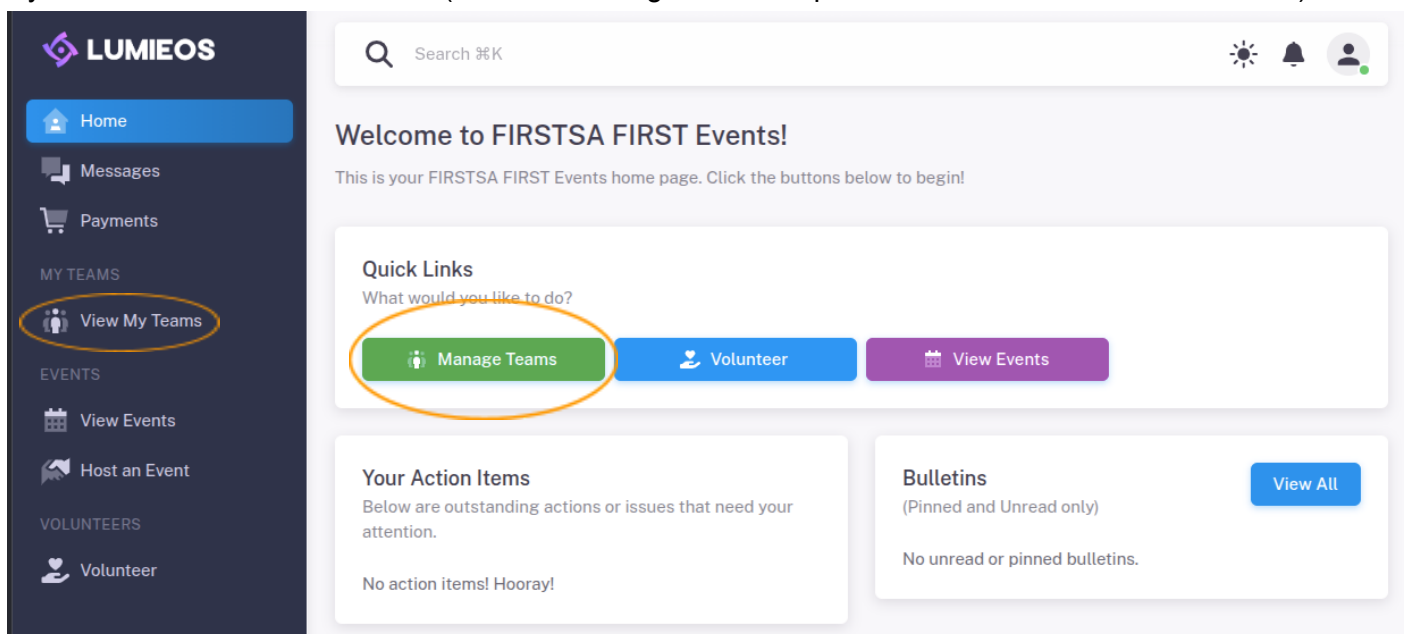
Sign Up

FIRSTSA Events Home page



Create/View/Manage Your Teams

Access your teams by clicking on the Manage Teams button on the home page or any time using the View My Teams button in the left menu (accessed using the ☰ in top left corner if the menu is not visible)



Use the either of the Create a Team buttons

 Search %K

Team Management

[View Your Teams](#)[Join a Team](#)[Create a Team](#)[View All Teams](#)

Your Teams

 Start a new team, or ask your coach to send you an invite.[Create a Team](#)[Join a Team](#)

Select if you want to create a Challenge or Explore team:

Team Management

[View Your Teams](#)[Join a Team](#)[Create a Team](#)[View All Teams](#)

Create a Team

Fill out the form below to start a new team.

What are you registering? *

--Select--

FIRST SA — FIRST LEGO League: Challenge · ZAR 1,000.00

BIOGLOW Explore with Explore Set — FIRST LEGO League: Explore · ZAR 1,000.00

Organization Type

Organization Name

Create Team

Fill your Team Name, City, Organization(School/Club).

Select your Role(Select Team Admin if you are just registering the team, select coach if you are actually a coach)

Team Management

[View Your Teams](#)[Join a Team](#)[Create a Team](#)[View All Teams](#)

Create a Team

Fill out the form below to start a new team.

What are you registering? *

FIRST SA — FIRST LEGO League: Challenge · ZAR 1,000.00

Team Name *

Test Team Name

City *

Pretoria

Province

Gauteng

Organization Type

Organization Name

Your Role *

Coach

Registration fee: **ZAR 1,000.00**

Create Team

Once you have created the team you have to pay (for registration and if you want a challenge set) by clicking on the Pay & Register button

Team Management



Test Team Name

Pretoria, GP

Draft - Pending Payment

Pay & Register



Info

Roster

Documentation

Profile

Events

A new draft invoice will be created for you.

First select if you want to include a Challenge set or not with the toggle. If you want to collect the Challenge set at one of the designated locations in Pretoria turn the Deliver my set toggle off. (Orange arrows)

If you are getting a Challenge set delivered Add Shipping Address using the dedicated button or the Edit button next to 'Ship To:' (Pink arrows)

If you need to change the Invoice To section use the blue Edit Invoice button (Light Blue arrow)

Invoice #100

Please complete the payee information for this draft invoice. Once you finalize the invoice, it can be sent publicly to any one and they can pay without logging in to FIRSTSA FIRST Events.

☒ Include FIRST LEGO League BIOGLOW 2026 Challenge Set

☒ Deliver my set
Untick to collect your set in person instead — no delivery fee.



Staatsartillerie Road
Pretoria West, Gauteng, 183
lindasmal@mweb.co.za

Invoice #100

Date Issued: —

Date Due: —

Date Paid: —

Status: Draft

Invoice To:
First Name Last Name
ZA

Ship To: [Edit](#)

Shipping address not set.

[Edit Invoice](#)

[Add Shipping Address](#)

A shipping address is required before you can finalize this invoice.

[\\$ Finalize And Pay](#)

[Cancel Invoice](#)

Have a Coupon Code?

Once you have completed the invoice and shipping detail it will look roughly as below:

☒ Include FIRST LEGO League BIOGLOW 2026 Challenge Set

☒ Deliver my set
Untick to collect your set in person instead — no delivery fee.



Staatsartillerie Road
Pretoria West, Gauteng, 183
lindasmal@mweb.co.za

Invoice #100

Date Issued: —

Date Due: —

Date Paid: —

Status: Draft

Invoice To:

My School
PO Box 12345
Pretoria, Gauteng, 0010
ZA

Ship To: Edit

Mr Receiver
1 Test Street
Pretoria, Gauteng, 0010
ZA
0123456789

DESCRIPTION	QTY	AMOUNT
-------------	-----	--------

Edit Invoice
Edit Shipping Address
Finalize And Pay
Cancel Invoice

Have a Coupon Code?

Coupon Code

Apply

Available Payment Methods

You can access the invoice again at any time by clicking Pay & Register button again.

Invoice #100



Please complete the payee information for this draft invoice. Once you finalize the invoice, it can be sent publicly to any one and they can pay without logging in to FIRSTSA FIRST Events.

☒ Include FIRST LEGO League BIOGLOW 2026 Challenge Set

☒ Deliver my set
Untick to collect your set in person instead — no delivery fee.



Staatsartillerie Road
Pretoria West, Gauteng, 183
lindasmal@mweb.co.za

Date Paid: —

Status: Draft

Invoice To:

My School
PO Box 12345
Pretoria, Gauteng, 0010
ZA

Ship To: Edit

Mr Receiver
1 Test Street
Pretoria, Gauteng, 0010
ZA

Edit Invoice
Edit Shipping Address
Finalize And Pay
Cancel Invoice

Have a Coupon Code?

Coupon Code

Apply

Finalize Invoice



Please confirm that you want to finalize this invoice. Once finalized, you cannot edit this invoice further. To make modifications, you will need to cancel/void the invoice and create a new one.

When you finalize, this invoice will be prepared for payment. You may share it for payment after finalizing.

CancelConfirm

Finalized Invoice

Once you have finalized the invoice, you can either:

- Use the Pay with Yoco button to pay with credit card or Google Pay or Apple Pay (fastest option)
- Pay it using EFT using the account details and reference show in the Pay By EFT box

- After paying with EFT upload the Proof of Payment by clicking Choose File below the banking detail to pick the file and then click Upload Proof of Payment to complete the upload
- Make sure that you get a green box like this after you upload your Proof of Payment to ensure it was successfully captured
- It may take a few days for your Invoice to be marked as Paid as Proof of Payments needs to be manually confirmed, you will receive an email once the invoice payment has been confirmed.

Pay by EFT / Bank Transfer

Proof Uploaded

Banking Details

Bank	ABSA
Account Holder	FIRST Robotics South Africa NPC
Account Number	4092381117
Branch Code	632005
Account Type	Cheque / Current
Reference	#100

Proof of payment was uploaded on 26/08/2026. You may upload a replacement file if needed.

Choose File

Upload Proof of Payment

- Share the invoice with someone else to pay it by using the Copy Public URL button
- Obtain a PDF of the invoice using the Print/Save As PDF button
- If you need to change any of the invoice details you will need to cancel the invoice using the Cancel Invoice button and then create a new draft invoice by clicking on your team's Pay & Register button

Invoice #100

 This invoice can be paid using the options provided.

 ☒ Include FIRST LEGO League BIOGLOW 2026 Challenge Set

 ☒ Deliver my set
Untick to collect your set in person instead — no delivery fee.



Staatsartillerie Road
Pretoria West, Gauteng, 183
lindasmal@mweb.co.za

Invoice #100
Date Issued: 26/08/2026
Date Due: —
Date Paid: —
Status: Active

Invoice To:

My School
PO Box 12345
Pretoria, Gauteng, 0010
ZA

Ship To:

Mr Receiver
1 Test Street
Pretoria, Gauteng, 0010
ZA
0123456789

 Cancel Invoice

 Copy Public URL

 Print / Save As PDF

Pay with Yoco

Click the button below to pay securely with Yoco.

Pay with Yoco

DESCRIPTION	QTY	AMOUNT
Team Formation - FIRST SA	1	ZAR 1,000.00
Event Registration - BIOGLOW Regional Qualifier <i>(Included)</i>	1	ZAR 1,000.00
FIRST LEGO League BIOGLOW 2026 Challenge Set	1	ZAR 2,900.00
Shipment	1	ZAR 150.00
Total:		ZAR 4,050.00

Pay by EFT / Bank Transfer

Banking Details

Bank	ABSA
Account Holder	FIRST Robotics South Africa NPC
Account Number	4092381117
Branch Code	632005
Account Type	Cheque / Current
Reference	#100



After completing your EFT/bank transfer, upload proof of payment below. Your payment will be verified and the invoice marked as paid once confirmed.

Choose File

Upload Proof of Payment



Yoco Payment screen will look like this:

Checkout

FIRST Robotics SA

Amount

R4 050.00

ZAR

Payment methods

☐ Apple Pay

Apple Pay

☐ Google Pay

Google Pay

☒ Card

Card

Card number

4111 1111 1111 1111

VISA

Expiry date

01 / 30

Security code

123

Pay with card

Secured by YOCO

Once you have Paid your invoice the Status will change to Paid and you can proceed to the next step which is to **Register your Team for an Event**.

Click on View My Teams to return to your teams

View My Teams

EVENTS

View Events

Host an Event

VOLUNTEERS

Volunteer

Staatsartillerie Road

Pretoria West, Gauteng, 183

lindasmal@mweb.co.za

Invoice #100

Date Issued: 26/08/2026

Date Due: 30/11/2026

Date Paid: 26/08/2026

Status: Paid

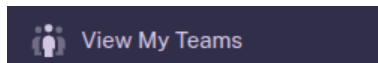
Amount Paid: ZAR 4,050.00

Preparing your Team for Event Registration

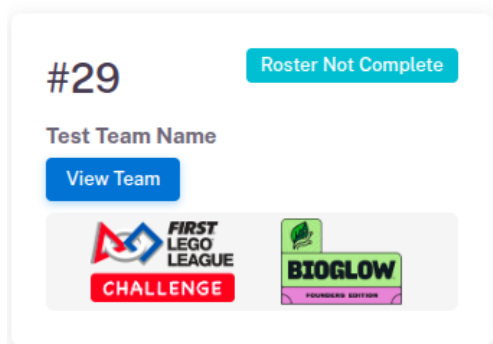
In order to be able to register your team for an event your team needs to meet some pre-requisites:

1. Your Team Formation and Registration Invoice has to be paid.
2. Your Team Roster needs to have at least 1 Coach
3. Your Team Roster needs to have at least 2 Team Members

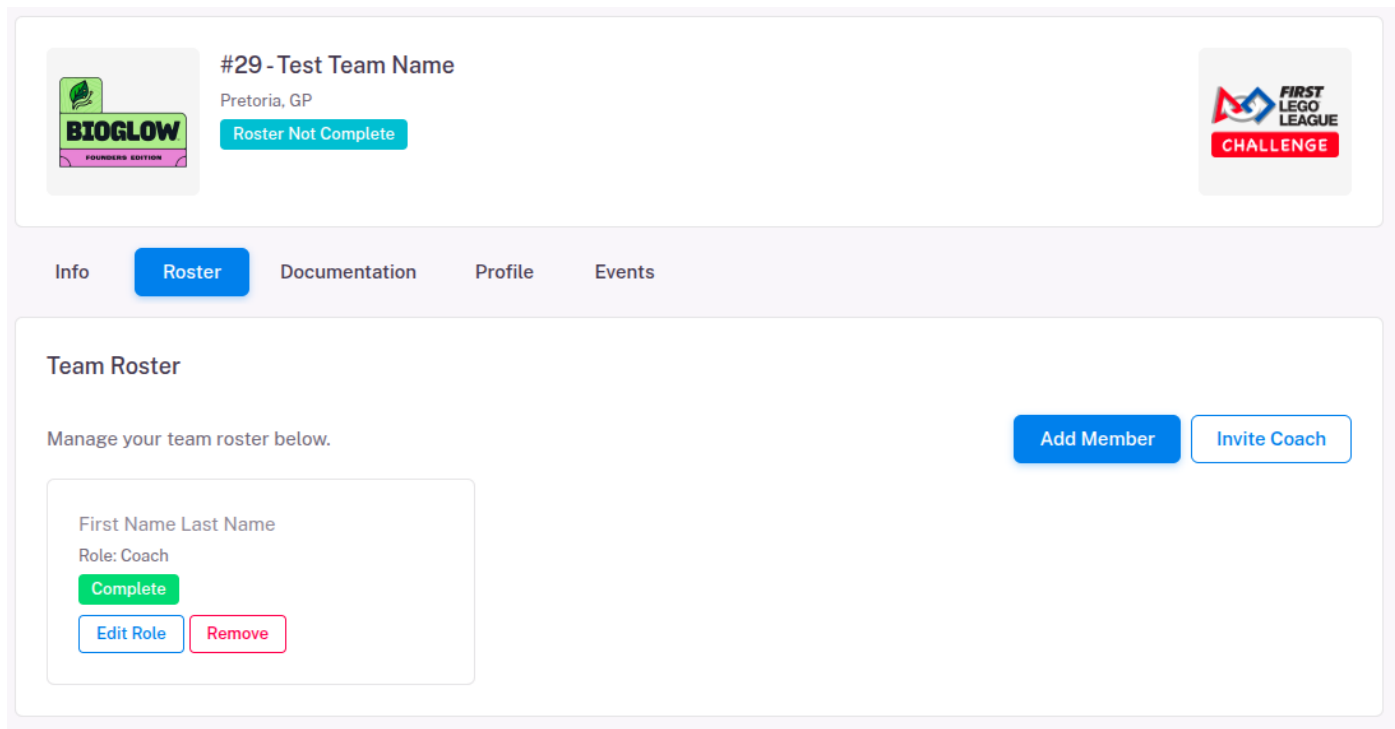
To View your Teams click the View My Teams item in the left-hand menu



Click View Team on the Team you wish to view from this you can also see that this team's roster has not been completed



Access the Team's Roster using the Roster sub-tab under the team header



Use the Add Member button to add all of your Team Members or Coaches.
Make sure to fill in all the fields and select the correct Role.

The screenshot shows a web interface for a team management system. In the background, there's a team profile for "#29 - Test Team Name" in Pretoria, GP, with a "Roster Not Complete" status. A "BIOGLOW" logo is on the left, and a "FIRST LEGO LEAGUE CHALLENGE" logo is on the right. A modal window titled "Add Team Member" is open in the center. It contains the following fields: "First Name *" and "Last Name *" (text inputs), "Role" (a dropdown menu with "Team Member" selected), "Birth Month" (a dropdown menu with "August" selected), and "Birth Year" (a text input with "2013"). At the bottom of the modal are "Cancel" and "Add Member" buttons. In the background, there are also "Add Member" and "Invite Coach" buttons on the right side of the team profile.

Team Members can be edited at any time up to 1 week before an event.

Preferably invite Coaches or Team Admins to join the FIRSTSA Events site using the Invite Coach button. This will send an email to them inviting them to join the site and if they accept the Invitation (on the Join a Team sub-tab of the Teams page) they will be able to assist in editing the Team and see any Event communication shared through the site

This screenshot shows the same team profile as the previous image. The modal window now is titled "Invite a New Coach". It contains the following fields: "First Name" and "Last Name" (text inputs), "Email" (text input), and "Team Role" (a dropdown menu with "-----" selected). At the bottom of the modal are "Cancel" and "Send Invite" buttons. The "Add Member" and "Invite Coach" buttons from the background are still visible on the right.

Once you have sufficiently populated your Team Roster to satisfy the pre-requisites your Team status will change to Good which means you are ready to proceed with the next step: Registering for an Event

Register your Team for an Event

Open the Events sub-tab under your team header:



#29 - Test Team Name
Pretoria, GP
Good



InfoRosterDocumentationProfile**Events**

Event Registration

Register for Events



No registered events for BIOGLOW (Challenge).

You should see a Register for Events button(If you do not see below)

If the page you see has no Register for Events button and looks like the below click on the Explain team status to see what is outstanding but most likely you have not filled out your Team Roster fully yet. See the [Preparing your Team for Event Registration](#) section above and come back to this section once completed.



#29 - Test Team Name
Pretoria, GP
Roster Not Complete



InfoRosterDocumentationProfile**Events**

Event Registration

Registration is open, but your team has outstanding requirements blocking registration:

- Your team's status must be in good standing to register.

Explain team status



No registered events for BIOGLOW (Challenge).

Click the Register for Events button, you will be presented with a list of events as shown below:



#29 - Test Team Name
Pretoria, GP
Good



Register for Events — BIOGLOW Regional Qualifier

Sort
Date

 Check the events you want to attend, then rank them in "Your order". You only rank events you want — unranked events won't be considered.

	Event	Date ↑	Location	Capacity
☐	Gauteng Central Pretoria	17/10/2026	Heartfelt Arena Pretoria, Gauteng	7/60
☒ 1	Western Cape Cape Town	24/10/2026	Parklands College Cape town, Western Cape	1/30
☐	Limpopo Tzaneen	24/10/2026	Tivumbeni Centre Tzaneen, Limpopo	0/40
☐	KZN Redham Ballito	24/10/2026	Redham house, Ballito, KZN	2/50
☐	KZN Richards Bay Regional	31/10/2026	Arboretum Primary School Richards Bay, KZN	0/40
☐	Eastern Cape NMU Regional	31/10/2026	NMU Summerstrand Campus Gqeberha, Eastern Cape	0/50

Your order (1) · drag to rank

1 Western Cape Cape Town

1 selected · min 0

[Cancel](#)[Submit Registration](#)

Select the **one(1)** event your team wants to attend. Only your first selection will be considered and any other selections will be ignored.

You can see the event's capacity and the number of teams already registered next to each event.

Once you have confirmed that the correct event is shown on the right-hand side, you can Submit Registration.

You will need to confirm after which the system will register your team for that event.

After submitting registration is final, any changes will need to be requested from the FIRST SA Partner
You will be directed to the following page once your registration is successful:

Register for Events — BIOGLOW Regional Qualifier

 You're registered!

[Back to events](#)

If you go Back to Events you will see details for the event your team is now registered for:



#29 - Test Team Name
Pretoria, GP
Good



[Info](#) [Roster](#) [Documentation](#) [Profile](#) [Events](#)

Event Registration

No event registration is open right now.



2026 Western Cape Cape Town
Parklands College, Cape town, Western Cape
Saturday October 24th 2026 from 7:00 AM to 5:00 PM
Registration Open Capacity 2/30 4 Students, 2 Cities

[View Public Page](#)

Within a few hours you will also receive a confirmation email that confirms that your team has been registered for the event.

Help

If you have any issues reach out to support@firstsa.org