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# FTC 2023-24 Team Briefing



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# Agenda

- Upcoming Calendar of important deadlines
- How to use Expensify for FIRSTWA Booster Account
- Leagues are posted
- Event status updates
- Participation Fees

# Important Dates & Deadlines

- If you haven't already, register with FIRST HQ & FIRSTWA ASAP
  - You were not placed in a league if you hadn't registered with FIRSTWA
  - You will not show up in the FTC scoring software if you are not registered with FIRST HQ
- 11/21: November FTC Coaches Chat
- 12/12: December FTC Coaches Chat



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# Training on how to use Expensify for Reimbursement from FirstWA Booster Account





# Login to Expensify (expensify.com)

**Expensify**

<  nelsonc834@edmonds.wednet.edu







Welcome back! Please enter the magic code sent to your login. It should arrive within a minute or two.

Magic Code

Request new code in 00:13 [Sign In](#)

By logging in, you agree to our [terms of service](#) and [privacy policy](#).

The expense management app that does it all, for every business.

-  Track receipts
-  Manage expenses
-  Corporate cards
-  Reimburse employees
-  Send invoices
-  Pay bills

Save yourself, your team, and your company time and money. Get started with Expensify today.

A Magic Code will get sent to your email every time you login. There is no Password.

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# Check your Settings to make sure you are billing to Jennifer Thompson

The screenshot displays the Expensify app's 'Workspaces > Group' settings page. On the left, a dark sidebar contains navigation icons for Home, Expenses, Reports, Insights, Settings (highlighted with a green gear and a hand cursor), and Support. Below the sidebar, a sub-menu shows 'Account' and 'Workspaces' (which is selected). The main area features a table with columns for TYPE, WORKSPACE, and BILLING OWNER. Two workspaces are listed: 'Booster Reimbursement' with billing owner 'ROB'N T VAZQUEZ', and 'FIRST WA Boosters' with billing owner 'Jennifer Thompson'. The 'FIRST WA Boosters' row is highlighted with a green border and a green checkmark icon in the TYPE column.

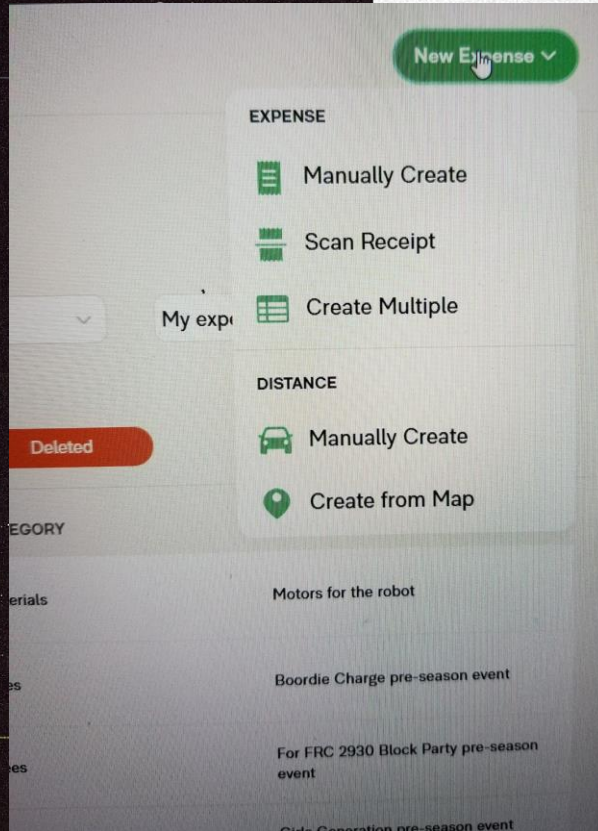
TYPE	WORKSPACE	BILLING OWNER
	Booster Reimbursement	ROB'N T VAZQUEZ
✓	FIRST WA Boosters	Jennifer Thompson

If you didn't use Expensify before, you will only see one Policy (now called Group)



Click on Expenses, then New Expense on upper right

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A screenshot of the 'New Expense' form in a mobile application. The form has three tabs: 'Expense' (selected), 'Distance', and 'Multiple'. The 'Expense' tab contains the following fields: 'Merchant' (text input with placeholder 'Merchant Name'), 'Date' (date picker showing '2023-10-15'), 'Total' (text input), 'Currency' (dropdown menu showing 'USD \$'), and a checked checkbox for 'Reimbursable'. Below these are 'Category' (text input with placeholder 'Type to search...'), 'Attendees' (chip showing 'You'), 'Description' (text input), and 'Report' (dropdown menu showing '(automatic)'). On the right side of the form, there is a purple receipt icon and a green plus button.

I usually use Manually Create and enter the info. If you scan your receipt some info can be filled in.



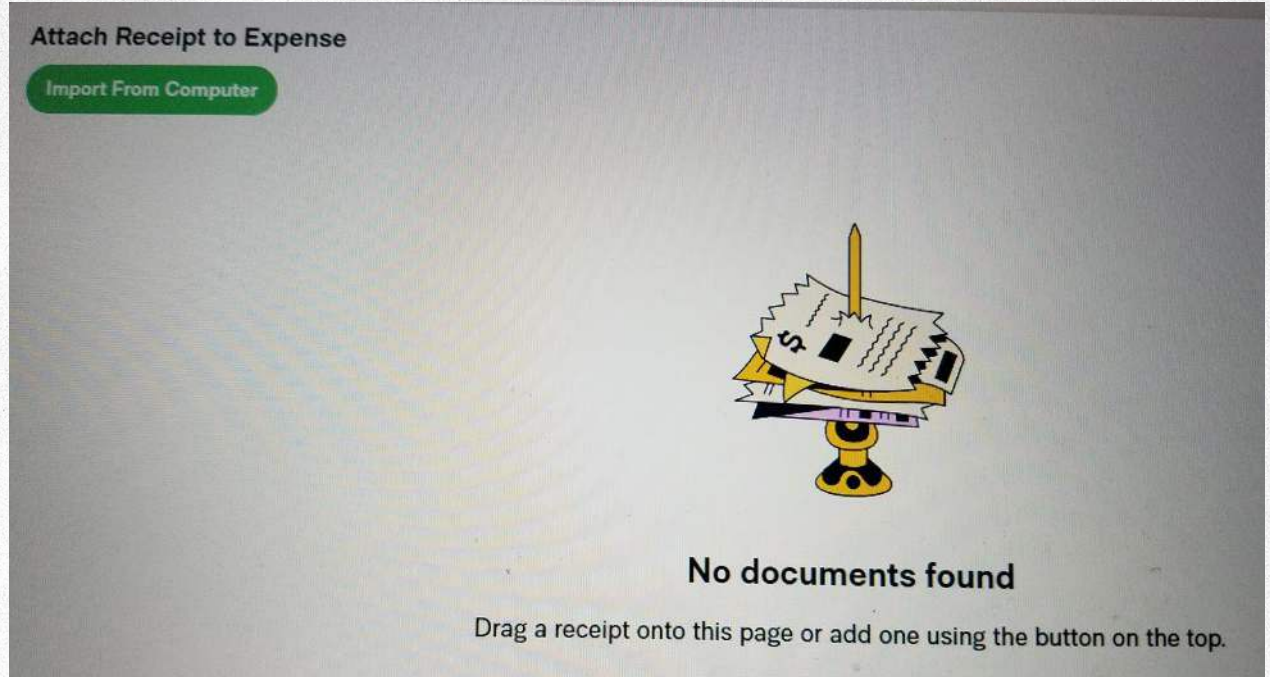
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## Add the Receipt



I usually save a copy of the receipts in our team's Shared Google Drive so they know what I got reimbursed for.

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## To get Reimbursed, click on Reports, then New Report

It will add all unsent Expenses to your Report.

When you click on Submit, it will show who it is going to.

You should make sure the Team Name and Number is the one for the Reimbursement that you are working on.

The screenshot shows the Expensify.com 'New Report' interface. At the top, there are two green buttons: 'Submit' (with a hand cursor icon) and 'Add Expenses'. Below these is a form with the following fields:

- To:** Brian Blomquist (with a profile icon)
- CC:** nelsonc834@edmonds.wednet.edu
- Memo:** (empty text box)
- Attach PDF:** (checked checkbox)

A green 'Send' button is located at the bottom right of the form. Below the form, a summary line reads: **Cynthia Nelson \$571.47**. Underneath this, there is a section with a profile icon for 'Cynthia Nelson' and the date 'Jun 9, 2023'. At the bottom, there are two more fields: 'Team Name' with the value 'Royal Robotics' and 'Team Coach' (which is partially cut off).



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You can see the status of your Reimbursement Report by clicking on REPORTS on left side

reports

Reports

New Report

Hide Filters 1 Reset

Reports 1 to 4

From To

Report ID, name, or email All report types All submitters FIRST WA Boosters

Open Processing Approved Reimbursed Closed

NAME	TOTAL	POLICY	FROM	TO	SUBMITTED
WITHDRAWING Cynthia Nelson 2023-10-06 16:50:51 \$149.32	Reimbursed \$149.32	FIRST WA Boosters	Cynthia Nelson	Jennifer Thompson	Oct 6, 2023
CONFIRMED Cynthia Nelson 2023-10-03 20:35:09 \$600.00	Reimbursed \$600.00	FIRST WA Boosters	Cynthia Nelson	Jennifer Thompson	Oct 3, 2023
CONFIRMED Cynthia Nelson 2023-09-11 08:12:25 \$311.36	Reimbursed \$311.36	FIRST WA Boosters	Cynthia Nelson	Jennifer Thompson	Sep 11, 2023
CONFIRMED Cynthia Nelson 2023-07-31 16:47:44 \$161.64	Reimbursed \$161.64	FIRST WA Boosters	Cynthia Nelson	Jennifer Thompson	Jul 31, 2023

- All teams will compete in 2 League Events
  - November 4<sup>th</sup>/5<sup>th</sup> and December 2<sup>nd</sup>/3<sup>rd</sup>
- All teams will compete in 1 Interleague Event
  - January 13<sup>th</sup> or 14<sup>th</sup>
  - Combines together two different leagues
- Some teams will advance to the WA State Championship
  - February 3<sup>rd</sup> at the Amazon Meeting Center in Seattle
- Some teams will advance from State to the World Championship
  - April 17<sup>th</sup>-20<sup>th</sup> in Houston, TX



# 2023 Leagues Are Posted

- League information and event information can be found here:  
<https://firstwa.org/ftc-league-information/>
- We are working on confirming the event information for each league. You can find the most up-to-date information at the link above
- Teams will get event information directly from their League Coordinator

- We have 170 teams registered with FIRST Washington and placed into leagues as of today
  - Compared to 130 last year
- We are planning 12 leagues
  - Compared to 10 last year
- We will have 6 Interleague Championships
  - Compared to 5 last year
- We will have 1 State Championship



Interleagues	Team Counts	Advancement to State
Curie (Agnesi & Hopper)	17	3
Feynman (Bardeen & Knuth)	31	6
Hawking (Maxwell & Ritchie)	29	5
Pasteur (Brattain & Turing)	29	5
Tesla (Salk & Spencer)	31	6
Watt (Lovelace & Shockley)	33	6
Totals	170	32

## Be prepared for your first League event

- You **MUST** have a lead and alternate coach listed
  - Both coaches must have passed youth protection screening
  - You need to print your roster and bring it to **every** event you attend.  
The roster should list:
    - Your coaches & mentors
    - Your student participants
- \*\*You must have paper consent forms for anyone not listed on your printed roster**



## Be prepared for your first League event

- What else should I bring to my first event?
  - Robot, batteries, and repair supplies
  - Required elements to drive the robot
  - Team Prop and Drones
  - Power strip (in case you need more than 1 outlet)
  - Safety glasses
  - Patience and Gracious Professionalism

# Invoices are being processed now

- They went out 10/16/23 to those teams registered with FIRST and FIRST Washington
- They were be sent to the person designated on your FIRST Washington registration
- The invoices will come from [accounting@firstwa.org](mailto:accounting@firstwa.org)
- If the invoice needs to go to someone else, you need to forward it to them.
- Invoices must be secured prior to your first league event
  - They may be secured by Check, PO or Credit Card



# General Questions are now welcome

- Ask us anything you need help with!