

First Registration

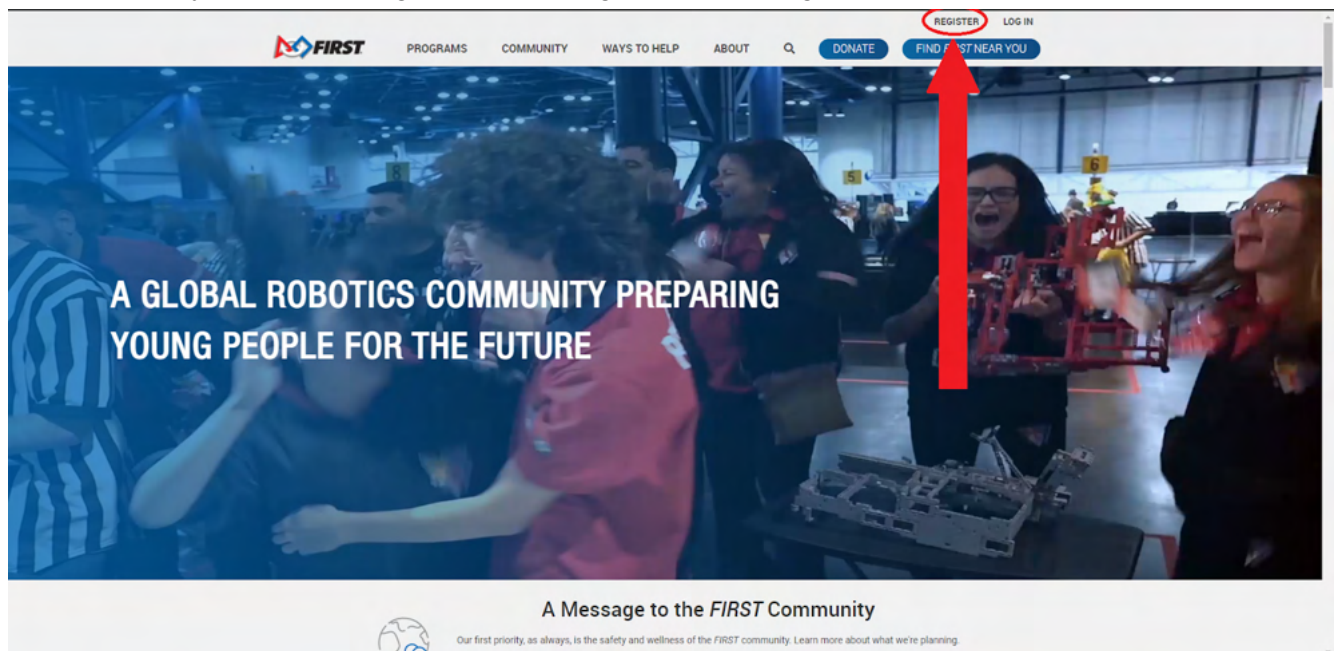
The purpose of this document is to show how to sign up a student for FIRST Robotics competition.

THIS MUST BE DONE ON A LAPTOP/DESKTOP COMPUTER. Do not use a cellular device/phone since you will likely not be able to complete the registration.

Students must register each year.

1. The first step is to go to [Registration](#)

URL: <https://my.firstinspires.org/AccountManager/Account/Register>



2. The link should have taken you to this page and from here you will need to fill out this information about you (Parent/Guardian) not the student. **Do Not fill out student info yet.**

Note: The email should be your email since the student's email will need to be unique.

The screenshot shows the 'Register' page of the FIRST website. A red banner at the top says 'Register'. Below it, the heading is 'Register your new FIRST® account'. A red text overlay says 'Fill In the required information'. Red arrows point to the following fields: 'Your Email', 'Your First Name', 'Your Last Name', 'Your Date of Birth' (dropdowns), 'Country' (dropdown), 'Password', 'Confirm Password', and the 'Agreements' checkbox. To the right, there is a 'Need Help?' section with contact information for parents.

Register your new FIRST® account

Please enter the information below to register a new account!

Creating an account gives you access to the FIRST Dashboard, where you can create a new team, accept an invitation to join a team as an administrator or mentor/coach, purchase a Class or School Pack, create an alumni profile, join the FIRST Mentor Network, and browse available event volunteer opportunities and roles. If you've already registered your email with FIRST, click "Log In" on the upper right of your screen.

Fill In the required information

Your Email *

Your First Name *

Your Last Name *

Your Date of Birth *

Country *

Password *

Confirm Password *

Agreements* ☐ I read and agree to the FIRST Privacy Policy

Attention Parents

Register **yourself** on this page for a new FIRST account, **not your child**. Enter your name, email address, and birthdate, not your child's.

You will be able to add your child and apply to a team under the **Parent/Guardian - Youth** tab on your dashboard after your account has been created.

Need Help?

Phone: (800) 871-8326 or 603-666-3906
Email: customerservice@firstinspires.org
Hours: Monday - Friday, 8:30 - 5:00 EST/EDT
[View Frequently Asked Questions](#)

Then, Hit '**Submit**'. (Make sure to take note of password)

3. Log into your email and click on the confirmation link from **FIRST**.
4. You should be taken to a confirmation screen as seen below

The screenshot shows the 'Confirm Email' page of the FIRST website. The heading is 'Confirm Email'. Below it, the text says 'Email Confirmed'. A message says 'Thank you for confirming your email. Please Click here to Log in'. To the right, there is a 'Need Help?' section with contact information for parents.

Confirm Email

Email Confirmed

Thank you for confirming your email. Please [Click here to Log in](#)

Need Help?

Parents: If you received an invitation from your child's coach to create an account and register your child, please create the account with your name, email address and birthdate, not your child's. You will be prompted to provide your child's information after completing your portion of the registration.

When creating your account, if you receive an error message stating your email is already in use in the system, please do not proceed with creating a new account. Please select "Log In" from the upper right corner of this page and then select the "Forgot Password" link and enter your email address to receive an email to activate your account/reset your password.

Phone:
(800) 866-3906 or
(800) 871-8326

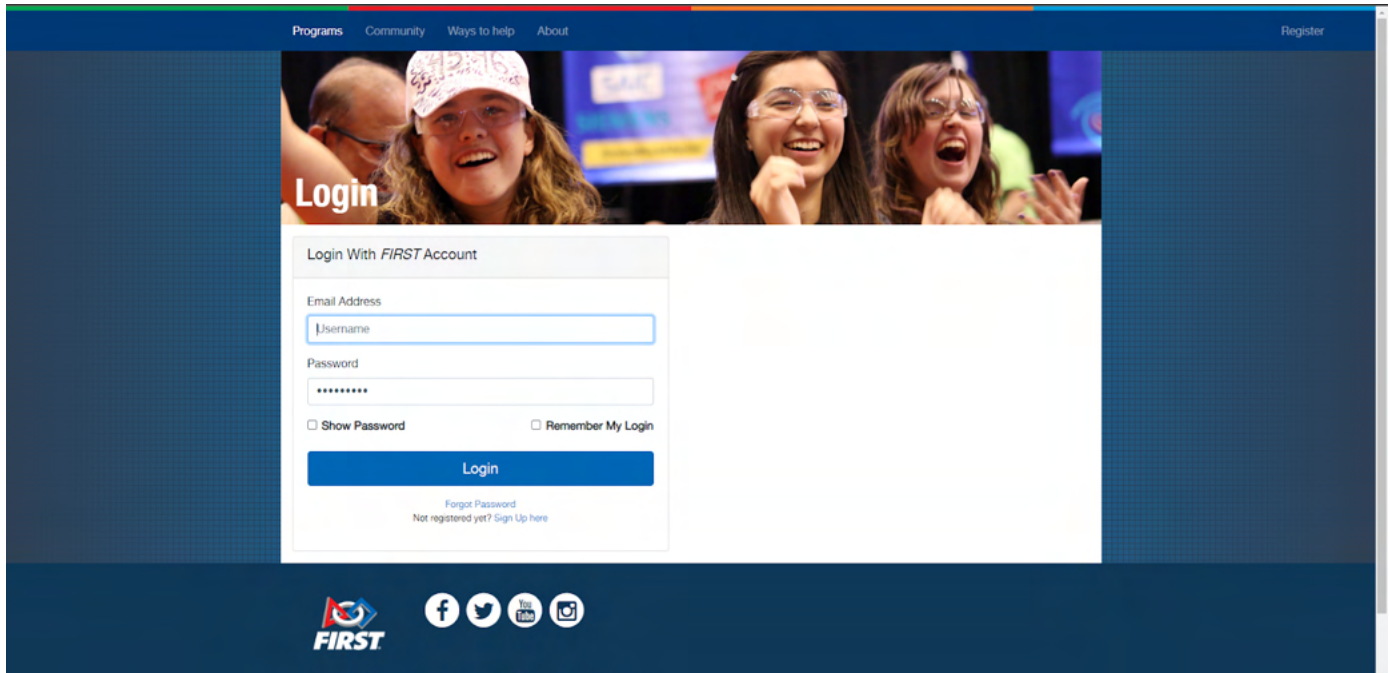
Customer Service Email:
customerservice@firstinspires.org

Finance Extension:
563

Finance Fax:
603-266-2079

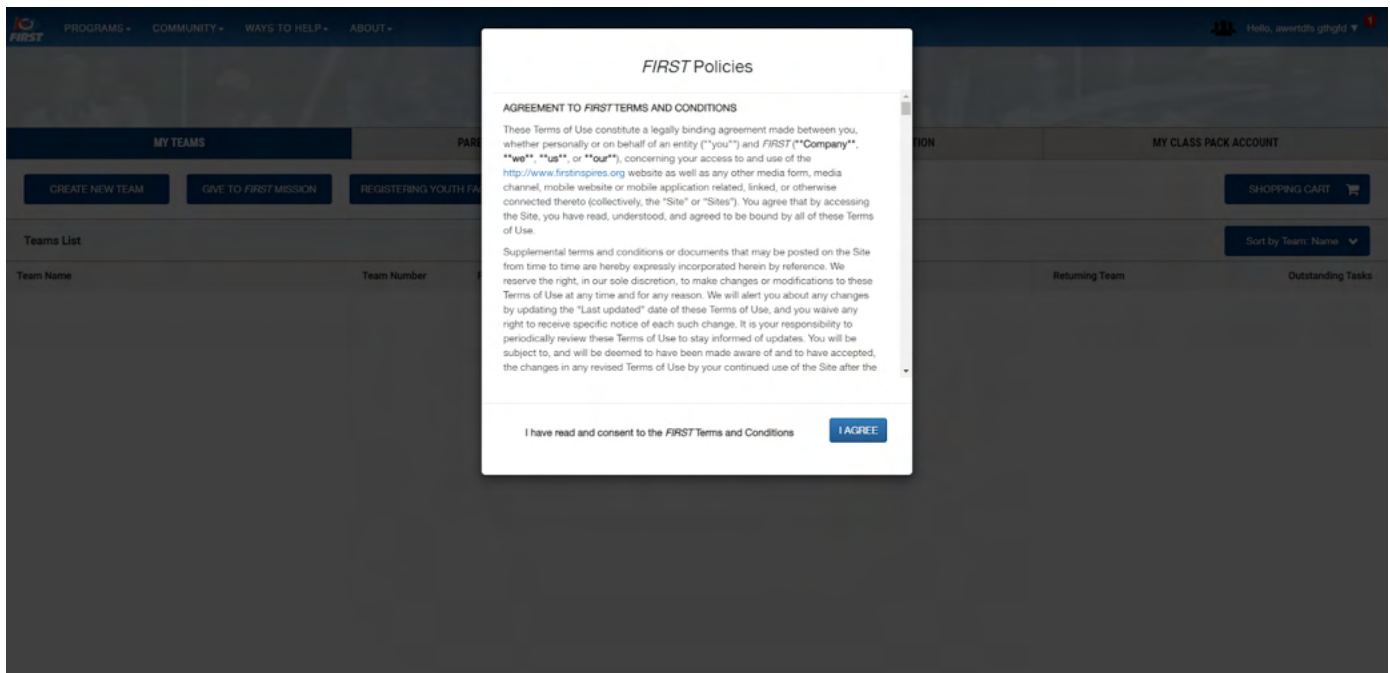
Finance Email:
ar@firstinspires.org

5. Your account has been created, click the link on the confirmation page and log in using your email address and password



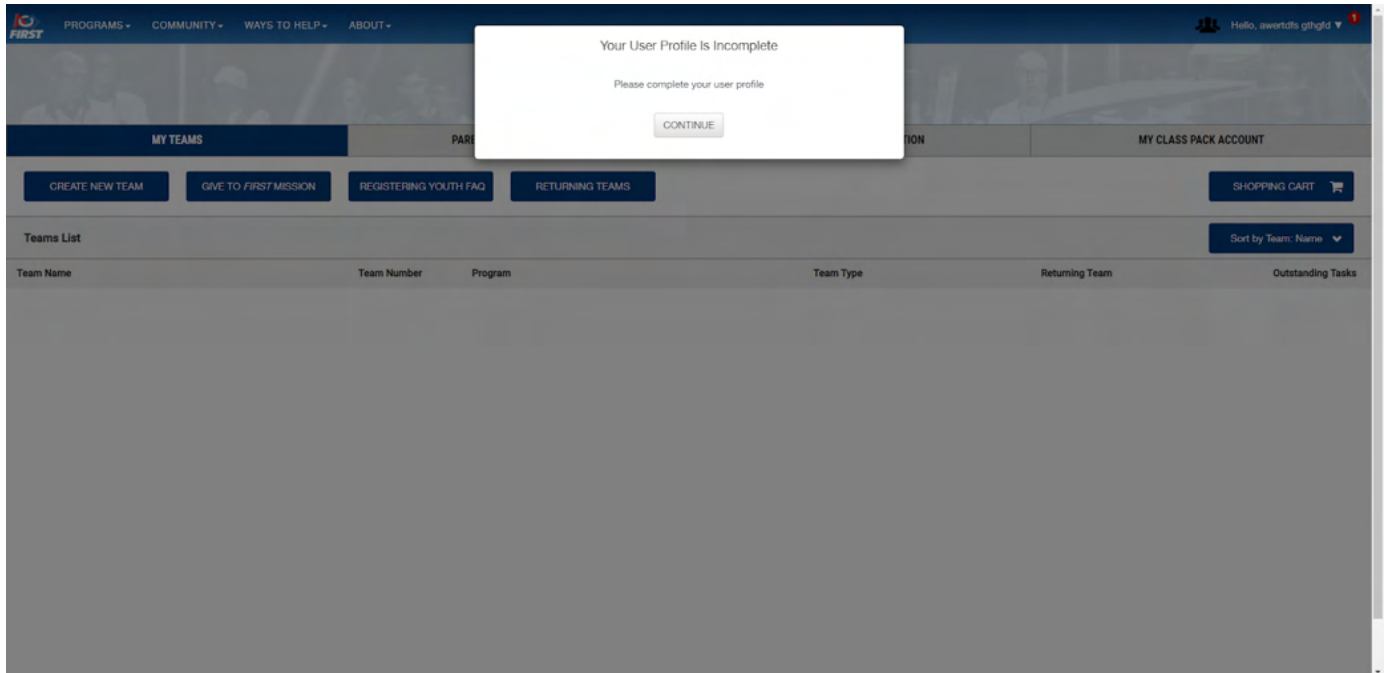
The screenshot shows the login page of the FIRST Inspires website. The header includes navigation links: Programs, Community, Ways to help, About, and a Register link. The main content area features a large image of three young women wearing safety glasses and smiling. Overlaid on this image is a white login form titled "Login With FIRST Account". The form contains fields for "Email Address" (with a placeholder "Username") and "Password" (with a placeholder "*****"). Below the password field are two checkboxes: "Show Password" and "Remember My Login". A blue "Login" button is positioned below the checkboxes. At the bottom of the form, there are links for "Forgot Password" and "Not registered yet? Sign Up here". The footer of the page displays the FIRST logo and social media icons for Facebook, Twitter, YouTube, and Instagram.

6. Several pop-up messages will appear on the screen. Hit '**Accept**' to the terms & conditions.



The screenshot shows the FIRST Inspires website with a "FIRST Policies" pop-up window centered on the screen. The pop-up window has a title "FIRST Policies" and a section "AGREEMENT TO FIRST TERMS AND CONDITIONS". The text within the pop-up states: "These Terms of Use constitute a legally binding agreement made between you, whether personally or on behalf of an entity ("you") and FIRST ("Company", "we", "us", or "our"), concerning your access to and use of the <http://www.firstinspires.org> website as well as any other media form, media channel, mobile website or mobile application related, linked, or otherwise connected thereto (collectively, the "Site" or "Sites"). You agree that by accessing the Site, you have read, understood, and agreed to be bound by all of these Terms of Use." It continues with: "Supplemental terms and conditions or documents that may be posted on the Site from time to time are hereby expressly incorporated herein by reference. We reserve the right, in our sole discretion, to make changes or modifications to these Terms of Use at any time and for any reason. We will alert you about any changes by updating the "Last updated" date of these Terms of Use, and you waive any right to receive specific notice of each such change. It is your responsibility to periodically review these Terms of Use to stay informed of updates. You will be subject to, and will be deemed to have been made aware of and to have accepted, the changes in any revised Terms of Use by your continued use of the Site after the". At the bottom of the pop-up, there is a checkbox labeled "I have read and consent to the FIRST Terms and Conditions" and a blue "I AGREE" button. The background of the website is dimmed, showing a "MY TEAMS" section with buttons for "CREATE NEW TEAM", "GIVE TO FIRST MISSION", and "REGISTERING YOUTH FA", and a "Teams List" table with columns "Team Name" and "Team Number". On the right side, there is a "MY CLASS PACK ACCOUNT" section with a "SHOPPING CART" button and a "Sort by Team: Name" dropdown menu.

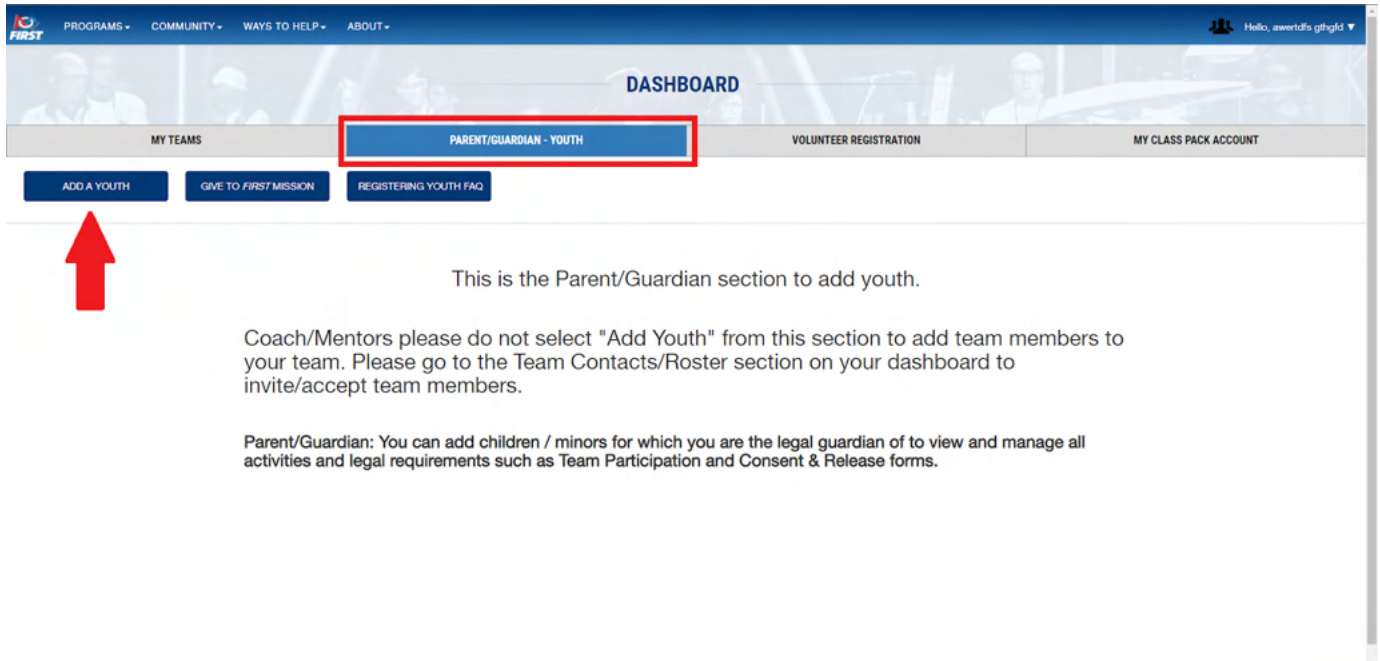
7. A new pop up saying your profile is incomplete will appear, Click '**Continue**'



8. Fill out the profile info and Hit '**Submit**'

A screenshot of the "My Profile" form on the FIRST website. The form is titled "PROFILE" and "My Profile". It contains a "Contact Information" section with the following fields: "Legal First Name", "Legal Last Name", "Legal Middle Name (Optional)", "Preferred Name (Optional)", "Address Line 1", "Address Line 2 (Optional)", "Country" (a dropdown menu showing "United States"), "Zip / Postal Code", "Email Address" (with a link icon), and "Alternate Email Address (optional)". The "Email Address" field is pre-filled with "gduyuyr@gmail.com".

9. Click on the parent/guardian - youth tab, then click the **'add a youth'** button



The screenshot shows the FIRST DASHBOARD interface. At the top, there is a navigation bar with links for PROGRAMS, COMMUNITY, WAYS TO HELP, and ABOUT. Below this is a header section with the word "DASHBOARD" in the center. A horizontal menu contains four tabs: MY TEAMS, PARENT/GUARDIAN - YOUTH (which is highlighted with a red rectangle), VOLUNTEER REGISTRATION, and MY CLASS PACK ACCOUNT. Below the tabs, there are three buttons: ADD A YOUTH (highlighted with a red arrow), GIVE TO FIRST MISSION, and REGISTERING YOUTH FAQ. The main content area contains the following text:

This is the Parent/Guardian section to add youth.

Coach/Mentors please do not select "Add Youth" from this section to add team members to your team. Please go to the Team Contacts/Roster section on your dashboard to invite/accept team members.

Parent/Guardian: You can add children / minors for which you are the legal guardian of to view and manage all activities and legal requirements such as Team Participation and Consent & Release forms.

10. Fill out the information about your student. **The email address for your student must be different than for the parent/guardian.**

FIRST Log off

YOUTH PROFILE

Youth Profile | School | Consent & Release | Apply To A Team

Successfully saved!

Youth Member Information

Enter information for the youth participating in the team.
All fields are required

Youth Member's First Name [?] Youth Member's Last Name

Address Line 1*
☐ Use parent/guardian address

Address Line 2

Country* Zip/Postal Code*

Phone
☐ Use parent/Guardian Phone

Gender Identity Ethnicity*

Race*

Youth Member's Email Address

Past Program Participation

Has your youth participated in FIRST program as a youth team member prior to this season?
☐ YES ☐ NO

←

- ☒ 2022 (RAPID REACT™ presented by The Boeing Company)
- ☐ 2021 (Infinite Recharge)
- ☐ 2020 (INFINITE RECHARGE)
- ☐ 2019 (DESTINATION: DEEP SPACE)
- ☐ 2018 (FIRST POWER UP)
- ☐ 2017 (FIRST STEAMWORKS)

NEXT

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11. Select '**FIRST robotics competition**' and the newest year (the competition always starts in January)

Please Select *FIRST*® LEGO® League Explore seasons ▼

Please Select *FIRST*® LEGO® League Challenge seasons ▼

Please Select *FIRST*® Tech Challenge seasons ▼

Please Select *FIRST*® Robotics Competition seasons ▼

- ☒ 2022 (RAPID REACTSM presented by The Boeing Company)
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Donate

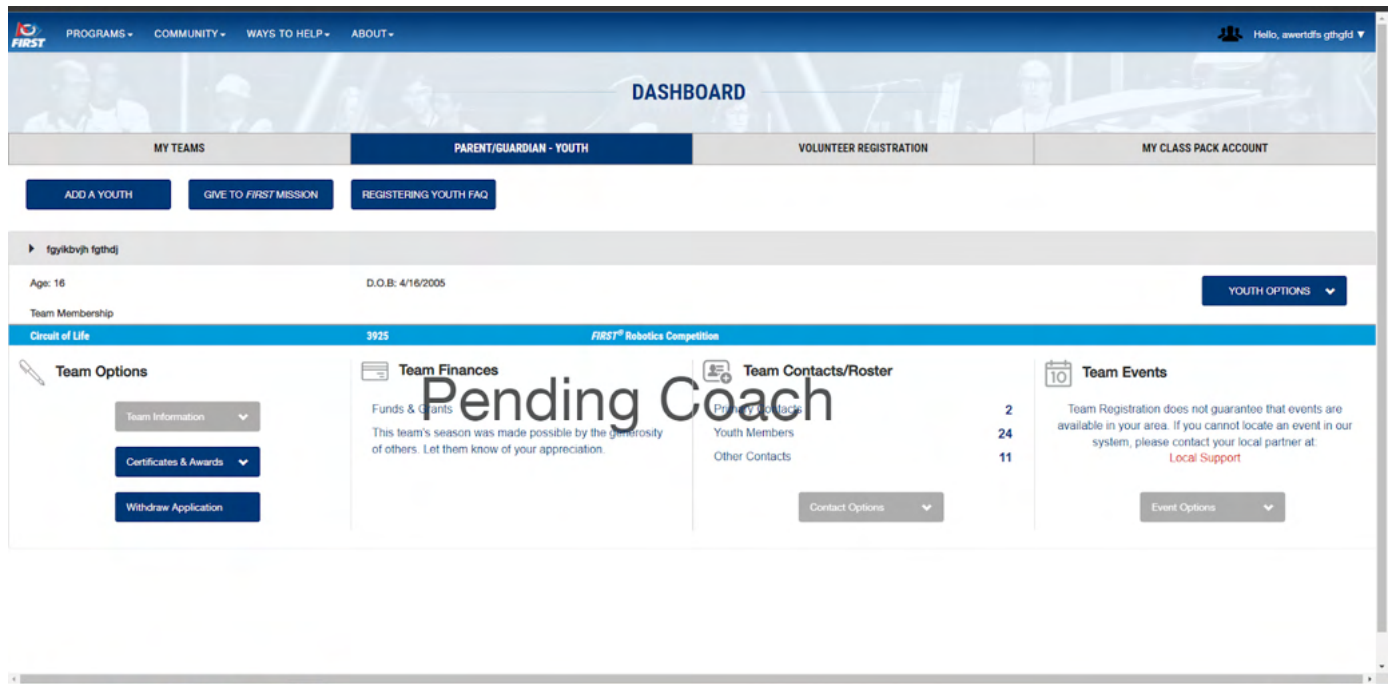
12. Fill out all the student info fields on each tab. Then on the 'add a team' tab, select **'FIRST robotics competition (ages 14-18)'** and input **'3925'** then hit apply

The screenshot shows the 'YOUTH PROFILE' form. At the top, it says 'You have signed consent and release form'. Below that, it says 'If you received an invitation from a lead coach/mentor, the program and team number are included in that email. If you have not received an invitation via email, please contact the team's lead coaches to obtain this information.' Step 1: Please select the program (Once selected box will highlight program color). There are four buttons: 'FIRST LEGO League (Explore, ages 6-10)', 'FIRST LEGO League (Challenge, ages 9-14) Status : Not Eligible', 'FIRST® Tech Challenge (ages 12-18)', and 'FIRST® Robotics Competition (ages 14-18)'. The last button is highlighted in blue. Step 2: Please enter the team number (Team number can be found in the invitation email). There is a text input field with '3925' entered. A red arrow points to the input field with the number '3925' next to it. Below the input field, it says 'Team Number 3925', 'Team NickName Circuit of Life', 'Location Ventura CA USA', and 'Season 2022'. At the bottom, there are two buttons: 'CANCEL' and 'APPLY'.

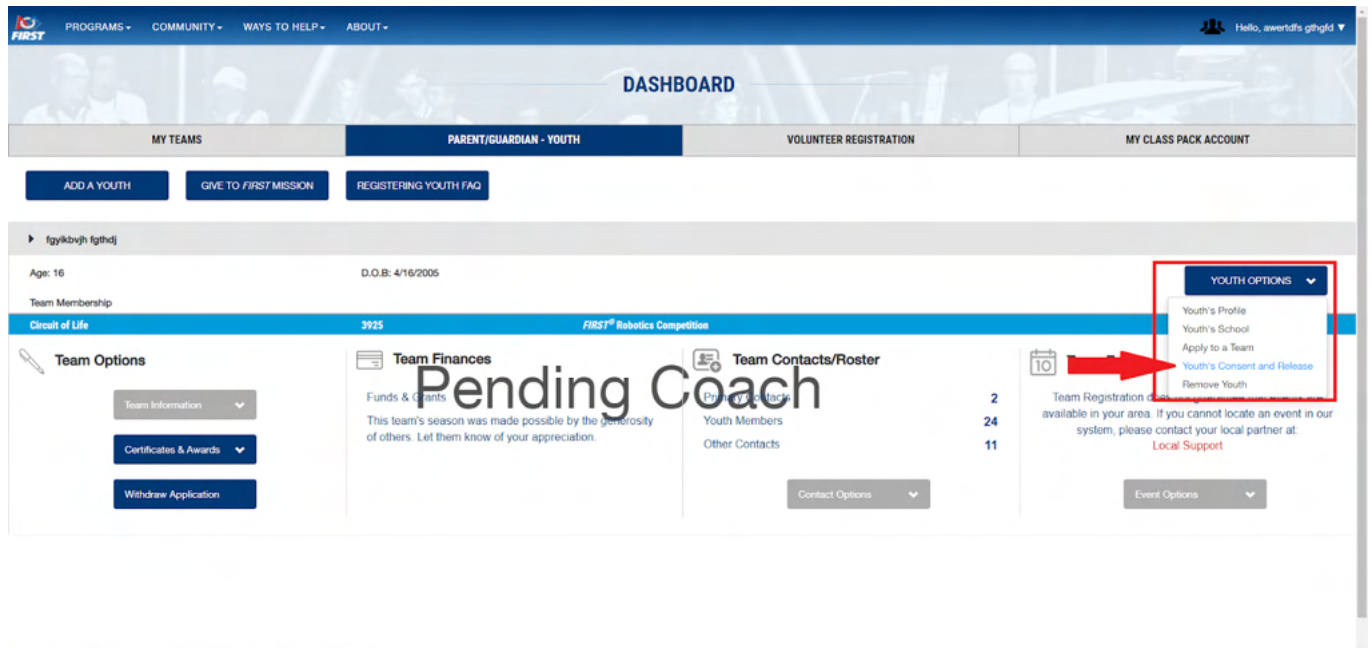
13. When you see this screen Click **'back to dashboard'**

The screenshot shows the 'YOUTH PROFILE' form after applying to a team. It says 'You have completed applying to Team:'. Below that, it says 'Program: FIRST® Robotics Competition', 'Team Name: Circuit of Life', and 'Team Number: 3925'. Below that, it says 'The lead coach/mentors of the team will receive a notification of the team application. Please select Back to Dashboard to return to Dashboard or Apply to another Team to apply to another team.' There are two buttons: 'Back to Dashboard' and 'Apply to Another Team'. A red arrow points to the 'Back to Dashboard' button. At the bottom, there is a footer with copyright information and links: '© 2021 FIRST®', 'About', 'Contact', 'FIRST Store', 'Donate', 'Privacy & Legal', and 'Site Map'.

14. Your screen should look like this, 'Pending Coach' for team status.



15. Then, Click the button for 'Youth Option', and Select 'Youth's Consent and Release'



16. Make sure that the Consent & Release has been signed. (A date should appear when signed.)

The screenshot displays the 'YOUTH PROFILE' page on the FIRST website. The page has a dark blue header with the FIRST logo on the left and a 'Log off' link on the right. A left sidebar contains navigation links: '< Back to Dashboard', 'Youth Profile', 'School', 'Acknowledgement Forms', 'Volunteer Log Hours', and 'Apply To Team'. The main content area is titled 'YOUTH PROFILE' and features a red-bordered box at the top containing a link to the '2022 FIRST Consent & Release Form' and the text 'Date Signed : 12/14/2021'. Below this, a message states: 'Acknowledgment forms below have already been completed for the season and are view only. No action required.' A table lists four forms: 'FIRST Youth Protection Policy', 'FIRST Code of Conduct', 'FIRST Terms and Conditions', and 'FIRST Privacy Policy', each with a blue document icon. The footer is dark blue and includes copyright information '© 2021 FIRST®' and links for 'About', 'Contact', 'FIRST Store', 'Donate', 'Privacy & Legal', and 'Site Map'.

Form Name	Status/Date
2022 FIRST Consent & Release Form	Date Signed : 12/14/2021
FIRST Youth Protection Policy	Completed
FIRST Code of Conduct	Completed
FIRST Terms and Conditions	Completed
FIRST Privacy Policy	Completed

----- Congratulations! -----