

First Registration

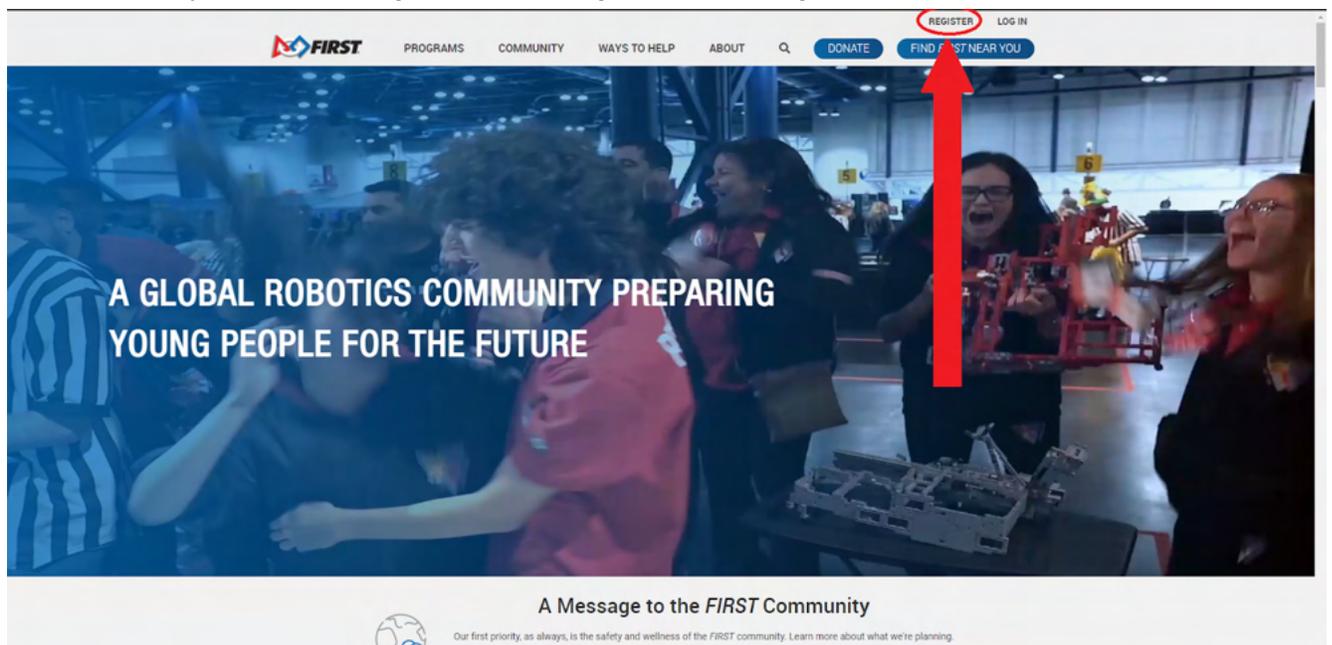
The purpose of this document is to show how to sign up a student for FIRST Robotics competition.

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.

Programs Community Ways to help About Register Log in

Register

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* [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

Programs Community Ways to help About Register Log in

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:
 (803) 666-3906 or
 (800) 871-8326

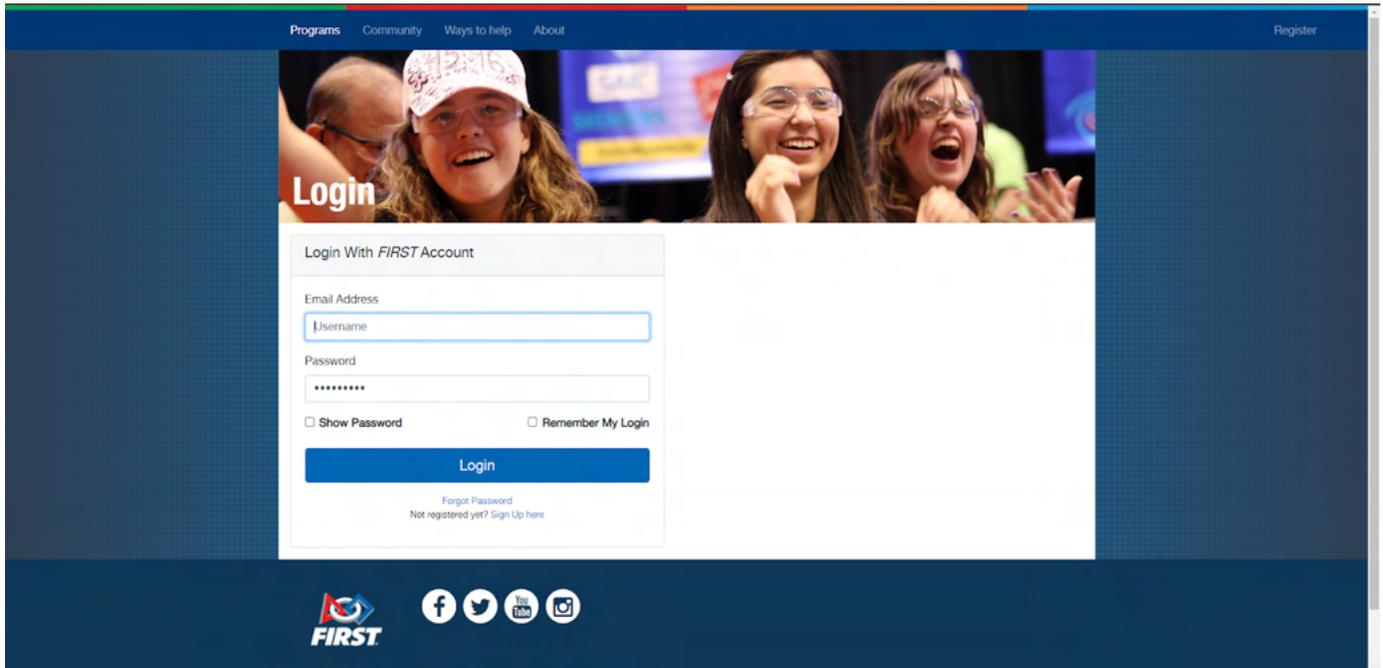
Customer Service Email:
customerservice@firstinspires.org

Finance Extension:
 563

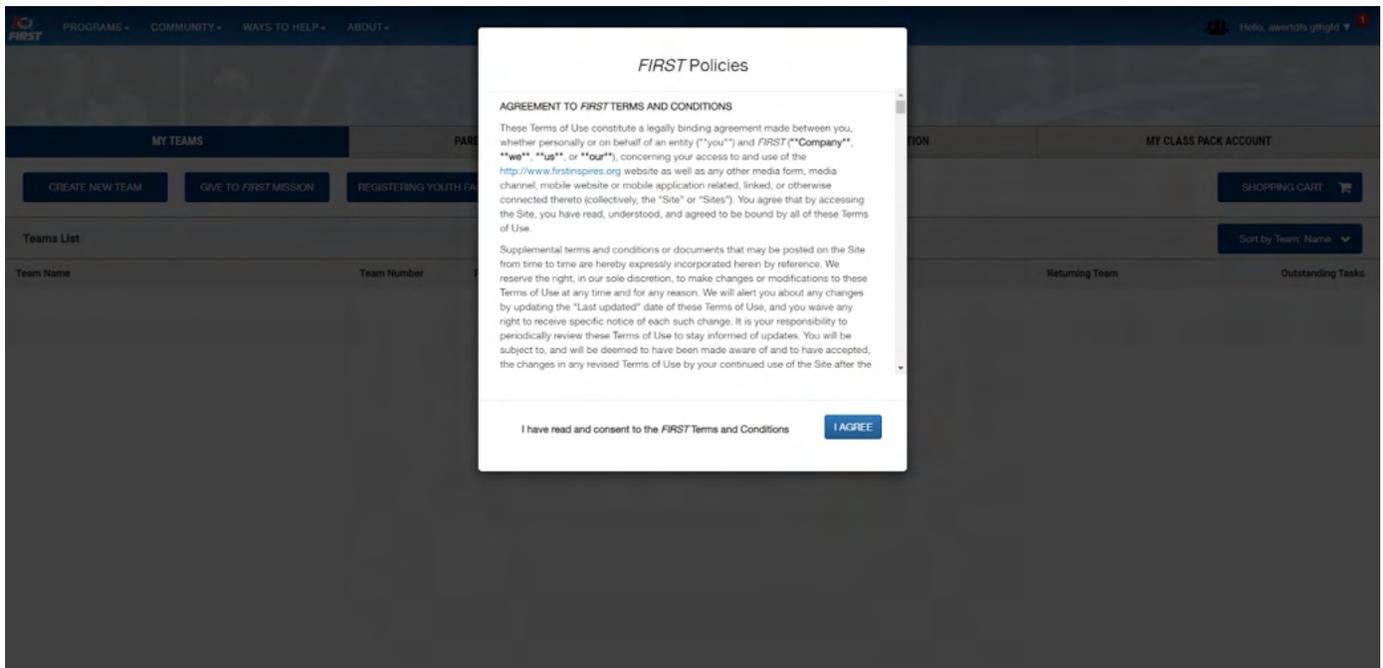
Finance Fax:
 603-266-2079

Finance Email:
ar@firstinspires.org

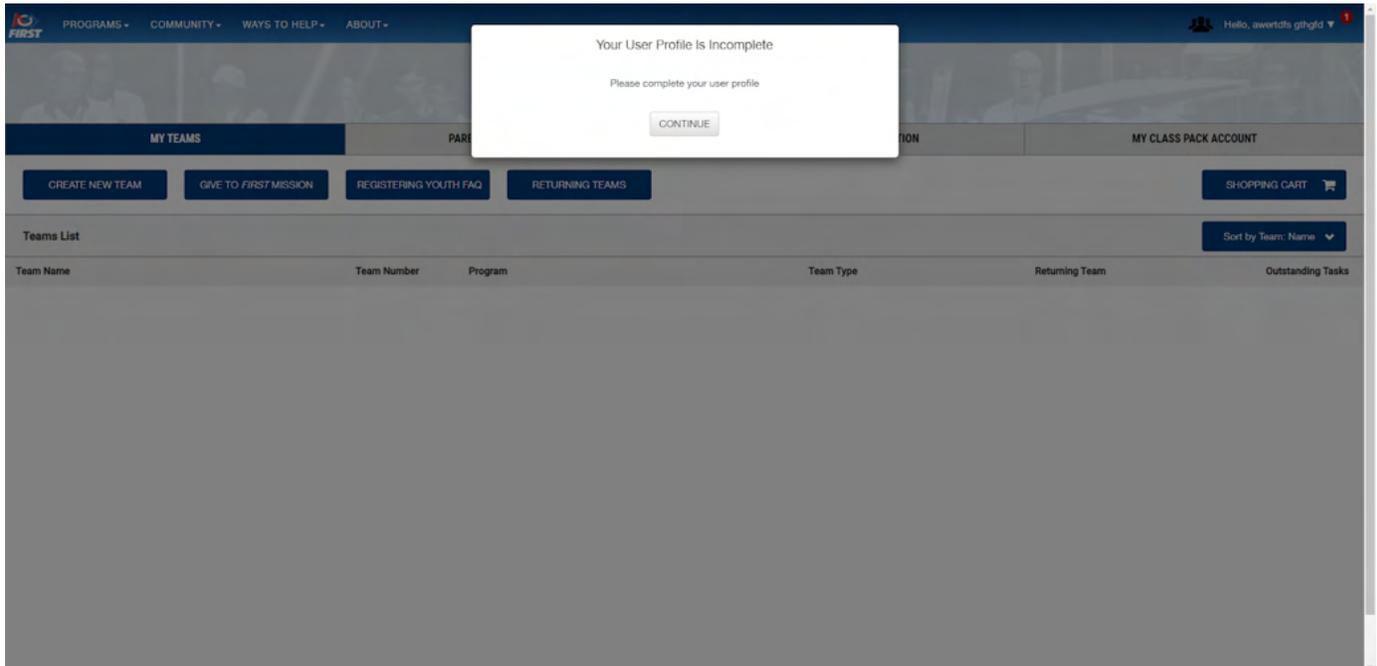
5. Your account has been created, click the link on the confirmation page and log in using your email address and password



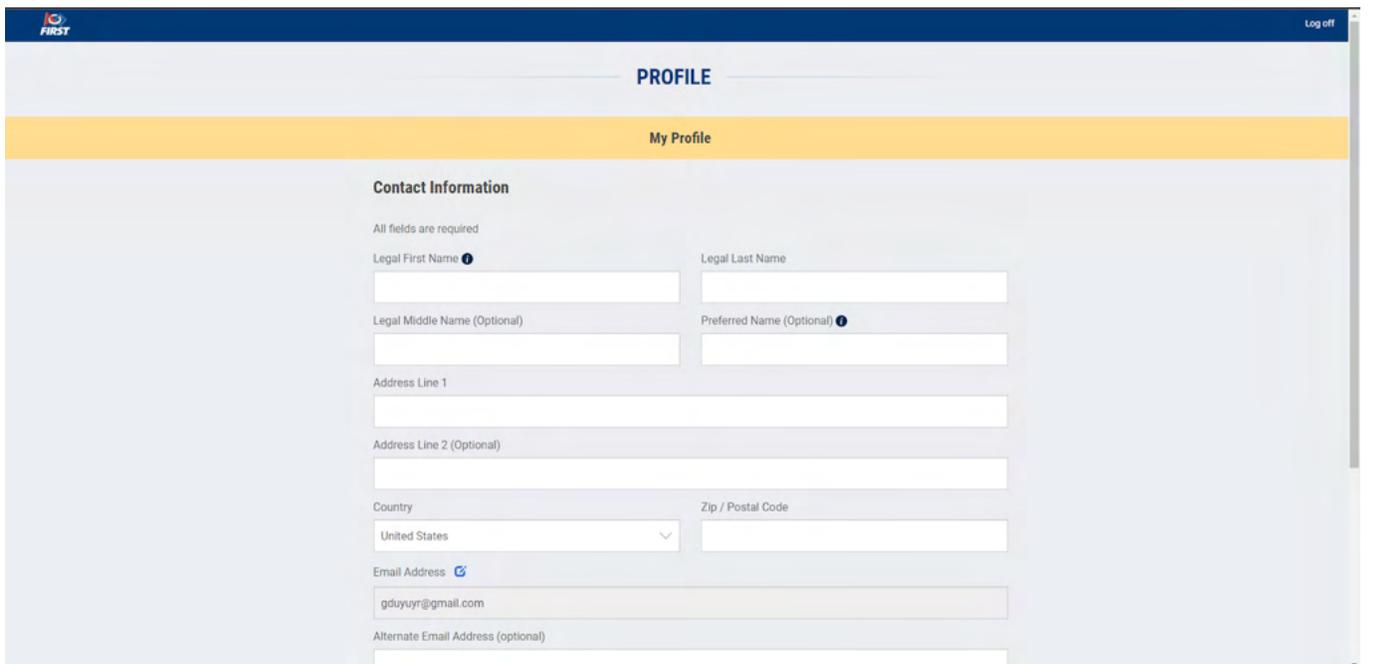
6. Several pop-up messages will appear on the screen. Hit '**Accept**' to the terms & conditions.



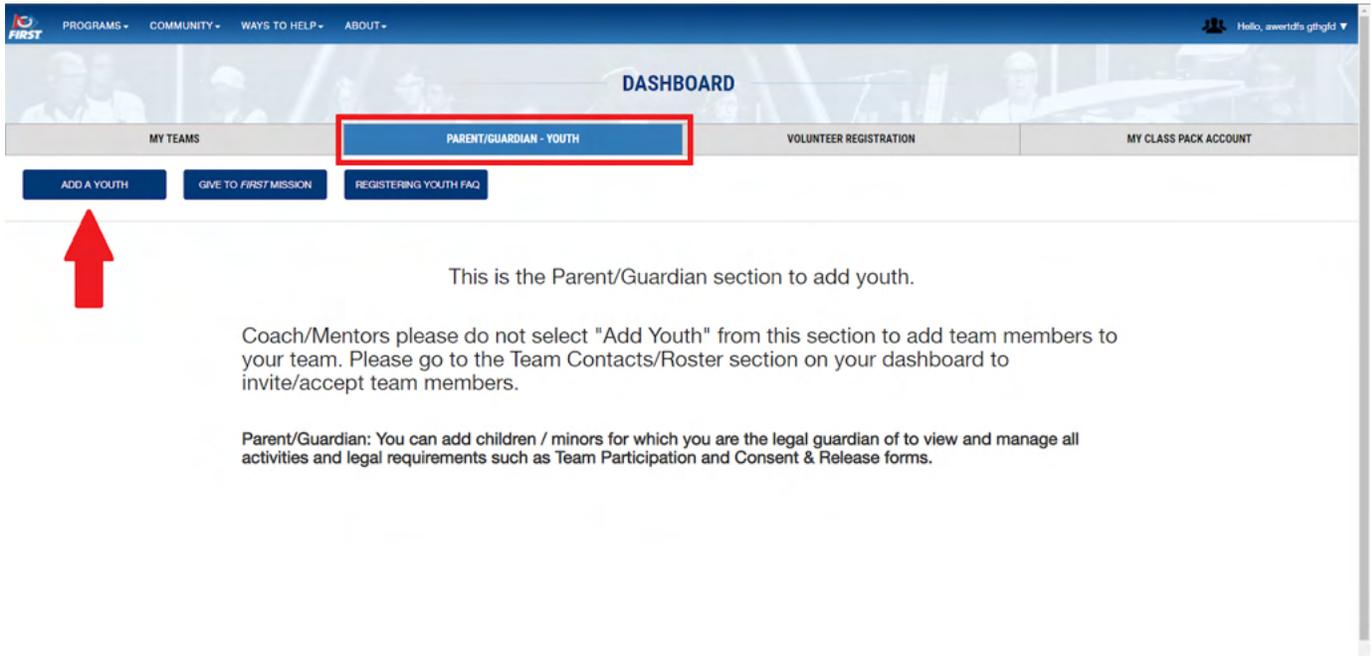
7. A new pop up saying your profile is incomplete will appear, Click **'Continue'**



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



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 the FIRST logo and menu items: PROGRAMS, COMMUNITY, WAYS TO HELP, and ABOUT. On the right side of the navigation bar, there is a user profile icon and the text "Hello, aawertdls gffgld". Below the navigation bar is a "DASHBOARD" header. Underneath, there are four main tabs: MY TEAMS, PARENT/GUARDIAN - YOUTH (which is highlighted with a red box), VOLUNTEER REGISTRATION, and MY CLASS PACK ACCOUNT. Below these tabs 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.**

The screenshot shows the 'YOUTH PROFILE' form with a progress bar at the top indicating steps: Youth Profile, School, Consent & Release, and Apply To A Team. A green banner at the top of the form area says 'Successfully saved!'. The 'Youth Member Information' section includes fields for first and last name, address lines, country, zip/postal code, and phone. Below this are dropdown menus for gender identity, ethnicity, and race. The 'Youth Member's Email Address' field is highlighted with a red rectangle. The 'Past Program Participation' section asks if the youth has participated in the FIRST program and provides dropdown menus for 'LEGO® League Explore seasons', 'LEGO® League Challenge seasons', 'Tech Challenge seasons', and 'Robotics Competition seasons'. The 'Robotics Competition seasons' dropdown is open, showing a list of seasons from 2017 to 2022, with the 2022 season selected. A red arrow points to the '2022 (RAPID REACT™ presented by The Boeing Company)' option. A 'NEXT' button is located at the bottom right of the form.

YOUTH PROFILE

Log off

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 ¹ Youth Member's Last Name

Address Line 1*

Use parent/guardian address

Address Line 2

Country* Zip/Postal Code*

Select Country

Phone

Use parent/Guardian Phone

Gender Identity Ethnicity*

Please Select or Type Please Select or Type

Race*

Please Select

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

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 REACT™ presented by The Boeing Company)

2021 (Infinite Recharge)

2020 (INFINITE RECHARGE)

2019 (DESTINATION: DEEP SPACE)

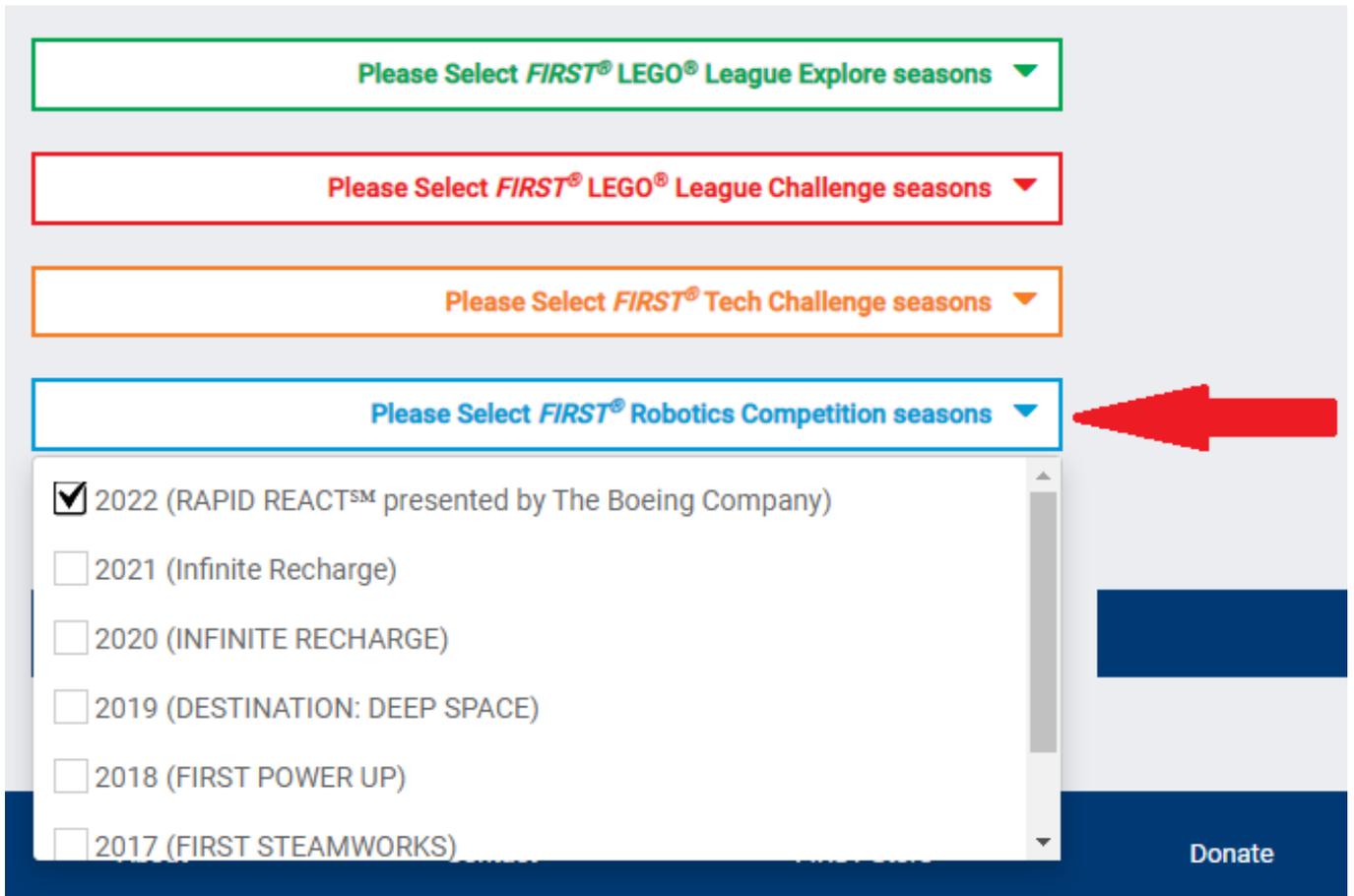
2018 (FIRST POWER UP)

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)
- 2021 (Infinite Recharge)
- 2020 (INFINITE RECHARGE)
- 2019 (DESTINATION: DEEP SPACE)
- 2018 (FIRST POWER UP)
- 2017 (FIRST STEAMWORKS)

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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

FIRST Log off

YOUTH PROFILE

You have signed consent and release form

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)

FIRST LEGO League (Explore, ages 6-10)	FIRST LEGO League (Challenge, ages 9-14) Status : Not Eligible	FIRST® Tech Challenge (ages 12-18)	FIRST® Robotics Competition (ages 14-18)
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Step 2: Please enter the team number
(Team number can be found in the invitation email)

3925

← 3925

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

FIRST Log off

YOUTH PROFILE

[Go Back to Dashboard](#)

You have completed applying to Team:

Program: FIRST® Robotics Competition

Team Name: Circuit of Life

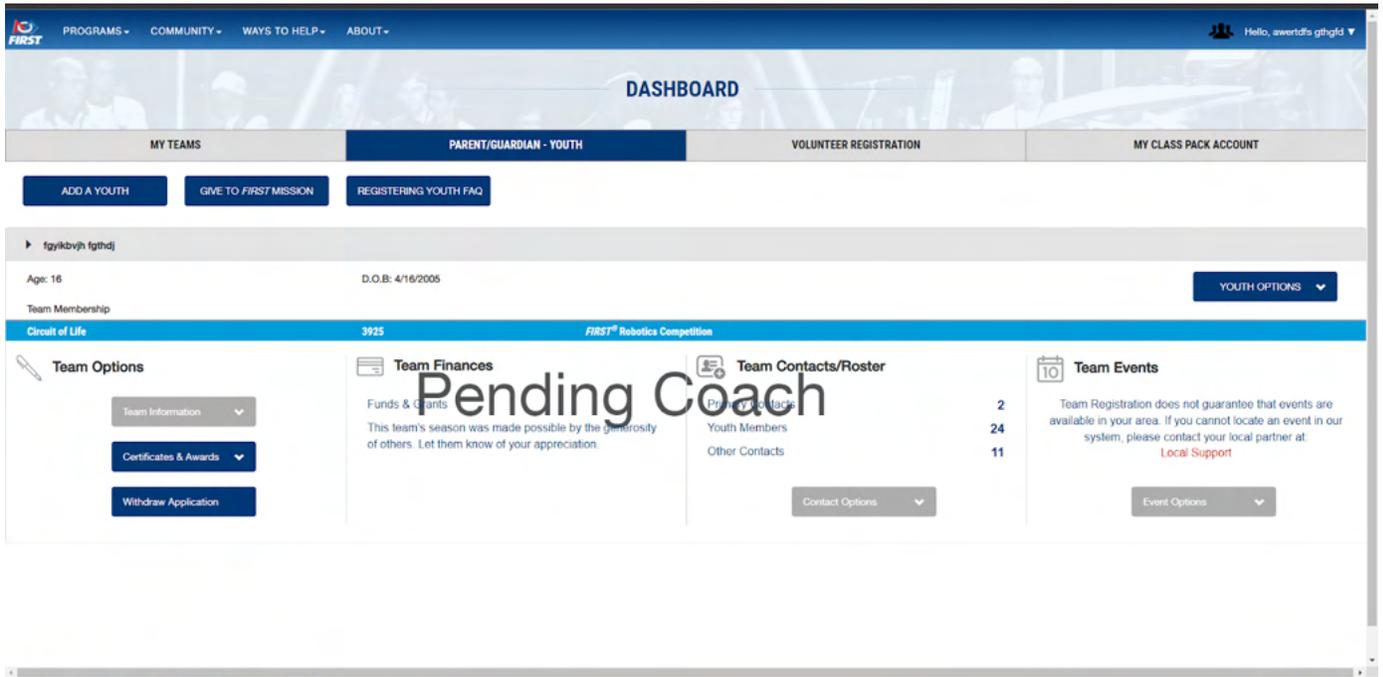
Team Number: 3925

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.

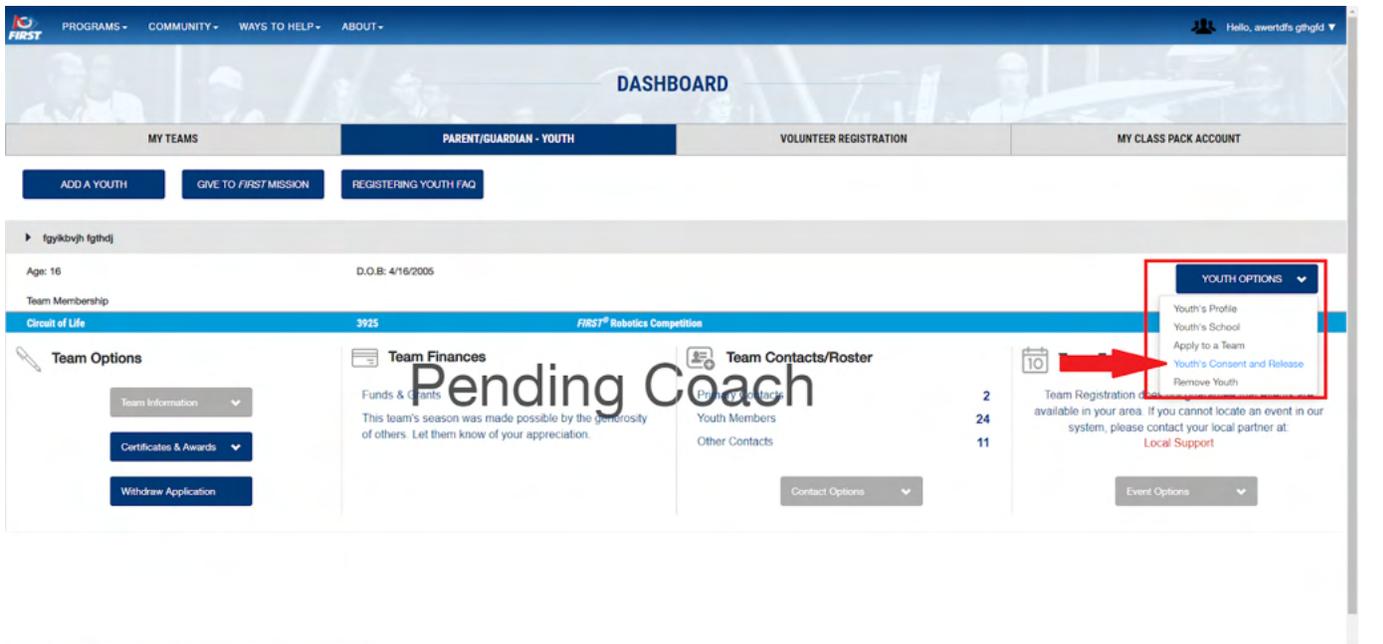
↑

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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 shows 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. Below the header, the title 'YOUTH PROFILE' is centered. On the left side, there is a navigation menu with links: '< Back to Dashboard', 'Youth Profile', 'School', 'Acknowledgement Forms', 'Volunteer Log Hours', and 'Apply To Team'. The main content area features a table with one row highlighted in red: a blue arrow pointing right, the text '2022 FIRST Consent & Release Form', the text 'Date Signed : 12/14/2021', and a blue icon of a document with a checkmark. Below this table, a message states: 'Acknowledgment forms below have already been completed for the season and are view only. No action required.' This is followed by another table with four rows, each containing a blue arrow pointing right, the name of a form (FIRST Youth Protection Policy, FIRST Code of Conduct, FIRST Terms and Conditions, and FIRST Privacy Policy), and a blue icon of a document with a checkmark. The footer of the page is dark blue and contains the text: '© 2021 FIRST®', 'About', 'Contact', 'FIRST Store', 'Donate', 'Privacy & Legal', and 'Site Map'.

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