



FIRST[®] Youth Registration System Overview: New Parents Registering Their Youth



FIRST
LEGO
LEAGUE

FIRST
TECH
CHALLENGE

FIRST
ROBOTICS
COMPETITION



Registering New Youth Members


1. Prompted by their student, the parent can initiate registration on their Dashboard if they know the program and team number.
2. Lead coaches can issue parent invites via email from their Dashboards.



Parent Invitation Email

Email invitation sent to parent:

Parent/Guardian Invitation

 donotreply@firstinspires.org
To Daniela De Los Reyes

Wed 9/2/2020 10:53 AM

Reply Reply All Forward ...

Hello Daniela,

Greetings from **FIRST LEGO League Explore!** This invitation was sent on behalf of Dani Dlr, who is the of the Explore Test team team. Their team number is **485**.

As the Parent/Guardian, they would like to extend to you an invitation for your child to join their team. To do so, please follow these steps:

1. If you are a new parent, register a parent account on [our website](#), entering **your** information. If you already have an account, please [log in](#). Forgot your password? No problem, just [click here](#) to reset your password.
2. Once you're logged in to your parent account, select the "Parent/Guardian - Youth" tab on your dashboard.
 - a. If the child applying to this team is listed, open their "YOUTH OPTIONS" drop list, select "Apply Youth to a Team", and **enter the program and team number found in the beginning of this email**.
 - b. If the child applying to this team is not listed, select the "ADD A YOUTH" button and fill out the forms with your child's information, school information, and team information (found at the beginning of this email).
3. To sign your youth's Consent & Release form, please click "Youth Options" and select "Youth's Consent & Release form" and click the "Accept" box at the bottom of the form.

That's it! If you have any questions, check out the [Youth Registration System Overview](#) page, or give us a call.

Sincerely,

FIRST LEGO League Explore Team Support
FIRST® is recognized by the IRS as a 501(c)(3) Public Charity
V: 800-871-8326 ext.0
F: 603-666-3907
E: jrflteams@firstinspires.org
W: <http://www.firstinspires.org>
This email was automatically generated by the FIRST LEGO League Explore Team Registration.



Parent Invitation Email

- Email invitation will not include a link to accept invitation. It is a notification to prompt the parent/guardian to complete their youth's registration.
- The invitation will include the program and team number, short instructions for the registration process, and a link to the [Youth Registration System Overview page](#).
- The [Youth Registration System Overview page](#) can also be accessed via the Dashboard on the Parent/Guardian-Youth tab:





Register an Account

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.

Your Email *

Your First Name *

Your Last Name *

Your Date of Birth *

Country *

Password *

Confirm Password *

Agreements* I have 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?

Call: 800-871-8326 or 603-666-3906

Email: customerservice@firstinspires.org

Hours: Monday - Friday, 8:30 - 5:00 EST/EDT

[View Frequently Asked Questions](#)



Accepting *FIRST* Policies

The screenshot displays the FIRST website interface with a modal window titled "FIRST Policies" centered on the screen. The background shows a navigation bar with "PROGRAMS", "COMMUNITY", "WAYS TO HELP", and "ABOUT". A user profile "Hello, Naomi Mancuso" is visible in the top right. The main content area is divided into "MY TEAMS" and "MY CLASS/SCHOOL PACK ACCOUNT". The "MY TEAMS" section includes buttons for "CREATE NEW TEAM(S)" and "GIVE TO FIRST", and a "Teams List" table with columns for "Team Name" and "Te Nu". The "MY CLASS/SCHOOL PACK ACCOUNT" section includes a "SHOPPING CART" button, a "Sort by Team: Name" dropdown, and a table with columns for "Returning Team" and "Outstanding Tasks".

FIRST Policies

FIRST Terms & Conditions

The information you provide in the Registration System is necessary for *FIRST* to properly identify a team, the people and the organization directly supporting the team, and to ensure that competition data is accurate for every team.

FIRST respects the privacy of all those involved in its programs and will protect the information given to it according to the [Privacy Policy](#).

Team Registration

Each *FIRST* team must have two adults, registered in our system to serve as the Coach/Mentor 1 and Coach/Mentor 2 contacts for the season. Each contact must enter a unique, not shared, email account.

For U.S. and Canadian teams both Coach/Mentors must pass screening. The screening is a criminal background and sex offender registry check. Please review the [FIRST Youth Protection Policies](#) carefully at the *FIRST* website.

As many schools have internet firewalls that do not allow school email accounts to

I have read and consent to the FIRST Terms and Conditions




Completing User Profile

My Profile

Contact Information

All fields are required (unless otherwise indicated)

First Name* 


Last Name*

Address Line 1

Address Line 2 (Optional)

Country

Zip / Postal Code

Email Address 

Phone Number

Birth Date*

February 1986



Adding a Youth

- Click “Parent/Guardian-Youth” tab
- Click “Add a Youth” box

The screenshot shows the FIRST website dashboard. 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, it says 'Hello, Jane Doe'. Below the navigation bar is a 'DASHBOARD' header. The dashboard is divided into several sections: 'MY TEAMS', 'PARENT/GUARDIAN - YOUTH' (highlighted with a red box), 'VOLUNTEER REGISTRATION', and 'MY CLASS/SCHOOL PACK ACCOUNT'. Under the 'PARENT/GUARDIAN - YOUTH' section, there are three buttons: 'ADD A YOUTH', 'GIVE TO FIRST MISSION', and 'REGISTERING YOUTH FAQ'. Two red arrows point to the 'ADD A YOUTH' button. Below the buttons, there is a text block that reads: '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.'



Youth Profile

YOUTH PROFILE

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

Youth Member Information

The information being asked on this screen is for the child that will be on the team.

All fields are required (unless otherwise indicated)

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



Youth Profile

Important:

If the youth is 13 or over (US) or 16 or older (EU) the parent will be asked to provide an email address for their youth. Parents cannot use an email address already associated to a FIRST account (i.e.: the parent's email address).



School Information

YOUTH PROFILE

Progress bar: Youth Profile | **School** | Consent & Release | Apply To A Team

Successfully saved!

School

SCHOOL

CURRENT GRADE IN SCHOOL (As of September 1st)?

ELIGIBLE FOR THE SCHOOL FREE OR REDUCED LUNCH PROGRAM?



Accepting Consent & Release Form


YOUTH PROFILE

Successfully saved!

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

For Inspiration & Recognition of Science and Technology (FIRST)
CONSENT AND RELEASE AGREEMENT

English Spanish



FOR INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY (FIRST)
CONSENT AND RELEASE AGREEMENT

The Participant identified below ("Participant") desires to participate (as a team member, coach, mentor, judge, volunteer, or in some other manner) in the FIRST[®]Robotics Competition, FIRST[®]Tech Challenge, FIRST[®]LEGO[®] League, or another FIRST[®] program (a "Program" or together the "Programs"). For detailed information about FIRST's Programs and FIRST's Youth Protection Program, visit www.firstinspires.org. As a condition of allowing Participant to participate in a Program, For Inspiration and Recognition of Science and Technology (FIRST) ("FIRST") requires that the Participant (by his or her Parent/Guardian if under 18 years of age) agree to the terms of this Consent and Release Agreement.

Participant Printed Name: Test Child

If Participant is under 18 of age, Parent/Guardian Name: Dani Dlr

Participant Date of Birth if under 18 years of age [MM/DD/YYYY]: 03/19/2008

Participant Address: 200 Bedford Street, Manchester, NH 03101 USA

Participant Email (If Participant is under 18 years of age, Parent/Guardian EMail):
09/03/2020

Name Date signed

ACCEPT



Applying Youth to Team

YOUTH PROFILE

You have signed consent and release form

You should have received an email invitation containing your team number. Enter that number below to apply to the team.

If not, please contact your Coach/Mentor or Team Admin 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)	FIRST® Tech Challenge (Suggested ages 12-18)	FIRST® Robotics Competition (Suggested ages 14-18)
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Step 2: Please enter the team number.
(Team number can be found in the invitation email).

Team Number 485

Team NickName Explore Test team

Location Hooksett NH USA

Season 2020



Common Issues

1. Parent created multiple profiles for their youth and completed different steps of registration between the profiles.
2. Parent registered an account entering their youth's date of birth and they are unable to accept the consent form for their youth.
3. Returning parent logs in to their *FIRST* account but update their user profile with their youth's name, so the consent form reflects youth's information in the parent/guardian section.
4. Parent selects the wrong program and incorrect team information appears when team number is entered.
5. Error message appears in the "Apply to a Team" section when parent does not manually type in the team number.
6. Parent accepts their own consent form instead of their youth's.



Ops Support: How to Contact us

- By Phone:
 - If you have any questions, please do not hesitate to call Team Support at 1-800-871-8326, ext. 0.
- By Email:
 - firstteammembers@firstinspires.org (Youth Team Member Registration Inquiries)
 - customerservice@firstinspires.org (General Customer Service Inquiries)
- By Chat:
 - Chat button found on www.firstinspires.org

Our hours of operation are Monday through Friday from 8:30 a.m. to 5 p.m. Eastern Time.