



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



**FIRST[®]
LEGO[®]
LEAGUE**

**FIRST[®]
TECH
CHALLENGE**

**FIRST[®]
ROBOTICS
COMPETITION**





Registering Youth Members


1. Prompted by experience or 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

↩ Reply

↩ Reply All

→ Forward

⋮

Wed 9/2/2020 10:53 AM

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: jrfilteams@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:





Log In to Existing *FIRST* Account

Programs Community Ways to help About Register



Login

Login With FIRST Account

Email Address

Username

Password

Password

☐ Show Password ☐ Remember Me

LOG IN

[Forgot Password](#)
Not registered yet? [Sign Up here](#)



Accepting *FIRST* Policies

The screenshot shows the FIRST website interface with a modal window open for accepting policies. The modal is titled "FIRST Policies" and contains the following sections:

- 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

At the bottom of the modal, there is a checkbox labeled "I have read and consent to the FIRST Terms and Conditions" and a blue button labeled "I AGREE".

The background of the website shows the navigation bar with links: PROGRAMS, COMMUNITY, WAYS TO HELP, ABOUT. The user is logged in as "Hello, Naomi Mancuso". The main content area is divided into "MY TEAMS" and "MY CLASS/SCHOOL PACK ACCOUNT". The "MY TEAMS" section has buttons for "CREATE NEW TEAM(S)" and "GIVE TO FIRST". The "MY CLASS/SCHOOL PACK ACCOUNT" section has a "SHOPPING CART" button and a "Sort by Team: Name" dropdown. Below these are sections for "Teams List" and "Returning Team" with "Outstanding Tasks".



Registering Returning Youth

- Returning parent:
 - Click “Parent/Guardian-Youth” tab
 - Previously-registered youth will be listed

The screenshot displays the FIRST Dashboard interface. At the top, the word "DASHBOARD" is centered. Below it, there are four main tabs: "MY TEAMS", "PARENT/GUARDIAN - YOUTH", "VOLUNTEER REGISTRATION", and "MY CLASS/SCHOOL PACK ACCOUNT". The "PARENT/GUARDIAN - YOUTH" tab is highlighted with a red rectangular box. Under this tab, there are three buttons: "ADD A YOUTH", "GIVE TO FIRST MISSION", and "REGISTERING YOUTH FAQ". Below these buttons, there is a section for managing youth profiles. It starts with a header "Test Child" with a red arrow pointing to it. Below this, the details for "Test Child" are shown: "Age: 12", "D.O.B: 3/19/2008", and a message: "Your Child has not been applied to a team. Please select 'Apply to a team' Under the Youth Options Drop-down menu." To the right of this message is a "YOUTH OPTIONS" dropdown menu. Below the details, there is a section for "Mytest Child2" with a red arrow pointing to it.

DASHBOARD			
MY TEAMS	PARENT/GUARDIAN - YOUTH	VOLUNTEER REGISTRATION	MY CLASS/SCHOOL PACK ACCOUNT
<div>ADD A YOUTH GIVE TO FIRST MISSION REGISTERING YOUTH FAQ</div>			
<div>▶ Test Child ←</div>			
Age: 12		D.O.B: 3/19/2008	<div>Your Child has not been applied to a team. Please select "Apply to a team" Under the Youth Options Drop-down menu.</div> <div>YOUTH OPTIONS ▼</div>
Team Membership			
<div>▶ Mytest Child2 ←</div>			



Registering Returning Youth

- Returning parent:
 - Click “Youth Options” box next to name of youth

The screenshot shows a registration interface with a list of youth. The first youth, 'Test Child', is highlighted. To the right of the name is a 'YOUTH OPTIONS' dropdown menu. A red box highlights a message: 'Your Child has not been applied to a team. Please select "Apply to a team" Under the Youth Options Drop-down menu.' A red arrow points to the 'YOUTH OPTIONS' dropdown, and another red arrow points to the 'Apply to a Team' option in the dropdown menu.

► Test Child

Age: 12 D.O.B: 3/19/2008

Team Membership

► Mytest Child2

Your Child has not been applied to a team.
Please select "Apply to a team" Under the Youth Options Drop-down menu.

YOUTH OPTIONS ▼

- Youth's Profile
- Youth's School
- Apply to a Team
- Youth's Consent and Release
- Remove Youth

The screenshot shows a registration interface with a list of youth. The first youth, 'Test Child', is highlighted. To the right of the name is a 'YOUTH OPTIONS' dropdown menu. A red box highlights a message: 'Your Child has not been applied to a team. Please select "Apply to a team" Under the Youth Options Drop-down menu.' A red arrow points to the 'YOUTH OPTIONS' dropdown, and another red arrow points to the 'Apply to a Team' option in the dropdown menu.

Your Child has not been applied to a team.
Please select "Apply to a team" Under the Youth Options Drop-down menu.

YOUTH OPTIONS ▼

- Youth's Profile
- Youth's School
- Apply to a Team
- Youth's Consent and Release
- Remove Youth



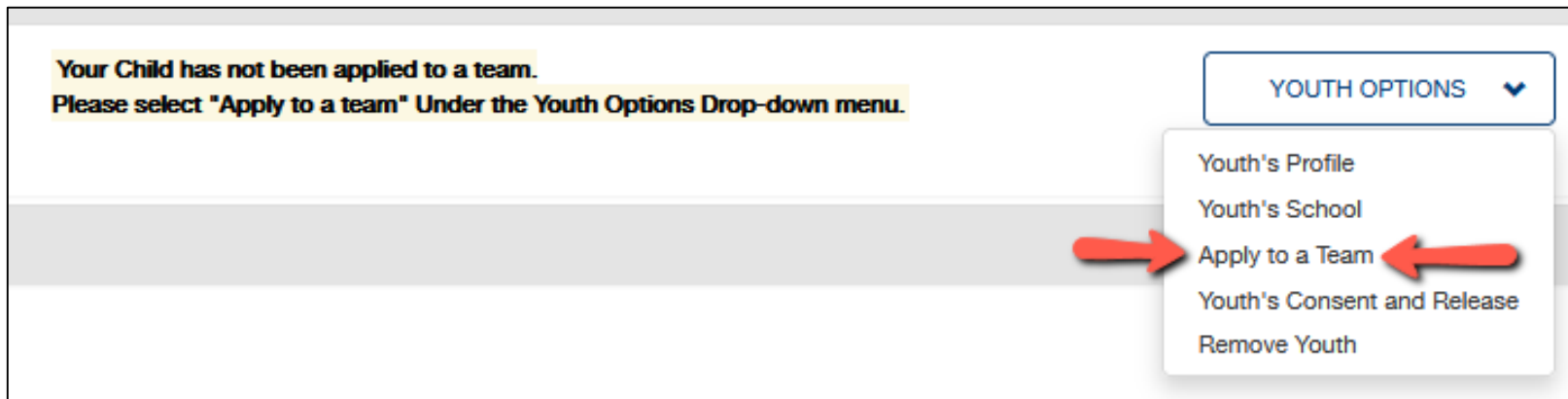
Applying Youth to Team

- Returning parent:

Your Child has not been applied to a team.
Please select "Apply to a team" Under the Youth Options Drop-down menu.

YOUTH OPTIONS ▾

- Youth's Profile
- Youth's School
- Apply to a Team
- Youth's Consent and Release
- Remove Youth

A screenshot of a web interface for the FIRST Robotics Competition. It features a message box stating 'Your Child has not been applied to a team. Please select "Apply to a team" Under the Youth Options Drop-down menu.' To the right is a 'YOUTH OPTIONS' dropdown menu with a downward arrow. The menu is open, showing five options: 'Youth's Profile', 'Youth's School', 'Apply to a Team', 'Youth's Consent and Release', and 'Remove Youth'. Two red arrows point to the 'Apply to a Team' option, one from the left and one from the right.



Applying Youth to Team

- Returning parent:
 - School information will need to be updated, so the parent will automatically be redirected to that step.

The screenshot displays a web form titled 'YOUTH PROFILE'. At the top, a progress bar shows four steps: 'Youth Profile' (grey), 'School' (yellow, currently active), 'Consent & Release' (white), and 'Apply To A Team' (white). Below the progress bar is a green banner that reads 'Successfully saved!'. The main content area is titled 'School' and contains three dropdown menus, each with 'Please Select' as the placeholder text. The first dropdown is labeled 'SCHOOL', the second is 'CURRENT GRADE IN SCHOOL (As of September 1st)?', and the third is 'ELIGIBLE FOR THE SCHOOL FREE OR REDUCED LUNCH PROGRAM?'. At the bottom of the form are two buttons: 'GO BACK' (white with a blue border) and 'NEXT' (solid blue).



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).



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).

485

Team Number 485

Team NickName Explore Test team

Location Hooksett NH USA

Season 2020

CANCEL

APPLY



Applying Youth to Team

[ADD A YOUTH](#) [GIVE TO FIRST MISSION](#) [REGISTERING YOUTH FAQ](#)

Test Child

Age: 12 D.O.B: 3/19/2008

Team Membership

Explore Test team 485 FIRST LEGO League Explore

Team Options

Team Information

Certificates & Awards

Withdraw Application

Team Finances

Funds & Grants

This team's season was made possible by the generosity of others. Let them know of your appreciation.

Team Contacts/Roster

Primary Contacts 2

Youth Members 1

Other Contacts 0

Contact Options

Team

Team Registration available in your system

[ADD A YOUTH](#) [GIVE TO FIRST MISSION](#) [REGISTERING YOUTH FAQ](#)

Test Child

Age: 12 D.O.B: 3/19/2008

Team Membership

Explore Test team 485 FIRST LEGO League Explore

Team Options

Team Information

Certificates & Awards

Withdraw from team

Team Finances

Funds & Grants

This team's season was made possible by the generosity of others. Let them know of your appreciation.

Team Contacts/Roster

Primary Contacts 2

Youth Members 0

Other Contacts 0

Contact Options

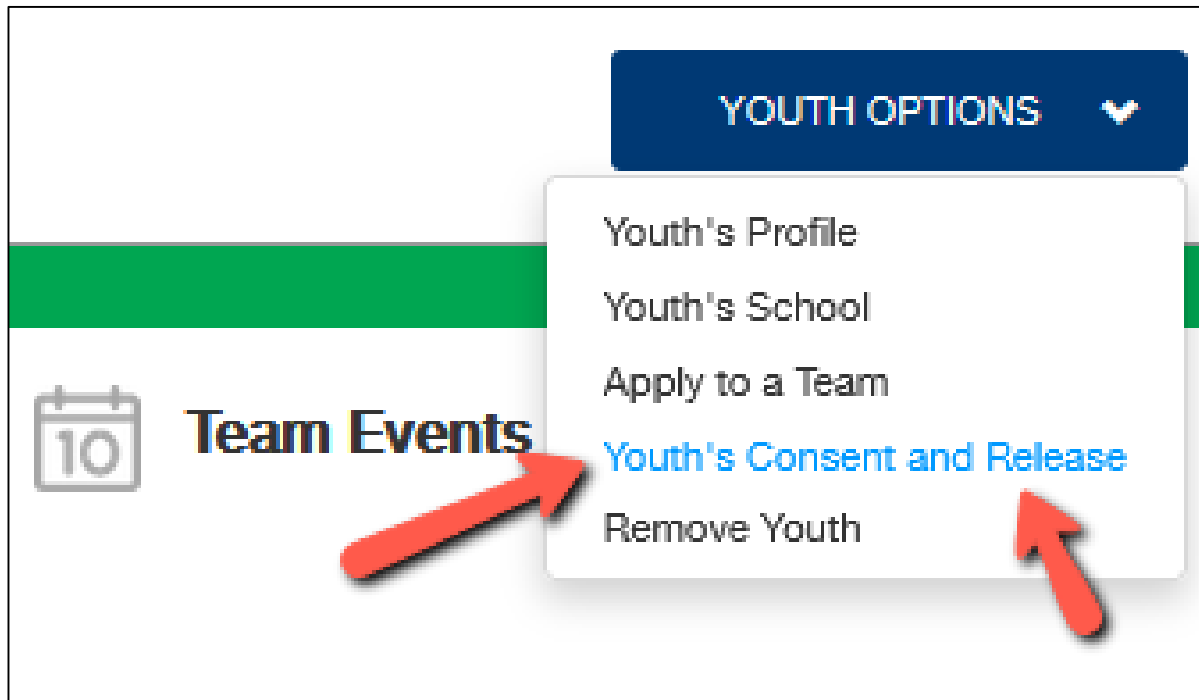
Team

Team Registration available in your system



Accepting Consent & Release Form

- Once youth is applied to team, parent can return to Dashboard
- Click “Youth Options” and select “Youth’s Consent & Release”





Accepting Consent & Release Form

- Click anywhere on the document title to open

YOUTH PROFILE

< Back to Dashboard

2021 FIRST Consent & Release Form

Click to Sign Form

Youth Profile

School

- Click “Accept”

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



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.