

New Requirement this year: Youth team member registration via our on-line Youth Registration System is required this year in order to participate in all *FIRST* programs.

Instructions below explain Parent/Legal Guardian steps and Lead Coach/Mentor steps that need to take place.

Parents / Guardians*


Parent / Guardians new to *FIRST* and registering their youth for the first time:

1. Visit www.firstinspires.org and click “Register” in the upper-right-hand corner
2. Create an account with your name, DOB, and email address (NOT your child’s information)
3. Once you are logged into your account dashboard, click the Parent/Guardian - Youth tab
4. Click the blue “Add A Youth” button
5. Enter your youth’s profile information and click the blue “Next” button
6. Enter your youth’s school information and click the blue “Next” button
7. Click the blue “Accept” button at the bottom of the Consent and Release Form
8. Select program and enter your youth’s team number on the “Apply to Team” page – if you do not know your youth’s team number, please contact the Lead Coach/Mentors to request this information

Returning Parent / Guardians re-registering their youth:

1. Visit www.firstinspires.org and click “Log in” in the upper-right-hand corner
2. Once you are logged into your account dashboard, click the Parent/Guardian - Youth tab
3. Click the “Youth Options” drop-down next to your youth’s name and select “Youth’s Consent & Release”
4. Click anywhere on the “2021 *FIRST* Consent & Release” title to expand it.
5. Click the blue “Accept” box
6. Click back to dashboard
7. Select the “Youth Options” drop-down next to your youth’s name and select “Apply to a Team”
8. Select the program and manually type in the team number.
9. Click “Apply”

To electronically accept 2021 *FIRST*® Consent and Release Form via a mobile device:

1. Visit www.firstinspires.org and click the three lines in the upper-right-hand corner
2. Click “Log In” to proceed to your Dashboard
3. Click the  icon
4. Click the “X” in the upper-right-hand corner of the pop-up window
5. Locate your youth’s name and click the “Youth Options” button
6. Click “Youth’s Consent and Release”
7. Click “Click to Sign Form”
8. Read, and, scroll to the bottom and click the “Accept” button

You may also reference our [Mobile instructions guide](#).

*An FAQ with Troubleshooting Assistance is provided at the end of this document.

Lead Coach/Mentor

Inviting youth to join team

Your team will need to have two (2) screened Lead Coach/Mentors in place before you can invite your youth team members and view your Team Roster.

There are two ways to invite youth to register for your team:

Option 1: Recommended invitation process

Invite parents to register their youth:

1. Log in to your Dashboard at www.firstinspires.org
2. Click on the "Invite Contacts" link located in the "Team Contacts/Roster" column.
3. Click on the blue "INVITE CONTACTS" button.
4. Select "Parent/Guardian" as the contact type.
5. Enter the **parent's name and email address** in the appropriate fields and click "Add."
6. Enter additional parents as needed; be sure to click "add another" after your last entry even if you are not adding another name.
7. Click "Send Invitation."

This will generate an email to the Parent/Guardian Contact alerting them that they have been invited to sign the youth *FIRST* Consent and Release Form and to apply their youth to your team. If they do not already have a user profile, they will be asked to create a parent account and complete their child's profile from the Parent/Guardian – Youth tab. [For complete instructions for new and returning parents please refer to the Parents/Legal Guardian section of this page.](#)

Once the parent/guardian has submitted their youth's application, you will need to go back to the Team Contacts page to accept or decline the youth team members. To do so, scroll down to "Application Pending" under the Youth Members section then click the "Options" menu on their contact card. You will then see the accepted team members on your printable roster.

Option 2:

Invite youth (youth must be age 13 and up):

1. Log in to your Dashboard at www.firstinspires.org.
2. Click on the "Invite Contacts" hyperlink located in the Team Contacts/Roster column.
3. Click on the blue "INVITE CONTACTS" button
4. Select "Youth Team Member" as the contact type.
5. Enter the **youth's name and email address** in the appropriate fields and click "add."
6. Enter additional youth as needed; be sure to click "add another" after your last entry even if you are not adding another name.
7. Click "Send Invitation."

This will generate an email to the youth which will ask them to update their profile, apply to the team, and invite their parent/guardian to sign the *FIRST* Consent and Release Form.

Once the student or parent has applied to the team, you will need to go back to the Team Contacts page to accept or decline the youth team members. To do so, scroll down to "Application Pending" under the Youth Members section then click the "Options" menu on their contact card. You will then see the accepted team members on your printable roster.

Youth Invitees

After you receive your youth team member email invite generated by the Lead Coach/Mentors of your team, follow these steps:

1. Visit www.firstinspires.org and click “Register” in the upper-right-hand corner
2. Create an account with your name, DOB, and email address – use the email address that was associated with your invite
3. Once logged into your account dashboard, click the three-person icon located in the upper-right-hand corner by your name
4. Locate your youth team member invite and click “Accept”
5. Complete your profile information when prompted
6. After you are able to “Accept” your youth team member invite, click back to Dashboard
7. Select your “Parent/Guardian” youth tab and click “Invite Parent/Guardian”
8. Enter your parent/guardian’s full name, email address, phone number, and click “Send Invitation”

This will generate an email to your parent/guardian with instructions for them to electronically accept your *FIRST* Consent and Release Form

If you need assistance with these registration processes, please contact us at firstteammembers@firstinspires.org.

Frequently Asked Questions - General

How do I register my Youth with *FIRST*?

Please view our instructions [here](#). You may also reference our [Youth Registration System guide](#).

When does the registration and *FIRST* Consent and Release Form need to be completed?

You must complete registration and sign the *FIRST* Consent and Release Form prior to your youth's initial *FIRST* competition or event.

Why is *FIRST* requiring youth team members to register?

Registration of youth team members is needed to:

- Establish a system of communication with parents of team members
- Comply with Youth Protection policies by having a way for *FIRST* to contact parents of participants in case of emergency
- Provide Lead Coaches/Mentors with an electronic Team Roster that identifies their Team and makes management of paperwork easier
- Provide *FIRST* with information on who is participating in our programs. This information is used to apply for grants and sponsorships to help grow our programs. We never share personal information about you or your child without your explicit permission to do so.
- Reduce the cost and amount of paper that needs to be processed and shipped and stored at Headquarters

How will *FIRST* use the information I provide?

FIRST NEVER SELLS YOUR DATA

FIRST will use the information to:

- Understand whom our programs are serving to ensure they are accessible to all.
- Meet the requirements of sponsors, foundations, and funders who require *FIRST* to report on the total number of participants served, and their demographic characteristics.
- Provide you with information about *FIRST* programs and opportunities. Youth under the age of 13 will not be contacted by *FIRST*.
- The *FIRST* [Privacy Policy](#) provides more information on how *FIRST* stores and uses registration data.

Will the Lead Coach/Mentor have access to my youth's data?

The Youth Protection Screened Lead Coach/Mentors of your youth's team will have access to your youth's first and last name. In addition, these Lead Coaches/Mentors will be provided with your name, phone, and email address. For youth 13 years of age or older, the Lead Coaches will also have access to your youth's email and phone (if different from the parent). No other information is shared with the Lead Coaches/Mentors. Please see the *FIRST* [Privacy Policy](#) for more information.

How will *FIRST* protect our information and identity?

FIRST takes the protection and privacy of data very seriously. Our Privacy Policy ensures that data is protected and used appropriately. For more information, please review the [Privacy Policy](#).

What if my youth does not have a team to join?

FIRST does not match children with teams. However, please find some suggestions for connecting with local teams below:

1. Using the [Team and Event Search tool](#) on our website is a great way to look for teams in your area!
 - Use the "Filter" section to narrow your search results by program
 - The result will yield team number, name, location and rookie year. We currently do not disclose team contact information due to privacy concerns;
 - We recommend conducting a Google or other web search on the team name. Often a website or Facebook page will appear in the search results that may provide team contact information;
 - As many teams form via schools, youth organizations and community groups, we also recommend reaching out to these organizations in your area to inquire if any have a *FIRST* team, and if so, if they are looking for additional members.
2. Program Delivery Partners (PDPs) are sanctioned to run our programs in specific regions. These PDPs have their finger on the pulse of their region and might be aware of area teams looking for team members. To locate the PDP's name and contact information, kindly visit our [Find Local Support](#) page.

What if I do not register my youth?

FIRST requires all teams to have youth team members registered with *FIRST*. Youth team members who have not registered will not be permitted to participate on the *FIRST* team and compete in *FIRST* events.

In cases where a student is unable to register due to lack of internet access or an undue burden, *FIRST* will not require registration in the Youth Registration System and the youth may submit a paper copy Consent and Release Form. The parent should contact the coach of their child's team to request a copy of the form, and once completed return to the coach.

What if I still have questions?

You may contact *FIRST* Headquarters if you have any other questions. Please reach us by calling 603-666-3906, Option "0" or email us at firstteammembers@firstinspires.org.

Frequently Asked Questions and Troubleshooting Assistance for Parents

I registered my youth but indicated the wrong team number or program. What should I do?

If you input an incorrect team number or program, you will be able to withdraw the youth's application from the team in the Youth Registration System. To do this, log in to your account and select the "Withdraw from team" button from the Parent/Guardian - Youth tab. After you withdraw from the incorrect team, you can enter the correct program and team number.

I did not receive my account activation email. How can I activate my account?

You can activate your account by clicking "log in", followed by "forgot password" on the www.firstinspires.org homepage. Click on "forgot password" and follow the directions.

My email changed. How do I access my account?

You may log into the system with your existing login credentials and update your email address in your user profile.

If you do not remember your password to your existing login credentials, but still have access to your old email account, please visit the login page here: www.firstinspires.org. Click on the "forgot password" link and follow the directions from there. If you are still having issues, please email firstteammembers@firstinspires.org with your new email address, and we will assist you by updating your email address. Once your email is updated, you will receive a confirmation at the new email address.

It looks like I have completed all of my youth's account information, but I do not see the *FIRST* Consent and Release Form to sign?

As the parent/guardian, you must be logged into the system with YOUR user account email address. Once logged in, under the "Parent/Guardian - Youth" tab, select the "Youth Options" button and select "Youth Consent and Release" from the menu.

My youth's team application was denied—why?

Your youth's Lead Coach/Mentor accepts or denies youth team member applications. Please contact them directly as *FIRST* HQ has no information regarding application status.

My youth is 18. Do I need to complete a *FIRST* Consent and Release Form for him/her?

No, as a legal adult, your youth can complete the registration process and sign the *FIRST* Consent and Release Form from their own user account.

How do I register my youth if I do not have a computer or access to the Internet?

There are several options if you do not have access to a computer or the Internet. You can speak with the Lead Coach/Mentor of your youth's team to determine if he or she has access to a computer you can use to register your youth. Some teams hold a registration meeting where parents register their youth together. Most local libraries have free computer and Internet access. If the team is connected to your youth's school, you may be able to access a computer there. You may also access the Youth Registration System through a mobile device. [Instructions on how to complete registration on a mobile device can be found here.](#)

If you are not able to access a computer, email or the Internet, please ask your youth's Lead Coach/Mentor to request a copy of the *FIRST* Consent and Release Form from *FIRST* team support

Additional information

If you have any further questions, please contact us at: firstteammembers@firstinspires.org or 800-871-8326, Option "0" for assistance.
