



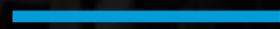
# FIRST® Youth Registration System Overview: *Returning Parents Registering Their Youth*



**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

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](mailto: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:





# 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 a web interface with a dark blue header. The header contains the FIRST logo on the left and navigation links: PROGRAMS, COMMUNITY, WAYS TO HELP, and ABOUT. On the right, there is a user profile icon and the text "Hello, Naomi Mancuso" with a notification badge showing the number "1".

The main content area is partially obscured by a white modal dialog box titled "FIRST Policies". The dialog contains the following text:

### 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 dialog, 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 interface shows a "MY TEAMS" section with buttons for "CREATE NEW TEAM(S)" and "GIVE TO FIRST". Below this is a "Teams List" table with columns for "Team Name" and "Team Number". To the right, there is a "MY CLASS/SCHOOL PACK ACCOUNT" section with a "SHOPPING CART" button and a "Sort by Team: Name" dropdown menu. At the bottom right, there are sections for "Returning Team" and "Outstanding Tasks".



# Registering Returning Youth

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

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



# Registering Returning Youth

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

▶ 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

Red arrows point to the 'YOUTH OPTIONS' box and 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

A red arrow points from the 'YOUTH OPTIONS' box in the previous screenshot to this close-up view.



# 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



# Applying Youth to Team

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

**YOUTH PROFILE**

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

Successfully saved!

**School**

SCHOOL

Please Select

CURRENT GRADE IN SCHOOL (As of September 1<sup>st</sup>)?

Please Select

ELIGIBLE FOR THE SCHOOL FREE OR REDUCED LUNCH PROGRAM?

Please Select

GO BACK   NEXT



# 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.)

<b>FIRST LEGO League</b> 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 Regi available in y system

## Pending Coach

[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

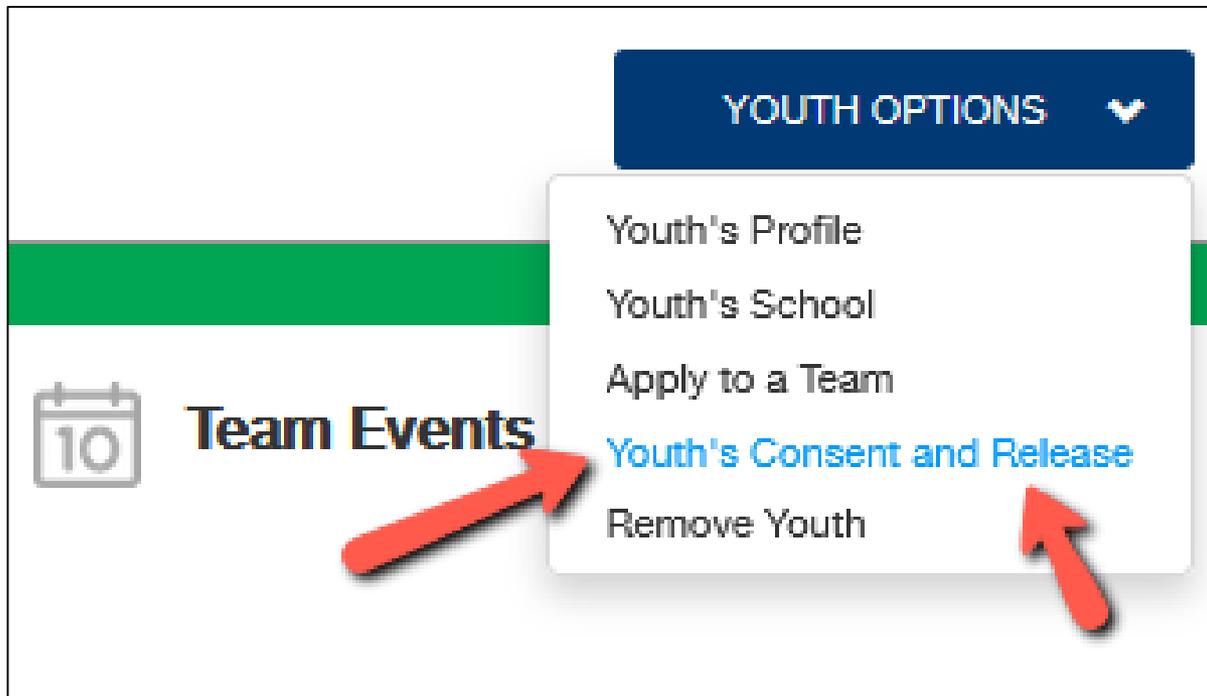
Team Regi available in y system

13



# 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
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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](mailto:firstteammembers@firstinspires.org) (Youth Team Member Registration Inquiries)
  - [customerservice@firstinspires.org](mailto:customerservice@firstinspires.org) (General Customer Service Inquiries)
- By Chat:
  - Chat button found on [www.firstinspires.org](http://www.firstinspires.org)

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