

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





FIRST TECH CHALLENGE



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	← Reply	≪ Reply All	\rightarrow Forward	
To Danjela De Los Reyes			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.	word? No prol	blem, just <u>click h</u>	<u>ere</u> to reset your	
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 num	ber found in t	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, a email).	and team info	rmation (found a	t the beginning	of this
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 bot	ttom of the fo	rm.		
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: jrfllteams@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 <u>Youth Registration System Overview page</u>.
- The <u>Youth Registration System Overview page</u> can also be accessed via the Dashboard on the Parent/Guardian-Youth tab:









Register an Account



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 *	Select Country	~
Password *		
Confirm Password *		
Agreements*	I have read and agree to the FIRST Privacy Policy	

FIRST

Attention Parents

Register **yourself** on this page for a new *FIRST* account, <u>not your child</u>. 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

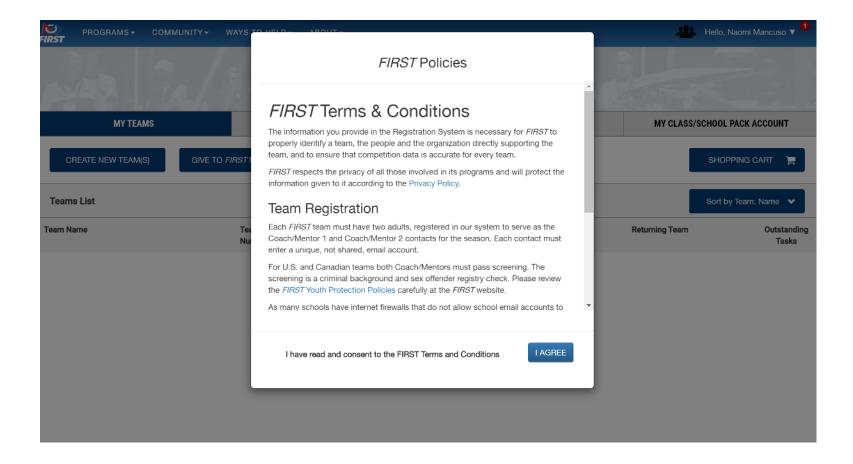








Accepting FIRST Policies













Completing User Profile

My Profile					
Contact Information					
All fields are required (unless otherwise indicated)					
First Name*		Last Name	ĸ		
Jane		Doe			
Address Line 1					
Address Line 2 (Optional)					
Country		Zip / Postal	Code		
United States	·				
Email Address 🖸					
danieladlr@gmail.com					
Phone Number					
Birth Date*					
February \checkmark		3	\sim	1986	\sim
GO BACK				NEXT	











Adding a Youth

- Click "Parent/Guardian-Youth" tab
- Click "Add a Youth" box

PROGRAMS - COMM	IUNITY + WAYS TO HELP+	ABOUT+		🐰 Hello, Jane Doe 🔻
	3	DASHBO	ARD	
MY TEA	MS	PARENT/GUARDIAN - YOUTH	VOLUNTEER REGISTRATION	MY CLASS/SCHOOL PACK ACCOUNT
ADD A YOUTH	GIVE TO <i>FIRST</i> MISSION	REGISTERING YOUTH FAQ		
	"Add Yout Contacts/ Parent/Guar	e Parent/Guardian section to add you th" from this section to add team me Roster section on your dashboard to dian: You can add children / minors for which d legal requirements such as Team Participatio	mbers to your team. Please go invite/accept team members. you are the legal guardian of to view ar	to the Team







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 the All fields are required (unless otherwise indicated)	nat will be on the team.				
	Youth Member's First Name. 🕕	Youth Member's Last Name				
	Address Line 1 Use parent/Guardian Address					
	Address Line 2					
	Country V	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							
Youth Profile	School		Consent & Release		Apply To A Team		
	S	Successfully saved!					
	School						
	SCHOOL						
	Please Select			\sim			
	CURRENT GRADE IN SCHOOL (As of September 1s	ť)?					
	Please Select			\sim			
	ELIGIBLE FOR THE SCHOOL FREE OR REDUCED LU	INCH PROGRAM?					
	Please Select			\sim			
	GO BACK		NEXT				





Accepting Consent & Release Form

YOUTH PROFILE						
		S	uccessfu	lly saved!		
Youth Profile		School		Consent & Release	Apply To A Team	
			OGNITION O	F SCIENCE AND TECHNOLOGY (FIRST)		
CONSENT AND RELEASE AGREEMENT						
	The Participant identified below ("Participant") deaires to participate (as a team member, coach, mentor, judge, volunteer, or in some other manner) in the FIRST [®] Robotica Competition,					
	FIRST FLEED Challenge, FIRST "LEUGE League, or another FIRST" program (a Program or together the Programs), For detailed information about FIRST & Program and FIRST ("FIRST") Protection Program, viait www.firstinapires.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



110



12



Applying Youth to Team

YOUTH PROFILE						
You have signed consent and release fo	rm					
You should have received an email invit	ation containing your team number.	Enter that number below to apply to the te	eam.			
If not, please contact your Coach/Mento	or or Team Admin to obtain this info	mation.				
Step 1: Please select the program. (Once selected box will highlight program	m 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)			
Step 2: Please enter the team number. (Team number can be found in the invite	ation email).					
485						
Team Number 485						
Team NickName Explore Test team						
Location Hooksett NH USA						
Season 2020						
CANCEL APPLY						

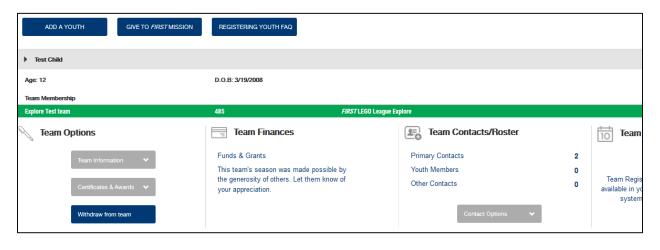






Applying Youth to Team

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 Team Contacts/Roster 2 Funds & grants Youth Members 1 Other Contacts 0	Team Regis available in y systen











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:
 - <u>firstteammembers@firstinspires.org</u> (Youth Team Member Registration Inquiries)
 - <u>customerservice@firstinspires.org</u> (General Customer Service Inquiries)
- By Chat:
 - Chat button found on <u>www.firstinspires.org</u>

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



