



Youth Registration System Overview: A Guide for Coaches



FIRST
LEGO
LEAGUE

FIRST
TECH
CHALLENGE

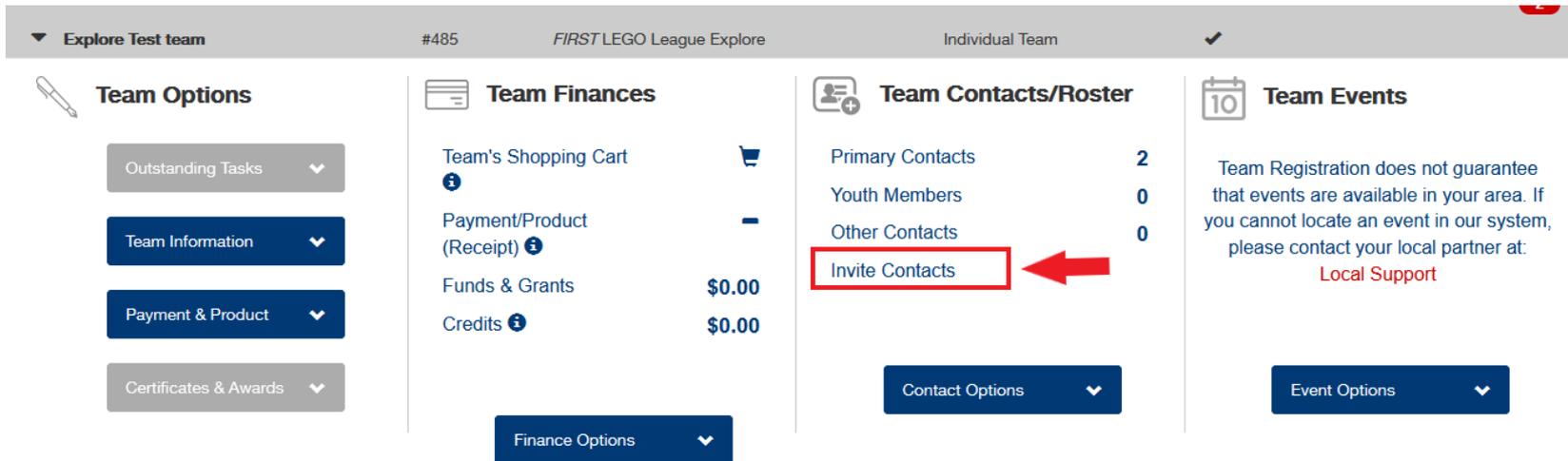
FIRST
ROBOTICS
COMPETITION



Youth Registration System

Lead coaches/mentors inviting parents

- Screened lead coach/mentor will need to log in to the Dashboard on the www.firstinspires.org website
- Under the “Team Contacts/Roster” section of the team click the “Invite Contacts” hyperlink



The screenshot shows the dashboard for the 'Explore Test team' (#485) in the FIRSTLEGO League Explore system. The dashboard is divided into four main sections: Team Options, Team Finances, Team Contacts/Roster, and Team Events.

- Team Options:** Includes links for Outstanding Tasks, Team Information, Payment & Product, and Certificates & Awards.
- Team Finances:** Shows a shopping cart, payment/product receipt, funds & grants (\$0.00), and credits (\$0.00). A Finance Options button is at the bottom.
- Team Contacts/Roster:** Lists Primary Contacts (2), Youth Members (0), and Other Contacts (0). The 'Invite Contacts' link is highlighted with a red box and a red arrow pointing to it. A Contact Options button is at the bottom.
- Team Events:** Displays a message: 'Team Registration does not guarantee that events are available in your area. If you cannot locate an event in our system, please contact your local partner at: Local Support'. An Event Options button is at the bottom.



Youth Registration System

Lead coaches/mentors inviting parents

- Click “Invite Contacts” (*Parents can be invited only if team has two screened lead coaches*)

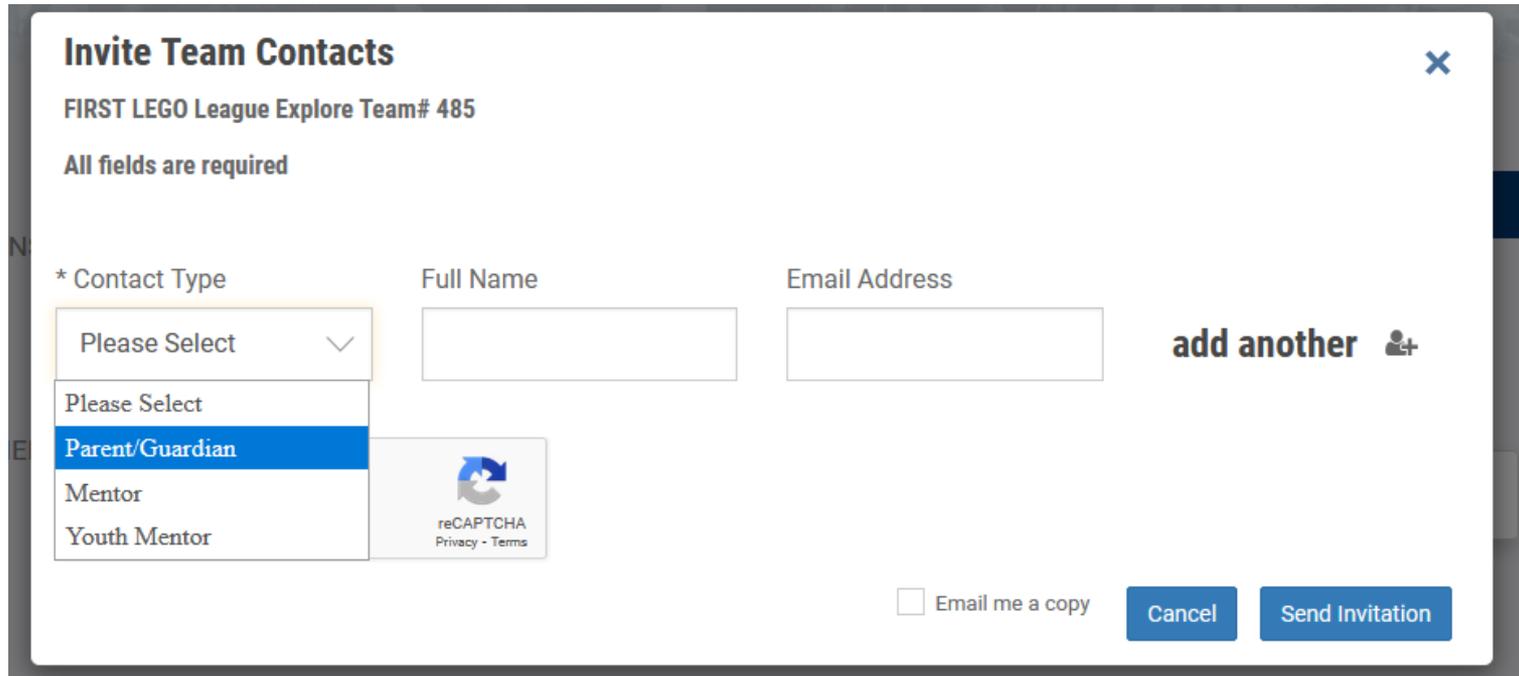
The screenshot shows the 'TEAM CONTACTS' section for 'FIRST LEGO League Explore Team# 485'. It features two buttons: 'INVITE CONTACTS' and 'PRINTABLE ROSTER'. A red arrow points to the 'INVITE CONTACTS' button. Below this is the 'COMMUNICATION OPTIONS' section, which includes a dropdown menu for 'Email Notifications' and a checkbox labeled 'Notify me when a student applies to my team'.



Youth Registration System

Lead coaches/mentors inviting parents

- Select “Parent/Guardian” as the contact type and enter parent’s name and email address
- Click “Send invitation”



Invite Team Contacts ✕

FIRST LEGO League Explore Team# 485

All fields are required

* Contact Type Full Name Email Address

Please Select **add another** 

Please Select

Parent/Guardian

Mentor

Youth Mentor

 reCAPTCHA
Privacy - Terms

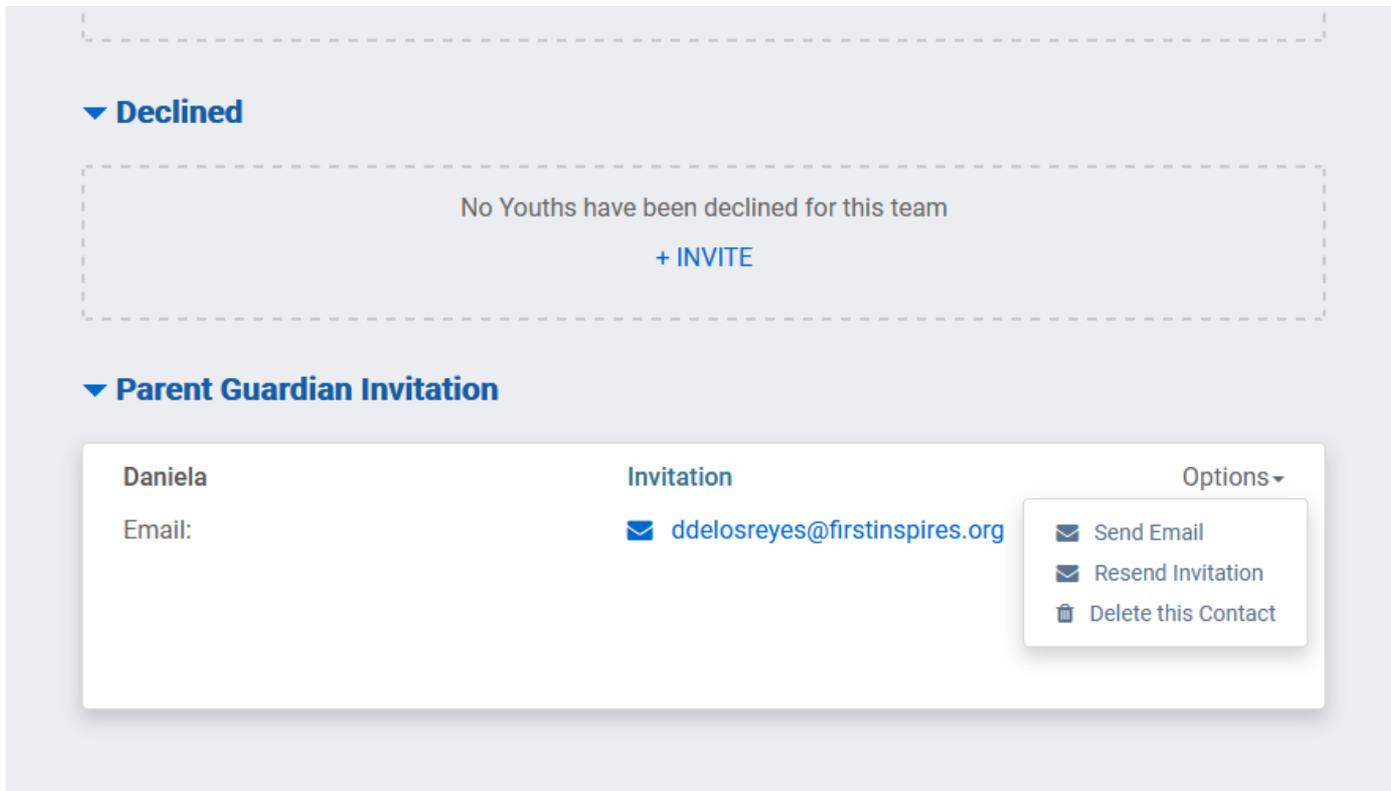
Email me a copy **Cancel** **Send Invitation**



Youth Registration System

Lead coaches/mentors inviting parents

- Parent invitations will be listed under the “Parent Guardian Invitation” section



The screenshot displays a web interface for the Youth Registration System. It features a 'Declined' section with a message: 'No Youths have been declined for this team' and a '+ INVITE' button. Below this is the 'Parent Guardian Invitation' section, which lists a contact named Daniela. The contact information includes the name 'Daniela', the word 'Invitation', and the email address 'ddelosreyes@firstinspires.org'. To the right of the email is an 'Options' dropdown menu with three items: 'Send Email', 'Resend Invitation', and 'Delete this Contact'.



Youth Registration System

Lead coaches/mentors inviting parents

- Youth applied to team by their parent will appear under “Pending Applied”

YOUTH MEMBERS [Download Youth Team Member Paperwork \(English version\)](#) ⓘ [Download Youth Team Member Paperwork \(Spanish version\)](#) ⓘ

▼ **Pending Applied**

Mytest Child2 -	PENDING INVITATION	Options ▾
Email: 	Phone Number:  800-871-8326	Legal Guardian Name: Dani Dlr
Parent Name:1: Dani Dlr	Parent Email:  danielafortesting@gmail.com	Parent Phone Number:  800-871-8326
<input checked="" type="checkbox"/> Consent & Release is on record	Include In Team Roster Printout <input checked="" type="checkbox"/>	



Youth Registration System

Lead coaches/mentors inviting parents

- Accepting/declining youth applications

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▼ **Pending Applied**

Mytest Child2 -	PENDING INVITATION	Options ▾
Email: 	Phone Number:  800-871-8326	<ul style="list-style-type: none"> Send Email Approve Membership Decline Membership Delete this Contact
Parent Name:1: Dani Dlr	Parent Email:  danielafortesting@gmail.com	 800-871-8326
 Consent & Release is on record	Include In Team Roster Printout <input checked="" type="checkbox"/>	



Youth Registration System

Lead coaches/mentors inviting parents

- Accepted youth members

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▼ **Pending Applied**

No Pending invitation for Youths for this team
[+ INVITE](#)

▼ **Pending Invites**

No Student Invitation for this team
[+ INVITE](#)

▼ **Accepted**

Mytest Child2 -	ACCEPTED	Options -
Email: 	Phone Number:  800-871-8326	Legal Guardian Name: Dani Dlr
Parent Name:1: Dani Dlr	Parent Email:  danielafortesting@gmail.com	Parent Phone Number:  800-871-8326
<input checked="" type="checkbox"/> Consent & Release is on record	<input checked="" type="checkbox"/> Include In Team Roster Printout	



Youth Registration System

Lead coaches/mentors inviting parents

Notes:

- When possible, it is preferable that lead coaches/mentors invite parents instead of students (13 years and older).
- If lead coaches receive an error when inviting parents, we suggest checking the “Parent Guardian Invitations” section to make sure that an invitation hasn’t already been issued.
- Instructions for inviting parents can be found on our [Youth Registration System Overview page](#). This page can also be accessed via the Dashboard:



- Please email firstteammembers@firstinspires.org with any questions or issues.