



Volunteer  
Resources

# ***FIRST*® Volunteer Registration User Guide**

[www.firstinspires.org](http://www.firstinspires.org)

200 BEDFORD STREET ■ MANCHESTER, NH 03101



FOR INSPIRATION & RECOGNITION OF SCIENCE & TECHNOLOGY



Thanks for your interest in being a *FIRST* event volunteer! This guide will walk through the steps required to submit a volunteer application. Frequently asked questions about Volunteer Registration are also included.

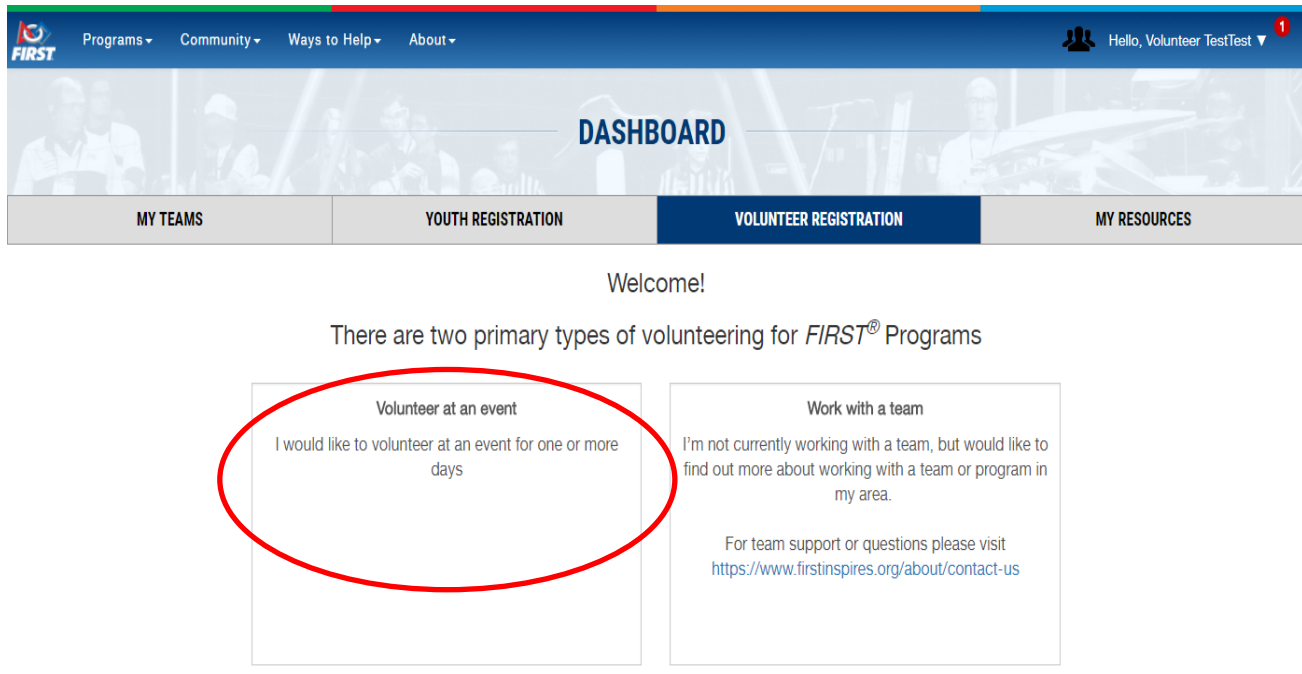
- ✓ Login to your account or create an account on [firstinspires.org](https://firstinspires.org)
- ✓ Apply to an event or program in the Volunteer Registration tab
- ✓ Fill out profile and volunteer information
- ✓ Select your availability and choice of roles
- ✓ Complete youth protection screening
- ✓ Complete Consent and Release Form

## Volunteer Registration Frequently Asked Questions

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## How do I apply to an event?

Create an account or log in to your [FIRST account](#). Click on Volunteer Registration and select the option to volunteer at an event



The screenshot shows the FIRST Inspires Volunteer Dashboard. At the top is a navigation bar with the FIRST logo, links for Programs, Community, Ways to Help, and About, and a user greeting 'Hello, Volunteer TestTest' with a notification badge. Below the navigation bar is a 'DASHBOARD' header with a background image of volunteers. A horizontal menu contains four tabs: 'MY TEAMS', 'YOUTH REGISTRATION', 'VOLUNTEER REGISTRATION' (which is highlighted in blue), and 'MY RESOURCES'. Below the tabs, the text 'Welcome!' is displayed. A heading reads 'There are two primary types of volunteering for FIRST® Programs'. Two options are presented in boxes. The first box, 'Volunteer at an event', is circled in red and contains the text 'I would like to volunteer at an event for one or more days'. The second box, 'Work with a team', contains the text 'I'm not currently working with a team, but would like to find out more about working with a team or program in my area.' and a link 'For team support or questions please visit <https://www.firstinspires.org/about/contact-us>'.

**VOLUNTEER REGISTRATION**

Welcome!

There are two primary types of volunteering for *FIRST*® Programs

**Volunteer at an event**  
I would like to volunteer at an event for one or more days

**Work with a team**  
I'm not currently working with a team, but would like to find out more about working with a team or program in my area.  
For team support or questions please visit <https://www.firstinspires.org/about/contact-us>

## Event Search Page

Use filters to refine search by program, location or date.

Click the Apply Filters button at the bottom to activate the filters and see events

Select **Apply to a Program** if you don't see an event in your area, but would still like to complete volunteer registration, youth protection screening and indicate your interest in local events.

The screenshot shows the 'SEARCH FOR AN EVENT' interface. At the top, there's a navigation bar with a blue 'Back to Dashboard' link. Below it, a message states: 'Don't see an event in your area? Click here to [Apply to a Program](#). This option will allow you to complete your volunteer registration information, youth protection screening, and indicate your interest in volunteering at local events. Check back often for new events!'

The 'Event Filters' section on the left includes a 'CLEAR FILTERS' button. The filters are categorized as follows:

- Program(s):** Four buttons are shown: 'FLL JR.' (green), 'FLL' (red), 'FTC' (orange), and 'FRC' (blue).
- Location:**
  - Country:** A dropdown menu showing 'United States'.
  - State:** A dropdown menu showing 'Colorado'.
  - Zip / Postal Code:** A text input field with the placeholder 'Zip Code / Postal Code'.
- Date:** Two date pickers labeled 'From' and 'To', with 'Start Date' and 'End Date' respectively.
- Name:** A text input field with 'aspen' entered. Below it, the filter path 'FLL,USA,Colorado,aspen' is shown with a 'Clear filters' link.

At the bottom of the filters is an 'APPLY FILTERS' button.

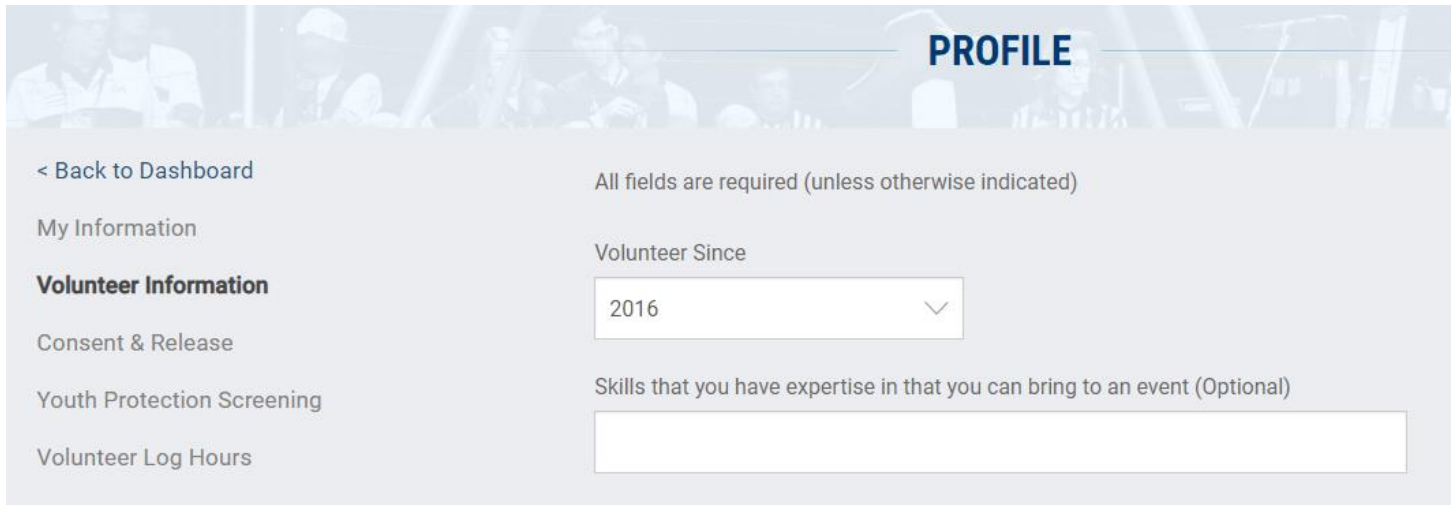
On the right, under '1 Event(s) located', a card displays the following event details:

- FIRST LEGO League Mountain Qualifier**
- EVENT LOCATION:** Aspen Middle School, Aspen, CO
- EVENT DATE(S):** 11/10/2018 - 11/10/2018
- SET UP DATE:** TBA
- TEAR DOWN DATE:** TBA
- STATUS:** Volunteers Needed

A blue 'VOLUNTEER' button is at the bottom of the event card.

## Volunteer Information

If you have not filled out your profile information, the system will prompt you to complete the required sections. Once the information is completed, you will be returned to your volunteer application.

The screenshot shows a web interface for a volunteer profile. At the top, there's a header with a blue background and the word "PROFILE" in white. Below the header, on the left, is a sidebar with a list of navigation links: "< Back to Dashboard", "My Information", "Volunteer Information" (which is highlighted in bold), "Consent & Release", "Youth Protection Screening", and "Volunteer Log Hours". The main content area on the right has a light gray background. It starts with the text "All fields are required (unless otherwise indicated)". Below this is a section titled "Volunteer Since" with a dropdown menu showing "2016". Further down is a section titled "Skills that you have expertise in that you can bring to an event (Optional)" with a large, empty text input field.

**PROFILE**

< Back to Dashboard

My Information

**Volunteer Information**

Consent & Release

Youth Protection Screening

Volunteer Log Hours

All fields are required (unless otherwise indicated)

Volunteer Since

2016

Skills that you have expertise in that you can bring to an event (Optional)

# Volunteer Application Step 1

Select your available dates and enter any notes in the **Specific Availability Times/Details** section.

Select up to 5 roles and arrange in order of role preference.

## VOLUNTEER APPLICATION


STEP 1 OF 3

[Back to Event Search Results](#)

### NH-Manchester-Manchester NH Test Kickoff

**EVENT DETAILS:**  
Program: FIRST Robotics Competition  
Type: Local Kickoff

Set Up Date:  
Event Dates: 01/05/2019 - 01/05/2019  
Tear Down Date:



Manchester NH Test  
200 Bedford Street  
Manchester, NH

[Directions to the venue](#)

Dates Available

What days are you available?

ALL DATES

OR Choose specific

EVENT DAY 1/5/2019

Specific Availability Times / Details

Enter any time availability or notes to volunteer coordinator (optional).

Employer

Your employer is listed as: Prefer not to answer [Edit](#)

☐ I'm volunteering with my employer.

Select Roles

Select up to 5 roles from the list below.

Assign me as needed

- ☐ Alumni & Scholarship Attendant
- ☐ Audio Visual
- ☐ Control System Advisor
- ☐ Crowd Control

Role Preferences

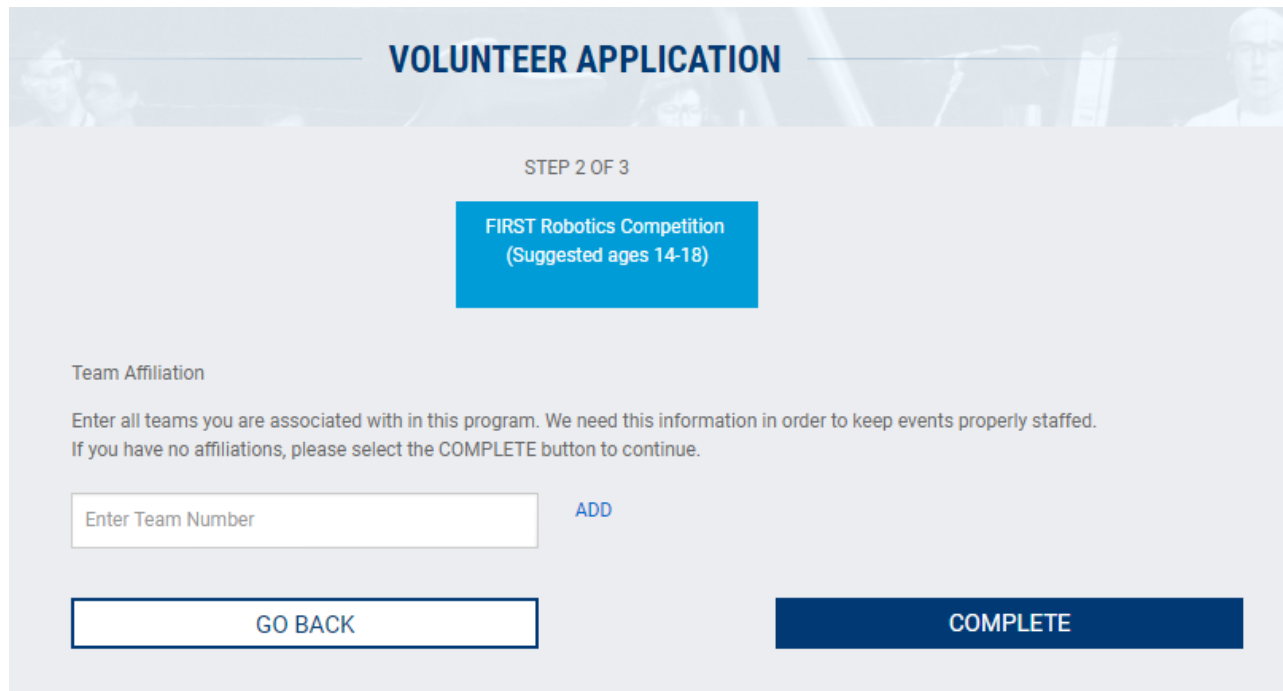
Drag and drop to rearrange.

1. Safety Glasses Attendant

Next

## Volunteer Application Step 2

If you are a mentor/coach or affiliated with a team, you can enter those teams at this step. If you do not have any affiliations, click “complete” to continue.



The screenshot shows a web interface for a volunteer application. At the top, there is a header with the text "VOLUNTEER APPLICATION" in blue. Below this, it says "STEP 2 OF 3". A blue box contains the text "FIRST Robotics Competition (Suggested ages 14-18)". Underneath, the section is titled "Team Affiliation". A paragraph of text reads: "Enter all teams you are associated with in this program. We need this information in order to keep events properly staffed. If you have no affiliations, please select the COMPLETE button to continue." Below this text is a text input field with the placeholder "Enter Team Number" and a blue "ADD" button to its right. At the bottom, there are two buttons: a white "GO BACK" button on the left and a dark blue "COMPLETE" button on the right.

**VOLUNTEER APPLICATION**

STEP 2 OF 3

FIRST Robotics Competition  
(Suggested ages 14-18)

Team Affiliation

Enter all teams you are associated with in this program. We need this information in order to keep events properly staffed.  
If you have no affiliations, please select the COMPLETE button to continue.

Enter Team Number [ADD](#)

[GO BACK](#) [COMPLETE](#)

## Volunteer Application Step 3

Your application has been submitted!

If you are assigned to a role, you will receive an assignment email with role and event information.

Volunteers in the US and Canada who are over age 18 are required to complete youth protection screening before being assigned to an event role. Screening can be accessed by clicking **Begin Youth Protection Screening**.

### APPLICATION RECEIVED

You must pass YPP screening in order to participate in your event.

#### BEGIN YOUTH PROTECTION SCREENING

#### NH-Manchester-Manchester NH Test Kickoff

**EVENT DETAILS:**

Program: FIRST Robotics Competition

Type: Local Kickoff


Set Up Date: TBD

Event Dates: 01/05/2019 - 01/05/2019

Tear Down Date: TBD

**YOUR ROLE ASSIGNMENT REQUEST(S):**

Safety Glasses Attendant



Manchester NH Test  
200 Bedford Street  
Manchester, NH

[Directions to the venue](#)

[RETURN TO DASHBOARD](#)

[VOLUNTEER FOR ANOTHER EVENT](#)



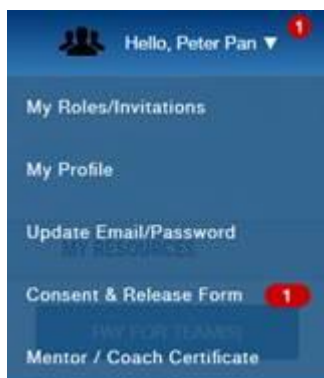
## Volunteer Dashboard

After completing an application, the Dashboard shows your pending applications. Once you are assigned, these will be moved into the **Assigned Event Roles** tab.

The screenshot displays the FIRST Volunteer Dashboard. At the top, there's a navigation bar with links for Programs, Community, Ways to Help, and About. A user greeting "Hello, Minor Test" is visible. The main header area is labeled "DASHBOARD". Below this, there are four tabs: MY TEAMS, MY RESOURCES, PARENT/GUARDIAN, and VOLUNTEER REGISTRATION. Under the VOLUNTEER REGISTRATION tab, there are buttons for "EVENT VOLUNTEERING", "WORK WITH A TEAM", and "HOW CAN I HELP". A section titled "Pending Applications" is expanded, showing details for the "VRD Testing Championship - FIRST Robotics Competition". The details include: Role: Crowd Control, Field Assembly, Crowd Control, Field Assembly; Status: PENDING; Setup Date: TBA; Event Start: 7/14/2018; Event End: 7/16/2018; Tear Down: TBA; Location: TBD; 200 Bedford St; Manchester, NH 03101 USA; Website: (blank). A map of the location is shown on the right, with a red pin at "Mill No. 3". A "ROLE OPTIONS" dropdown menu is visible at the bottom right of the application details.

## Consent & Release Form

Volunteers should sign the *FIRST* Consent & Release Form each season. Volunteers will see a notification if they haven't yet completed the form and can access via the profile drop down menu.



## How old do I have to be to volunteer?

*FIRST* event volunteers must be 13 years or older to create an account and apply to events.

## How do I access Youth Protection screening?

Volunteers will be prompted to access youth protection screening once you apply to an event or apply to a program. Screening status can be accessed under your profile on the top right of the Dashboard. For additional information and/or Frequently Asked Questions about the YPP Screening Process, please visit

<https://www.firstinspires.org/youth-protection>

## How do I edit or withdraw my volunteer application?

After completing an application, volunteers have options to withdraw the application, edit the application, or message the coordinator of the event. These options can be accessed using the Role Options button for each event application.

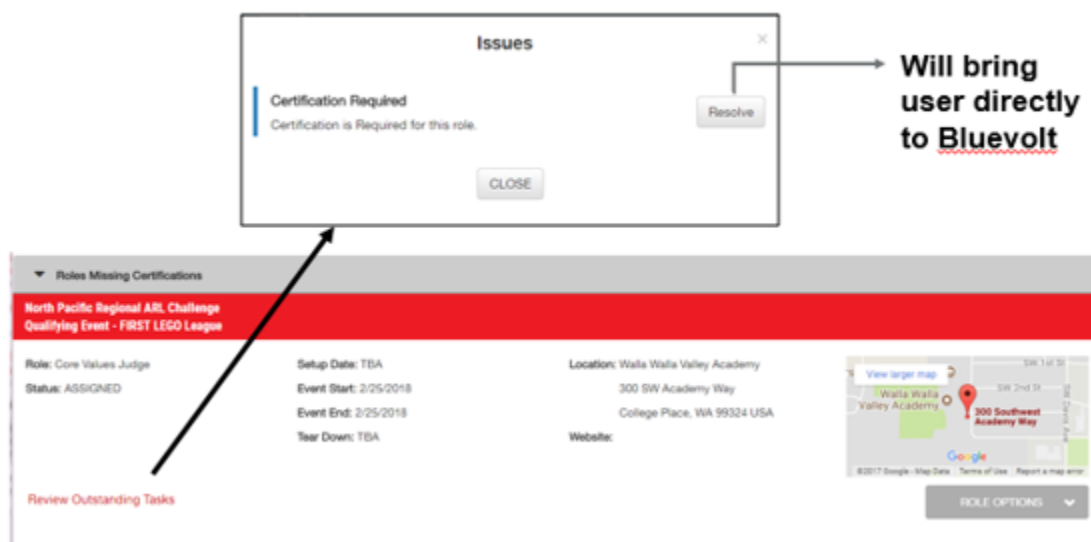
Please note, once you are assigned to an event role, you must contact the event coordinator directly if you cannot attend the event.

The screenshot displays the 'DASHBOARD' interface with four main tabs: 'MY TEAMS', 'PARENT/GUARDIAN - YOUTH', 'VOLUNTEER REGISTRATION' (which is active), and 'MY RESOURCES'. Under 'VOLUNTEER REGISTRATION', there are buttons for 'EVENT VOLUNTEERING', 'WORK WITH A TEAM', and 'LOG VOLUNTEER HOURS'. A 'Pending Applications' section is expanded, showing a list of applications. The first application is 'Kickoff Test- VRD' and 'Local Kickoff - FRC'. Below this, details for the application are shown: Role: Crowd Control, Field Supervisor; Status: PENDING; Setup Date: 7/6/2018; Event Start: 7/7/2018; Event End: 7/7/2018; Tear Down: 07/08/2018; Location: Event Venue, 1 Main St, Manchester, 03101 USA; Website: [blank]. To the right of these details is a map of the location. Below the map is a 'ROLE OPTIONS' dropdown menu with three options: 'Withdraw Application', 'Edit Application', and 'Message Coordinator'. A red arrow points from the 'Edit Application' option to the 'Edit Application' button in the application details section.

## How do I access certifications for my role?

If you are assigned a *FIRST* LEGO® League or *FIRST* Robotics Competition role requiring certification, the **Roles Missing Certification** tab will appear on your Volunteer Dashboard. Click on “Review Outstanding Tasks”, then click the Resolve button. This will bring you directly to BlueVolt to complete your training.

If you apply to a *FIRST* Tech Challenge role requiring certification, you will be emailed a link to access training on our Schoology site.



## How do I update my profile, volunteer information, or team affiliations?

Personal information and volunteer information can be accessed through your Profile at the top right of the Dashboard. Changes and updates to information can be made at any time.

Team Affiliations can be accessed in your profile under “My Roles” and can be removed if necessary.

## How can I access my participation history and log volunteer hours?

Volunteers can log the number of hours they volunteered for *FIRST* events. This can be accessed in the “My Profile” section, or by clicking on “Log Volunteer Hours” in the Volunteer Registration Dashboard

Volunteers can only log hours for roles assigned through the Volunteer Registration system. Hours can be logged and edited for the current season. These hours will be saved and available to view in future seasons and can be sorted by program and season.

Participation history can be printed or saved as a PDF by clicking the “Print History” button.

Program	Season	Event	Event Date	Role	Hours
FTC	2017	MA State Championship	1/1/2017 - 1/1/2017	Judge Advisor	8

## Who do I contact if I have a question?

Customer Service Phone Number - 800-871-8326, Option “0”

Volunteer Registration Questions- [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org)

Youth Protection Screening- [safetyfirst@firstinspires.org](mailto:safetyfirst@firstinspires.org)

For additional volunteer resources and guides, please visit the [Volunteer Resources](#) section of the Resource Library on the *FIRST* website.