

Youth Registration System Guide

- Parent / Guardians new to *FIRST*® and registering their youth for the first time: Pages 1– 4
- Returning Parent / Guardians re-registering their youth: Page 5

Important—Parent/Guardian Account Required

Prior to registering your youth, you (as adult parent or guardian) will need to have an account and complete profile registered in your name at www.firstinspires.org.

- If you have previously registered an account but do not remember your password, please use the “Forgot Password” function on the log in page on our www.firstinspires.org website.
- If you need to create an account, you can do so by clicking on [Register](#) and following the instructions to confirm your email and complete your profile.
- If you are no longer able to access your original sign-in email, please [email us](#) with an email address change request.

Youth Registration for youth members new to *FIRST*

- ◆ Your youth’s lead coach/mentor may send you an email with registration link and team number. If you have not received this, ask the lead coach/mentor to provide you with the *FIRST* program name and team number for the team your youth wants to join.
- ◆ After creating your own account/profile, log in to your account at www.firstinspires.org
- ◆ Click the “Parent/Guardian-Youth” tab on your Dashboard, then click the “Add a Youth” box:



- ◆ Click on blue “Add a Youth” button to begin
- ◆ You will be directed to the Youth Profile page, where you will need to fill out your youth’s information. If your youth is 13 years or older, you will be prompted to enter an email address for your youth. It cannot be the same email address you used to create a parent account.

- ◆ Complete remainder of page
 - Please be sure to select accurate date of birth—this will affect which programs they can participate in
 - Ethnicity and race fields required, but you may choose “Prefer not to Answer” option

Youth Demographic Information

Birth Date*

| | | |
|------|---|------|
| June | 3 | 2006 |
|------|---|------|

Gender Identity

Please Select or Type ▼

Ethnicity*

Prefer Not to Answer ▼

Race*

Please Select ▼

Past Program Participation

Has your youth participated in *FIRST* program as a youth team member prior to this season?

YES NO

Please Select *FIRST*® LEGO® League Explore seasons ▼

Please Select *FIRST*® LEGO® League Challenge seasons ▼

Please Select *FIRST*® Tech Challenge seasons ▼

Please Select *FIRST*® Robotics Competition seasons ▼

- ◆ Click “Next” to proceed to the school information page.

- ◆ Complete school information page:

The screenshot shows a form titled "YOUTH PROFILE" with a "School" section. It contains three dropdown menus: "SCHOOL", "CURRENT GRADE IN SCHOOL (As of September 1st)?", and "ELIGIBLE FOR THE SCHOOL FREE OR REDUCED LUNCH PROGRAM?". Each dropdown menu has "Please Select" as the current selection. A red callout box in the top right corner says: "If your youth's school does not show on the list, select 'Not in List' to manually enter the school information". At the bottom of the form is a large blue "SAVE" button.

- ◆ Once completed and saved, you will be directed to the *FIRST* Consent & Release page:

The screenshot shows the "YOUTH PROFILE" page with a navigation bar at the bottom. On the left, there is a link "2023 FIRST Consent & Release Form" with a right-pointing arrow. On the right, there is a button labeled "Click to Sign Form" which is highlighted with a red box. Two red arrows point to the top of this box. A small triangle icon is visible to the right of the button.

- ◆ Click on the title to expand the document. When ready, type in your name and click "Accept"

The screenshot shows a consent form with the following text: "Date: 06/01/2022" and "Revision Date: 4/12/2022". Below this is a paragraph: "I agree that my electronic signature shall be as valid as an original 'written' signature and is the same as a handwritten signature for the purposes of validity, enforceability, and admissibility. This electronic signature will constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files." At the bottom, there is a text input field containing "[Type/Enter] First & Last Name". A red arrow points from a red box labeled "Parent/ guardian types name here" to the input field. Another red arrow points from a red box labeled "After typing name click this button" to a large blue button labeled "ACCEPT & SUBMIT".

- ◆ Apply to a team:
 - Select the program your youth will be participating in
 - Enter team number and verify that correct team is chosen
 - Click "APPLY"

YOUTH PROFILE

If you received an invitation from a lead coach/mentor, the program and team number are included in that email.

If you have not received an invitation via email, please contact the team's lead coaches to obtain this information.

Step 1: Please select the program
(Once selected box will highlight program color)

| | | | |
|---|--|---------------------------------------|---|
| FIRST LEGO League (Explore, ages 6-10) | FIRST LEGO League (Challenge - ages 9-14 or grades 4th-8th) Status : Not Eligible | FIRST® Tech Challenge (ages 12-18) | FIRST® Robotics Competition (ages 14-18) |
|---|--|---------------------------------------|---|

Step 2: Please enter the team number
(Team number can be found in the invitation email)

To enter team number, please select program

Helpful tips: If the team information that appears is not correct, check that you have selected the correct program; also, type in the team name instead of copying and pasting.

CANCEL

APPLY

- ◆ After youth has been applied, you will see a “Pending Coach” message. This message will clear once the team’s lead coaches accept their application into the team’s roster:

▼ Youth Doe

Age: 10 D.O.B: 7/23/2010 YOUTH OPTIONS ▼

Team Membership

Space Jumpers 14998 FIRST® LEGO® League Explore

Team Options

Team Information ▼

Certificates & Awards ▼

Withdraw Application

Team Finances

Funds & Grants

Pending Coach

This team's season was made possible by the generosity of others. Let them know of your appreciation.

Team Contacts/Roster

| | |
|------------------|---|
| Primary Contacts | 3 |
| Youth Members | 2 |
| Other Contacts | 0 |

Contact Options ▼

Team Events

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

Event Options ▼

Youth Registration for youth members returning to *FIRST*

Welcome back! If your youth was previously registered in our system, your process will be a little different than the steps above, but you may want to refer to the previous pages for help in specific screens.

- ◆ [Log in](#) to your *FIRST* Dashboard via www.firstinspires.org
- ◆ Select “Youth Registration” from banner menu on your Dashboard
- ◆ Select youth’s name to expand details, and then click on “Youth Options” menu on the right
- ◆ Select “Apply to a Team” from the drop-down menu



This will bring you to the [Youth Profile](#) page, where you will review the profile and check appropriate boxes / make selections as needed (see pages 2 & 3 for more details).

You will continue through the [Youth's School](#) and the [Apply to a Team](#) pages, and then be returned to your *FIRST* Dashboard.

IMPORTANT - You will need to sign the annual *FIRST* Consent & Release form as a separate step. Return to “YOUTH OPTIONS” menu in the student profile and select “Youth’s Consent and Release.” Please note that you will need to do this for each youth that will be participating this year.



GO TEAMS!