

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 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 Students new to *FIRST*

- ◆ Your youth’s lead coach/mentor will 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 profile page.

- ◆ Complete School profile page:

The screenshot shows a form titled "YOUTH PROFILE" with a section for "School". 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 has "Please Select" as the default option. A red callout box in the top right corner states: "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 blue "SAVE" button.

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

The screenshot shows the "YOUTH PROFILE" header and a navigation bar. On the left, there is a link "2022 FIRST Consent & Release Form" with a right-pointing arrow. On the right, there is a link "Click to Sign Form" with a right-pointing arrow and a small warning icon. Two red arrows point from the top right towards the "Click to Sign Form" link.

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

The screenshot shows a "Consent & Release" form. It includes fields for "Participant Name Printed" (YOUTH Test), "Signature of Participant" (if 18 years or older), "Parent/Guardian Name Printed" (Jane Doe), "Signature(s) of Parent/Guardian", "Participant Date of Birth" (06/15/2013), "Participant Address" (Example Address, Manchester, NH 03101 USA), and "Participant Email" (a redacted field). There is a "Date:" field with the value "05/20/2021". The form contains two identical paragraphs of legal text regarding electronic signatures. At the bottom, there is a field for "[Type/Enter] First & Last Name" with a red arrow pointing to it and a red button labeled "Type your name here". To the right of this is another red button labeled "Click this button after typing your name" with a red arrow pointing to a 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

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.)

FIRST LEGO League
(Explore - ages 6-10)

FIRST LEGO League
(Challenge - suggested 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 invitation email).

To enter team number, please select program

Tip: If the correct team's information does not show as expected, check that you have selected the correct program and that the correct team number has been entered.

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

Team Membership

Space Jumpers 14998 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 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 ▼

Pending Coach

Youth Registration for Students returning to *FIRST*

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

- ◆ [Log in](#) to your account at 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

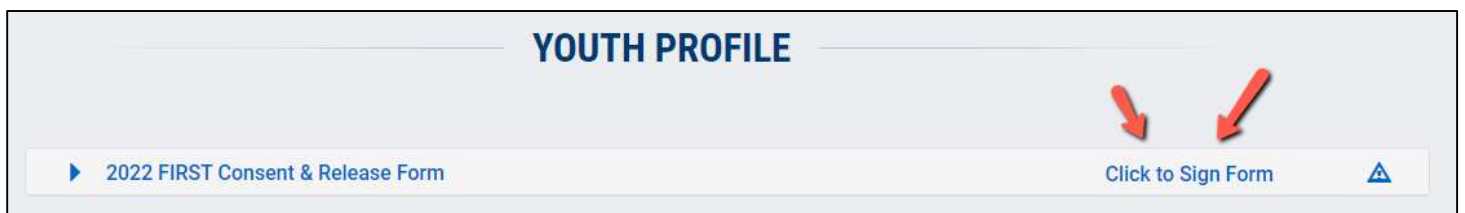


The screenshot shows a student profile interface. At the top, there's a header with a dropdown arrow and the text "Student Name". Below this, the profile details are listed: "Age: 13", "D.O.B: 01/01/2001", and "Team Membership". At the bottom left, there's a button labeled "Test Student". On the right side, there's a blue button labeled "YOUTH OPTIONS" with a dropdown arrow. An orange arrow points from the "Student Name" header to the "YOUTH OPTIONS" button. Another orange arrow points from the "YOUTH OPTIONS" button to a dropdown menu that is open, showing four options: "Apply to a Team", "Youth's Profile", "Youth's School", and "Youth's Consent and Release". A third orange arrow points from the "Youth's Consent and Release" option to the "IMPORTANT" box below.

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 [School Page](#) and the [Team Application](#) page, and then be returned to your 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.



The screenshot shows the "YOUTH PROFILE" page. At the top, the title "YOUTH PROFILE" is centered. Below the title, there's a horizontal bar with a blue button labeled "2022 FIRST Consent & Release Form". To the right of this bar, there's a blue button labeled "Click to Sign Form" with a red arrow pointing to it. At the bottom right, there's a small blue triangle icon. A red arrow points from the "Click to Sign Form" button to the "IMPORTANT" box above.

GO TEAMS!