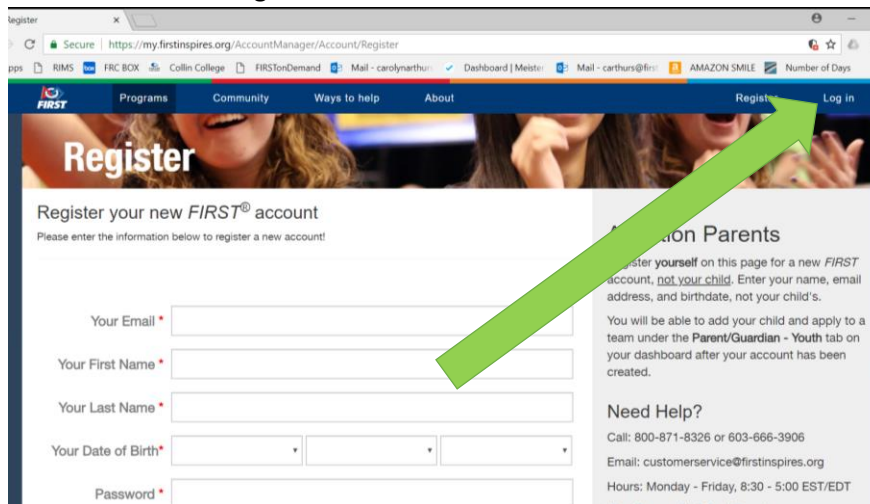*The registration of each team will take from 5-10 minutes. Please do not close your registration windows until you see that your work is saved. You'll see an example of this below…*
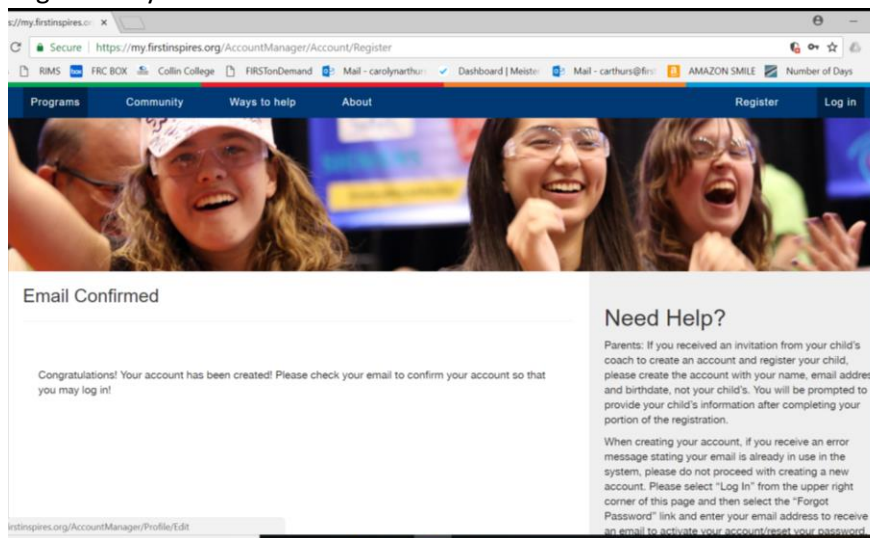
1. **Register on the FIRST website**
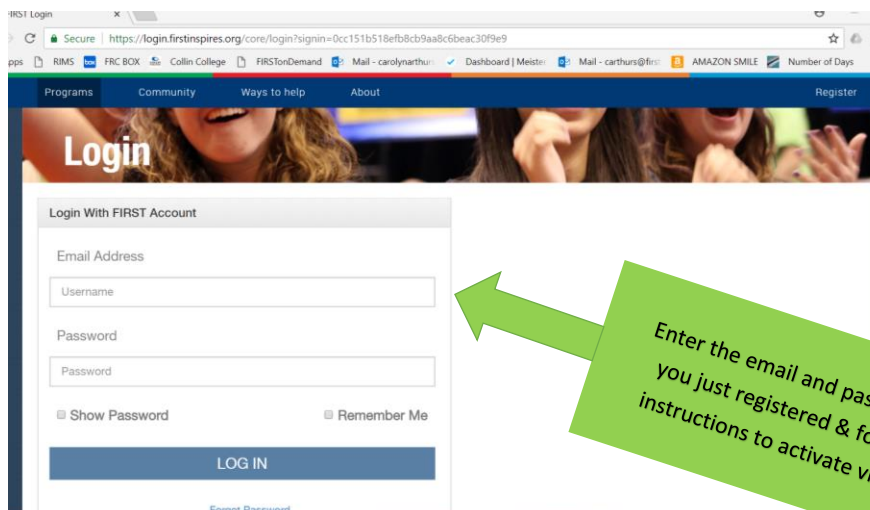   a. Create an account login

   b. Log in with your new account

2. Create your teams

    a. Go to your dashboard. You will see a popup with general information. You can opt out of seeing that in the future at the bottom of the popup box. Read through it just for your future reference, but you do not need to follow any steps in the popup at this time.
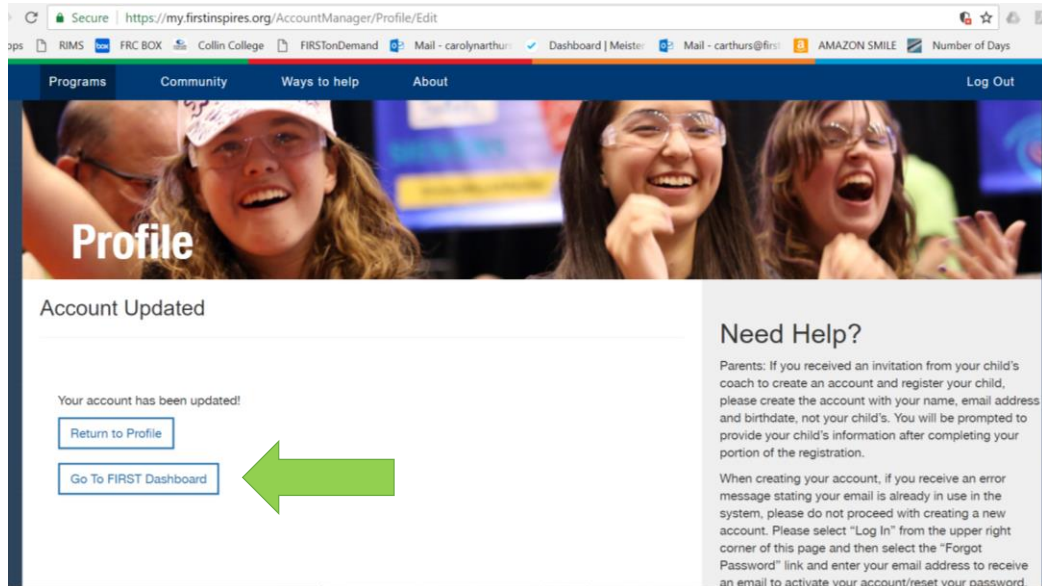
    b. Click "CREATE NEW TEAMS"
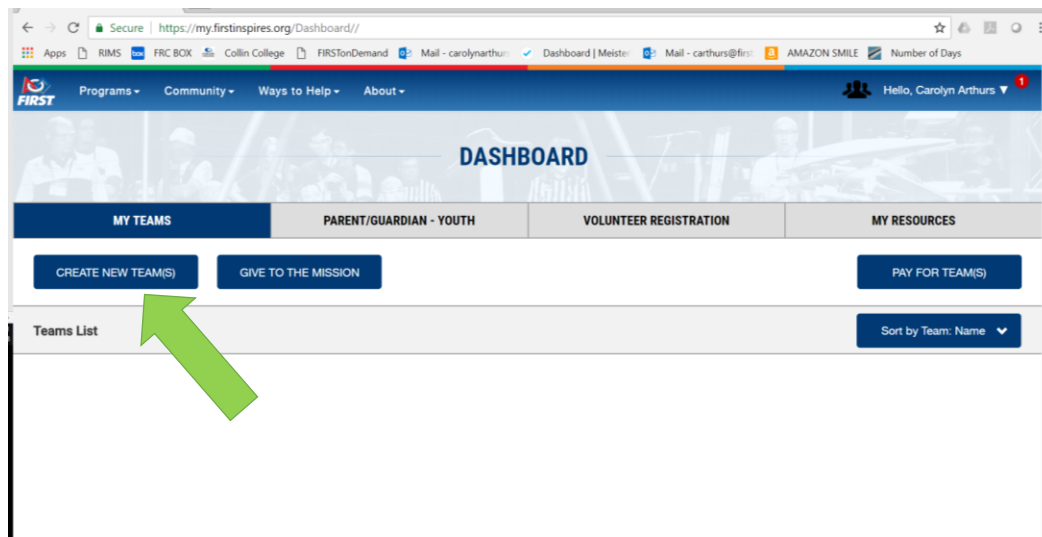
Scroll down to see the next steps

3. Add yourself as Team Administrator, then follow the guided steps to create your profile.

a. Select the type of team you want to create first. For the purposes of this example, we will use the FIRST Robotics Competition level first.

Scroll down to see the next steps

b. Select a team type. Here you will choose "SELECT TEAM TYPE" and then choose "Creating a New Team" then click "NEXT".

Scroll down to see the next steps

c. The system will now confirm that you are creating a rookie team and not just a new team from veteran team members. Answer "No" to all three of the questions as they pop up one at a time. Then click "NEXT". Then "CONTINUE AS A ROOKIE".

At this point you will see a validation screen.
After a few seconds, the system will open your profile page.
Scroll down to see the next steps

d. Create your team profile by filling in the blanks then click "NEXT". Skip the website and mentoring sections if those are not applicable to you. Unless you have experience with FIRST, its not advised that you mentor as a rookie team.

e. Confirm your school by selecting "School" from the first drop-down box. This will pre-populate the second drop-down to include the names of all schools within a 50 mile radius of your zip code. Scroll to your school and select.
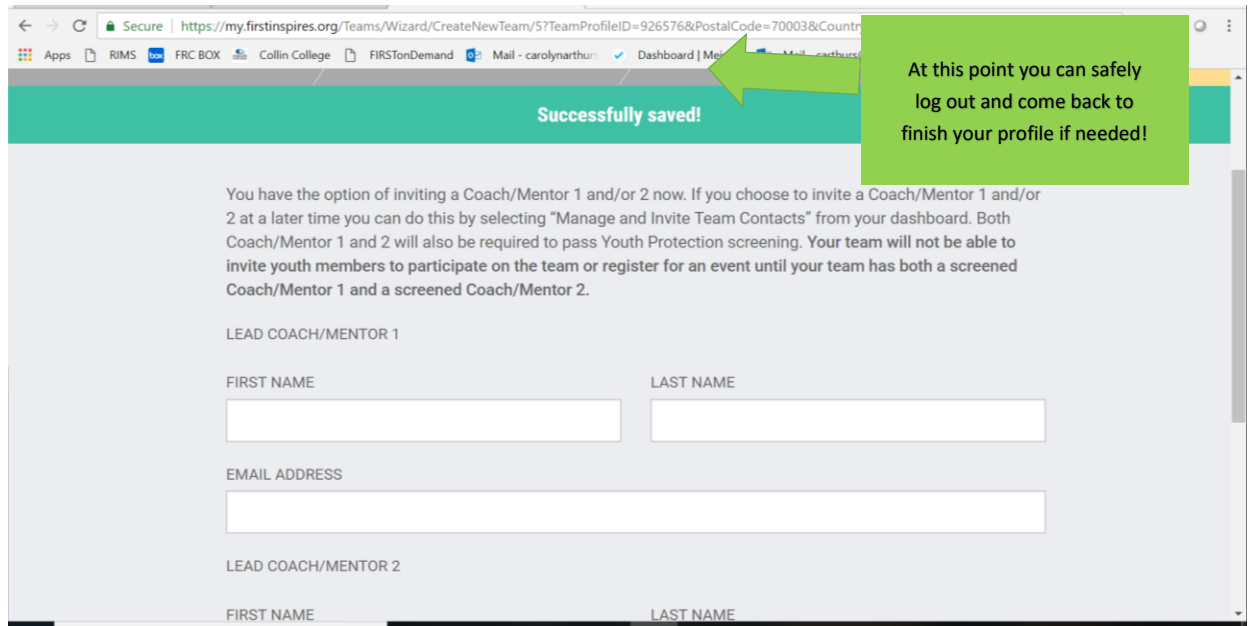
Note: If you are creating one team from multiple schools, enter the first school name and then click "ADD NEW SCHOOL" and enter an additional school name. Repeat that process for each school individually.

Scroll down to see the next steps

4. Submit Coaches/Mentors

Each FIRST team is required to have two lead coaches/mentors that will need to pass a Youth Protection Program screening (YPP). This screening takes about 30 minutes and will be required for your team to complete full registration. If you know the names of your two mentors now, enter them here. If you don't know them yet, select the "I will do this later" option. You can come back to this step through your dashboard.

OR

Scroll down to see the next steps

This will take you to your updated Dashboard, where you will be able to add team members, make payments, and see your outstanding tasks. You can come back to this later to enter the mentor or coach names by clicking on the red "Outstanding Tasks" button or by clicking the red "Review Outstanding Tasks".

5. Make a Payment

*At this point, **if you are ready to make a payment** on your team account, **follow the steps below**. If you are **not yet ready to make a payment, skip to step 6**.*

a.
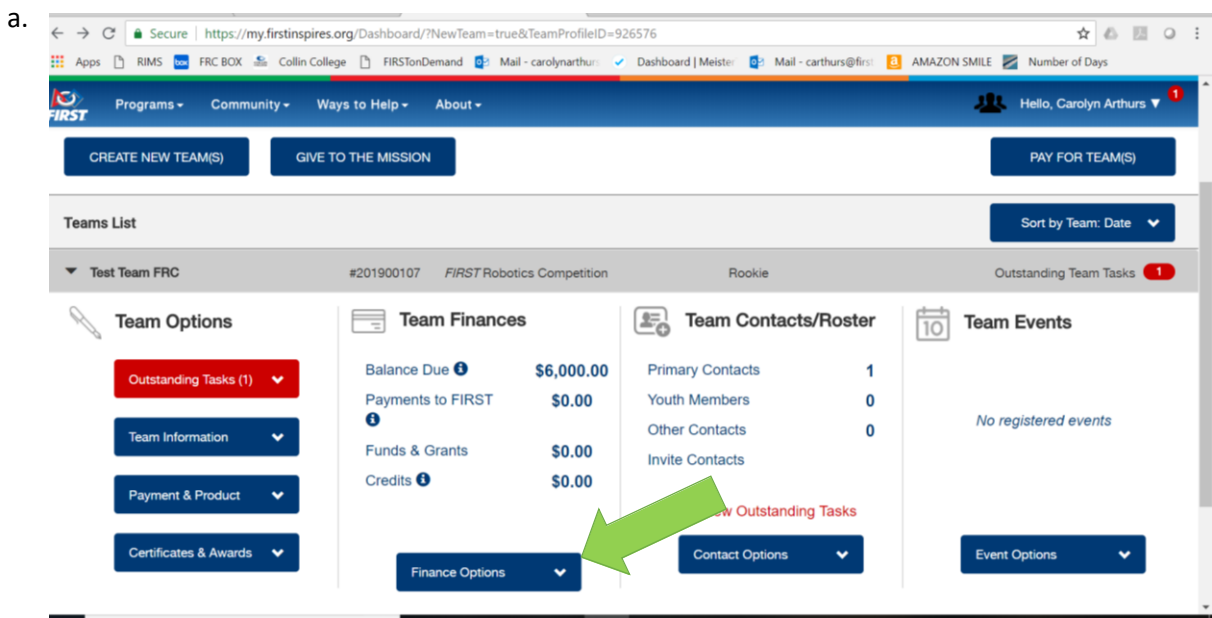
b. From the drop-down menu, choose from the selections listed
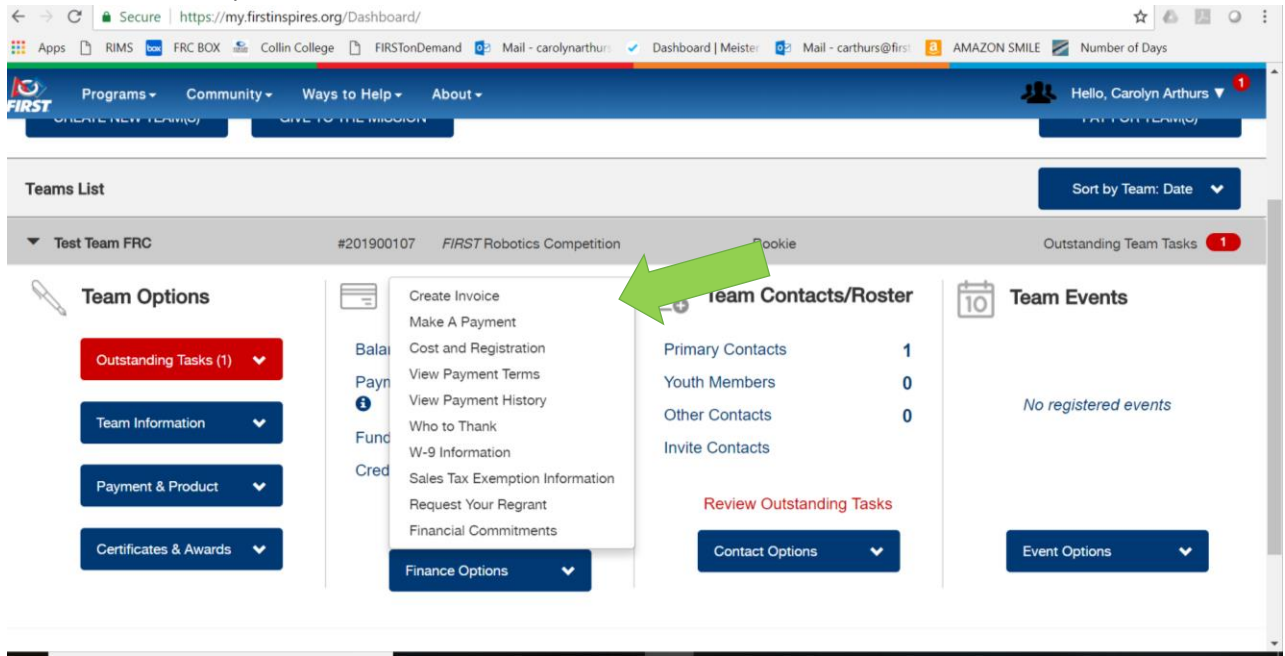
i. **Create Invoice**: if you need to create an invoice to solicit payment from a sponsor or for your school accounting, use this option.

ii. **Make a payment**: If you're ready to make a payment, use this option to select your method (this is where you would enter a purchase order from the school, if applicable.)

iii. **Cost and Registration**: This will take you to the website page that explains costs for each program. By this time, you probably won't need this option.

iv. **View Payment Terms**: This link will bring you to a page that lists the different costs and their due dates. This page is important to note on your calendar so that you don't miss any deadline. The information pertinent to Louisiana and Mississippi is only the **Regional Event Participant** section.

v. **View Payment History**: Once you've made a payment, this link is where you can keep track of what you've paid and what is left on your balance. There is also another option to print an invoice from this page.

vi. **Who to Thank:** This page will populate a list of sponsors that have donated money to your team through grants made to headquarters. For example, if you receive a rookie grant, this page will show you what companies and organizations donated to the grant pool. To thank them, you should recognize them on your robot (most teams use stickers), on your website, and in social media if you have those profiles. You can also send a team thank you in hard copy if an address is listed.

vii. **W-9 Information:** This will take you to a page where you can upload your school or non-profit's W-9. This federal tax ID form is **required for all US teams**. To complete the form, click the blue "Team W9 Information" link and follow the prompts.

viii. **Sales Tax Exemption Information:** As of the creation of this document, this form is not yet available. However, once it is updated, this is where you will be able to prove tax exempt status, if applicable.

ix. **Request Your Regrant:** If you receive grants and donations that exceed the amount of the registration required from headquarters, you will need to fill out a Regrant Request to get the balance of those funds sent to you by check.

x. **Financial Commitments:** This link will show you the recognized commitments from donors or from your school.

Scroll down to see the next steps

6. **Create another team**

   Repeat the process above to create additional teams. You can create any level of team in the progression of FIRST programs through this link. Each team will receive its own unique temporary team number. Once you've made a payment, you will be assigned your permanent team number.
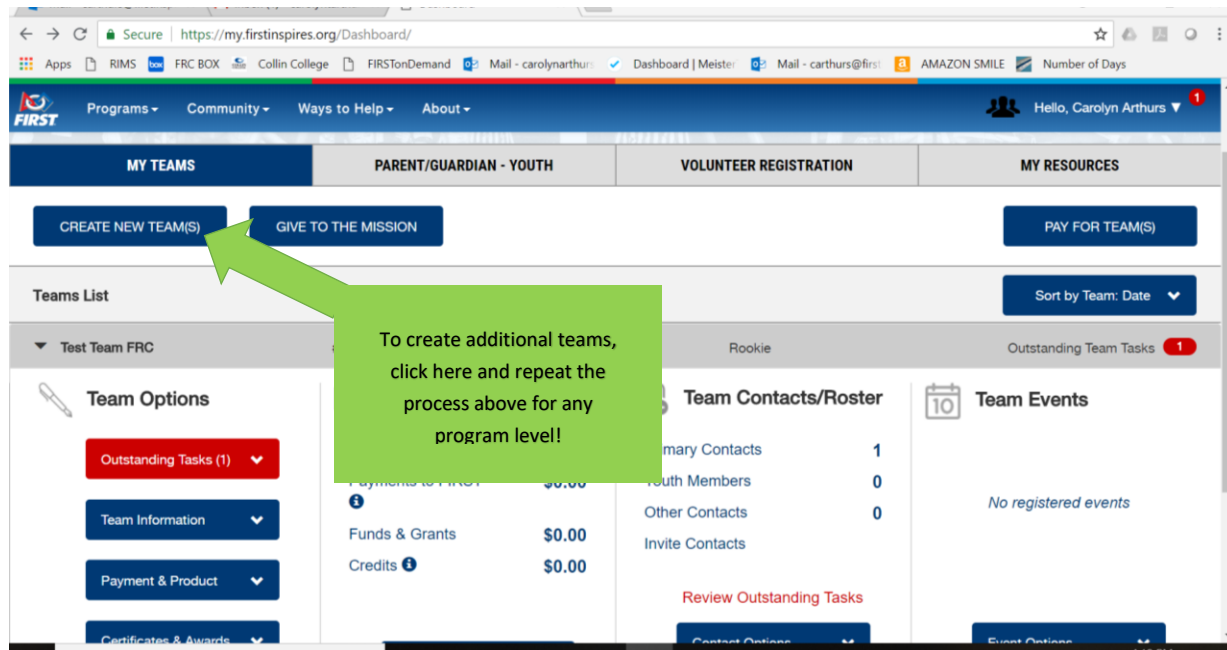
Once you've completed these steps, contact aquick@firstinspires.org to learn what's next.

Welcome to the family of FIRST!