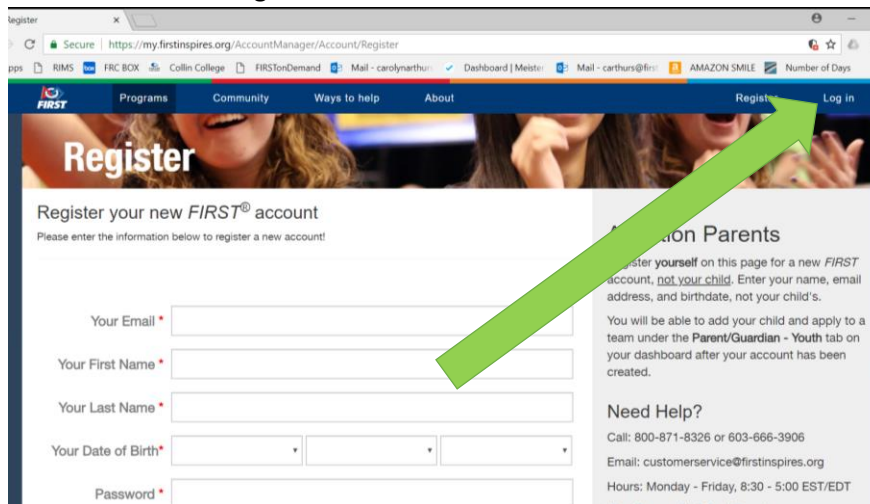


The registration of each team will take from 5-10 minutes. Please do not close your registration windows until you see that your work is saved. You'll see an example of this below...

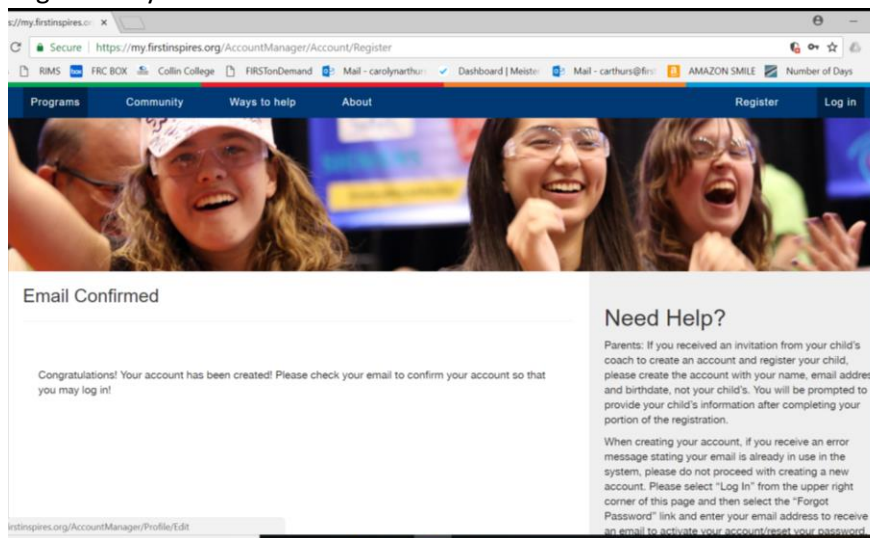
1. Register on the FIRST website

a. Create an account login

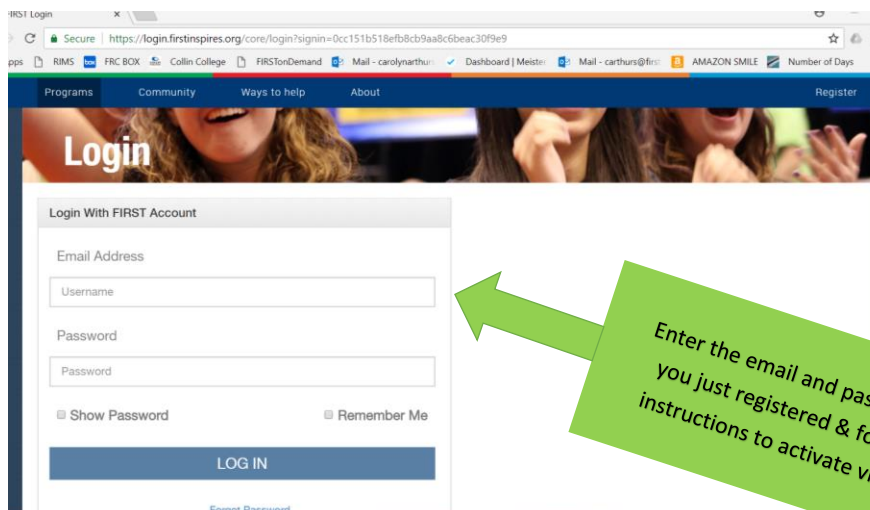


The screenshot shows the FIRST website's registration page. The URL is <https://my.firstinspires.org/AccountManager/Account/Register>. The page has a blue header with navigation links: Programs, Community, Ways to help, About, Register, and Log in. The main content area is titled "Register" and "Register your new FIRST® account". It contains a form with the following fields: "Your Email", "Your First Name", "Your Last Name", "Your Date of Birth" (with dropdown menus for month, day, and year), and "Password". To the right of the form, there is a section titled "Registration Parents" with instructions: "Register yourself on this page for a new FIRST account, not your child. Enter your name, email address, and birthdate, not your child's." Below this, it says "You will be able to add your child and apply to a team under the Parent/Guardian - Youth tab on your dashboard after your account has been created." There is also a "Need Help?" section with contact information: "Call: 800-871-8326 or 603-666-3906", "Email: customerservice@firstinspires.org", and "Hours: Monday - Friday, 8:30 - 5:00 EST/EDT". A green arrow points from the "Register" link in the header to the registration form.

b. Log in with your new account



The screenshot shows the FIRST website's "Email Confirmed" page. The URL is <https://my.firstinspires.org/AccountManager/Account/Register>. The page has a blue header with navigation links: Programs, Community, Ways to help, About, Register, and Log in. The main content area is titled "Email Confirmed" and contains a message: "Congratulations! Your account has been created! Please check your email to confirm your account so that you may log in!". To the right of the message, there is a "Need Help?" section with instructions for parents and users who receive an error message. A green arrow points from the "Log In" link in the header to the "Email Confirmed" message.

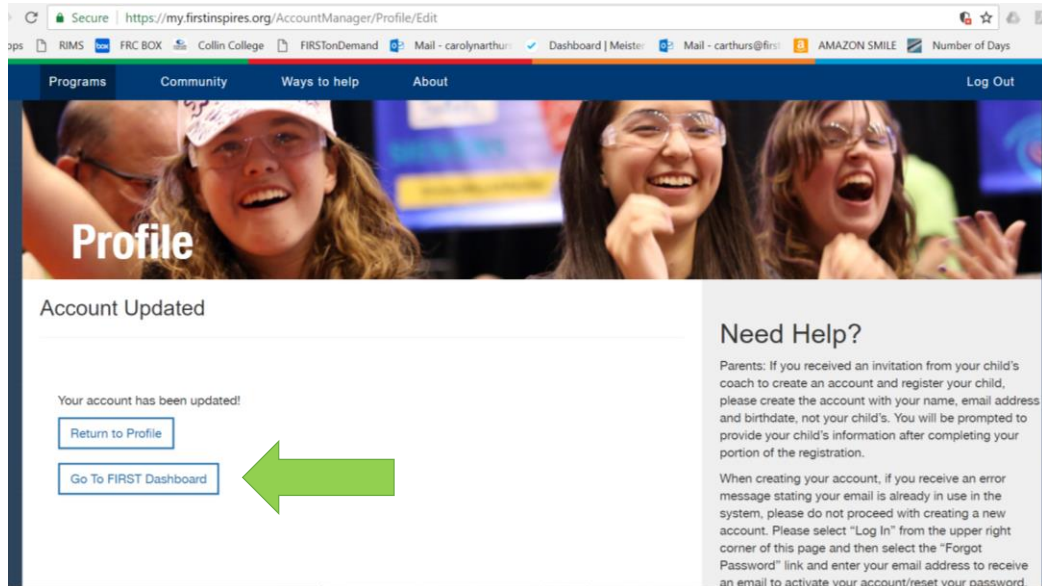


The screenshot shows the FIRST website's login page. The URL is <https://login.firstinspires.org/core/login?signin=0cc151b518efb8cb9aa8c6beac30f9e9>. The page has a blue header with navigation links: Programs, Community, Ways to help, About, Register, and Log in. The main content area is titled "Login" and "Login With FIRST Account". It contains a form with the following fields: "Email Address", "Username", "Password", and "Password" (with a "Show Password" checkbox). There is also a "Remember Me" checkbox and a "LOG IN" button. Below the button, there is a "Forgot Password" link. A green arrow points from the "Log In" link in the header to the "LOG IN" button.

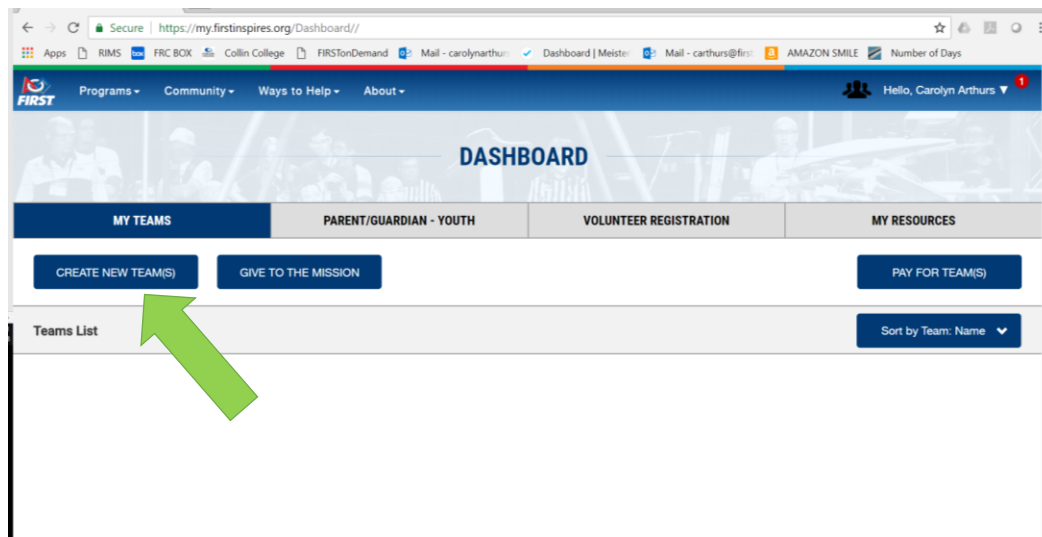
Enter the email and password that you just registered & follow the instructions to activate via email.

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.

Secure | <https://my.firstinspires.org/Teams/Wizard/CreateNewTeam/?UID=3400406>

CREATE NEW TEAM(S)

If you are trying to re-register an existing team, please use the back arrow to return to your dashboard, where you can select your existing team. If you are not currently the Team Administrator or Lead Coach/Mentor for a team you are trying to re-register, please contact the previous team contact, as they can invite you as the replacement contact.

If you want to create a new team, please continue.

Will you be the Team Administrator or Coach/Mentor 1 for this team?
(Scroll over Team Admin or Coach/Mentor 1 button for a description of each.)

TEAM ADMIN | LEAD COACH/MENTOR 1

Team Admin (previously Purchaser role).
The Team Admin is a separate role from the Lead Coach/Mentor for the team.
Limited access to team administration functions:

- 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.

CREATE NEW TEAM(S)

PROGRAM SELECTION | TEAM PROFILE | SCHOOL/ORGANIZATION | INVITE PRIMARY CONTACTS

< Back to Dashboard

PROGRAM SELECTION

To select the correct **FIRST** program for your team. Choose a program to learn more about it before creating a team.

FIRST® LEGO League Jr.
(Suggested ages 6-10)

FIRST® LEGO League
(Suggested ages 9-14)

FIRST® Tech Challenge
(Suggested ages 12-18)

FIRST® Robotics Competition
(Suggested ages 14-18)

Attention!

Program selection becomes permanently assigned to the team once a registration option has been chosen.

If you selected an incorrect program or registration option, you will need to create a new team with the correct option and remove the previously created team.

Team names can be edited at any point after creation.

All of these steps can be performed through your dashboard.

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”.

Secure | <https://my.firstinspires.org/Teams/Wizard/CreateNewTeam/2?Role=admin&Token=9dc5c6c8-cae0-45fc-9428-af8e2121c481>

< Back to Dashboard

PROGRAM SELECTION To select the correct *FIRST* program for your team. Choose a program to learn more about it before creating a team.

FIRST® LEGO League Jr. (Suggested ages 6-10)

FIRST® LEGO League (Suggested ages 9-14)

FIRST® Tech Challenge (Suggested ages 12-18)

FIRST® Robotics Competition (Suggested ages 14-18)

FIRST Robotics Competition Team Registration

- The *FIRST* Robotics Competition gives high school students and their adult mentors the opportunity to work and create together to solve a common problem. Challenged to design and build a robot using a standard "kit of parts" and within a common set of rules to play a sophisticated field game - all in just six weeks - brings out the best in students and adults alike. The robot "game" changes every season and is always exciting.
- FIRST* redefines "winning" by rewarding teams for achievements not necessarily gained on the field of play - excellence in design, demonstrated team spirit, *Gracious Professionalism*®, and the ability

What's a Veteran team

A Veteran team is made up of students and mentors with significant *FIRST*® Robotics Competition experience. If you do not qualify as a Rookie, you are considered a Veteran.

What's a Rookie team

A Rookie team is made up of students and mentors with no or limited experience in *FIRST*® Robotics Competition. If you are unsure if your team's experience is "limited" you should select this option and you will be guided through a series of questions that will help you determine your status.

GO BACK SELECT TEAM TYPE MORE INFO

Secure | <https://my.firstinspires.org/Teams/Wizard/CreateNewTeam/2?Role=admin&Token=9dc5c6c8-cae0-45fc-9428-af8e2121c481>

< Back to Dashboard

PROGRAM SELECTION To select the correct *FIRST* program for your team. Choose a program to learn more about it before creating a team.

FIRST® LEGO League Jr. (Suggested ages 6-10)

FIRST® LEGO League (Suggested ages 9-14)

FIRST® Tech Challenge (Suggested ages 12-18)

FIRST® Robotics Competition (Suggested ages 14-18)

FIRST Robotics Competition Team Designation

You are required to answer the following series of questions to establish if the team will be designated as a Rookie or Veteran team. Your answers will directly affect what materials you will receive as well as Team Registration cost. By continuing, you agree to provide accurate information which is subject to verification by FIRST.

Are you creating a new team or reinstating an old team?

☒ Creating a New Team

☐ Reinstating an Old Team

cancel NEXT

GO BACK SELECT TEAM TYPE MORE INFO

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”.

PROGRAM SELECTION

Secure | <https://my.firstinspires.org/Teams/Wizard/CreateNewTeam/2?Role=admin&Token=9dc5c6c8-cae0-45fc-9428-af8e2121c481>

Back to Dashboard

FIRST® Robotics Competition Team Designation

Will this team have 6 or more pre-college students with prior experience as members of a FIRST® Robotics Competition team?

☐ Yes

☒ No

Will this team have 2 or more Mentors with prior experience as members of a FIRST® Robotics Competition team?

☐ Yes

☒ No

Have any schools or organization that will be hosting this team, hosted any FIRST® Robotics Competition team for the 2016 Season (FIRST STRONG HOLD) or later?

☐ Yes

☒ No

cancel NEXT

Secure | <https://my.firstinspires.org/Teams/Wizard/CreateNewTeam/2?Role=admin&Token=9dc5c6c8-cae0-45fc-9428-af8e2121c481>

Back to Dashboard

FIRST® Robotics Competition Team Designation

This is a "Rookie" team based on the answers you have provided.

Rookie teams have a higher associated Team Registration cost due to the additional materials provided in the Competition Kickoff Kit.

Rookie teams can qualify for exclusive grants not available to Veteran teams.

If you disagree with this designation, please contact FIRST at 800-871-8326 or 603-666-3906 Ext. 400

cancel CONTINUE AS 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.

The screenshot shows the 'TEAM PROFILE' step of the team creation wizard. The browser address bar shows the URL: <https://my.firstinspires.org/Teams/Wizard/CreateNewTeam/3?Role=admin&Token=365dc9f9-3507-4342-b038-98d2c7bebcd2&ProgramName=FRC>. The navigation tabs are 'PROGRAM SELECTION', 'TEAM PROFILE' (active), 'SCHOOL/ORGANIZATION', and 'INVITE PRIMARY CONTACTS'. A '< Back to Dashboard' link is on the left. A note says 'All fields are required (unless otherwise indicated)'. The form fields are: 'TEAM NAME' with 'Test Team FRC'; 'COUNTRY' with 'United States'; 'ZIP/ POSTAL CODE' with '70003'; 'CITY, STATE' with 'Metairie, LA' and an 'Edit' link; 'REGION' with a dropdown showing 'Louisiana'; and 'TEAM WEBSITE (Optional)' with a note to include all information needed in the actual website URL.

- 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.

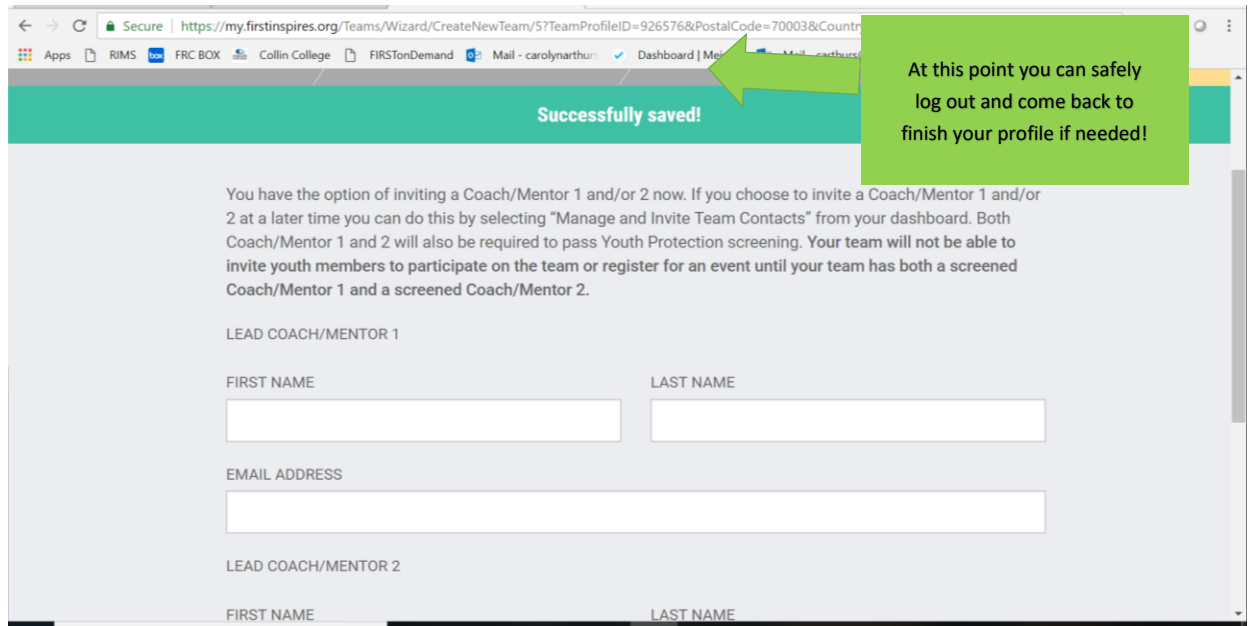
Note: If you are creating one team from multiple schools, enter the first school name and then click “ADD NEW SCHOOL” and enter an additional school name. Repeat that process for each school individually.

The screenshot shows the 'SCHOOL/ORGANIZATION' step. The browser address bar shows the URL: <https://my.firstinspires.org/Teams/Wizard/CreateNewTeam/4?TeamProfileID=926576&PostalCode=70003&Country=USA&Role=admin&Token=365dc...>. The page title is 'FIRST Robotics Competition Team# 201900107'. The 'School/Organization' section has a 'School/Organization Type' dropdown set to 'School'. Below it is a 'Public/Private School (within 50 miles)' dropdown set to 'Please Select or Type'. A blue link '+ ADD A NEW SCHOOL/ORGANIZATION' is below. At the bottom are 'GO BACK' and 'NEXT' buttons. A green callout box on the left says: 'This drop-down box will populate automatically. Choose your school from the list.' with an arrow pointing to the 'Public/Private School' dropdown. A green callout box on the right says: 'CONGRATULATIONS! You now have a new FIRST Robotics Competition team! This is your temporary team number. Your permanent number will be assigned in later steps.' with an arrow pointing to the team number.

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.



Secure | <https://my.firstinspires.org/Teams/Wizard/CreateNewTeam/5?TeamProfileID=926576&PostalCode=70003&Country=USA>

Apps | RIMS | FRC BOX | Collin College | FIRStonDemand | Mail - carolynarthur | Dashboard | Meister | Mail - carthurs@first | AMAZON SMILE | Number of Days

Successfully saved!

You have the option of inviting a Coach/Mentor 1 and/or 2 now. If you choose to invite a Coach/Mentor 1 and/or 2 at a later time you can do this by selecting "Manage and Invite Team Contacts" from your dashboard. Both Coach/Mentor 1 and 2 will also be required to pass Youth Protection screening. **Your team will not be able to invite youth members to participate on the team or register for an event until your team has both a screened Coach/Mentor 1 and a screened Coach/Mentor 2.**

LEAD COACH/MENTOR 1

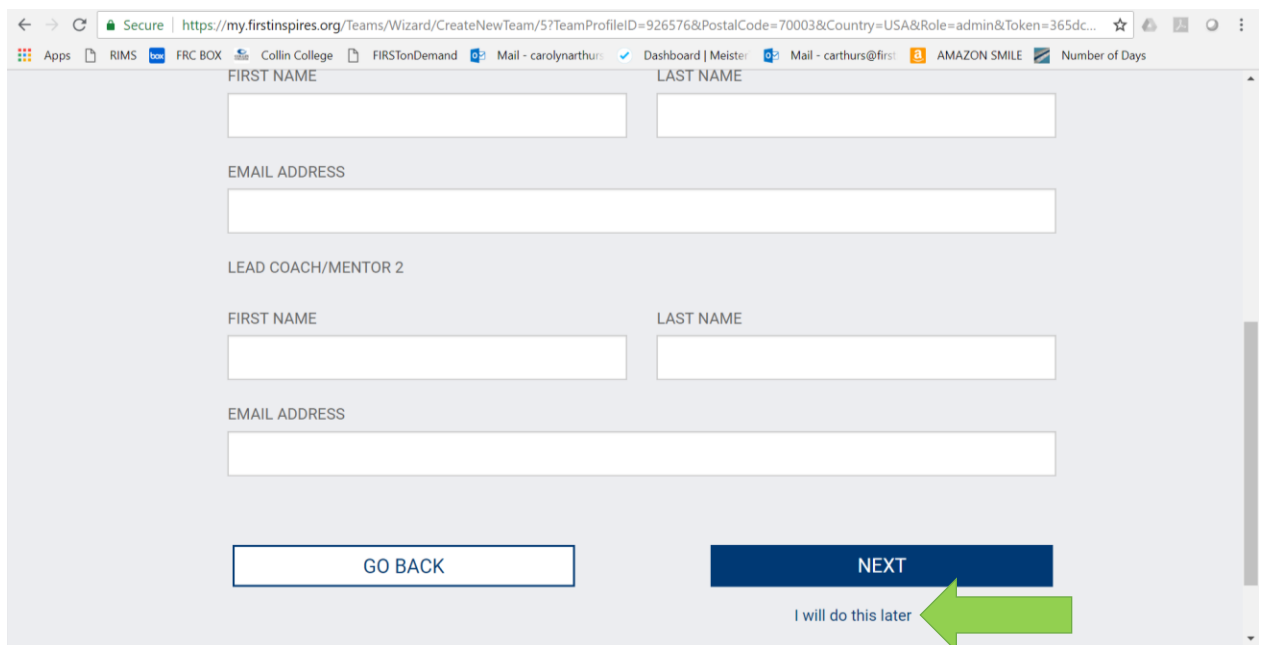
FIRST NAME LAST NAME

EMAIL ADDRESS

LEAD COACH/MENTOR 2

FIRST NAME LAST NAME

OR



Secure | <https://my.firstinspires.org/Teams/Wizard/CreateNewTeam/5?TeamProfileID=926576&PostalCode=70003&Country=USA&Role=admin&Token=365dc...>

Apps | RIMS | FRC BOX | Collin College | FIRStonDemand | Mail - carolynarthur | Dashboard | Meister | Mail - carthurs@first | AMAZON SMILE | Number of Days

FIRST NAME LAST NAME

EMAIL ADDRESS

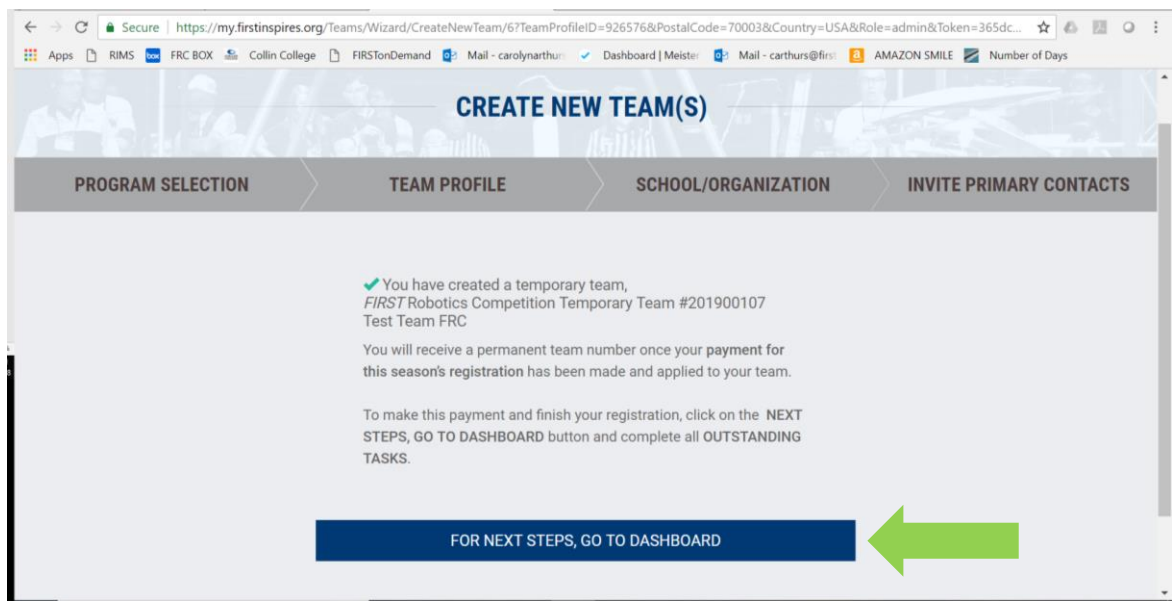
LEAD COACH/MENTOR 2

FIRST NAME LAST NAME

EMAIL ADDRESS

[I will do this later](#)

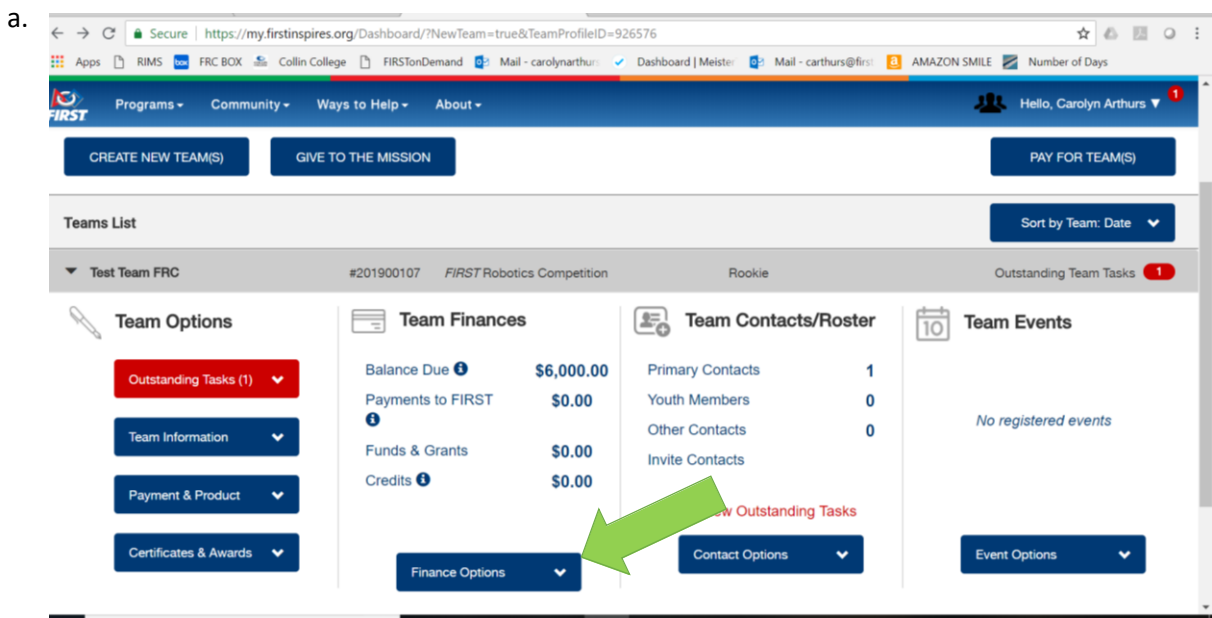
Scroll down to see the next steps



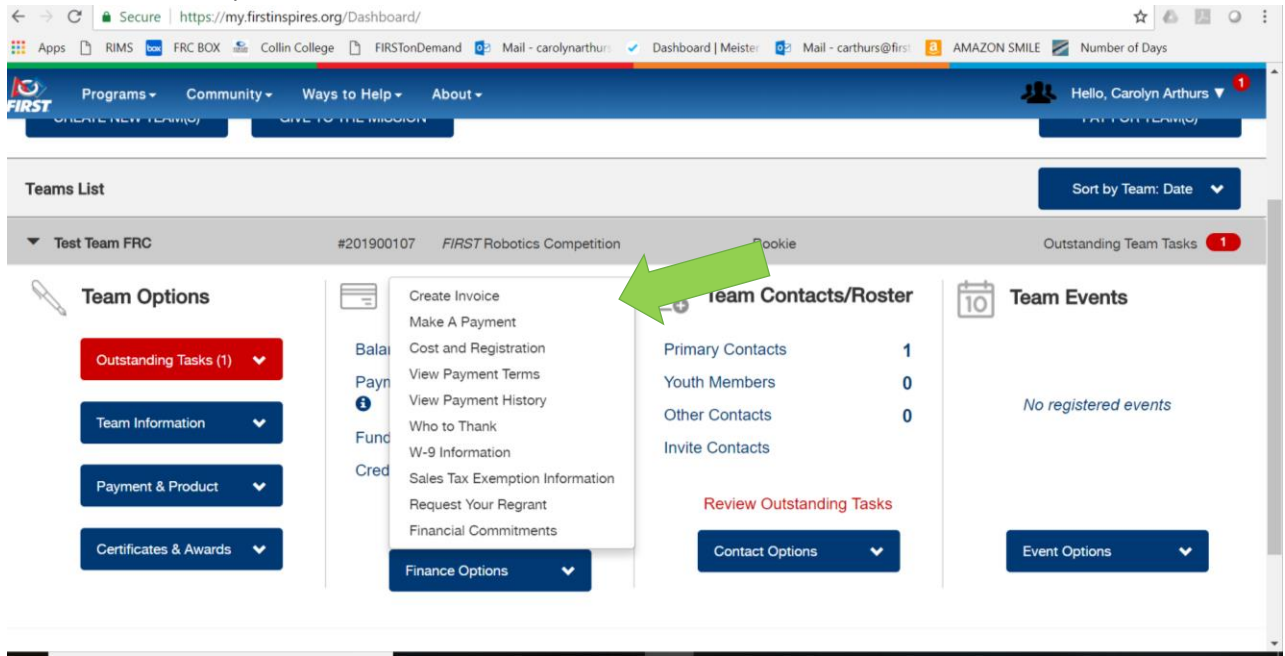
This will take you to your updated Dashboard, where you will be able to add team members, make payments, and see your outstanding tasks. You can come back to this later to enter the mentor or coach names by clicking on the red “Outstanding Tasks” button or by clicking the red “Review Outstanding Tasks”.

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.*



b. From the drop-down menu, choose from the selections listed

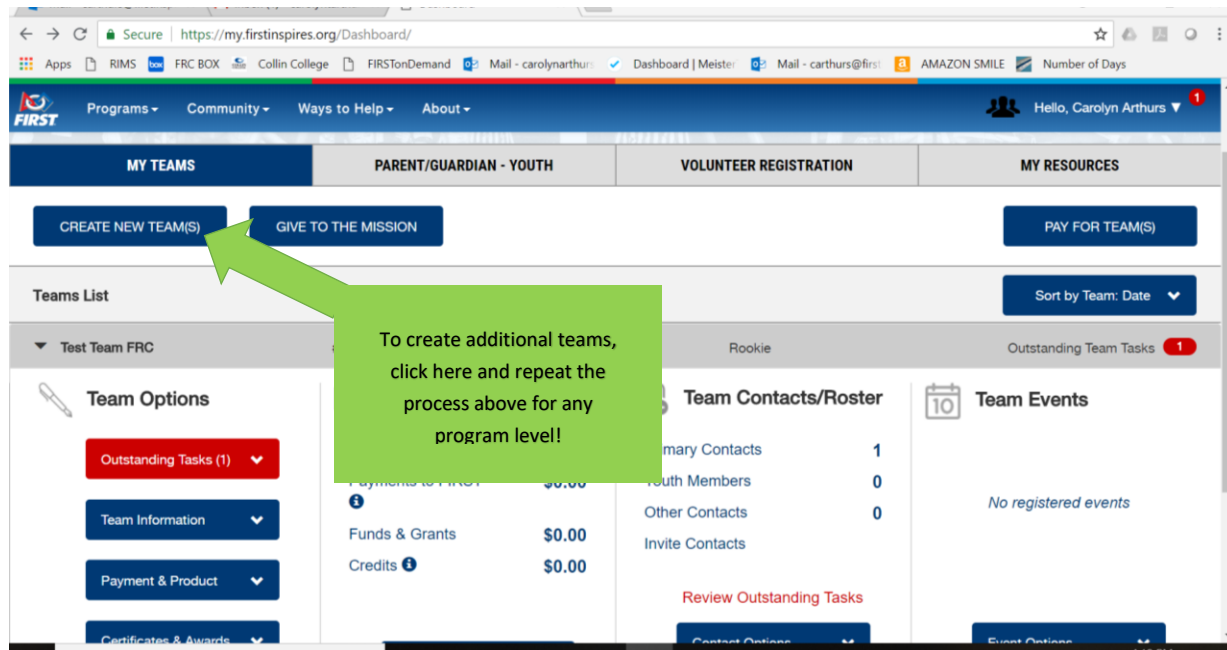


- i. **Create Invoice:** if you need to create an invoice to solicit payment from a sponsor or for your school accounting, use this option.
- ii. **Make a payment:** If you're ready to make a payment, use this option to select your method (this is where you would enter a purchase order from the school, 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!