

Youth Registration System Overview May. 18 2018

- **MENTORS:** Log in to your account on www.firstinspires.org to electronically sign your *FIRST*[®] Consent and Release Form for the current season.
- **YOUTH TEAM MEMBERS & PARENTS/GUARDIANS:** Once both the Lead Coach/Mentor 1 and Lead Coach/Mentor 2 of a team have completed their Youth Protection Screening, they will be able to send an email invitation to a parent or a youth inviting the youth to join the team. The email will contain a link to our site where you will either create a new account, or log in to your already existing account. New users may create an account by clicking the "Sign Up" link in the upper right corner of our website. Once you have successfully logged in, selecting the "Parent/Guardian - Youth" tab from the Dashboard will bring you through the Youth Registration process.
- **Questions regarding the Youth Registration System?** Read the Frequently Asked Questions section below, check out our [Youth Registration System guide](#), contact us at firstteammembers@firstinspires.org, or dial 603-666-3906, Option 0.

FIRST requires all youth team members to register. Youth Team Members who have not registered will not be permitted to compete in FIRST events or competitions.

How do I register my youth with *FIRST*?

1. Your youth's Lead Coach/Mentor will send you an email invitation with the registration link, team number and program.
2. If you do not receive an email invitation, ask the Lead Coach/Mentor to provide you with the *FIRST* program name (e.g., *FIRST*[®] LEGO[®] League Jr., *FIRST*[®] LEGO[®] League, *FIRST*[®] Tech Challenge or *FIRST*[®] Robotics Competition), and team number your youth wants to join. You need this information to complete registration.
3. Click the registration link indicated in the email invitation, or, click "Sign Up" (if you're a new user) or "Log In" if you're a returning user on the www.firstinspires.org website.
4. Once logged in, you will be asked to complete your parent/guardian user profile information. Once you have done this, you may select the "Parent/Guardian - Youth" tab from the Dashboard.
5. Here, click the "Add Youth" button to add your youth. You will then be prompted to complete the youth's user profile. If the youth is age 13 or older, you will be asked to provide an email address for the youth. However, the youth email address and the parent/guardian email address must be different. Once the youth profile is complete, you will be prompted to enter your youth's School Information. Next, you will be prompted to sign your youth's electronic Consent and Release Form. After you've signed the form, you will be prompted to select the program your youth is participating in and enter the team number.
6. **You are done!** *Please note: Your youth is not enrolled on the team until the Lead Coach/Mentor accepts your youth to the team.*

My youth created their own account and User Profile, how do I complete the youth registration?

1. Any youth age 13 or older is able to create their own account on our website and complete registration up to the point of signing the *FIRST* Consent and Release Form.
2. From the *FIRST* Consent and Release Form page, the youth is prompted to send the parent an email invitation to electronically sign the *FIRST* Consent and Release Form.
3. To sign the form, please go to www.firstinspires.org and either create a new account (new users) or log in to an existing account (returning users).
4. Once logged in, in the upper right corner of the Dashboard next to your name, please select the down arrow. From this dropdown menu, select the "My Roles and Invitations" link.
5. Accept your youth's invitation.
6. Under the "Parent/Guardian - Youth" tab, select the "Youth Options" button and select "Youth Consent Form" from the menu.
7. Select "Accept" on the Consent & Release page to electronically sign the form.
8. **You are done!** Please note: Your youth is not enrolled on the team until the Lead Coach/Mentor accepts your youth to the team.

FIRST is asking you to provide personally identifiable information about you and your youth (such as name, date of birth and contact information). *FIRST* takes the protection and privacy of data very seriously. The *FIRST* Privacy Policy ensures that data is protected and used appropriately. For more information, please review the [Privacy Policy](#).

***FIRST* is requiring registration to:**

- Establish a system of communication with parents of participants of our programs
- Comply with Youth Protection Policies by knowing who is participating on *FIRST* teams
- Make the process of registering and signing consent and release forms easier for parents
- Provide coaches and mentors with a Team Roster that identifies their team and makes management of paperwork easier
- Obtain data on who is benefiting from our programs to apply for funding and sponsorships, ensure accessibility of our programs to all, and help us grow our programs
- Reduce the costs associated with paper that needs to be processed at *FIRST* events, then shipped and stored at *FIRST* Headquarters

Frequently Asked Questions

Who is this page for?

The information on this page is for parents/guardians, youth team members, and Lead Coaches/Mentors of *FIRST* programs. *FIRST* requires all youth team members of *FIRST* programs to register. This page provides information about *FIRST* youth registration process.

Who is a *FIRST* Youth Team Member?

A *FIRST* youth team member is a youth participant on any *FIRST* Team: *FIRST* LEGO League Jr., *FIRST* LEGO League, *FIRST* Tech Challenge, and *FIRST* Robotics Competition.

How do I register my Youth with *FIRST*?

Please visit www.firstinspires.org to log in to an existing account or create a new account. You may also reference our [Youth Registration System guide](#).

When do the registration and electronic *FIRST* Consent and Release form need to be completed?

You must complete registration and sign the *FIRST* Consent and Release form prior to your youth's initial *FIRST* competition or event. For the *FIRST* Robotics Competition, it needs to be completed prior to Kickoff if your youth is attending the Kickoff with the team.

Why is *FIRST* requiring youth team members to register?

Registration of youth team members is needed to:

- Establish a system of communication with parents of team members
- Comply with Youth Protection policies by having a way for *FIRST* to contact parents of participants in case of emergency
- Provide Lead Coaches/Mentors with a Team Roster that identifies their Team and makes management of paperwork easier
- Provide *FIRST* with data on who is benefiting from our programs, apply for funding and sponsorships and help us grow our programs
- Reduce the cost and amount of paper that needs to be processed at *FIRST* events, then shipped and stored at Headquarters

How will *FIRST* use the information I provide?

FIRST will use the information to:

- Understand whom our programs are serving to ensure they are accessible to all.
- Meet the requirements of Sponsors, foundations, and funders who require *FIRST* to report on the total number of participants served, and their demographic characteristics.
- Provide you with information about *FIRST* programs and opportunities. Minor children will not be contacted by *FIRST*.
- The *FIRST* [Privacy Policy](#) provides more information on how *FIRST* stores and uses registration data.

Will the Lead Coach/Mentor have access to my youth's data?

Your youth's first name and last name will be shared with the Lead Coaches/Mentors of your youth's team once they are screened. In addition, Lead Coaches/Mentors will have your name, phone, and email address. For youth 13 years of age or older, the Lead Coaches will have access to your youth's email and phone (if different from the parent). No other information is shared with the Lead Coaches/Mentors. Please see the *FIRST* [Privacy Policy](#) for more information.

How will *FIRST* protect our information and identity?

FIRST takes the protection and privacy of data very seriously. Our Privacy Policy ensures that data is protected and used appropriately. For more information, please review the [Privacy Policy](#).

What if my youth does not have a team to join?

FIRST does not match youth to teams. You may find a list of teams in your area at [Teams & Events](#). The [FIRST Forums](#) are a great place to reach out to other members of our community. Another great way to connect with teams in your area is by attending a local event. All of our events are free and open to the public, and you can search for events in your area at [Teams & Events](#). We also encourage you to consider [starting a team](#)!

How do I register my youth if I do not have a computer or access to the Internet?

There are several options if you do not have access to a computer or the Internet. You can speak with the Lead Coach/Mentor of your youth's team to determine if he or she has access to a computer you can use to register your youth. Some teams hold a registration meeting where parents register their youth together. Most local libraries have free computer and Internet access. If the team is connected to your youth's school, you may be able to access a computer there. If you are not able to access a computer, email or the Internet, please ask your youth's Lead Coach/Mentor to download it from his or her Team Contacts page.

What if I do not register my youth?

FIRST requires all teams to have youth team members registered with *FIRST*. *Youth team members who have not registered will not be permitted to compete in FIRST events.*

What if I still have questions?

You may contact *FIRST* Headquarters if you have any other questions. Please reach us by calling 603-666-3906, Option "0" or email us at firstteammembers@firstinspires.org.

Frequently Asked Questions about the Registration Process

I registered my youth but indicated the wrong team number or program. What should I do?

If you input an incorrect team number or program, you will be able to withdraw the youth's application from the team in the Youth Registration System. To do this, log in to your account and select the "Withdraw from team" button from the Parent/Guardian - Youth tab. After you withdraw from the incorrect team, you can enter the correct program and team number.

I did not receive my account activation email. How can I activate my account?

You can activate your account by clicking "log in", followed by "forgot password" on the www.firstinspires.org homepage. Click on "forgot password" and follow the directions.

My email changed. How do I access my account?

You may log into the system with your existing login credentials and update your email address in your user profile.

If you do not remember your password to your existing login credentials, but still have access to your old email account, please visit the login page here: www.firstinspires.org. Click on the forgot password link and follow the directions from there. If you are still having issues, please email firstteammembers@firstinspires.org with your new email address, and we will assist you by updating your email address. Once your email is updated, you will receive a confirmation at the new email address.

It looks like I have completed all of my youth's account information, but I do not see the *FIRST* Consent and Release form to sign?

As the parent/guardian, you must be logged into the system with YOUR user account email address. Once logged in, under the "Parent/Guardian - Youth" tab, select the "Youth Options" button and select "Youth Consent Form" from the menu.

My youth's team application was denied—why?

Your youth's Lead Coach/Mentor accepts or denies youth team member applications. Please contact them directly as *FIRST* HQ has no information regarding application status.

My youth is 18. Do I need to complete a *FIRST* Consent and Release form for him/her?

No, as a legal adult, your youth can complete the registration process and sign the *FIRST* Consent and Release form from their own user account.