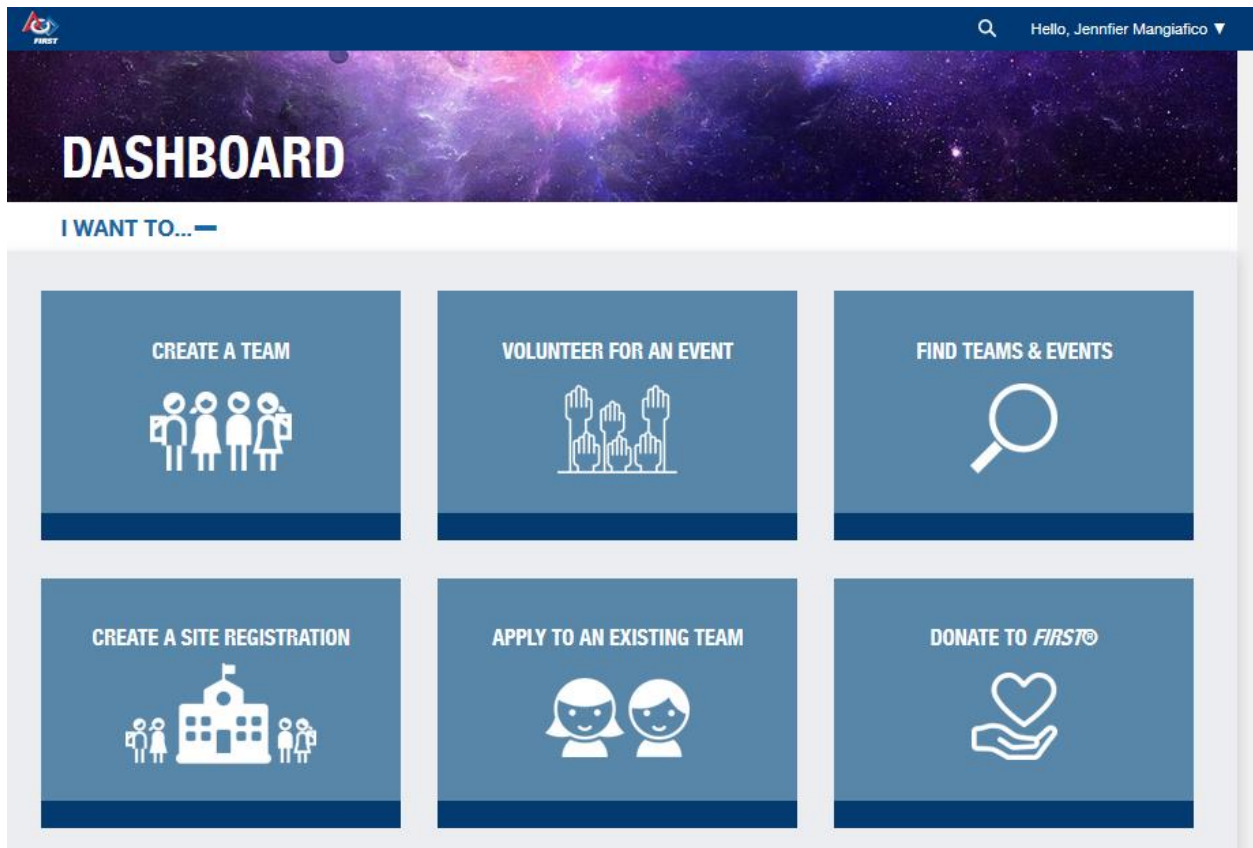



New *FIRST* Team Registration Site Overview

After creating an account from the main website, the user will be taken to their initial dashboard (referred to as the “zero state dashboard”). All actions, such as creating a team, volunteering for an event in the Volunteer Information Management System, or applying to an existing team in the Student Information Management Systems can be accomplished from this dashboard. Essentially, it is a unifying page for all *FIRST* websites.



The user clicks “Create a Team” which will take them to the team registration wizard.

The first step in the wizard is providing team information.

Log off

TEAM REGISTRATION

TEAM INFORMATION

SCHOOL/ORGANIZATION

INVITE PRIMARY CONTACTS

PROGRAM (Once you move to next, you cannot change your program selection. If you select the incorrect program, you will have to create a new team in the correct program and remove the team you created in the incorrect program. Both of these tasks can be done from your dashboard).

FIRST® LEGO League Jr.
(Suggested ages 6-9)

FIRST® LEGO League
(Suggested ages 9-14)

FIRST® Tech Challenge
(Suggested ages 12-18)

FIRST® Robotics Competition
(Suggested ages 14-18)

TEAM NAME

COUNTRY

Select Country

ZIP/ POSTAL CODE

CITY

STATE/PROVINCE

Select State

TEAM WEBSITE (Optional)

MENTORING (Optional)

☐ Our team currently mentors other teams

☐ Our team would be willing to mentor other teams

☐ Our team would like to be mentored by another team

GO BACK

NEXT

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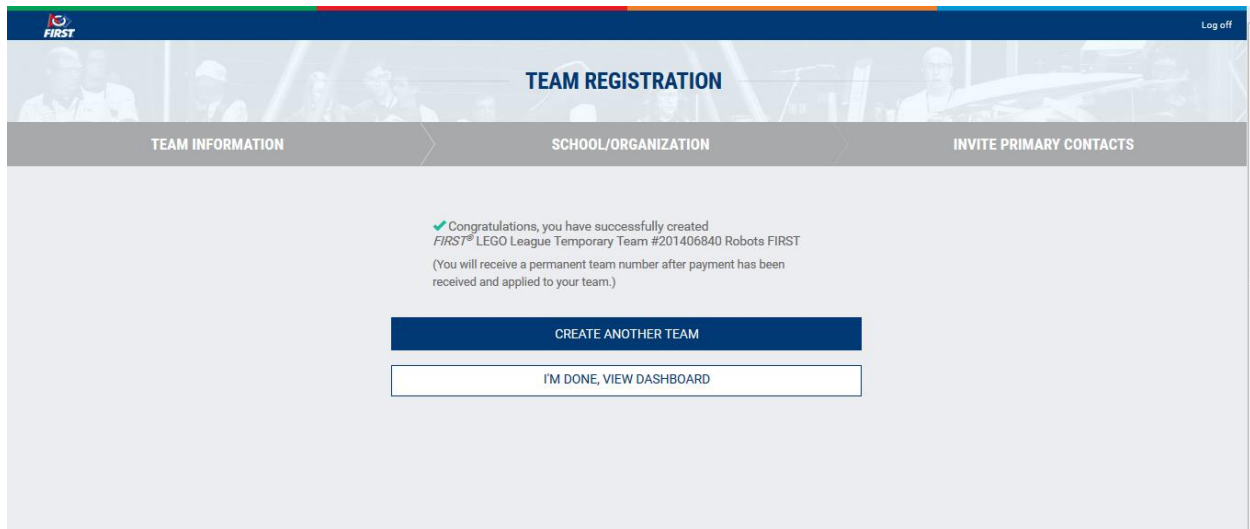
The second step is adding a school or organization with which the team is affiliated.

The screenshot shows the 'TEAM REGISTRATION' process at the 'SCHOOL/ORGANIZATION' step. The header includes the FIRST logo and a 'Log off' link. The navigation bar has three tabs: 'TEAM INFORMATION', 'SCHOOL/ORGANIZATION' (active), and 'INVITE PRIMARY CONTACTS'. The main content area is titled 'School/Organization' and contains a 'School/Organization Type' dropdown menu with 'Please Select' as the current selection. Below the dropdown is a link '+ ADD A NEW SCHOOL/ORGANIZATION'. At the bottom are two buttons: 'GO BACK' and 'NEXT'.


Next, the user can invite the Lead Coach / Mentor 1 or 2 or Team Admin to be part of the team. Additional contacts can be invited later from the dashboard.

The screenshot shows the 'TEAM REGISTRATION' process at the 'INVITE PRIMARY CONTACTS' step. The header and navigation bar are consistent with the previous step. The main content area contains a disclaimer: '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. The team will not be able to order product or register for an event until the team has a screened Coach/Mentor 1 and a screened Coach/Mentor 2.' Below this, there are two sections for adding contacts. The first section, 'LEAD COACH/MENTOR 1', has fields for 'FIRST NAME', 'LAST NAME', and 'EMAIL ADDRESS'. The second section, 'LEAD COACH/MENTOR 2', also has fields for 'FIRST NAME', 'LAST NAME', and 'EMAIL ADDRESS'. At the bottom are two buttons: 'GO BACK' and 'NEXT'. A link 'I will do this later' is located below the 'NEXT' button.

The team is now created and the user can create another team or go back to their dashboard and take additional actions.





On the dashboard, the user will see upcoming tasks on the left hand side of the page and have options to perform additional actions on the right side of the page, such as make payments, go through youth protection screening, add additional contacts and manage the roster, order product (as applicable), and more. They also see a summary of the team contacts and other information.


Hello, Jen Mangi ▾


DASHBOARD

I WANT TO...+


UPCOMING
TASKS


MY
INVITATIONS


MY
EVENTS


RESOURCE
LIBRARY

FLL: APPLES AND ORANGES

[Edit/View Team's Account](#) (Team: 327) ▾


Upcoming Tasks


[Sign the FIRST Consent & Releases...](#) ➔


Team Tasks


[Add Team](#)


UNPAID


**PAYMENT DUE**
Make a payment


**YOUTH PROTECTION
POLICY SCREENING**

**CONSENT & RELEASE
FORM**
Sign Form

**MANAGE TEAM
CONTACTS/ROSTER**

**SPONSORS**
Manage Sponsors

**ORDER PRODUCT**
LEGO® Education

**EVENT REGISTRATION**

Team Contacts

[Manage & Invite Team Contacts](#)

0
YOUTH ACCEPTED

0/0
OTHER CONTACTS
COMPLETE CONSENT
& RELEASE

2/2
COACHES
YOUTH PROTECTION
POLICY COMPLETION

Awards & Essays

[Submit an Award](#)
[Submit an Essay](#)
[View All Awards](#)

Team Resources

[Q&A System Admin](#)[Product Donation Vouchers](#)

From the Payment shopping cart, they can select the items they wish to pay for and then proceed to payment.

The screenshot shows the 'PAYMENT' page of the FIRST website. At the top, there is a navigation bar with the FIRST logo and a 'Log off' link. Below the navigation bar, there is a header section with a '< Back to Dashboard' link and a 'PAYMENT' title. A red box highlights a link that says 'Can Select which teams to pay all eligible teams'. The main content area is titled 'Which items do you want to pay for?' and contains a table of items for payment. The table has columns for 'Item', 'Amount Due', and 'Team Total'. The items are grouped by team, with team names like 'TEAM #201606140: FRC: Jetta' and 'TEAM #201606141: FRC: KPJ's Minions'. The items are 'Registration' for each team. The 'Amount Due' for each team is \$5500.00, \$6000.00, \$6000.00, \$6000.00, and \$225.00 respectively. The 'Team Total' for each team is \$6000.00, \$6000.00, \$6000.00, \$6000.00, and \$225.00 respectively. A 'Total Cost: \$24,625.00' is shown at the top right. A 'Cost Summary' box shows 'Subtotal: \$225.00' and 'Amount Being Paid: \$225.00'. A 'PROCEED TO PAYMENT' button is highlighted with a red arrow.

Item	Amount Due	Team Total
PAY FOR ALL ELIGIBLE ITEMS		
Total Cost: \$24,625.00		
TEAM #201606140: FRC: Jetta		
Registration	\$5500.00	Team Total: \$6000.00
TEAM #201606141: FRC: KPJ's Minions		
Registration	\$6000.00	Team Total: \$6000.00
TEAM #201606169: FRC: What's My Name		
Registration	\$6000.00	Team Total: \$6000.00
TEAM #201606170: FRC: What is my name?		
Registration	\$6000.00	Team Total: \$6000.00
TEAM #322: FLL: Testing invite to 2nd coach		
Registration	\$225.00	Team Total: \$225.00

Cost Summary

Subtotal:	\$225.00
Amount Being Paid:	\$225.00

PROCEED TO PAYMENT

The can manage team sponsors.

The screenshot shows the 'EDIT TEAM' page of the FIRST website. At the top, there is a navigation bar with the FIRST logo and a 'Log off' link. Below the navigation bar, there is a header section with a '< Back to Dashboard' link and an 'EDIT TEAM' title. The main content area is titled 'Sponsor' and contains a form for adding a sponsor. The form has fields for 'Sponsor Official Name', 'Sponsor Type' (a dropdown menu with 'Please Select' as the current selection), and 'Sponsorship Description (Tell us about any donations, hosting, etc. that this organization has given your team.)'. There is a '+ ADD ANOTHER SPONSOR' link and a 'SAVE' button.

Sponsor

Sponsor Official Name

Sponsor Type

Please Select

Sponsorship Description (Tell us about any donations, hosting, etc. that this organization has given your team.)

[+ ADD ANOTHER SPONSOR](#)

SAVE

They can view existing team contacts, invite new contacts, or invite replacements.

The screenshot shows the 'TEAM CONTACTS' page. On the left is a sidebar with links: '< Back to Dashboard', 'CONTACTS', 'PARENTS/GUARDIANS', and 'FULL ROSTER'. The main content area has a header 'TEAM CONTACTS' and a button 'INVITE CONTACTS'. Below this, there are two sections: 'Primary Contacts' and 'Other Contacts'. The 'Primary Contacts' section contains two contact cards. The first card is for 'Jen Mangi, Lead Coach/Mentor 1' with email 'jennifermangiafico17+1998@...' and phone icon. It has a 'Consent & release' button (red) and a 'YPP' button (green). The second card is for 'Jennie Jellybean, Lead Coach/Mentor 2' with email 'jenniejellybean72@gmail.com' and phone icon. It also has 'Consent & release' (green) and 'YPP' (green) buttons. Both cards have an 'INVITE REPLACEMENT' button. The 'Other Contacts' section contains one card for 'Jennifer, School - PENDING INVITATION' with email 'jmangiafico@usfirst.org' and phone icon. It has 'RESEND INVITATION' and 'REMOVE' buttons.

They can manage and print the team roster.

The screenshot shows the 'TEAM CONTACTS' page with the 'FULL ROSTER' section selected in the sidebar. The main content area has a header 'TEAM CONTACTS' and two buttons: 'PRINT BLANK ROSTER' and 'PRINT ROSTER'. Below these are team details: 'Season: 2015', 'Program: JFLL', 'Team Number: 201400291', 'Team Name: JR Test Team', and 'Team Location: MERRIMACK, NH 03054 USA'. There are three main sections: 'MAIN CONTACTS', 'OTHER CONTACTS', and 'YOUTH TEAM MEMBERS'. Each section has a table with columns: 'Role', 'Name', 'Phone', 'Email', and 'Consent Form'. The 'MAIN CONTACTS' table has one row for 'Lead Coach/Mentor 1' (Jennifer Mangiafico) with phone '603-860-6348' and email 'jmangiafico@usfirst.org'. The 'OTHER CONTACTS' and 'YOUTH TEAM MEMBERS' tables are empty. The footer contains copyright information and links: '© 2016 FIRST', 'About', 'Contact', 'Compliance', 'Donate', 'Privacy', and 'Legal'.

Once events have been opened for registration, they will be able to register for events, apply for awards (FIRST Robotics Competition and FIRST Tech Challenge only) and take other actions that pertain to their program.