

Are you ready for First Event Registration?

In order to register for your First Event, your team will need your 2 Primary Contacts (Lead Coach/Mentor 1 and Lead Coach/Mentor 2) to pass our Youth Protection Policy screening process. This process is done through the Team Registration System.

Please note: These directions work best when used on a Desktop or Laptop Browser.

How do I know if my team has 2 contacts through the Youth Protection Policy screening process?

In the new Team Registration System, in the second section on the right side of the Dashboard page, you will see this screen:



Notice under the Red Arrow, it notes 2/2 Coaches Youth Protection Policy Completion. If your Team Contacts doesn't show 2/2, this means you will NOT be able to register for your First Event.

How can I get 2 coaches through the Youth Protection Policy process?

From your Team Dashboard, select the Manage Team Contacts/Roster button:

The screenshot shows a dashboard titled "Team Tasks" with a link "Create a New Team" and four task buttons:

- PAY THIS SEASON'S TEAM OR EVENT REGISTRATION**
Make/View a payment
- MANAGE TEAM CONTACTS/ROSTER**
- SPONSORS**
Manage Sponsors (if applicable)
- SUBMIT W-9 FORM**
Upload Form

A red arrow points to the "MANAGE TEAM CONTACTS/ROSTER" button.

This takes you to the Team Contacts page, where there will be two boxes listing Team Contacts:

The screenshot shows a web interface titled "INVITE CONTACTS". It is divided into two main sections: "Primary Contacts" and "Other Contacts".

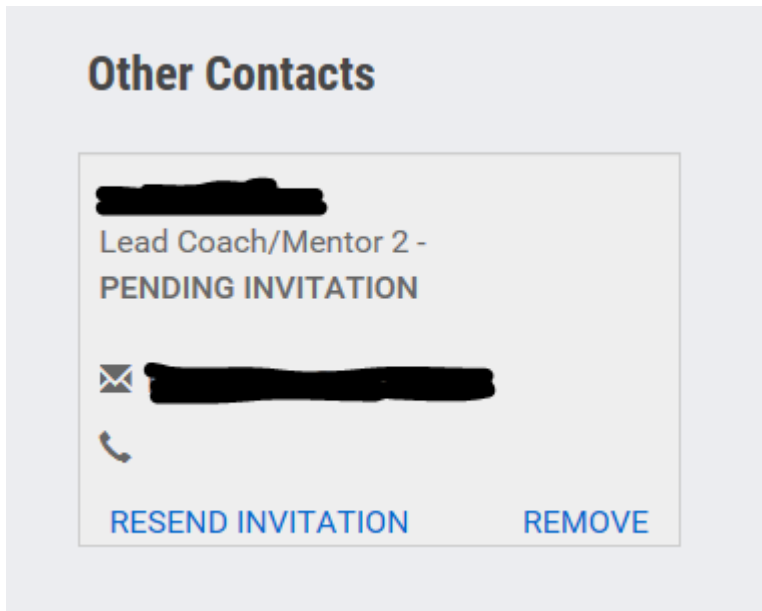
Primary Contacts: This section contains two boxes. The left box represents "Lead Coach/Mentor 1" and includes redacted contact information (name, email, phone), a "Consent & release" status with a green checkmark, and a "YPP" status with a green checkmark. Below this box is a blue button labeled "INVITE REPLACEMENT". The right box contains the text "A second Coach/Mentor is required" and a blue "+ INVITE" link. A red arrow points to this link.

Other Contacts: This section is currently empty.

Click on the + INVITE to invite a second coach to your team. This will create a pop up box, where you can enter your second coach's name and email so that person can be invited to your Team. Be sure to select Lead Coach/Mentor 2 as the Contact Type.

The screenshot shows a pop-up window titled "Invite Main Contacts" with a close button (X) in the top left corner. The form contains three input fields: "Contact Type" (a dropdown menu with "Please Select" and a downward arrow), "Contact Name" (a text box), and "Email Address" (a text box). To the right of these fields is a blue "Add" button. Below the form is a large blue button labeled "INVITE CONTACTS".

You should get an informational box that says your contact has been invited. Select Okay. You will get back to the Team Contacts page and see this box:



This will automatically generate an email to the person you invited prompting them to accept the position and go through the Youth Protection Policy program. Once that contact finishes that process, your team will be ready to register!

If you have questions, please don't hesitate to contact Team Support at firstroboticscompetition@firstinspires.org or (800) 871-8326.