STEPS TO REINVITE PRIOR SEASON YOUTH MEMBERS

- 1. *FIRST*[®] Robotics Competition Lead mentor 1 or lead mentor 2 logs in to their *FIRST*[®] Dashboard via www.firstinspires.org
- 2. On the Dashboard, locate team and expand view
- 3. In Team Contacts/Roster section, click on Primary Contacts hyperlink OR click Contact Options drop down menu and select Manage Roster

	1 - A.		DASH	BOARD	17.1			
MY TEAMS	1	PARENT/GUARDIAN - YOUTH			VOLUNTEER REGISTRATION			MY CLASS PACK ACCOUNT
CREATE NEW TEAM(S) GIVE TO FIRST MISSION	REGISTERING YOUTH FAC	RETURNING TEAMS	ACCE	SS THINKSCAPE				SHOPPING CAR
Teams List								Sort by Team: I
Team Name	Team Number	Program			Team Type		Returning Team	Outsta
▶ 2023 Test	#202300027	FIRST® LEGO® League Challenge			Individual Team		-	Outstanding Team T
▼ TEST TEAM - B&D	#15782	FIRST® Robotics Competition			Veteran		×	
N Team Options	Team Fina	ances		Team Cor	ntacts/Roster		Team Eve	nts
Outstanding Tasks	Shopping Cart 0		20	Primary Contacts		2		
	Payment/Product	(Receipt)	-	Youth Members		0		
Team Information 🛛 🗸	Funds & Grants		\$0.00	Other Contacts		0		No registered events.
	Credits		\$0.00	Invite Contacts				
Payment & Product 🛛 🗸								Event Ready
Certificates & Awards 🛛 🗸		Finance Options 🔹			Contact Options 🖌		()	Event Options 🐱

4. REINVITE ROSTER button appears in the top section of the Team Contacts Page

FIRST [®] re is unable and Relea	equires all team members to register electronically, ase Form.	to register electronically. please email the Program	We understand there are Delivery Partner (PDP)	e extenuating circumst in your area to request	ances. If a team mem the paper-copy Conse
FIRST Ro	botics Competition Team	15782			
YOUTH	PARTICIPATION				
How man	ny youth participants co	ntributed to your team	that may or may not h	ave been registered v	vithin the system.
Numbe	r of Youth Particip	ants on this Team			UPDATE
IN	VITE CONTACTS	REINVITE ROST	TER	P	RINTABLE ROSTER
сомм	UNICATION OPTI	ONS			
🕶 Emai	I Notifications				
	lotify me when a studer	nt applies to my team			
-					

- 5. Click REINVITE ROSTER button a pop-up box will appear.
 - a. If there are no prior season youth members to reinvite, Lead Mentor will receive this message:



b. If there are prior season youth members to reinvite, Lead Mentor will receive pop-up box with total number of invites to be sent. Check reCAPTCHA and click SEND REINVITATION button.

Reinvite Roster		×
Anyone under 13 years old cann	ot be invited by email and will n	ot receive an invitation.
Send email invitation to reinvi 1 of total emails to be sent	te prior season team membe	ers
Vim not a robot	reCAPTCHA Privacy + Terms	
	Cancel Send Reinvitati	on

6. Lead Mentor will receive a message that "Email sent"



NOTES:

• Lead Mentor can only click REINVITE ROSTER button once then it will turn gray and become unavailable

TEAM CONTACTS	
FIRST [®] requires all team members to register electronically. We understand there are extenua is unable to register electronically, please email the Program Delivery Partner (PDP) in your ar and Release Form.	sting circumstances. If a team member rea to request the paper-copy Consent
FIRST Robotics Competition Team# 15782	
YOUTH PARTICIPATION	
How many youth participants contributed to your team that may or may not have been	n registered within the system.
Number of Youth Participants on this Team	UPDATE
INVITE CONTACTS REINVITE ROSTER	PRINTABLE ROSTER
Email Notifications	
Notify me when a student applies to my team	
TEAM LEADERSHIP	
Primary Contacts Changing Primary Contacts Instructions	

• Reinvited members will appear in PENDING INVITES section on Team Contacts page

YOUTH MEMBERS	
Pending Applied	
No Pending invitation for Youths for this team + INVITE	
- Ponding Invites	
✓ Pending Invites	

For assistance, please contact Team Support at 1-800-871-8326, chat via <u>www.firstinspires.org</u>, or email <u>firstteammembers@firstinspires.org</u>.