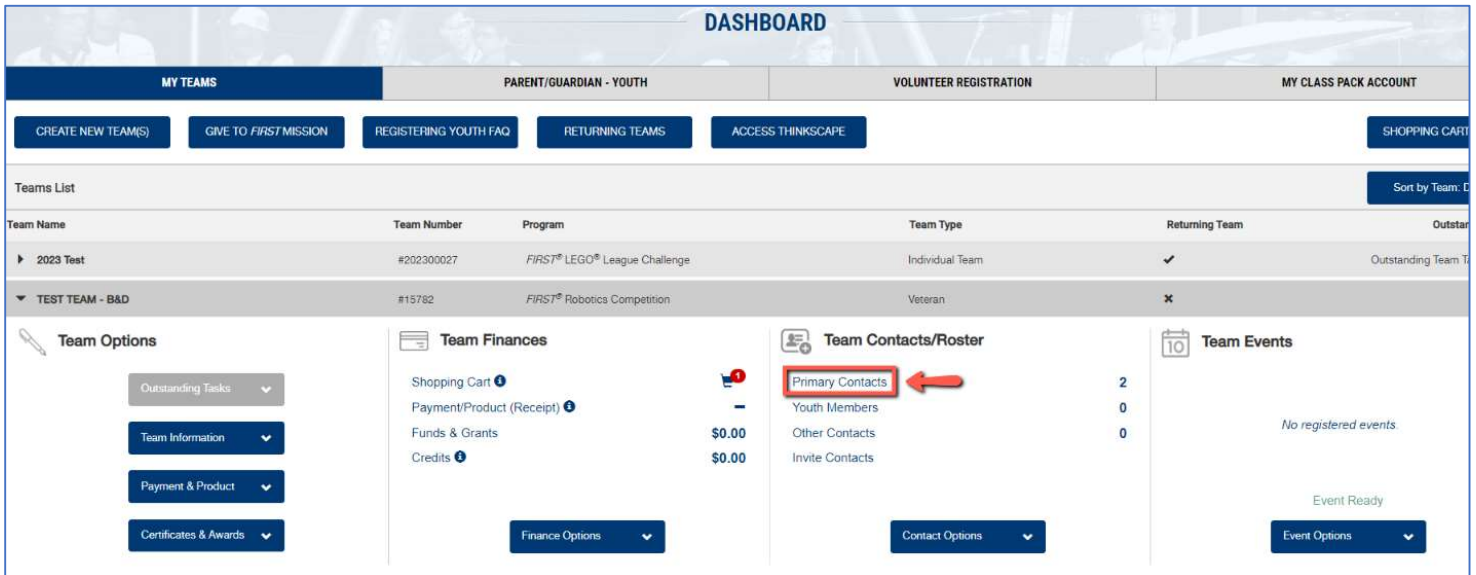


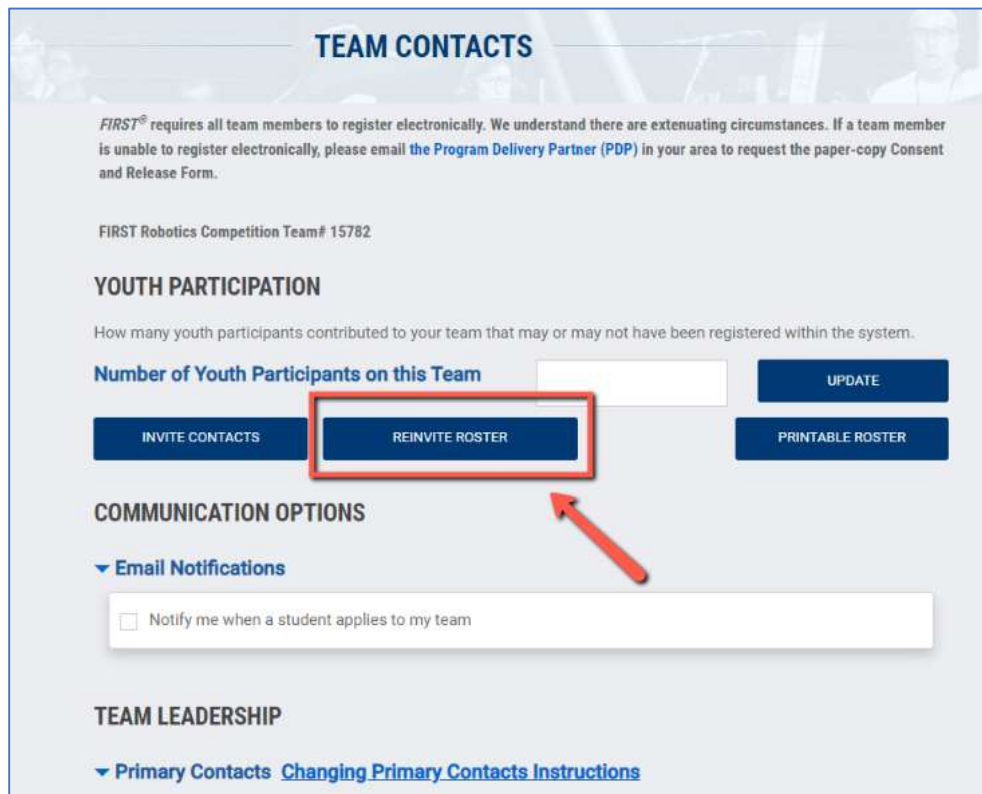
# STEPS TO REINVITE PRIOR SEASON YOUTH MEMBERS

1. *FIRST*<sup>®</sup> Robotics Competition Lead mentor 1 or lead mentor 2 logs in to their *FIRST*<sup>®</sup> Dashboard via [www.firstinspires.org](http://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



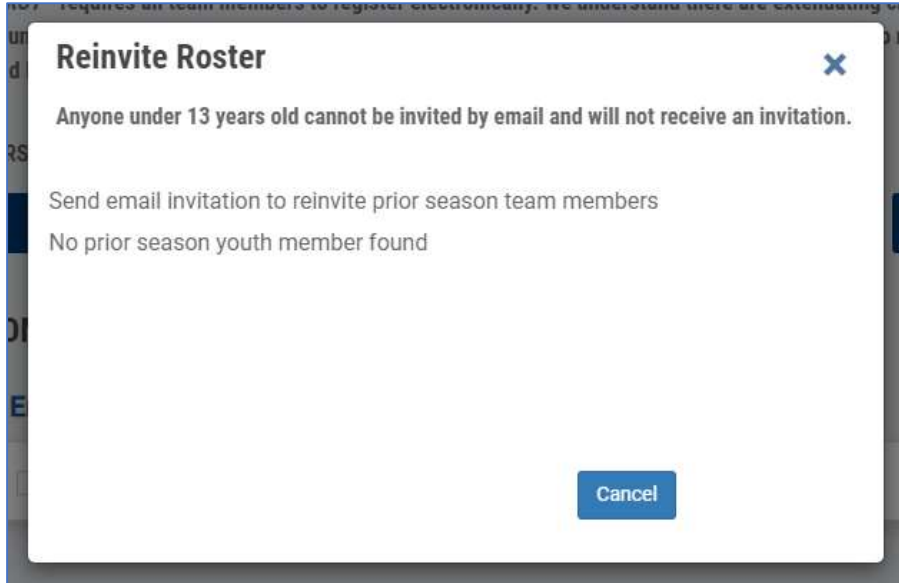
The screenshot shows the FIRST Dashboard with the 'MY TEAMS' tab selected. A table lists teams, with 'TEST TEAM - B&D' selected. Below the table, the 'Team Contacts/Roster' section is visible, showing a list of contact types: Primary Contacts (2), Youth Members (0), Other Contacts (0), and Invite Contacts. A red box highlights 'Primary Contacts' with a red arrow pointing to it.

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

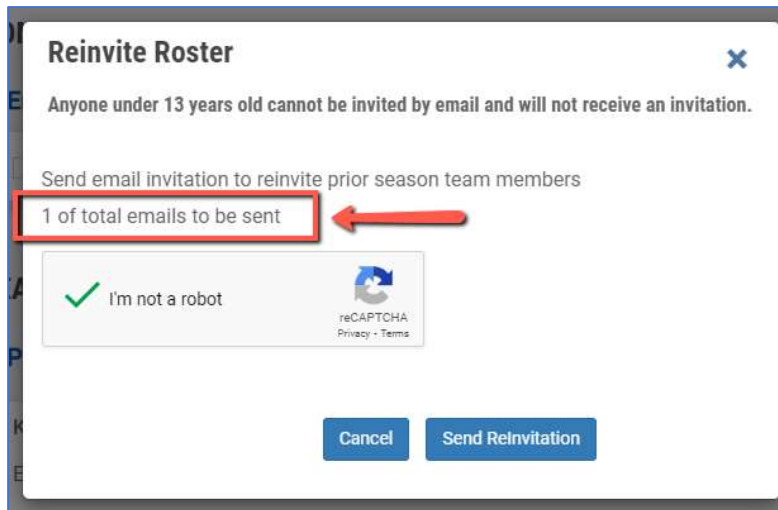


The screenshot shows the 'TEAM CONTACTS' page for 'FIRST Robotics Competition Team# 15782'. The page includes a 'YOUTH PARTICIPATION' section with a text input field and an 'UPDATE' button. Below this, there are three buttons: 'INVITE CONTACTS', 'REINVITE ROSTER', and 'PRINTABLE ROSTER'. A red box highlights the 'REINVITE ROSTER' button with a red arrow pointing to it. The 'COMMUNICATION OPTIONS' section has a checkbox for 'Notify me when a student applies to my team'. The 'TEAM LEADERSHIP' section has a link for 'Primary Contacts Changing Primary Contacts Instructions'.

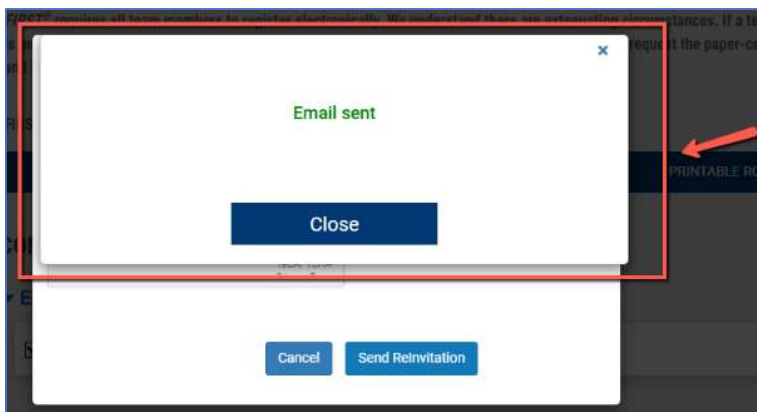
5. Click REINVITE ROSTER button a pop-up box will appear.
  - a. If there are no prior season youth members to reinvite, Lead Mentor will receive this message:



- 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.

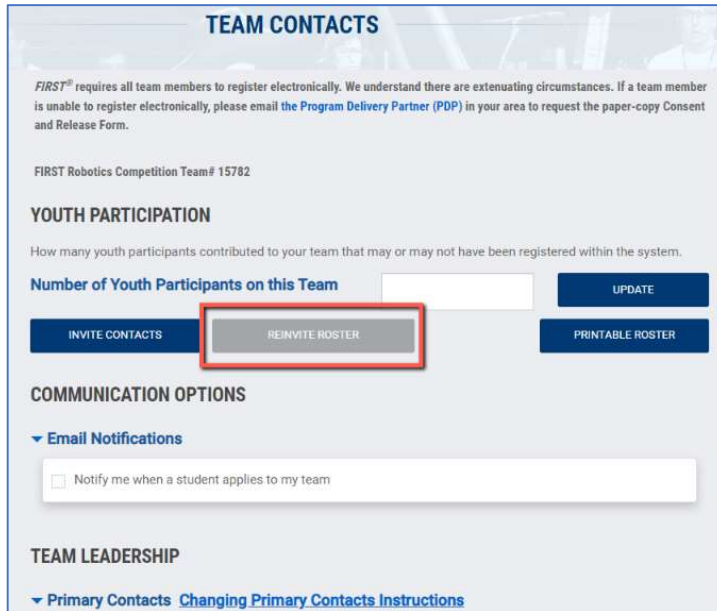


6. Lead Mentor will receive a message that "Email sent"



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 extenuating circumstances. If a team member is unable to register electronically, please email the [Program Delivery Partner \(PDP\)](#) in your area to request the paper-copy Consent and Release Form.

FIRST Robotics Competition Team# 15782

**YOUTH PARTICIPATION**

How many youth participants contributed to your team that may or may not have been registered within the system.

Number of Youth Participants on this Team  **UPDATE**

**INVITE CONTACTS** **REINVITE ROSTER** **PRINTABLE ROSTER**

**COMMUNICATION OPTIONS**

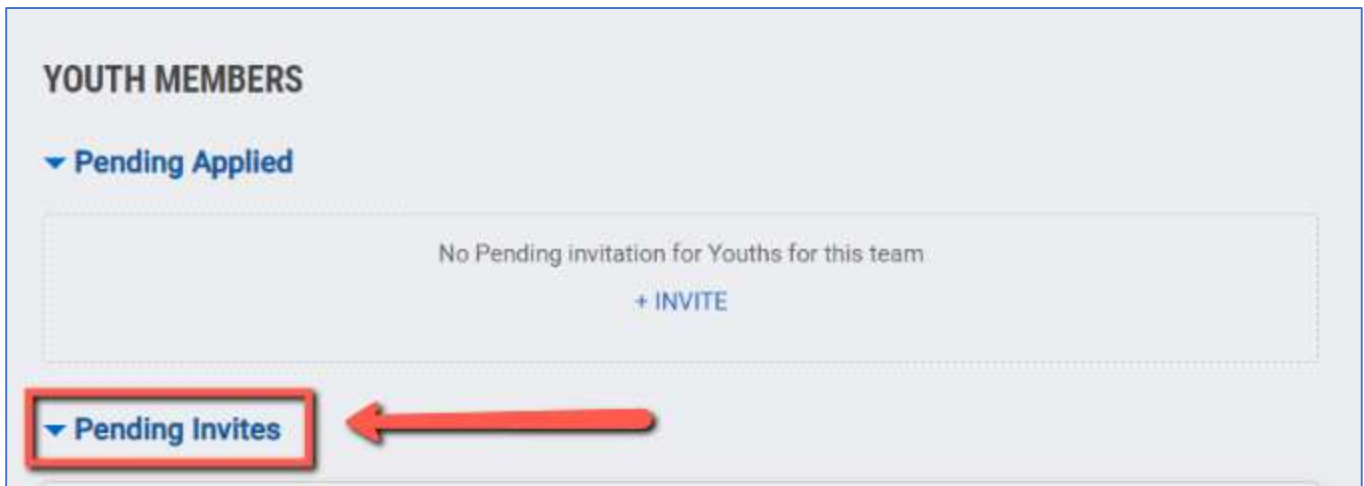
▼ **Email Notifications**

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

▼ **Pending Invites**

For assistance, please contact Team Support at 1-800-871-8326, chat via [www.firstinspires.org](http://www.firstinspires.org), or email [firstteammembers@firstinspires.org](mailto:firstteammembers@firstinspires.org).