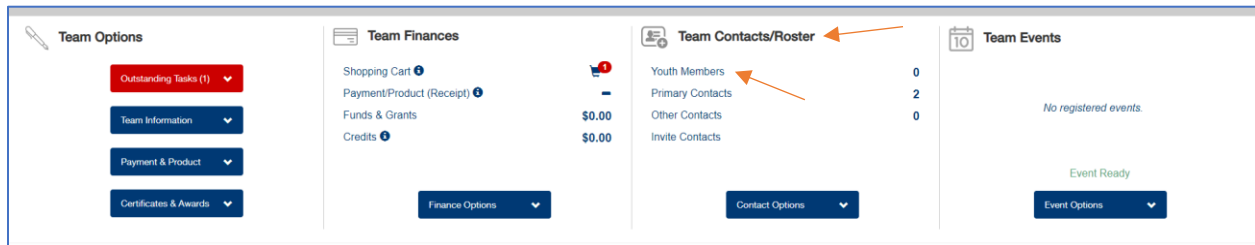


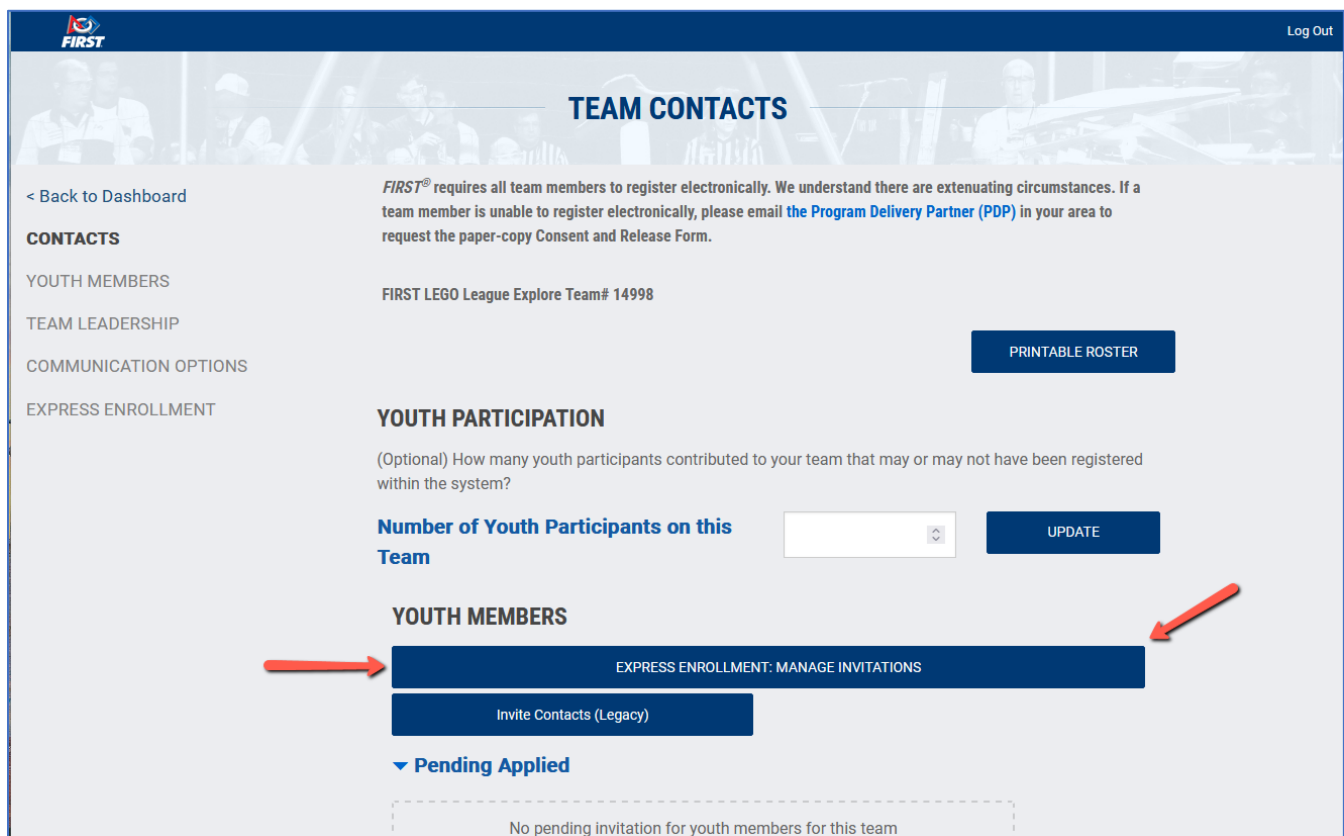
Express Enrollment Directions: Lead Coach

Important: To issue invitation/QR code, you must be listed as a lead coach and your team must have two (2) screened lead coaches.

1. [Log in](#) to your *FIRST*® Dashboard
2. If you have more than one team, please select the team
3. Click on the "Youth Members" link located in the "Team Contacts/Roster" column



4. Click on the blue "EXPRESS ENROLLMENT: MANAGE INVITATIONS" button



5. Click on the blue “CREATE NEW INVITATION” button to begin the creating New QR Code link

< Back to Dashboard

FIRST® LEGO® League Explore 14998

Edit	Invitation Title	View QR/Link	Status	Issue Date	Expiration Date	Invitation ID
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Page 1 of 0

No records to view

CREATE NEW INVITATION

INSTRUCTIONS

6. Select “Youth Team Member Invitation” for the role, enter the information in the appropriate fields, and click the green “Save and Open for Applications” button when completed.

Add/Update Invitation Link

All fields are required unless marked optional

Please select one invitation role:

☐ Youth Team Member Invitation

☐ Mentor/Youth Mentor Invitation

Invitation ID

Invitation Title

Expiration Date

Invitations are season specific. All invitations will automatically expire at the end of the current season. To close registration to your team via this link sooner, set an earlier expiration date.

05/15/2025

Cancel Save as Draft Save and Open for Applications

7. Here you will see the QR code invitation notice:

< Back to Dashboard

Instructions:

Inviting Youth Team Members

Inviting Mentors/Youth Mentors

EXPRESS INVITATIONS

There are two types of express invitations. One, is a Youth Team Member Invitation which allows Lead Mentors/Coaches to invite youth team members to their FIRST Program Team. Second, is a Mentor/Youth Mentor Invitation which allows Lead Mentors/Coaches to invite a mentors for their FIRST Program Team.


FIRST® Tech Challenge 8930

Edit	Invitation Title	Invitation Type	View QR/Link	Status	Issue Date	Expiration Date	Invitation ID
	Test	Youth Team Member		Open	5/8/2025	5/30/2025	52645ba1-2c44-11f0-a1

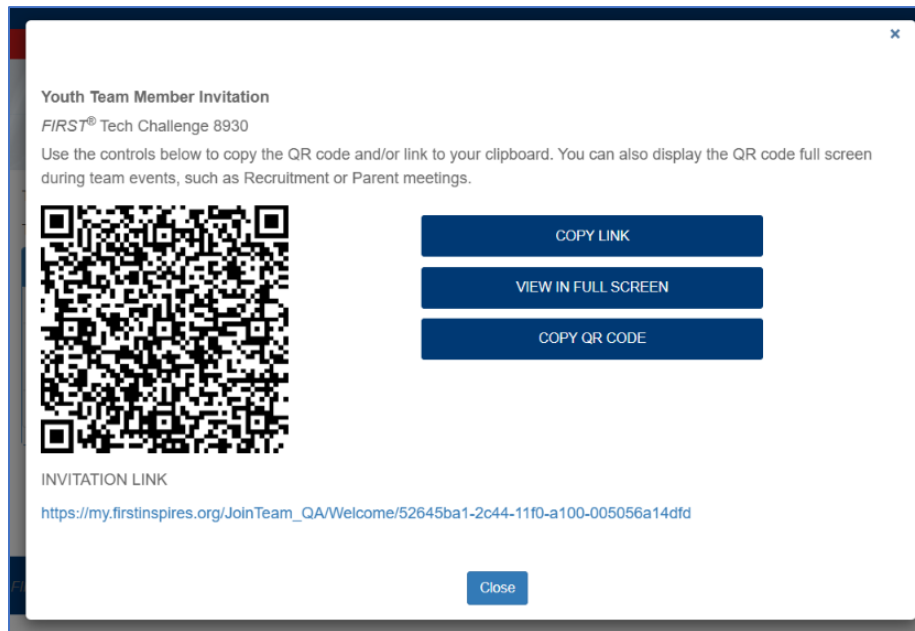
Page 1 of 1

View 1 - 1 of 1

CREATE NEW INVITATION

Please note: If you need to edit the Invitation notice you may do so by clicking the edit  icon. Otherwise, you may click on the white “View” button to display the QR Code link.

Once you have clicked on the “View” button you will see the QR code and the link to the code.



8. Here you may decide to either copy the link or take a screenshot of the QR Code for distribution to the team parents/guardians. These may be added to an email or copied on to a document to distribute to the parents/guardians of your team members.
9. Click “close” to return to the prior screen which will then give you the option to return to the Team Dashboard.