

Assigning Award Submitters

The Lead Coach/Mentor 1 or 2 for your team must assign at least 1 and up to 2 student award submitters in the [FIRST Dashboard](#). Those students will be notified of their status via email and may then log into [FIRST Dashboard](#) to view the awards submission section on their main page.

To designate students as award submitters, please follow these steps:

1. Log into your account on the [FIRST Dashboard](#)
2. Select the Team you are assigning an award submitter for.
3. Under the "Team Contacts/Roster", click the "Youth Members" link.
4. Find the student you want to assign as an Award Submitter. Accept the student to your team, if not already accepted.
5. Check the box next to: "Designated Award Submitter". You may designate up to two (2) students.
6. Please note, you will not be able to designate students as award submitters if they have not been accepted onto your team.