International Team Registration
How to create a New Team

*FIRST*® is a global robotics community that prepares young people for the future.

[www.firstinspires.org](http://www.firstinspires.org)
Overview of Starting a Team

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Frequently Asked Questions

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Create a FIRST® Account

Register a FIRST Account
1. To create a new account, go to www.firstinspires.org and click on “Register” at the top right corner of your browser.

2. After you click the link, you will be redirected to the screen below.
a. Fill in the information, click the acknowledgements, and finally click on “register” to complete the process

3. Once you click the button to register, you will be redirected to this screen
4. You will receive an email to confirm and activate your account which looks like this. Activate your account by clicking “here”

![Email Confirmation Screen]

a. Note: If your email does not come through, check your spam or junk email folder. If you have not received the email within a few hours, return to the login page and click “Forgot Password”.

5. Once you confirm your email, you will see this screen. Login using the email/password you used to register which will redirect you to your dashboard where you will need to complete your profile.
6. You will then need to agree to the FIRST Terms & Conditions, the Youth Protection Program policies, the Code of Conduct for Program Activities, and the FIRST Privacy Policy the first time you login.

7. Once you have done this, click on "Continue" to complete the acknowledgements.
Create a Team Profile

Starting a Team
1. Navigate to www.firstinspires.org and click “Log In.”
2. Click “Create a New Team(s)”
3. Click “Team Admin.”

a. **Team Admin** – (Previously purchaser role) The Team Admin is a separate role from the Lead Coach/Mentor for the team. Limited access to team administration functions include: Paying for team registration, inviting Coach/Mentor 1 & 2, can also be Coach/Mentor 1 or 2. You **cannot** invite youth team members or other adult team Contacts.
4. Select your program and click on “Select and Continue”

5. Fill in your Team Profile Information and click “Save & Continue”

6. Fill in your School/Organization information and click on “Save & Continue” once more
7. A screen will come up for you to fill in your “Lead Coach/Mentor 1” information. If you cannot do this right away, that is ok. Click on the text that says “I will do this later” under the save and continue button.

8. You will come to the below screen which will show your temporary team number. Click on “For Next Steps, Go to Dashboard”

9. Back on your dashboard, you will see your teams listed & your permanent team number.
Invite a Lead Coach/Mentor from the Dashboard

If you did not invite the Coaches/Mentors during your team creation, you can invite them from the Dashboard.

1. Under Team Contacts/Roster, click on either “Primary Contacts” or “Manage Contacts.”

2. Click on “Invite Contacts” at the top or click “Invite” under the Coach/Mentor area.

3. Complete the contact information and click “Send Invitation.”

a. You can invite multiple contacts at once. Click “add another” before sending invites and complete contact information.
4. A confirmation pop-up will appear.

Once you have invited your Lead Coach/Mentor 1 or 2, they will receive an invitation via email. **They must complete their profile, accept your invitation, and go through Youth Protection Screening.** It may take a couple of days for the screening to be processed, so make sure to encourage your Coach(es)/Mentor(s) to complete their profile and screening as soon as possible.

**Options Under Team Contacts**
1. Each role for the team is listed on the Team Contacts page.
2. You can manage Contacts under “Options.”
   a. **Send Email** – This is a one-way email system.
   b. **Invite Replacement**
   c. **Request Screening** – Screening should be completed before first team meeting. A team cannot register/compete without completed and passed screening from BOTH Lead Coach/Mentors.
   d. **Delete this Contact** – If you do not have a replacement or the information is wrong, you can delete the contact.
   e. Status of the invitation is listed next to their name/role.

**Locating Your Invitation**
1. Once you have sent out the Invitation, your Lead Coach/Mentor 1, Lead Coach/Mentor 2 or Team Admin will receive an invitation email

   The invited contact will need to [Create a FIRST Account](#) and login to accept your Invitation, which is located at the top right of the Dashboard.
3. You have two ways to access invitations
   a. Click on the Invitation icon
   b. Click your name and a drop down will appear. Click on “My Roles/Invitations.”

4. Click on “Accept” under the Invitation or click “Accept All” if multiple invitations are listed. From here, the Lead Coach/Mentor 1 or 2 will be able to go through Youth Protection Screening and help manage the team.

NOTE: If you volunteer for events, your “Event Roles” will be listed here.
Retiring from a Team
If you must retire from a team, you can do so from the “My Roles” page
1. Navigate to the “My Roles/Invitations” page from the drop-down listed under your name.

2. Click on “Options” under the Accepted Role where you can either
   Retire from team – Leave team without any replacement
   Invite Replacement – Invite a replacement while leaving the team.

The Storefront

Entering the storefront
The Storefront can be accessed before Coach/Mentor screening is complete. Once your Team Profile has been completed, you are ready to pay your team’s season registration fee and order the necessary equipment. Follow these simple steps to register your team:
1. Log into your team dashboard at www.firstinspires.org.
2. Under Team Finances, select “Team’s Shopping Cart” or “Make A Payment” under the Finance Options dropdown. Or, select “Order Product” under Payment & Product, to enter the Storefront and place your order for the Season Registration and product.

3. Under Team Finances, click either “Balance Due” or “Make A Payment.”

5. You will then get a popup notice, click on “Go to vendor website” to be redirected to the PITSCO storefront

6. Once in the Storefront, agree to the Storefront Terms and Conditions by selecting the checkbox on the welcome screen and clicking “Continue”

7. The FIRST® Tech Challenge Season Registration will automatically be loaded into your cart.

8. Select “Checkout.”

You can choose to pay for only the season registration fee or continue through the wizard and purchase one item each from each category (Control Set, Electronics Set, and Competition Set).

Click “continue” to go through Wizard. Or if you are looking for a specific item, click on the appropriate Tab at the top.
9. Enter your payment information and select “Submit Order.”

**Generate a Quote**

1. Load your cart with all the items you wish to purchase.
2. Navigate to the Checkout page.

3. Scroll to the bottom of the page and click on “Generate a Printable Quote for This Order (PDF).” A PDF Quote will download to your computer. If you need to wait for your funding to be processed (i.e., Purchase Order), it is recommended that you click on “Save My Order for Later.”

a. NOTE: Orders will not be submitted until you have returned to the Storefront, completed your Payment Method, and have clicked “Submit.”
Before you Submit Order – If you are waiting for a Grant
If you are expecting a grant through your FIRST® Tech Challenge account, do not submit your order until your grant funds appear in the Storefront. If you are unsure how your grant funds will be allocated, please check with the entity supplying the grant before submitting orders in the storefront. Grants will appear on the welcome page of the Storefront.

Pay for your order
a. If you are paying for your order via a purchase order, be sure to send a copy of the purchase order to Pitsco, as instructed when checking out.

b. If your purchase is exempt from the United States, states sale tax, be sure to send a copy of your Tax-exempt certificate to Pitsco, as instructed when checking out.

A Few Notes on the Storefront
• You can track what is available in the “Order History” box on each page.

- You can navigate between the different tabs:

- International Teams: Season Registration is paid to your local Affiliate Partner, where applicable, and is not included in the Storefront. Please contact your local Affiliate Partner for season registration instructions.

Looking for ways to fund your season?
1. Figure out what you want to buy.
   Kit of Parts and Bill of Materials information: http://www.firstinspires.org/robotics/ftc/kit-of-parts
2. Look into our existing Fundraising Resources: http://www.firstinspires.org/node/5406

Find a Discount Code for TETRIX® and REV Robotics
1. Enter the Storefront.
2. Click on the “Support” Button at the upper right corner of each page.
3. Click on the “How to Order Extra Parts.”

4. Each link will take you to the Vendor’s Website.
   a. TETRIX® and REV Robotics discount codes will appear below their logo.
   b. Discounts are only available once a team has fully purchased their Season Registration Fee.
How to Register for an Event

Event registration for all FIRST Tech Challenge events, except the World Championships, are managed by local Program Delivery Partners. Connect with your local Program Delivery Partner to learn more about how to register for events in your region.

1. You will not be able to invite Youth Team Members until BOTH Lead Coach/Mentors have successfully completed and passed Youth Protection Screening.
   - NOTE: Once passed, you will be able to invite the Parent/Legal Guardian of the Youth Team Member from the Team Contacts Page.

2. Ensure that each team member has a Parent/Legal Guardian who can register and complete the Consent & Release forms within the Youth Team Member Registration System. The Youth Team Member Registration System also lives within the FIRST Portal and is located within the Dashboard.
   a. Click “Youth Members.”

3. Print a Team Roster, which is required at check-in for Events.
   a. Under Team Contacts/Roster, click “Print Roster.” (View a sample Team Roster on the Team Management Resources page.)

An Invite option will appear once all requirements have been completed.
Additional Resources

- Review Available Resources – [Team Management Resources](#)
- [Game & Season Materials](#)

How do I delete a team?

If you have a team that needs to be removed (it was created by mistake, you are only moving forward with another team, etc.), follow the below steps to have the team permanently removed from your profile.

**NOTE:** if you have more than just yourself as a contact for the team (Lead Coach/Mentor 1, Lead Coach/Mentor 2, Team Admin), this will also delete the team from their profiles.

1. Under Team Options, click on “Team Information.”

2. Click on “Delete Team” on the pop-up window that appears.

3. A confirmation pop-up will appear. Click “OK” to return to the Dashboard.

Where can I get more help?

The FIRST Operations team is ready to answer any questions or walk users through the account creation process. The office hours are Monday – Friday 8:30am-5:30pm EDT. Help outside of these hours may be arranged by contacting FIRST via one of the methods below:

- Email: firsttechchallenge@firstinspires.org
- Chat: available on [www.firstinspires.org](http://www.firstinspires.org)
- Phone: (603) 666-3906 or (800) 871-8326