International Team Registration (Outside North America)
FIRST Tech Challenge

FIRST® is a global robotics community that prepares young people for the future.
# Table of Contents

- Overview of Starting a Team ................................................................. 2
- Frequently Asked Questions ................................................................. 2
- Create a FIRST® Account ........................................................................ 3
  - Register a FIRST Account ................................................................. 3
- Create or Update a Team Profile ............................................................. 6
  - How to Create a New Team ................................................................. 6
- Invite a Lead Coach/Mentor from the Dashboard .................................... 9
  - Options Under Team Contacts ............................................................ 11
  - Locating Your Invitation .................................................................... 11
  - How to Accept Invite ........................................................................... 11
- The Pitsco Storefront: Registering Teams and Ordering Materials .......... 12
  - To Register Your Team ................................................................. 12
- How to Register for an Event ................................................................. 14
- Where can I get more help? .................................................................... 14
- Additional Resources ............................................................................. 15
Overview of Starting a Team

- Create a FIRST® Account
- Create a Team Profile
- Invite Primary Contacts
- Enter Storefront
  - Pay for Season Registration & Purchase Product
  - Generate a Quote
- Complete Youth Protection Screening (US/Canada Lead Coach/Mentors only)
- Reach out and Find Local Support or Register for local events
- Review Available Resources – Team Management Resources

Frequently Asked Questions

How do I create/Update a Team Profile?
How do I invite a Lead Coach/Mentor from the Dashboard?
Where do I accept Role Invitations?
How do I go through the Storefront?
How do I register for an event? Additional Resources
Where can I find more help?
How do I create a FIRST account?

For additional assistance contact us at FIRST® Headquarters:
Phone: (603) 666-3906 or (800) 871-8326
Mon – Fri 8:30 A.M. – 5 P.M. ET
Email: firsttechchallenge@firstinspires.org
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. Complete the Registration Page

   a. You will receive the below message after clicking “Register.”
4. You will receive an email to confirm and activate your account which looks like this. You can Activate your account by clicking “here”.

You are now part of a group of over 450,000 youth participants and 200,000+ Mentors, Coaches, Judges and Volunteers. We are excited to have you with us!

If the above link does not work, please copy and paste the following into your browser:
https://my.firstinspires.org/AccountManager/Account/ConfirmEmail?userMail=4e16ebe6-46e8-4a29-911b-86f0ed213f38&code=MA9yjAEfEJwWFL+pCysZWAo5AAMOCVAKA+EAQAKBDAZBxA6G8QBA6RA91C4S4&emailConfirm=true

Still having issues? If you are still having trouble activating your account, please go to https://my.firstinspires.org/AccountManager/Account/ForgotPassword?login=5c2eae5d16b43c77b9aae58b9830c92a5 and follow the steps to Reset your Password. The Reset Password feature will allow you to create a new password and login to our system, which will activate your account.

For more information about FIRST, check out http://www.firstinspires.org/
Questions? Contact us at customerservice@firstinspires.org

This email was automatically generated by FIRST.

a. If your email does not come through, check your spam or junk email folder.
b. If you have not received the email within a few hours, return to the login page and click “Forgot Password” and follow the steps to change the 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. After reading the “Welcome to Your Dashboard” page, click “Continue”. You can also choose to not show this message again for the remainder of the season.
Create or Update a Team Profile

How to Create a New Team
* For teams who have not registered in a previous season.

1. Navigate to www.firstinspires.org and click “Log In.”

2. Click “Create a New Team(s)”

3. Select your role:

   a. **Team Admin** – 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.
b. **Lead Coach/Mentor 1** – For adults who Coach the team. Full rights to administer the team (including payment and invites). Subject to Youth Protection Policies and screening. Can invite Coach/Mentor 2 and Team Admin. to the team, can also be the Team Admin role concurrently.

4. Select your program and click “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. Next Invite your “Lead Coach/Mentor 2” information.

a. 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. Please note, you will need to have two lead Coach/Mentors to be able to invite youth members to your team.

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.

NOTE: Hyperlinked text will appear in a blue font. Click on text to be taken directly to different areas of the site.

1. Under Team Contacts/Roster, click on either “Primary Contacts” or “Manage Contacts.”
3. Click on “Invite Contacts” at the top or click “Invite” under the Coach/Mentor area.

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

5. A confirmation pop-up will appear.

8. Once you have invited your Lead Coach/Mentor 1 or 2, they will receive an invitation via email.
   a. **They must complete their profile and accept your invitation.**
Options Under Team Contacts

1. Each role for the team is listed on the Team Contacts page. You can also manage Contacts under “Options”:
   a. Send Email – This is a one-way email system.
   b. Invite a Replacement
   c. Delete this Contact – If you do not have a replacement or the information is wrong, you can delete the contact.

2. The 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.

   a. By clicking on the Invitation icon

2. 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.

How to Accept Invite

1. 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.”

3. Click on “Accept” under the Invitation or click “Accept All” if multiple invitations are listed.

The Pitsco Storefront: Registering Teams and Ordering Materials

To Register Your Team

*Teams outside of North America pay any registration fees to their local Program Delivery Partner, and will show a $0 balance due.

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.”
3. From the “Create Order” page, click “Select to Pay Pitsco” to order additional materials.

4. You will then get a popup notice, click on “Continue” to be redirected to the PITSOCO Storefront.
5. Move through the tabs to order product or select “Checkout.”

6. Enter your billing and shipping information and select “Review My Order” to complete registration process.

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.

If there is no Program Delivery Partner in your region, please send an email to Team Support at firsttechchallenge@firstinspires.org.

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 8:30 a.m.-5 a.m. 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
Phone: (603) 666-3906 or (800) 871-8326
Additional Resources

- Navigating the FIRST Website – useful links:
- Review Available Resources – Team Management Resources
- Game & Season Materials

Game Forum Q&A
[https://ftc-qa.firstinspires.org/](https://ftc-qa.firstinspires.org/)

Anyone may view questions and answers within the FIRST® Tech Challenge game Q&A forum without a password. To submit a new question, you must have a unique Q&A system user name and password for your team.

FIRST Tech Challenge Game Manuals

FIRST Headquarters Pre-Event Support
Phone: 603-666-3906
Mon – Fri
8:30am – 5:00pm ET
Email: Firsttechchallenge@firstinspires.org

FIRST Websites
FIRST homepage – [www.firstinspires.org](http://www.firstinspires.org)
FIRST Tech Challenge Page – For everything FIRST Tech Challenge.
FIRST Tech Challenge Volunteer Resources – To access public volunteer manuals.
FIRST Tech Challenge Event Schedule – Find FIRST Tech Challenge events in your area.

FIRST Tech Challenge Social Media
FIRST Tech Challenge Twitter Feed - If you are on Twitter, follow the FIRST Tech Challenge Twitter feed for news updates.
FIRST Tech Challenge Facebook page - If you are on Facebook, follow the FIRST Tech Challenge page for news updates.
FIRST Tech Challenge YouTube Channel – Contains training videos, game animations, news clips, and more.
FIRST Tech Challenge Blog – Weekly articles for the FIRST Tech Challenge community, including outstanding volunteer recognition!
FIRST Tech Challenge Team Email Blasts – contain the most recent FIRST Tech Challenge news for teams.

Feedback
We strive to create support materials that are the best they can be. If you have feedback about this manual, please email firsttechchallenge@firstinspires.org. Thank you!