International Team Registration

FIRST Tech Challenge

Outside North America

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

www.firstinspires.org
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
- Reach out and Find Local Support or Register for local events
- Review Available Resources – Team Management Resources

Frequently Asked Questions

How do I create a FIRST account?

How do I create 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?

Where can I find more help?

Additional Resources
Create a **FIRST**® Account

Register a FIRST Account

1. To create a new account, go to [www.firstinspires.org](http://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](image)

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.

![dashboard](image)
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.

a. Once you agree to each, you will get one final message. Click “Submit.”

7. After you “Submit” the agreements, you will be automatically redirected to complete your user profile.
Create or Update a Team Profile

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

1. Navigate to www.firstinspires.org and click "Log In."

2. Click “Create a New Team(s)"

3. Select your role:
   - 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.
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. 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.

Commented [NM1]: A “please note” you will need to add the 2nd mentor in order to compete...
8. You will come to the below screen which will show your temporary team number. Click on “For Next Steps, Go To Dashboard”

![Screenshot of CREATE NEW TEAM(S) page]

9. Back on your dashboard, you will see your teams listed & your permanent team number.

![Screenshot of dashboard with teams listed]

**Invite a Lead Coach/Mentor from the Dashboard**

*How to invite 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 “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 may invite multiple contacts at once. Click “add another” before sending invites and complete Contact information.

4. A confirmation pop-up will appear.

Note: Once you have invited your Lead Coach/Mentor 1, Lead Coach/Mentor 2, or Team Admin, they will receive an invitation via email. 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.
2. You can manage contacts under “Options.” The status of the invitation is listed next to their name/role.
   a. **Send Email** – This is a one-way email system.
   b. **Invite Replacement** – Having someone retiring from the team? Invite a new replacement.
   c. **Request Screening** – Screening should be completed before the first team meeting. A team cannot 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.

**NOTE: Status of Invitation.**

Locating Your Invitation

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

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.
3. There are then two ways to access invitations from here.
   a. Click on the Invitation icon.
   b. Click your name and in the dropdown, click on “My Roles/Invitations.”

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

5. 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 a replacement or
   Invite Replacement – Invite a replacement when leaving the team.

The PITSCO Storefront

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 PITSCO Storefront.
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/

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 username and password for your team.

FIRST Tech Challenge Game Manuals

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

FIRST Websites
FIRST homepage – 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!