International Team Registration
Outside North America

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

www.firstinspires.org
Overview of Team Registration

- Create a FIRST® Account
- Create a Team Profile
- Invite Primary Contacts
- The Pitsco Storefront: RETURNING Teams
- Reach out and Find Local Support or Register for local events
- Review Available Resources – Team Management Resources

Frequently Asked Questions

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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
3. You will receive an email to confirm and activate your account which looks like this. Activate your account by clicking “here”. 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”.

4. 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.
5. 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.

6. 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.
How to Create and Register a **New Team**

* For teams who have **not** registered in a previous season only

1. Navigate to [www.firstinspires.org](http://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.

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. This completes the registration process for NEW teams.
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.”

   ![Team Contacts/Roster](image)

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

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

   ![TEAM CONTACTS](image)

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

   ![Invite Team Contacts](image)

   You can invite multiple contacts at one time.
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 will need to create an account if they don’t have one, complete their profile and accept your invitation to connect to your team.**

**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**
      a. **Delete this Contact** – If you do not have a replacement or the information is wrong, you can delete the contact.
      a. 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
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 **or**
   b. Click your name and a drop down will appear. Click on “My Roles/Invitations.”

![Invitation Icon](image)

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

![Accept Invitation](image)

### The Pitsco Storefront: RETURNING Teams

#### Entering the Storefront

*Returning Teams outside of North America will see a $0 balance due but will need to complete the check-out process to be marked as a “registered team” in the FIRST Registration System. These teams will pay any team registration fees to their local Program Delivery Partner.*

Follow these simple steps to register your team:

1. Log into your team dashboard at [www.firstinspires.org](http://www.firstinspires.org).
2. Under Team Finances, select “Team’s Shopping Cart”

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

4. You will then get a popup notice, click on “Continue” to be redirected to the PITSOCO Storefront
5. Once in the Storefront, agree to the Storefront Terms and Conditions by selecting the checkbox on the welcome screen and clicking “Continue”. The FIRST Tech Challenge Season Registration of $0 will automatically be loaded into your cart after clicking Continue.

Grant Notice
No grants issued through FIRST are active for your team. If more than 5 business days have passed since you were awarded a grant through FIRST and you still do not see the funds on this Welcome page, please contact FIRST at 800.871.8326 or ftcgrants@firstinspires.org.

Order History:
- Season Registration Required
- Control Set* (Not Ordered Yet)
- Electronics Set* (Not Ordered Yet)
- Competition Set* (Not Ordered Yet)

*While these items are necessary to build a functioning robot, teams are not required to purchase them in this Storefront (with the exception of season registration). Teams may reuse equipment from previous seasons or purchase components from other vendors.

Terms and Conditions
☐ I agree with the Terms and Conditions.
CONTINUE
You must agree to the Terms and Conditions before you can continue.

6. Move through the tabs to order product or select “Checkout.”

7. 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.

Additional Resources

- Review Available Resources – Team Management Resources
- Game & Season Materials

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 x 400