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 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 screening?

How do I go through the Storefront?

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What are Outstanding Tasks?

How do I register for an event?

How do I use my grant?

How do I delete a temporary team?

Additional Resources

Where can I can more help?

For additional assistance, contact us at FIRST® Headquarters:

Phone: (603) 666-3906 or (800) 871-8326
Mon – Fri 8:30 A.M. – 5:00 P.M. ET
Email: FTCTeams@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. 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.

![Confirm Email Screen]

6. Login using the email/password you used to register which will redirect you to your dashboard where you will need to complete your profile.
7. 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.

8. Once you have done this, click on “submit” 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" or "Lead Coach/Mentor 1."

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 **can not** invite youth team members or other adult team Contacts. Team Admins who do not hold a Lead Coach/mentor role will not need to go through screening. Team Admins **MUST** invite two Lead Coach/Mentors that will be screened.

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.

**NOTE:** Screening occurs every four years and is completely paid for by FIRST®.
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

a. Please note: If you have selected “Lead Coach/Mentor 1” as your role, you will need to then fill out the Team contact information or select “I will do this later and invite them from your dashboard.”
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.

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

5. From here, the Lead Coach/Mentor 1 or 2 will be able to go through Youth Protection Screening and help manage the team.

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 or
   **Invite Replacement** – Invite a replacement while leaving the team.

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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](http://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.
   
   a. **NOTE: YOU MUST PAY FOR SEASON REGISTRATION BEFORE YOU CAN PURCHASE PRODUCT.**
      
      If you have multiple teams, you will need to select the team you wish to register before proceeding to the Storefront. From the Dashboard:

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.”
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 (ie: Purchase Order), it is recommended that you click on “Save My Order for Later.”
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 US states sale tax, be sure to upload a sales tax exemption certificate to your team’s dashboard; do not submit your certificate to Pitsco as they need to be processed through FIRST HQ.

**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](http://www.firstinspires.org/robotics/ftc/kit-of-parts)
2. Look into our existing Fundraising Resources: [http://www.firstinspires.org/node/5406](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.
Youth Protection Program (YPP) Screening

To Complete Your Youth Protection Program Screening (US and Canada Only)

For US and Canada teams, to hold team meetings and compete at an official FIRST event, a team must have two screened Lead Coach/Mentors. If you have not completed screening, follow the steps below. You will be redirected to the Verified Volunteers (US) or myBackCheck (Canada) website. For more information, visit http://firstinspires.org/resource-library/youth-protection-policy.

1. Under Team Options, Click on “Outstanding Tasks.”
2. Click on “Incomplete Youth Protection Screening.”

NOTE: Screening occurs every four years and is completely paid for by FIRST.

3. You will be prompted to navigate to continue to the screening website. Click “Continue.”

4. You will be redirected to our third-party screening site where you can complete the necessary steps.

Understanding Screening Status

Information located in the “Manage Team Contacts/Roster” section.

- Green Check Mark - User is screened and meets requirements
- Orange Check Mark - Screening is pending (either User, Screening Vendor, or FIRST review)
- Red “X” Mark - Not complete (Used also to indicate missing Consent & Release)

What are Outstanding Tasks?

Outstanding Tasks will be listed on your Dashboard. Clicking on this icon will allow you to either:

a. Pay Team Registration (in the storefront)
b. Complete Youth Protection Screening (at the Verified Volunteer/MyBackCheck websites-US/Canada only)
c. Sign and send the Consent and Release form
d. Complete any other additional Outstanding Tasks.
The Consent and Release form can be accessed by clicking on the arrow next to your name.

1. Click on your name and a dropdown will appear.
2. Click on “Acknowledgement Forms.”

**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.

*YOU MUST HAVE 2 SCREENED LEAD COACH/MENTORS TO REGISTER FOR AN EVENT.*

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.

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

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.”

*Note:* If a parent or legal guardian does not have access to a computer with internet, paper Consent & Release forms can be filled out. Paper forms can be accessed by Lead Coach/Mentor 1 and 2 in the Team Contacts section under 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.)

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### Additional Resources

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

### How do I use my Grant?

If you have a Registration and/or Product grant, these grants will show up in the Storefront and be applied directly to your purchase at Checkout. These grants are not available to be used outside the Storefront but can be used across multiple purchases until all funds (or items) have been utilized/purchased.

NOTE: Product grants can be applied to shipping costs as well.


FIRST receives grants from various Donors (Grantors) which are designated to FIRST participating teams. These are restricted donations with designations as defined and imposed on FIRST by the Grantor(s). Should FIRST receive a grant designated to your team, FIRST will "re-grant" the funds to your teams as a "pass through" grant with no deductions for overhead or processing costs. 100% of the designated funds will be re-granted provided that the Team (Grantee) follows the guidelines listed below.

The following guidelines are followed when processing a re-grant for a team:

1. The re-grant must be a minimum of $500 for FIRST® LEGO® League Jr., FIRST® LEGO® League and FIRST Tech Challenge and $1,000 for FIRST Robotics Competition.
2. FIRST receives the Grantor's donation and designation in writing. FIRST applies the amount needed to satisfy the open payment of the team's registration fee before any re-grant can be issued.
3. Any additional funds, above the team's registration fee (some restrictions may apply) can be re-granted to the team.
4. The Grantee (FIRST® Tech Challenge Team) initiates the process of receiving these pass-through funds and maintains audit compliance*.
Funds can only be re-granted to your team for costs directly associated with the FIRST Program. FIRST cannot disburse funds directly to the Team’s or School’s vendors/providers due to the IRS Form W-9 needs and the potential volume. A Re-granting Application can be found [Here](#).

*Should the Grantor request a follow-up report on the exact use of the re-granted funds, it is the responsibility of the Grantee (School) to maintain adequate records to provide an accurate accounting.*

**How do I delete a temporary team?**

If you have a temporary 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