Overview of Registering a Veteran Team

- Update your FIRST® Profile
- Update your Team Profile
  - Team Profile
  - School/Organization Information
  - Invite Primary Contacts
- Enter Storefront
  - Pay for Season Registration
  - Purchase Product
- Go through Youth Protection Screening if needed (US/Canada Lead Coach/Mentors only)
- Reach out to Affiliate Partner to Register for local events: http://www.firstinspires.org/find-local-support
- Review Available Resources – Team Management Resources

Frequently Asked Questions

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How do I edit my Team’s Profile?

Update your FIRST® Profile
Before you can edit your team’s profile, you must first ensure that the information for yourself is current. Once you log in, you will be prompted to make the necessary updates.

- Navigate to www.firstinspires.org and click “Log In.”
- Log in using the email/password you used to register — you will be redirected to your Profile for updating
- Every year, you will be asked to update certain fields (those listed below and Strategic Alliance affiliations):

Your Profile can also be accessed at the top, right hand corner.

- Click on your name and a drop-down will appear.
- Click on “My Profile.”

Team Profile and School/Organization
- From the Dashboard, under Team Options, click “Team Information.”
  - Click “Team Profile.”
• Update your Team’s Profile information.
• Click “Save.”

From this same screen, you can access the School/Organization page.

• Click “School/Organization”
  o If you are on the Dashboard, Click “School/Organization” under Team Information in the “Team Options” section.

• Complete School/Organization Information
  o If you don’t see your school in the drop-down menu, scroll to the bottom and select “My school is not in this list”, and then enter the information.
  o Click “Save.”
Invite a Lead Coach/Mentor or Team Admin from the Dashboard

FIRST teams are required to have 2 screened Lead Coach/Mentors. Teams only need one contact, who can be unscreened, to pay for the season registration fee and purchase product. However, before a team can register/compete at events, both the Lead Coach/Mentor 1 and the Lead Coach/Mentor 2 must be registered and pass the Youth Protection screening.

- **Lead Coach/Mentor 1** – For individuals who plan to Mentor/Coach the team. They **MUST** go through Youth Protection Screening and invite a Lead Coach/Mentor 2.
- **Lead Coach/Mentor 2** – For individuals who plan to Mentor/Coach the team. They **MUST** go through Youth Protection Screening.
- **Team Admin** - Individuals who manage teams from an administrative point of view, who will not be interacting with the students, and will usually deal with purchasing product, managing paperwork, and organizing the team behind the scenes. Team Admins will not have access to the Team Roster, nor can they invite students or Parent/Legal Guardians of students to the team. 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.

**How to invite from the Dashboard:**

- Under Team Contacts/Roster, click on either “Primary Contacts” or “Manage Contacts.”
- Click on “Invite Contacts” at the top or click “Invite” under the Coach/Mentor area.
• Complete the contact information and click “Send Invitation.”
  o You may invite multiple contacts at once. Click “add another” before sending invites and complete Contact information.

• A confirmation pop-up will appear.

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, accept your invitation, and for the Coach(es)/Mentor(s), go through Youth Protection Screening. It may take a few days to for the screening to be processed, so encourage your Coach(es)/Mentor(s) to complete their profile and screening as soon as possible.
Options Under Team Contacts

- Each role for the team is listed on the Team Contacts page.
- You can manage contacts under “Options.”
  - Send Email – This is a one-way email system.
  - Invite Replacement – Having someone retiring from the team? Invite a new replacement.
  - Request Screening – Screening should be completed before first team meeting. A team cannot compete without completed and passed screening from BOTH Lead Coach/Mentors.
  - Delete this Contact – If you do not have a replacement or the information is wrong, you can delete the contact.

- Status of the invitation is listed next to their name/role.

Locating Your Invitation

Once you have sent out your Invitation, your Lead Coach/Mentor 1, Lead Coach/Mentor 2 or Team Admin must Create a FIRST Account and login to accept your Invitation. The Invitation is located at the top right of the Dashboard.

- You have two ways to access invitations
  - Click on Invitation icon or click your name and a drop down will appear. Click on “My Roles/Invitations.”

- All Invitations and Accepted Roles will appear
- 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.

**Retiring from a Team**
If you must retire from a team, you can do so from the “My Roles” page.

- Navigate to the “My Roles” page from the drop-down listed under your name.
- Click on “Options” under the Accepted Role.
- You can:
  - Retire from team – Leave team without a replacement.
  - Invite Replacement – Invite a replacement while leaving the team.

**Enter 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 for 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. **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:

   - Under Team Finances, click either “Balance Due” or “Make A Payment.”
Under Team Options – Payment & Products, click “Order Products.”

3) Once in the Storefront, agree to the Storefront Terms and Conditions by selecting the checkbox on the welcome screen.

4) The FIRST® Tech Challenge Season Registration will automatically be loaded into your cart.
5) Select “Checkout.”

6) Enter your payment information and select “Submit Order.”

**Generate a Quote**
- Load your cart with all the items you wish to purchase.
- Navigate to the Checkout page.

You can choose to pay 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.
• 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. At this point, it is recommended that you click on “Save My Order for Later” if you need to wait for your funding to be processed (IE: Purchase Order).

NOTE: Orders will not be submitted until you have returned to the Storefront, completed your Payment Method, and click “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.
  
  a. Grants will appear on the Welcome Page of the Storefront

  b. 

- 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.

- If your purchase is exempt from the United States, state 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:

  ![Tabs Image]

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

• Looking for ways to fund your season?
  a. Kit of Parts and Bill of Materials: http://www.firstinspires.org/robotics/ftc/kit-of-parts
  b. Fundraising Resources: http://www.firstinspires.org/node/5406
  c. Team Budget & Fundraising: http://www.firstinspires.org/robotics/ftc/team-budget-and-fundraising

**Where can I find a Discount Code for TETRIX® and REV Robotics products?**

• Enter the Storefront.
• Click on the “Support” button at the upper right corner of each page.

• Click on the “How to Order Extra Parts.”
• Each Link will take you to the Vendor’s Website.
  o TETRIX® and REV Robotics discount codes will appear below their logo. It is only available once a team has fully purchased their Season Registration Fee.

![Looking for Spare Parts? We work with these providers for the extras your team needs.]

How do I go through Youth Protection 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 below steps. 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](http://firstinspires.org/resource-library/youth-protection-policy).

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

**Team Options**

- Outstanding Tasks (1)
- Incomplete Youth Protection Screening
- Parts & Products

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

- You will be prompted to navigate to continue to the screening website. Click “Continue”.
You will be redirected to our third-party screening site. 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 the Dashboard. Clicking on these tasks will take you to:

- Pay Team Registration – Storefront
- Youth Protection Screening – Verified Volunteer/MyBackCheck (US/Canada only)
- Consent and Release – Consent and Release Form

And any other additional Outstanding Tasks will take the User directly to the page that will complete that step.

NOTE: Clicking on hyperlinked text listed in Red will prompt a pop-up to appear. Issues/Outstanding Task will be listed. You can click on “Resolve” to complete an outstanding task and be redirect to the necessary page.

The Consent and Release form can be accessed by clicking on the arrow next to your name.

- Click on your name and a dropdown will appear.
- Click on “Acknowledgement Forms.”
How do I Register for an Event?

- Connect with your local Affiliate 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.**
  - 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.

- 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.
  - Click “Youth Members.”

- Print a Team Roster, which is required at check-in for Events.
  - Under Team Contacts/Roster, click “Print Roster.”

- View a sample Team Roster on the Team Management Resources page.

**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 regrant for a team:

1. The regrant must be a minimum of $500 for **FIRST® LEGO® League Jr. / FIRST® LEGO® League / FIRSTTech 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 regrant can be issued.
3. Any additional funds, above the team’s registration fee (some restrictions may apply) can be regranted to the team.
4. The Grantee 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.

*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.

Regranting Application: [https://usfirst.submittable.com/submit/9715acfe-65b6-420b-9b11-043ce617aba9](https://usfirst.submittable.com/submit/9715acfe-65b6-420b-9b11-043ce617aba9)

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:

Phone: 603-666-3906 or 800-871-8326

Email: firsttechchallenge@firstinspires.org

Chat: available on [www.firstinspires.org](http://www.firstinspires.org)