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 a Program Delivery Partner to Register for local events
- Review Available Resources – Team Management Resources

Frequently Asked Questions

How do I edit my Team’s Profile?
How do I invite a Lead Coach/Mentor or Team Admin from the Dashboard?
Where do you accept Role Invitations?
How do I go through screening?
How do I go through the Storefront?
How to generate a quote?
What should I do if I am waiting for a grant?
Where can I find a discount code for TETRIX® and REV?
What are Outstanding Tasks?
How do I register for an event?
Additional Resources
How do I use my grant?
Where can I get 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.
Email: FTCTeams@firstinspires.org
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.

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

2. Log in using the email/password you used to register - you should be redirected to your Profile for updating.
   a. Your Profile can also be accessed by hovering over your name in the top righthand corner of the screen which will bring up this dropdown menu.

3. Click on “My Profile”

4. Go through each section of the profile information menu, located on the top left of the page.
a. Go through and update/confirm the “My Profile” and “My Information” sections, making sure that the information is correct.
b. Go to the “Acknowledgement Forms” section.
c. Hit “Accept” at the bottom of the “2021 FIRST Consent & Release” form.
d. Once all information is updated and all required forms are acknowledged, go back to your dashboard.

**Updating Team Profile and School/Organization**

1. From the Dashboard, under “My Teams” you will see all your current teams listed.

2. Click on the arrow next to the team name you wish to update, which opens the team information dropdown.

3. Click on the “Team Information” dropdown.
4. Select “Team Profile” and Update your Team Profile information

5. Click “Save.”

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

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

7. Complete or update School/Organization Information
   a. 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.

8. 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 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.

Lead Coach/Mentor 2 – For adults who Coach the team. Full rights to administer the team (Including payment and invites). Subject to Youth Protection Policies and screening.

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.

How to invite from the Dashboard:
1. Under Team Contacts/Roster, click “Primary 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.

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**
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 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 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.

**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 while leaving the team.
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.

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:

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.

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.”

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.
**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. 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. Grants will appear on the Welcome Page of the Storefront.

**Pay for your order**

1. 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.

2. 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 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?
1. Figure out what you want to buy
   Kit of Parts and Bill of Materials: [http://www.firstinspires.org/robotics/ftc/kit-of-parts](http://www.firstinspires.org/robotics/ftc/kit-of-parts)
2. Look into existing Fundraising Resources: [http://www.firstinspires.org/node/5406](http://www.firstinspires.org/node/5406)

Find a Discount Code for TETRIX® and REV Robotics products
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.

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 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.

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

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

![Team Options]

- Pay Team Registration (in the storefront)
- Complete Youth Protection Screening (at the Verified Volunteer/MyBackCheck websites-US/Canada only)
- Sign and send the Consent and Release form
- Complete any other additional Outstanding Tasks.

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.

5. Click on your name and a dropdown will appear.
6. Click on “Acknowledgement Forms.”

**How do I 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.**

- 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.

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/Mentors 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.)

**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* / *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 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. A Regranting Application can be found [Here](http://www.firstinspires.org/robotics/regranting-process-procedures-and-w-9)

*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.*

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