Volunteer Registration
Step by Step Guide
Volunteer Registration

Sign Up or Log In with an existing account on the FIRST website: https://www.firstinspires.org/
Volunteer Registration

If you need to create a new account, please fill out the requested information. You will be emailed an account activation link to complete the process.

![Register your new FIRST® account](image_url)
Volunteer Registration Dashboard

Once you sign in, click on Volunteer Registration and select the option to volunteer at an event.
Use filters to refine search by program, location, and date.

Click the **Apply Filters** button to activate the filters and see events.

User can select **Apply to a Program** if they don’t see an event, or would like to make themselves available for events in their area.
Volunteer Information

If you have not filled out your profile information, the system will prompt you to complete the required sections. Once the information is completed, you will be returned to your volunteer application.
Volunteer Application Step 1

Select your available dates and enter any notes in the details section.

Select up to 5 roles and arrange in order of role preference.
Volunteer Application Step 2

If you are a mentor/coach or affiliated with a team, you can enter those teams at this step. If you do not have any affiliations, click “complete” to continue.
Volunteers in the US and Canada who are over 18 are required to complete youth protection screening in order to be assigned to an event role.

It is recommended that volunteers complete screening at this step, but screening can be accessed from the Dashboard or profile at any time.
Volunteer Dashboard

After completing an application, the Dashboard shows your pending applications. Once you are assigned, these will be moved into the “Assigned Event Roles” tab.
Consent & Release Form

Volunteers should sign the *FIRST* Consent & Release Form each season. Volunteers will see a notification if they haven’t yet completed the form, and can access this in their user profile drop down menu.
Volunteer Role Options

After completing an application, you can withdraw or edit your application using the **Role Options** button.

If you need to message your event coordinator, you can select **Message Coordinator** and send any important information. This option is also available under your Assigned Roles.
If you are assigned a role requiring certification, the **Roles Missing Certification** tab will appear on your Volunteer Dashboard. Click on “Review Outstanding Tasks”, then click the Resolve button. This will bring you directly to BlueVolt to complete your training.

*BlueVolt training is for specific roles in FIRST LEGO® League and FIRST Robotics Competition events.*
Volunteer Information

Personal and volunteer information can be accessed through your Profile at the top right of the Dashboard. Changes and updates to information can be made at any time.
Logging Volunteer Hours

Volunteers can log the number of hours they volunteered for **FIRST** events. This can be accessed in the “My Profile” section, or by clicking on “Log Volunteer Hours” in the Volunteer Registration Dashboard.
Logging Volunteer Hours

Volunteers can only log hours for roles assigned through the Volunteer Registration system. Hours can be logged and edited for the current season. These hours will also be saved and available to view in future seasons, and can be sorted by program and season.

Participation history can be printed or saved as a PDF by clicking the “Print History” button.
For Questions, Comments, or Concerns:

Customer Service Phone Number - 800-871-8326, Option “0”

Volunteer Registration Questions- volunteer@firstinspires.org

Youth Protection Screening- safetyfirst@firstinspires.org

For additional volunteer resources and guides, please visit the Volunteer Resources section of the Resource Library on the FIRST website.