FIRST® Volunteer Registration User Guide
Thanks for your interest in being a *FIRST* event volunteer! This guide will walk through the steps required to submit a volunteer application. Frequently asked questions about Volunteer Registration are also included.

✓ Login to your account or create an account on firstinspires.org
✓ Apply to an event or program in the Volunteer Registration tab
✓ Fill out profile and volunteer information
✓ Select your availability and choice of roles
✓ Complete youth protection screening
✓ Complete Consent and Release Form

**Volunteer Registration Frequently Asked Questions**

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How do I apply to an event?

Create an account or log in to your *FIRST account*. Click on Volunteer Registration and select the option to volunteer at an event.
Event Search Page

Use filters to refine search by program, location or date.

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

Select **Apply to a Program** if you don’t see an event in your area, but would still like to complete volunteer registration, youth protection screening and indicate your interest in local events.
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 **Specific Availability Times/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.
Volunteer Application Step 3

Your application has been submitted!

If you are assigned to a role, you will receive an assignment email with role and event information.

Volunteers in the US and Canada who are over age 18 are required to complete youth protection screening before being assigned to an event role. Screening can be accessed by clicking **Begin Youth Protection Screening.**
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 via the profile drop down menu.
How old do I have to be to volunteer?

*FIRST* event volunteers must be 13 years or older to create an account and apply to events.

How do I access Youth Protection screening?

Volunteers will be prompted to access youth protection screening once they apply to an event or apply to a program. Screening status can be accessed under the profile on the top right of the Dashboard. For additional information and/or Frequently Asked Questions about the YPP Screening Process, please visit https://www.firstinspires.org/youth-protection

How do I edit or withdraw my volunteer application?

After completing an application, volunteers have options to withdraw the application, edit the application, or message the coordinator of the event. These options can be accessed using the Role Options button for each event application.

Please note, once you are assigned to an event role, you must contact the event coordinator directly if you cannot attend the event.
How do I contact the volunteer coordinator for my event?

Volunteers can message the volunteer coordinator of an event in Volunteer Registration. Click on the Role Options button under a pending application or assigned event role and select Message Coordinator.

How do I access certifications for my role?

If you are assigned a FIRST LEGO® League or FIRST Robotics Competition 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.

If you apply to a FIRST Tech Challenge role requiring certification, you will be emailed a link to access training on our Schoology site.
How do I update my profile, volunteer information, or team affiliations?

Personal information 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.

Team Affiliations can be accessed in your profile under “My Roles” and can be removed if necessary.

How can I access my participation history and log 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.

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 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.
Who do I contact if I have a question?

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.