



Volunteer Registration User Guide For Event Volunteers

Rev. February 2025

FIRST® is a global robotics community that prepares young people for the future.



Thank you for your interest in being a *FIRST*® event volunteer! This guide will walk you through the steps required to submit a volunteer application, managing your volunteer profile with *FIRST*, contacting your volunteer coordinator, and more.

Contents

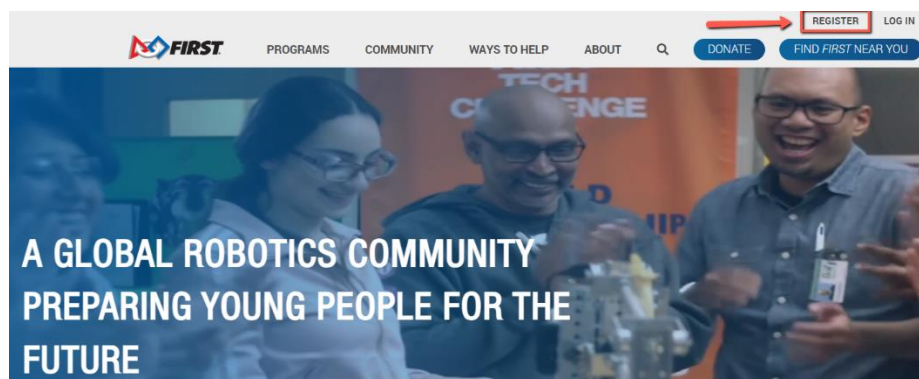
How do I Create an Account?	2
How do I Update my Profile, Volunteer Information, and Forms?	3
Consent & Release Form	4
Dashboard Notification Icons	5
The People Icon:.....	5
The Down-Carrot to Enter Your Profile:.....	5
Updating Roles, Team Affiliations, and Invitations.....	6
What's New in My Profile	6
How do I Apply to an Event using the <i>FIRST</i> Dashboard?.....	7
Volunteer Application Step 1	8
Volunteer Application Step 2	9
Volunteer Application Step 3	10
Apply to a Program	10
How do I Edit or Withdraw my Volunteer Application?.....	11
How do I Apply to an Event using Express Volunteer Enrollment?	11
Volunteer Application Step 1	12
Volunteer Application Step 2	13
Volunteer Application Step 3	13
Required Tasks from the Volunteer Summary	15
Volunteer Dashboard	15
How do I Access Youth Protection Screening?	16
How do I Contact the Volunteer Coordinator for My Event?	17
How do I Access Training & Certifications for My Role?	17
<i>FIRST</i> LEGO® League Challenge (FLL), <i>FIRST</i> Tech Challenge (FTC),	17
and <i>FIRST</i> Robotics Competition	17
How Can I Access my Participation History and Log Volunteer Hours?	18
How do I Volunteer if I am Under 18?	19
If You are Not Currently on a Team or Registered Under your Parent/Guardian's Account.....	19

If you are a Student Already Registered Under your Parent's Account	19
Who do I Contact if I have a Question about the Volunteer Registration System?	20
Additional Volunteer Resources and Guides	20
Troubleshooting.....	20

How do I Create an Account?

To apply to an event, you must create an account or log in to your [FIRST account](#).

Go to the *FIRST* homepage and click 'Register' on the top right.



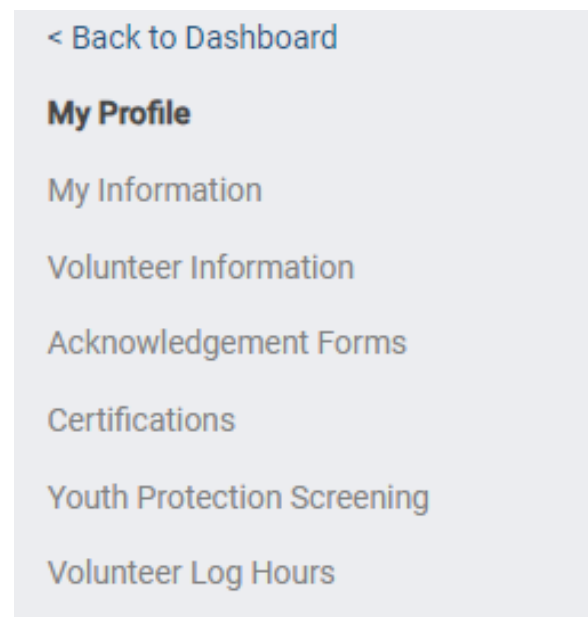
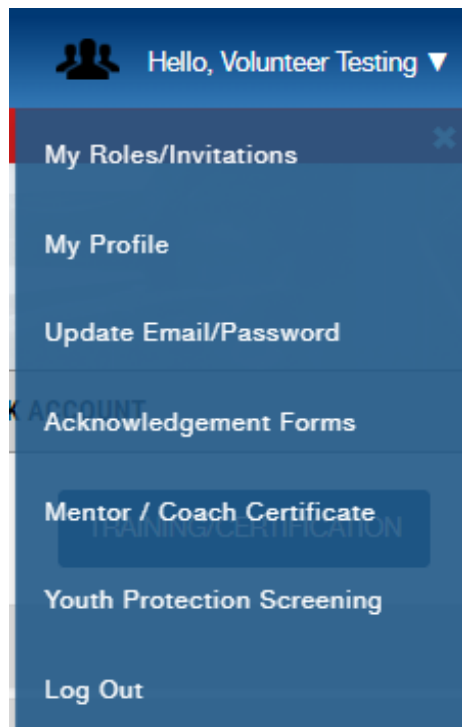
Add your details to the form to register your account.

 A screenshot of the 'Register' form on the FIRST website. The form is titled 'Register your new FIRST® account' and includes instructions: 'Please enter the information below to register a new account! Creating an account gives you access to the FIRST Dashboard, where you can create a new team, accept an invitation to join a team as an administrator or mentor/coach, purchase a Class or School Pack, create an alumni profile, join the FIRST Mentor Network, and browse available event volunteer opportunities and roles. If you've already registered your email with FIRST, click "Log In" on the upper right of your screen.' The form fields include: 'Your Email *', 'Your First Name *', 'Your Last Name *', 'Your Date of Birth *' (with dropdown menus for month, day, and year), 'Country *' (with a 'Select Country' dropdown), 'Password *', and 'Confirm Password *'. Below the password fields, there are four bullet points detailing password requirements: 'Passwords must be at least 10 characters', 'Passwords must have at least one non-letter or digit character', 'Passwords must have at least one lowercase (a-z) character', and 'Passwords must have at least one uppercase (A-Z) character'. There is an 'Agreements *' section with a checkbox and the text 'I have read and agree to the FIRST Privacy Policy'. At the bottom, there is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Register' button next to a 'Cancel' button.

How do I Update my Profile, Volunteer Information, and Forms?

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/Invitations and can be removed if necessary.

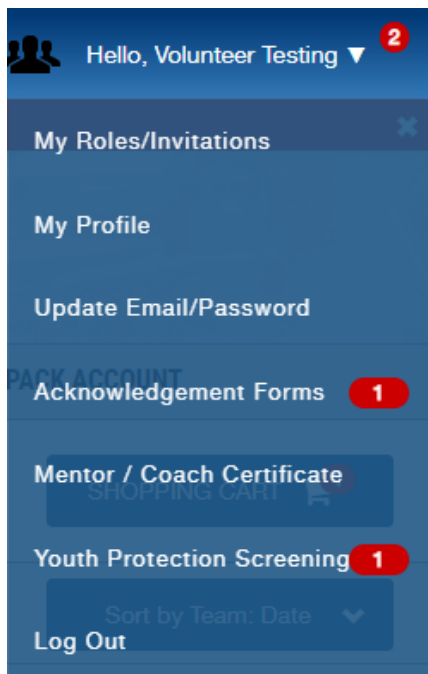
- **My Roles/Invitations**-team affiliations, accepted volunteer roles, parent guardian roles, and invitations can be viewed, accepted, removed, and edited here.
- **My Profile**-update your personal information such as personal pronouns, preferred name, and contact information. On the left, there is a list of additional information you can click to access in 'My Profile':
- **My Information**-including optional demographic information, languages spoken, employer, non-profit affiliation, alumni status. This will appear in your menu after you take an action that requires screening such as applying for a volunteer role.
 - **Alumni status**-please enter years as a student participating in any *FIRST* program.
 - For 'FLL jr.', please list years under FLL Explore.
 - For *FIRST* Vex Challenge, please list years under *FIRST* Tech Challenge.
- **Volunteer Information**-volunteer years of service, includes shirt size, skills, requests for reasonable accommodations for persons with disabilities, dietary requirements, and emergency contact information.



- **Volunteer Log Hours**-volunteers may edit their hours of service for event volunteer roles they have been assigned using this tool.
 - Please note, hours must be logged during a season and cannot be logged after the season is completed.
 - Your overall volunteerism history of assigned event roles will display here whether or not hours were logged.
- **Update Email/Password**
 - Any changes to your email or password must happen here and not elsewhere in your profile.
- **Acknowledgement Forms**-tracks your seasonal acceptance of the following policies. Copies are available to print. This page is also accessible from 'My Profile.'
 - [Consent & Release](#)
 - Youth Protection Policy
 - Code of Conduct
 - *FIRST* Mentor Network Terms of Use
 - *FIRST* Privacy Policy
 - *FIRST* Website Terms of Use
- **Mentor/Coach Certificates**-mentors and Coaches have an option here to customize and print their season-specific certificate.
- **[Youth Protection Screening](#)**-shows your status and, if applicable, action steps for your Youth Protection requirement. This page is also accessible from 'My Profile.' This will appear in your menu after you take an action that requires screening such as applying for a volunteer role.
- **Log Out**

Consent & Release Form

Volunteers must 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 by selecting Acknowledgement Forms.



Dashboard Notification Icons

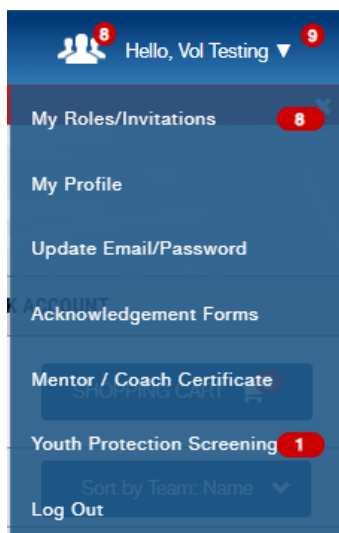
There are two places in your account where you may see red notification bubbles.

The People Icon:

- You have invitations waiting for you:
 - Team invitations
 - Lead Coach/Mentor invitations
 - Invitations to volunteer at an event

The Down-Carrot to Enter Your Profile:

- You have actions you need to take:
 - Your [Youth Protection Screening](#) needs attention
 - You have forms to complete, like the [Consent and Release](#)



Updating Roles, Team Affiliations, and Invitations

Team affiliations, accepted volunteer roles, parent guardian roles, and invitations can be viewed, accepted, removed, and edited under the My Role/Invitations option from the upper right corner menu.

MY ROLES

Invites

No Invitations

Accepted Roles

No Accepted Roles

Event Roles

No Event Roles

Parent/Guardian Roles

No Parent/Guardian roles

What's New in My Profile

Volunteers can add **languages** they speak to their profile. This is in the 'My Information' area of 'My Profile.'

PROFILE

< Back to Dashboard

My Profile

My Information

Volunteer Information

Acknowledgement Forms

Certifications

Youth Protection Screening

Volunteer Log Hours

Demographic Information

Learn how we use this data ⓘ

Gender Identity ⓘ

Male

Ethnicity*

Prefer Not to Answer

Race*

Prefer Not to Answer

What languages do you speak? (optional)

Vietnamese

Please Select

+ ADD LANGUAGE

Volunteers can enter requests for **reasonable accommodations** to their profile. These are defined as respectful accommodations that ensure that people with disabilities who are part of the *FIRST* community have equal access to participate in *FIRST* and they allow every person to experience a sense of belonging *FIRST* does its best to provide accommodation, but they are not guaranteed. [Message your volunteer coordinator](#) for more information. This is in the 'Volunteer Information' area of 'My Profile.'

PROFILE

[< Back to Dashboard](#)

My Profile

My Information

Volunteer Information

Acknowledgement Forms

Certifications

Youth Protection Screening

Volunteer Log Hours

All fields are required

Volunteer Since

2023

Shirt Size

Large

Skills that you have expertise in that you can bring to an event (Optional)

If you require a reasonable accommodation to volunteer, please let us know here. Reasonable and respectful accommodations ensure that *people with disabilities* who are part of the *FIRST* community have equal access to participate in *FIRST*, feel valued, achieve the organization's *mission*, exemplify the *FIRST* Core Values, and they allow every person to experience a sense of belonging. Please note that while *FIRST* does our best to provide accommodations, they are not guaranteed. Please connect with the Volunteer Coordinator of the event for more information. (Optional):

500 characters left

How do I Apply to an Event using the *FIRST* Dashboard?

Once you are logged into your account, click on 'Volunteer Registration' tab and select the Event Volunteering option on the right.

DASHBOARD

MY TEAMS
PARENT/GUARDIAN - YOUTH
VOLUNTEER REGISTRATION
MY CLASS PACK ACCOUNT

Welcome!

There are two primary types of volunteering for *FIRST*® Programs

Event Volunteering

Volunteer at a local event. Click here to use the Event Search to find events in your area!

FIRST Mentor Network

An interactive, community platform allowing teams and interested mentors to easily find each other for virtual mentoring opportunities.

For team support or questions please visit <https://www.firstinspires.org/about/contact-us>

- Use filters to refine search by program, location, or date.
- Click the 'Apply Filters' button at the bottom to activate the filters.

[Back to Dashboard](#)

Don't see an event in your area? Click here to [Apply to a Program](#) your info

Event Filters

CLEAR FILTERS

Program(s)

FIRST® LEGO® League - Explore

FIRST® LEGO® League - Challenge

FIRST® Tech Challenge

FIRST® Robotics Competition

Location

Country

United States

State

Maryland

Zip / Postal Code

Zip Code / Postal Code

Date

From

Start Date

To

End Date

Name

Event, City or Venue

Event Name, City or Venue

USA, Maryland [Clear filters](#)

APPLY FILTERS

- Once you see the events available within your search parameters, you can click 'Volunteer' on the event you select to complete the volunteer application.

SEARCH FOR AN EVENT

[Back to Dashboard](#)

Don't see an event in your area? Click here to [Apply to a Program](#). This option will allow you to complete your volunteer registration information, youth protection screening, and indicate your interest in volunteering at local events. Check back often for new events!

Event Filters

CLEAR FILTERS

Program(s)

FIRST® LEGO® League - Explore

FIRST® LEGO® League - Challenge

FIRST® Tech Challenge

FIRST® Robotics Competition

Location

Country

United States

13 Event(s) located

<p>FIRST LEGO League Explore FestivalRemote-PartnerPortal</p> <p>EVENT LOCATION: Remote Manchester, NH</p> <p>EVENT DATE(S): 11/02/2020 - 11/05/2020</p> <p>SET UP DATE: TBA</p> <p>TEAR DOWN DATE: TBA</p> <p>VOLUNTEER</p>	<p>FIRST LEGO League Challenge VRD Qualifying Event</p> <p>EVENT LOCATION: FIRST Place Manchester, NH</p> <p>EVENT DATE(S): 11/14/2020 - 11/14/2020</p> <p>SET UP DATE: TBA</p> <p>TEAR DOWN DATE: TBA</p> <p>VOLUNTEER</p>	<p>FIRST LEGO League Explore NH VRD Event</p> <p>EVENT LOCATION: FIRST Place Manchester, NH</p> <p>EVENT DATE(S): 12/05/2020 - 12/05/2020</p> <p>SET UP DATE: TBA</p> <p>TEAR DOWN DATE: TBA</p> <p>VOLUNTEER</p>
---	--	--

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 them in order of role preference.
 - Click the arrow to the right of the role to see the role description.
- Click 'Next' to head to Step 2.

VOLUNTEER APPLICATION


STEP 1 OF 3

[Back to Event Search Results](#)

NH-Manchester-FIRST - Test Kickoff Kickoff

EVENT DETAILS:
 Program: FIRST Robotics Competition
 Type: Local Kickoff

Set Up Date:
 Event Dates: 01/08/2023 - 01/08/2023
 Tear Down Date:



Dates Available
 What days are you available?

OR Choose specific

Specific Availability Times / Details

Employer
 Your employer is listed as: [FIRST Eds](#)
☐ I'm volunteering with my employer.

Select Roles
 Select up to 5 roles from the list below.

<input type="checkbox"/> Assign me as needed	⬇
<input type="checkbox"/> Audio Visual	⬇
<input type="checkbox"/> Community Event Co Owner	⬇
<input checked="" type="checkbox"/> Kit Distribution Assistant	⬇
<input type="checkbox"/> Kit Distribution Lead	⬇
<input checked="" type="checkbox"/> Robot Quick Build Trainer	⬇
<input type="checkbox"/> Team Check-In/Registration	⬇
<input type="checkbox"/> Workshop Trainer	⬇

Role Preferences
 Drag and drop to rearrange.

1. Robot Quick Build Trainer

2. Kit Distribution Assistant

Volunteer Application Step 2

If you are a lead mentor/coach, associated with a team in a non-lead mentor/coach capacity, a team parent/guardian, or affiliated with a team in any other way, you can enter those teams at this step. It is important to report these affiliations to avoid any [conflict of interest](#).

Click 'Complete' when finished or if you do not have any affiliations. This will bring you to Step 3.

VOLUNTEER APPLICATION

STEP 2 OF 3

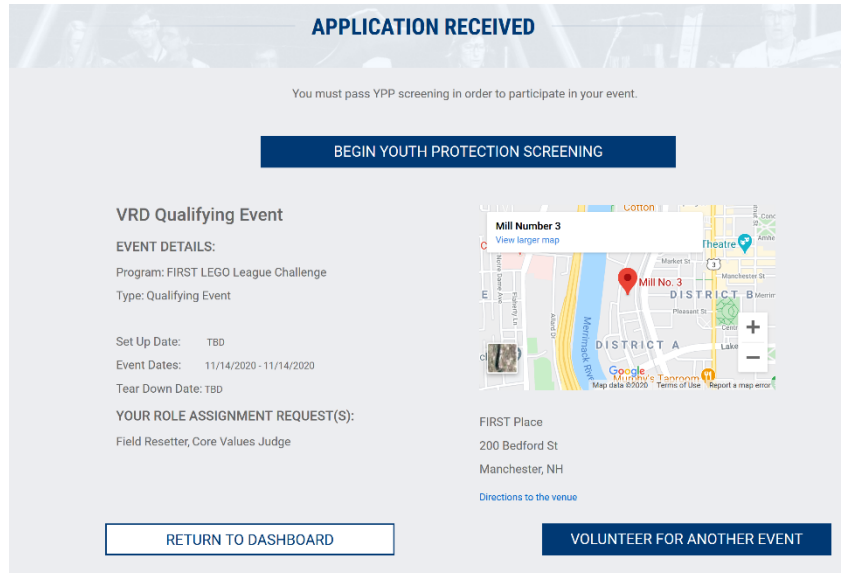
FIRST Robotics Competition
 (Suggested ages 14-18)

Team Affiliation
 Enter all teams you are associated with in this program. We need this information in order to keep events properly staffed. If you have no affiliations, please select the COMPLETE button to continue.

Volunteer Application Step 3

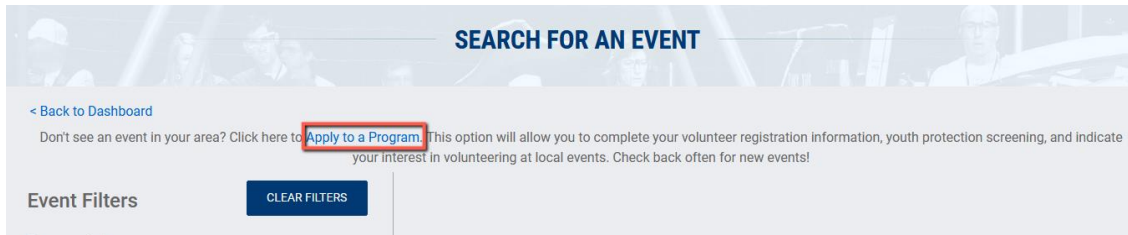
Your application has been submitted! The local event coordinator will review your information.

- If assigned, 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'.

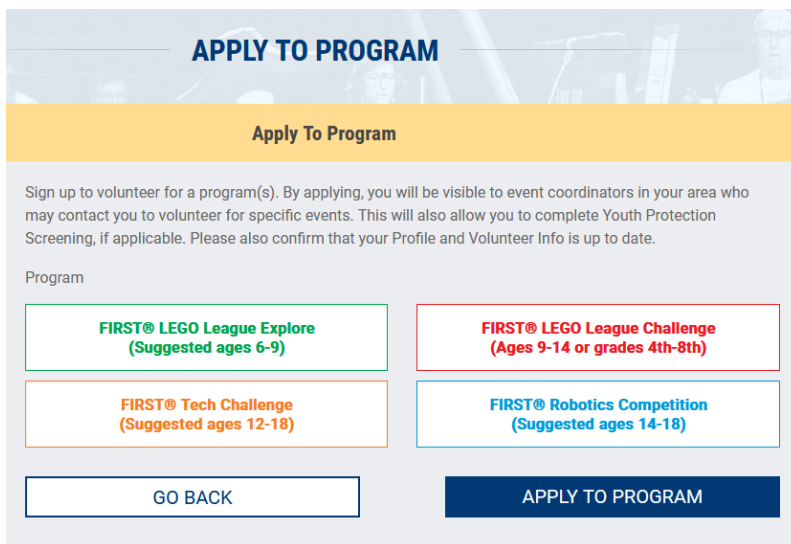


Apply to a Program

On the 'Search for an Event Screen', you can select 'Apply to a Program' at the top of the page if you don't see an event in your area and would still like to apply to volunteer.



Select the program(s) you are interested in applying for and click 'Apply to Program.' You may select as many programs as you like.



The Volunteer Coordinator in your area will contact you if there is an opening.

How do I Edit or Withdraw my Volunteer Application?

After completing an event application, volunteers have options to withdraw the application or edit the application. You can only edit or withdraw your application when it is in the 'pending' status. You cannot edit or withdraw the 'apply to program' application.

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 volunteer coordinator](#) directly if you cannot attend the event or need to edit your availability or role.

DASHBOARD

MY TEAMS PARENT/GUARDIAN - YOUTH **VOLUNTEER REGISTRATION** MY RESOURCES

EVENT VOLUNTEERING WORK WITH A TEAM LOG VOLUNTEER HOURS

▼ Pending Applications

Kickoff Test- VRD
Local Kickoff - FRC

Role: Crowd Control, Field Supervisor
Status: PENDING

Setup Date: 7/6/2018
Event Start: 7/7/2018
Event End: 7/7/2018
Tear Down: 07/08/2018

Location: Event Venue
1 Main St
Manchester, 03101 USA

Website:

View larger map

1 Main Street

Map data ©2018 Google

ROLE OPTIONS

- Withdraw Application
- Edit Application
- Message Coordinator

How do I Apply to an Event using Express Volunteer Enrollment?

You can apply to volunteer for an event in an expedited manner if a Volunteer Coordinator provides you with an Express Volunteer Enrollment invitation link or QR code.

Upon accessing an invitation, you will be able to log in using an existing *FIRST* account or register for a new account if you do not already have one.

FIRST

Welcome to the **FIRST® LEGO® League Challenge**
2024-25 MN FLL Challenge Volunteer Enrollment | 05/01/2025 | Qualifying Event

FIRST® - Welcome

This site is intended for volunteers who wish to register for *FIRST* events. For further information on our programs please visit our *FIRST* website.

If you have an existing *FIRST* account, sign in now.

Login

If you are new to *FIRST* or do not have a *FIRST* account, create an account.

Register

Volunteer Application Step 1

When you first sign in to Express Volunteer Enrollment, you will be asked to sign the policies for the current season if you have not already. Click the carrot to review each policy and expose the checkmark, then sign at the bottom of the page.

Users between 13-17 years old must have a parent sign the Consent & Release on their behalf.

The screenshot shows the 'FIRST® Persona and Privacy Policy' page. At the top, there's a header with the FIRST logo, a language dropdown set to 'English', and a 'Log Out' button. Below the header, it says 'Welcome to the FIRST® LEGO® League Challenge' and '2024-25 MN FLL Challenge Volunteer Enrollment | 05/01/2025 | Qualifying Event'. The main content area is titled 'FIRST® Persona and Privacy Policy'. It includes a 'Country' dropdown menu currently set to 'United States'. Below that, a statement reads 'I am applying to volunteer at the event shown at the top of this page.' followed by two input fields: 'Bryan' and 'Test24'. A note states: 'You must scroll through to the bottom of each of the FIRST Policies then check the box below that you have read, understand, and consent before you can click the Next button.' Below this is a list of five policies, each with a dropdown arrow and a status label: 'FIRST Youth Protection Policy' (Unchecked), 'FIRST Privacy Policy' (Unread), 'FIRST Website Terms of Use' (Unread), 'FIRST Code of Conduct' (Unread), and 'FIRST Consent & Release Forms' (Unread). At the bottom, there's a 'Date of Signature: 01/14/2025' and a prompt 'Sign by typing your name in below' with an input field labeled 'Enter your name'. A 'Next' button is at the bottom right. Two red callout boxes with arrows point to the dropdown arrows on the policies and the signature input field.

English Log Out

Welcome to the **FIRST®** LEGO® League Challenge
2024-25 MN FLL Challenge Volunteer Enrollment | 05/01/2025 | Qualifying Event

FIRST® Persona and Privacy Policy

Country
United States

I am applying to volunteer at the event shown at the top of this page.

Bryan Test24

! You must scroll through to the bottom of each of the **FIRST** Policies then check the box below that you have read, understand, and consent before you can click the Next button.

- FIRST Youth Protection Policy** Unchecked
- FIRST Privacy Policy** Unread
- FIRST Website Terms of Use** Unread
- FIRST Code of Conduct** Unread
- FIRST Consent & Release Forms** Unread

Date of Signature: 01/14/2025

Sign by typing your name in below

Enter your name

Next

Drop down carrots to expose acknowledgement checkbox for each policy

Sign here if over 18

Volunteer Application Step 2

Next, you will be brought to the Demographics page to fill in your contact information, participation history, and other basic volunteer information. Throughout the process, required fields are marked with a red asterisk (*).

The screenshot shows the 'FIRST® Demographics' page. At the top, it says 'Welcome to the FIRST® LEGO® League Challenge' and '2024-25 MN FLL Challenge Volunteer Enrollment | 05/01/2025 | Qualifying Event'. Below this, it displays the user's name: 'Name: Bryan Middle Test5', 'Preferred Name: Bryan', and 'Email: firstbryantest5@gmail.com'. It also shows the 'YPP Status: Youth Protection, Meets Youth Protection Policy Requirements'.

The 'FIRST® Demographics' section includes the following fields:

- Personal Information:**
 - Legal First Name* (Bryan)
 - Legal Middle Name (optional) (Middle)
 - Legal Last Name* (Test5)
 - Preferred First Name (optional) (Bryan)
 - Personal Pronouns* (he - him - his)
 - Address line 1* (200 Bedford St)
 - Address line 2 (optional) (Address Line 2)
 - Country* (United States)
 - Postal Code* (03101)
 - State* (New Hampshire)
 - City* (Manchester)
 - Email Address* (firstbryantest5@gmail.com)
 - Phone Number* (603-666-3906)
 - Birth Date* (05/24/1994)
 - Gender Identity* (Prefer Not to Answer)
- What is your race or ethnicity?***
 - Prefer Not to Answer
 - Prefer Not to Answer

The 'Participation history' section includes the following fields:

- Are you a former student participant?*** (Yes)
- FIRST® LEGO® League Explore:** Years Participated (0)
- FIRST® LEGO® League Challenge:** Years Participated (2)
- FIRST® Tech Challenge:** Years Participated (0)
- FIRST® Robotics Competition:** Years Participated (0)

The 'Volunteer Information' section includes the following fields:

- Volunteer since*:** 2005
- Shirt Size*:** Medium
- Reasonable Accommodation (optional):** List any reasonable accommodations (modifications or adjustments) needed to participate.
- Emergency Contact First Name*:** Me
- Emergency Contact Last Name*:** Me
- Emergency Contact Phone*:** 603-666-3906
- Diet Restrictions / Allergies (optional):** Select all that apply. (Vegan)
- What language do you speak? (optional):** Select up to 3 options. (French)

At the bottom, there are 'Cancel' and 'Next' buttons.

Volunteer Application Step 3

Finally, you will be brought to the event application. First, select the date(s) you are available from the dropdown menu:

The screenshot shows the 'Volunteer for an Event' page. It is titled 'Volunteer Application' and 'Event Address'. The event address is '88 Fair Drive, Costa Mesa, CA, 92626, USA'.

The 'Dates Available*' section includes the following fields:

- Select all that apply**
- Please Select** (dropdown menu)
- Select All** (checkbox)
- 02-26-2025** (checkbox)
- 02-27-2025** (checkbox)
- 02-28-2025** (checkbox)
- 03-01-2025** (checkbox)

At the bottom, there is a note: 'Select up to 3 date options; drag the selected date options up (highest preference) or down (lowest preference) to indicate role preference order'.

Note: there are two types of Express Volunteer Enrollment invitations: event-specific invitations and role-specific invitations.



If your invitation is event-specific, select up to five role options and drag and drop them in your order of preference:

Roles and Preferences

Select up to 5 role options. Drag the selected role options up (highest preference) or down (lowest preference) to indicate role preference order

- ☒ Referee
- ☒ Judge
- ☒ Assign me as needed
- ☐ Head Referee
- ☐ Judge Advisor
- ☐ Lead Judge
- ☐ Technical staff

User can drag and drop volunteer preferences by moving selected roles highest (top) to lowest (bottom) up to 5 roles

If your invitation is role-specific, that role will be checked off automatically, but you can modify your selection if you would like:

Roles and Preferences

Select up to 5 role options. Drag the selected role options up (highest preference) or down (lowest preference) to indicate role preference order

- ☒ Robot Inspector
- ☐ Assign me as needed
- ☐ Control System Advisor
- ☐ Field Assembly
- ☐ Field Disassembly

When you are done, click the 'Submit' button. You will be returned to the Volunteer Summary page which will display a confirmation message in the lower right corner:

FIRST

Name: Bryan Middle Test5 Preferred Name: Bryan Email: firstbryantest+5@gmail.com Edit My Profile

Volunteer Summary

Acknowledgements Completed

Youth Protection Program Completed Learn more →

Trainings Needs Review Access Training →

All Incomplete Complete

Show required trainings only

Note: Role related training is available after application. Role related training is marked "Required" when that role is assigned at one or more event.

FIRST® LEGO® League Challenge

FIRST Data Privacy and Protection Training 2024-2025

Status: Incomplete

Assigned Role(s): None

FIRST® - Volunteer Application Confirmation

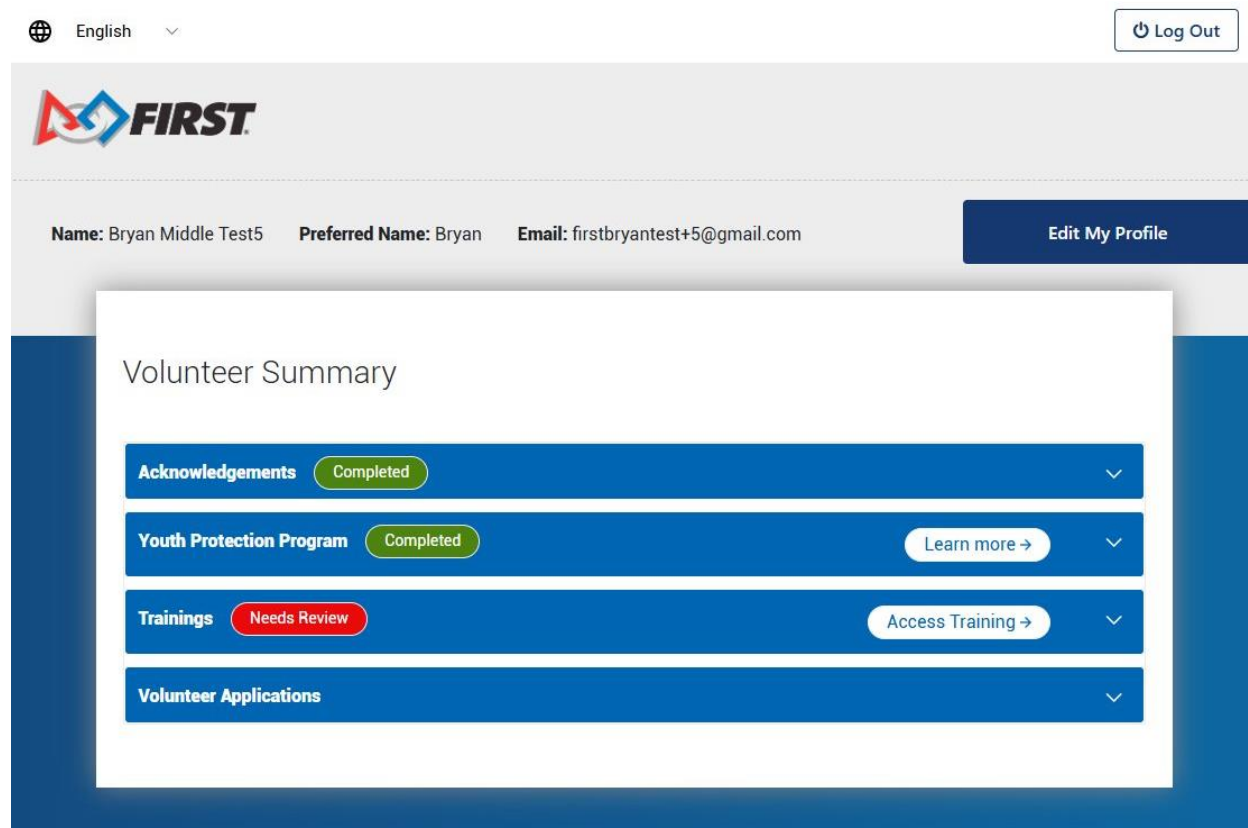
Application received. Confirmation has been sent as well. Thank You!

© 2025 FIRST

You will also receive a confirmation email after you apply through Express Volunteer Enrollment. This initial email confirms only that your application was received and is not an assignment to a specific event or role.

Required Tasks from the Volunteer Summary

The Volunteer Summary page in Express Volunteer Enrollment provides an overview of any outstanding required tasks you may have, including acknowledgement forms, Youth Protection Program compliance, volunteer training, and application statuses.



English

Log Out

FIRST

Name: Bryan Middle Test5 Preferred Name: Bryan Email: firstbryantest+5@gmail.com Edit My Profile

Volunteer Summary

Acknowledgements	Completed	▼
Youth Protection Program	Completed	Learn more → ▼
Trainings	Needs Review	Access Training → ▼
Volunteer Applications		▼

You can expand any drawer to see more information about tasks which need review. You can return to this page, or to your *FIRST* Dashboard, to resume any outstanding tasks later.

Volunteer Dashboard

The Volunteer Dashboard is your homepage for volunteering with *FIRST*. You can return to the Dashboard at any time during your application process by clicking 'Dashboard.'

After completing an application, the Dashboard shows your pending applications. Once you are assigned and online training is complete, these will be moved into the 'Assigned Event Roles' section. Roles that you have applied to or been assigned to where you have not yet completed certification will appear under 'Roles Missing Certifications.'

DASHBOARD

MY TEAMS

PARENT/GUARDIAN - YOUTH

VOLUNTEER REGISTRATION

MY CLASS/SCHOOL PACK ACCOUNT

EVENT VOLUNTEERING

FIRST MENTOR NETWORK

GIVE TO FIRST MISSION

LOG VOLUNTEER HOURS

TRAINING/CERTIFICATION

▼ Pending Applications

VRD Qualifying Event

Qualifying Event - FLL Challenge

Status: PENDING

Role: Field Resetter, Core Values Judge

Days Assigned:

Setup Date: TBA

Event Start: 11/14/2020

Event End: 11/14/2020

Tear Down: TBA

Location: FIRST Place

200 Bedford St

Manchester, NH 03101 USA

Website:

View larger map

Map data ©2020

Report a map error

ROLE OPTIONS ▼

► Assigned Event Roles

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 your profile on the top right of the [Dashboard](#) where you will see your name. For additional information and/or Frequently Asked Questions about the Youth Protection Screening Process, please visit: www.firstinspires.org/yp or email safety@firstinspires.org.

Youth Protection Screening

Volunteer Testing

You have been assigned a role that required you to pass a background screening process as part of the Youth Protection Program at FIRST®.

This screening is conducted by an outside vendor in partnership with FIRST®. You will be required to create an account on their site. FIRST® does not obtain or have access to the information you provide and only obtains and saves the status of the screening. You will be able to check the status of your screening at any time by either logging into your account with FIRST®.

Once your information has been submitted, the screening process can take up to 5 business days, however is commonly completed within two business days.

1

Sterling Volunteers

The Go To Screening Partner button will bring you to FIRST's account on the Sterling Volunteers Website.

2

Complete Required Steps

Complete the required steps. Social Security Number (SSN) is optional. Check the box next to "No SSN" to proceed without sharing your SSN.

3

Check your Email

You will receive two emails from Sterling Volunteers. The first email will confirm that they have received your order and a second email will notify you that the background screening report is complete and available for your review.

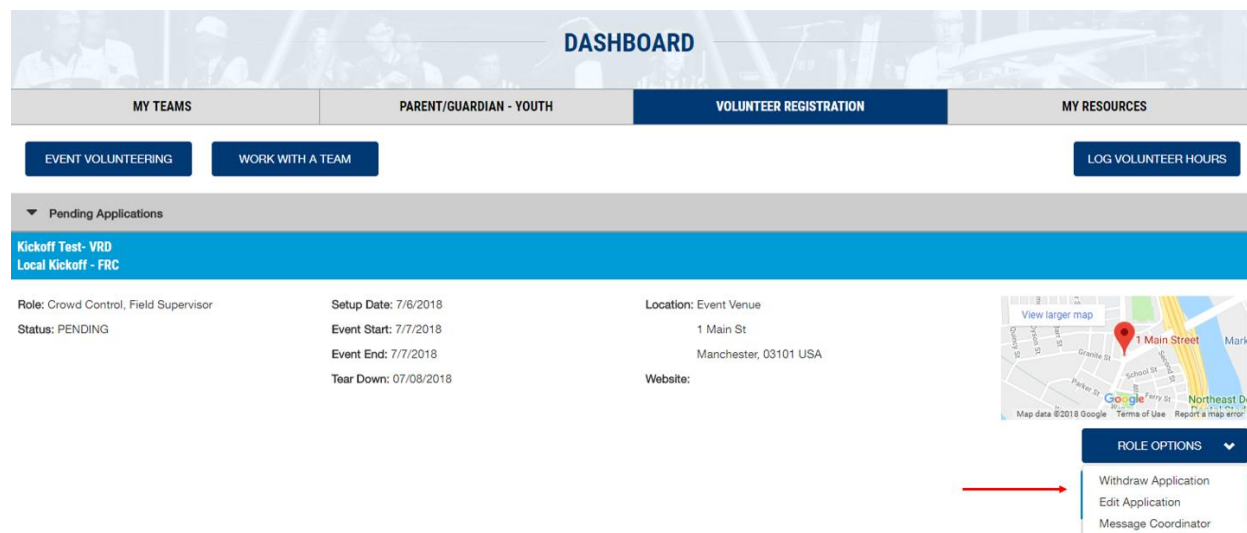
GO TO SCREENING PARTNER



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'.

You cannot receive any messages through Volunteer Registration. Your volunteer coordinator will either email you back or call you.



DASHBOARD

MY TEAMS PARENT/GUARDIAN - YOUTH **VOLUNTEER REGISTRATION** MY RESOURCES

EVENT VOLUNTEERING WORK WITH A TEAM LOG VOLUNTEER HOURS

▼ Pending Applications

Kickoff Test- VRD
Local Kickoff - FRC

Role: Crowd Control, Field Supervisor
Status: PENDING

Setup Date: 7/6/2018
Event Start: 7/7/2018
Event End: 7/7/2018
Tear Down: 07/08/2018

Location: Event Venue
1 Main St
Manchester, 03101 USA

Website:

View larger map

1 Main Street

Map data ©2018 Google

ROLE OPTIONS ▼

- Withdraw Application
- Edit Application
- Message Coordinator

How do I Access Training & Certifications for My Role?

Training and Certification requirements vary by program. To access your training and certification courses after they are completed, click on the 'Training/Certification' button located on the top right in Volunteer Registration.

The 'Training/Certification' button will be gray in appearance if you are not assigned a role with a training.

Please note: *FIRST* systems synchronize every four hours. It may take up to four hours for your volunteer coordinator to see your training and certification completions in their account.



DASHBOARD

MY TEAMS PARENT/GUARDIAN - YOUTH **VOLUNTEER REGISTRATION** MY CLASS/SCHOOL PACK ACCOUNT

EVENT VOLUNTEERING FIRST MENTOR NETWORK GIVE TO FIRST MISSION LOG VOLUNTEER HOURS **TRAINING/CERTIFICATION**

FIRST LEGO® League Challenge (FLL), *FIRST* Tech Challenge (FTC), and *FIRST* Robotics Competition

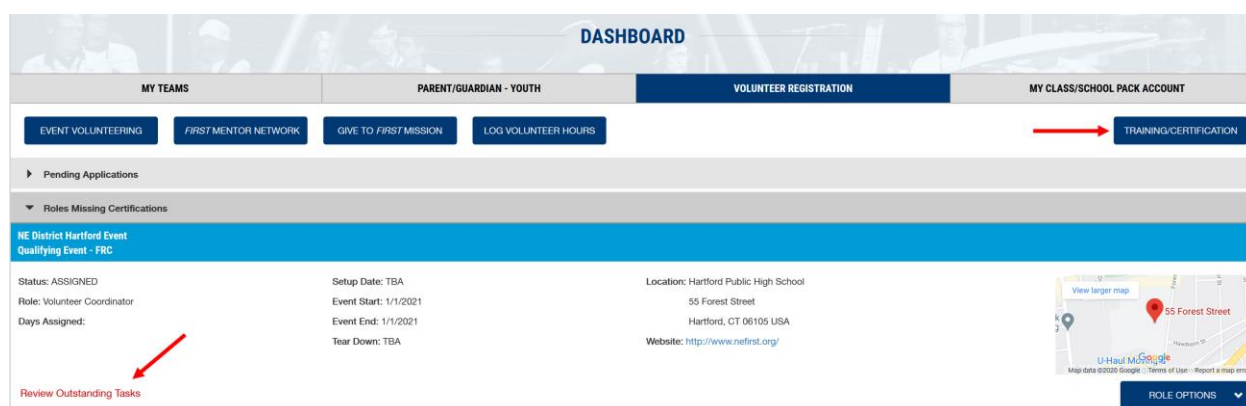
If you apply to an event role requiring training and certification, the 'Roles Missing Certification' section will appear on your [Volunteer Dashboard](#). Click on 'Review Outstanding Tasks', then



click the 'Resolve' button. This will take you directly to the training site. Alternately, you may also click on the 'Trainings/Certification' button on the top right of the screen and in the image below.

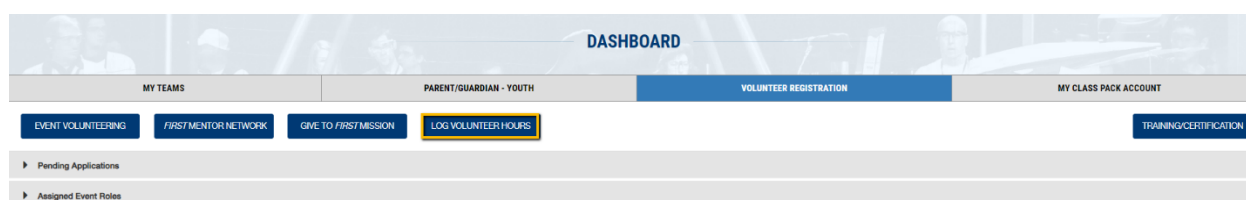
For FLL and FTC, you must have applied to at least ONE role requiring training and certification to see all the available FLL or FTC training and certification courses. Early in the season, not all courses are posted yet. This means it is possible that you can apply to a role, and not have access to any training courses. All FLL courses are typically available by the end of October each season. All FTC courses are typically available by the end of October or early November each season. We thank you in advance for your patience.

For FRC, you will only see the course you for the role(s) you applied for.



How Can I Access my Participation History and Log Volunteer Hours?

Volunteers have the option of tracking their *FIRST* event volunteer hours and logging them in Volunteer Registration. This feature can be accessed by selecting 'Volunteer Log Hours' in [My Profile](#), 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 *FIRST* season (the season runs from June–May each year).
- These hours will be saved and available to view in future seasons and can be sorted by program and season.
- After the season has ended, volunteers are unable to go back and add or edit hours for past seasons.

Participation history can be printed or saved as a PDF by clicking the 'Print History' button. If you need verification of your hours, we recommend reaching out to your [local Volunteer Coordinator](#) or [Partner](#) as FIRST Headquarters cannot verify hours.

PROFILE

[< Back to Dashboard](#)

My Profile

My Information

Volunteer Information

Acknowledgement Forms

Certifications

Youth Protection Screening

Volunteer Log Hours

My FIRST Participation History

Name : Sam Smith

Volunteer Since : 2019

Current Season Total Hours : 0

Select Program

Select Season

SEARCH

PRINT HISTORY

Program	Season	Event	Event Date	Role	Hours
FRC	2021	NE District Hartford Event	1/1/2021 - 1/1/2021	Volunteer Coordinator	✎
FLL Challenge	2020	VRD Qualifying Event	11/14/2020 - 11/14/2020	Core Values Judge	✎

How do I Volunteer if I am Under 18?

Volunteers must be at least 13 years old to create an account on firstinspires.org and volunteer at an event.

If You are Not Currently on a Team or Registered Under your Parent/Guardian's Account

You can follow the process to create your own account.

- [Create an account](#) on firstinspires.org.
- Apply to an [event](#) or [program](#) in the Volunteer Registration tab.
- Select your availability and choice of roles.
- Click on the [Consent and Release Form](#) and follow instructions to invite your parent/guardian to electronically sign the form on your behalf.

If you are a Student Already Registered Under your Parent's Account

You can use the same email address to log in to your own account and volunteer. On the [FIRST login page](#), select [forgot password](#). Follow the directions in the email sent to you to access your account and follow these steps:

- Apply to an [event](#) or [program](#) in the Volunteer Registration tab.
- Select your availability and choice of roles.
- Click on the [Consent and Release Form](#) and follow instructions to invite your parent/guardian to electronically sign the form on your behalf (if not already completed).

Your Parent/Guardian needs to sign your Consent and Release form.

Please Invite your Parent/Guardian. Your Parent/Guardian needs to sign your Consent and Release form. You are not eligible to attend an event unless you have a signed Consent and Release form. If you have already invited your parent/guardian, please ask them to login to their account and sign your Consent and Release form.

OK

Who do I Contact if I have a Question about the Volunteer Registration System?

Volunteer Registration Questions:

- Merging two or more Dashboard accounts
- Questions about creating an account
- Account activation (volunteer, team, etc.)
- Password resets
- customerservice@firstinspires.org
- 800-871-8326, Option "0"

Questions about Volunteering-volunteer@firstinspires.org

Youth Protection Screening-safetyfirst@firstinspires.org

Additional Volunteer Resources and Guides

Please visit the [Volunteer Resources](#) library the [FIRST website](#).

Troubleshooting

If you are having issues logging in, you may need to clear your internet history, cookies, and cache. Please select your web browser from the list below:

- [Chrome](#)
- [Firefox](#)
- [Edge](#)
- [Safari](#)