Volunteer Registration
User Guide

Rev. 8/1/2022
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.

Apply to Volunteer

✓ Log into your account or create an account on firstinspires.org
✓ Apply to an event or program in the Volunteer Registration tab
✓ Select your availability and choice of roles
✓ Complete youth protection screening
✓ Electronically sign Consent & Release Form

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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 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. Click the arrow to the right of the role to see the description.
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! 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”.

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” section.
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.
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](https://www.firstinspires.org/youth-protection)

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 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 training & certifications for my role?

Training and Certification requirements vary by program:
**FIRST LEGO® League Challenge** - If you are assigned to a 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 bring you directly to the training site. Alternately, you may also click on the “Trainings/Certification” button.

**FIRST Tech Challenge** - 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 bring you directly to the training site. Alternately, you may also click on the “Trainings/Certification” button.

**FIRST Robotics Competition** - If you are assigned to a 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 bring you directly to the training site. Alternately, you may also click on the “Trainings/Certification” button.

To access your training and certification courses after they are completed, click on the “Training/Certification” button located in Volunteer Registration.
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/Invitations and can be removed if necessary.
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 the 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. However, 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 as FIRST Headquarters cannot verify hours.
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).
Who do I contact if I have a question?

Operations & Team Support 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.