Youth Registration System Guide

- Parent / Guardians new to FIRST® and registering their youth for the first time: Pages 1– 4
- Returning Parent / Guardians re-registering their youth: Page 5

**Important—Parent/Guardian Account Required**

Prior to registering your youth, you (as adult parent or guardian) will need to have an account and complete profile registered in your name at [www.firstinspires.org](http://www.firstinspires.org).

- If you have previously registered an account but do not remember your password, please use the “Forgot Password” function on the log in page on our [www.firstinspires.org](http://www.firstinspires.org) website.
- If you need to create an account, you can do so by clicking on **Register** and following the instructions to confirm your email and complete your profile.
- If you are no longer able to access your original sign-in email, please [email us](mailto:emailus@firstinspires.org) with an email address change request.

**Youth Registration for youth members new to FIRST**

- Your youth’s lead coach/mentor may send you an email with registration link and team number. If you have not received this, ask the lead coach/mentor to provide you with the FIRST program name and team number for the team your youth wants to join.

- After creating your own account/profile, log in to your account at [www.firstinspires.org](http://www.firstinspires.org)

- Click the “Parent/Guardian-Youth” tab on your Dashboard, then click the “Add a Youth” box:

  ![Dashboard Screenshot](image)

  - Click on blue “Add a Youth” button to begin

- You will be directed to the Youth Profile page, where you will need to fill out your youth’s information. If your youth is 13 years or older, you will be prompted to enter an email address for your youth. It cannot be the same email address you used to create a parent account.
Complete remainder of page

- Please be sure to select accurate date of birth—this will affect which programs they can participate in
- Ethnicity and race fields required, but you may choose "Prefer not to Answer" option

![Youth Demographic Information](image)

**Past Program Participation**

Has your youth participated in *FIRST* program as a youth team member prior to this season?

- [ ] YES
- [ ] NO

- Please Select *FIRST*® LEGO® League Explore seasons
- Please Select *FIRST*® LEGO® League Challenge seasons
- Please Select *FIRST*® Tech Challenge seasons
- Please Select *FIRST*® Robotics Competition seasons

- Click “Next” to proceed to the school information page.
Complete school information page:

- Once completed and saved, you will be directed to the FIRST Consent & Release page:
  - Click on the title to expand the document. When ready, type in your name and click “Accept”

Apply to a team:
- Select the program your youth will be participating in
- Enter team number and verify that correct team is chosen
- Click “APPLY”
After youth has been applied, you will see a “Pending Coach” message. This message will clear once the team’s lead coaches accept their application into the team’s roster:
Youth Registration for youth members returning to FIRST

Welcome back! If your youth was previously registered in our system, your process will be a little different than the steps above, but you may want to refer to the previous pages for help in specific screens.

- Log in to your FIRST Dashboard via www.firstinspires.org
- Select “Youth Registration” from banner menu on your Dashboard
- Select youth’s name to expand details, and then click on “Youth Options” menu on the right
- Select “Apply to a Team” from the drop-down menu

This will bring you to the Youth Profile page, where you will review the profile and check appropriate boxes / make selections as needed (see pages 2 & 3 for more details).

You will continue through the Youth’s School and the Apply to a Team pages, and then be returned to your FIRST Dashboard.

IMPORTANT - You will need to sign the annual FIRST Consent & Release form as a separate step. Return to “YOUTH OPTIONS” menu in the student profile and select “Youth’s Consent and Release.” Please note that you will need to do this for each youth that will be participating this year.

GO TEAMS!