Youth Registration System Guide

Parent / Guardians new to FIRST and registering their youth for the first time: Pages 1– 5
Returning Parent / Guardians re-registering their youth: Page 6

Important—Parent Account Required
Prior to registering your child, you (as adult parent or guardian) will need to have an account and complete profile registered in your name at www.firstinspires.org.
- If you have previously registered an account but do not recall your password, please use the “Forgot Password” function on the login page.
- If you need to create an account, you can do so by clicking on Sign Up 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 with an email address change request.

Youth Registration for Students new to FIRST®

- Your youth’s Lead Coach/Mentor will 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 child wants to join.
- After creating your own account/profile, Log in to your account at www.firstinspires.org
- Select “Youth Registration” from banner menu on your Dashboard
- 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 child’s information.
Youth Profile Completion tips:

**Contact Information**

- **First Name**
- **Last Name**
- **Email Address**

**Student’s unique email (not parent email) required—**

leave blank for students under age 13 who do not have an email

I give permission for FIRST® or organizations working on behalf of FIRST to contact my son/daughter
- check box to share information about opportunities directly related to their participation in FIRST activities (e.g., scholarships, events).

**Address Line 1**

- Use parent/Guardian Address

**Address Line 2**

Tip—check boxes to fill if information is the same as yours

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**

- **Birth Date**
  - Select Month
  - Select Day
  - Select Year

- **Gender**

- **Ethnicity**

- **Race**
  - AFRICAN-AMERICAN
  - ASIAN
  - NATIVE AMERICAN/ALASKAN
  - NATIVE HAWAIIAN/PACIFIC ISLANDER
  - WHITE
  - PREFER NOT TO ANSWER

Select at least one item.
Youth Profile Completion tips continued:

- Select any and all programs which your child has participated in.

Once selected, a drop-down menu will appear where you will select the number of years that your child has participated in the past. You may do this for multiple programs.

- Click “Next” to proceed to the School profile page
Complete School profile page

If your child’s school does not appear in the auto-generated list, scroll to the bottom and select “Not In List”

You can obtain your Student ID Number from your school/organization's office manager.

WHAT IS YOUR YOUTH’S CURRENT GRADE IN SCHOOL (As of September 1st)?

IS YOUR YOUTH ELIGIBLE FOR THE SCHOOL FRFF OR REDUCED LUNCH PROGRAM?

Required field, however you may choose “Prefer not to Answer”

Click “Next” when complete

You will then be directed to the Consent & Release page:

CONSENT AND RELEASE AGREEMENT

Participant Name: Test Student

If Participant is under 18 of age: Parent/Guardian Name:

Participant Date of Birth (if under 18 years of age): DOB Here

Participant Address: Address, City, State, Zip

Participant Email (If Participant is under 18 years of age, Parent/Guardian Email):

Click “ACCEPT” to electronically sign agreement
Apply to a team:
1) Select the program your child will be participating in
2) Enter team number and verify that correct team is chosen
3) Click on “APPLY”
Youth Registration for Students returning to FIRST®

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

1) Log in to your account at www.firstinspires.org
2) Select “Youth Registration” from banner menu on your Dashboard
3) Select child’s name to expand details, and then click on “Youth Options” menu on the right
4) 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 School Page and the Team Application page, and then be returned to your dashboard.

IMPORTANT— You will need to sign the annual Youth Consent & Release as a separate step.

Return to “YOUTH OPTIONS” menu in the student profile and select “Youth’s Consent and Release”

Please note, you will need to do this for each child that will be participating this year.

Click here to view and sign Consent and Release form

GO TEAMS!