

HOW TO ADD/CHANGE LEAD COACH/MENTOR 1

*Please note, a lead coach/mentor 2 is unable to invite a replacement to lead coach 1

If your team is missing a Lead Coach/Mentor 1 or if the listed Lead Coach/Mentor 1 has switched schools, moved, or otherwise cannot be reached:

1. **If your team has a team admin, they can invite a new Lead Coach/Mentor 1 by following these steps:**
 1. Log in to your Dashboard at www.firstinspires.org
 2. Click on the blue "Primary Contacts" link located under the Team Contacts/Roster column
 3. Click "INVITE CONTACTS"
 4. Select Contact type, enter full name and email address
 5. Click "Send Invitation"
2. **If your team does not have a team admin:**
 1. **FIRST® LEGO® League Explore, FIRST® LEGO® League Challenge, and FIRST® Tech Challenge teams:** The principal/director of the team's associated organization may email the appropriate program inbox (filexplore@firstinspires.org, filchallenge@firstinspires.org, or firsttechchallenge@firstinspires.org) from their email account asking us to assign a new lead coach 1. Ask them to include the team number, full name of the new lead coach 1, and their preferred email address.
 2. **FIRST® Robotics Competition teams:** You must contact your Program Delivery Partner (PDP) via email and request that they authorize FIRST® to manually make a team contact change. You can search for your PDP [here](#). – The PDP can email us at firstroboticscompetition@firstinspires.org with their request, they will need to include the team number, full name of the new lead mentor 1, and their preferred email address
3. **If your team is a community team:**
 1. The owner of the team (person who paid for the team) may email the appropriate program inbox (filexplore@firstinspires.org, filchallenge@firstinspires.org, or firsttechchallenge@firstinspires.org) from their email account asking us to assign a new lead coach 1. Ask them to include the team number, full name of the new lead coach 1, and their preferred email address.
 2. **FIRST® Robotics Competition teams:** You must contact your Program Delivery Partner via email and request that they authorize FIRST® to manually make a team contact change. You can search for your PDP [here](#). – The PDP can email us at firstroboticscompetition@firstinspires.org with their request, they will need to include the team number, full name of the new lead mentor 1, and their preferred email address

If you are a Lead/Coach Mentor 1 and trying to assign the listed Lead Coach/Mentor 2 to take over your role as the Lead Coach/Mentor 1:

1. Log in to your Dashboard at www.firstinspires.org
2. Click on the blue "Primary Contacts" link located under the Team Contacts/Roster column
3. Locate the Lead Coach/Mentor 2's contact card and click "Options" located on right hand corner
4. Select "Delete this Contact"
5. Scroll up to your Lead Coach/Mentor 1 contact card and click "Options" located on the right-hand corner
6. Select "Invite Replacement"
7. Enter their email address, full name, and click "Send Invite"

***If you have any additional questions about this process please email the appropriated program inbox that your team is associated to:** filexplore@firstinspires.org, filchallenge@firstinspires.org, firsttechchallenge@firstinspires.org, or firstroboticscompetition@firstinspires.org