



Our Future:
Built Better Together

FIRST Mentor Coach Checklist

As a *FIRST*[®] coach or mentor, there is a lot to know about how to get started and prepare yourself to be an effective *FIRST* coach or mentor. We are pleased to offer you this checklist to guide you on your way to joining the community.

Step 1 - What are the requirements to be a Coach or Mentor and how can you meet them?

1. Create an online profile to apply for and manage your events on the [dashboard](#).
2. At *FIRST*, student safety is always a priority. Every adult must become familiar with our [Youth Protection Program](#). Take the time to watch our videos and read our Youth Protection materials.
3. All adult volunteers from the United States and Canada must complete background screening through our Volunteer Registration for the safety of all *FIRST* team members.
 - a. [U.S. Screening Process Step by Step](#)
 - b. [Canadian Screening Process Video](#)
 - c. [Youth Protection Screening Frequently Asked Questions](#)
4. All *FIRST* teams cross-program are required to have two screened lead coaches/mentors for the entire season. These should be the two individuals who direct a team's day-to-day activities.
5. Mentor/Coach Age Requirements:
 - a. It is recommended that one be at least 25 years old.
 - b. *FIRST* encourages veteran team members to serve as Youth Mentors to teams with younger participants. Youth mentors can be 13-17 years of age. To minimize safety risks, teams with Youth Mentors are still required to have two adult lead coaches/mentors that are 18 or older. A minor must have a parent or guardian give written permission to volunteer. In addition, the *FIRST* Consent and Release Forms will need to be signed by a parent or guardian in the Volunteer Registration system for any volunteer under age 18.
 - i. How to add a youth mentor to a team: Follow the steps that a lead coach takes to invite parents. Instead of selecting "Parent/Guardian" as the contact type, select "Youth Mentor."
6. Questions? Refer to our [FIRST Volunteer Handbook](#).

Step 2 - How to Register to be a Mentor or Coach with FIRST

Brand new to FIRST? [Sign up to the FIRST Dashboard!](#)

1. Create an account.
2. Fill out your profile and volunteer information.
3. Complete the free youth protection screening (US & Canada).
4. Complete the consent and release forms.
5. Select the [FIRST Mentor Network](#), our interactive platform allowing mentors to find *FIRST* teams to work with virtually or face to face, locally or across the country, for a few hours or for a season.
6. Refer to the [Volunteer Registration User Guide](#) to help you on your way.

Already have a FIRST account?

1. Log in to your [FIRST account](#).
2. Complete your free background screening if not already complete (US & Canada).
3. Complete the consent and release forms, updated annually.
4. Select the [FIRST Mentor Network](#).
5. Refer to the [Volunteer Registration User Guide](#) to help you on your way.

Step 3 – Connect with an Existing Team or Create a New One

Connect with an existing team



If you are age 18+ in the US & Canada, you can connect with existing teams searching for a mentor or coach on the *FIRST* Mentor Network. The *FIRST* Mentor Network allows mentors to easily find one or multiple teams to work with virtually or face to face, locally or across the country, for a few hours or a season.

1. Login to your [FIRST account](#).
2. Click on the Volunteer Registration tab and choose [FIRST Mentor Network](#).
3. Follow the steps to create your Mentor Profile and publish it to see teams that match your profile.

Create a Team

1. Click the blue "Create New Team(s)" button under the "My Teams" tab to create your team.
2. Select your role on the team (Lead Coach 1 or Team Administrator).
3. Select program registration.
4. Enter team name (this can be changed at any time).
5. Add lead coach 2 (if information is readily available) or elect to add later.
6. Add product to your "Team Shopping Cart".
7. New teams are provided with a temporary team number. Once registration is secured, a new permanent team number is assigned.
8. Secure registration and product (secure registration = pay registration and product fee).
 - a. *Waiting for grant funding?* Please wait until the grant monies have been applied to your *FIRST* Dashboard before completing your order. Once available, the grant monies will be reflected on the "Review Order" page before checkout and payment.
9. Allow 7-10 business days to receive product. (*FIRST*® LEGO League / *FIRST*® Tech Challenge).

Step 4 – Invite Additional Mentors or Coaches to Your Team

You will need to add Lead Coach 2 and/or Team Administrator when inviting contacts to your team if not done in previous step.

1. Login to your [FIRST account](#).
2. Click your team's name to display its information.
3. Under the "Team Roster/Contacts" column, click the blue "Contact Options" button and select "Manage Contacts" from the drop-down menu.
4. At the top of the "Team Contacts/Roster" page click the blue "Invite Contacts" page.
5. Under "Contact Type" select the role (e.g. Lead Coach/Mentor 2, Team Administrator).
6. Enter the contact's name and email address.
7. Click the box to the left of "I'm not a robot" and wait for the green arrow to confirm completion.
8. Select the blue "Send Invitation" button.

Step 5 – Build Your Team Roster by Adding Participants

Add students to a new or existing team.

1. You do not need to have all participants yet to start registering your team's participants.
2. Invite parent/guardian or student (if over age 13) to register with your team.
 - a. Watch these videos on [how to register your team and students](#).
3. Parents/Guardians or students can use this invitation to register with your team.
 - a. Ask parent/guardian to call *FIRST*, if they have difficulty registering youth.
 - b. Phone: (603) 666-3906 or (800) 871-8326 Monday - Friday 8:30 - 5:00 EST/EDT.
 - c. The [Youth Registration System Guide for Parents](#) is a step-by-step guide to assist parents with the registration process.



- d. Consent and Release forms are signed electronically by clicking the blue “Accept” button at the bottom of the form.
- e. This form is accessible via the “Youth Options” button under the “Parent/Guardian-Youth” tab.

Step 6 – Review *FIRST* Trainings for Mentors and Coaches

1. [Volunteering with *FIRST*](#) is an introductory learning module that explores what *FIRST* is and what it means to volunteer with *FIRST*.
2. [Inspiring Success Training](#) is for coaches, mentors, volunteers, partners, and other key stakeholders who work directly with students and are committed to creating diverse, inclusive, and equitable teams and are committed to creating a sense of belonging for students. This training is delivered in three modules. We recommend completing each module in one sitting.
3. [The *FIRST* Volunteer Customer Service Training](#) will equip you with the tools needed to provide inspiration, safety, support, and a positive experience to our customers. Our customers are anyone who participates in *FIRST* including teams, parents, coaches/mentors, teachers, sponsors, spectators, and other volunteers.
4. [Youth Protection Training](#) will enable you to recognize situations that may pose a threat to team member safety and learn the steps to take the actions necessary to prevent and report injuries.
5. [Mentoring and Coaching with *FIRST*](#) is designed to allow you to develop a deeper understanding of the expectations of your role and where to find support.
6. [Remote Mentoring with *FIRST*](#) explores the fundamentals of remote meetings for mentors and coaches.

Step 7 – Review Mentor and Coach Resources

1. [FIRST Mentor Network FAQ](#) - answers Frequently Asked Questions for *FIRST* Mentor Network users.
2. [FIRST Mentor Network Online Safety](#) - guidance from the Youth Protection Program on online safety for the *FIRST* Mentor Network.
3. [Virtual Mentor Presentation Guide](#) - ideas and examples of how to present information virtually to a group.
4. [Subscribe to the *FIRST* Volunteer Newsletter](#) - Stay up to date on the latest news for *FIRST* volunteers, including resources and exciting opportunities for volunteering.
5. [FIRST Volunteer Handbook](#) - This handbook is full of everything you ever wanted to know about volunteering with *FIRST*!
6. [Volunteer Registration User Guide](#) - Frequently asked questions regarding the Volunteer Registration system.
7. [General Volunteer Resources Library Page](#) - These resources cover many aspects of volunteering for *FIRST*, such as registering to volunteer, completing your Youth Protection screening, and more!
8. [Volunteer Experience Digital Content](#) - Exclusive digital swag for *FIRST* volunteers.

Step 8 – Find Additional Mentors or Coaches Using the *FIRST* Mentor Network

Build a team profile in the *FIRST* Mentor Network highlighting your successes, goals, and desired mentor skill sets and experience. Soon you’ll be able to quickly find and communicate with *FIRST* verified mentors to provide you and your team with expertise and collaboration.

1. As the Lead Coach/Mentor 1 or 2, login to your [FIRST account](#). Only a team’s Lead Coach/Mentor 1 or 2 may create a profile on behalf of a registered team.
2. Go to “My Teams” and select the “Team Information” dropdown on your team.



3. Click on “Find Mentors”.
4. Follow the steps to create your Team Post and publish it to see mentors that match your team needs.

Step 9 – How to Register to Compete in your Local *FIRST* event

Contact your [local partner](#) for info on how to register to compete in a local *FIRST* event.

Step 10 – Program Specific Resources for Mentors and Coaches

- [FIRST® LEGO® League Explore](#)
- [FIRST® LEGO® League Challenge](#)
- [FIRST® Tech Challenge](#)
- [FIRST® Robotics Competition](#)

Questions or comments? volunteer@firstinspires.org

