

Youth Registration System Guide for Parents

Section 1

Parents with students who are **NEW** to *FIRST*® and received Parent/Guardian invite from their youth’s coach.

Section 2

Parent/Guardians that received Parent/Guardian invite email from their youth.

Section 3

Returning Parent/Guardians

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 with **your** name and **your** information at www.firstinspires.org.

- If you have previously registered an account but do not recall your password, please use the [Forgot Password](#) function.
- If you need to create an account, you can do so by clicking [Sign Up](#) and following the instructions to confirm your email and activate your account.
- If you are no longer able to access your original sign-in email, please [email us](#) with an email address change request.

Section 1

Parent/Guardian with youth who are new to *FIRST* and received a Parent/Guardian invite from their youth’s lead coach/mentor


- Your youth’s lead coach/mentor will send you a Parent/Guardian invite email with program and team number. If you have not received this, please ask the lead coach/mentor to provide you with the *FIRST* program name and team number for your youth.
- After creating your own Parent/Guardian account/profile, [Log in](#) to your account at www.firstinspires.org
- Select the “Parent/Guardian-Youth” tab on your Dashboard. If you are on a mobile device, please click this icon:


- 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.

Youth Profile Completion tips:



< Back to Dashboard

Youth Profile

School

Acknowledgement Forms

Volunteer Information

Volunteer Log Hours

Apply To Team

Youth Member Information

The information being asked on this screen is for the child that will be on the team.

All fields are required (unless otherwise indicated)

Youth Member's First Name. ⓘ

Test

Youth Member's Last Name

Child

Address Line 1*

☐ Use parent/Guardian Address

200 Bedford Street

Address Line 2

Country*

United States

Zip/Postal Code*

03101

City, State

Manchester, NH

[Edit](#)

Phone

☐ Use parent/Guardian Phone

000-111-2233

- * Please be sure to select an accurate date of birth, as this will affect program eligibility.
- * Ethnicity and race fields required, but you may choose the “Prefer not to Answer” option.
- * The system requires an email address for youth 13 years old and over. Please note that this must be a different email address than the one associated to the parent’s account.

Demographic Information

Birth Date*

July

▼

17

▼

2002

▼

Gender*

Female

▼

Ethnicity*

Hispanic/Latino/Latina

▼

Race*

White

▼

Youth Email Message

Youth Member's Email Address

This field is required.

Past Program Participation

MyInformation.Profile.PastProgramParticipation.Question:1

☐ YES

☒ NO

SAVE

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

Youth Profile

School

Consent & Release

Apply To A

Successfully saved!

School

SCHOOL

School

If your child's school does not appear in the drop-down menu, please select "Our school is not on this list" option at the top of the list.

▼

PUBLIC/PRIVATE SCHOOL (within 40 miles)

Please Select

▼

CURRENT GRADE IN SCHOOL (As of September 1st)?

Please Select

▼

ELIGIBLE FOR THE SCHOOL FREE OR REDUCED LUNCH PROGRAM?

Please Select

This field is required; however, you may choose "Prefer not to answer"

▼

GO BACK


NEXT


- Click “Next” to be directed to the Consent & Release page.
- Scroll to bottom of the form and click “ACCEPT” box when ready.

Version 4, 12/2018

For Inspiration & Recognition of Science and Technology (*FIRST*)

CONSENT AND RELEASE AGREEMENT

English 

Spanish 

Participant Name: Test Student

Review information and read the agreement

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

Participant Date of Birth if under 18 years of age [MM/DD/YYYY]: 0DOB Here

Participant Address: Address, City, State, Zip

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

The Participant identified above ("Participant") desires to participate (as a team member, coach, mentor, judge, or in some other manner) in the *FIRST*® Robotics Competition, *FIRST*® Tech Challenge, *FIRST*® LEGO® League, *FIRST*® LEGO® League Junior, or another *FIRST* program (the "Programs"). As a condition of allowing Participant to participate in a Program, For Inspiration and Recognition of Science and Technology (*FIRST*®) ("*FIRST*®") requires that the Participant (by his or her Parent/Guardian if under 18 years of age) agree to the terms of this Consent and Release Agreement.

1. Participant (and the Parent/Guardian of a Participant under 18 years of age) understands that participation in the Program will expose Participant to risks of injury including, without limitation, injury from; building, lifting, and using electrical/mechanical robots and robot components; using tools; other participants; dancing and other associated activities. Participant (and the Parent/Guardian of a Participant under 18 years of age) understands that *FIRST* does not select, employ, supervise or otherwise exercise authority or control over the coaches, mentors, and other participants in the Program. Participant, if 18 years of age or older, acknowledges and agrees that he/she is primarily responsible for his/her safety. The Parent/Guardian of a Participant under 18 years of age acknowledges and agrees that the

Signature (of Participant if 18 years of age or older or Parent/Guardian if Participant under 18)

Test Student

09/25/2017

Printed name of person signing

Date

Click "ACCEPT" to electronically sign agreement

ACCEPT

□ Once the form is accepted, please click “Next” to move to the Team Application page.

- In Team Application page, select the program your youth will be participating in this season
- Type in team number manually, and verify the team information
- Click “APPLY”

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board

YOUTH PROFILE

Youth Profile

School

Consent & Release

Apply To A Team

You should have received details or an invitation containing your team number. Enter that number below to apply to the team.

If not, please contact your Coach/Mentor or Team Admin to obtain this information.

Step 1: Please select the program.

FIRST® LEGO League Jr.
(Suggested ages 6-9)

FIRST® LEGO League
(Suggested ages 9-14)
Status : Not Eligible

FIRST® Tech Challenge
(Suggested ages 12-18)

FIRST® Robotics Competition
(Suggested ages 14-18)

Step 2: Please enter the team number.

1234567

Team Number 1234567

Team NickName Best FTC Team Ever

Location Your Town, TX

Season 2017

CANCEL

APPLY

Tip: If the correct team's information does not show as expected, check that you have the correct program selected (Step 1 above) and the correct team number entered in Step 2.

Your Dashboard will now show “Pending Coach” until the team’s Lead Coach/Mentor has accepted the youth application. Repeat process for additional youth.

Test Child

Age: 12

D.O.B: 7/17/2006

YOUTH OPTIONS

Team Membership

Team Name

14998

FIRST® LEGO League Jr.

Team Options

Team Information

Certificates & Awards

Withdraw Application

Team Finances

Funds & Grants

This team's season was made possible by the generosity of others. Let them know of your appreciation.

Team Contacts/Roster

Primary Contacts

Youth Members 5

Other Contacts 0

Contact Options

Team Events

No registered events

Event Options

Section 2

If you received a Parent/Guardian invite from your youth, please follow the steps below:

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1. Visit our website www.firstinspires.org, and create an account, or log in to your existing account.
2. Click on the three-people icon located in the upper right-hand corner next to “Hello, (your name).”



3. Click “Accept” on your Parent/Guardian invite.

Invites

Parent / Guardian

Parent / Guardian Name: sarah [redacted]

Youth Name: sarah ann

This is a parent/guardian invitation. Please choose the options below.

ACCEPT

DECLINE

4. Select “<Back to Dashboard.”
5. Click the “Parent/Guardian – Youth” tab
6. Next to your youth’s name, click “Youth Options.”

MY TEAMS

PARENT/GUARDIAN - YOUTH

VOLUNTEER REGISTRATION

MY RESOURCES

ADD A YOUTH

GIVE TO FIRST MISSION

▶ sarah ann

Age: 15D.O.B: 7/11/2003 12:00:00 AM

Team Membership

YOUTH OPTIONS ▼

7. Select “Apply to a team.”
8. Complete information if prompted.
9. In the team application page, please select the program and manually enter the team number; click “APPLY.”
10. Click “<back to Dashboard.”
11. Select the “Youth Options” drop-down menu.
12. Click on “Youth’s Consent & Release Form.”
13. Read and click “ACCEPT” when ready

Signature (of Participant if 18 years of age or older or Parent/Guardian if Participant under 18)

[redacted]

09/21/2018

Printed name of person signing

Date

ACCEPT

Section 3

Welcome back! If your youth 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) Once in the Dashboard, click the “Parent/Guardian-Youth” tab found at the top of the Dashboard.
 - 3) If your child does not already have a team listed below their name, next to your child’s name, please click “Youth Options” and select “Apply to Team”
 - 4) Complete information required, and once completed go back to Dashboard.
 - 5) Click on the blue “Youth Options” box again and select “Youth’s Consent & Release”
 - 6) Read, and click on blue “Accept” button.



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.