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 <u>www.firstinspires.org</u>.

- If you have previously registered an account but do not recall your password, please use the <u>Forgot Password</u> function.
- If you need to create an account, you can do so by clicking <u>Sign Up</u> 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 <u>email us</u> 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, <u>Log in</u> to your account at <u>www.firstinspires.org</u>
- Select the "Parent/Guardian-Youth" tab on your Dashboard. If you are on a mobile device, please click this icon:

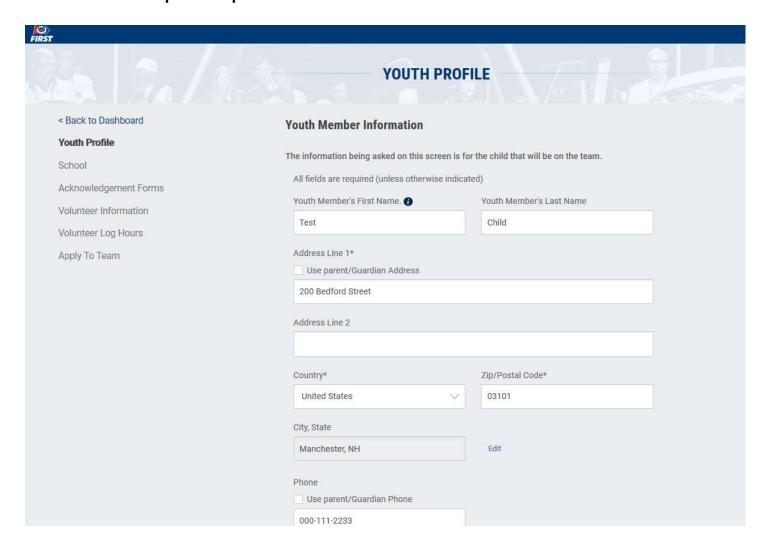


Click on blue "Add a Youth" button to begin

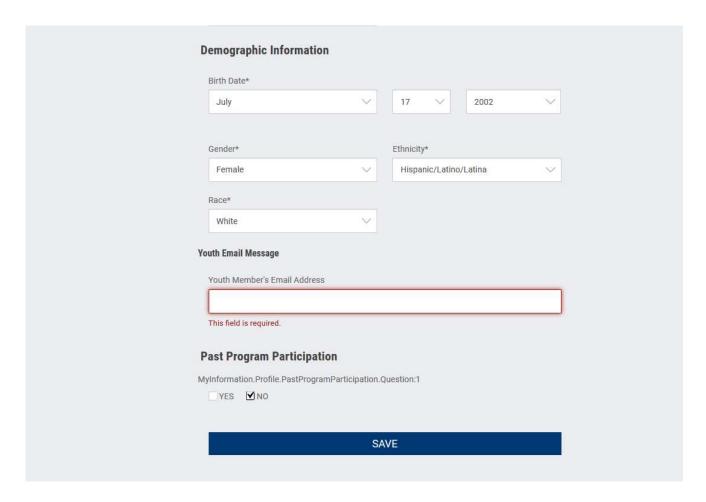


You will be directed to the Youth Profile page, where you will need to fill out your youth's information.

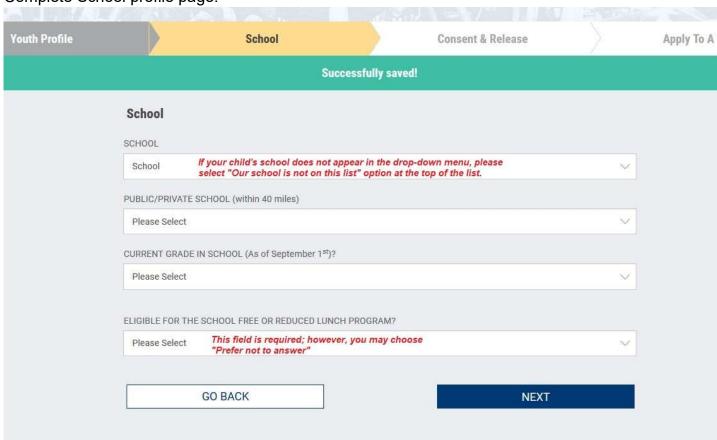
Youth Profile Completion tips:



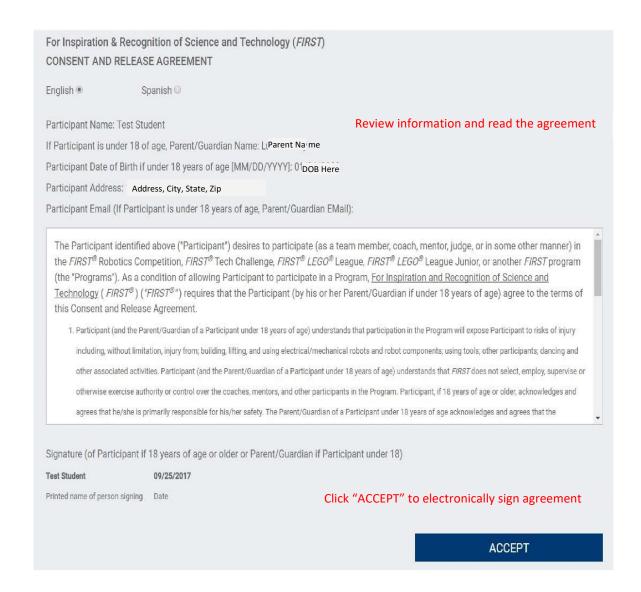
- * Please be sure to select an accurate date of birth, as this will affect program eligibility.
- * Ethnicity and race fields required, but you may choose the "Prefer not to Answer" option.
- * The system requires an email address for youth 13 years old and over. Please note that this must be a different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



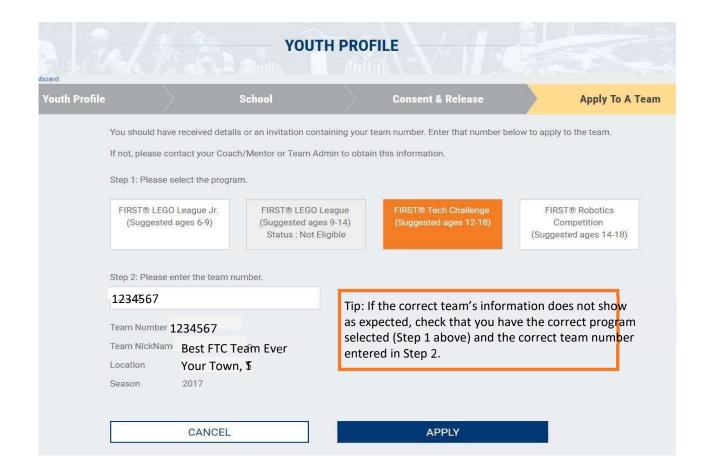
- □ Click "Next" to proceed to the School profile page
- □ Complete School profile page:



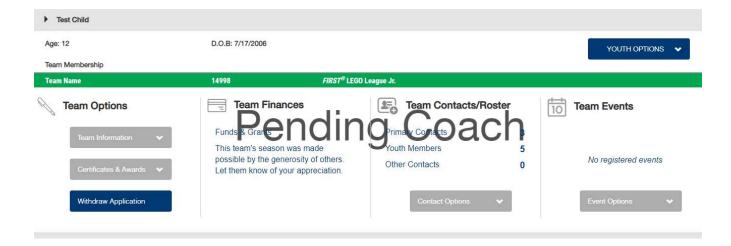
- ☐ Click "Next" to be directed to the Consent & Release page.
- □ Scroll to bottom of the form and click "ACCEPT" box when ready.



- □ 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"



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



Section 2

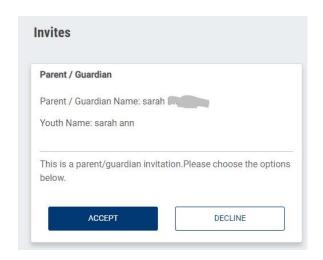
If you received a Parent/Guardian invite from your youth, please follow the steps below:

Version 4, 12/2018

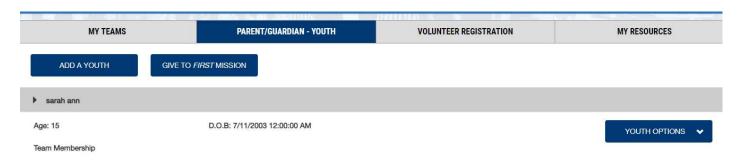
- 1. Visit our website www.firstinspires.org, and create an account, or log in to your existing account.
- 2. Click on the three-people icon located in the upper right-hand corner next to "Hello, (your name)."



3. Click "Accept" on your Parent/Guardian invite.



- 4. Select "<Back to Dashboard."
- 5. Click the "Parent/Guardian Youth" tab
- 6. Next to your youth's name, click "Youth Options."



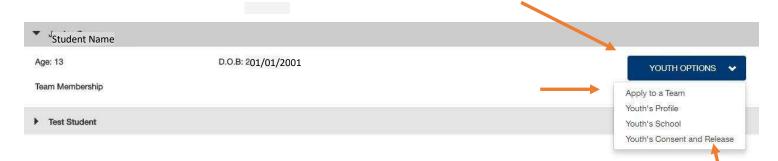
- 7. Select "Apply to a team."
- 8. Complete information if prompted.
- 9. In the team application page, please select the program and manually enter the team number; click "APPLY."
- 10. Click "<back to Dashboard."
- 11. Select the "Youth Options" drop-down menu.
- 12. Click on "Youth's Consent & Release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



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 <u>Youth Profile</u> 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 <u>School Page</u> and the <u>Team Application</u> 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.