



# International Team Registration

(Outside North America)  
*FIRST* Tech Challenge

*FIRST*® is a global robotics community that prepares young people for the future.



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## Overview of Starting a Team

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- [Create a FIRST® Account](#)
- [Create a Team Profile](#)
- [Invite Primary Contacts](#)
- [Enter Storefront](#)
  - Pay for Season Registration & Purchase Product
  - Generate a Quote
- Complete [Youth Protection Screening](#) (US/Canada Lead Coach/Mentors only)
- Reach out and [Find Local Support](#) or Register for [local events](#)
- Review Available Resources – [Team Management Resources](#)

## Frequently Asked Questions

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[How do I create/Update a Team Profile?](#)

[How do I invite a Lead Coach/Mentor from the Dashboard?](#)

[Where do I accept Role Invitations?](#)

[How do I go through the Storefront?](#)

[How do I register for an event? Additional Resources](#)

[Where can I find more help?](#)

[How do I create a FIRST account?](#)

For additional assistance contact us at

**FIRST® Headquarters:**

Phone: **(603) 666-3906** or

(800) 871-8326

Mon – Fri 8:30 A.M. – 5 P.M. ET

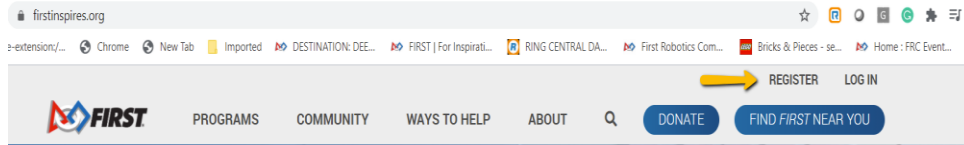
Email:

[firsttechchallenge@firstinspires.org](mailto:firsttechchallenge@firstinspires.org)

# Create a FIRST® Account

## Register a FIRST Account

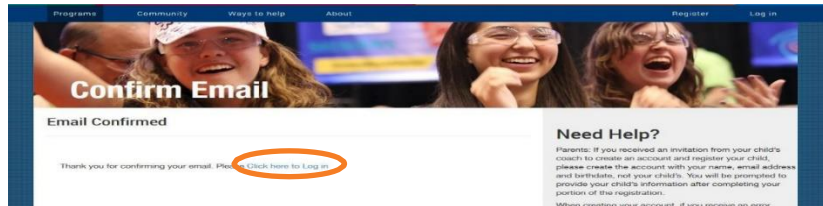
1. To create a new account, go to [www.firstinspires.org](http://www.firstinspires.org) and click on “Register” at the top right corner of your browser.



2. Complete the Registration Page

A screenshot of the 'Register' page on firstinspires.org. The page title is 'Register your new FIRST® account'. It contains several input fields: 'Your Email \*', 'Your First Name \*', 'Your Last Name \*', 'Your Date of Birth \*' (with a dropdown menu), 'Country \*' (with a dropdown menu), 'Password \*', and 'Confirm Password \*'. There is also an 'Agreements' checkbox and a 'I'm not a robot' checkbox. On the right side, there is a 'Need Help?' section with contact information: 'Call: 800-871-6226 or 803-698-3098', 'Email: customerservice@firstinspires.org', and 'Hours: Monday - Friday, 8:30 - 5:00 EST/EDT'. There is also a 'View Frequently Asked Questions' link.

- a. You will receive the below message after clicking “Register.”



4. You will receive an email to confirm and activate your account which looks like this. You can Activate your account by clicking “here”.

Welcome to the FIRST Community!

Please Activate your account [here](#). This link will expire within 48 hours of this email being generated.

You are now part of a group of over 450,000 youth participants and 200,000+ Mentors, Coaches, Judges and Volunteers. We are excited to have you with us!

If the above link does not work, please copy and paste the following into your browser.

<https://my.firstinspires.org/AccountManager/Account/ConfirmEmail?userId=a91febe6-4efd-44a2-9118-f6f9ed913f38&code=MABvAEsAVwBLAEkAcwBCAGcASQAvAEMANQBsaE0AMABiAHkAQgB1AE4AZwA9AD0AFABVAGsANwBmAC8ATABPAFYAbA BIA DcAKwBTAHoAdwBQAGgATQA4ADIaAQBEAEoAUQBhADkAOQBcAFcAUwBDADgAMABUADMAegBLAQARgBoAHgASgBM AHkAUABiAHUAYgAwAFMAawBWAHgAbABiAG0AUgBIAFYARABjAHMAUwBBAGoARQBSADYANwAzADMbQBUAEgAYgBUAF EAZwBwAFAAaABDADkAKwA2AFkAMwBiAGEAQgBIAFoASABTADMABiAGEAZABoAE0AVQB4AFIAcgBmAGsAPQA%253d>

Still having issues? If you are still having trouble Activating your account, please go to

<https://my.firstinspires.org/AccountManager/Account/ForgotPassword?signin=523ce51bb54b3c7718aaa5f8883ca55>

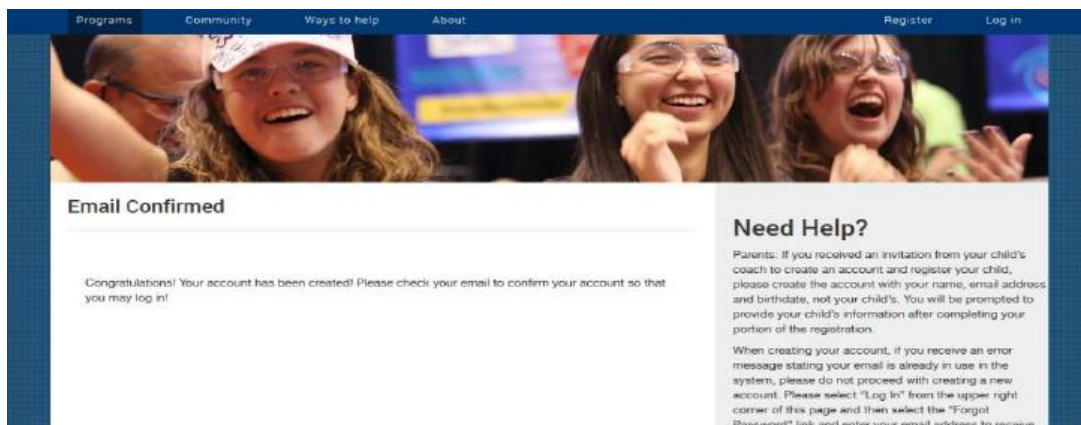
and follow the steps to Reset your Password. The Reset Password feature will allow you to create a new password and login to our system, which will activate your account.

For more information about FIRST, check out <http://www.firstinspires.org/>

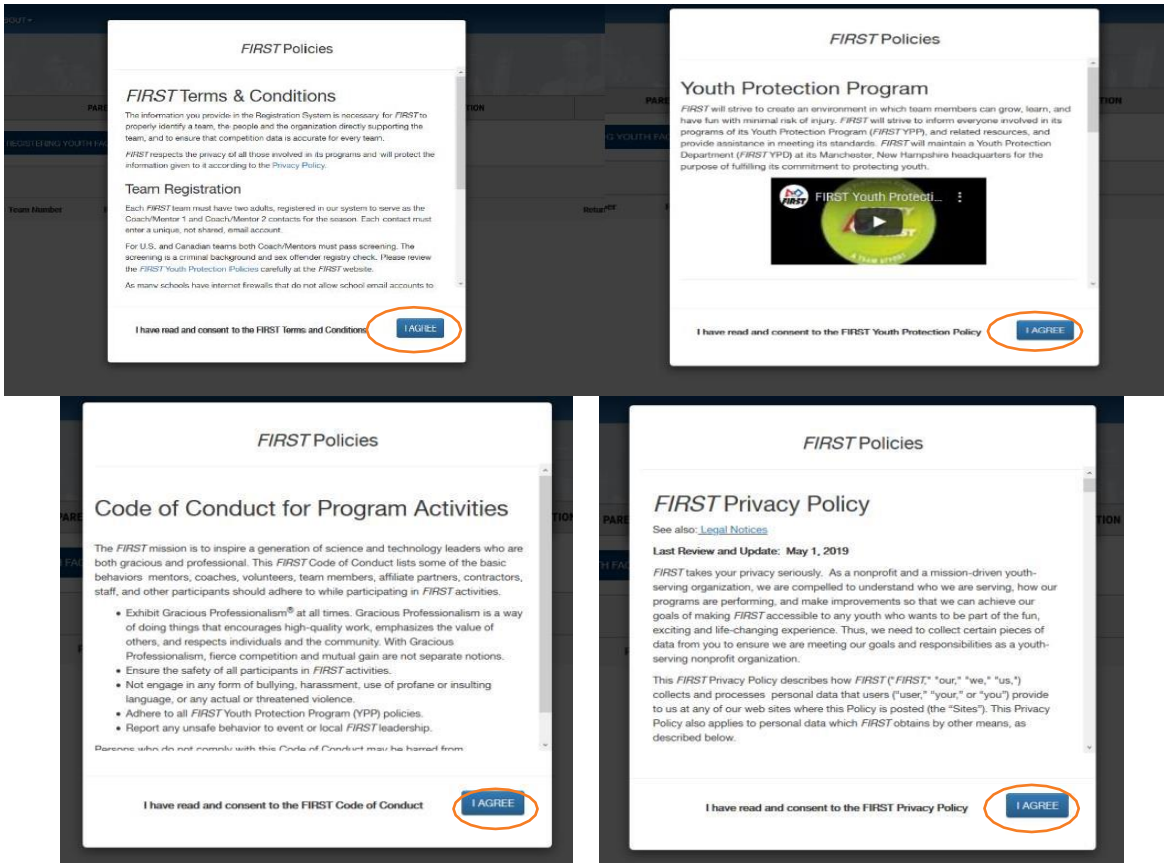
Questions? Contact us at [customerservice@firstinspires.org](mailto:customerservice@firstinspires.org).

This email was automatically generated by FIRST.

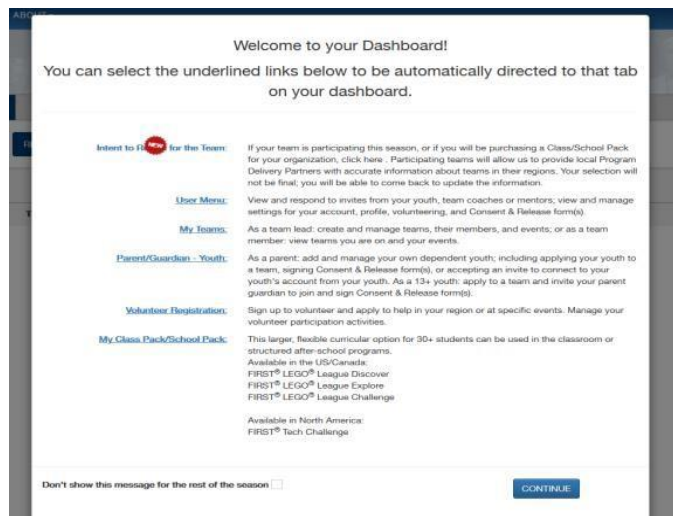
- a. If your email does not come through, check your spam or junk email folder.
  - b. If you have not received the email within a few hours, return to the login page and click “Forgot Password” and follow the steps to change the password.
5. Once you confirm your email, you will see this screen. Login using the email/password you used to register which will redirect you to your dashboard where you will need to complete your profile



- You will then need to agree to the *FIRST* Terms & Conditions, the Youth Protection Program policies, the Code of Conduct for Program Activities, and the *FIRST* Privacy Policy the first time you login.



- After reading the “Welcome to Your Dashboard” page, click “Continue”. You can also choose to not show this message again for the remainder of the season.



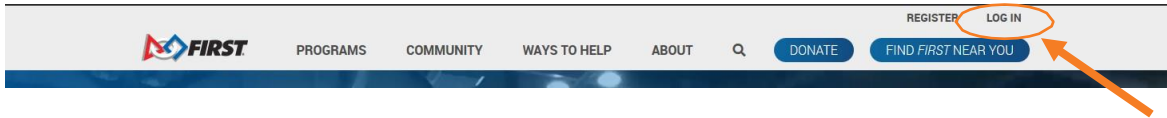


## Create or Update a Team Profile

### How to Create a New Team

\* For teams who have not registered in a previous season.

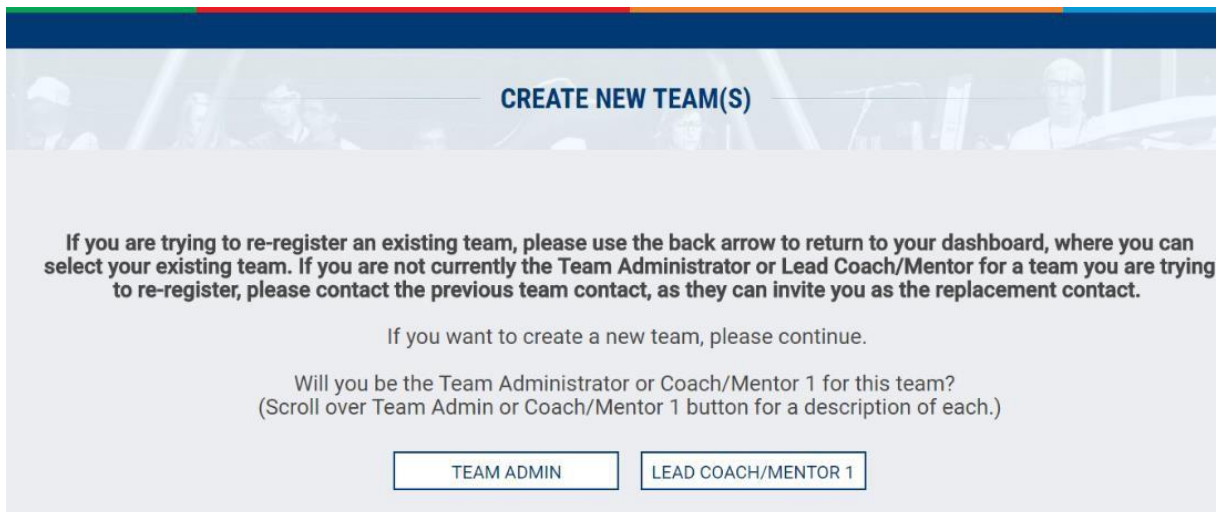
1. Navigate to [www.firstinspires.org](http://www.firstinspires.org) and click “Log In.”



2. Click “Create a New Team(s)”



3. Select your role:



- a. **Team Admin** – The Team Admin is a separate role from the Lead Coach/Mentor for the team. Limited access to team administration functions include: Paying for team registration, inviting Coach/Mentor 1 & 2, can also be Coach/Mentor 1 or 2. You **cannot** invite youth team members or other adult team Contacts.

- b. **Lead Coach/Mentor 1** – For adults who Coach the team. Full rights to administer the team (Including payment and invites). Subject to Youth Protection Policies and screening. Can invite Coach/Mentor 2 and Team Admin. to the team, can also be the Team Admin role concurrently.

4. Select your program and click “Select and Continue”

**CREATE NEW TEAM(S)**

PROGRAM SELECTION | TEAM PROFILE | SCHOOL/ORGANIZATION | INVITE PRIMARY CONTACTS

< Back to Dashboard

**PROGRAM SELECTION** To select the correct *FIRST* program for your team. Choose a program to learn more about it before creating a team.

**FIRST® LEGO® League** (Suggested ages 4-14)

**FIRST® Tech Challenge** (Suggested ages 12-18)

**FIRST® Robotics Competition** (Suggested ages 14-18)

**FIRST® Tech Challenge Team Registration**

Teams of up to 15 students explore the possibilities of STEM through designing, building, programming, and operating robots to play in a competition challenge in an alliance format.

^Jump Start Registration Fee: \$275

Registration includes:

- Registration fee: \$275
- does not include shipping and handling fees or applicable taxes
- Access to purchase a discounted, reusable robotics kit\* including the new Control Hub

Bring FIRST Tech Challenge to your classroom or after-school program with FIRST Class Pack implementation options for 30+ students. [Click here to create your Class Pack](#)

\*Required robot set sold separately.

**FIRST TECH CHALLENGE**

GO BACK | SELECT AND CONTINUE | LEARN MORE

5. Fill in your Team Profile Information and click “Save & Continue.”

**CREATE NEW TEAM(S)**

PROGRAM SELECTION | TEAM PROFILE | SCHOOL/ORGANIZATION | INVITE PRIMARY CONTACTS

< Back to Dashboard

All fields are required (unless otherwise indicated)

TEAM NAME (Team Name needs to also have at least 1 alpha-numeric character)

COUNTRY: Germany | ZIP/POSTAL CODE: 10115

CITY: Berlin | STATE/PROVINCE: Sachsen

REGION: Germany

TEAM IDENTIFY (Optional) Please include all information needed in the actual website URL (example: https://www.first.org)

IDENTIFYING (Optional)

- Our team currently members other teams
- Our team needs to be added to another team
- Our team needs to be transferred to another team

GO BACK | SAVE & CONTINUE

6. Fill in your School/Organization information and click on “Save & Continue” once more



**CREATE NEW TEAM(S)**

PROGRAM SELECTION    TEAM PROFILE    **SCHOOL/ORGANIZATION**    INVITE

FIRST Tech Challenge Team# 8769

**School/Organization**

School/Organization Type

Please Select or Type

+ ADD AN ADDITIONAL SCHOOL OR ORGANIZATION

GO BACK    **SAVE & CONTINUE**

7. Next Invite your “Lead Coach/Mentor 2” information.

PROGRAM SELECTION    TEAM PROFILE    SCHOOL/ORGANIZATION    **INVITE PRIMARY CONTACTS**

You have the option of inviting a Coach/Mentor 2 now. If you choose to invite a Coach/Mentor 2 at a later time you can do this by selecting “Manage and Invite Team Contacts” from your dashboard. The Coach/Mentor 2 will also be required to pass Youth Protection screening.  
Your team will not be able to invite youth members to participate on the team or register for an event until your team has both a screened Coach/Mentor 1 and a screened Coach/Mentor 2.

LEAD COACH/MENTOR 2

FIRST NAME    LAST NAME

EMAIL ADDRESS

+ ADD TEAM ADMIN

I'm not a robot

GO BACK    **SAVE & CONTINUE**

I will do this later

a. If you cannot do this right away, that is ok. Click on the text that says “I will do this later” under the save and continue button. Please note, you will need to have two lead Coach/Mentors to be able to invite youth members to your team.

8. You will come to the below screen which will show your temporary team number. Click on “For Next Steps, Go To Dashboard”

**CREATE NEW TEAM(S)**

MY INFORMATION    PROGRAM SELECTION    TEAM PROFILE    SCHOOL/ORGANIZATION    INVITE PRIMARY CONTACTS

✓ You have created a temporary team,  
FIRST Tech Challenge Temporary Team #202000087  
Operation Robotics

You will receive a permanent team number once your payment for this season's registration has been made and applied to your team.

To make this payment and finish your registration, click on the NEXT STEPS, GO TO DASHBOARD button and complete all OUTSTANDING TASKS.

FOR NEXT STEPS, GO TO DASHBOARD

9. Back on your dashboard, you will see your teams listed & your permanent team number.

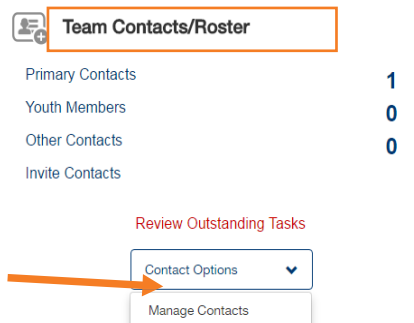
Team Name	Team Number	Program	Team Type	Returning Team	Outstanding Tasks
Operation Robotics	#8769	FIRST® Tech Challenge	Individual Team	✓	Outstanding Team Tasks <b>3</b>

## Invite a Lead Coach/Mentor from the Dashboard

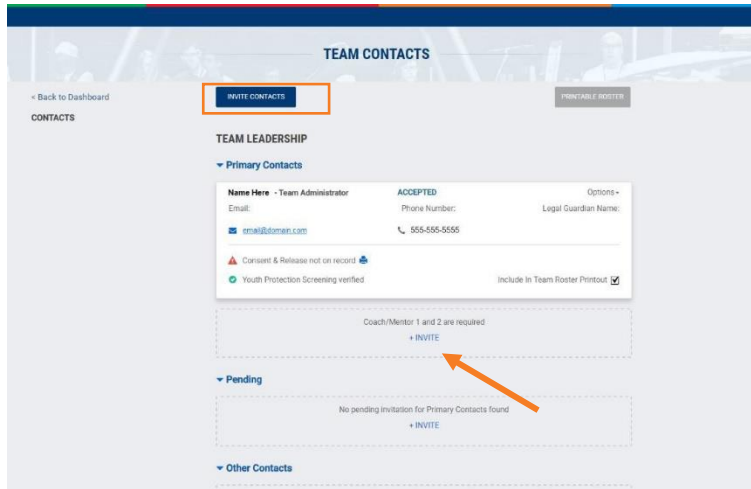
If you did not invite the Coaches/Mentors during your team creation, you can invite them from the Dashboard.

**NOTE: Hyperlinked text will appear in a blue font. Click on text to be taken directly to different areas of the site.**

1. Under Team Contacts/Roster, click on either “Primary Contacts” or “Manage Contacts.”



3. Click on “Invite Contacts” at the top or click “Invite” under the Coach/Mentor area.



4. Complete the contact information and click “Send Invitation.”


**Invite Team Contacts** ✕

FIRST Tech Challenge Team# 8769


All fields are required

**You can invite multiple contacts at one time.**

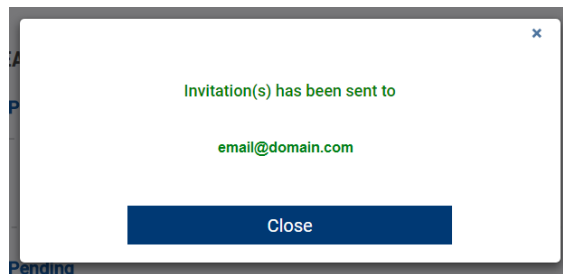
\* Contact Type:  Full Name:  Email Address:

I'm not a robot 

Email me a copy

**add another** 

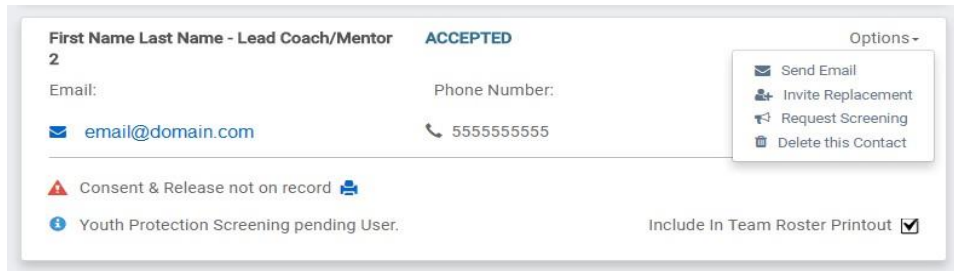
5. A confirmation pop-up will appear.



8. Once you have invited your Lead Coach/Mentor 1 or 2, they will receive an invitation via email.
  - a. They must complete their profile and accept your invitation.

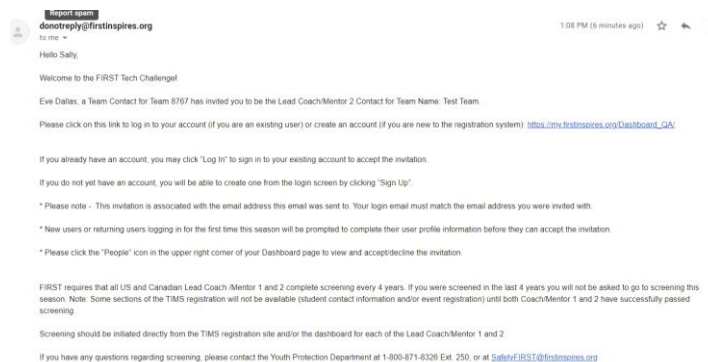
## Options Under Team Contacts

1. Each role for the team is listed on the Team Contacts page. You can also manage Contacts under “Options”:
  - a. **Send Email** – This is a one-way email system.
  - b. **Invite a Replacement**
  - c. **Delete this Contact** – If you do not have a replacement or the information is wrong, you can delete the contact.
2. The status of the invitation is listed next to their name/role.



## Locating Your Invitation

1. Once you have sent out the Invitation, your Lead Coach/Mentor 1, Lead Coach/Mentor 2 or Team Admin will receive an invitation email.

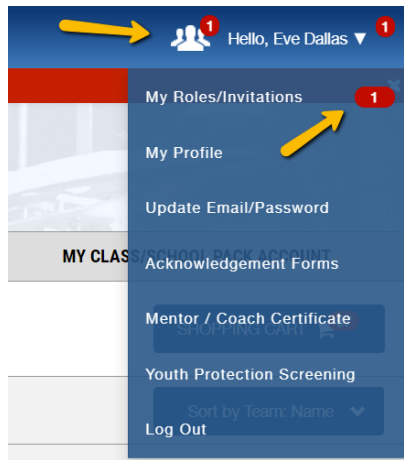


2. The invited contact will need to [Create a FIRST Account](#) and login to accept your Invitation, which is located at the top right of the Dashboard.

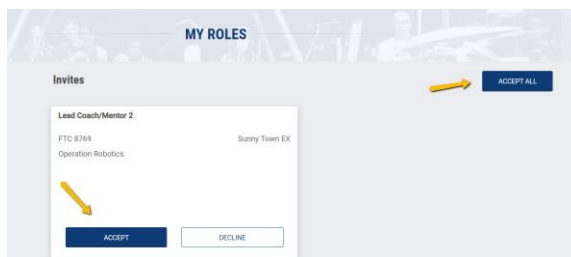
## How to Accept Invite

1. You have two ways to access invitations
  - a. Click on the Invitation icon

- b. Click your name and a drop down will appear. Click on “My Roles/Invitations.”



3. Click on “Accept” under the Invitation or click “Accept All” if multiple invitations are listed.



## The Pitsco Storefront: Registering Teams and Ordering Materials

### To Register Your Team

\*Teams outside of North America pay any registration fees to their [local Program Delivery Partner](#), and will show a \$0 balance due.

Follow these simple steps to *REGISTER* your team:

1. Log into your team dashboard at [www.firstinspires.org](http://www.firstinspires.org).



2. Under Team Finances, select “Team’s Shopping Cart.”

Teams List Sort by Team: Date ▾

Team Name	Team Number	Program	Team Type	Returning Team	Outstanding Tasks
▼ Eclipse	#8766	FIRST® Tech Challenge	Individual Team	✓	Outstanding Team Tasks <b>3</b>

**Team Options**

- Outstanding Tasks (3) ▾
- Team Information ▾
- Payment & Product ▾
- Certificates & Awards ▾

**Team Finances**

- Team's Shopping Cart ⓘ
- Payment/Product (Receipt) ⓘ
- Funds & Grants \$0.00
- Credits ⓘ \$0.00

Finance Options ▾

**Team Contacts/Roster**

- Primary Contacts 1
- Youth Members 0
- Other Contacts 0
- Invite Contacts

Review Outstanding Tasks

Contact Options ▾

**Team Events**

Team Registration does not guarantee that events are available in your area. If you cannot locate an event in our system, please contact your local partner at:  
[Local Support](#)

Review Outstanding Tasks

Event Options ▾

3. From the “Create Order” page, click “Select to Pay Pitsco” to order additional materials.

CREATE ORDER

[< Back to Dashboard](#)

[View Payment History](#)

Amounts listed may not include shipping and handling and/or applicable taxes.

Teams/Account List			SORT BY TEAM/ACCOUNT: NAME ▾
▼ Test Team	#8767	FIRST® Tech Challenge	Team Subtotal: \$0
Team Registration - FTC Team Registration - Non-Canada/Mexico/U.S.			Select to Pay PITSCO

4. You will then get a popup notice, click on “Continue” to be redirected to the PITSCO Storefront.

Notice

Team Registration for FIRST Tech Challenge for the 2020-2021 season is \$275 and includes:

- Official FIRST Tech Challenge team number
- Ability to register and compete in official remote or Traditional FIRST Tech Challenge events (varies by region)
- Access to the FIRST storefront for discounted control system components and build kits
- Eligibility to participate in the FIRST Innovation Challenge presented by Qualcomm
- Ability to compete for team awards and submit Dean's List nominations
- Team member access to the FIRST Scholarship Program
- Access to resources for team management and career readiness

Team Registration fee does not include shipping and handling, robot control system hardware, robot build kits, registration to FIRST Tech Challenge events, nor guarantees that events are available in your area. FIRST Program Delivery Partners run FIRST Tech Challenge events which may include physical, remote, or a combination of physical and remote elements. Partners may charge an additional fee to participate in their events, and those fees are set and collected by the Partner.

This warning is shown to all teams / accounts and does not indicate your sales tax exemption status. If one or more of your class pack accounts and/or teams on this order are currently pending a VALID Tax Exemption verification. These teams have a red message in the order details. Continuing with this order will result in the payment of ALL applicable sales taxes. Payment of taxes are NON-REFUNDABLE.

Registration fee is \$0 for teams outside of North America

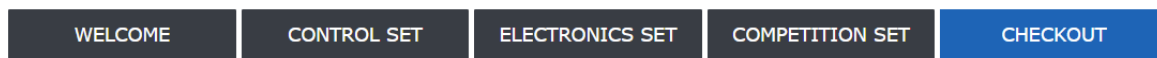
CANCEL

CONTINUE

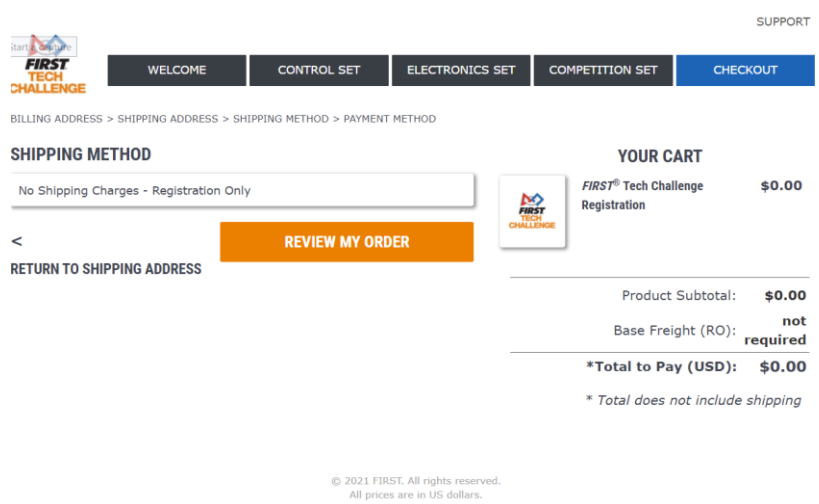


5. Move through the tabs to order product or select “Checkout.”

SUPPORT



6. Enter your billing and shipping information and select “Review My Order” to complete registration process.



## How to Register for an Event

Event registration for all *FIRST* Tech Challenge events, except the World Championships, are managed by local Program Delivery Partners. Connect with your local [Program Delivery Partner](#) to learn more about how to register for [events](#) in your region.

If there is no Program Delivery Partner in your region, please send an email to Team Support at [firsttechchallenge@firstinspires.org](mailto:firsttechchallenge@firstinspires.org).

## Where can I get more help?

The *FIRST* Operations team is ready to answer any questions or walk users through the account creation process. The office hours are Monday – Friday 8:30 a.m.-5 a.m. EDT. Help outside of these hours may be arranged by contacting *FIRST* via one of the methods below:

**Email:** [firsttechchallenge@firstinspires.org](mailto:firsttechchallenge@firstinspires.org)

**Chat:** available on [www.firstinspires.org](http://www.firstinspires.org)

**Phone:** (603) 666-3906 or (800) 871-8326

## Additional Resources

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- Navigating the *FIRST* Website – useful links:  
<http://firsttechchallenge.blogspot.com/2016/07/navigating-first-website-useful-links.html>
- Review Available Resources – [Team Management Resources](#)
- [Game & Season Materials](#)

### Game Forum Q&A

<https://ftc-qa.firstinspires.org/>

Anyone may view questions and answers within the *FIRST*® Tech Challenge game Q&A forum without a password. To submit a new question, you must have a unique Q&A system user name and password for your team.

### FIRST Tech Challenge Game Manuals

Part 1 and 2 - <https://www.firstinspires.org/resource-library/ftc/game-and-season-info>

### FIRST Headquarters Pre-Event Support

Phone: 603-666-3906

Mon – Fri

8:30am – 5:00pm ET

Email: [Firsttechchallenge@firstinspires.org](mailto:Firsttechchallenge@firstinspires.org)

### FIRST Websites

*FIRST* homepage – [www.firstinspires.org](http://www.firstinspires.org)

[FIRST Tech Challenge Page](#) – For everything *FIRST* Tech Challenge.

[FIRST Tech Challenge Volunteer Resources](#) – To access public volunteer manuals.

[FIRST Tech Challenge Event Schedule](#) – Find *FIRST* Tech Challenge events in your area.

### FIRST Tech Challenge Social Media

[FIRST Tech Challenge Twitter Feed](#) - If you are on Twitter, follow the *FIRST* Tech Challenge Twitter feed for news updates.

[FIRST Tech Challenge Facebook page](#) - If you are on Facebook, follow the *FIRST* Tech Challenge page for news updates.

[FIRST Tech Challenge YouTube Channel](#) – Contains training videos, game animations, news clips, and more.

[FIRST Tech Challenge Blog](#) – Weekly articles for the *FIRST* Tech Challenge community, including outstanding volunteer recognition!

[FIRST Tech Challenge Team Email Blasts](#) – contain the most recent *FIRST* Tech Challenge news for teams.

### Feedback

We strive to create support materials that are the best they can be. If you have feedback about this manual, please email [firsttechchallenge@firstinspires.org](mailto:firsttechchallenge@firstinspires.org). Thank you!