



Rookie Team Registration

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

- [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

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

[How do I create 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 screening?](#)

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

[How to generate a quote?](#)

[What should I do if I am waiting for a grant?](#)

[Where can I find a discount code for TETRIX® and REV Robotics?](#)

[What are Outstanding Tasks?](#)

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

[How do I use my grant?](#)

[How do I delete a team?](#)

[Additional Resources](#)

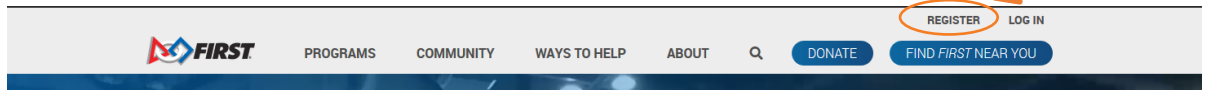
For additional assistance, contact us at
FIRST® Headquarters:

Phone: **(603) 666-3906** or
(800) 871-8326
Mon – Fri 8:30 A.M. – 5:00 P.M. ET
Email: FTCTeams@firstinspires.org

Create a **FIRST**® Account

Register a **FIRST** Account

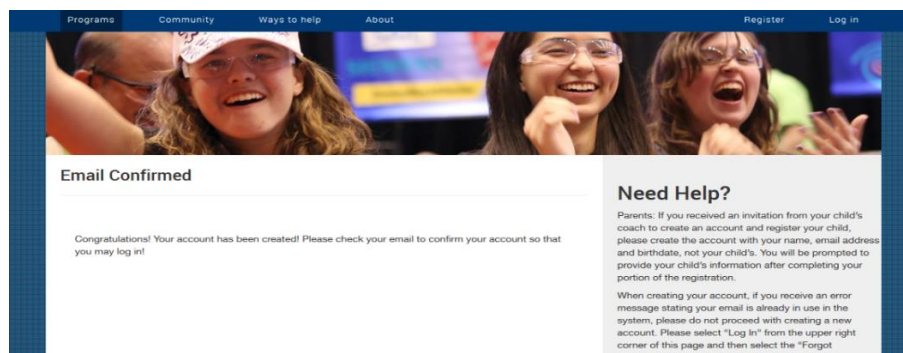
1. To create a new account, go to www.firstinspires.org and click on “Register” at the top right corner of your browser.



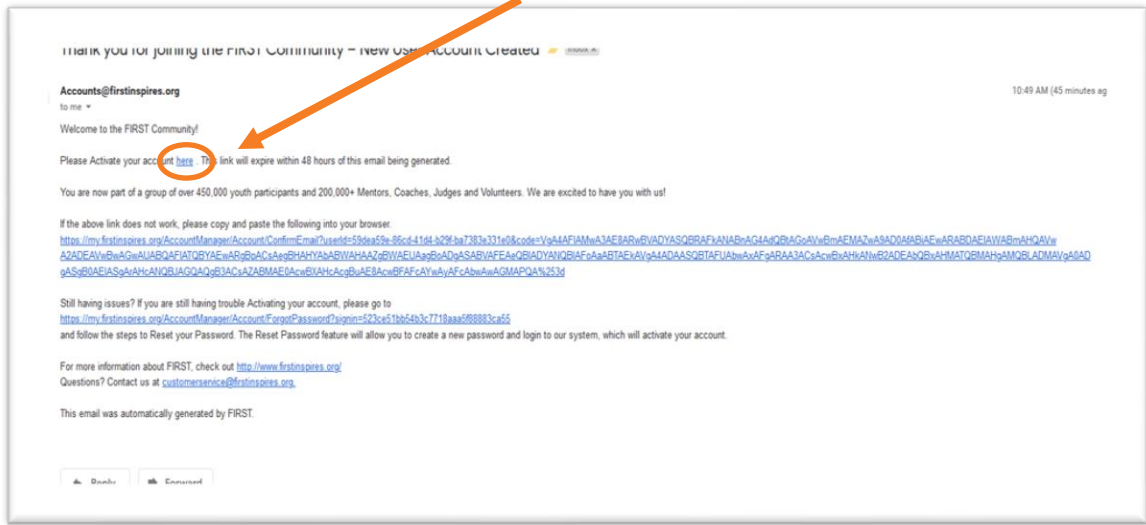
2. After you click the link, you will be redirected to the screen below
 - a. Fill in the information, click the acknowledgements, and finally click on “register” to complete the process

A screenshot of the 'Register your new FIRST account' page. The page has a dark blue header with navigation links: Programs, Community, Ways to help, About, Register, and Log in. The main content area is white with a blue border. At the top, it says 'Register' in large blue letters. Below that, it says 'Register your new FIRST account' and 'Please enter the information below to register a new account!'. There are several input fields: 'Your Email', 'Your First Name', 'Your Last Name', 'Your Date of Birth' (with dropdown menus for month and year), 'Country' (with a dropdown menu), 'Password', and 'Confirm Password'. Below the fields is an 'Agreements' section with a checkbox and the text 'I have read and agree to the FIRST Privacy Policy'. There is also a reCAPTCHA widget with the text 'I'm not a robot' and a 'Register' button. An orange arrow points from the right edge of the page towards the 'Register' button. On the right side of the form, there is a grey sidebar with the heading 'Attention Parents' and text explaining that users should register themselves, not their child. Below that is a 'Need Help?' section with contact information: 'Call: 800-871-8326 or 603-666-3906', 'Email: customerservice@firstinspires.org', and 'Hours: Monday - Friday, 8:30 - 5:00 EST/EDT'. A link for 'View Frequently Asked Questions' is also present.

3. Once you click the button to register, you will be redirected to this screen

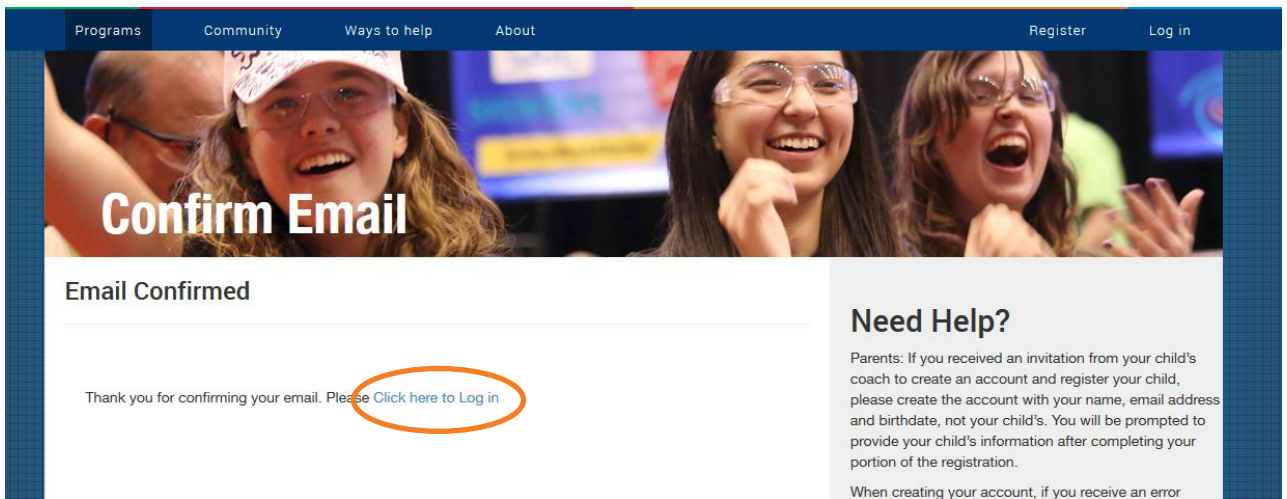


4. You will receive an email to confirm and activate your account which looks like this. Activate your account by clicking “here”

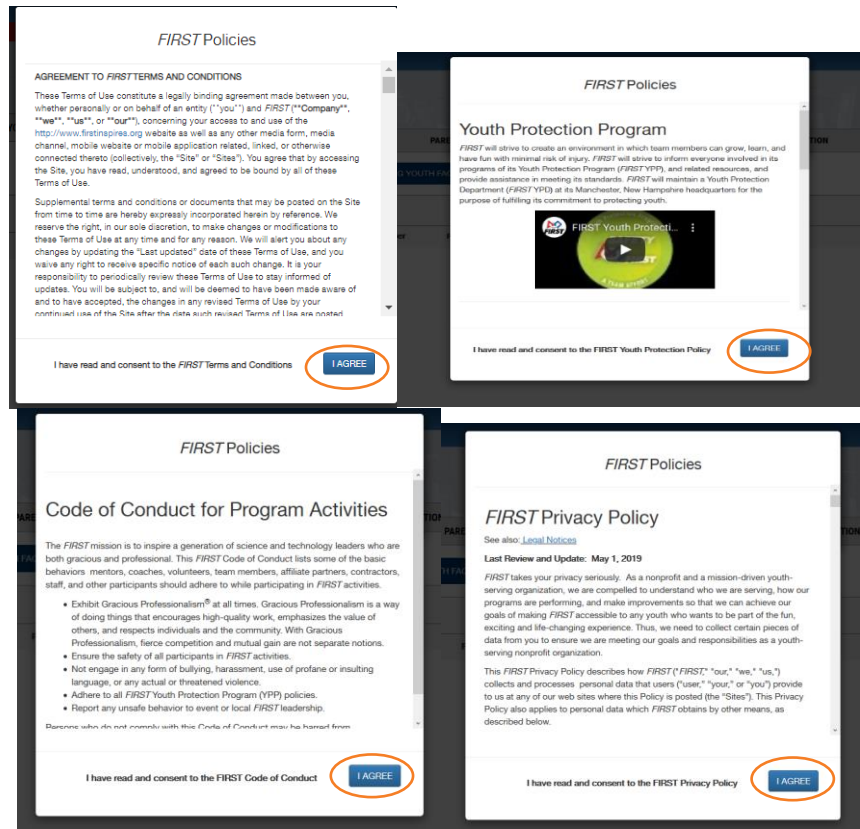


- a. Note: If your email does not come through, check your spam or junk email folder. If you have not received the email within a few hours, return to the login page and click “Forgot Password”.

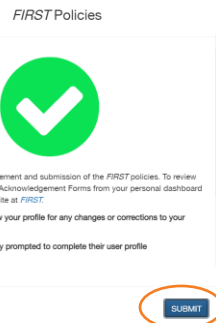
5. Once you confirm your email, you will see this screen. Login using the email/password you used to register which will redirect you to your dashboard where you will need to complete your profile.



- 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.



- Once you agree to each, you will get one final message. Click “Submit.”



- After you “Submit” the agreements, you will be automatically redirected to complete your user profile.

Your User Profile Is Incomplete

Please complete your user profile

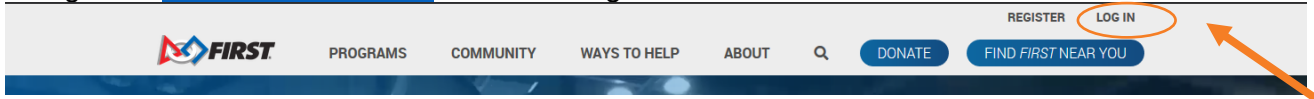
CONTINUE

- a. You must click “Continue” and fill out the remainder of the profile to complete this step.

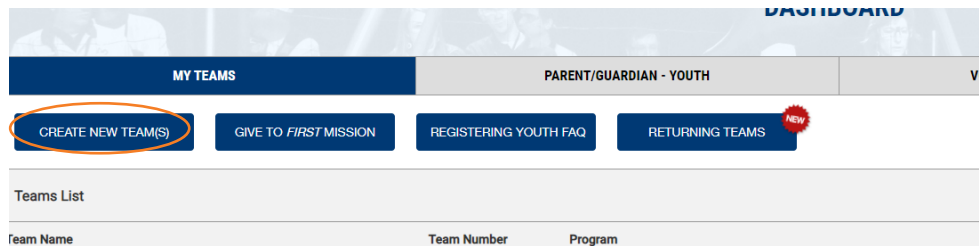
Create a Team Profile

Starting a Team

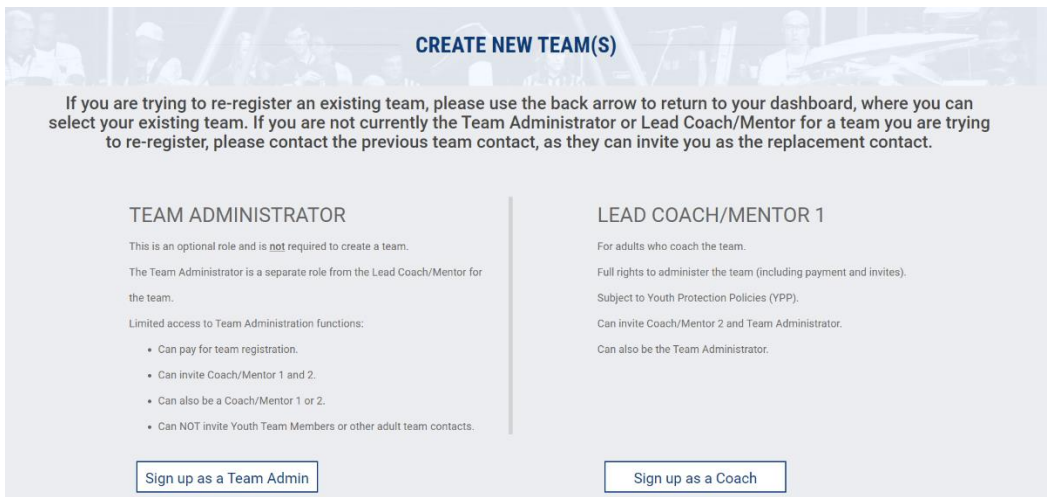
1. Navigate to www.firstinspires.org and click “Log In.”



2. Click “Create a New Team(s)”



3. Click “Team Admin” or “Lead Coach/Mentor 1.”

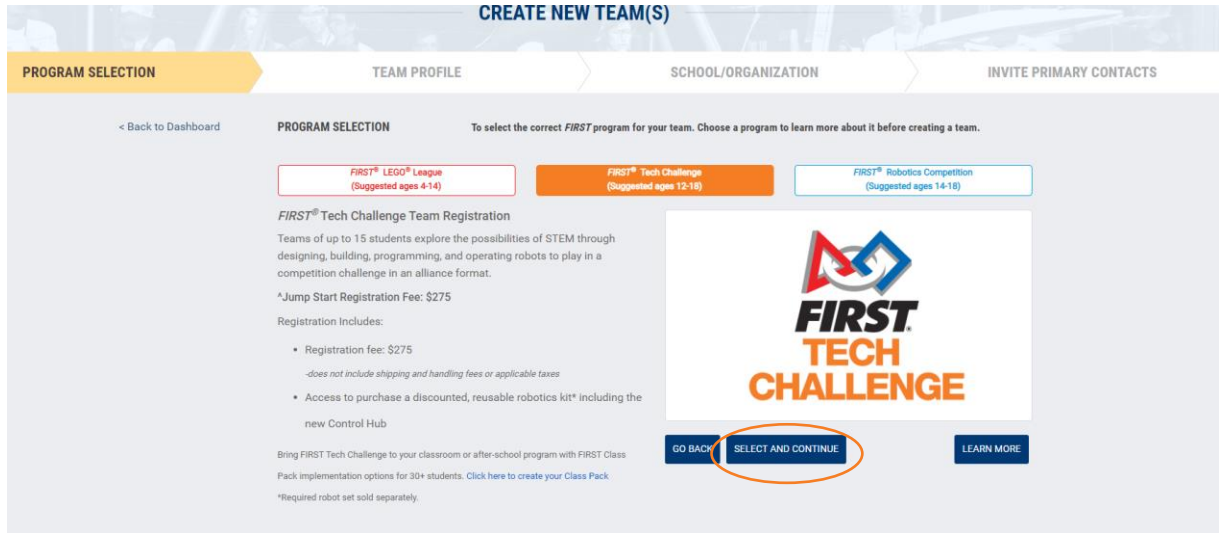


- a. **Team Admin** –The Team Admin is a separate role from the Lead Coach/Mentor for the team. Limited access to team administration functions include: Paying for team registration, inviting Coach/Mentor 1 &2, can also be Coach/Mentor 1 or 2. You **cannot** invite youth team members or other adult team Contacts. Team Admins who do not hold a Lead Coach/mentor role will not need to go through screening. Team Admins ***MUST*** invite two Lead Coach/Mentors that will be screened.
- 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

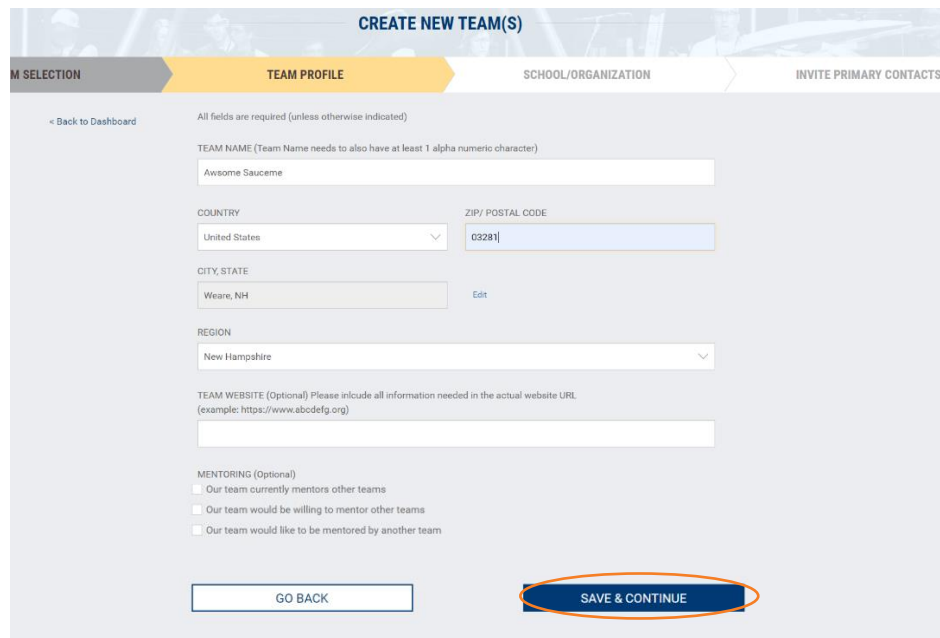
Policies and screening. Can invite Coach/Mentor 2 and Team Admin. to the team, can also be the Team Admin role concurrently.

NOTE: Screening occurs every four years and is completely paid for by FIRST®.

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



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



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



7. Once School/Organization information is entered, you will be asked to “Invite Primary Contacts.” If you are not ready to invite anyone yet, click on “I will do this later” under the Save & Continue” option.

8. Once you complete this step, you will be redirected to this page where you will see your temporary team number.
 - a. Select “For Next Steps, Go To Dashboard” to continue.

✓ You have created a temporary team,
FIRST® Tech Challenge Temporary Team #202100005
 Awesome Sauceme

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**.

[PLEASE SELECT HERE TO UPLOAD YOUR SALES TAX EXEMPT FORM](#)

FOR NEXT STEPS, GO TO DASHBOARD

10. From here, you are again asked to complete your user profile, where you will enter your demographic information and affiliations.

The screenshot shows a registration form titled "FIRST Admin Information". It contains several dropdown menus and a checkbox. The "Employer" section has a dropdown for "Employment Status", another for "Employer/Other", and a checkbox for consent. The "Your Affiliations" section has two dropdown menus. At the bottom, there are two buttons: "GO BACK" and "NEXT". The "NEXT" button is highlighted with an orange circle.

- a. Select "Next" to be redirected back to your dashboard.

- i. You will also be sent an email welcoming your new team to *FIRST*.

Welcome to the *FIRST*® Community! You've completed the first step in the registration process by creating a new *FIRST*® Tech Challenge team **Awesome Sauceme** team. Your Temporary team number is 202100005.

To complete your team registration and purchase products, follow these steps:

1. Visit www.firstinspires.org and log in to your account.
2. Click the blue shopping cart icon located under the "My Teams" tab on your Dashboard.
3. Click the Select to Pay PITSCO link under your team to be navigated to PITSCO.
4. Select the Registration and products needed at the PITSCO storefront
5. Select your payment method and make a payment to complete your transaction

If you need assistance completing your registration, please contact Team Support via email at customerservice@firstinspires.org or by dialing 1-800-871-8326.

FIRST Customer Service

For **I**nspiration and **R**ecognition of **S**cience and **T**echnology
200 Bedford Street | Manchester, NH 03101 | www.firstinspires.org
Phone: 603.666.3906 x 0 | customerservice@firstinspires.org
Connect: [Twitter](#) | [Facebook](#) | [Instagram](#) | [YouTube](#)

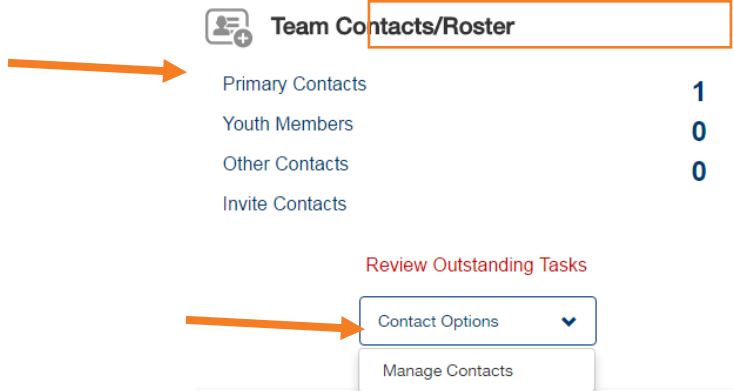
This email was automatically generated by *FIRST*.

Invite a Lead Coach/Mentor from the Dashboard

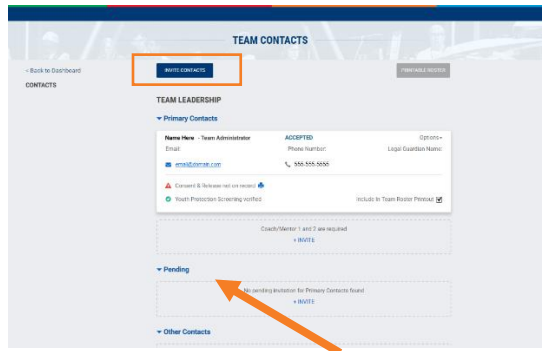
If you did not invite the Coaches/Mentors during your team creation, you can invite them from the Dashboard.

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

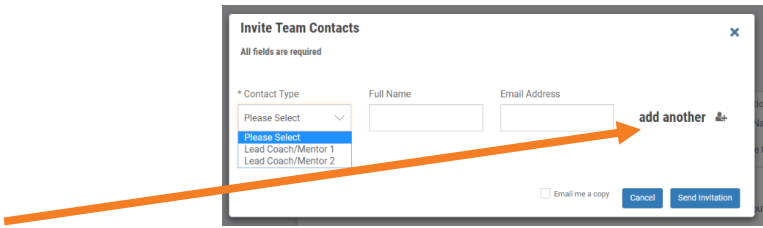
NOTE: Hyperlinked text will appear in a blue font. Click on text to be taken directly



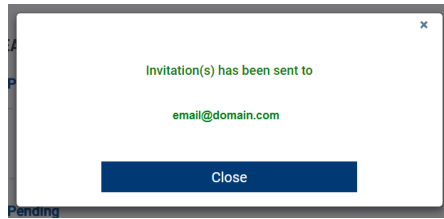
2. Click on “Invite Contacts” at the top or click “Invite” under the Coach/Mentor area.



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



- a. You can invite multiple contacts at once. Click “add another” before sending invites and complete contact information.
4. A confirmation pop-up will appear.

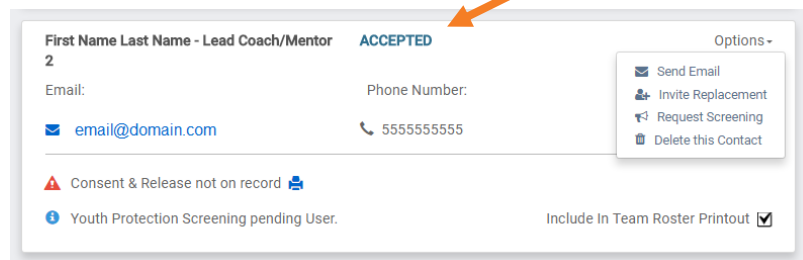


Please Note: Once you have invited your Lead Coach/Mentor 1 or 2, they will receive an invitation via email. **They must complete their profile, accept your invitation, and go through Youth Protection Screening.** It may take a couple of days for the screening to be processed, so make sure to encourage your Coach(es)/Mentor(s) to complete their profile and screening as soon as possible.

Options Under Team Contacts

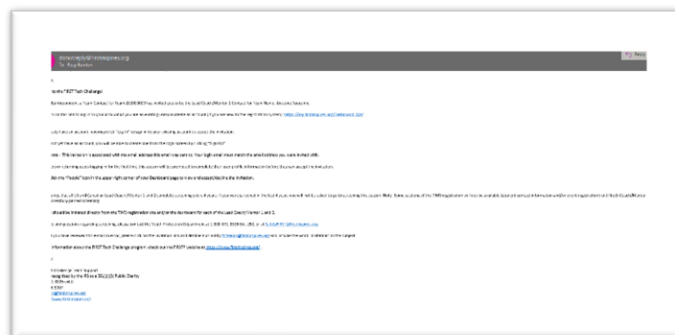
1. Each role for the team is listed on the Team Contacts page.
2. You can manage Contacts under “Options.”
 - a. **Send Email** – This is a one-way email system.
 - b. **Invite Replacement**
 - c. **Request Screening** – Screening should be completed before first team meeting. A team cannot register/compete without completed and passed screening from BOTH Lead Coach/Mentors.
 - d. **Delete this Contact** – If you do not have a replacement or the information is wrong, you can delete the contact.
 - e. Status of the invitation is listed next to their name/role.

NOTE: Status of Invitation.

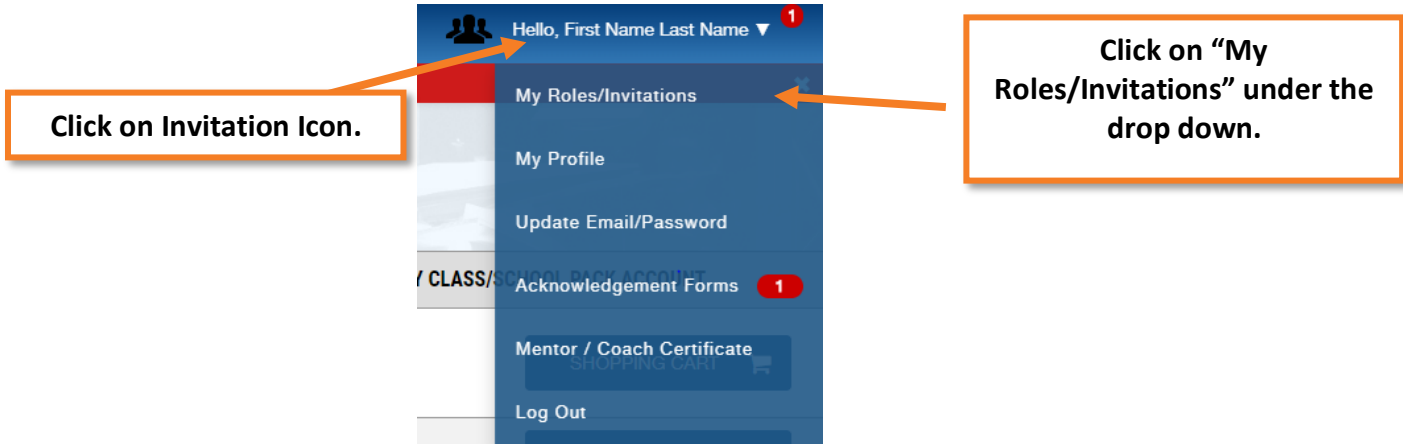


Locating Your Invitation

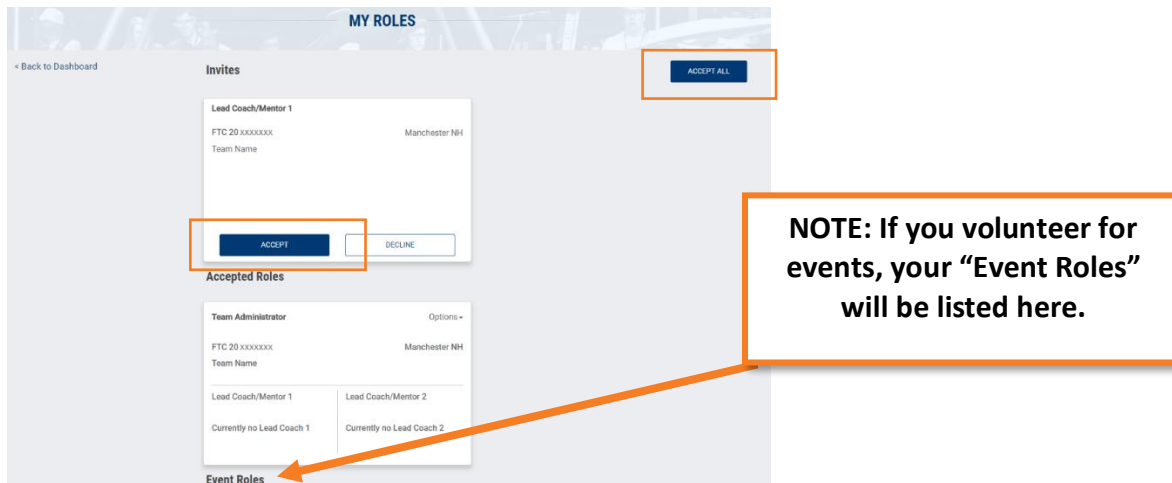
1. Once you have sent out the Invitation, your Lead Coach/Mentor 1, Lead Coach/Mentor 2 or Team Admin will receive an invitation email



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.
3. 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.”



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

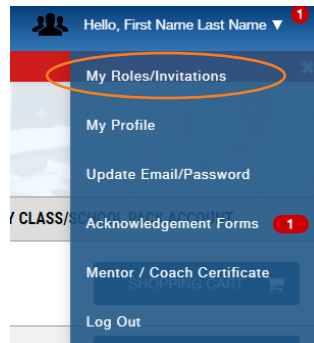


5. From here, the Lead Coach/Mentor 1 or 2 will be able to go through Youth Protection Screening and help manage the team.

Retiring from a Team

If you must retire from a team, you can do so from the “My Roles” page

1. Navigate to the “My Roles/Invitations” page from the drop-down listed under your name.



2. Click on “Options” under the Accepted Role where you can either **Retire from team** – Leave team without are replacement or **Invite Replacement** – Invite a replacement while leaving the team.

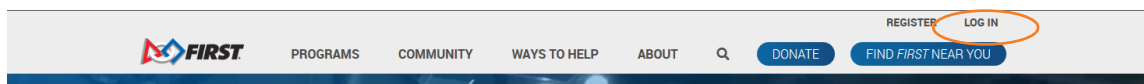


The Storefront

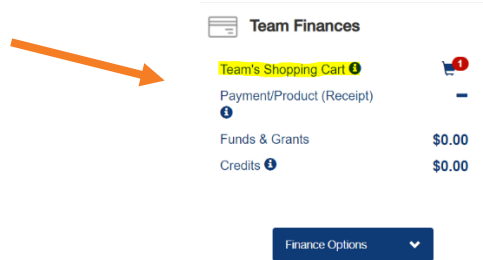
Entering the storefront

The Storefront can be accessed before Coach/Mentor screening is complete. Once your *Team Profile* has been completed, you are ready to pay your team’s season registration fee and order the necessary equipment. Follow these simple steps to register your team:

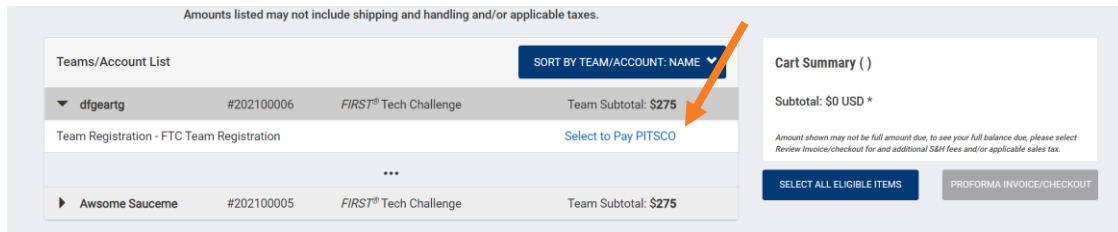
1. Log into your team dashboard at www.firstinspires.org.



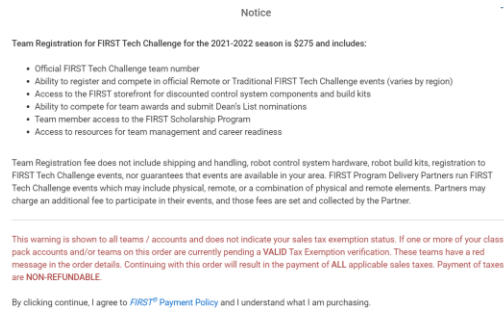
2. Under Team Finances, click “Team Shopping Cart”



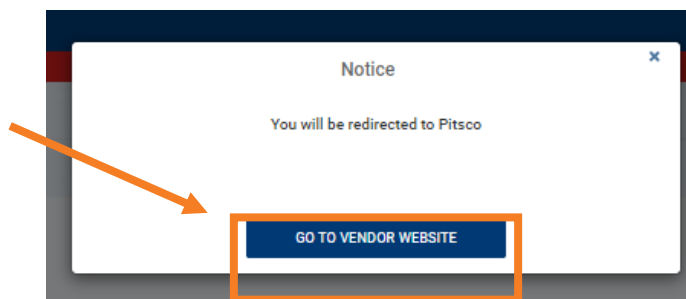
3. From the “Create Order Page” click on “Select to Pay Pitsco”



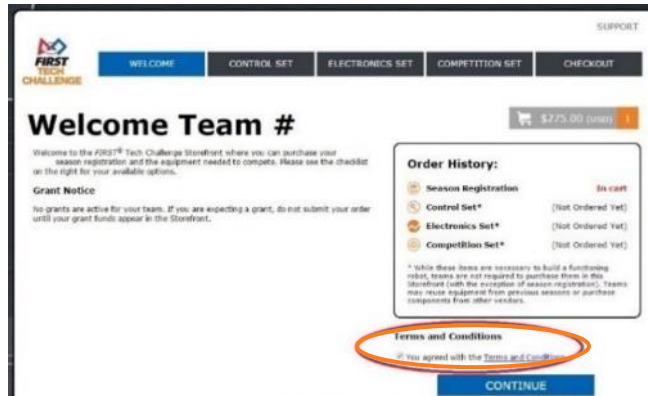
- a. If you have not yet entered your sales tax exemption status, you will see this warning. You will have the opportunity to complete this later, so click on “Continue” to move forward to the Pitsco website



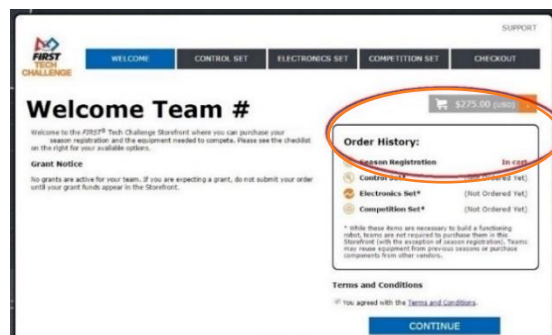
- b. If you have entered the tax information, you will then get a popup notice, click on “Go to vendor website” to be redirected to the PITSCO storefront.



- Once in the Storefront, agree to the Storefront Terms and Conditions by selecting the checkbox on the welcome screen and clicking “Continue”

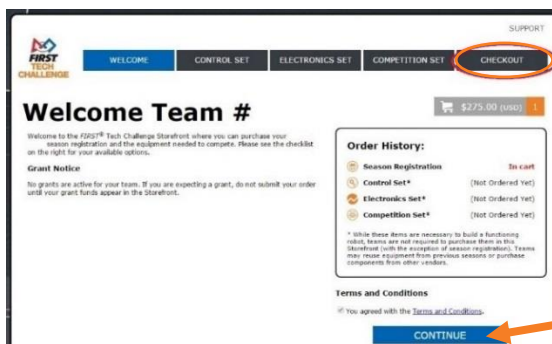


- The *FIRST*® Tech Challenge Season Registration will automatically be loaded into your cart.



You can choose to pay for only the season registration fee or continue through the wizard and purchase one item each from each category (Control Set,

- Select “Checkout.”



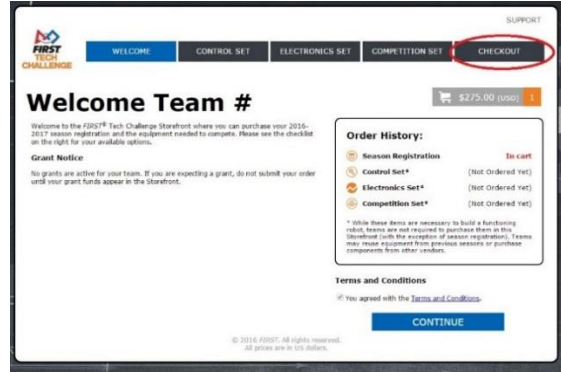
Click “continue” to go through Wizard. Or if you are looking for a specific item, click on the appropriate Tab at the top.

- Enter your payment information and select “Submit Order.”



Generate a Quote

1. Load your cart with all the items you wish to purchase.
2. Navigate to the Checkout page.



3. Scroll to the bottom of the page and click on “Generate a Printable Quote for This Order (PDF).” A PDF Quote will download to your computer. If you need to wait for your funding to be processed (ie: Purchase Order), it is recommended that you click on “Save My Order for Later.”



- a. NOTE: Orders will not be submitted until you have returned to the Storefront, completed your Payment Method, and have clicked “Submit.”

Before you Submit Order – If you are waiting for a Grant

If you are expecting a grant through your *FIRST*® Tech Challenge account, **do not submit your order** until your grant funds appear in the Storefront. If you are unsure how your grant funds will be allocated, please check with the entity supplying the grant before submitting orders in the storefront. Grants will appear on the welcome page of the Storefront.

Grant Notice

No grants are active for your team. If you are expecting a grant, do not submit your order until your grant funds appear in the Storefront.

Pay for your order

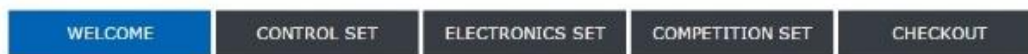
- a. If you are paying for your order via a purchase order, be sure to send a copy of the purchase order to Pitsco, as instructed when checking out.
- b. If your purchase is exempt from the United States, states sale tax, be sure to send a copy of your Tax-exempt certificate to Pitsco, as instructed when checking out.

A Few Notes on the Storefront

- You can track what is available in the “Order History” box on each page.



- You can navigate between the different tabs:



- International Teams: Season Registration is paid to your local Affiliate Partner, where applicable, and is not included in the Storefront. Please contact your local Affiliate Partner for season registration instructions.

Looking for ways to fund your season?

- Figure out what you want to buy.
Kit of Parts and Bill of Materials information: <http://www.firstinspires.org/robotics/ftc/kit-of-parts>
- Look into our existing Fundraising Resources: <http://www.firstinspires.org/node/5406>

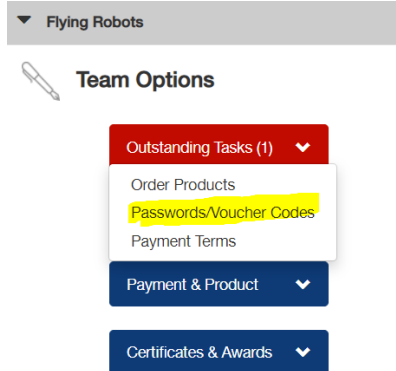
Find a Discount Code for TETRIX®

- Log into your *FIRST*® Account
- Click the “Team Shopping Cart” link found under the “Team Finances” section of the Dashboard.
- Click the “Select to Pay Pitsco” link
- Click the “Support” link in the upper-right hand corner of the Pitsco storefront

5. Click the “How to Order Extra Parts” link and follow the steps to find the items your team needs
6. You will notice a discount code for Pitsco Education on the Spare Parts page

Find a Discount Code for REV Robotics

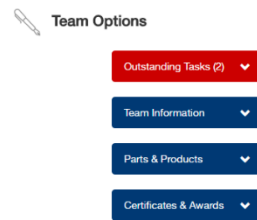
1. Log into your *FIRST*® Account
2. Click the “Payment and Product” button found under the “Team Options” section of the Dashboard.
3. Click the “Password/Voucher Codes” link



4. Click [here](#) to order and access the discount.

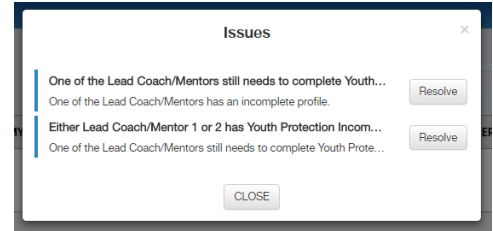
What are Outstanding Tasks?

Outstanding Tasks will be listed on your Dashboard. Clicking on this icon will allow you to either:



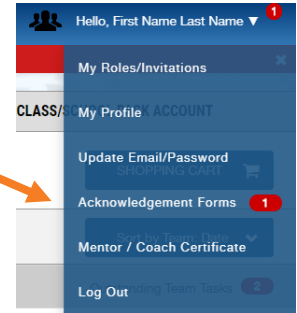
- a. Pay Team Registration (in the storefront)
- b. Complete Youth Protection Screening (at the Verified Volunteer/MyBackCheck websites- US/Canada only)
- c. **Sign and send the Consent and Release form**
- d. Complete any other additional Outstanding Tasks.

NOTE: Clicking on hyperlinked text listed in red will prompt a pop-up to appear. Issues/Outstanding Task will be listed. You can click on “Resolve” to complete an outstanding task and be redirected to the necessary page.



The Consent and Release form can be accessed by clicking on the arrow next to your name.

3. Click on your name and a dropdown will appear.
4. Click on “Acknowledgement Forms.”

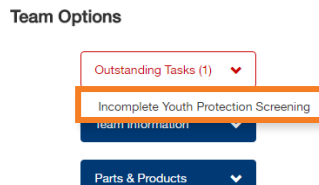


Youth Protection Program (YPP) Screening

To Complete Your Youth Protection Program Screening (US and Canada Only)

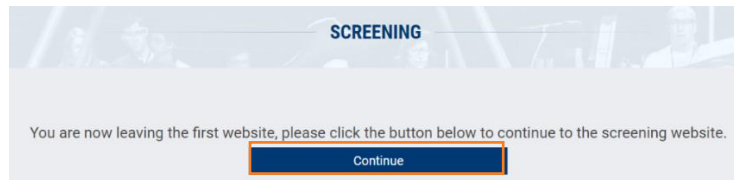
For US and Canada teams, to hold team meetings and compete at an official *FIRST* event, a team must have **two screened Lead Coach/Mentors**. If you have not completed screening, follow the steps below. You will be redirected to the Verified Volunteers (US) or myBackCheck (Canada) website. For more information, visit <http://firstinspires.org/resource-library/youth-protection-policy>.

1. Under Team Options, Click on “Outstanding Tasks.”
2. Click on “Incomplete Youth Protection Screening.”



NOTE: Screening occurs every four years and is completely paid for by *FIRST*.

3. You will be prompted to navigate to continue to the screening website. Click “Continue.”



4. You will be redirected to our third-party screening site where you can complete the necessary steps.

Understanding Screening Status

Information located in the “Manage Team Contacts/Roster” section.

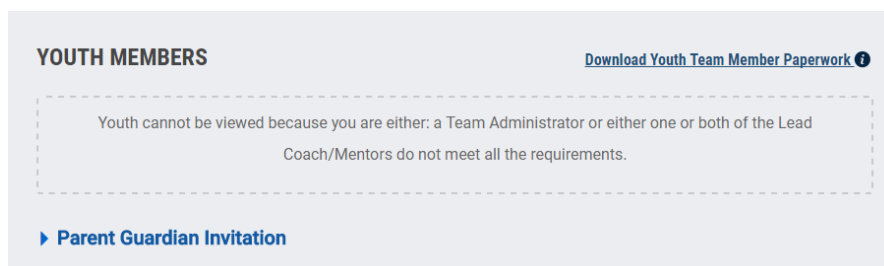
- Green Check Mark - User is screened and meets requirements
- Orange Check Mark - Screening is pending (either User, Screening Vendor, or *FIRST* review)
- Red “X” Mark - Not complete (Used also to indicate missing Consent & Release)

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.

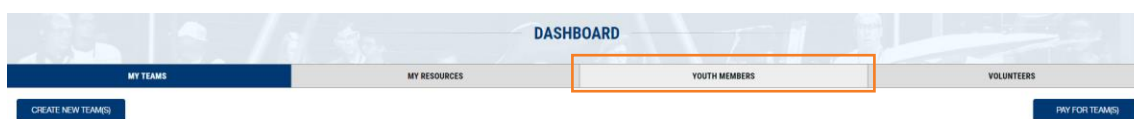
***YOU MUST HAVE 2 SCREENED LEAD COACH/MENTORS TO REGISTER FOR AN EVENT.**

1. You will not be able to invite Youth Team Members until BOTH Lead Coach/Mentors have successfully completed and passed Youth Protection Screening.
NOTE: Once passed, you will be able to invite the Parent/Legal Guardian of the Youth Team Member from the [Team Contacts Page](#).



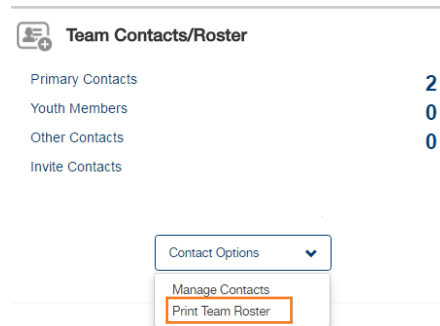
An Invite option will appear once all requirements have been completed.

2. Ensure that each team member has a Parent/Legal Guardian who can register and complete the Consent & Release forms within the Youth Team Member Registration System. The Youth Team Member Registration System also lives within the *FIRST* Portal and is located within the Dashboard.
 - a. Click “Youth Members.”



Note: If a parent or legal guardian does not have access to a computer with internet, paper Consent & Release forms can be filled out. Paper forms can be accessed by Lead Coach/Mentor 1 and 2 in the Team Contacts section under Youth Members.

4. Print a Team Roster, which is required at check-in for Events.
 - a. Under Team Contacts/Roster, click “Print Roster.” (View a sample Team Roster on the [Team Management Resources page.](#))



How do I use my Grant?

If you have a **Registration** and/or **Product** grant, these grants will show up in the Storefront and be applied directly to your purchase at Checkout. These grants are not available to be used outside the Storefront but can be used across multiple purchases until all funds (or items) have been utilized/purchased.

NOTE: Product grants can be applied to shipping costs as well.

Unrestricted grants need to follow the Re-granting Process:

<http://www.firstinspires.org/robotics/regranting-process-procedures-and-w-9>

FIRST receives grants from various Donors (Grantors) which are designated to *FIRST* participating teams. These are restricted donations with designations as defined and imposed on *FIRST* by the Grantor(s). Should *FIRST* receive a grant designated to your team, *FIRST* will “re-grant” the funds to your teams as a “pass through” grant with no deductions for overhead or processing costs. 100% of the designated funds will be re-granted provided that the Team (Grantee) follows the guidelines listed below.

The following guidelines are followed when processing a re-grant for a team:

1. The re-grant must be a minimum of \$500 for *FIRST*® LEGO® League Jr., *FIRST*® LEGO® League and *FIRST* Tech Challenge and \$1,000 for *FIRST* Robotics Competition.
2. *FIRST* receives the Grantor’s donation and designation in writing. *FIRST* applies the amount needed to satisfy the open payment of the team’s registration fee before any re-grant can be issued.
3. Any additional funds, above the team’s registration fee (some restrictions may apply) can be re-granted to the team.
4. The Grantee (*FIRST*® Tech Challenge Team) initiates the process of receiving these pass-through funds and maintains audit compliance*.

Funds can only be re-granted to your team for costs directly associated with the *FIRST* Program. *FIRST* cannot disburse funds directly to the Team’s or School’s vendors/providers due to the IRS Form W-9 needs and the potential volume. A Regranting Application can be found [Here](#)

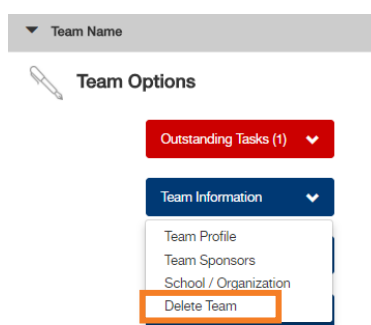
***Should the Grantor request a follow-up report on the exact use of the re-granted funds, it is the responsibility of the Grantee (School) to maintain adequate records to provide an accurate accounting.**

How do I delete a team?

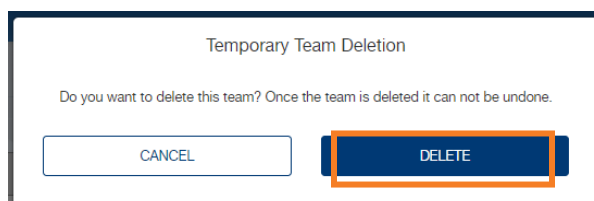
If you have a temporary team that needs to be removed (it was created by mistake, you are only moving forward with another team, etc.), follow the below steps to have the team permanently removed from your profile.

NOTE: if you have more than just yourself as a contact for the team (Lead Coach/Mentor 1, Lead Coach/Mentor 2, Team Admin), this will also delete the team from their profiles.

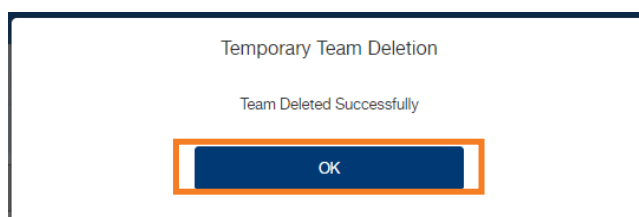
1. Under Team Options, click on “Team Information.”



2. Click on “Delete Team” on the pop-up window that appears.



3. A confirmation pop-up will appear. Click “OK” to return to the Dashboard.



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

Chat: available on www.firstinspires.org

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

Additional Resources

- 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

FIRST Websites

FIRST homepage – 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. Thank you!