

Youth Registration System Guide

- Parent / Guardians new to *FIRST*® and registering their youth for the first time: Pages 1– 4
- Returning Parent / Guardians re-registering their youth: Page 5

Important—Parent Account Required

Prior to registering your youth, you (as adult parent or guardian) will need to have an account and complete profile registered in your name at www.firstinspires.org.

- If you have previously registered an account but do not remember your password, please use the “Forgot Password” function on the log in page on our www.firstinspires.org website.
- If you need to create an account, you can do so by clicking on [Register](#) and following the instructions to confirm your email and complete your profile.
- If you are no longer able to access your original sign-in email, please [email us](#) with an email address change request.

Youth Registration for Students new to *FIRST*

- ◆ Your youth’s lead coach/mentor will send you an email with registration link and team number. If you have not received this, ask the lead coach/mentor to provide you with the *FIRST* program name and team number for the team your youth wants to join.
- ◆ After creating your own account/profile, log in to your account at www.firstinspires.org
- ◆ Click the “Parent/Guardian-Youth” tab on your Dashboard, then click the “Add a Youth” box:



- ◆ 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. If your youth is 13 years or older, you will be prompted to enter an email address for your youth. It cannot be the same email address you used to create a parent account.
- ◆ Complete remainder of page
 - Please be sure to select accurate date of birth—this will affect which programs they can participate in
 - Ethnicity and race fields required, but you may choose “Prefer not to Answer” option

Youth Demographic Information

Birth Date*

June	3	2006
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Gender Identity

Please Select or Type ▼

Ethnicity*

Prefer Not to Answer ▼

Race*

Please Select ▼

Past Program Participation

Has your youth participated in *FIRST* program as a youth team member prior to this season?

YES NO

Please Select *FIRST*® LEGO® League Explore seasons ▼

Please Select *FIRST*® LEGO® League Challenge seasons ▼

Please Select *FIRST*® Tech Challenge seasons ▼

Please Select *FIRST*® Robotics Competition seasons ▼

- ◆ Click “Next” to proceed to the School profile page.

- ◆ Complete School profile page:

YOUTH PROFILE

School

SCHOOL

Please Select

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

Please Select

ELIGIBLE FOR THE SCHOOL FREE OR REDUCED LUNCH PROGRAM?

Please Select

SAVE

If your youth's school does not show on the list, select "Not in List" to manually enter the school information

- ◆ Once completed and saved, you will be directed to the Consent & Release page:

YOUTH PROFILE

▶ [2022 FIRST Consent & Release Form](#)

[Click to Sign Form](#) ⚠

- ◆ Click on the title to expand the document. When ready, type in your name and click “Accept”

Participant Name Printed: Youth Test

Signature of Participant (if 18 years or older):

If Participant is under 18 years of age,

Parent/Guardian Name Printed: Jane Doe

Signature(s) of Parent/Guardian:

Participant Date of Birth if under 18 years of age [MM/DD/YYYY]: 06/15/2013

Participant Address: Example Address, Manchester, NH 03101 USA

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

Date: 05/20/2021

I agree that my electronic signature shall be as valid as an original "written" signature and is the same as a handwritten signature for the purposes of validity, enforceability, and admissibility. This electronic signature will constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files.

Revision Date: 4/26/2021

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[Type/Enter] First & Last Name Type your name here

Click this button after typing your name

ACCEPT & SUBMIT

- ◆ Apply to a team:
 - Select the program your youth will be participating in
 - Enter team number and verify that correct team is chosen
 - Click “APPLY”

YOUTH PROFILE

You have signed consent and release form

You should have received an email 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.
(Once selected box will highlight program color.)

FIRST LEGO League
(Explore - ages 6-10)

FIRST LEGO League
(Challenge - suggested ages
9-14)

FIRST® Tech Challenge
(Suggested ages 12-18)

FIRST® Robotics Competition
(Suggested ages 14-18)

Step 2: Please enter the team number.
(Team number can be found in the invitation email).

To enter team number, please select program

Tip: If the correct team's information does not show as expected, check that you have selected the correct program and that the correct team number has been entered.

CANCEL

APPLY

- ◆ After youth has been applied, you will see a “Pending Coach” message. This message will clear once the team’s lead coaches accept their application into the team’s roster:

▼ Youth Doe

Age: 10 D.O.B: 7/23/2010 YOUTH OPTIONS ▼

Team Membership

Space Jumpers 14998 FIRST® LEGO® League Explore

Team Options

Team Information ▼

Certificates & Awards ▼

Withdraw Application

Team Finances

Funds & Grants

Pending Coach

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

Team Contacts/Roster

Primary Contacts 3

Youth Members 2

Other Contacts 0

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](#)

Event Options ▼

Youth Registration for Students returning to *FIRST*

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.

- ◆ [Log in](#) to your account at www.firstinspires.org
- ◆ Select “Youth Registration” from banner menu on your Dashboard
- ◆ Select youth’s name to expand details, and then click on “Youth Options” menu on the right
- ◆ Select “Apply to a Team” from the drop-down menu



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 *FIRST* Consent & Release form as a separate step. Return to “YOUTH OPTIONS” menu in the student profile and select “Youth’s Consent and Release.” Please note that you will need to do this for each youth that will be participating this year.



GO TEAMS!