

Updated 09.23.2016

To complete your student's registration, please visit [www.firstinspires.org](http://www.firstinspires.org) and select either "Sign Up" or "Login" at the top of the page. If you already have a *FIRST*® account, you may simply login to complete the process. If you are creating an account, please use your information as the parent. Coaches/Mentors may send an email invite for the Parent/Legal Guardian to apply to the team, however, the Parent/Legal Guardian still must complete the below steps. **ONLY THE PARENT/LEGAL GUARDIAN IS ABLE TO APPLY TO THE TEAM ON BEHALF OF THE STUDENT. STUDENTS ARE NOT ALLOWED TO APPLY DIRECTLY WITHOUT A PARENT/LEGAL GUARDIAN FOLLOWING THE BELOW STEPS.**

NOTE: This account must be the information of the Parent/Legal Guardian, *not* the student participant.

## Create a *FIRST* account

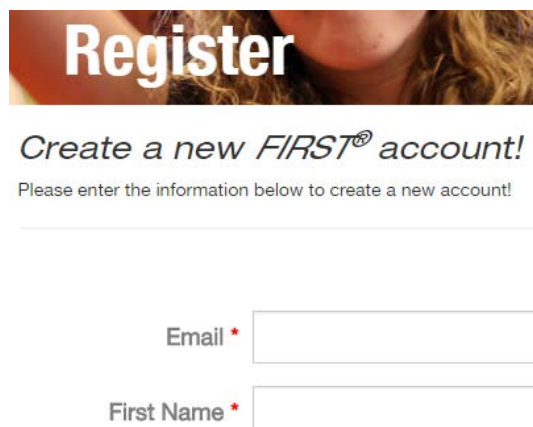
- Navigate from [www.firstinspires.org](http://www.firstinspires.org) homepage and Click on "Sign Up" at top right corner OR Navigate using the shortcut: <http://my.firstinspires.org/Dashboard/>



- Click on "Sign Up here" or click on the "Register" button at the Top Right



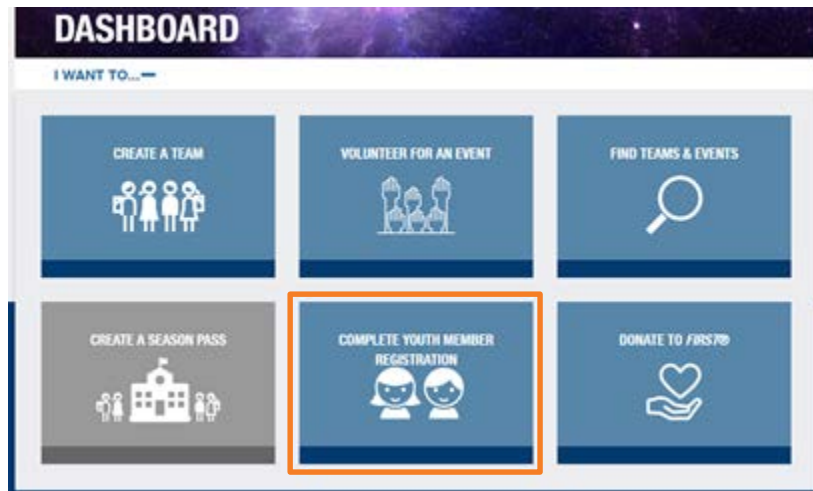
- Complete Profile and click "Register"



NOTE: You will receive an email in order to confirm and activate your account.

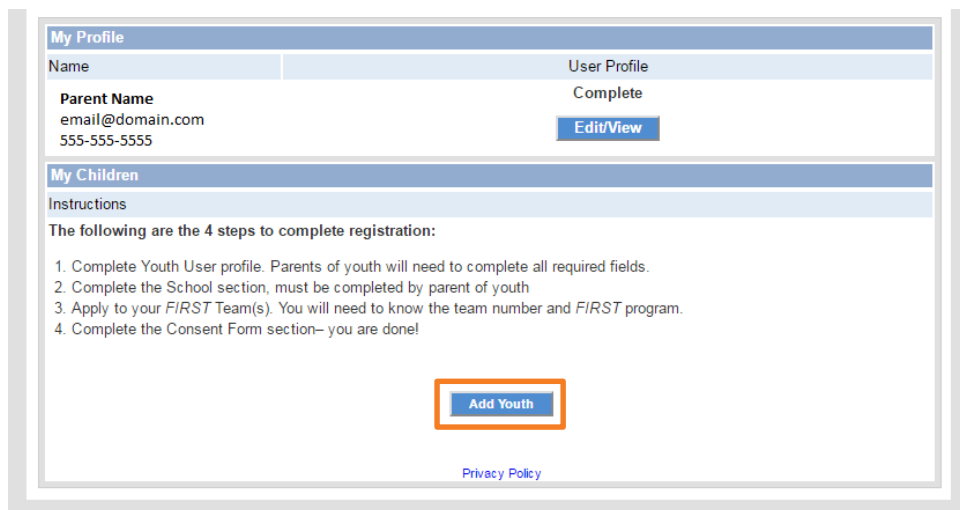
## Access Youth Member Registration

Once you have successfully logged in you will want to select the “Complete Youth Member Registration” from the “I WANT TO...” menu.



## Register Your Student

- From your Parent Dashboard, please select the “Add Youth” button to complete.

A screenshot of a "My Profile" section in a parent dashboard. It shows fields for "Name", "Parent Name", "email@domain.com", and "555-555-5555". There are "User Profile" and "Complete" links, and an "Edit/View" button. Below this is a "My Children" section with "Instructions" and a list of 4 steps to complete registration. At the bottom of the instructions is a blue "Add Youth" button with an orange border, and a "Privacy Policy" link.

- Enter the age of your student.

A screenshot of a "Youth Date of Birth" form. It asks the user to "Please enter your youth's birth date." and provides a "Date of Birth:" field with a red bullet point. The field is labeled "(MM/DD/YYYY)" and has three dropdown menus for "Month", "Day", and "Year". At the bottom are "Cancel" and "Continue" buttons.

- Complete your students' profile. NOTE: All with **Red Dots** next to them are required fields.

**Youth Profile Information**

Add/Edit profile and contact information below. '•' indicates a required field.

**Name**

Prefix

• Youth First Name  MI  • Youth Last Name

Suffix

Age 16

- Complete your student's school information. Click "Edit/View" under the School field.

**My Profile**





Name	User Profile
Parent Name email@domain.com 555-555-5555	Complete <a href="#">Edit/View</a>

**My Children**

Instructions

The following are the 4 steps to complete registration:

1. Complete Youth User profile. Parents of youth will need to complete all required fields.
2. Complete the School section, must be completed by parent of youth
3. Apply to your *FIRST* Team(s). You will need to know the team number and *FIRST* program.
4. Complete the Consent Form section-- you are done!

Name	User Profile	School	Consent Form Status
FIRST LAST 555-555-5555	Complete <a href="#">Edit/View</a>	Incomplete <a href="#">Edit/View</a>	Incomplete <small>(Can't Complete Form without complete Youth User Profile, School and Team Application)</small>
 <small>Junior FIRST® LEGO® League</small>	 <small>FIRST® LEGO® League</small>	 <small>FIRST® Tech Challenge</small>	 <small>FIRST® Robotics Competition</small>
	Ineligible		<a href="#">Add Youth Email</a> <small>Must have a youth email address in order to apply to FRC</small>

Your data is incomplete and you may not apply to teams. Please finish the your profile and school data to enable team applications.

[Add Youth](#)

**Youth School Information**

NOTE: You must enter your school information before you can register.

**Step 1:** Select either public/private school or home school.

**Step 2:** Select your school off the list provided. If you do not see your school, select "not on list" and type it in.

• Select Category

• Does your child receive free or reduced lunch?

• What is your child's current school grade?





What is your child's expected year of graduation?

[Cancel](#) [Save](#)

[Privacy Policy](#)


**Once completed, click "Save".**

- Apply him/her to his/her team for this season. You will be able to do so by selecting the “Apply to --- Team” button under the corresponding program logo and list your team number. NOTE: The team number can be provided to you by the Coach/Mentor of the team.

Name	User Profile	School	Consent Form Status
FIRST LAST 555-555-5555	Complete <a href="#">Edit/View</a>	Complete <a href="#">Edit/View</a>	Incomplete <i>(Can't Complete Form without complete Youth User Profile, School and Team Application)</i>
 Junior FIRST®LEGO®League <a href="#">Apply to JrFLL Team</a>	 FIRST®LEGO®League Ineligible	 FIRST®Tech Challenge <a href="#">Apply to FTC Team</a>	 FIRST®Robotics Competition <a href="#">Add Youth Email</a> Must have a youth email address in order to apply to FRC

• Indicates Required Field

  
FIRST®Tech Challenge

• FTC Team Number  FTC Season

Team Name

Team Nickname

Team Location

[Cancel](#) [Apply To Team](#)

[Privacy Policy](#)

The team number is often sent via email in an initial invite or communicated to the Parent/Legal Guardian at a team meeting, welcome letter, phone call, etc.

- Once your child has been applied to his/her team, an “Edit/View” button will be active under the Consent Form section of the dashboard. Selecting this button will allow you to electronically sign the *FIRST* Consent and Release Form for this season.

NOTE: **You must complete these steps in order.** After you have completed the four steps, your child’s registration with *FIRST* will be complete, and he/she will be able to participate at official events.

*You are able to repeat this process and add additional students from your household by continuing to click “Add Youth” and completing the above steps until all students have been added to their Program teams.*