



Volunteer Registration Step by Step Guide

FIRST
LEGO
LEAGUE JR.

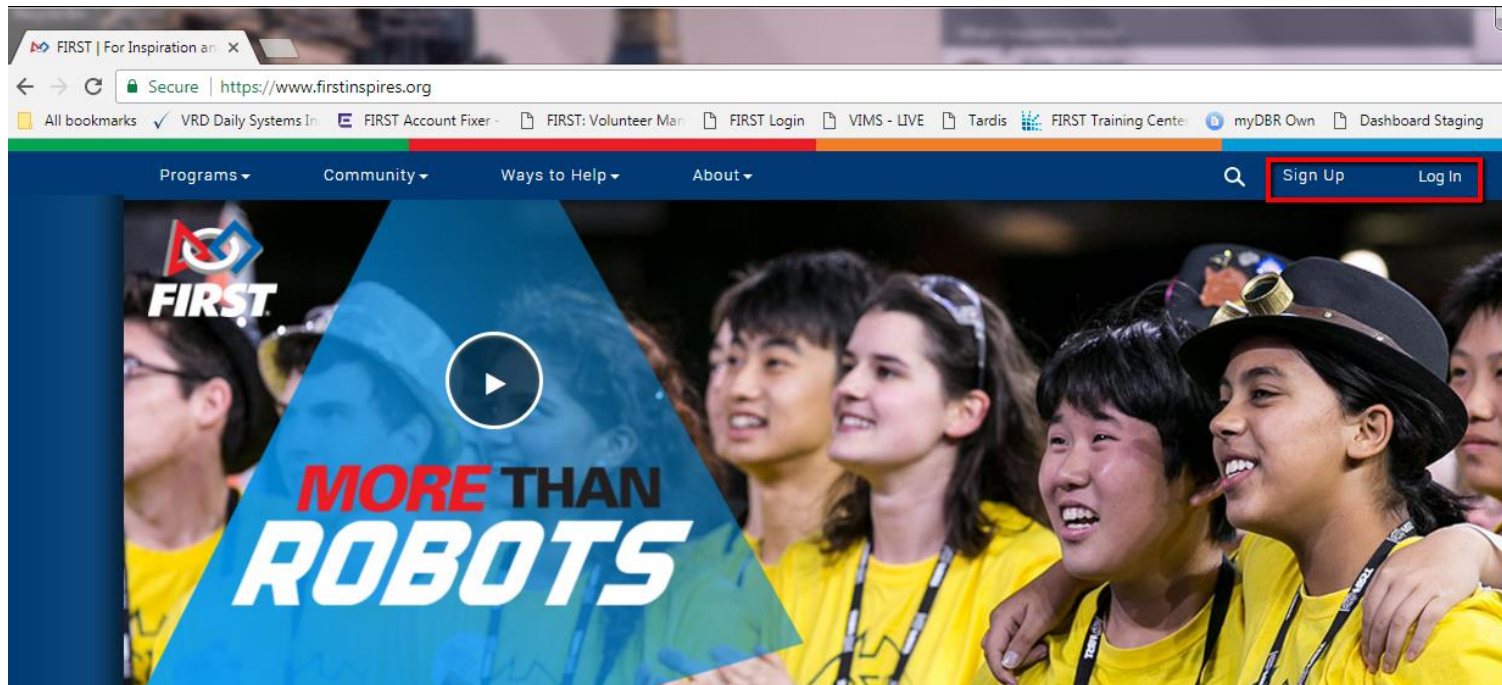
FIRST
LEGO
LEAGUE

FIRST
TECH
CHALLENGE

FIRST
ROBOTICS
COMPETITION

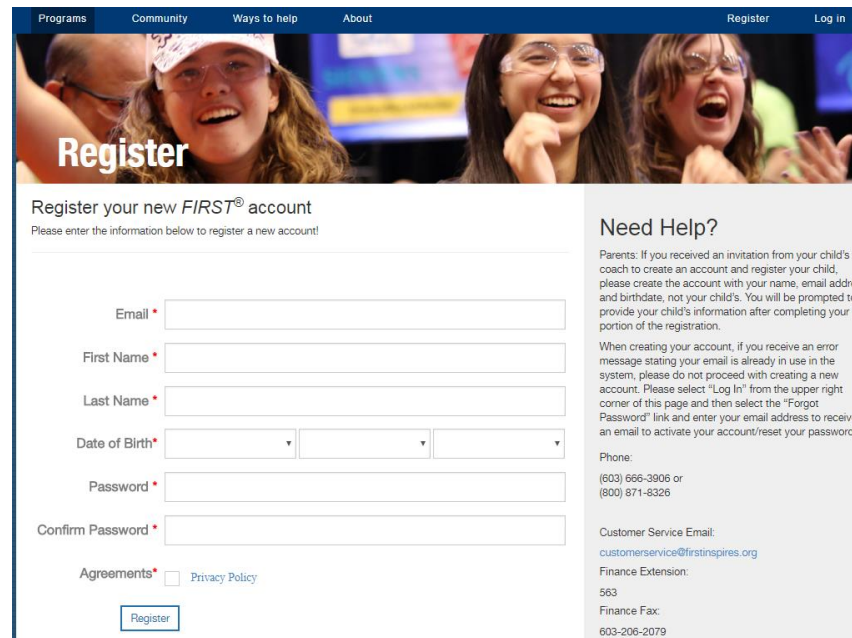
Volunteer Registration

Sign Up or Log In with an existing account on the *FIRST* website: <https://www.firstinspires.org/>



Volunteer Registration

If you need to create a new account, please fill out the requested information. You will be emailed an account activation link to complete the process.



The screenshot shows the 'Register' page of the FIRST website. The page has a blue header with navigation links: Programs, Community, Ways to help, About, Register, and Log in. Below the header is a banner image of three young women smiling, with the word 'Register' overlaid in white. The main content area is titled 'Register your new FIRST® account' and includes the instruction 'Please enter the information below to register a new account!'. The form fields are: Email (text input), First Name (text input), Last Name (text input), Date of Birth (three dropdown menus), Password (text input), and Confirm Password (text input). Below the fields is a checkbox for 'Agreements' and a link to 'Privacy Policy'. A 'Register' button is at the bottom of the form. On the right side, there is a 'Need Help?' section with text for parents and a 'When creating your account...' section. Contact information for phone, customer service email, and finance extension is also provided.

Programs Community Ways to help About Register Log in

Register

Register your new **FIRST®** account
Please enter the information below to register a new account!

Email *

First Name *

Last Name *

Date of Birth* [dropdown] [dropdown] [dropdown]

Password *

Confirm Password *

Agreements* [Privacy Policy](#)

Register

Need Help?

Parents: If you received an invitation from your child's coach to create an account and register your child, please create the account with your name, email address and birthdate, not your child's. You will be prompted to provide your child's information after completing your portion of the registration.

When creating your account, if you receive an error message stating your email is already in use in the system, please do not proceed with creating a new account. Please select "Log In" from the upper right corner of this page and then select the "Forgot Password" link and enter your email address to receive an email to activate your account/reset your password.

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

Customer Service Email:
customerservice@firstinspires.org
Finance Extension:
563
Finance Fax:
603-206-2079

Volunteer Registration Dashboard

Once you sign in, click on Volunteer Registration and select the option to volunteer at an event

MY TEAMS YOUTH REGISTRATION **VOLUNTEER REGISTRATION** MY RESOURCES

Welcome!

There are two primary types of volunteering for *FIRST*® Programs

Volunteer at an event
I would like to volunteer at an event for one or more days

Work with a team
I'm not currently working with a team, but would like to find out more about working with a team or program in my area.

Event Search Page

The screenshot displays the 'SEARCH FOR AN EVENT' interface. At the top, there is a navigation link '< Back to Dashboard' and a message: 'Don't see what you're looking for? Apply to a Program to let your local event coordinator know you are interested in volunteering.' The 'Event Filters' section includes a 'CLEAR FILTERS' button and several filter buttons: 'FLL JR.' (green), 'FLL' (red), 'FTC' (orange), and 'FRC' (blue). The 'Location' section has dropdown menus for 'Country' (United States), 'State' (New Hampshire), and a text input for 'Zip / Postal Code'. The 'Date' section has 'From' and 'To' date pickers. The 'Name' section has a text input for 'Event, City or Venue'. At the bottom of the filters is an 'APPLY FILTERS' button. The search results show '2 Event(s) located':
1. 'FIRST Robotics Competition NE District UNH Event' with location 'UNH Whittemore Center, Durham, NH' and dates '03/29/2018 - 03/31/2018'.
2. 'FIRST Robotics Competition NE District Granite State Event' with location 'Windham High School, Windham, NH' and dates '03/02/2018 - 03/04/2018'.
Both results have a 'VOLUNTEER' button at the bottom.

Use filters to refine search by program, location, and date.

Click the **Apply Filters** button to activate the filters and see events.

User can select **Apply to a Program** if they don't see an event, or would like to make themselves available for events in their area.

Volunteer Information

If you have not filled out your profile information, the system will prompt you to complete the required sections. Once the information is completed, you will be returned to your volunteer application.

PROFILE

< Back to Dashboard

My Information

Volunteer Information

Email Notifications

Consent & Release

Youth Protection Screening

Volunteer Since

2017

Skills that you have expertise in that you can bring to an event (Optional. Select all that apply)

EMCEE / PUBLIC SPEAKING

EXPERTISE COORDINATOR

PHOTOGRAPHY

TECH HARDWARE

TECH SOFTWARE

OTHER

Volunteer Application Step 1

Select your available dates and enter any notes in the details section.

Select up to 5 roles and arrange in order of role preference.

VOLUNTEER APPLICATION

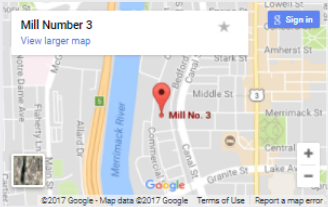
STEP 1 OF 3

[< Back to Event Search Results](#)

VRD Testing

EVENT DETAILS:
Program: FIRST Robotics Competition
Type: Championship

Set Up Date:
Event Dates: 07/14/2018 - 07/16/2018
Tear Down Date:



TBD
200 Bedford St
Manchester, NH

[Directions to the venue](#)

Dates Available

What days are you available?

OR Choose specific

Specific Availability Times / Details

Enter any time availability specifics (optional)

Employer

Your employer is listed as: Full-time Student [Edit](#)

I'm volunteering with my employer.

Select Roles

Select up to 5 roles from the list below.

- Awards Assistant
- Control System Advisor
- Crowd Control
- Event Manager

Role Preferences

Drag and drop to rearrange.

1. Crowd Control
2. Crowd Control
3. Field Assembly

Volunteer Application Step 2

If you are a mentor/coach or affiliated with a team, you can enter those teams at this step. If you do not have any affiliations, click “complete” to continue.

VOLUNTEER APPLICATION

STEP 2 OF 3

FIRST Robotics Competition
(Suggested ages 14-18)

Team Affiliation

Enter all teams you are associated with in this program. We need this information in order to keep events properly staffed. If you have no affiliations, please select the COMPLETE button to continue.

Enter Team Number [ADD](#)

[GO BACK](#) [COMPLETE](#)

Volunteer Application Step 3

Volunteers in the US and Canada who are over 18 are required to complete youth protection screening in order to be assigned to an event role.

It is recommended that volunteers complete screening at this step, but screening can be accessed from the Dashboard or profile at any time.

APPLICATION RECEIVED

You have successfully completed YPP screening requirements.

[BEGIN YOUTH PROTECTION SCREENING](#)

VRD Testing

EVENT DETAILS:

Program: FIRST Robotics Competition
Type: Championship

Set Up Date: TBD
Event Dates: 07/14/2018 - 07/16/2018
Tear Down Date: TBD

YOUR ROLE ASSIGNMENT REQUEST(S):

Crowd Control, Crowd Control, Crowd Control, Field Assembly,
Field Assembly, Field Assembly

TBD
200 Bedford St
Manchester, NH

[Directions to the venue](#)

[RETURN TO DASHBOARD](#)

[VOLUNTEER FOR ANOTHER EVENT](#)

Mill Number 3
View larger map

©2017 Google - Map data ©2017 Google - Terms of Use - Report a map error

Volunteer Dashboard


After completing an application, the Dashboard shows your pending applications. Once you are assigned, these will be moved into the “Assigned Event Roles” tab.

The screenshot displays the FIRST Volunteer Dashboard. At the top, there is a navigation bar with the FIRST logo and menu items: Programs, Community, Ways to Help, and About. A user profile icon shows 'Hello, Minor Test'. The main header area is labeled 'DASHBOARD'. Below this, there are four tabs: MY TEAMS, MY RESOURCES, PARENT/GUARDIAN, and VOLUNTEER REGISTRATION. The VOLUNTEER REGISTRATION tab is active, showing buttons for 'EVENT VOLUNTEERING', 'WORK WITH A TEAM', and 'HOW CAN I HELP?'. The dashboard is divided into two main sections: 'Pending Applications' and 'Assigned Event Roles'. The 'Pending Applications' section features a blue header for 'VRD Testing Championship - FIRST Robotics Competition'. It lists a role: 'Crowd Control, Field Assembly, Crowd Control, Field Assembly' with a status of 'PENDING'. The event details include: Setup Date: TBA, Event Start: 7/14/2018, Event End: 7/16/2018, Tear Down: TBA, Location: TBD, 200 Bedford St, Manchester, NH 03101 USA, and Website: [blank]. A map shows the location at Mill No. 3. A 'ROLE OPTIONS' dropdown menu is visible. The 'Assigned Event Roles' section features a blue header for 'Kickoff Test- VRD Local Kickoff - FIRST Robotics Competition'. It lists a role: 'Event Custom Role' with a status of 'ASSIGNED'. The event details include: Setup Date: 7/6/2018, Event Start: 7/7/2018, Event End: 7/7/2018, Tear Down: 07/08/2018, Location: Event Venue, 1 Main St, Manchester, NH 03101 USA, and Website: [blank]. A map shows the location at 1 Main Street in PISCATAQUOG. A 'ROLE OPTIONS' dropdown menu is visible.

Consent & Release Form

Volunteers should sign the *FIRST* Consent & Release Form each season. Volunteers will see a notification if they haven't yet completed the form, and can access this in their user profile drop down menu.

CONSENT RELEASE


For Inspiration & Recognition of Science and Technology (*FIRST*)
CONSENT AND RELEASE AGREEMENT

English Spanish

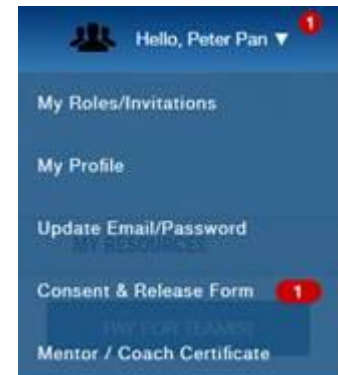
Participant Name: Peter Pan
If Participant is under 18 of age, Parent/Guardian Name:
Participant Date of Birth if under 18 years of age [MM/DD/YYYY]: 04/15/1998
Participant Address: 23 Neverland Rd, Amherst, NH 03031 USA
Participant Email (If Participant is under 18 years of age, Parent/Guardian Email):

The Participant identified above ("Participant") desires to participate (as a team member, coach, mentor, judge, or in some other manner) in the *FIRST*[®] Robotics Competition, *FIRST*[®] Tech Challenge, *FIRST*[®] LEGO[®] League, *FIRST*[®] LEGO[®] League Junior, or another *FIRST* program (the "Programs"). As a condition of allowing Participant to participate in a Program, For Inspiration and Recognition of Science and Technology (*FIRST*[®]) (*FIRST*[®]) requires that the Participant (by his or her Parent/Guardian if under 18 years of age) agree to the terms of this Consent and Release Agreement.

1. Participant (and the Parent/Guardian of a Participant under 18 years of age) understands that participation in the Program will expose Participant to risks of injury including, without limitation, injury from; building, lifting, and using electrical/mechanical robots and robot components; using tools; other participants; dancing and other associated activities. Participant (and the Parent/Guardian of a Participant under 18 years of age) understands that *FIRST* does not select, employ, supervise or otherwise exercise authority or control over the coaches, mentors, and other participants in the Program. Participant, if 18 years of age or older, acknowledges and agrees that he/she is primarily responsible for his/her safety. The Parent/Guardian of a Participant under 18 years of age acknowledges and agrees that the Parent/Guardian is primarily responsible for the

Signature (of Participant if 18 years of age or older or Parent/Guardian if Participant under 18)
Peter Pan 03/12/2018
Printed name of person signing Date

ACCEPT




Volunteer Role Options

After completing an application, you can withdraw or edit your application using the **Role Options** button.

If you need to message your event coordinator, you can select **Message Coordinator** and send any important information. This option is also available under your Assigned Roles.

Local Event - FIRST LEGO League

Role: Field Resetter, Field Manager, Floater, Floater, Floater	Setup Date: TBA	Location: McCollough-Unis School	
Status: PENDING	Event Start: 5/12/2018	7801 Maple St	
	Event End: 5/12/2018	Dearborn, MI 48126 USA	
	Tear Down: TBA	Website:	

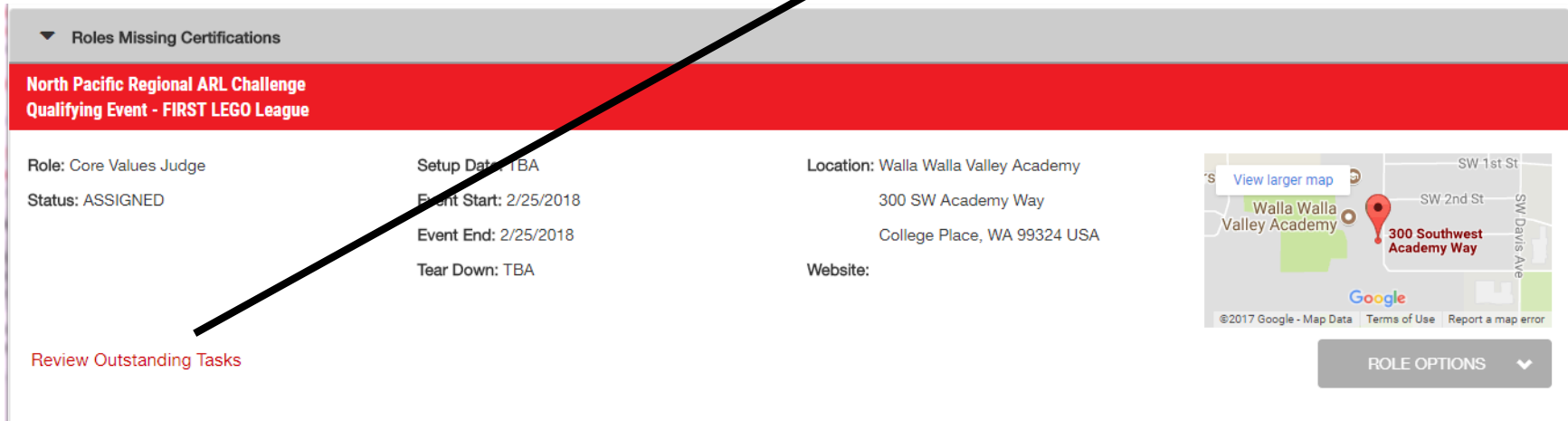
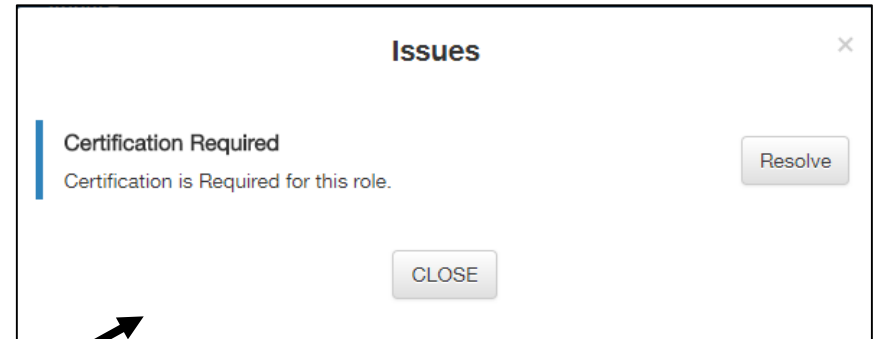
ROLE OPTIONS ▾

- Withdraw Application
- Edit Application
- Message Coordinator

→

Certifications

If you are assigned a role requiring certification, the **Roles Missing Certification** tab will appear on your Volunteer Dashboard. Click on **“Review Outstanding Tasks”**, then click the Resolve button. This will bring you directly to BlueVolt to complete your training.



The screenshot shows a dashboard section titled "Roles Missing Certifications". Below this title is a red banner for the "North Pacific Regional ARL Challenge Qualifying Event - FIRST LEGO League". The event details are as follows:

Role: Core Values Judge	Setup Date: TBA	Location: Walla Walla Valley Academy
Status: ASSIGNED	Event Start: 2/25/2018	300 SW Academy Way
	Event End: 2/25/2018	College Place, WA 99324 USA
	Tear Down: TBA	Website:

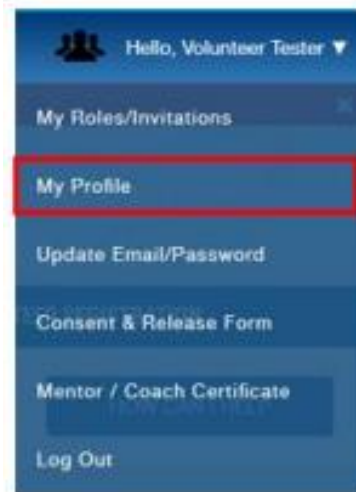
At the bottom left of the event details is a red link that says "Review Outstanding Tasks". To the right of the event details is a map showing the location of Walla Walla Valley Academy at 300 Southwest Academy Way. Below the map is a "ROLE OPTIONS" dropdown menu.

* BlueVolt training is for specific roles in *FIRST* LEGO® League and *FIRST* Robotics Competition events.



Volunteer Information

Personal and volunteer information can be accessed through your Profile at the top right of the Dashboard. Changes and updates to information can be made at any time



Logging Volunteer Hours

Volunteers can log the number of hours they volunteered for *FIRST* events. This can be accessed in the “My Profile” section, or by clicking on “Log Volunteer Hours” in the Volunteer Registration Dashboard

DASHBOARD

MY TEAMS PARENT/GUARDIAN - YOUTH **VOLUNTEER REGISTRATION** MY RESOURCES

EVENT VOLUNTEERING WORK WITH A TEAM **LOG VOLUNTEER HOURS**

▶ Pending Applications

▶ Assigned Event Roles

Logging Volunteer Hours

Volunteers can only log hours for roles assigned through the Volunteer Registration system. Hours can be logged and edited for the current season. These hours will also be saved and available to view in future seasons, and can be sorted by program and season.

< Back to Dashboard

My Information

Volunteer Information

Consent & Release

Youth Protection Screening

Volunteer Log Hours

My *FIRST* Participation History

Name : Jane Smith

Volunteer Since : 2017

Current Season Total Hours : 8

Select Program Select Season

SEARCH

PRINT HISTORY

Program	Season	Event	Event Date	Role	Hours	
FTC	2017	MA State Championship	1/1/2017 - 1/1/2017	Judge Advisor	8	Edit Hours

Participation history can be printed or saved as a PDF by clicking the “Print History” button.

Additional Questions?

For Questions, Comments, or Concerns:

Customer Service Phone Number - 800-871-8326, Option “0”

Volunteer Registration Questions- volunteer@firstinspires.org

Youth Protection Screening- safetyfirst@firstinspires.org

For additional volunteer resources and guides, please visit the [Volunteer Resources](#) section of the Resource Library on the *FIRST* website.