



Veteran Team Registration

FIRST Tech Challenge

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



Overview of Registering a Veteran Team

- [Update your FIRST® Profile](#)
- [Update your Team Profile](#)
 - [Team Profile](#)
 - [School/Organization Information](#)
 - [Invite Primary Contacts](#)
- [Enter Storefront](#)
 - Pay for Season Registration
 - Purchase Product
- Go through [Youth Protection Screening](#) if needed (US/Canada Lead Coach/Mentors only)
- Reach out to a [Program Delivery Partner](#) to Register for [local events](#)
- Review Available Resources – [Team Management Resources](#)

Frequently Asked Questions

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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.

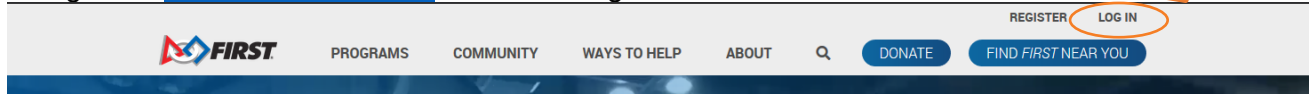
Email: FTCTeams@firstinspires.org

How do I edit my Team's Profile?

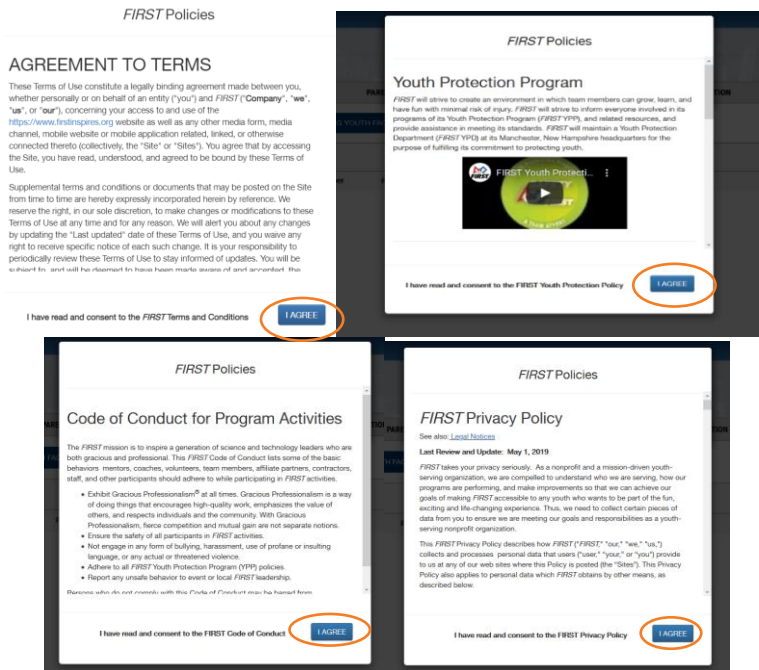
Update your FIRST® Profile

Before you can edit your team's profile, you must first ensure that the information for yourself is current. Once you log in, you will be prompted to make the necessary updates.

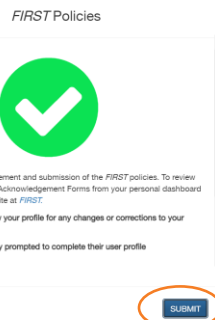
1. Navigate to www.firstinspires.org and click "Log In."



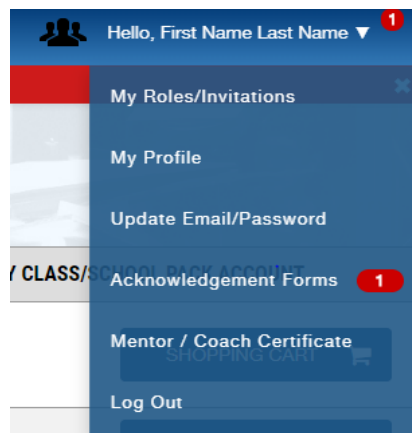
2. Log in using the email/password you used to register, and you should be redirected to your Profile for updating.
 - a. If it is the first time you have logged in for the season, you will need to click through and agree to all the FIRST Policies



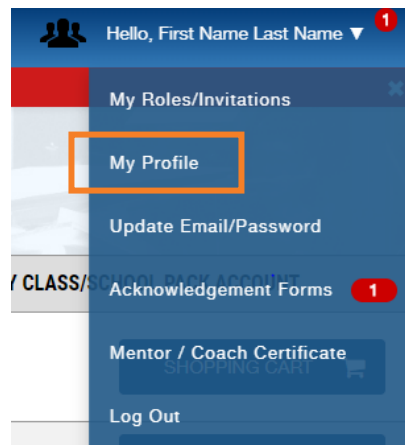
- a. Once you agree to each, you will get one final message. Click "Submit."



3. Your Profile can also be accessed by hovering over your name in the top righthand corner of the screen which will bring up this dropdown menu.



4. Click on “My Profile”

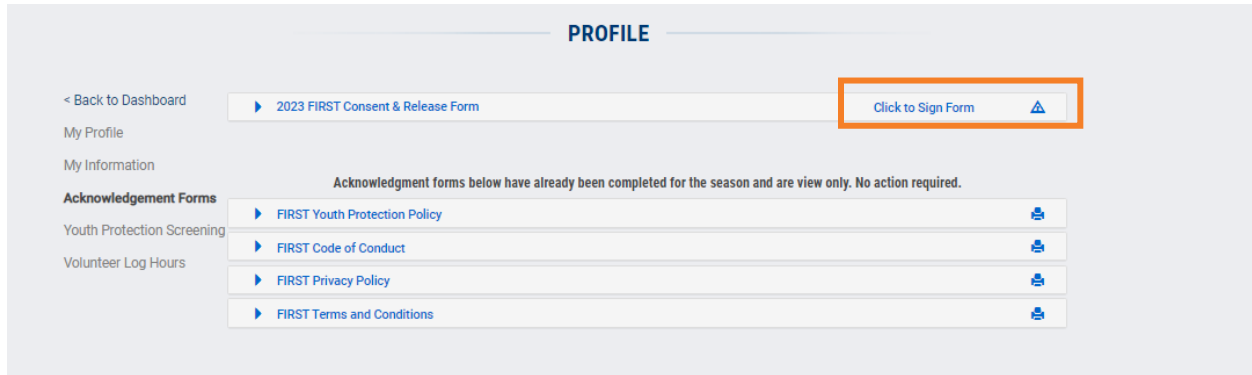


5. Go through each section of the profile information menu, located on the top left of the page

A screenshot of the 'PROFILE' page. The page has a sidebar on the left with navigation links: '< Back to Dashboard', 'My Profile', 'My Information', 'Acknowledgement Forms', 'Youth Protection Screening', and 'Volunteer Log Hours'. The main content area is titled 'PROFILE' and contains a 'Contact Information' section. A note states 'All fields are required (unless otherwise indicated)'. The form includes input fields for First Name, Last Name, Address Line 1, and Address Line 2 (Optional). There are dropdown menus for Country (set to 'United States') and City/State (set to 'Weare, NH'). A Zip / Postal Code field is set to '03281'. There is an 'Edit' button at the bottom right of the form.

- a. Go through and update/confirm the “My Profile” and “My Information” sections, making sure that the information is correct

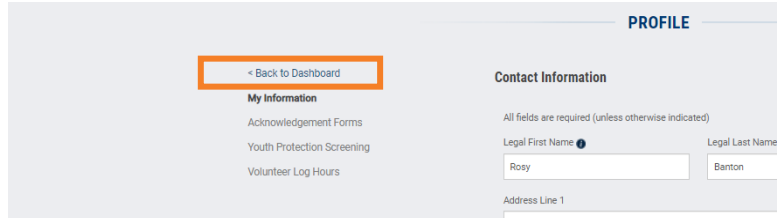
- b. Go to the “Acknowledgement Forms” section and Click to sign the “2022 FIRST Consent & Release form”



- c. Read through, sign, and hit “Accept & Submit”



- d. Once all information is updated and all required forms are acknowledged, go back to your dashboard



Updating Team Profile and School/Organization

1. From the Dashboard, under “My Teams” you will see all your current teams listed.

MY TEAMS		PARENT/GUARDIAN - YOUTH		VOLUNTEER REGISTRATION		MY CLASS/SCHOOL PACK ACCOUNT	
CREATE NEW TEAMS	GIVE TO FIRST MISSION	REGISTERING YOUTH FAQ	RETURNING TEAMS			SHOPPING CART	
Teams List							Sort by Team: Name
Team Name	Team Number	Program	Team Type	Returning Team	Outstanding Tasks		
▶ XXTEST123X	#16707	FIRST® Tech Challenge	Individual Team	✘	Outstanding Team Tasks 2		
▶ XxTESTxX THIS IS A TEST	#16706	FIRST® Tech Challenge	Individual Team	✘	Outstanding Team Tasks 2		

2. Click on the arrow next to the team’s name you wish to update, which opens the team information dropdown.

Teams List Sort by Team: Name

Team Name	Team Number	Program	Team Type	Returning Team	Outstanding Tasks
XXTEST2XX	#16707	FIRST® Tech Challenge	Individual Team	X	Outstanding Team Tasks 2

Team Options

- Outstanding Tasks (2)
- Team Information
- Payment & Product
- Certificates & Awards

Team Finances

Team 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

No registered events.

Review Outstanding Tasks

Event Options

▶ XxTESTxX THIS IS A TEST	#16706	FIRST® Tech Challenge	Individual Team	X	Outstanding Team Tasks 2
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3. Click on the “Team Information” dropdown.

Team Name	Team Number	Program	Team Type	Retu
XXTEST2XX	#16707	FIRST® Tech Challenge	Individual Team	X

Team Options

- Outstanding Tasks (2)
- Team Information
- Team Profile
- Team Sponsors
- School / Organization
- Delete Team

Team Finances

Team 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

No registered events.

Review Outstanding Tasks

Event Options

▶ XxTESTxX THIS IS A TEST	#16706	FIRST® Tech Challenge	Individual Team	X
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4. Select “Team Profile” and Update your Team Profile information.

Team Name	Team Number	Program	Team Type	Retu
XXTEST2XX	#16707	FIRST® Tech Challenge	Individual Team	X

Team Options

- Outstanding Tasks (2)
- Team Information
- Team Profile
- Team Sponsors
- School / Organization
- Delete Team

Team Finances

Team 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

No registered events.

Review Outstanding Tasks

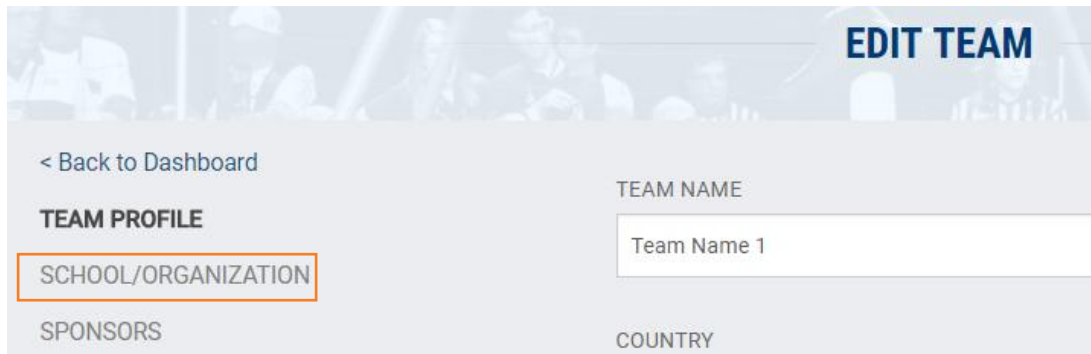
Event Options

▶ XxTESTxX THIS IS A TEST	#16706	FIRST® Tech Challenge	Individual Team	X
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5. Click “Save.”

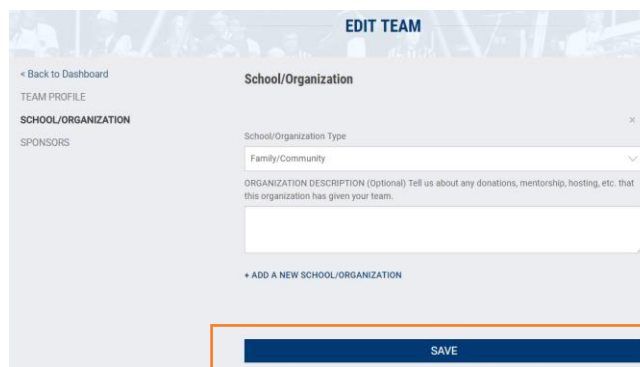
From this same screen, you can access the **School/Organization** page.

1. Click “School/Organization”
 - a. If you are on the Dashboard, Click “School/Organization” under Team Information in the “Team Options” section.



The screenshot shows the 'EDIT TEAM' interface. On the left, there is a sidebar with navigation options: '< Back to Dashboard', 'TEAM PROFILE', 'SCHOOL/ORGANIZATION' (highlighted with an orange box), and 'SPONSORS'. On the right, there are input fields for 'TEAM NAME' (containing 'Team Name 1') and 'COUNTRY'.

2. Complete or update School/Organization Information
 - a. If you do not see your school in the drop-down menu, scroll to the bottom and select “My school is not on this list,” and then enter the information.
3. Click “Save.”



The screenshot shows the 'EDIT TEAM' page with the 'School/Organization' form open. The sidebar on the left has 'SCHOOL/ORGANIZATION' selected. The form includes a 'School/Organization Type' dropdown menu (set to 'Family/Community'), an 'ORGANIZATION DESCRIPTION' text area, and a '+ ADD A NEW SCHOOL/ORGANIZATION' link. A 'SAVE' button is highlighted with an orange box at the bottom of the form.

Invite a Lead Coach/Mentor or Team Admin from the Dashboard

FIRST teams are required to have two screened Lead Coach/Mentors. Teams only need one contact, who can be unscreened, to pay for the season registration fee and purchase product. However, **before a team can register/compete at events**, both the Lead Coach/Mentor 1 and the Lead Coach/Mentor 2 must be registered and pass the Youth Protection screening.

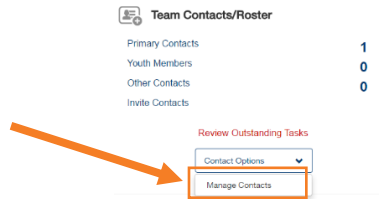
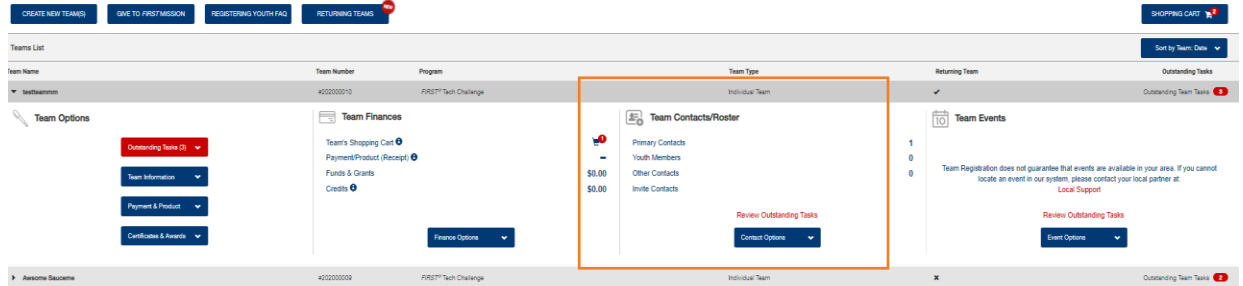
Lead Coach/Mentor 1 – For adults who Coach the team. Full rights to administer the team (Including payment and invites). Subject to Youth Protection Policies and screening. Can invite Coach/Mentor 2 and Team Admin. to the team, can also be the Team Admin role concurrently.

Lead Coach/Mentor 2 – For adults who Coach the team. Full rights to administer the team (Including payment and invites). Subject to Youth Protection Policies and screening.

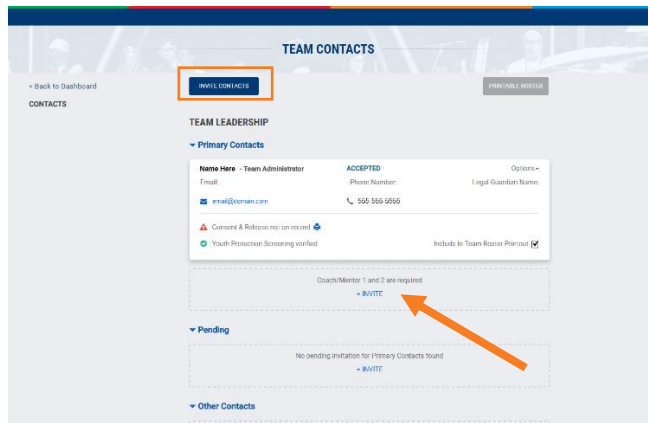
Team Admin – (Previously purchaser role) The Team Admin is a separate role from the Lead Coach/Mentor for the team. Limited access to team administration functions include paying for team registration, inviting Coach/Mentor 1 &2, can also be Coach/Mentor 1 or 2. You **cannot** invite youth team members 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.

How to invite from the Dashboard:

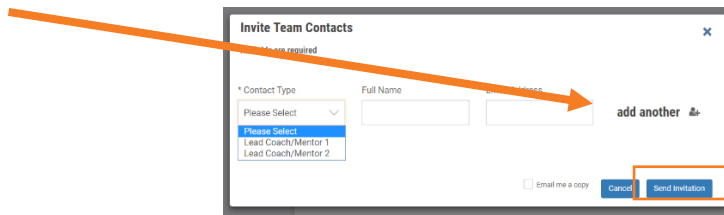
1. Under Team Contacts/Roster, click “Primary Contacts.”



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

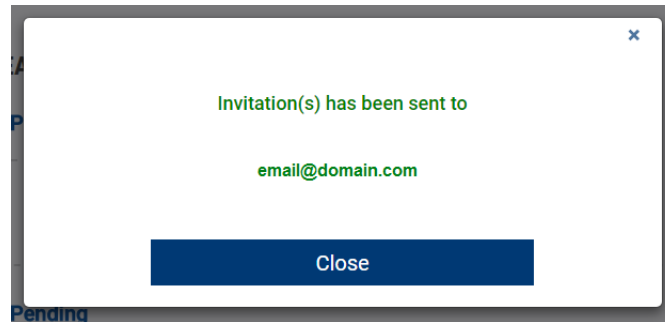


3. Complete the contact information and click “Send Invitation.”
 - a. You may invite multiple contacts at once. Click “add another” before sending invites and complete Contact information.



The screenshot shows a form titled "Invite Team Contacts" with a close button (X) in the top right corner. Below the title, it says "Email address required". The form has three main sections: "Contact Type" with a dropdown menu showing "Please Select", "Lead Coach/Mentor 1", and "Lead Coach/Mentor 2"; "Full Name" with two input fields; and "Email" with one input field. To the right of the email field is an "add another" button with a plus icon. At the bottom right, there is a checkbox for "Email me a copy", a "Cancel" button, and a "Send Invitation" button which is highlighted with an orange box. An orange arrow points from the "add another" button to the "Send Invitation" button.

4. A confirmation pop-up will appear.



Note: Once you have invited your Lead Coach/Mentor 1, Lead Coach/Mentor 2, or Team Admin, they will receive an invitation via email. They must complete their profile, accept your invitation, and for the Coach(es)/Mentor(s) and go through Youth Protection Screening. It may take a few days for the screening to be processed, so 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.” The status of the invitation is listed next to their name/role.
 - a. **Send Email** – This is a one-way email system.
 - b. **Invite Replacement** – Having someone retiring from the team? Invite a new replacement.
 - c. **Request Screening** – Screening should be completed before the first team meeting., A team cannot 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.

NOTE: Status of Invitation.

First Name Last Name - Lead Coach/Mentor 2 **ACCEPTED** Options -

Email: email@domain.com Phone Number: 5555555555

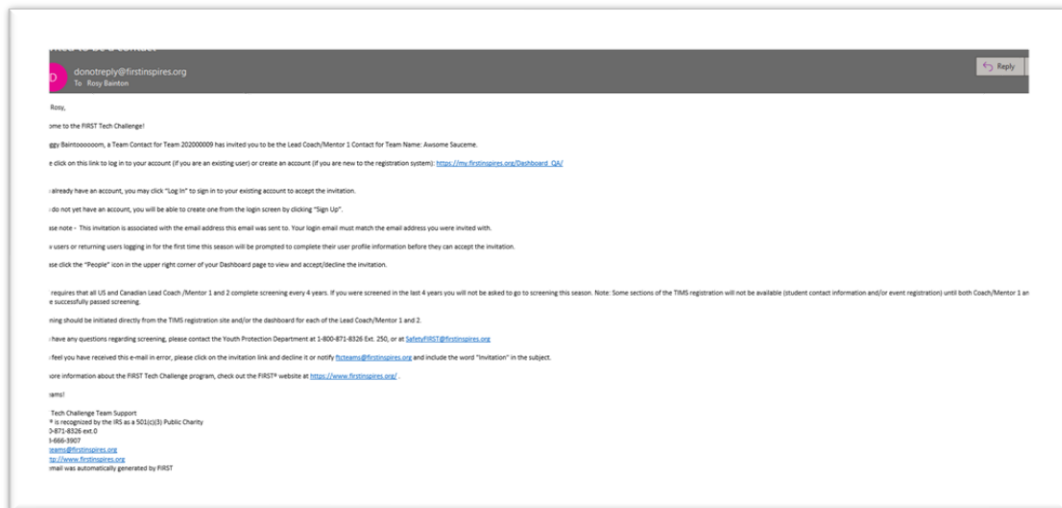
- Send Email
- Invite Replacement
- Request Screening
- Delete this Contact

Consent & Release not on record

Youth Protection Screening pending User Include In Team Roster Printout

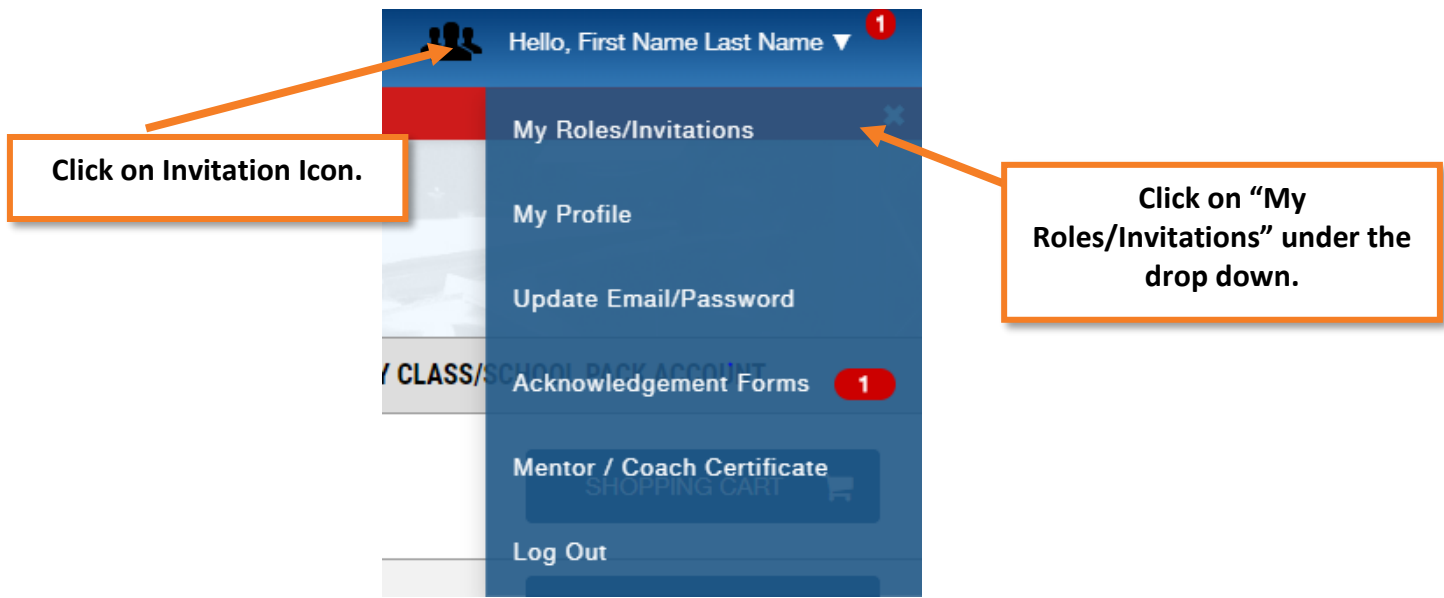
Locating Your Invitation

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

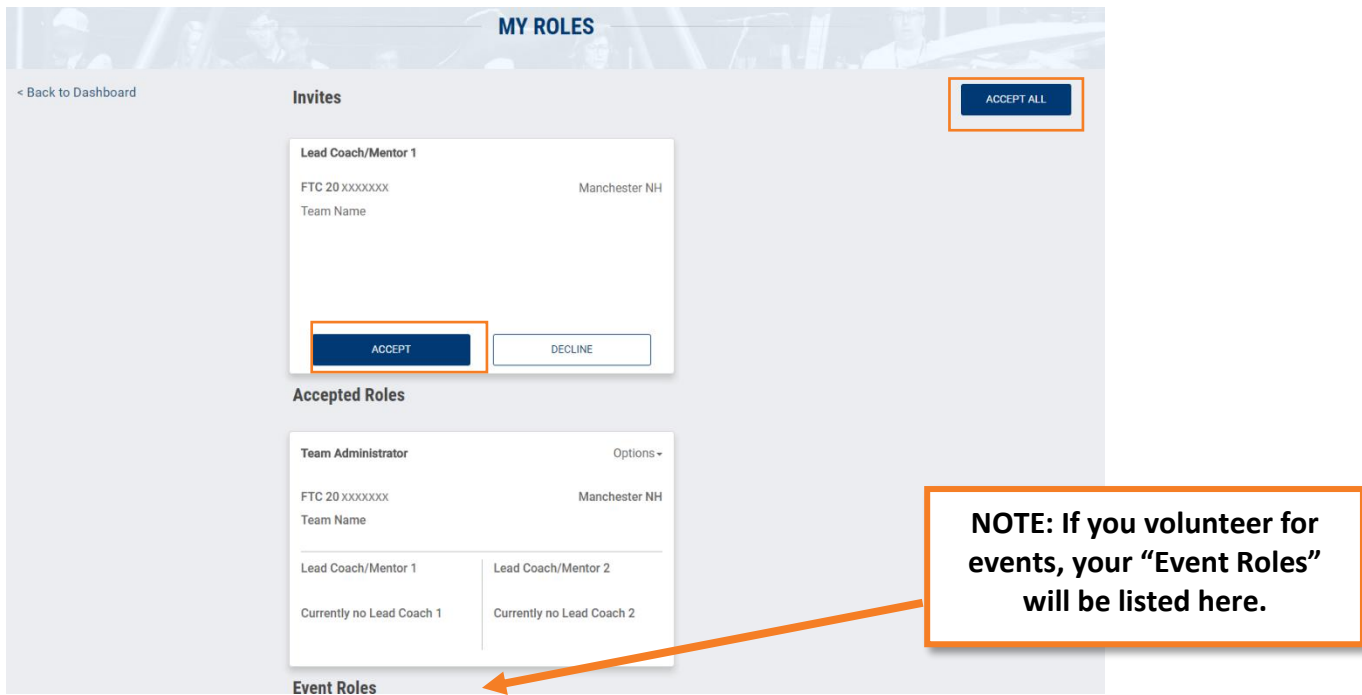


2. The invited contact will need to [Create a FIRST Account](#) and login to accept your Invitation which is located at the top right of the Dashboard.

3. There are then two ways to access invitations from here.
 - a. Click on the Invitation icon.
 - b. Click your name and in the dropdown, click on “My Roles/Invitations.”



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

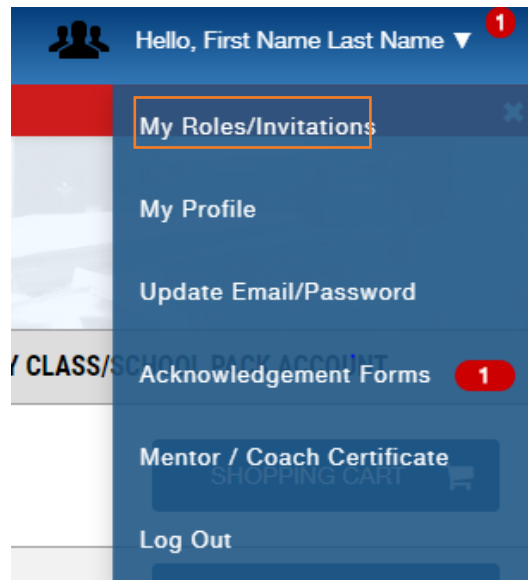


5. From here, the Lead Coach/Mentor 1 or 2 will be able to go through Youth Protection Screening and help manage the team.

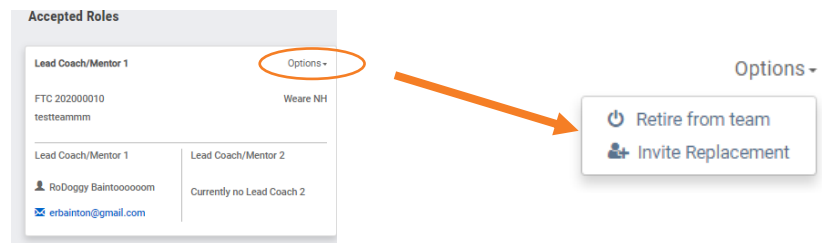
Retiring from a Team

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.



3. Click on “Options” under the Accepted Role where you can either:
Retire from team – Leave team without a replacement or
Invite Replacement – Invite a replacement when leaving the team.

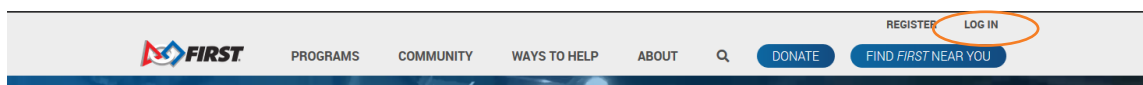


The Storefront

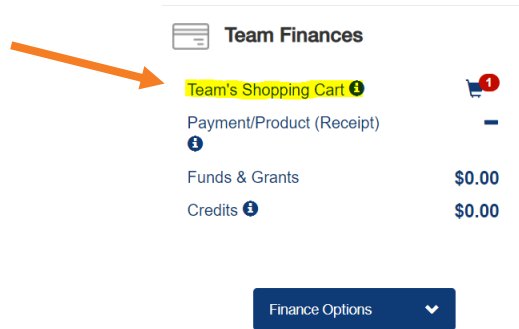
Entering the storefront

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:

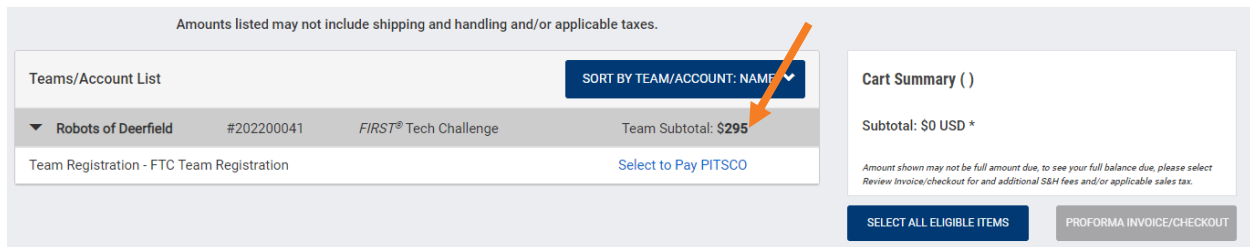
1. Log into your team dashboard at www.firstinspires.org.



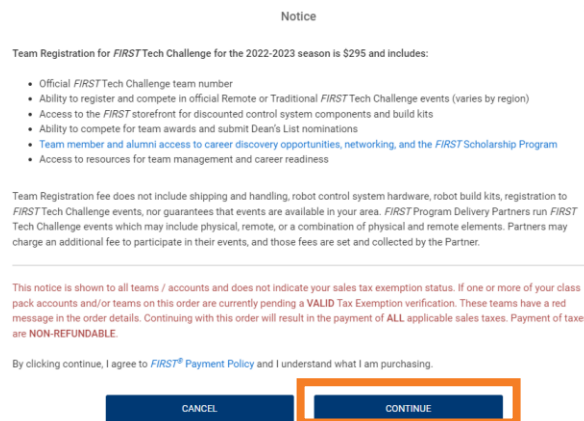
2. Under Team Finances, click “Team Shopping Cart.”



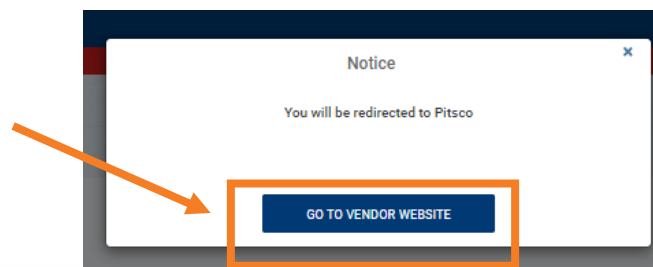
3. From the “Create Order Page” click on “Select to Pay Pitsco.”



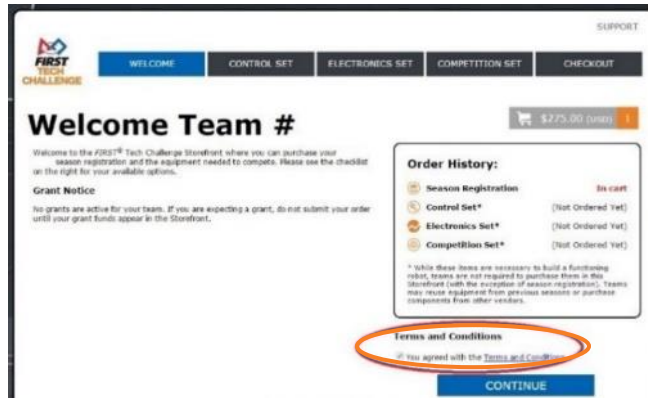
a. If you have not yet entered your sales tax exemption status, you will see this warning. You will have the opportunity to complete this later, so click on “Continue” to move forward to the Pitsco website.



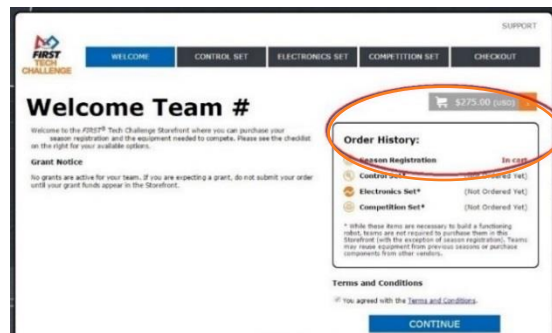
b. If you have entered the tax information, you will then get a popup notice, click on “Go to vendor website” to be redirected to the PITSCO storefront.



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

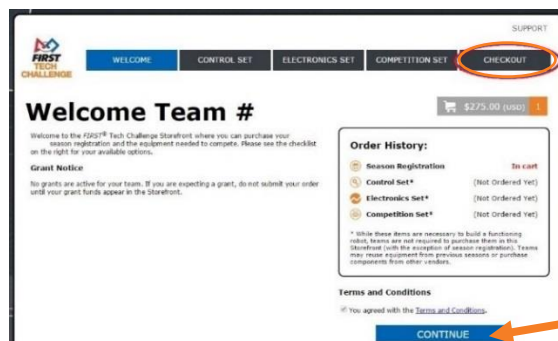


- The *FIRST*® Tech Challenge Season Registration will automatically be loaded into your cart.



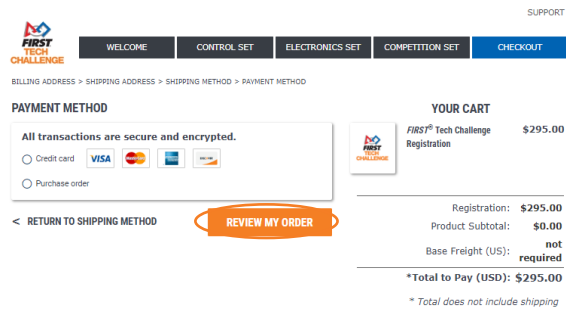
You can choose to pay for only the season registration fee or continue through the wizard and purchase one item each from each category (Control Set,

- Select “Checkout.”



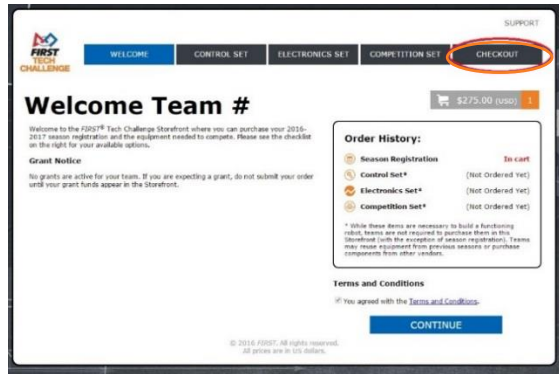
Click “continue” to go through Wizard. Or if you are looking for a specific item, click on the appropriate Tab at the top.

7. 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.



8. Scroll to the bottom of the page and click on “Generate a Printable Quote for This Order (PDF).” A PDF Quote will be downloaded to your computer. At this point, it is recommended that you click on “Save My Order for Later” if you need to wait for your funding to be processed (IE: Purchase Order).

SPECIAL INSTRUCTIONS

None ADD

[Save My Order for Later](#)

PLACE MY ORDER

 [Generate a Printable Quote](#)

NOTE: Orders will not be submitted until you have returned to the Storefront, completed your Payment Method, and click “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

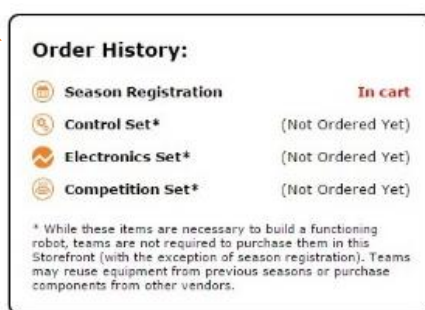
No grants are active for your team. If you are expecting a grant, do not submit your order until your grant funds appear in the Storefront.

Pay for your order

1. 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.
2. If your purchase is exempt from the United States, state 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 Program Delivery Partner, where available, and is not included in the Storefront. Please contact your local Program Delivery Partner for season registration instructions.

Looking for ways to fund your season?

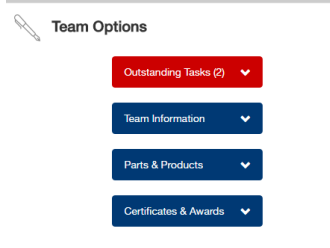
- a. Figure out what you want to buy.
Kit of Parts and Bill of Materials: <http://www.firstinspires.org/robotics/ftc/kit-of-parts>
- b. Look into existing Fundraising Resources: <http://www.firstinspires.org/node/5406>

Find a Discount Code for TETRIX®

1. Log into your *FIRST*® Account
2. Click the “Team Shopping Cart” link found under the “Team Finances” section of the Dashboard.
3. Click the “Select to Pay Pitsco” link.
4. 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.

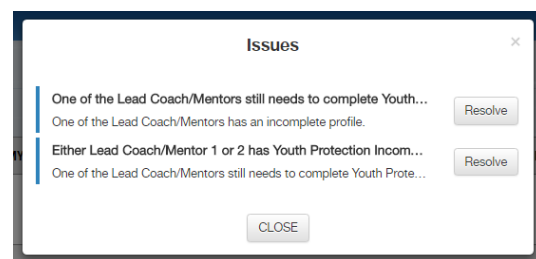
What are Outstanding Tasks?

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



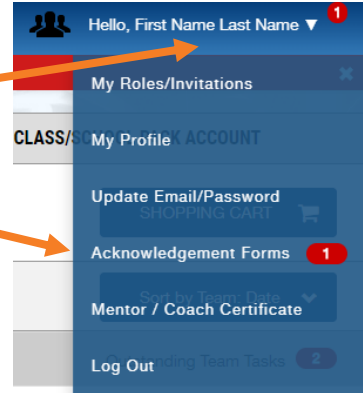
- a. Pay Team Registration (in the storefront)
- b. Complete Youth Protection Screening (at the Verified Volunteer/MyBackCheck websites- US/Canada only)
- c. Sign and send the Consent and Release form.**
- d. Complete any other additional Outstanding Tasks.

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.

1. Click on your name and a dropdown will appear.
2. Click on "Acknowledgement Forms."



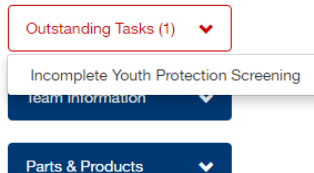
Youth Protection Program (YPP) Screening

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 the screening, follow the below steps. 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>.

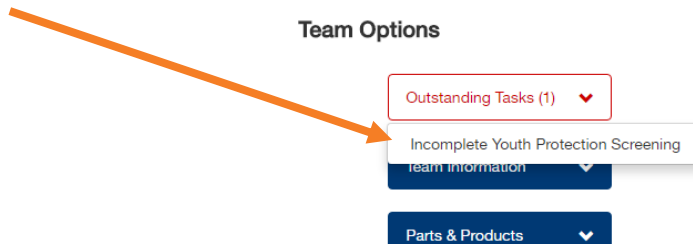
3. Under Team Options, Click on "Outstanding Tasks."

Team Options

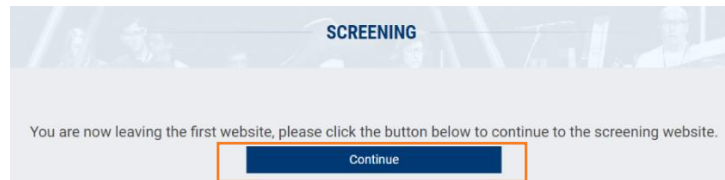


NOTE: Screening occurs every four years and is completely paid for by FIRST.

- Click on “Incomplete Youth Protection Screening.”



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



- 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.

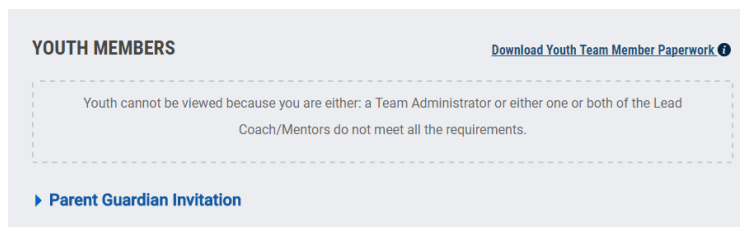
- Green Check Mark - User is screened and meets requirements.
- Orange Check Mark - Screening is pending (either User, Screening Vendor, or *FIRST* review)
- Red “X” Mark - Not complete (Used also to indicate missing Consent & Release)

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.

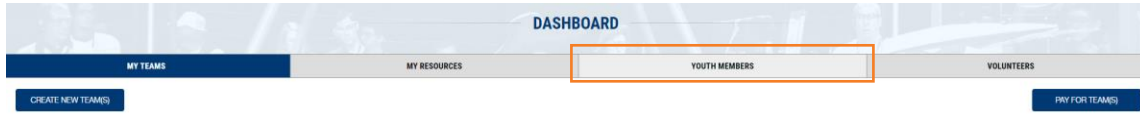
***YOU MUST HAVE 2 SCREENED LEAD COACH/MENTORS TO REGISTER FOR AN EVENT.**

- 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.

3. 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.

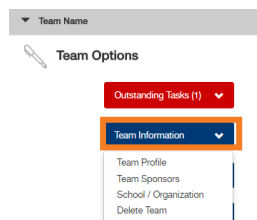
NOTE: Product grants can be applied to shipping costs as well.

How do I delete a team?

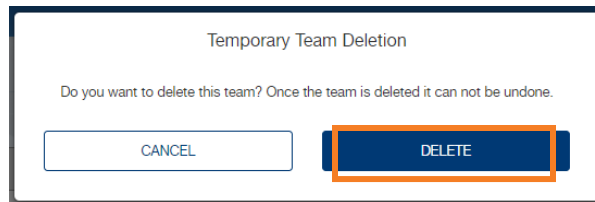
If you have a temporary team that needs to be removed (it was created by mistake, you are only moving forward with another team, etc.), follow the below steps to have the team permanently removed from your profile.

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.

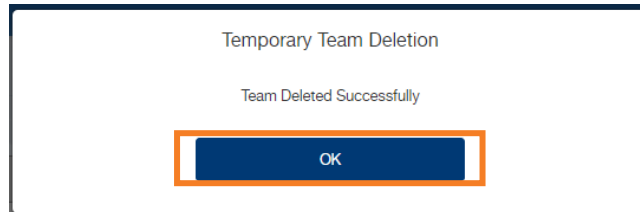
1. Under Team Options, click on “Team Information.”



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 username 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

8:30 a.m. – 5 p.m. 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!