



International Team Registration

FIRST Tech Challenge

Outside North America

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

FIRST
LEGO
LEAGUE

FIRST
TECH
CHALLENGE

FIRST
ROBOTICS
COMPETITION

www.firstinspires.org

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
- 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 the Storefront?](#)

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

[Where can I find more help?](#)

[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

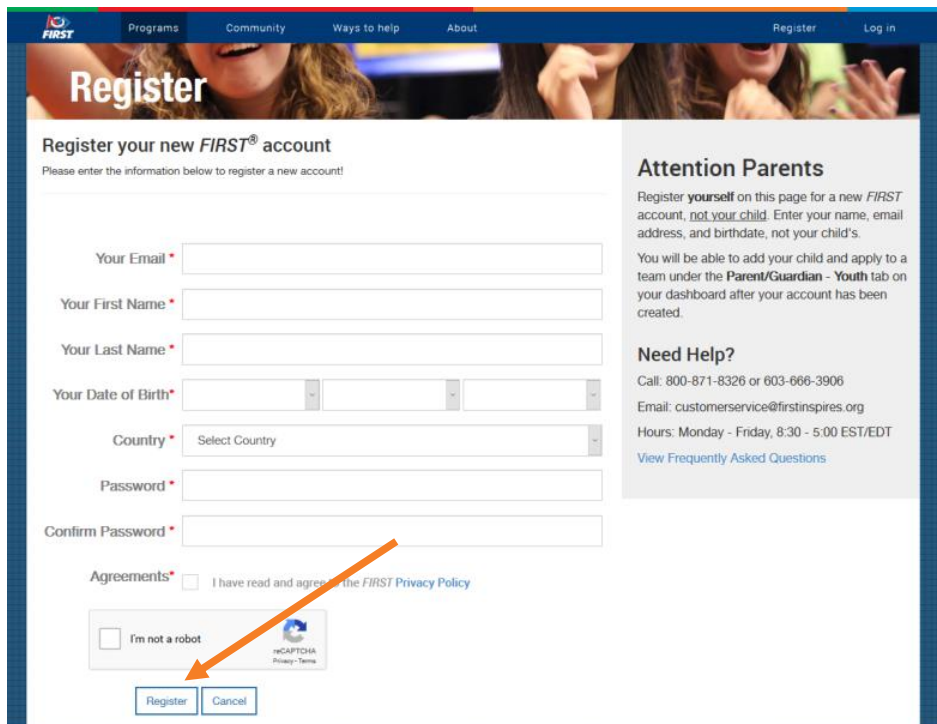
Create a **FIRST**® Account

Register a **FIRST** Account

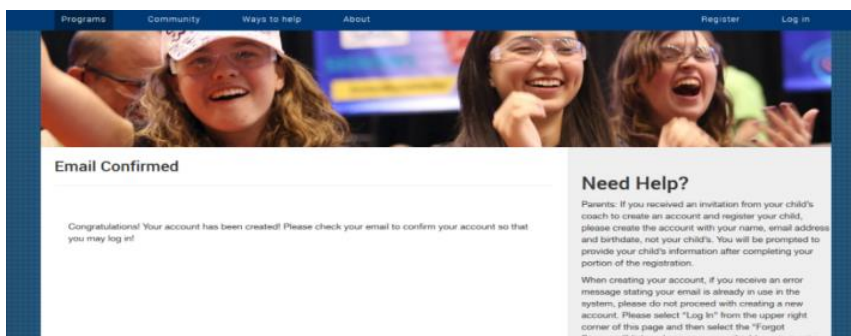
1. To create a new account, go to www.firstinspires.org and click on “Register” at the top right corner of your browser.



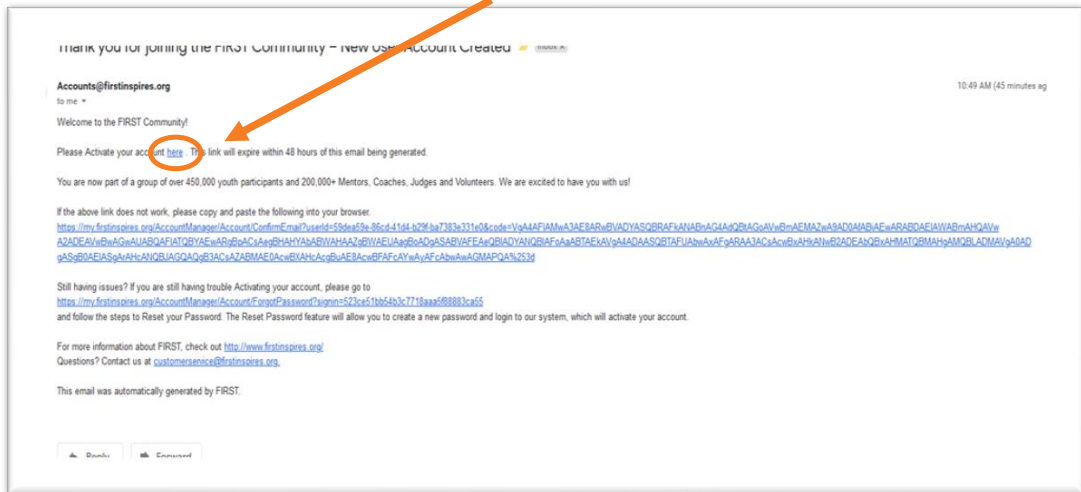
2. After you click the link, you will be redirected to the screen below.
 - a. Fill in the information, click the acknowledgements, and finally click on “register” to complete the process.

A screenshot of the registration form on the FIRST website. The form is titled "Register your new FIRST account" and includes fields for "Your Email", "Your First Name", "Your Last Name", "Your Date of Birth", "Country", "Password", and "Confirm Password". There is also a checkbox for "I have read and agree to the FIRST Privacy Policy" and a CAPTCHA "I'm not a robot" checkbox. At the bottom of the form are "Register" and "Cancel" buttons. An orange arrow points to the "Register" button. To the right of the form is a sidebar with "Attention Parents" and "Need Help?" sections.

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

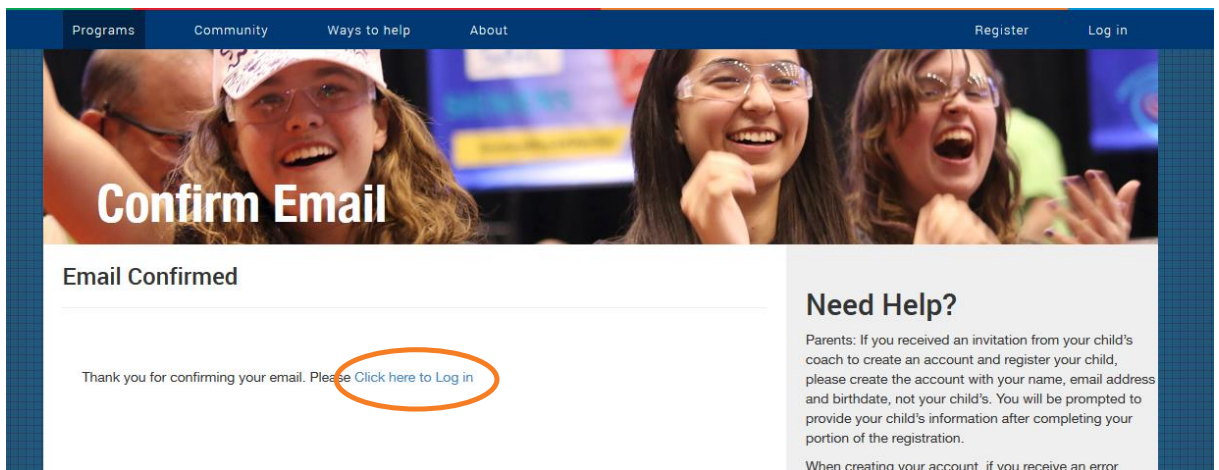


4. You will receive an email to confirm and activate your account which looks like this. Activate your account by clicking “here.”

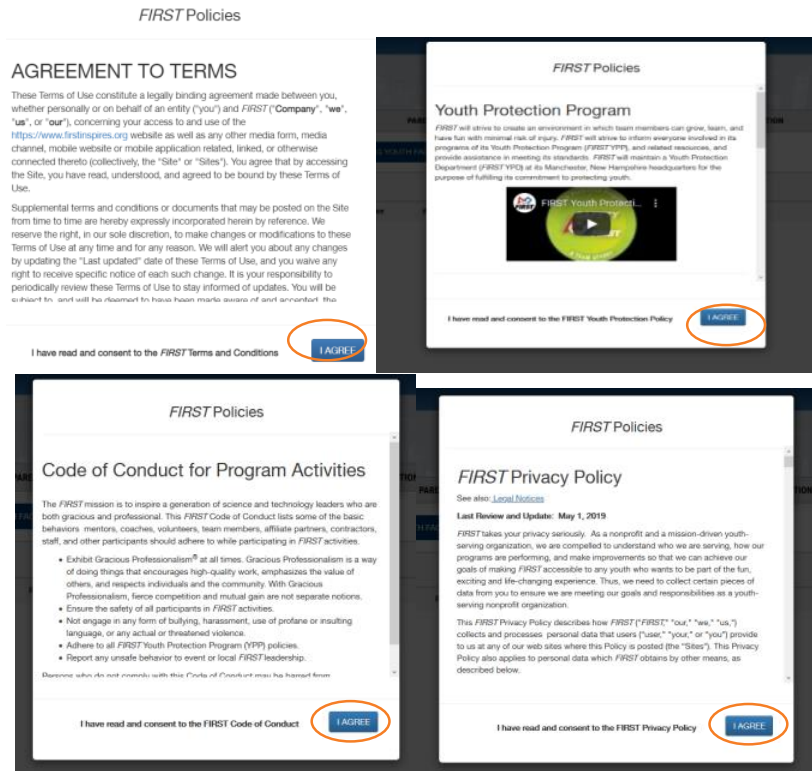


- a. Note: If your email does not come through, check your spam, or junk email folder. If you have not received the email within a few hours, return to the login page and click “Forgot Password.”

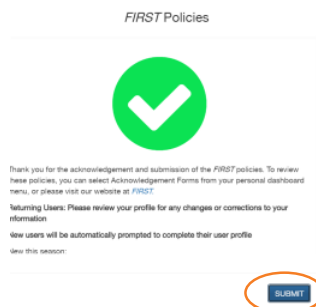
5. Once you confirm your email, you will see this screen. Login using the email/password you used to register which will redirect you to your dashboard where you will need to complete your profile.



- 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

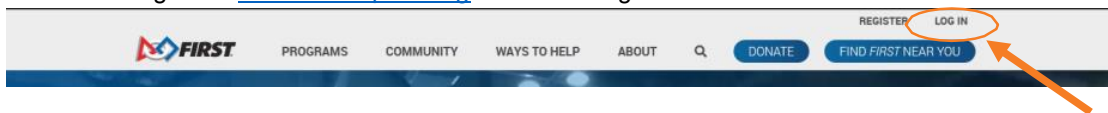
- a. You must click “Continue” and fill out the remainder of the profile to complete this step.

Create or Update a Team Profile

How to Create a New Team

* For teams who have not registered in a previous season only

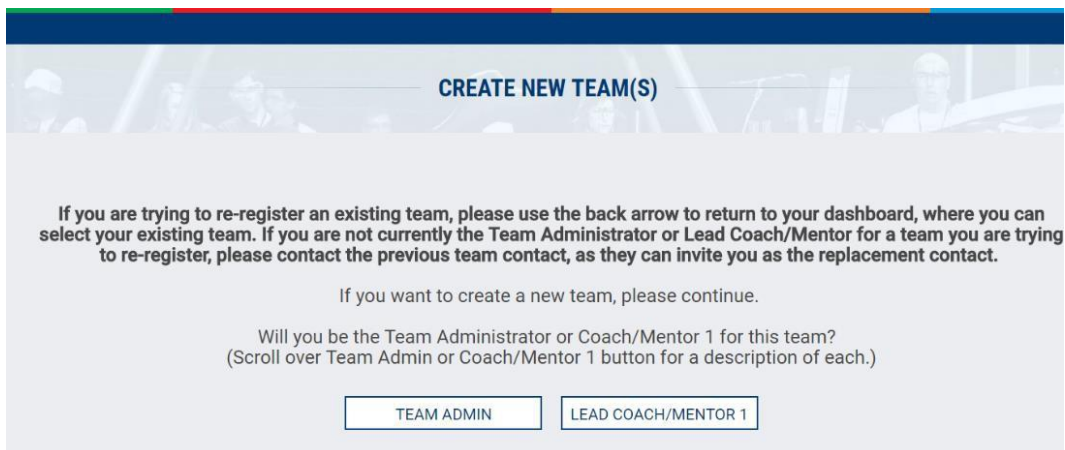
1. Navigate to www.firstinspires.org and click “Log In.”



2. Click “Create a New Team(s)”

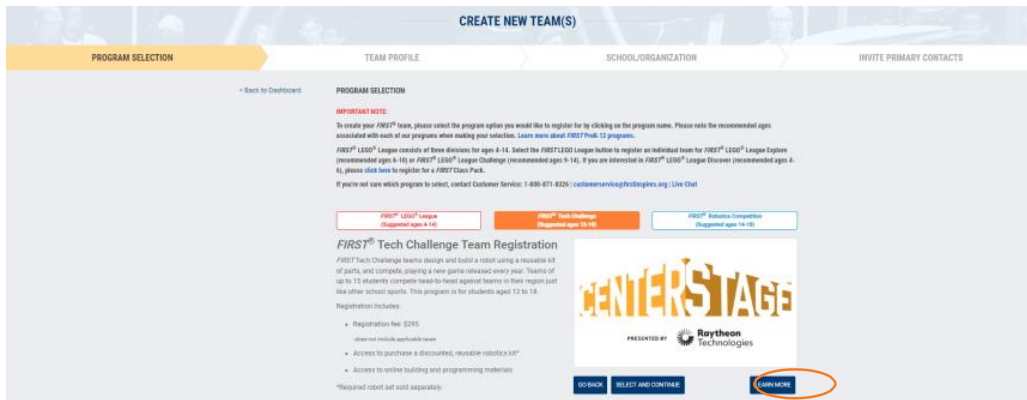


3. Select your role:

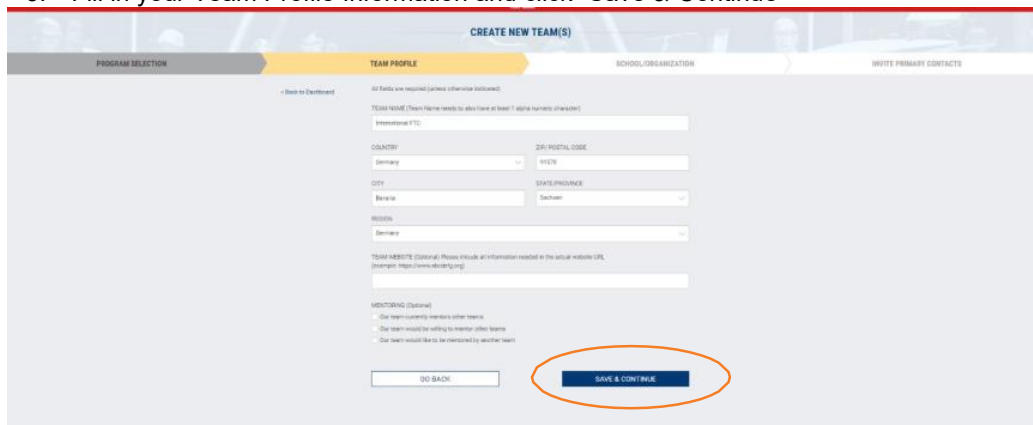


- **Team Admin** – The Team Admin is a separate role from the Lead Coach/Mentor for the team. Limited access to team administration functions include: Paying for team registration, inviting Coach/Mentor 1 & 2, can also be Coach/Mentor 1 or 2. You **cannot** invite youth team members or other adult team Contacts.

4. Select your program and click “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

CREATE NEW TEAM(S)

PROGRAM SELECTION TEAM PROFILE **SCHOOL/ORGANIZATION** INVIT

FIRST Tech Challenge Team# 8769

School/Organization

School/Organization Type x ⓘ

Please Select or Type v

+ ADD AN ADDITIONAL SCHOOL OR ORGANIZATION

- Next Invite your "Lead Coach/Mentor 2" information. If you cannot do this right away, that is ok. Click on the text that says "I will do this later" under the save and continue button. Please note, you will need to have two lead Coach/Mentors to be able to invite youth members to your team.

Comment
add the 2

PROGRAM SELECTION TEAM PROFILE SCHOOL/ORGANIZATION **INVITE PRIMARY CONTACTS**

You have the option of inviting a Coach/Mentor 2 now. If you choose to invite a Coach/Mentor 2 at a later time you can do this by selecting "Manage and Invite Team Contacts" from your dashboard. The Coach/Mentor 2 will also be required to pass Youth Protection screening.
Your team will not be able to invite youth members to participate on the team or register for an event until your team has both a screened Coach/Mentor 1 and a screened Coach/Mentor 2.

LEAD COACH/MENTOR 2

FIRST NAME LAST NAME

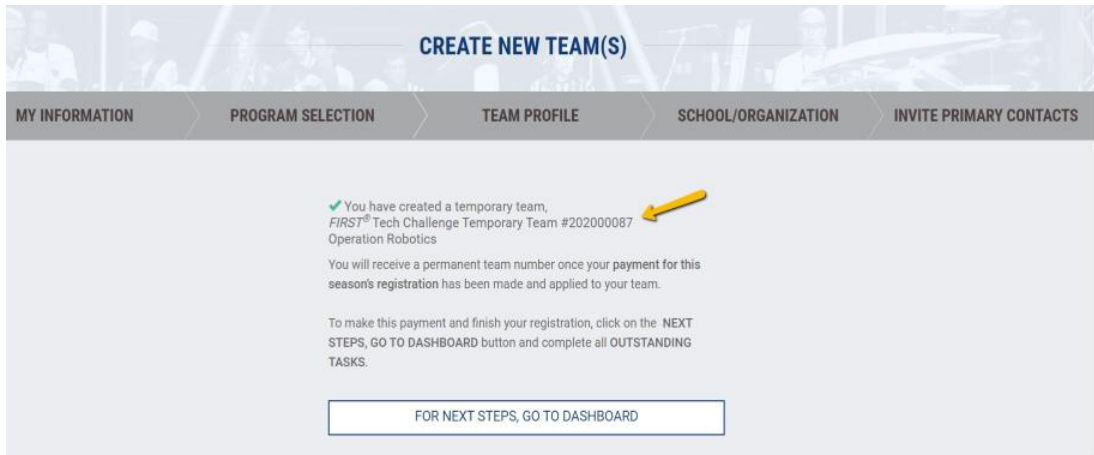
EMAIL ADDRESS

+ ADD TEAM ADMIN

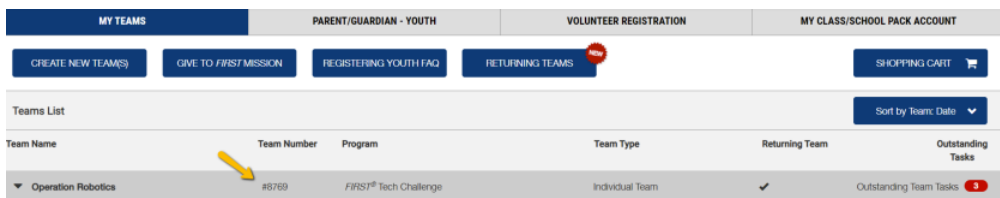
I'm not a robot

I will do this later

- You will come to the below screen which will show your temporary team number. Click on “For Next Steps, Go To Dashboard”



- Back on your dashboard, you will see your teams listed & your permanent team number.

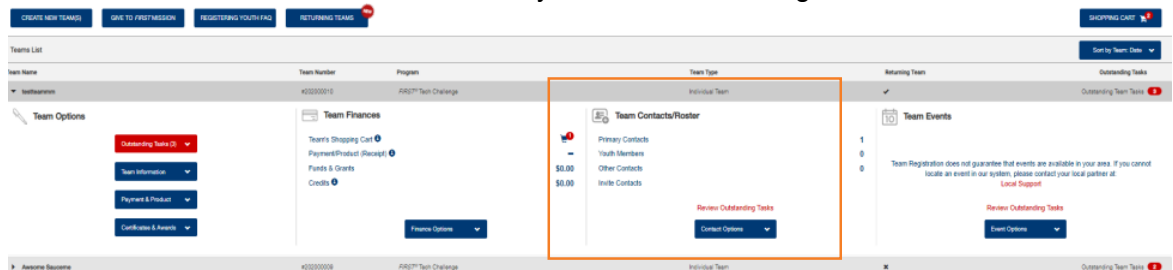


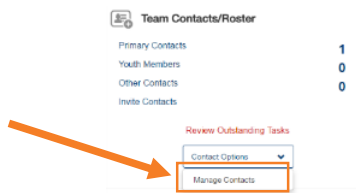
Invite a Lead Coach/Mentor from the Dashboard

How to invite from the Dashboard:

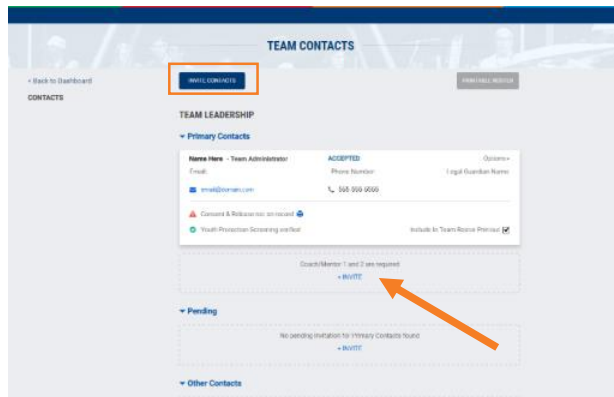
If you did not invite the Coaches/Mentors during your team creation, you can invite them from the Dashboard.

- Under Team Contacts/Roster, click “Primary Contacts” or “Manage Contacts.”

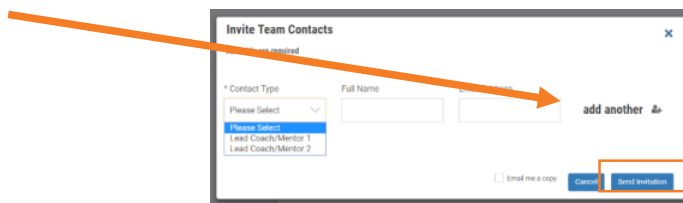




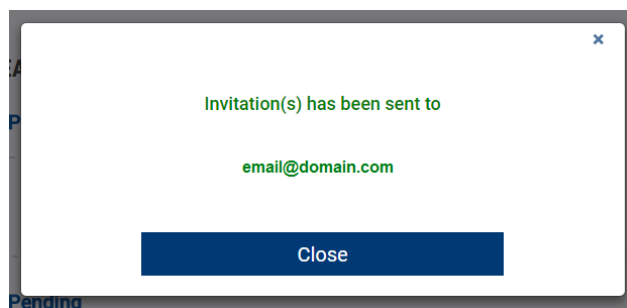
2. Click on “Invite Contacts” at the top or click “Invite” under the Coach/Mentor area.



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.



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 and accept your invitation.**

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 **ACCEPTED** Options -

2

Email: Phone Number:

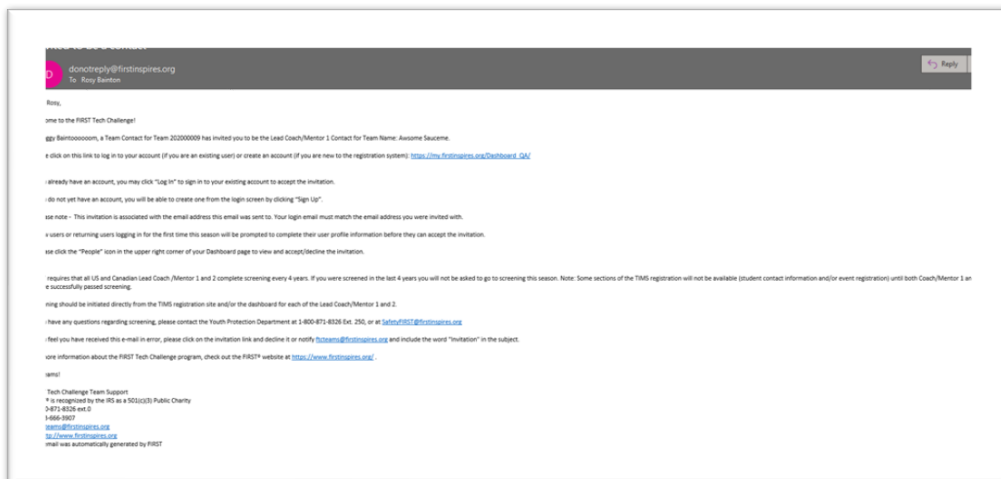
email@domain.com 5555555555

Consent & Release not on record

Youth Protection Screening pending User. Include In Team Roster Printout

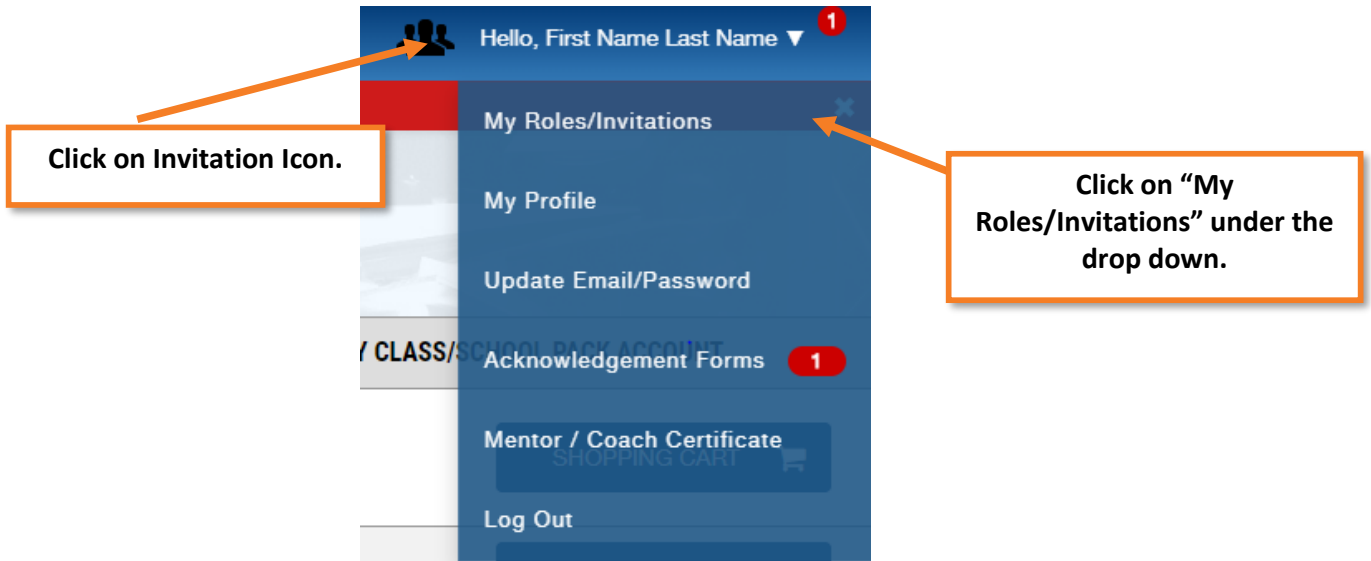
Locating Your Invitation

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.

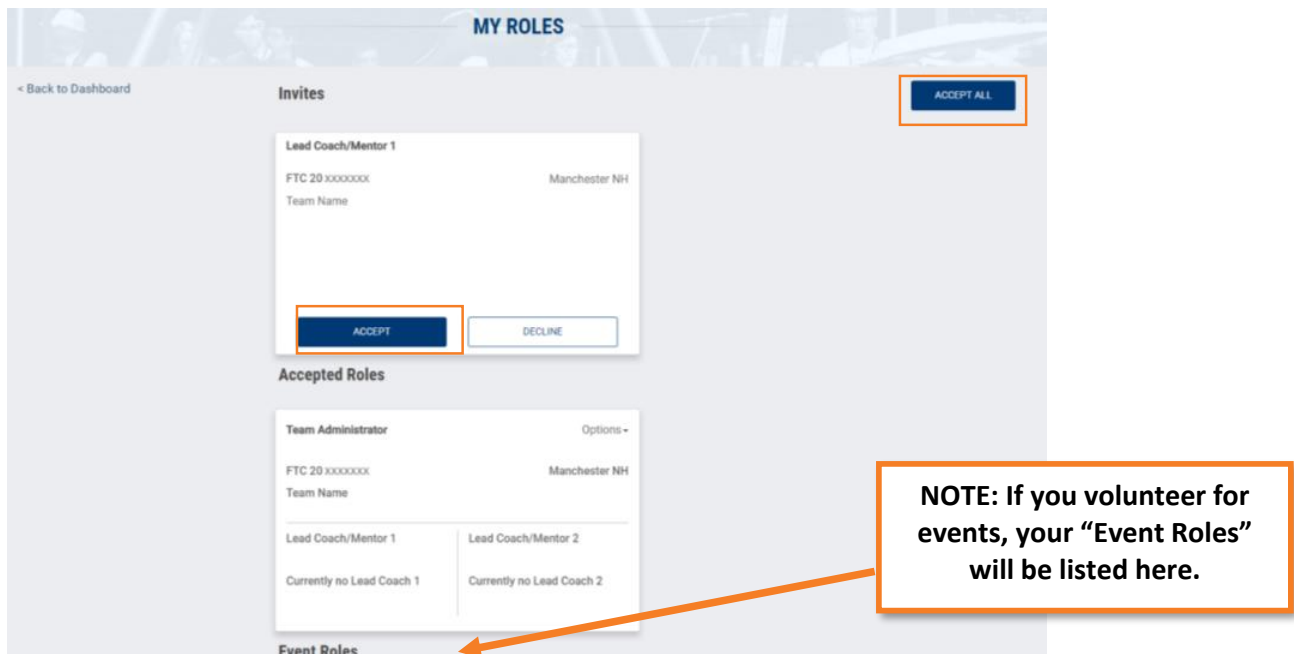


2. The invited contact will need to [Create a FIRST Account](#) and login to accept your Invitation which is located at the top right of the Dashboard.

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.

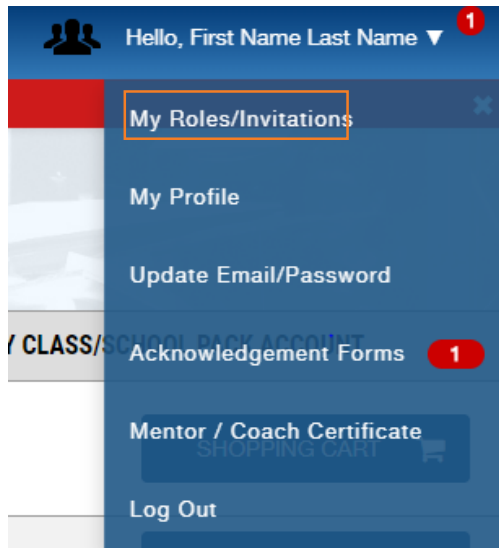


5. From here, the Lead Coach/Mentor 1 or 2 will be able to go through Youth Protection Screening and help manage the team.

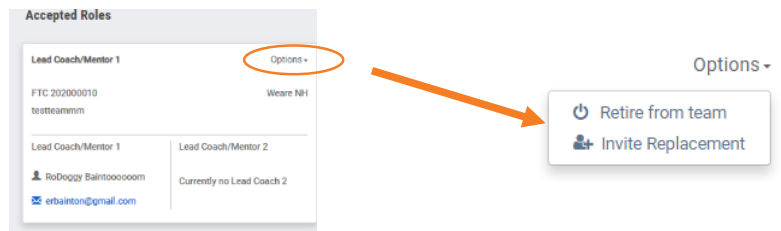
Retiring from a Team

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 are replacement or
Invite Replacement – Invite a replacement when leaving the team.



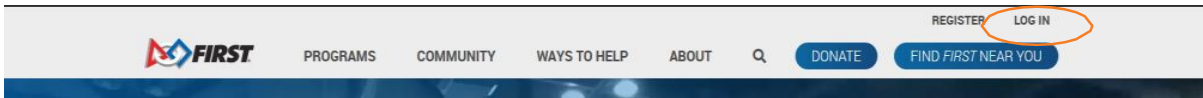
The PITSCO Storefront

To Register Your Team

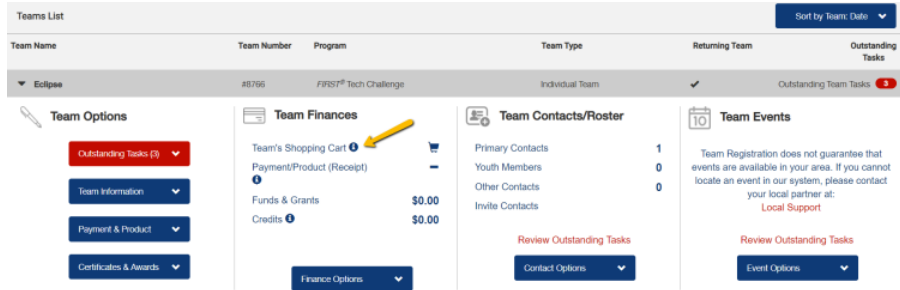
*Teams outside of North America pay any registration fees to their [local Program Delivery Partner](#), and will show a \$0 balance due.

Follow these simple steps to REGISTER your team:

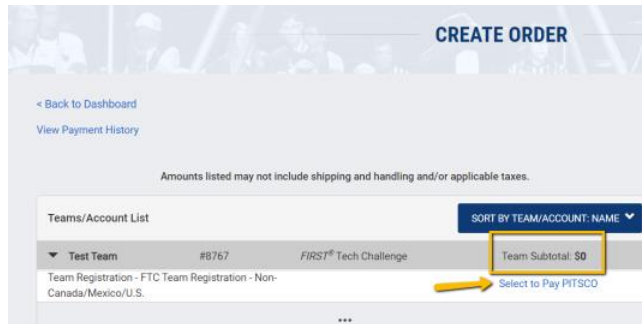
1. Log into your team dashboard at www.firstinspires.org.



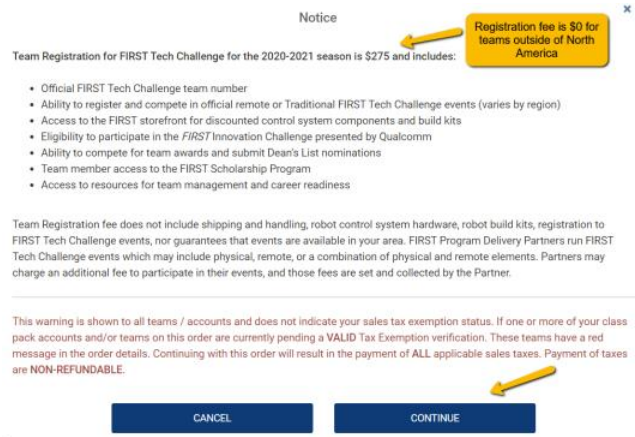
2. Under Team Finances, select “Team’s Shopping Cart.”



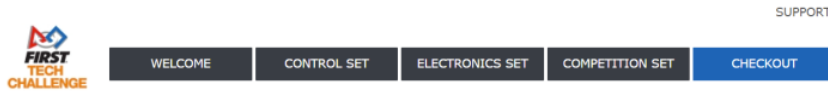
3. From the “Create Order” page, click “Select to Pay Pitsco” to order additional materials



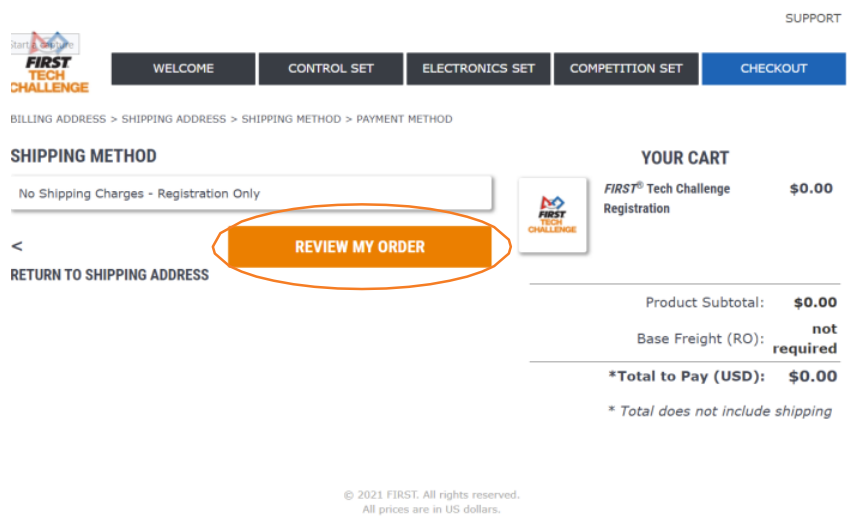
4. You will then get a popup notice, click on “Continue” to be redirected to the PITSCO Storefront



5. Move through the tabs to order product or select “Checkout.”



6. Enter your billing and shipping information and select “Review My Order” to complete registration process.



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.

If there is no Program Delivery Partner in your region please send an email to Team Support at firsttechchallenge@firstinspires.org.

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!