



International Team Registration

FIRST Tech Challenge

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



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Overview of Starting a Team

- [Create a FIRST® Account](#)
- [Create a Team Profile](#)
- [Invite Primary Contacts](#)
- [Enter Storefront](#)
 - Pay for Season Registration (\$ 0,00)
 - Generate a Quote
- [Register your team for the Benelux competition](#)

For additional assistance contact us at

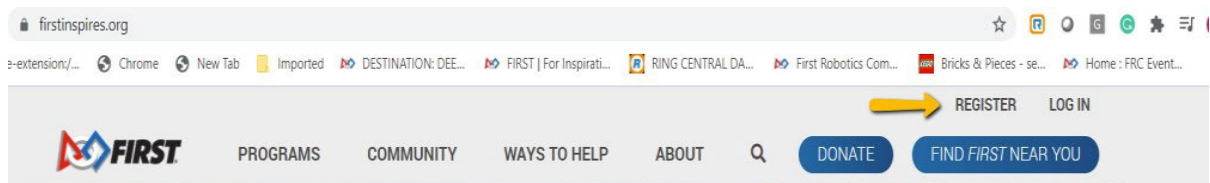
Email:

info@ftcnetherlands.eu

Create a FIRST® Account

Register a FIRST Account

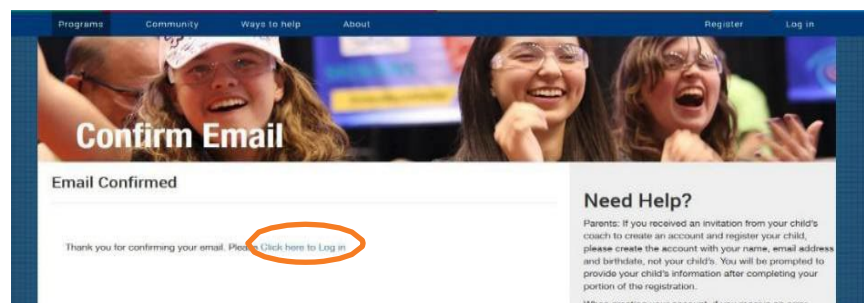
1. To create a new account, go to www.firstinspires.org and click on “Register” at the top right corner of your browser.



2. Complete the Registration Page

A screenshot of the 'Register' page on firstinspires.org. The page has a header with the word 'Register' in large letters. Below the header is a section titled 'Register your new FIRST® account' with a sub-header 'Please enter the information below to register a new account!'. The registration form includes fields for 'Your Email', 'Your First Name', 'Your Last Name', 'Your Date of Birth' (with a date picker), 'Country' (with a dropdown menu), 'Password', and 'Confirm Password'. There is also an 'Agreements' section with a checkbox for 'I have read and agree to the FIRST Privacy Policy' and a 'reCAPTCHA' widget. At the bottom of the form are 'Register' and 'Cancel' buttons. To the right of the form is a sidebar with two sections: 'Attention Parents' and 'Need Help?'. The 'Attention Parents' section contains text about registering a child's account. The 'Need Help?' section provides contact information for customer service.

- a. You will receive the below message after clicking “Register.”



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

Welcome to the FIRST Community!

Please Activate your account [here](#). This link will expire within 48 hours of this email being generated.

You are now part of a group of over 450,000 youth participants and 200,000+ Mentors, Coaches, Judges and Volunteers. We are excited to have you with us!

If the above link does not work, please copy and paste the following into your browser.

<https://my.firstinspires.org/AccountManager/Account/ConfirmEmail?userId=a91febe6-4efd-44a2-9118-f6f9ed913f38&code=MABvAEsAVwBLAEkAcwBCAGcASQAvAEMANQBsAE0AMABIAHkAQgB1AE4AZwA9AD0AfABVAGsANwBmAC8ATABPAFYAbABlADcAKwBTAHoAdwBQAGgATQ4ADIAaQBFAEoAUQBhADkAQQBcAFcAUwBDADgAMABUADMAegBLAQARgBoAHgASgBM AHkAUABIAHUAYgAwAFMAawBWAHqAbABlAG0AUgBIAFYARABJAHMAUwBBAGoARQBSADYANwAzADMAbQBUEgAYgBUAF EAZwBwAFAAaABDADkAKwA2AFkAMwBIAFEAQgBIAFoASABTADMAbABlAGFAZABoAE0AVQB4AFIAcgBmAGsAPOA%253d>

Still having issues? If you are still having trouble Activating your account, please go to

<https://my.firstinspires.org/AccountManager/Account/ForgotPassword?signin=523ce51bb54b3c7718aaa5f8883ca55>

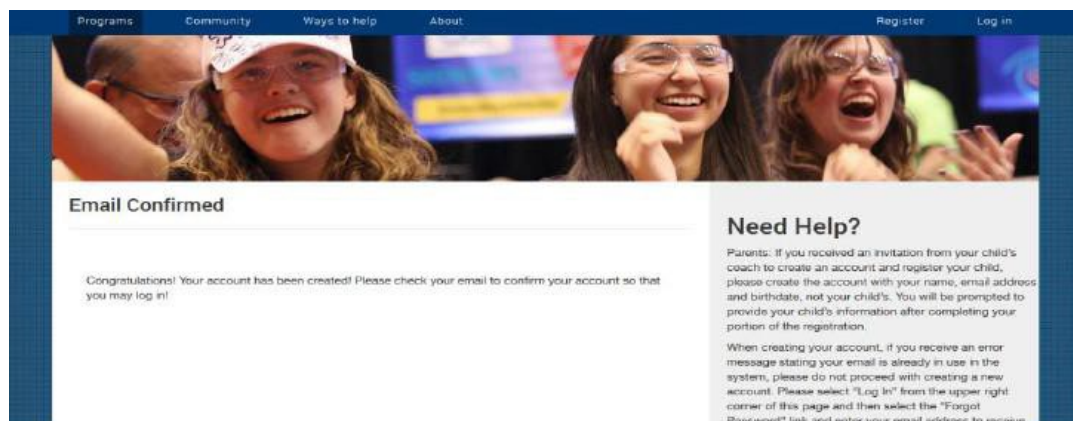
and follow the steps to Reset your Password. The Reset Password feature will allow you to create a new password and login to our system, which will activate your account.

For more information about FIRST, check out <http://www.firstinspires.org/>

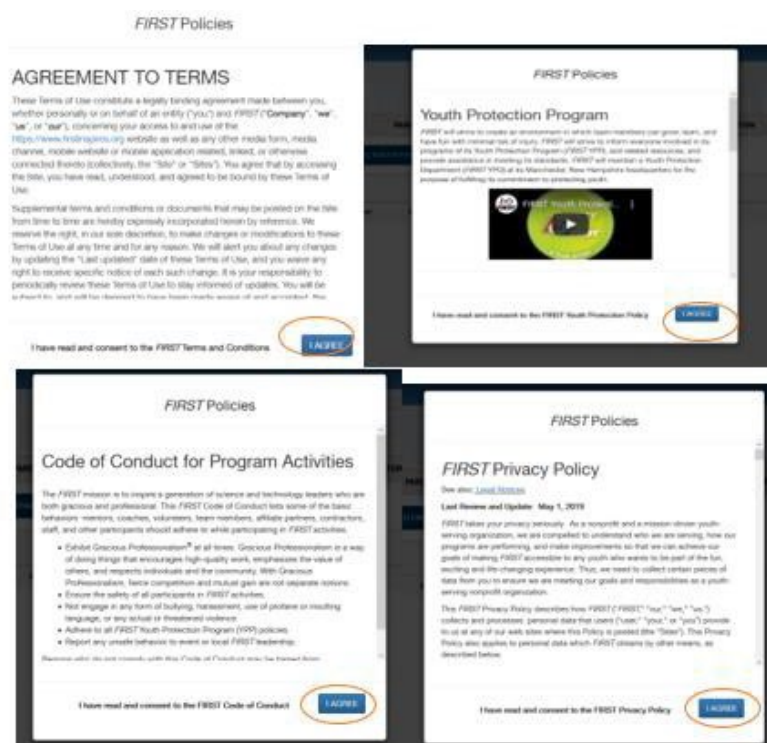
Questions? Contact us at customerservice@firstinspires.org.

This email was automatically generated by FIRST.

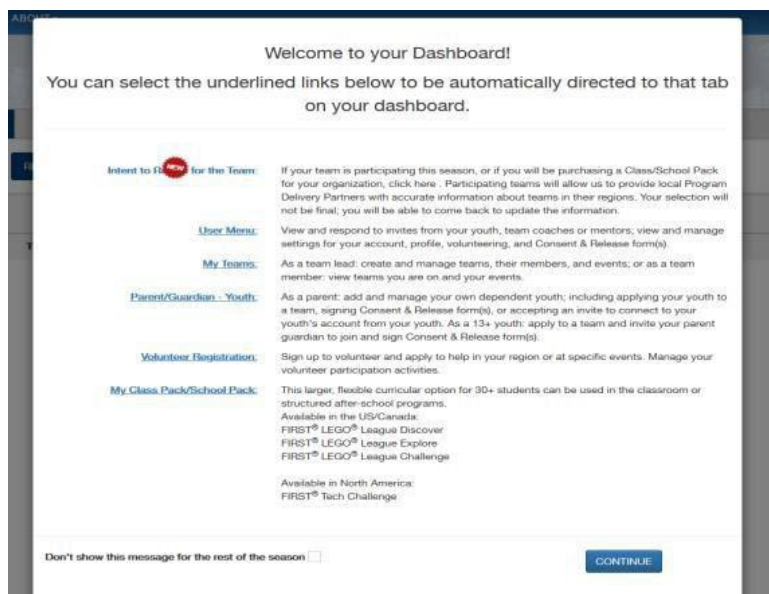
- a. If your email does not come through, check your spam or junk email folder.
 - b. If you have not received the email within a few hours, return to the login page and click “Forgot Password” and follow the steps to change the password.
5. Once you confirm your email, you will see this screen. Login 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.



- After reading the “Welcome to Your Dashboard” page, click “Continue”. You can also choose to not show this message again for the remainder of the season.

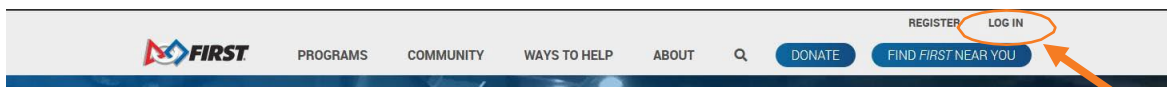


Create or Update a Team Profile

How to Create a New Team

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

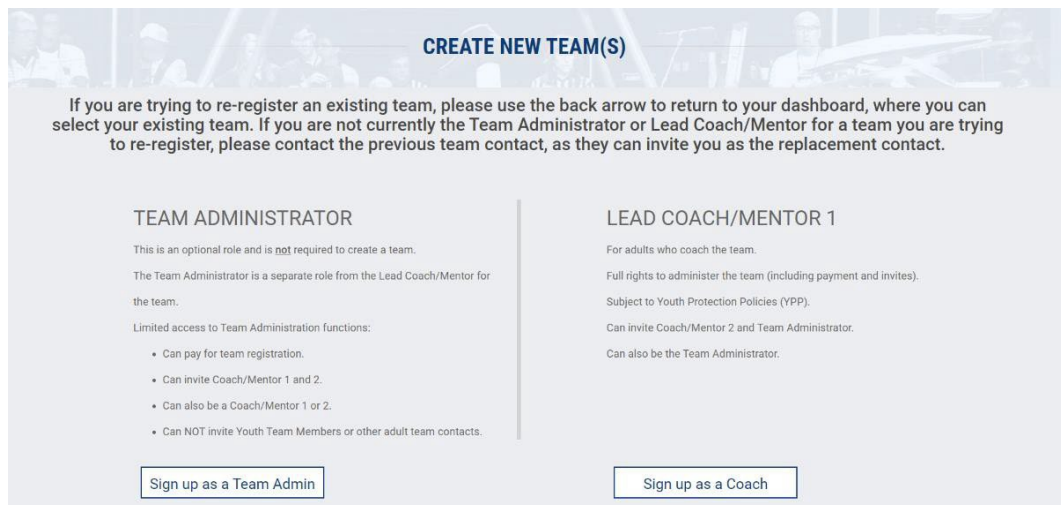
1. Navigate to www.firstinspires.org and click “Log In.”



2. Click “Create a New Team(s)”



3. Select your role:



- a. **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.
- b. **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.

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

7. Next Invite your “Lead Coach/Mentor 2” information.

The screenshot shows the 'INVITE PRIMARY CONTACTS' step of a four-step process (PROGRAM SELECTION, TEAM PROFILE, SCHOOL/ORGANIZATION, INVITE PRIMARY CONTACTS). It contains instructions about inviting a Coach/Mentor 2, a form with fields for FIRST NAME, LAST NAME, and EMAIL ADDRESS, a '+ ADD TEAM ADMIN' link, a CAPTCHA, and 'GO BACK' and 'SAVE & CONTINUE' buttons. A yellow arrow points to the 'I will do this later' link below the 'SAVE & CONTINUE' button.

- a. 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.

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

The screenshot shows the 'CREATE NEW TEAM(S)' confirmation screen. It displays a success message with a green checkmark, stating a temporary team has been created with the name 'FIRST® Tech Challenge Temporary Team #202200041 Dogs of Deerfield'. It explains that a permanent team number will be assigned after payment. It instructs the user to click the 'NEXT STEPS, GO TO DASHBOARD' button to complete registration. The button is highlighted with a blue border.

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

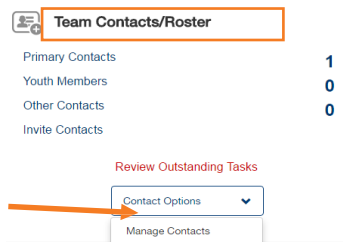
MY TEAMS		PARENT/GUARDIAN - YOUTH	VOLUNTEER REGISTRATION	MY CLASS/SCHOOL PACK ACCOUNT	
CREATE NEW TEAM(S)		GIVE TO FIRST MISSION	REGISTERING YOUTH FAQ	RETURNING TEAMS	SHOPPING CART
Teams List					Sort by Team: Date
Team Name	Team Number	Program	Team Type	Returning Team	Outstanding Tasks
▼ Operation Robotics	#8769	FIRST® Tech Challenge	Individual Team	✓	Outstanding Team Tasks 3

Invite a Lead Coach/Mentor from the Dashboard

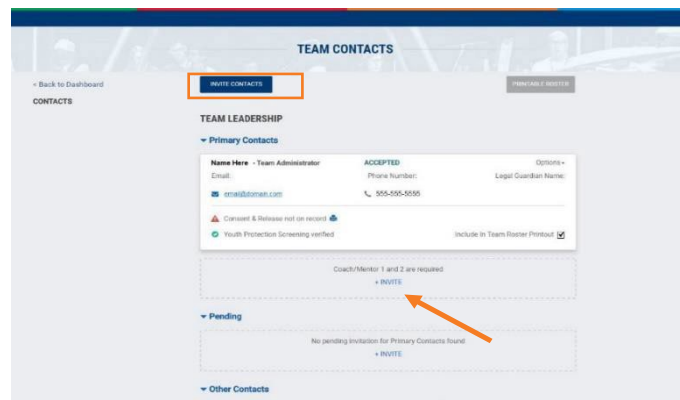
If you did not invite the Coaches/Mentors during your team creation, you can invite them from the Dashboard.

NOTE: Hyperlinked text will appear in a blue font. Click on text to be taken directly to different areas of the site.

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



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



3. Complete the contact information and click “Send Invitation.”

Invite Team Contacts

FIRST Tech Challenge Team# 8769

All fields are required

* Contact Type: Please Select

Full Name:

Email Address:

You can invite multiple contacts at one time.

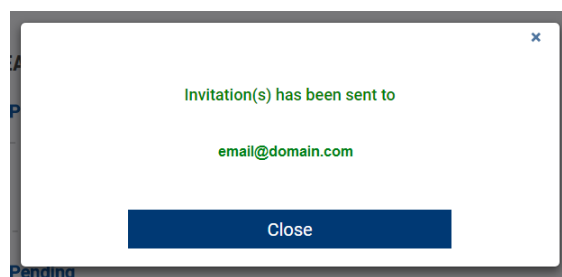
add another

☐ I'm not a robot

☐ Email me a copy

Cancel Send Invitation

4. A confirmation pop-up will appear.



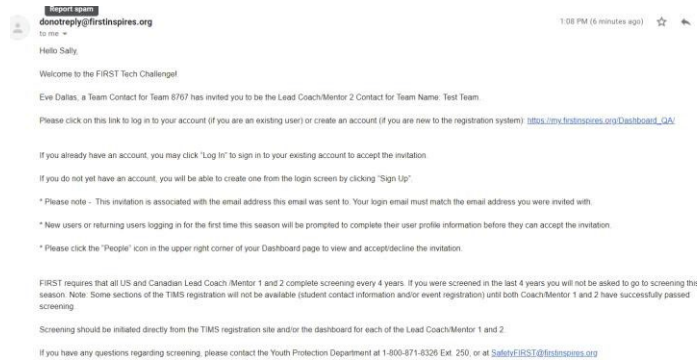
8. Once you have invited your Lead Coach/Mentor 1 or 2, they will receive an invitation via email.
 - a. They must complete their profile and accept your invitation.

Options Under Team Contacts

1. Each role for the team is listed on the Team Contacts page. You can also manage Contacts under “Options”:
 - a. **Send Email** – This is a one-way email system.
 - b. **Invite a Replacement**
 - c. **Delete this Contact** – If you do not have a replacement or the information is wrong, you can delete the contact.
2. The status of the invitation is listed next to their name/role.

Locating Your Invitation

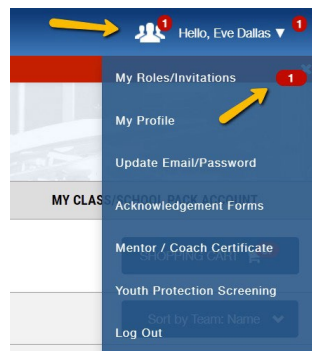
1. Once you have sent out the Invitation, your Lead Coach/Mentor 1, Lead Coach/Mentor 2 or Team Admin will receive an invitation email.



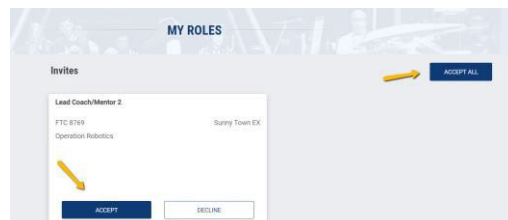
2. The invited contact will need to [Create a FIRST Account](#) and login to accept your Invitation, which is located at the top right of the Dashboard.

How to Accept Invite

1. You have two ways to access invitations
 - a. Click on the Invitation icon or click your name and a drop down will appear.
 - b. Click on "My Roles/Invitations."



3. Click on "Accept" under the Invitation or click "Accept All" if multiple invitations are listed.



The Pitsco Storefront: Registering Teams

To Register Your Team

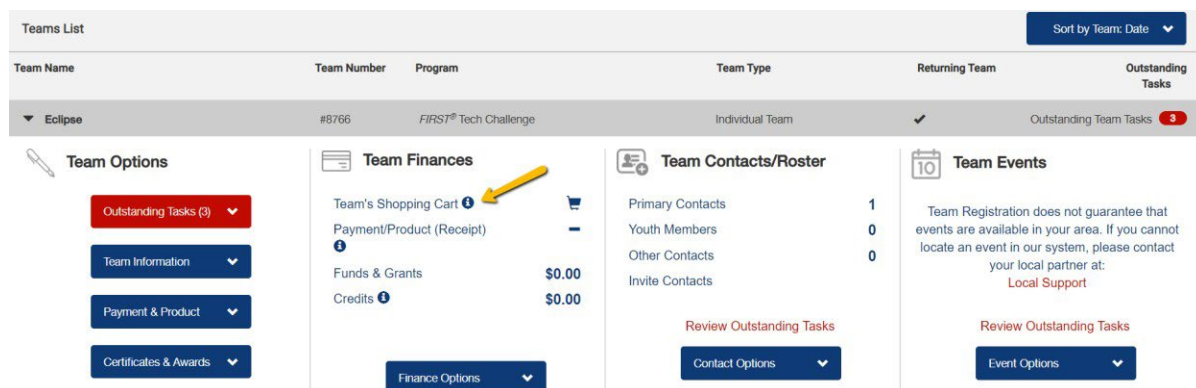
*Teams outside of North America pay any registration fees to their [local Program Delivery Partner](#), and will show a \$0 balance due. However, you still must go through the steps below to register.

Follow these simple steps to **REGISTER** your team:

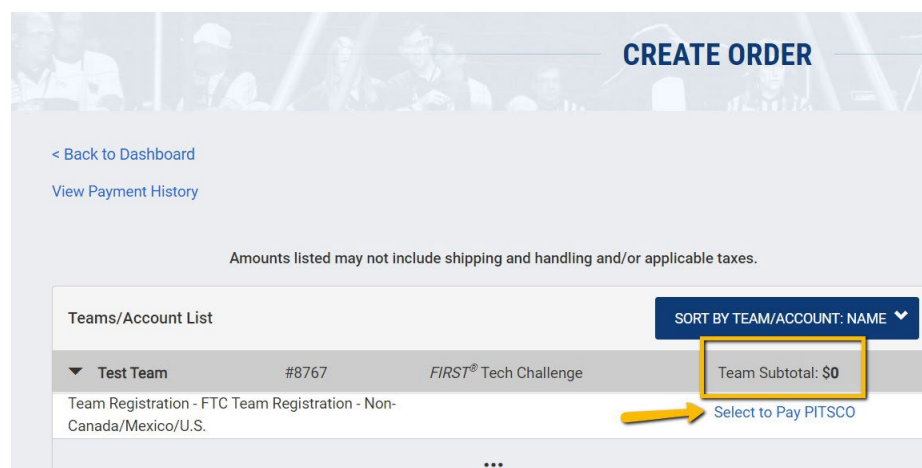
1. Log into your team dashboard at www.firstinspires.org.



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



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



PITSCO Storefront.

Notice

Registration fee will be \$0 for teams outside the U.S. / CANADA

Team Registration for *FIRST* Tech Challenge for the 2022-2023 season is \$295 and includes:

- Official *FIRST* Tech Challenge team number
- Ability to register and compete in official Remote or Traditional *FIRST* Tech Challenge events (varies by region)
- Access to the *FIRST* storefront for discounted control system components and build kits
- Ability to compete for team awards and submit Dean's List nominations
- [Team member and alumni access to career discovery opportunities, networking, and the *FIRST* Scholarship Program](#)
- Access to resources for team management and career readiness

Team Registration fee does not include shipping and handling, robot control system hardware, robot build kits, registration to *FIRST* Tech Challenge events, nor guarantees that events are available in your area. *FIRST* Program Delivery Partners run *FIRST* Tech Challenge events which may include physical, remote, or a combination of physical and remote elements. Partners may charge an additional fee to participate in their events, and those fees are set and collected by the Partner.


This notice is shown to all teams / accounts and does not indicate your sales tax exemption status. If one or more of your class pack accounts and/or teams on this order are currently pending a **VALID** Tax Exemption verification. These teams have a red message in the order details. Continuing with this order will result in the payment of **ALL** applicable sales taxes. Payment of taxes are **NON-REFUNDABLE**.

By clicking continue, I agree to [FIRST® Payment Policy](#) and I understand what I am purchasing.

CANCEL

CONTINUE

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



WELCOME

CONTROL SET


ELECTRONICS SET

COMPETITION SET

CHECKOUT

SUPPORT

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



WELCOME

CONTROL SET

ELECTRONICS SET

COMPETITION SET

CHECKOUT


BILLING ADDRESS > SHIPPING ADDRESS > SHIPPING METHOD > PAYMENT METHOD

SHIPPING METHOD

No Shipping Charges - Registration Only

RETURN TO SHIPPING ADDRESS

REVIEW MY ORDER



YOUR CART

FIRST® Tech Challenge Registration	\$0.00
------------------------------------	--------

Product Subtotal:

\$0.00

Base Freight (RO):

not required

***Total to Pay (USD):**

\$0.00

** Total does not include shipping*