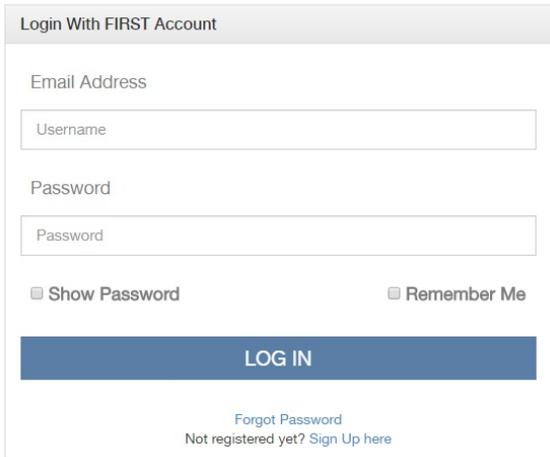


# Registering for *FIRST* LEGO League

Starting from the [firstinspires.org](http://firstinspires.org) website. Select the option to Login from the top right corner of the screen. Login to your *FIRST* account, or create a new account.



Login With FIRST Account

Email Address

Username

Password

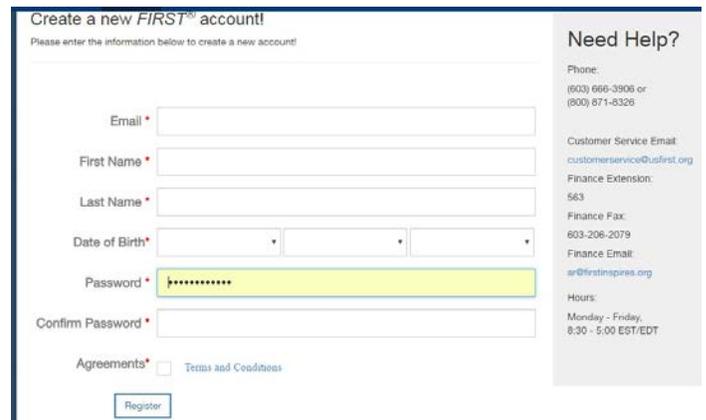
Password

Show Password  Remember Me

**LOG IN**

[Forgot Password](#)  
Not registered yet? [Sign Up here](#)

If you don't already have a *FIRST* account. Create a new account. Check your email for the confirmation. Click the link provided there and return to the login option.



Create a new *FIRST* account!

Please enter the information below to create a new account!

Email \*

First Name \*

Last Name \*

Date of Birth \*

Password \*

Confirm Password \*

Agreements\*  [Terms and Conditions](#)

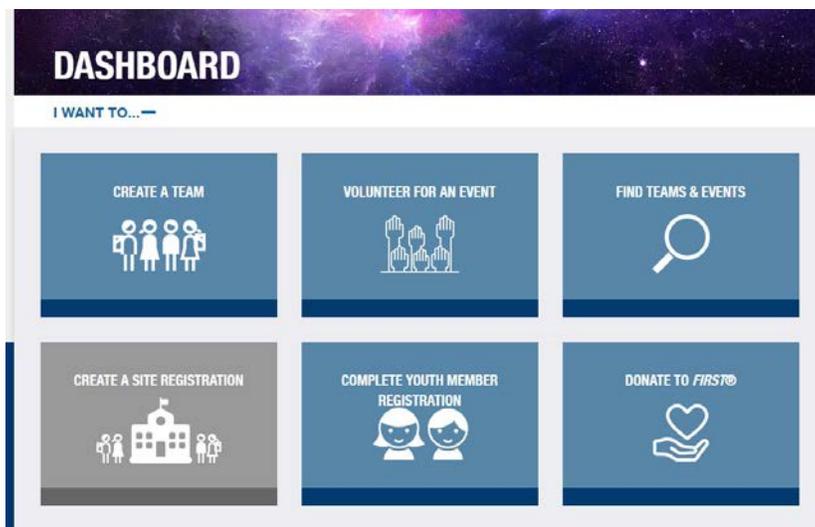
**Register**

**Need Help?**

Phone:  
(603) 666-3906 or  
(800) 671-8326

Customer Service Email:  
[customerservice@usfirst.org](mailto:customerservice@usfirst.org)  
Finance Extension:  
563  
Finance Fax:  
603-206-2079  
Finance Email:  
[sr@firstinspires.org](mailto:sr@firstinspires.org)

Hours:  
Monday - Friday,  
6:30 - 5:00 EST/EDT



**DASHBOARD**

I WANT TO... —

- CREATE A TEAM
- VOLUNTEER FOR AN EVENT
- FIND TEAMS & EVENTS
- CREATE A SITE REGISTRATION
- COMPLETE YOUTH MEMBER REGISTRATION
- DONATE TO *FIRST*®

Your Dashboard will be where you manage your *FIRST* account and your Teams throughout the season. Later your teams will appear under this menu. For now you want to select the first option: Create a Team

The coach who creates the team will be the Lead Coach. Both coaches will have full access to managing and changing details for the team.

Your coach may have a Team Admin. If you receive an ORTOP Team Support Award, this will be ORTOP. Otherwise, it is highly recommend to have your school or nonprofit as the Team Admin, this may be the accountant, secretary, or principal. The Team Admin can be added later.



**TEAM REGISTRATION**

Will you be the Team Administrator or Coach/Mentor 1 for this team?  
(Scroll over Team Admin or Coach/Mentor 1 button for a description of each.)

**TEAM ADMIN** **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 (YPP).  
Can invite Coach/Mentor 2 and Team Admin.  
Can also be the Team Admin.

**TEAM INFORMATION** **SCHOOL/ORGANIZATION**

PROGRAM (Once you move to next, you cannot change your program selection. If you select the incorrect program, you will have to create a new team in the correct program and remove the team you created in the incorrect program, Both of these tasks can be done from your dashboard).

**FIRST® LEGO League Jr.**  
(Suggested ages 6-9)  
(Closed - Opens: 5/5/2016 12:00 PM)

**FIRST® LEGO League**  
(Suggested ages 9-14)

**FIRST® Tech Challenge**  
(Suggested ages 12-18)  
(Closed - Opens: 5/5/2016 12:00 PM)

**FIRST® Robotics Competition**  
(Suggested ages 14-18)  
(Closed - Opens: 5/5/2016 12:00 PM)

TEAM NAME

COUNTRY  ZIP/ POSTAL CODE

TEAM WEBSITE (Optional)

MENTORING (Optional)

Our team currently mentors other teams

Our team would be willing to mentor other teams

Our team would like to be mentored by other teams

Highlight FIRST LEGO League so that the box turns red (as seen on the left). The team name can always be changed later from the Dashboard. Your team name can be temporary at this point.

All information from this point forward can be edited at a later time.

NOTE: After you select United States and add your zip code you will have the option to select your region. To participate in Oregon, even if your team meets in a neighboring community you **MUST** select Oregon to show up on the team list.

TEAM NAME

COUNTRY  ZIP/ POSTAL CODE

CITY, STATE  
 [Edit](#)

REGION

TEAM WEBSITE (Optional)

**School/Organization**

School/Organization Type

Public/Private School (within 50 miles)

[+ ADD A NEW SCHOOL/ORGANIZATION](#)

Complete your school or organization information. If you are not affiliated with a school or organization select Family/Community.

Add your second coach's contact information. They will receive an email inviting them to the team. You may also add a Team Admin, this person will not have full access to the team information, but will be able to pay for the team and invite coaches.

For schools we strongly recommend that at least two school officials have access to the team information.

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 pay for the team registration, order product 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](#)

✓ Congratulations, you have successfully created  
FIRST® LEGO League Temporary Team #201600001 Testers  
(You will receive a permanent team number after payment has been received and applied to your team.)

CREATE ANOTHER TEAM

To be one of the coaches/mentors, you must pass a screening process. Returning Coaches/Mentors who have previously passed the screening need to be re-screened every three years. If you have passed the screening within the past three years, you do not need to go through the process again at this time.

The screening process:

1. This button will bring you to FIRST's account at the Verified Volunteers website.
2. Complete the required steps. Social Security Number (SSN) is optional. Check the box next to "No SSN" to proceed without sharing your SSN.
3. You will receive two emails from Verified Volunteers. The first email will confirm that they have received your order and a second email will notify you that the background screening report is complete and available for your review.
4. **Come back to the FIRST® website to complete your other tasks.**

\*You can always check the progress of your created ... at Verified Volunteers when you ordered your background screening.

I'M DONE, VIEW DASHBOARD

BEGIN YOUTH PROTECTION SCREENING

I will do this later

If you have more than one team, you may register another one, the same way you just did.

If you have not completed Youth Protection Screening completely in the last 3 years, you will need to Begin Youth Protection Screening. You may also wait until later to do this, but you will not be able to pay for your team and order your team equipment until this is complete for BOTH coaches.

After you have completed your Team Registration you are returned to your Dashboard. You can reach your Dashboard at any time by logging into the FIRST website. There are many features in this page so I will only focus on a few of them now.

Selecting the + expands the I WANT TO section back out to the screen you saw when you first logged in. You can add another team here, volunteer at an event, enroll your student on their team, and many other things.

If you have more than 1 team they will be accessible by selecting the V. You may also delete a temporary team.

## DASHBOARD

I WANT TO...+



UPCOMING TASKS



MY INVITATIONS



MY EVENTS



RESOURCE LIBRARY

FLL: TEST

Edit/View Team's Account (Team: 201600054)

### Upcoming Tasks

Sign the FIRST Consent & Release... >

Incomplete >

### Team Tasks Add Team

PAYMENT  
Make/View a payment

MANAGE TEAM  
CONTACTS/ROSTER

SPONSORS  
Manage Sponsors

YOUTH PROTECTION  
POLICY SCREENING

ORDER PRODUCT  
LEGO® Education

CONSENT & RELEASE  
FORM  
Sign Form

SUBMIT W-9 FORM  
Upload Form

The Menu offers many useful tools, you can see your invitations to teams, save FIRST website pages to your resource library, and most importantly notice if you have an urgent task that needs to be completed. In this image there are 2 tasks.

If you did not already complete the Youth Protection Screening you may access it from this menu. You may also sign this season's Consent & Release Form. This must be signed each year.

Throughout the season you will need to use this menu to manage your team. The first two things you will need to do AFTER all the screening is complete are: **Payment and Order Product.**

If you need to change a coach add a Team Admin, or when you are ready to add the students to your online roster for your qualifying tournament, you will do that here.