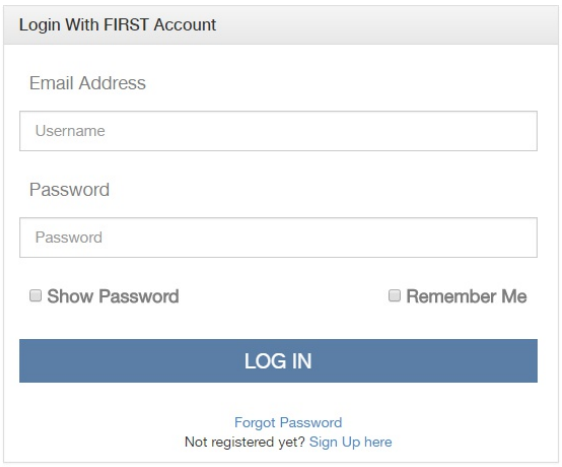
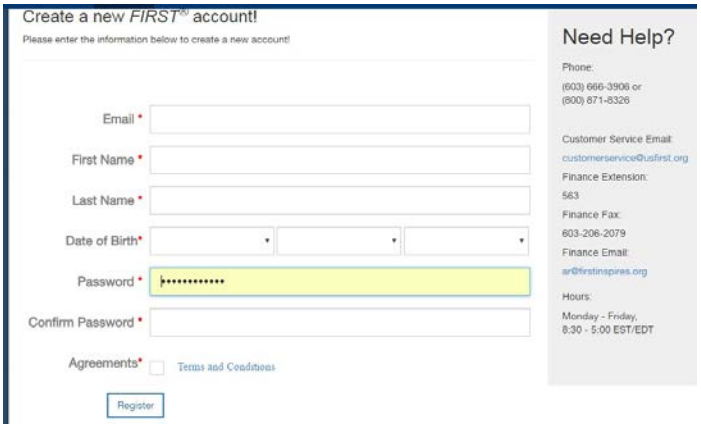
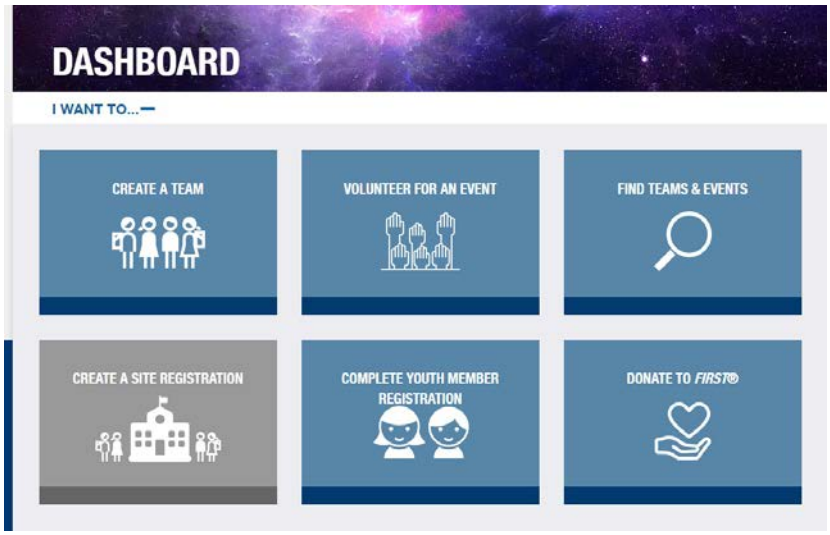
Registering for *FIRST* LEGO League



Starting from the 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.

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.

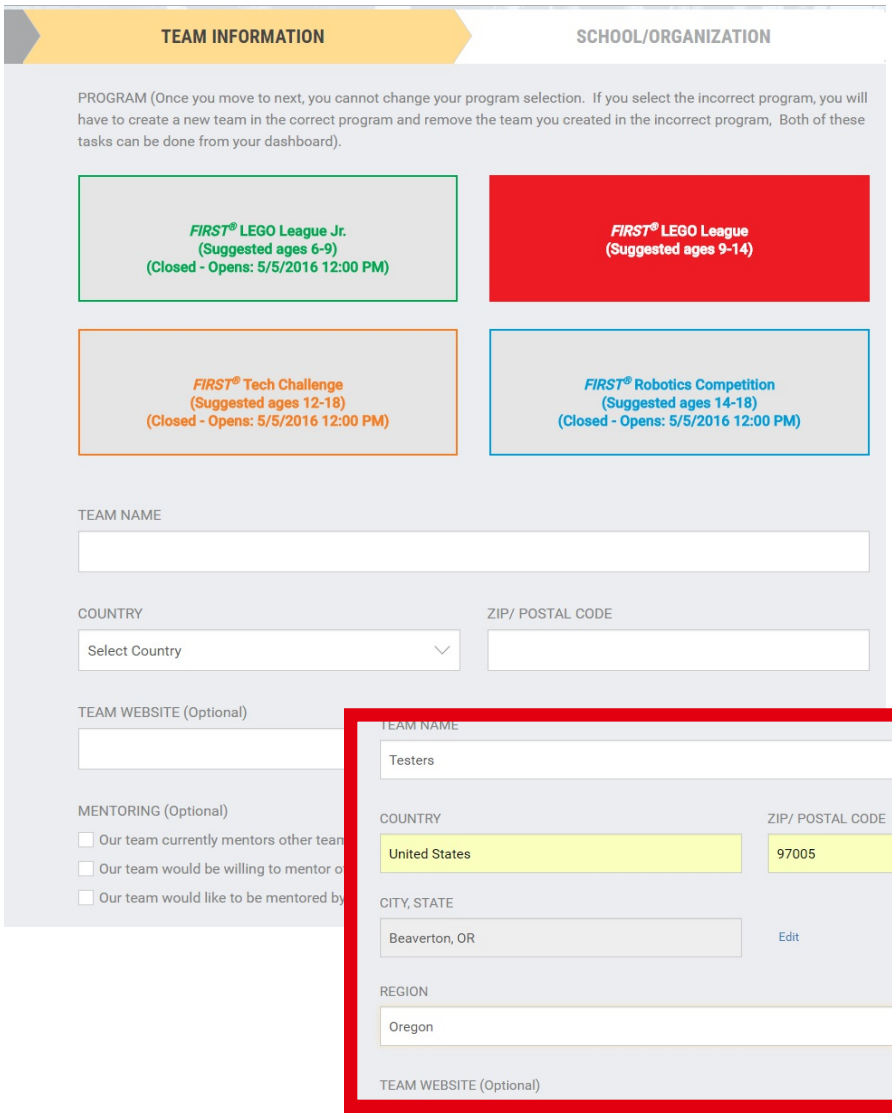




Your Dashboard will be where you manage your *FIRST* account and your Teams throughout the season. Later your teams will appear under this menu. For now you want to select the first option: Create a Team

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.

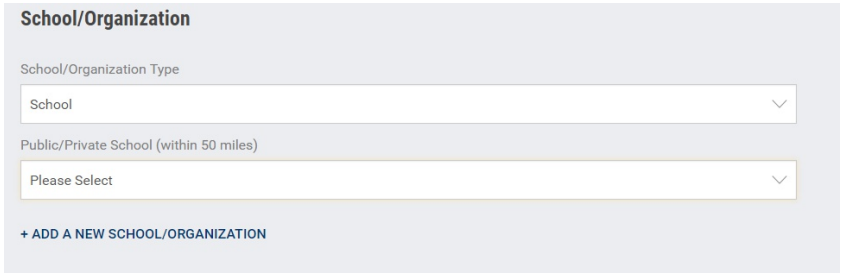
Your coach may have a Team Admin. If you receive an ORTOP Team Support Award, this will be ORTOP. Otherwise, it is highly recommend to have your school or nonprofit as the Team Admin, this may be the accountant, secretary, or principal. The Team Admin can be added later.



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.

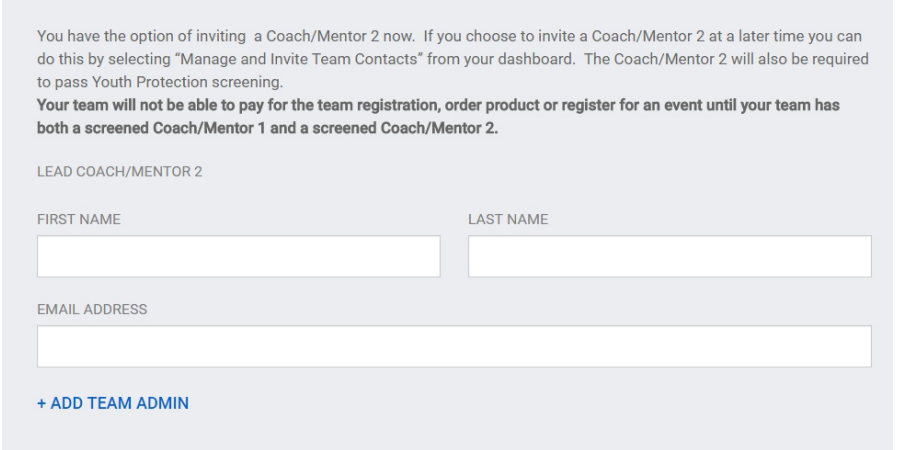
NOTE: After you select United States and add your zip code you will have the option to select your region. To participate in Oregon, even if your team meets in a neighboring community you MUST select Oregon to show up on the team list.

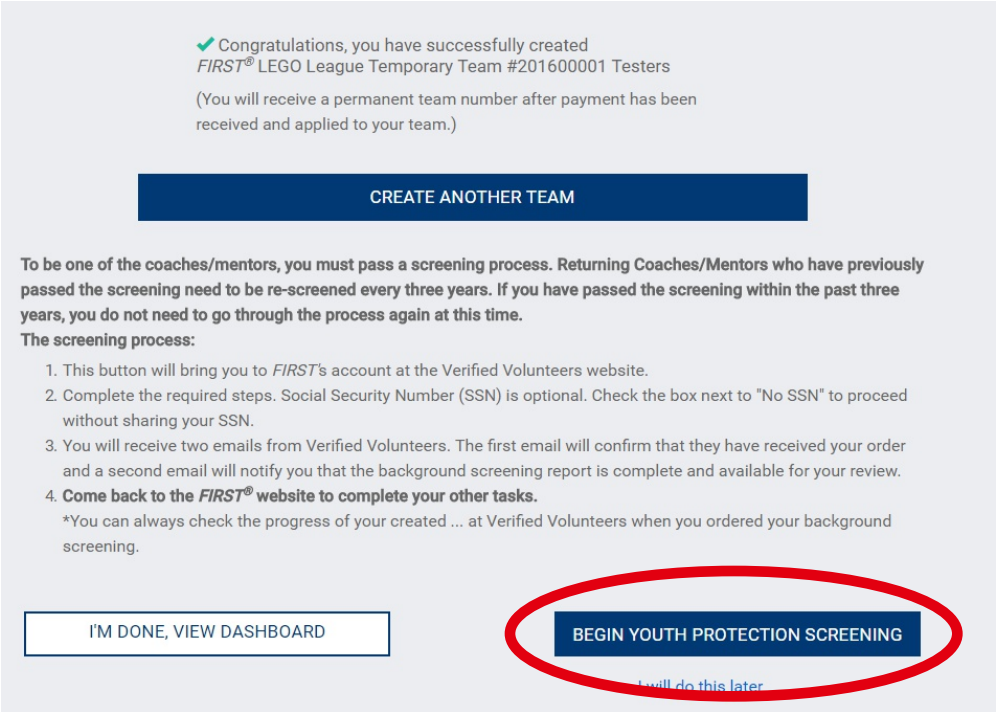


Complete your school or organization Information. If you are not affiliated with a school or organization select Family/Community.

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.





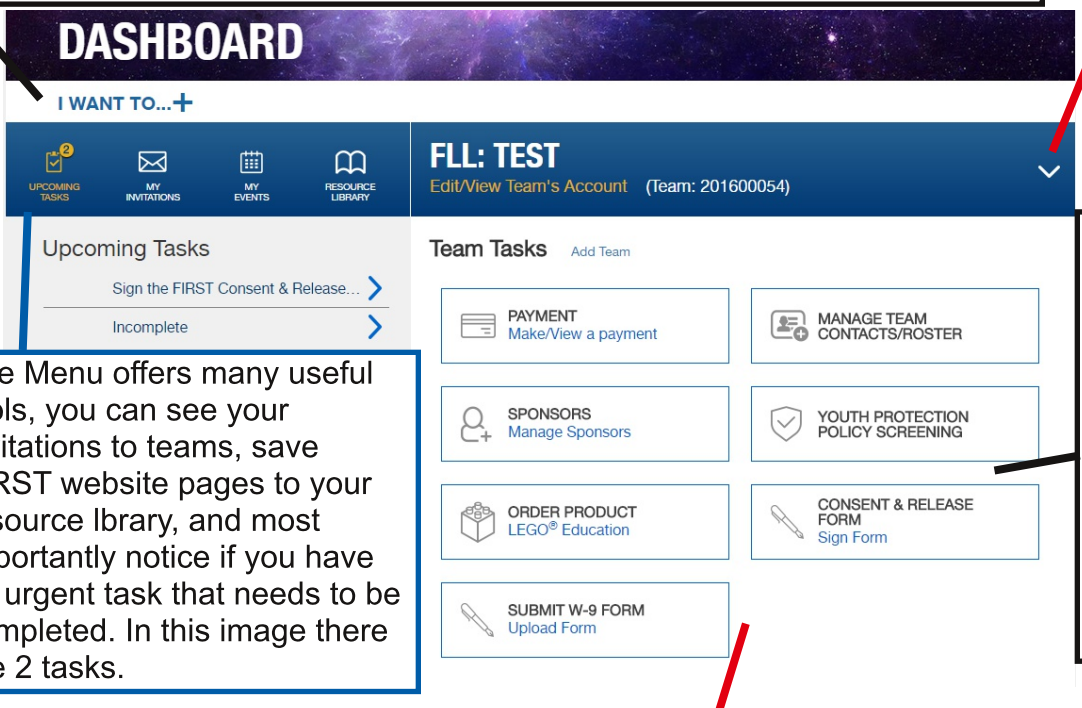
If you have more than one team, you may register another one,t he same way you just did.

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 willl 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 \/ You may also delete a temporary team.



The Menu offers many useful tools, you can see your invitations to teams, save FIRST website pages to your resource lbrary, 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 tyour qualifying tournament, you will do that here.