

## A STIMS WALKTHROUGH FOR PARENTS

Parents have a few things to fill out when registering to sign the digital Consent and Release Form. Please feel free to forward this on to them to help them get through this process.

1. Either select the link in the email you receive from [fllteams@usfirst.org](mailto:fllteams@usfirst.org) or go to the [STIMS login page](#) - Please note that email from usfirst.org often ends up in SPAM folders, if you do not see an email from usfirst - please check your SPAM.
2. Make sure you know your child's team number
3. If you already have a FIRST user account (you have volunteered through VIMS, you are a coach or mentor) you may login to the STIMS page with that same information. (skip to step 6)
4. If you have never made an account on a FIRST page please create an account. All of the boxes with red dots are required. Boxes without red dots are optional information.
5. If you created a new account, please activate your account with the email confirmation.
6. Once you have logged into your account select Add Youth
7. Complete the profile for your FIRST participating child - again only the red dot fields are required
8. Complete the school information for your child. Even if your child is not on a school team please enter the school they attend, or homeschool.
9. Here is where your child's team number comes in! Underneath their name on the main page, select Apply to FLL Team
10. Put the team number in the FLL Team Number box
11. Now the Consent and Release form is available for you to sign! Please Select Edit/View under the Consent Form Status
12. Review the Consent form and select 'Sign Form'
13. **YOU DID IT!** You have registered your child and signed their Consent form for the year! Please let your child's coach know that your consent form has been signed digitally.

Please contact ORTOP or FIRST with any questions about this process, we will do our best to help you!