

What is a STIMS Roster?

You have probably already received an email from FIRST asking you to invite all of your team member's parents to fill out a profile and sign the Consent and Release forms online. This is all necessary to create your STIMS Roster, which you will turn in INSTEAD of signed Consent and Release forms this season. To create your roster is a multi-step process for both the coach and the parent. I am available to help you both through this.

Coaches can invite all parents via the FIRST system to register their child

This step is optional, but it can make sure the parents get the links they need. To invite your team parents, you will need the email address they want to use with the FIRST systems.

- [Login into the FIRST TIMS system](#) (this is the same place you registered your team)
- Select team summary for the team you are ready to invite parents to
- At the bottom of the page under the Team Roster Section, select Invite to Invite each parent.
- Enter the parent's name and email address and select Invite.
- Repeat this for all of the parents on your team.
- If a parent does not have internet access, an email address, or really does not want to fill out an online form, [please print this form](#) and have them return a copy to you before the tournament (you will need a copy for every tournament your team attends, including state if you advance.)
- [Spanish speakers may use this form](#)

Coaches need to return after the parents have filled in the information to add all the team members to their roster.

- After the parents have responded you can add the team members to your team by Selecting Edit/View in the Youth Team Member row.
- There are two things you need to do on this screen: make sure all the **consent forms have been signed digitally** and **Accept students onto your team**.
- If the consent form is not signed, you need to contact the parents to help them through that process, or have them contact ORTOP or FIRST
- To accept students onto a team go to the row with a team member's name and select "accept" under the Application Status column.

BEFORE THE TOURNAMENT! You need to print your Team Roster to bring with you for check-in!!

- On the Team Summary Page, the very last thing is the Team Roster - select View
- In the upper right hand corner select Print Roster
- In the section Additional Student Team Members and Mentors Not Listed Above - write in EVERY team member that does not have a digitally signed Consent and Release form.
- [Collect Paper Consent and Release forms](#) from each of these parents and turn them in at EVERY tournament your team attends (ORTOP recommends making a photocopy of these pages, so you do not need new ones for every tournament).

A note about Mentors

Mentors, and any adults who will be working with your team at the tournament need a consent and release form too! The easiest way is to invite them as a mentor on the team with their email address, and have them create an account the same way you did as a coach. If they are unable to do this, please have them [use the paper form](#).

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 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!