

2018 Season - Step-by-Step STIMS registration

We recommend the use of the Chrome browser while accessing the *FIRST* website.

The process begins with the student.

For FIRST Robotics Team Members, grades 9-12, **without** a previous FIRST student account (Meaning you are a rookie member of your FIRST Robotics Team **and not previously** registered with an FTC team):

1. Student goes to the website: firstinspires.org
2. In the upper right click "Sign Up"
3. Fill in the request for name, email, date of birth and password fields (If at all possible, please use a non-school email address to establish your account with FIRST.)
4. Click the "Agreements" box
5. Click the "Register" box at the bottom
6. Student goes to the email account that was just entered
7. Find the email "Thank You for Joining FIRST" email
8. Within the email, click the link to confirm your registration
9. **This brings the student back to the website: firstinspires.org**
10. In the upper right click "Log In"
11. Enter your email & password
12. You have now accessed your "Dashboard." (If you get an error message instead of the dashboard, log out and log back in. It could take multiple times.)
13. In the top right, **click on the red circle** with a number in it. (A number in the red circle means there are 'action items' to complete).
14. Fill out the entire form with the information requested for the profile
---Important note: The Parent Invite function is not an active invite, and is not required to register! Continue with Step 14.
15. On the left, go back to the Dashboard
16. Click the second tab across "Parent/Guardian - Youth"
17. **Click on the button "Apply to a Team"**
18. **Select: FIRST Robotics Competition**
19. **Enter the number of the team you are on**
20. **Click: Apply**
21. Log out

The process continues with the parent/guardian

22. Students: Inform your parent/guardian that you have registered for your FIRST Robotics Team # (state team number). And that you have initially registered that one parent/guardian using a specific email.
23. Tell that parent/guardian that you invited in step #15
24. Have the designated parent/guardian log into STIMS.
25. **Go to the website firstinspires.org**

26. If you, as a parent/guardian have an established FIRST account (mentor, volunteer, or student is a returning member to a FIRST Team), skip to step #29

27. If you, as a parent, have never had a FIRST account:

- A. In the upper right click "Sign Up"
- B. Fill in YOUR name, email, date of birth and password fields.
- C. Click the "Agreements" box
- D. Click the "Register" box at the bottom
- E. Go to your email account that was just entered
- F. Find the email "Thank You for Joining FIRST" email
- G. Within the email click the link to confirm your registration
- H. Go back to the website firstinspires.org

28. Log in to your parent account (not the student's account)

29. On the Dashboard page, Choose "Parent/Guardian - Youth" (second tab from left)

30. Click on your child's name (Your child may be listed twice. If that is the case do the following steps for each of the times your child is listed)

31. On the right click the "Youth Options" buttons

32. You will be directed to the Youth Profile page, where you will need to fill out your student's information. This includes:

- A. Youth Profile
- B. Youth Demographics
- C. Past FIRST program participation
- D. Youth's School Page. On the Youth's School Page, the only required information is the student's school (if school not listed, scroll to the bottom and select 'school not listed'). You do not need to enter the student's ID number. You may choose not to answer the school lunch eligibility question.

33. Select "Youth's Consent and Release"

34. Scroll to the bottom of the page and "sign"

35. Log out

Additional Note:

For students that may already have a FIRST Account - prior registration with an FTC Team is the most common or are a returning member to an FRC Team – begin with Step #9. Go to the firstinspires.org website. Log into your account using the email address and password you established for your account. Continue with Step #12.

For student and parent/guardian:

Inform your student's lead mentor/coach that the student's registration should now be completed and listed on the team's roster in the TIMS (Team Information Management System).