



Volunteer Registration User Guide For Event Volunteers

Rev. August 2024

FIRST® is a global robotics community that prepares young people for the future.



Thank you for your interest in being a *FIRST*[®] event volunteer! This guide will walk you through the steps required to submit a volunteer application, managing your volunteer profile with *FIRST*, contacting your volunteer coordinator, and more.

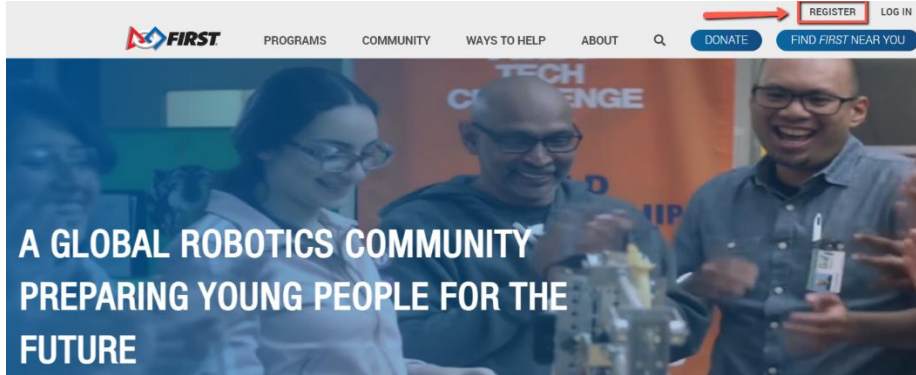
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How do I Create an Account?

To apply to an event, you must create an account or log in to your [FIRST account](#).

Go to the *FIRST* homepage and click 'Register' on the top right.



Add your details to the form to register your account.

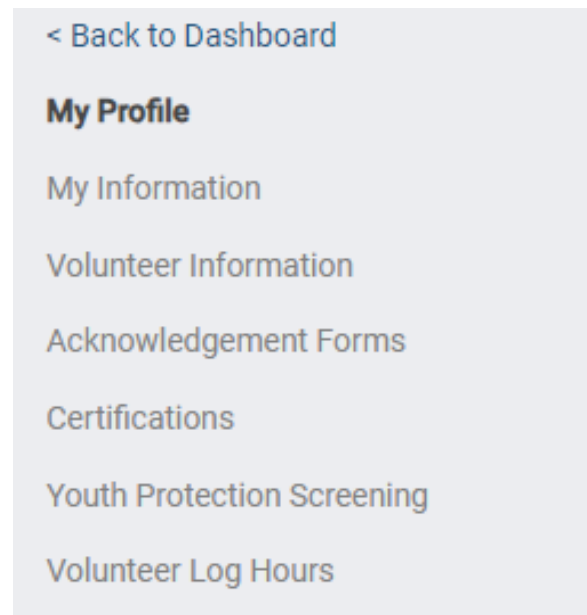
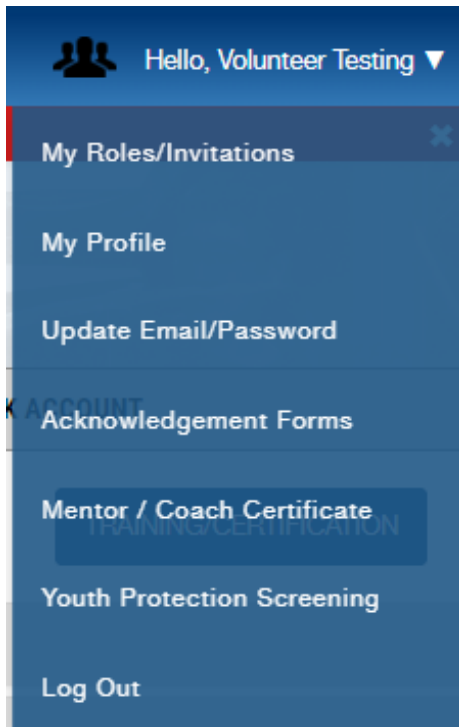
A screenshot of the 'Register' form on the FIRST website. The form is titled 'Register your new FIRST® account' and includes the following fields and elements:

- 'Your Email *' text input field
- 'Your First Name *' text input field
- 'Your Last Name *' text input field
- 'Your Date of Birth *' dropdown menu for month, year, and day
- 'Country *' dropdown menu with 'Select Country' as the placeholder
- 'Password *' text input field
- 'Confirm Password *' text input field
- A list of password requirements:
 - Passwords must be at least 10 characters
 - Passwords must have at least one non-letter or digit character
 - Passwords must have at least one lowercase (a-z) character
 - Passwords must have at least one uppercase (A-Z) character
- 'Agreements *' section with a checkbox and the text 'I have read and agree to the [FIRST Privacy Policy](#)'
- A CAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA' logo.
- 'Register' and 'Cancel' buttons at the bottom.

How do I Update my Profile, Volunteer Information, and Forms?

Personal information and volunteer information can be accessed through your Profile at the top right of the Dashboard. Changes and updates to information can be made at any time. Team Affiliations can be accessed in your profile under My Roles/Invitations and can be removed if necessary.

- **My Roles/Invitations**-team affiliations, accepted volunteer roles, parent guardian roles, and invitations can be viewed, accepted, removed, and edited here.
- **My Profile**-update your personal information such as personal pronouns, preferred name, and contact information. On the left, there is a list of additional information you can click to access in 'My Profile':
- **My Information**-including optional demographic information, languages spoken, employer, non-profit affiliation, alumni status. This will appear in your menu after you take an action that requires screening such as applying for a volunteer role.
 - **Alumni status**-please enter years as a student participating in any *FIRST* program.
 - For 'FLL jr.', please list years under FLL Explore.
 - For *FIRST* Vex Challenge, please list years under *FIRST* Tech Challenge.
- **Volunteer Information**-volunteer years of service, includes shirt size, skills, requests for reasonable accommodations for persons with disabilities, dietary requirements, and emergency contact information.



PROFILE

< Back to Dashboard

My Profile

My Information

Volunteer Information

Acknowledgement Forms

Youth Protection Screening

Volunteer Log Hours

All fields are required

Volunteer Since

2023

Shirt Size

Large

Skills that you have expertise in that you can bring to an event (Optional)

If you require a reasonable accommodation to volunteer, please let us know here. Please note that while *FIRST* does our best to provide accommodations, they are not guaranteed. Please connect with the Volunteer Coordinator of the event for more information. (Optional):

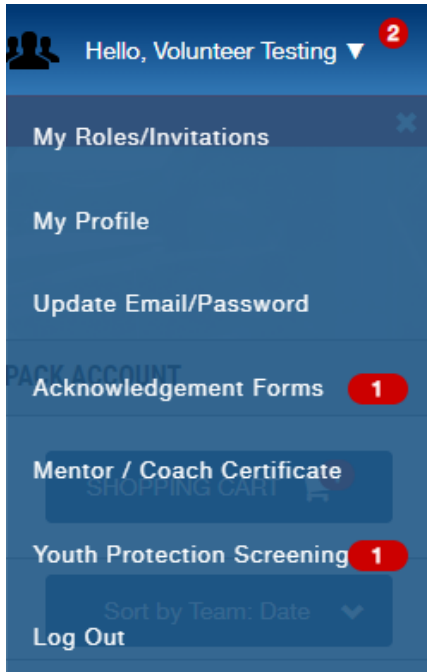
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Enter Your Updated Information Here

- **Volunteer Log Hours**-volunteers may edit their hours of service for event volunteer roles they have been assigned using this tool.
 - Please note, hours must be logged during a season and cannot be logged after the season is completed.
 - Your overall volunteerism history of assigned event roles will display here whether or not hours were logged.
- **Update Email/Password**
 - Any changes to your email or password must happen here and not elsewhere in your profile.
- **Acknowledgement Forms**-tracks your seasonal acceptance of the following policies. Copies are available to print. This page is also accessible from 'My Profile.'
 - [Consent & Release](#)
 - Youth Protection Policy
 - Code of Conduct
 - *FIRST* Mentor Network Terms of Use
 - *FIRST* Privacy Policy
 - *FIRST* Website Terms of Use
- **Mentor/Coach Certificates**-mentors and Coaches have an option here to customize and print their season-specific certificate.
- **[Youth Protection Screening](#)**-shows your status and, if applicable, action steps for your Youth Protection requirement. This page is also accessible from 'My Profile.' This will appear in your menu after you take an action that requires screening such as applying for a volunteer role.
- **Log Out**

Consent & Release Form

Volunteers must sign the *FIRST* Consent & Release Form each season. Volunteers will see a notification if they haven't yet completed the form and can access via the profile drop down menu by selecting Acknowledgement Forms.



Dashboard Notification Icons

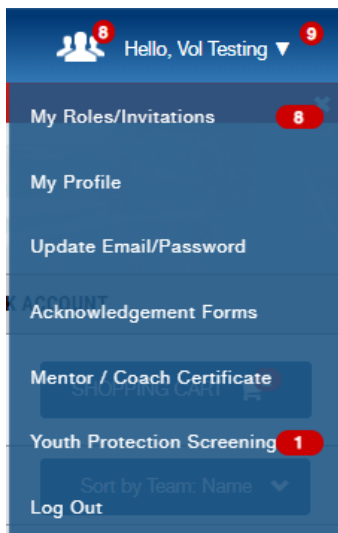
There are two places in your account where you may see red notification bubbles.

The People Icon:

- You have invitations waiting for you:
 - Team invitations
 - Lead Coach/Mentor invitations
 - Invitations to volunteer at an event

The Down-Carrot to Enter Your Profile:

- You have actions you need to take:
 - Your [Youth Protection Screening](#) needs attention
 - You have forms to complete, like the [Consent and Release](#)



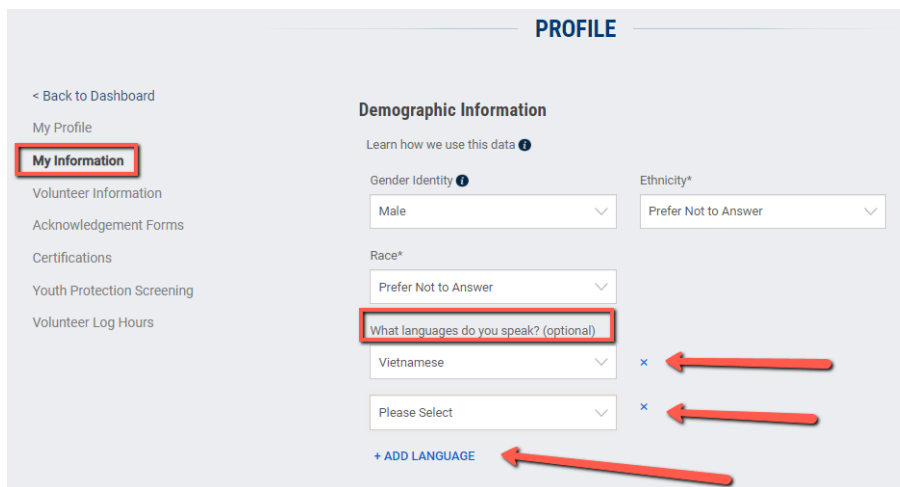
Updating Roles, Team Affiliations, and Invitations

Team affiliations, accepted volunteer roles, parent guardian roles, and invitations can be viewed, accepted, removed, and edited under the My Role/Invitations option from the upper right corner menu.



What's New in My Profile

Volunteers can add **languages** they speak to their profile. This is in the 'My Information' area of 'My Profile.'



Volunteers can enter requests for **reasonable accommodations** to their profile. These are defined as respectful accommodations that ensure that people with disabilities who are part of the *FIRST* community have equal access to participate in *FIRST* and they allow every person to experience a sense of belonging *FIRST* does its best to provide accommodation, but they are not guaranteed. [Message your volunteer coordinator](#) for more information. This is in the 'Volunteer Information' area of 'My Profile.'

PROFILE

[< Back to Dashboard](#)

[My Profile](#)

[My Information](#)

Volunteer Information

[Acknowledgement Forms](#)

[Certifications](#)

[Youth Protection Screening](#)

[Volunteer Log Hours](#)

All fields are required

Volunteer Since

2023

Shirt Size

Large

Skills that you have expertise in that you can bring to an event (Optional)

If you require a reasonable accommodation to volunteer, please let us know here. Reasonable and respectful accommodations ensure that *people with disabilities* who are part of the *FIRST* community have equal access to participate in *FIRST*, feel valued, achieve the organization's *mission*, exemplify the *FIRST Core Values*, and they allow every person to experience a sense of belonging. Please note that while *FIRST* does our best to provide accommodations, they are not guaranteed. Please connect with the Volunteer Coordinator of the event for more information. (Optional):

500 characters left

How do I Apply to an Event?

Once you are logged into your account, click on 'Volunteer Registration' tab and select the Event Volunteering option on the right.

DASHBOARD


MY TEAMS
PARENT/GUARDIAN - YOUTH
VOLUNTEER REGISTRATION
MY CLASS PACK ACCOUNT

Welcome!

There are two primary types of volunteering for *FIRST*® Programs

Event Volunteering

Volunteer at a local event. Click here to use the Event Search to find events in your area!



FIRST Mentor Network

An interactive, community platform allowing teams and interested mentors to easily find each other for virtual mentoring opportunities.

For team support or questions please visit <https://www.firstinspires.org/about/contact-us>

- Use filters to refine search by program, location, or date.
- Click the 'Apply Filters' button at the bottom to activate the filters.

[Back to Dashboard](#)

Don't see an event in your area? Click here to [Apply to a Program](#) your info

Event Filters [CLEAR FILTERS](#)

Program(s)

[FIRST® LEGO® League - Explore](#)

[FIRST® LEGO® League - Challenge](#)

[FIRST® Tech Challenge](#)

[FIRST® Robotics Competition](#)

Location

Country
United States

State
Maryland

Zip / Postal Code
Zip Code / Postal Code

Date

From
Start Date

To
End Date

Name

Event, City or Venue
Event Name, City or Venue

USA, Maryland [Clear filters](#)

[APPLY FILTERS](#)

- Once you see the events available within your search parameters, you can click 'Volunteer' on the event you select to complete the volunteer application.

SEARCH FOR AN EVENT

[Back to Dashboard](#)

Don't see an event in your area? Click here to [Apply to a Program](#). This option will allow you to complete your volunteer registration information, youth protection screening, and indicate your interest in volunteering at local events. Check back often for new events!

Event Filters [CLEAR FILTERS](#)

Program(s)

[FIRST® LEGO® League - Explore](#)

[FIRST® LEGO® League - Challenge](#)

[FIRST® Tech Challenge](#)

[FIRST® Robotics Competition](#)

Location

Country
United States

13 Event(s) located

<p>FIRST LEGO League Explore Festival/Remote-PartnerPortal</p> <p>EVENT LOCATION: Remote Manchester, NH</p> <p>EVENT DATE(S): 11/02/2020 - 11/05/2020</p> <p>SET UP DATE: TBA</p> <p>TEAR DOWN DATE: TBA</p> <p>VOLUNTEER</p>	<p>FIRST LEGO League Challenge VRD Qualifying Event</p> <p>EVENT LOCATION: FIRST Place Manchester, NH</p> <p>EVENT DATE(S): 11/14/2020 - 11/14/2020</p> <p>SET UP DATE: TBA</p> <p>TEAR DOWN DATE: TBA</p> <p>VOLUNTEER</p>	<p>FIRST LEGO League Explore NH VRD Event</p> <p>EVENT LOCATION: FIRST Place Manchester, NH</p> <p>EVENT DATE(S): 12/05/2020 - 12/05/2020</p> <p>SET UP DATE: TBA</p> <p>TEAR DOWN DATE: TBA</p> <p>VOLUNTEER</p>
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Volunteer Application Step 1

- Select your available dates and enter any notes in the 'Specific Availability Times/Details' section.
- Select up to 5 roles and arrange them in order of role preference.
 - Click the arrow to the right of the role to see the role description.

- Click 'Next' to head to Step 2.

Volunteer Application Step 2

If you are a lead mentor/coach, associated with a team in a non-lead mentor/coach capacity, a team parent/guardian, or affiliated with a team in any other way, you can enter those teams at this step. It is important to report these affiliations to avoid any [conflict of interest](#).

Click 'Complete' when finished or if you do not have any affiliations. This will bring you to Step 3.

Volunteer Application Step 3

Your application has been submitted! The local event coordinator will review your information.

- If assigned, you will receive an assignment email with role and event information.
- Volunteers in the US and Canada who are over age 18 are required to complete [youth protection screening](#) before being assigned to an event role.
- Screening can be accessed by clicking 'Begin Youth Protection Screening'.

APPLICATION RECEIVED

You must pass YPP screening in order to participate in your event.

BEGIN YOUTH PROTECTION SCREENING

VRD Qualifying Event

EVENT DETAILS:
Program: FIRST LEGO League Challenge
Type: Qualifying Event

Set Up Date: TBD
Event Dates: 11/14/2020 - 11/14/2020
Tear Down Date: TBD

YOUR ROLE ASSIGNMENT REQUEST(S):
Field Resetter, Core Values Judge

Mill Number 3
View larger map

FIRST Place
200 Bedford St
Manchester, NH
[Directions to the venue](#)

RETURN TO DASHBOARD **VOLUNTEER FOR ANOTHER EVENT**

Apply to a Program

On the 'Search for an Event Screen', you can select 'Apply to a Program' at the top of the page if you don't see an event in your area and would still like to apply to volunteer.

SEARCH FOR AN EVENT

[< Back to Dashboard](#)

Don't see an event in your area? Click here to **Apply to a Program**. This option will allow you to complete your volunteer registration information, youth protection screening, and indicate your interest in volunteering at local events. Check back often for new events!

Event Filters **CLEAR FILTERS**

Select the program(s) you are interested in applying for and click 'Apply to Program.' You may select as many programs as you like.

APPLY TO PROGRAM

Apply To Program

Sign up to volunteer for a program(s). By applying, you will be visible to event coordinators in your area who may contact you to volunteer for specific events. This will also allow you to complete Youth Protection Screening, if applicable. Please also confirm that your Profile and Volunteer Info is up to date.

Program

FIRST® LEGO League Explore
(Suggested ages 6-9)

FIRST® LEGO League Challenge
(Ages 9-14 or grades 4th-8th)

FIRST® Tech Challenge
(Suggested ages 12-18)

FIRST® Robotics Competition
(Suggested ages 14-18)

GO BACK **APPLY TO PROGRAM**

The Volunteer Coordinator in your area will contact you if there is an opening.

How do I Edit or Withdraw my Volunteer Application?

After completing an event application, volunteers have options to withdraw the application or edit the application. You can only edit or withdraw your application when it is in the 'pending' status. You cannot edit or withdraw the 'apply to program' application.

These options can be accessed using the 'Role Options' button for each event application. Please note, once you are assigned to an event role, you must [contact the volunteer coordinator](#) directly if you cannot attend the event or need to edit your availability or role.

The screenshot shows the 'DASHBOARD' with tabs for 'MY TEAMS', 'PARENT/GUARDIAN - YOUTH', 'VOLUNTEER REGISTRATION', and 'MY RESOURCES'. Under 'VOLUNTEER REGISTRATION', there are buttons for 'EVENT VOLUNTEERING', 'WORK WITH A TEAM', and 'LOG VOLUNTEER HOURS'. A 'Pending Applications' section is expanded to show a card for 'Kickoff Test - VRD' and 'Local Kickoff - FRC'. The card details include: Role: Crowd Control, Field Supervisor; Status: PENDING; Setup Date: 7/6/2018; Event Start: 7/7/2018; Event End: 7/7/2018; Tear Down: 07/08/2018; Location: Event Venue, 1 Main St, Manchester, 03101 USA; Website: [blank]. A map shows the location at 1 Main Street. A 'ROLE OPTIONS' dropdown menu is open, showing 'Withdraw Application', 'Edit Application', and 'Message Coordinator'. A red arrow points to the 'Withdraw Application' option.

Volunteer Dashboard

The Volunteer Dashboard is your homepage for volunteering with *FIRST*. You can return to the Dashboard at any time during your application process by clicking 'Dashboard.'

After completing an application, the Dashboard shows your pending applications. Once you are assigned and online training is complete, these will be moved into the 'Assigned Event Roles' section. Roles that you have applied to or been assigned to where you have not yet completed certification will appear under 'Roles Missing Certifications.'

The screenshot shows the 'DASHBOARD' with tabs for 'MY TEAMS', 'PARENT/GUARDIAN - YOUTH', 'VOLUNTEER REGISTRATION', and 'MY CLASS/SCHOOL PACK ACCOUNT'. Under 'VOLUNTEER REGISTRATION', there are buttons for 'EVENT VOLUNTEERING', 'FIRST MENTOR NETWORK', 'GIVE TO FIRST MISSION', and 'LOG VOLUNTEER HOURS'. A 'TRAINING/CERTIFICATION' button is also visible. A 'Pending Applications' section is expanded to show a card for 'VRD Qualifying Event' and 'Qualifying Event - FLL Challenge'. The card details include: Status: PENDING; Role: Field Resetter, Core Values Judge; Days Assigned: [blank]; Setup Date: TBA; Event Start: 11/14/2020; Event End: 11/14/2020; Tear Down: TBA; Location: FIRST Place, 200 Bedford St, Manchester, NH 03101 USA; Website: [blank]. A map shows the location at 200 Bedford Street. A 'ROLE OPTIONS' dropdown menu is open, showing 'Withdraw Application', 'Edit Application', and 'Message Coordinator'.



How do I Access Youth Protection Screening?

Volunteers will be prompted to access youth protection screening once they apply to an event or apply to a program.

Screening status can be accessed under your profile on the top right of the [Dashboard](#) where you will see your name. For additional information and/or Frequently Asked Questions about the Youth Protection Screening Process, please visit: www.firstinspires.org/ypp.

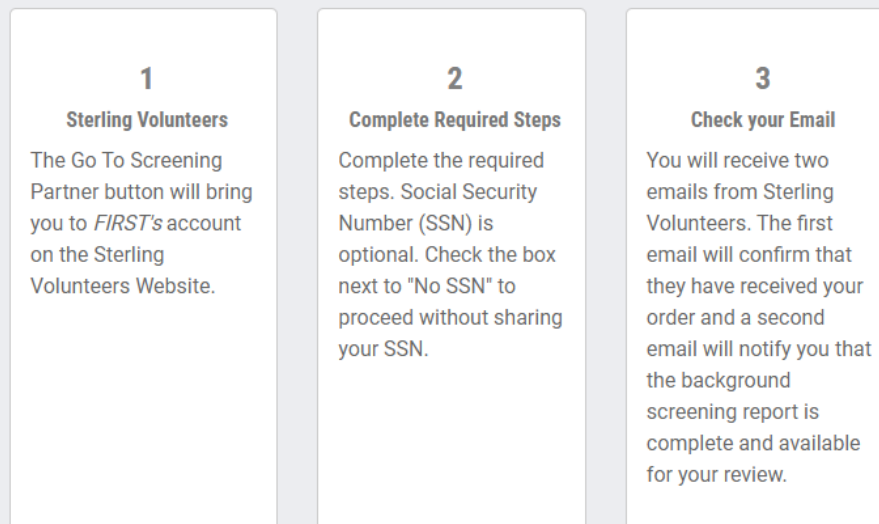
Youth Protection Screening

Volunteer Testing

You have been assigned a role that required you to pass a background screening process as part of the Youth Protection Program at *FIRST*®.

This screening is conducted by an outside vendor in partnership with *FIRST*®. You will be required to create an account on their site. *FIRST*® does not obtain or have access to the information you provide and only obtains and saves the status of the screening. You will be able to check the status of your screening at any time by either logging into your account with *FIRST*®

Once your information has been submitted, the screening process can take up to 5 business days, however is commonly completed within two business days.



[GO TO SCREENING PARTNER](#)

How do I Contact the Volunteer Coordinator for My Event?

Volunteers can message the volunteer coordinator of an event in Volunteer Registration. Click on the 'Role Options' button under a pending application or assigned event role and select 'Message Coordinator'.

You cannot receive any messages through Volunteer Registration. Your volunteer coordinator will either email you back or call you.

DASHBOARD

MY TEAMS PARENT/GUARDIAN - YOUTH **VOLUNTEER REGISTRATION** MY RESOURCES

EVENT VOLUNTEERING WORK WITH A TEAM LOG VOLUNTEER HOURS

▼ Pending Applications

Kickoff Test - VRD
Local Kickoff - FRC

Role: Crowd Control, Field Supervisor Setup Date: 7/6/2018 Location: Event Venue
Status: PENDING Event Start: 7/7/2018 1 Main St
Event End: 7/7/2018 Manchester, 03101 USA
Tear Down: 07/08/2018 Website:

View larger map

Map data ©2018 Google Terms of Use Report a map error

ROLE OPTIONS ▼

- Withdraw Application
- Edit Application
- Message Coordinator

How do I Access Training & Certifications for My Role?

Training and Certification requirements vary by program. To access your training and certification courses after they are completed, click on the 'Training/Certification' button located on the top right in Volunteer Registration.

The 'Training/Certification' button will be gray in appearance if you are not assigned a role with a training.

Please note: *FIRST* systems synchronize every four hours. It may take up to four hours for your volunteer coordinator to see your training and certification completions in their account.

DASHBOARD

MY TEAMS PARENT/GUARDIAN - YOUTH **VOLUNTEER REGISTRATION** MY CLASS/SCHOOL PACK ACCOUNT

EVENT VOLUNTEERING FIRST MENTOR NETWORK GIVE TO FIRST MISSION LOG VOLUNTEER HOURS **TRAINING/CERTIFICATION**

FIRST LEGO® League Challenge (FLL), *FIRST* Tech Challenge (FTC), and *FIRST* Robotics Competition

If you apply to an event role requiring training and certification, the 'Roles Missing Certification' section will appear on your [Volunteer Dashboard](#). Click on 'Review Outstanding Tasks', then click the 'Resolve' button. This will take you directly to the training site. Alternately, you may also click on the 'Trainings/Certification' button on the top right of the screen and in the image below.

For FLL and FTC, you must have applied to at least ONE role requiring training and certification to see all the available FLL or FTC training and certification courses. Early in the season, not all courses are posted yet. This means it is possible that you can apply to a role, and not have



access to any training courses. All FLL courses are typically available by the end of October each season. All FTC courses are typically available by the end of October or early November each season. We thank you in advance for your patience.

FoR FRC, you will only see the course you for the role(s) you applied for.

The screenshot shows the 'DASHBOARD' for 'VOLUNTEER REGISTRATION'. It features a navigation bar with tabs for 'MY TEAMS', 'PARENT/GUARDIAN - YOUTH', 'VOLUNTEER REGISTRATION', and 'MY CLASS/SCHOOL PACK ACCOUNT'. Below the navigation bar are buttons for 'EVENT VOLUNTEERING', 'FIRST MENTOR NETWORK', 'GIVE TO FIRST MISSION', 'LOG VOLUNTEER HOURS', and 'TRAINING/CERTIFICATION'. A red arrow points from the 'LOG VOLUNTEER HOURS' button to the 'TRAINING/CERTIFICATION' button. The main content area displays details for the 'NE District Hartford Event Qualifying Event - FRC'. It includes fields for 'Status: ASSIGNED', 'Role: Volunteer Coordinator', 'Days Assigned', 'Setup Date: TBA', 'Event Start: 1/1/2021', 'Event End: 1/1/2021', 'Tear Down: TBA', 'Location: Hartford Public High School', '55 Forest Street', 'Hartford, CT 06105 USA', and 'Website: http://www.nefirst.org/'. A red arrow points to a 'Review Outstanding Tasks' link. A map shows the location at 55 Forest Street. A 'ROLE OPTIONS' dropdown menu is visible in the bottom right corner.

How Can I Access my Participation History and Log Volunteer Hours?

Volunteers have the option of tracking their *FIRST* event volunteer hours and logging them in Volunteer Registration. This feature can be accessed by selecting 'Volunteer Log Hours' in [My Profile](#), or by clicking on Log Volunteer Hours in the Volunteer Registration Dashboard.

This screenshot is similar to the one above, showing the 'DASHBOARD' for 'VOLUNTEER REGISTRATION'. The 'LOG VOLUNTEER HOURS' button is highlighted with a yellow border. The navigation bar and other elements are the same as in the previous screenshot.

- Volunteers can only log hours for roles assigned through the Volunteer Registration system.
- Hours can be logged and edited for the current *FIRST* season (the season runs from June–May each year).
- These hours will be saved and available to view in future seasons and can be sorted by program and season.
- After the season has ended, volunteers are unable to go back and add or edit hours for past seasons.

Participation history can be printed or saved as a PDF by clicking the 'Print History' button. If you need verification of your hours, we recommend reaching out to your [local Volunteer Coordinator](#) or [Partner](#) as *FIRST* Headquarters cannot verify hours.

PROFILE

[< Back to Dashboard](#)

My Profile
My Information
Volunteer Information
Acknowledgement Forms
Certifications
Youth Protection Screening
Volunteer Log Hours

My FIRST Participation History

Name : Sam Smith
Volunteer Since : 2019
Current Season Total Hours : 0

Select Program Select Season **SEARCH**

PRINT HISTORY

Program	Season	Event	Event Date	Role	Hours
FRC	2021	NE District Hartford Event	1/1/2021 - 1/1/2021	Volunteer Coordinator	✎
FLL Challenge	2020	VRD Qualifying Event	11/14/2020 - 11/14/2020	Core Values Judge	✎

How do I Volunteer if I am Under 18?

Volunteers must be at least 13 years old to create an account on firstinspires.org and volunteer at an event.

If You are Not Currently on a Team or Registered Under your Parent/Guardian's Account

You can follow the process to create your own account.

- [Create an account](#) on firstinspires.org.
- Apply to an [event](#) or [program](#) in the Volunteer Registration tab.
- Select your availability and choice of roles.
- Click on the [Consent and Release Form](#) and follow instructions to invite your parent/guardian to electronically sign the form on your behalf.

If you are a Student Already Registered Under your Parent's Account

You can use the same email address to log in to your own account and volunteer. On the [FIRST login page](#), select [forgot password](#). Follow the directions in the email sent to you to access your account and follow these steps:

- Apply to an [event](#) or [program](#) in the Volunteer Registration tab.
- Select your availability and choice of roles.
- Click on the [Consent and Release Form](#) and follow instructions to invite your parent/guardian to electronically sign the form on your behalf (if not already completed).

Your Parent/Guardian needs to sign your Consent and Release form.

Please Invite your Parent/Guardian. Your Parent/Guardian needs to sign your Consent and Release form. You are not eligible to attend an event unless you have a signed Consent and Release form. If you have already invited your parent/guardian, please ask them to login to their account and sign your Consent and Release form.

OK

Who do I Contact if I have a Question about the Volunteer Registration System?

Volunteer Registration Questions:

- Merging two or more Dashboard accounts
- Questions about creating an account
- Account activation (volunteer, team, etc.)
- Password resets
- customerservice@firstinspires.org
- 800-871-8326, Option “0”

Questions about Volunteering-volunteer@firstinspires.org

Youth Protection Screening-safetyfirst@firstinspires.org

Additional Volunteer Resources and Guides

Please visit the [Volunteer Resources](#) library the [FIRST website](#).

Troubleshooting

If you are having issues logging in, you may need to clear your internet history, cookies, and cache. Please select your web browser from the list below:

- [Chrome](#)
- [Firefox](#)
- [Edge](#)
- [Safari](#)