Veteran Team Registration
FIRST Tech Challenge

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For additional assistance, contact us at
FIRST® Headquarters:

Phone: **(603) 666-3906** or
(800) 871-8326
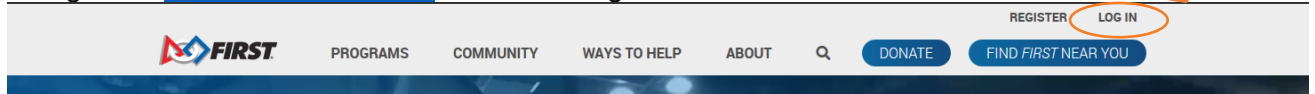Mon – Fri 8:30 A.M. – 5:00 P.M.
Email: FTCTeams@firstinspires.org

How do I edit my Team's Profile?

Update your FIRST® Profile
Before you can edit your team's profile, you must first ensure that the information for yourself is current. Once you log in, you will be prompted to make the necessary updates.
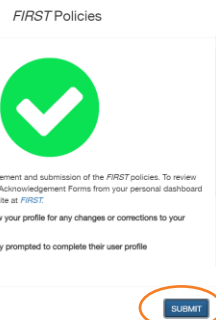
1. Navigate to www.firstinspires.org and click "Log In."

2. Log in using the email/password you used to register and *you should be redirected to your Profile for updating.*

   a. If it is the first time you have logged in for the season, you will need to click through and agree to all the *FIRST* Policies
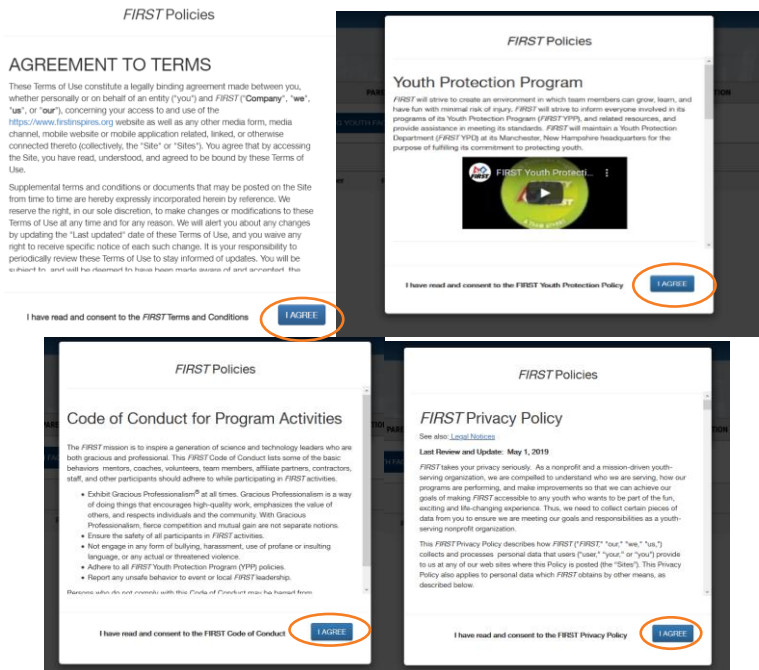
   a. Once you agree to each, you will get one final message. Click "Submit."

3. Your Profile can also be accessed by hovering over your name in the top righthand corner of the screen which will bring up this dropdown menu
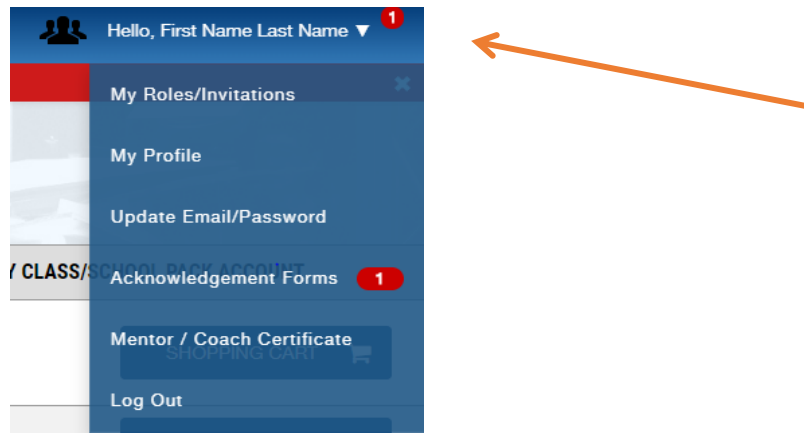
4. Click on "My Profile"

5. Go through each section of the profile information menu, located on the top left of the page

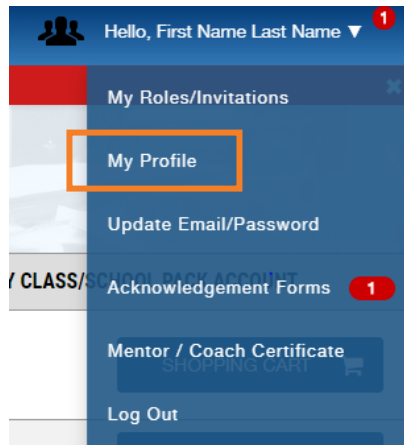a. Go through and update/confirm the "My Profile" and "My Information" sections, making sure that the information is correct

b. Go to the "Acknowlegement Forms" section and Click to sign the "2022 *FIRST* Consent & Release form"
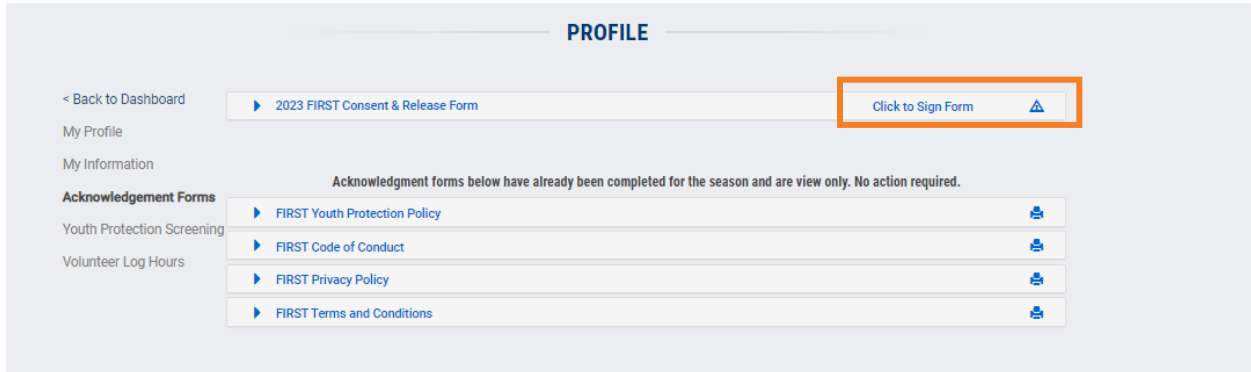
c. Read through, sign, and hit "Accept & Submit"
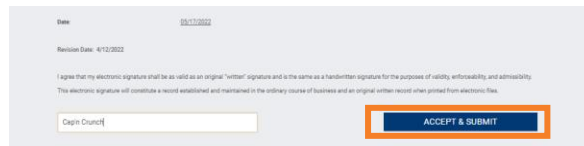
d. Once all information is updated and all required forms are acknowleged, go back to your dashboard
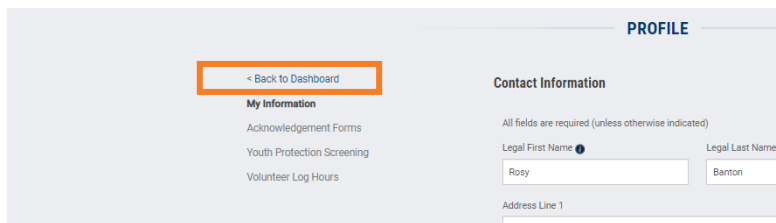
Updating Team Profile and School/Organization

1. From the Dashboard, under "My Teams" you will see all your current teams listed.

2. Click on the arrow next to the team name you wish to update, which opens the team information dropdown

3. Click on the "Team Information" dropdown

4. Select "Team Profile" and Update your Team Profile information

5. Click "Save."
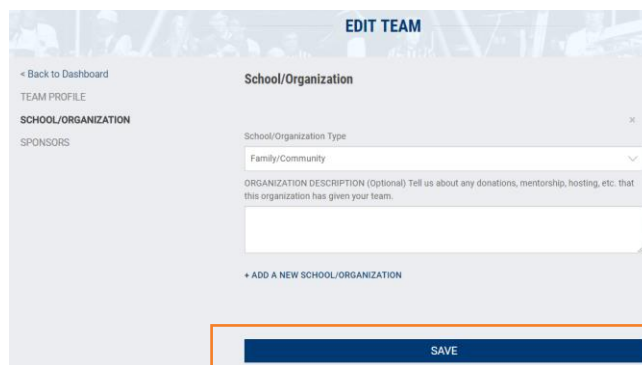
From this same screen, you can access the **School/Organization** page.
1. Click "School/Organization"
    a. If you are on the Dashboard, Click "School/Organization" under Team Information in the "Team Options" section.

2. Complete or update School/Organization Information
    a. If you don't see your school in the drop-down menu, scroll to the bottom and select "My school is not in this list", and then enter the information.

3. Click "Save."

Invite a Lead Coach/Mentor or Team Admin from the Dashboard

FIRST teams are required to have 2 screened Lead Coach/Mentors. Teams only need one contact, who can be unscreened, to pay for the season registration fee and purchase product. However, **before a team can register/compete at events**, both the Lead Coach/Mentor 1 and the Lead Coach/Mentor 2 must be registered and pass the Youth Protection screening.

- **Lead Coach/Mentor 1** – For adults who Coach the team. Full rights to administer the team (Including payment and invites). Subject to Youth Protection Policies and screening. Can invite Coach/Mentor 2 and Team Admin. to the team, can also be the Team Admin role concurrently.

    Lead Coach/Mentor 2 – For adults who Coach the team. Full rights to administer the team (Including payment and invites). Subject to Youth Protection Policies and screening.

Team Admin – (Previously purchaser role) The Team Admin is a separate role from the Lead Coach/Mentor for the team. Limited access to team administration functions include: Paying for team registration, inviting Coach/Mentor 1 &2, can also be Coach/Mentor 1 or 2. You **can not** invite youth team members or other adult team Contacts. Team Admins who do not hold a Lead Coach/mentor role will not need to go through screening. Team Admins **_MUST_** invite two Lead Coach/Mentors that will be screened.

How to invite from the Dashboard:
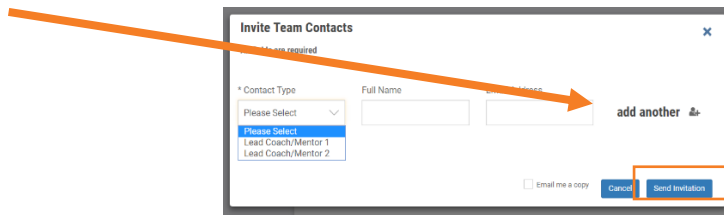
1. Under Team Contacts/Roster, click "Primary Contacts."
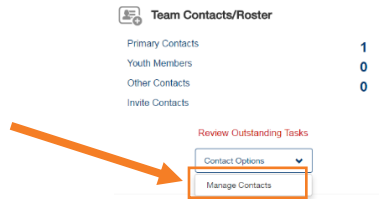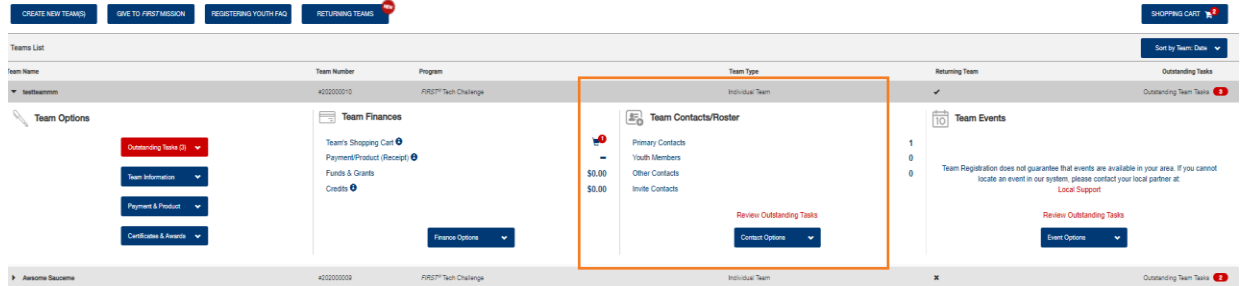
2. Click on "Invite Contacts" at the top or click "Invite" under the Coach/Mentor area.
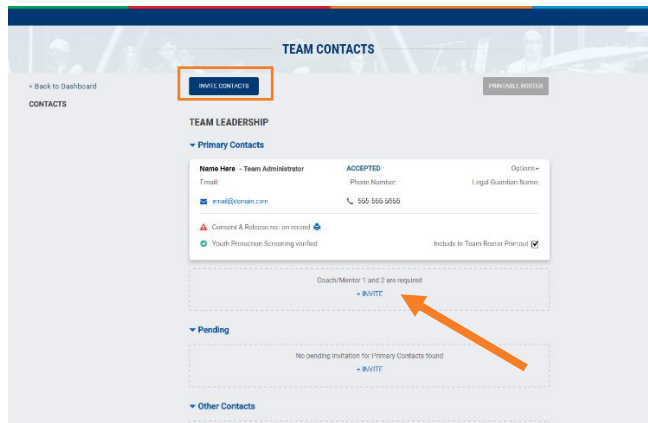
3. Complete the contact information and click "Send Invitation."
    a. You may invite multiple contacts at once. Click "add another" before sending invites and complete Contact information.

4. A confirmation pop-up will appear.

Note: Once you have invited your Lead Coach/Mentor 1, Lead Coach/Mentor 2, or Team Admin, they will receive an invitation via email. They must complete their profile, accept your invitation, and for the Coach(es)/Mentor(s) and go through Youth Protection Screening. It may take a few days to for the screening to be processed, so encourage your Coach(es)/Mentor(s) to complete their profile and screening as soon as possible.

Options Under Team Contacts

1. Each role for the team is listed on the Team Contacts page.
2. You can manage contacts under "Options." The status of the invitation is listed next to their name/role.
   a. **Send Email** – This is a one-way email system.
   b. **Invite Replacement** – Having someone retiring from the team? Invite a new replacement.
   c. **Request Screening** – Screening should be completed before first team meeting., A team cannot compete without completed and passed screening from BOTH Lead Coach/Mentors.
   d. **Delete this Contact** – If you do not have a replacement or the information is wrong, you can delete the contact.

Locating Your Invitation

1. Once you have sent out your Invitation, your Lead Coach/Mentor 1, Lead Coach/Mentor 2 or Team Admin will receive an invitation email.
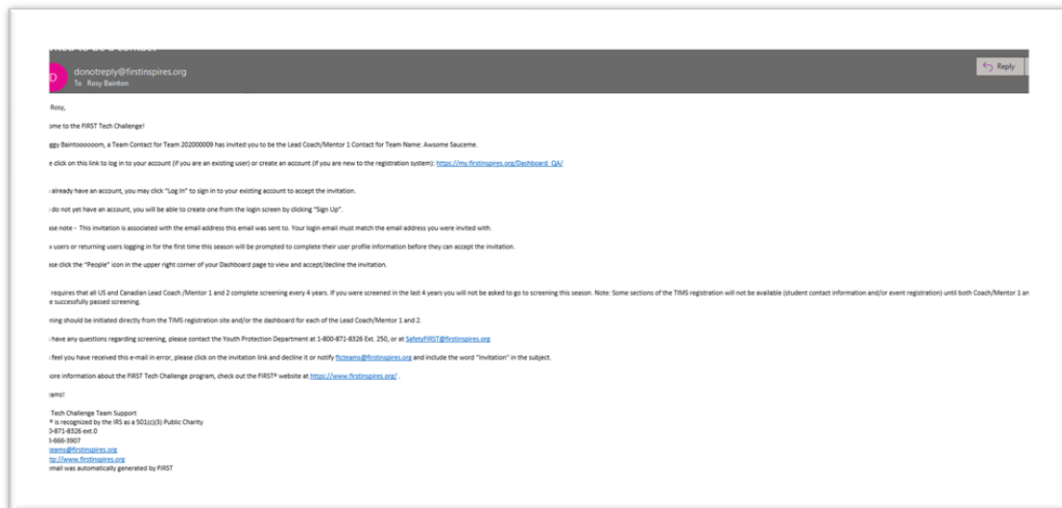
2. The invited contact will need to Create a *FIRST* Account and login to accept your Invitation which is located at the top right of the Dashboard.

3. There are then two ways to access invitations from here.
   a. Click on Invitation icon

b. Click your name and in the dropdown, click on "My Roles/Invitations."

Click on Invitation Icon.

Click on "My Roles/Invitations" under the drop down.
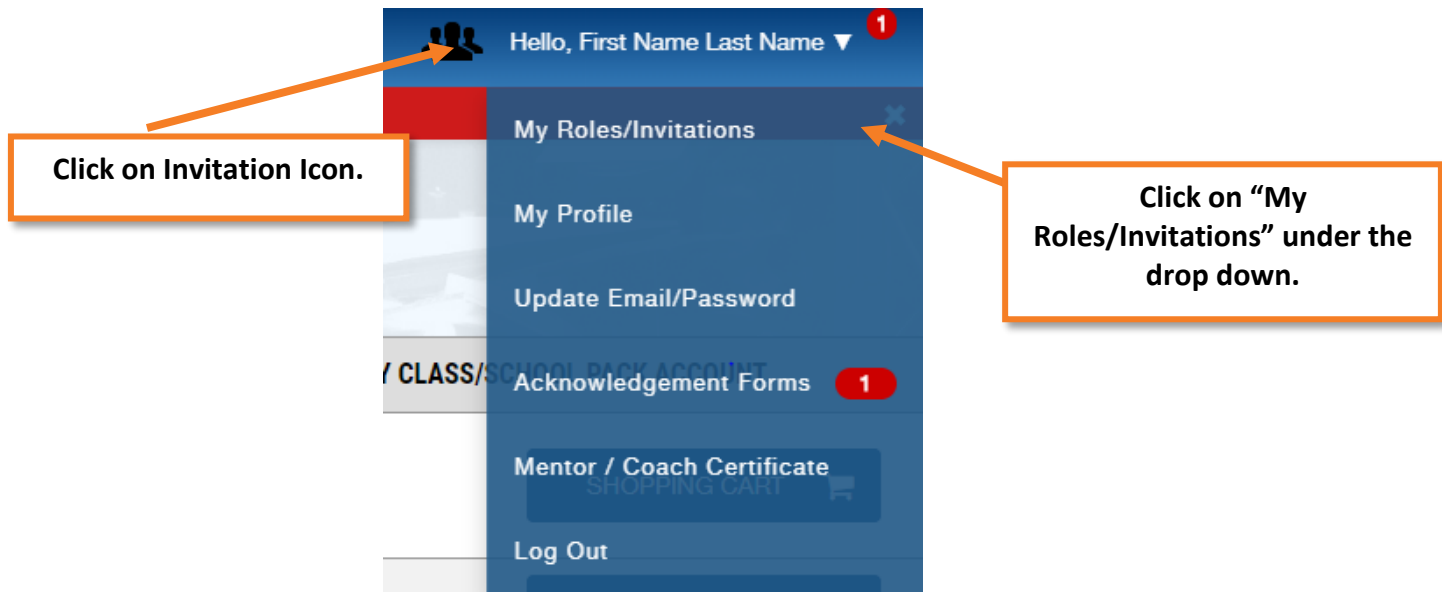
4. Click on "Accept" under the invitation or click "Accept All" if multiple invitations are listed.

NOTE: If you volunteer for events, your "Event Roles" will be listed here.
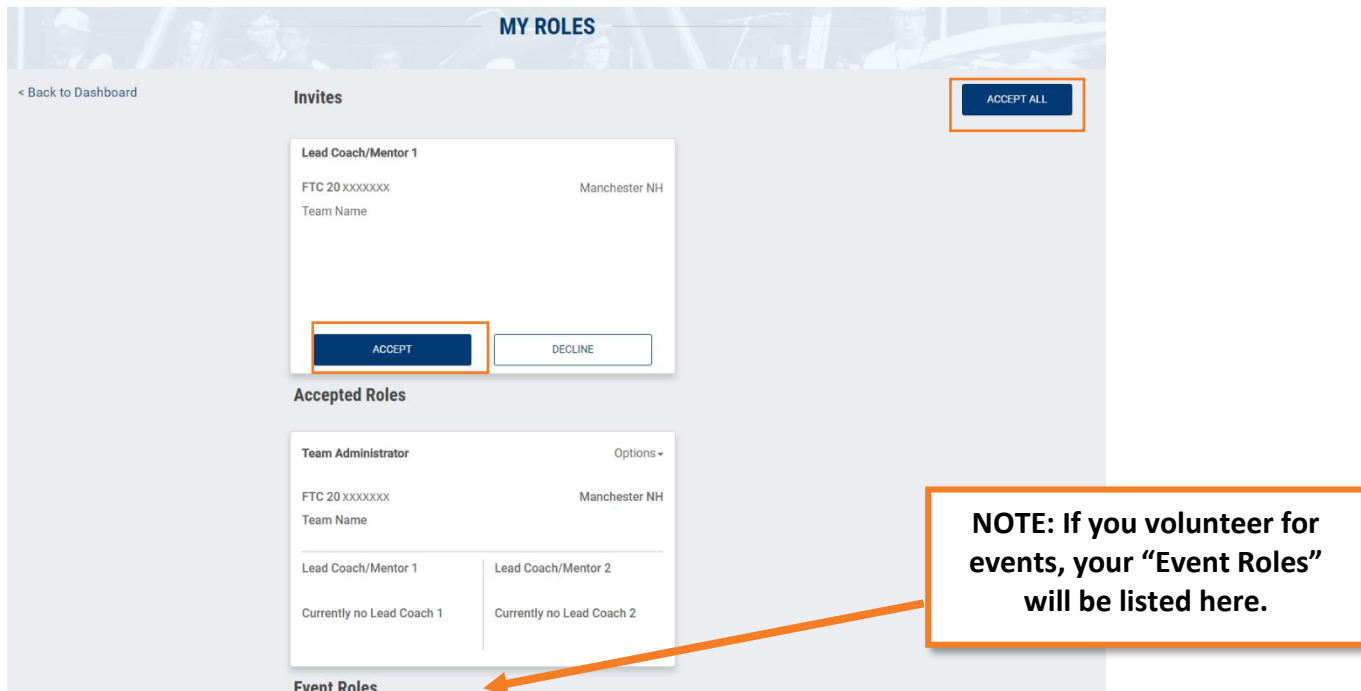
5. From here, the Lead Coach/Mentor 1 or 2 will be able to go through Youth Protection Screening and help manage the team.

Retiring from a Team

If you must retire from a team, you can do so from the "My Roles" page.

1. Navigate to the "My Roles/Invitations" page from the drop-down listed under your name.
2.
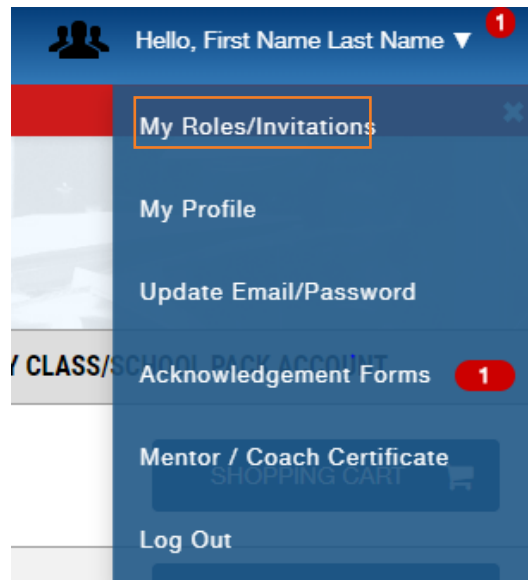
3. Click on "Options" under the Accepted Role where you can either:
   - **Retire from team** – Leave team without are replacement or
   - **Invite Replacement** – Invite a replacement while leaving the team.
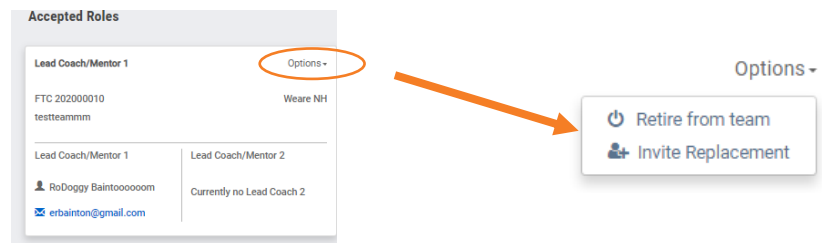
The Storefront

Entering the storefront

The Storefront can be accessed before Coach/Mentor screening is complete. Once your *Team Profile* has been completed, you are ready to pay your team's season registration fee and order the necessary equipment. Follow these simple steps to register your team:

1. Log into your team dashboard at www.firstinspires.org.
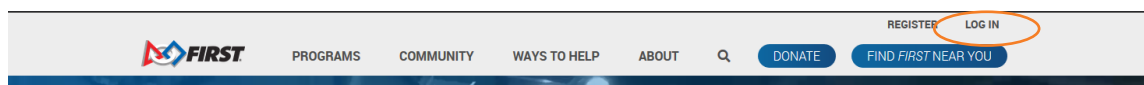
2. Under Team Finances, click "Team Shopping Cart"

Team Finances

Team's Shopping Cart ⓘ 🛒 **1**

Payment/Product (Receipt) ⓘ ➖

Funds & Grants $0.00

Credits ⓘ $0.00

Finance Options ⌄

3. From the "Create Order Page" click on "Select to Pay Pitsco."

Amounts listed may not include shipping and handling and/or applicable taxes.

Teams/Account List			SORT BY TEAM/ACCOUNT: NAME ⌄		Cart Summary ( )
▼ Robots of Deerfield	#202200041	*FIRST*® Tech Challenge	Team Subtotal: **$295**		Subtotal: $0 USD *
Team Registration - FTC Team Registration			Select to Pay PITSCO		*Amount shown may not be full amount due, to see your full balance due, please select Review Invoice/checkout for and additional S&H fees and/or applicable sales tax.*

SELECT ALL ELIGIBLE ITEMS   PROFORMA INVOICE/CHECKOUT

a. If you have not yet entered your sales tax exemption status, you will see this warning. You will have the opportunity to complete this later, so click on "Continue" to move forward to the Pitsco website.

Notice ✕

Team Registration for *FIRST* Tech Challenge for the 2022-2023 season is $295 and includes:

- Official *FIRST* Tech Challenge team number
- Ability to register and compete in official Remote or Traditional *FIRST* Tech Challenge events (varies by region)
- Access to the *FIRST* storefront for discounted control system components and build kits
- Ability to compete for team awards and submit Dean's List nominations
- Team member and alumni access to career discovery opportunities, networking, and the *FIRST* Scholarship Program
- Access to resources for team management and career readiness

Team Registration fee does not include shipping and handling, robot control system hardware, robot build kits, registration to *FIRST* Tech Challenge events, nor guarantees that events are available in your area. *FIRST* Program Delivery Partners run *FIRST* Tech Challenge events which may include physical, remote, or a combination of physical and remote elements. Partners may charge an additional fee to participate in their events, and those fees are set and collected by the Partner.

This notice is shown to all teams / accounts and does not indicate your sales tax exemption status. If one or more of your class pack accounts and/or teams on this order are currently pending a **VALID** Tax Exemption verification. These teams have a red message in the order details. Continuing with this order will result in the payment of **ALL** applicable sales taxes. Payment of taxes are **NON-REFUNDABLE**.

By clicking continue, I agree to *FIRST*® Payment Policy and I understand what I am purchasing.

CANCEL   **CONTINUE**

b. If you have entered the tax information, you will then get a popup notice, click on "Go to vendor website" to be redirected to the PITSCO storefront.

Notice ✕

You will be redirected to Pitsco

GO TO VENDOR WEBSITE

4. Once in the Storefront, agree to the Storefront Terms and Conditions by selecting the checkbox on the welcome screen and clicking "Continue."
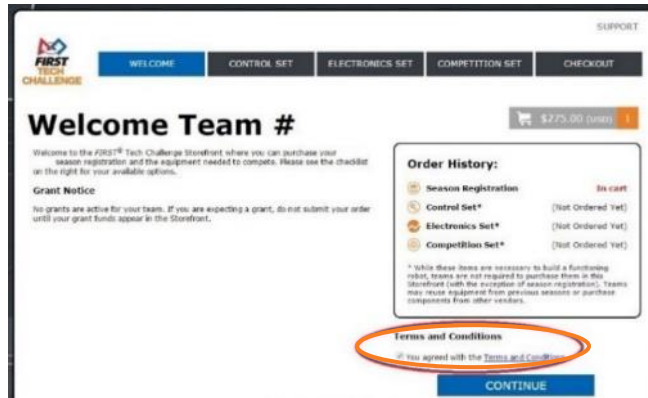
5. The *FIRST®* Tech Challenge Season Registration will automatically be loaded into your cart.
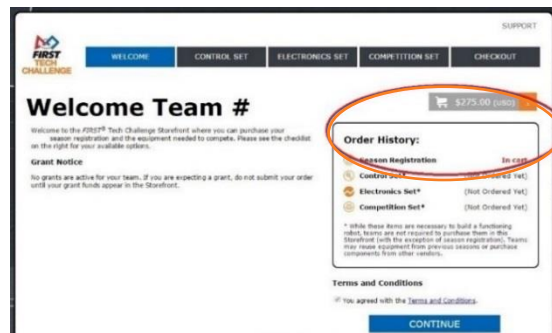
You can choose to pay for only the season registration fee or continue through the wizard and purchase one item each from each category (Control Set,

6. Select "Checkout."
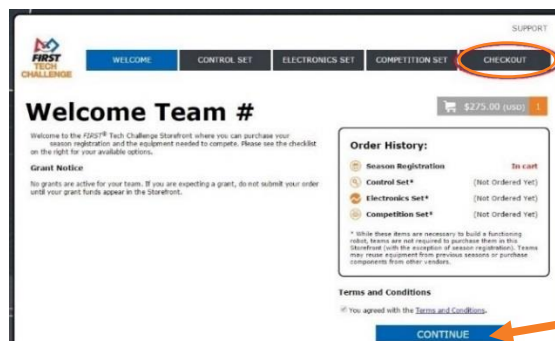
Click "continue" to go through Wizard. Or if you are looking for a specific item, click on the appropriate Tab at the top.

7. Enter your payment information and select "Submit Order."
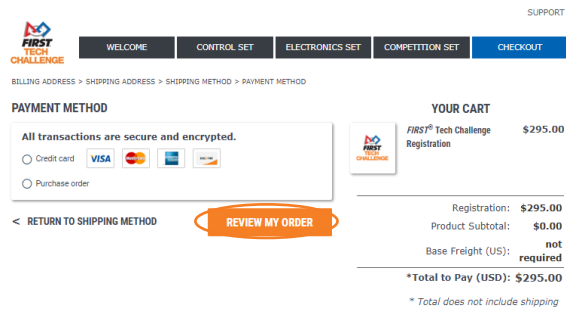
Generate a Quote
1. Load your cart with all the items you wish to purchase.
2. Navigate to the Checkout page.
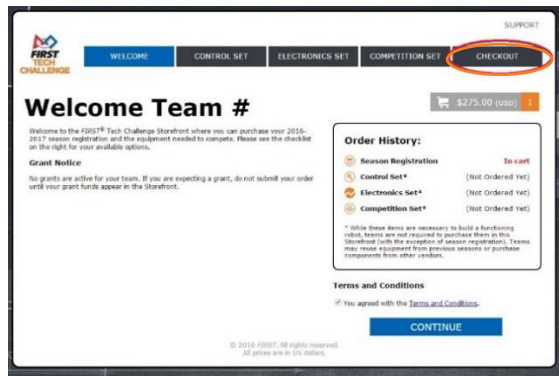
8. Scroll to the bottom of the page and click on "Generate a Printable Quote for This Order (PDF)." A PDF Quote will download to your computer. At this point, it is recommended that you click on "Save My Order for Later" if you need to wait for your funding to be processed (IE: Purchase Order).
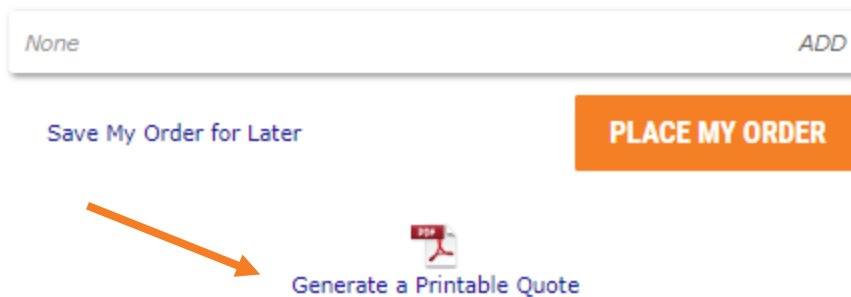
NOTE: Orders will not be submitted until you have returned to the Storefront, completed your Payment Method, and click "Submit."

Before you Submit Order – If you are waiting for a Grant

If you are expecting a grant through your *FIRST*® Tech Challenge account, **do not submit your order** until your grant funds appear in the Storefront. If you are unsure how your grant funds will be allocated, please check with the entity supplying the grant before submitting orders in the storefront. Grants will appear on the Welcome Page of the Storefront.

Grant Notice

No grants are active for your team. If you are expecting a grant, do not submit your order until your grant funds appear in the Storefront.

Pay for your order

1. If you are paying for your order via a purchase order, be sure to send a copy of the purchase order to Pitsco, as instructed when checking out.

2. If your purchase is exempt from the United States, state sale tax, be sure to send a copy of your tax-exempt certificate to Pitsco, as instructed when checking out.

A Few Notes on the Storefront

- You can track what is available in the "Order History" box on each page:

Order History:

Season Registration		In cart
Control Set*		(Not Ordered Yet)
Electronics Set*		(Not Ordered Yet)
Competition Set*		(Not Ordered Yet)

* While these items are necessary to build a functioning robot, teams are not required to purchase them in this Storefront (with the exception of season registration). Teams may reuse equipment from previous seasons or purchase components from other vendors.

- You can navigate between the different tabs:

WELCOME	CONTROL SET	ELECTRONICS SET	COMPETITION SET	CHECKOUT

- International Teams: Season Registration is paid to your local Program Delivery Partner, where available, and is not included in the Storefront. Please contact your local Program Delivery Partner for season registration instructions.

Looking for ways to fund your season?

a. Figure out what you want to buy
   Kit of Parts and Bill of Materials: http://www.firstinspires.org/robotics/ftc/kit-of-parts

b. Look into existing Fundraising Resources: http://www.firstinspires.org/node/5406

Find a Discount Code for TETRIX®

1. Log into your *FIRST®* Account

2. Click the "Team Shopping Cart" link found under the "Team Finances" section of the Dashboard.

3. Click the "Select to Pay Pitsco" link

4. Click the "Support" link in the upper-right hand corner of the Pitsco storefront.

5. Click the "How to Order Extra Parts" link and follow the steps to find the items your team needs.

6. You will notice a discount code for Pitsco Education on the Spare Parts page

What are Outstanding Tasks?

Outstanding Tasks will be listed on your Dashboard. Clicking on this icon will allow you to either:
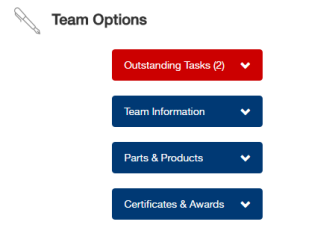
a. Pay Team Registration (in the storefront)
b. Complete Youth Protection Screening (at the Verified Volunteer/MyBackCheck websites-US/Canada only)
c. **Sign and send the Consent and Release form.**
d. Complete any other additional Outstanding Tasks.

NOTE: Clicking on hyperlinked text listed in Red will prompt a pop-up to appear. Issues/Outstanding Task will be listed. You can click on "Resolve" to complete an outstanding task and be redirect to the necessary page.
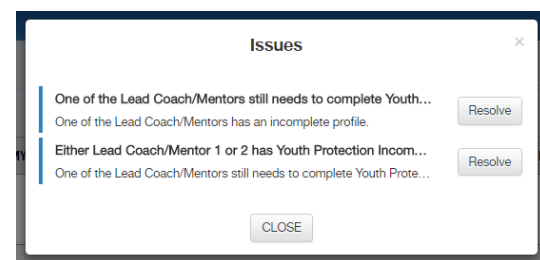
The Consent and Release form can be accessed by clicking on the arrow next to your name.

1. Click on your name and a dropdown will appear.

2. Click on "Acknowledgement Forms."
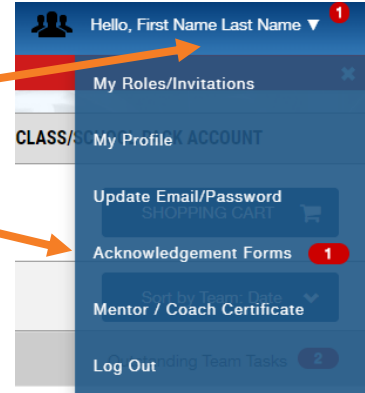
Youth Protection Program (YPP) Screening

To Complete Your Youth Protection Program Screening (US and Canada Only)

For US and Canada teams, to hold team meetings and compete at an official *FIRST* event, a team must have **two screened Lead Coach/Mentors.** If you have not completed screening, follow the below steps. You will be redirected to the Verified Volunteers (US) or myBackCheck (Canada) website. For more information, visit http://firstinspires.org/resource-library/youth-protection-policy.

3. Under Team Options, Click on "Outstanding Tasks."

Team Options

Outstanding Tasks (1)

Incomplete Youth Protection Screening

Team Information

Parts & Products
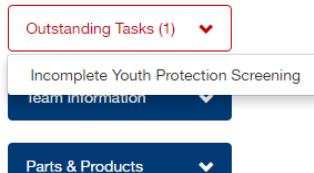
> **NOTE: Screening occurs every four years and is completely paid for by *FIRST.***

5. Click on "Incomplete Youth Protection Screening."
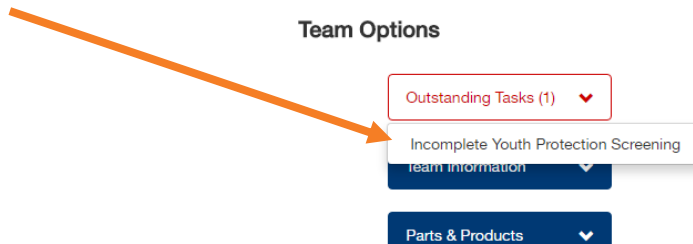
6. You will be prompted to navigate to continue to the screening website. Click "Continue".

7. You will be redirected to our third-party screening site where you can complete the necessary steps.
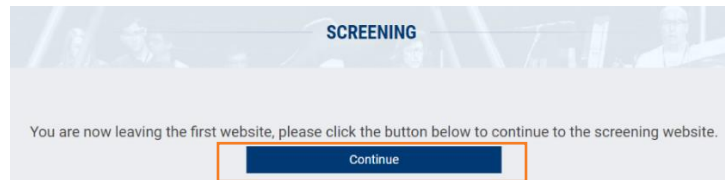
Understanding Screening Status

Information located in the "Manage Team Contacts/Roster" section.

- Green Check Mark - User is screened and meets requirements
- Orange Check Mark - Screening is pending (either User, Screening Vendor, or *FIRST* review)
- Red "X" Mark - Not complete (Used also to indicate missing Consent & Release)

How to Register for an Event

Event registration for all *FIRST* Tech Challenge events, except the World Championships, are managed by local Program Delivery Partners. Connect with your local Program Delivery Partner to learn more about how to register for events in your region.
*YOU MUST HAVE 2 SCREENED LEAD COACH/MENTORS TO REGISTER FOR AN EVENT.

1. You will not be able to invite Youth Team Members until BOTH Lead Coach/Mentors have successfully completed and passed Youth Protection Screening.
   NOTE: Once passed, you will be able to invite the *Parent/Legal Guardian* of the Youth Team Member from the Team Contacts Page.
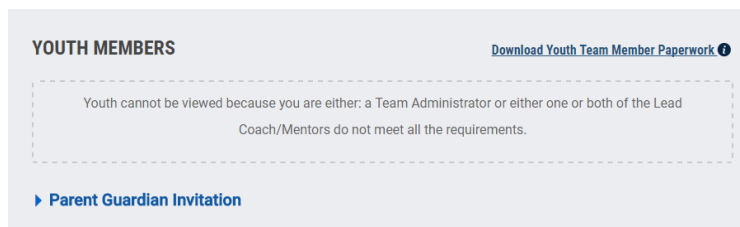
An Invite option will appear once all requirements have been completed.

2. Ensure that each team member has a Parent/Legal Guardian who can register and complete the Consent & Release forms within the Youth Team Member Registration System. The Youth Team Member Registration System also lives within the *FIRST* Portal and is located within the Dashboard.
   a. Click "Youth Members."
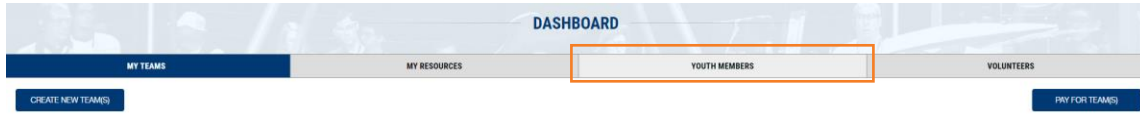
Note: If a parent or legal guardian does not have access to a computer with internet, paper Consent & Release forms can be filled out. Paper forms can be accessed by Lead Coach/Mentor 1 and 2 in the Team Contacts section under Youth Members.

3. Print a Team Roster, which is required at check-in for Events.
   a. Under Team Contacts/Roster, click "Print Roster." (View a sample Team Roster on the Team Management Resources page.)

How do I use my Grant?

If you have a **Registration** and/or **Product** grant, these grants will show up in the Storefront and be applied directly to your purchase at Checkout. These grants are not available to be used outside the Storefront but can be used across multiple purchases until all funds (or items) have been utilized/purchased.
> NOTE: Product grants can be applied to shipping costs as well.

How do I delete a team?

If you have a temporary team that needs to be removed (it was created by mistake, you are only moving forward with another team, etc.), follow the below steps to have the team permanently removed from your profile.
> NOTE: if you have more than just yourself as a contact for the team (Lead Coach/Mentor 1, Lead Coach/Mentor 2, Team Admin), this will also delete the team from their profiles.

1. Under Team Options, click on "Team Information."
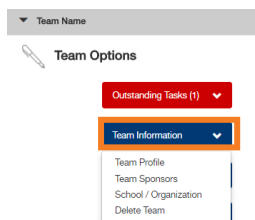
2. Click on "Delete Team" on the pop-up window that appears.
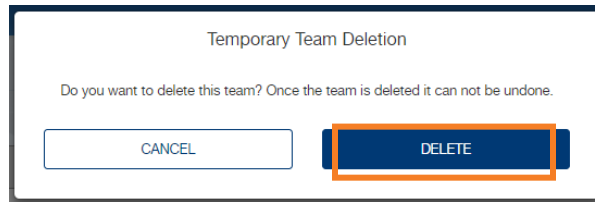
3. A confirmation pop-up will appear. Click "OK" to return to the Dashboard.

Where can I get more help?

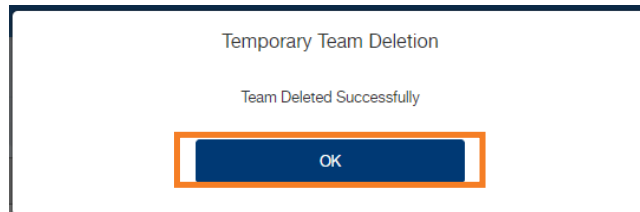The *FIRST* Operations team is ready to answer any questions or walk users through the account creation process. The office hours are Monday – Friday 8:30 a.m.-5 a.m. EDT. Help outside of these hours may be arranged by contacting *FIRST* via one of the methods below:

Email: firsttechchallenge@firstinspires.org
Chat: available on www.firstinspires.org
Phone: (603) 666-3906 or (800) 871-8326

Additional Resources

- Navigating the *FIRST* Website – useful links:
- http://firsttechchallenge.blogspot.com/2016/07/navigating-first-website-useful-links.html
- Review Available Resources – Team Management Resources
- Game & Season Materials

Game Forum Q&A
https://ftc-qa.firstinspires.org/

Anyone may view questions and answers within the *FIRST*® Tech Challenge game Q&A forum without a password. To submit a new question, you must have a unique Q&A system user name and password for your team.

FIRST Tech Challenge Game Manuals
Part 1 and 2 - https://www.firstinspires.org/resource-library/ftc/game-and-season-info

FIRST Headquarters Pre-Event Support
Phone: 603-666-3906
Mon – Fri
8:30 a.m. – 5 p.m. ET
Email: Firsttechchallenge@firstinspires.org

FIRST Websites

FIRST homepage – www.firstinspires.org

FIRST Tech Challenge Page – For everything *FIRST* Tech Challenge.

FIRST Tech Challenge Volunteer Resources – To access public volunteer manuals.

FIRST Tech Challenge Event Schedule – Find *FIRST* Tech Challenge events in your area.

FIRST Tech Challenge Social Media

FIRST Tech Challenge Twitter Feed - If you are on Twitter, follow the *FIRST* Tech Challenge Twitter feed for news updates.

FIRST Tech Challenge Facebook page - If you are on Facebook, follow the *FIRST* Tech Challenge page for news updates.

FIRST Tech Challenge YouTube Channel – Contains training videos, game animations, news clips, and more.

FIRST Tech Challenge Blog – Weekly articles for the *FIRST* Tech Challenge community, including outstanding volunteer recognition!

FIRST Tech Challenge Team Email Blasts – contain the most recent *FIRST* Tech Challenge news for teams.

Feedback

We strive to create support materials that are the best they can be. If you have feedback about this manual, please email firsttechchallenge@firstinspires.org. Thank you!