FIRST ® Volunteer Registration User Guide

Thanks for your interest in being a *FIRST* event volunteer! This guide will walk through the steps required to submit a volunteer application. Frequently asked questions about Volunteer Registration are also included.
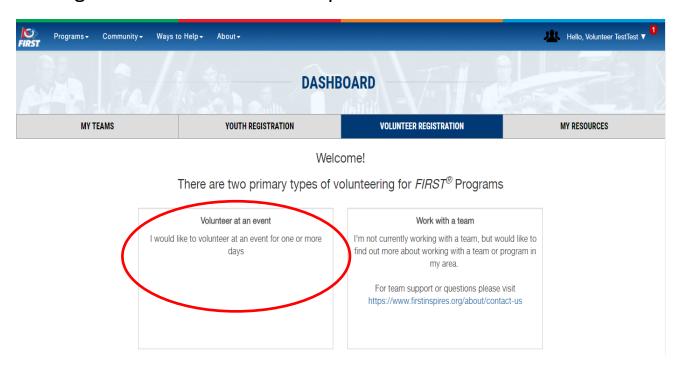
✓ Login to your account or create an account on firstinspires.org

✓ Apply to an event or program in the Volunteer Registration tab

✓ Fill out profile and volunteer information

✓ Select your availability and choice of roles

✓ Complete youth protection screening

✓ Complete Consent and Release Form

Volunteer Registration Frequently Asked Questions

FIRST

FOR INSPIRATION & RECOGNITION OF SCIENCE & TECHNOLOGY

How do I apply to an event?

Create an account or log in to your *FIRST* account. Click on Volunteer Registration and select the option to volunteer at an event
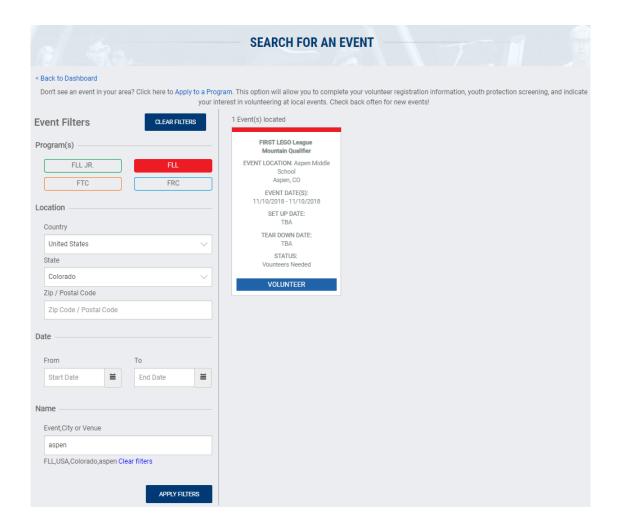
Event Search Page

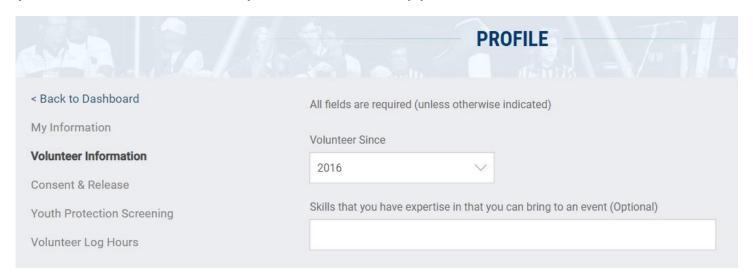Use filters to refine search by program, location or date.

Click the Apply Filters button at the bottom to activate the filters and see events

Select **Apply to a Program** if you don't see an event in your area, but would still like to complete volunteer registration, youth protection screening and indicate your interest in local events.

FIRST

FOR INSPIRATION & RECOGNITION OF SCIENCE & TECHNOLOGY

Volunteer Information

If you have not filled out your profile information, the system will prompt you to complete the required sections. Once the information is completed, you will be returned to your volunteer application.

Volunteer Application Step 1

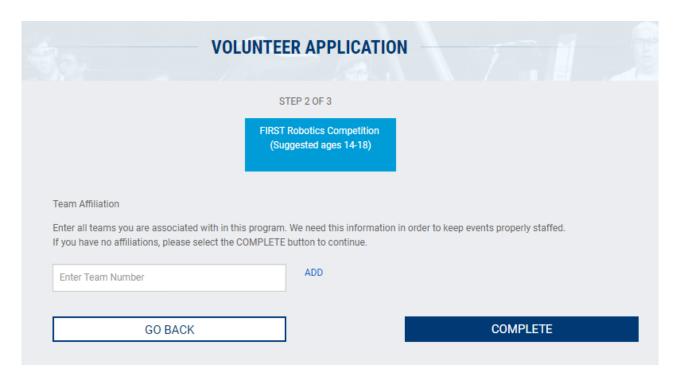Select your available dates and enter any notes in the **Specific Availability Times/Details** section.

Select up to 5 roles and arrange in order of role preference.

FOR INSPIRATION & RECOGNITION OF SCIENCE & TECHNOLOGY

Volunteer Application Step 2

If you are a mentor/coach or affiliated with a team, you can enter those teams at this step. If you do not have any affiliations, click "complete" to continue.

Volunteer Application Step 3

Your application has been submitted!
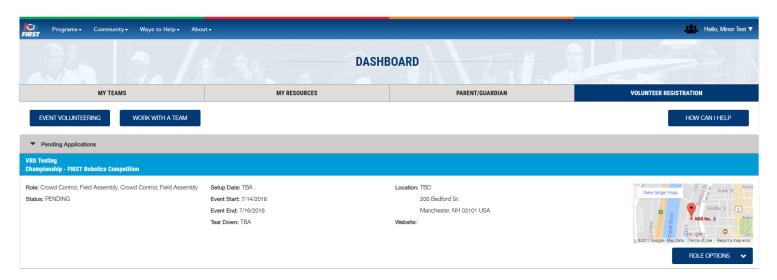
If you are assigned to a role, you will receive an assignment email with role and event information.

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**.

FIRST
FOR INSPIRATION & RECOGNITION OF SCIENCE & TECHNOLOGY

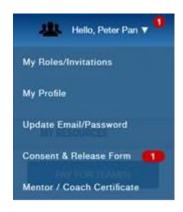# Volunteer Dashboard

After completing an application, the Dashboard shows your pending applications. Once you are assigned, these will be moved into the **Assigned Event Roles** tab.

Consent & Release Form

Volunteers should 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.
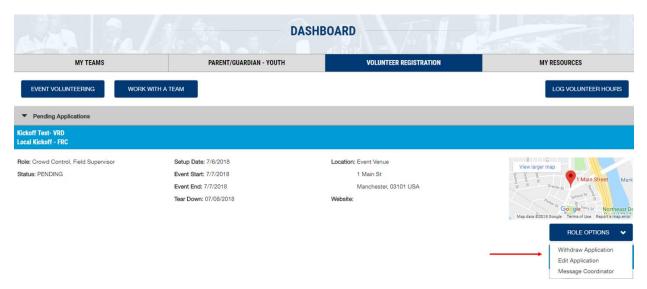
How do I access Youth Protection screening?

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 the profile on the top right of the Dashboard. For additional information and/or Frequently Asked Questions about the YPP Screening Process, please visit https://www.firstinspires.org/youth-protection

How do I edit or withdraw my volunteer application?

After completing an application, volunteers have options to withdraw the application, edit the application, or message the coordinator of the event. 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 event coordinator directly if you cannot attend the event.

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.
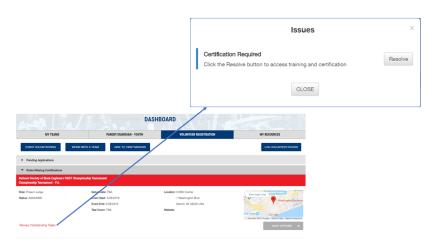
FIRST

FOR INSPIRATION & RECOGNITION OF SCIENCE & TECHNOLOGY

How do I access training & certifications for my role?

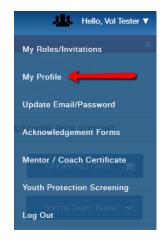Training and Certification requirements vary by program:

FIRST LEGO® League- If you are assigned to a role requiring training and certification, the **Roles Missing Certification** tab will appear on your Volunteer Dashboard. Click on "Review Outstanding Tasks", then click the Resolve button. This will bring you directly to the training site.

FIRST Tech Challenge- If you apply to an event role requiring training and certification, the **Roles Missing Certification** tab will appear on your Volunteer Dashboard. Click on "Review Outstanding Tasks", then click the Resolve button. This will bring you directly to the training site.

FIRST Robotics Competition- If you are assigned to a role requiring training and certification, the **Roles Missing Certification** tab will appear on your Volunteer Dashboard. Click on "Review Outstanding Tasks", then click the Resolve button. This will bring you directly to the training site.
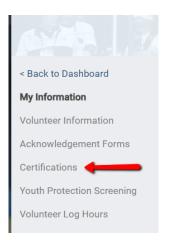

To access your training and certification courses after they are completed, clink on My Profile in your profile dropdown menu. Then, click on the certifications link.

How do I update my profile, volunteer information, or team affiliations?

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" and can be removed if necessary.

How can I access my participation history and log volunteer hours?

Volunteers can log the number of hours they volunteered for *FIRST* events. This can be accessed in the "My Profile" section, or by clicking on "Log Volunteer Hours" in the Volunteer Registration Dashboard

Volunteers can only log hours for roles assigned through the Volunteer Registration system. Hours can be logged and edited for the current season. These hours will be saved and available to view in future seasons and can be sorted by program and season.

Participation history can be printed or saved as a PDF by clicking the "Print History" button.

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/guardians account, you can follow the process to create your own account.
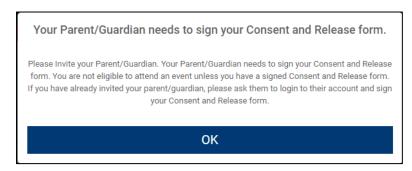
- Create an account on firstinspires.org
- Apply to an event or program in the Volunteer Registration tab
- Fill out profile and volunteer information
- Select your availability and choice of roles

FIRST

FOR INSPIRATION & RECOGNITION OF SCIENCE & TECHNOLOGY

- 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
- Fill out profile and volunteer information
- 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?

Operations & Team Support Phone Number - 800-871-8326, Option "0"

Volunteer Registration Questions- volunteer@firstinspires.org

Youth Protection Screening- safetyfirst@firstinspires.org

For additional volunteer resources and guides, please visit the Volunteer Resources section of the Resource Library on the *FIRST* website.