



Volunteer Resources

FIRST[®] Volunteer Registration User Guide

www.firstinspires.org

200 BEDFORD STREET ■ MANCHESTER, NH 03101



FOR INSPIRATION & RECOGNITION OF SCIENCE & TECHNOLOGY

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

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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

The screenshot shows the FIRST website dashboard. At the top, there is a navigation bar with the FIRST logo and menu items: Programs, Community, Ways to Help, and About. On the right side of the navigation bar, there is a user profile icon and the text "Hello, Volunteer TestTest" with a notification badge showing the number 1. Below the navigation bar is a banner image with the word "DASHBOARD" in the center. Underneath the banner is a horizontal menu with four items: MY TEAMS, YOUTH REGISTRATION, VOLUNTEER REGISTRATION (which is highlighted in blue), and MY RESOURCES. The main content area starts with a "Welcome!" message, followed by the text "There are two primary types of volunteering for FIRST® Programs". Below this text are two white boxes with rounded corners. The left box is titled "Volunteer at an event" and contains the text "I would like to volunteer at an event for one or more days". This box is circled in red. The right box is titled "Work with a team" and contains the text "I'm not currently working with a team, but would like to find out more about working with a team or program in my area." and "For team support or questions please visit <https://www.firstinspires.org/about/contact-us>".

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.

The screenshot displays the 'SEARCH FOR AN EVENT' interface. At the top, there is a navigation link '< Back to Dashboard' and a message: '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 section includes:

- Program(s):** Buttons for FLL JR., FLL (highlighted in red), FTC, and FRC.
- Location:** Country dropdown (United States), State dropdown (Colorado), and Zip / Postal Code input field.
- Date:** From (Start Date) and To (End Date) date pickers.
- Name:** Event, City or Venue input field containing 'aspen', with a 'Clear filters' link below it.
- Buttons:** 'CLEAR FILTERS' and 'APPLY FILTERS' buttons.

1 Event(s) located section shows a result for 'FIRST LEGO League Mountain Qualifier' with the following details:

- EVENT LOCATION: Aspen Middle School, Aspen, CO
- EVENT DATE(S): 11/10/2018 - 11/10/2018
- SET UP DATE: TBA
- TEAR DOWN DATE: TBA
- STATUS: Volunteers Needed
- VOLUNTEER** button



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.

PROFILE

< Back to Dashboard

My Information

Volunteer Information

Consent & Release

Youth Protection Screening

Volunteer Log Hours

All fields are required (unless otherwise indicated)

Volunteer Since

2016

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

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.

VOLUNTEER APPLICATION


STEP 1 OF 3

[< Back to Event Search Results](#)

NH-Manchester-Manchester NH Test Kickoff

EVENT DETAILS:
Program: FIRST Robotics Competition
Type: Local Kickoff

Set Up Date:
Event Dates: 01/05/2019 - 01/05/2019
Tear Down Date:



Manchester NH Test
200 Bedford Street
Manchester, NH
[Directions to the venue](#)

Dates Available
What days are you available?

OR Choose specific

Specific Availability Times / Details

Enter any time availability or notes to volunteer coordinator (optional).

Employer

Your employer is listed as: Prefer not to answer [Edit](#)

I'm volunteering with my employer.

Select Roles
Select up to 5 roles from the list below.

- Alumni & Scholarship Attendant ↑
- Audio Visual ↑
- Control System Advisor ↑
- Crowd Control ↑

Role Preferences
Drag and drop to rearrange.

1. ✕
Safety Glasses Attendant

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 2 OF 3

FIRST Robotics Competition
(Suggested ages 14-18)

Team Affiliation

Enter all teams you are associated with in this program. We need this information in order to keep events properly staffed. If you have no affiliations, please select the COMPLETE button to continue.

Enter Team Number [ADD](#)

[GO BACK](#) [COMPLETE](#)

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**.

APPLICATION RECEIVED

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


BEGIN YOUTH PROTECTION SCREENING

NH-Manchester-Manchester NH Test Kickoff

EVENT DETAILS:
Program: FIRST Robotics Competition
Type: Local Kickoff

Set Up Date: TBD
Event Dates: 01/05/2019 - 01/05/2019
Tear Down Date: TBD

YOUR ROLE ASSIGNMENT REQUEST(S):
Safety Glasses Attendant



Manchester NH Test
200 Bedford Street
Manchester, NH

[Directions to the venue](#)

[RETURN TO DASHBOARD](#)

[VOLUNTEER FOR ANOTHER EVENT](#)

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.

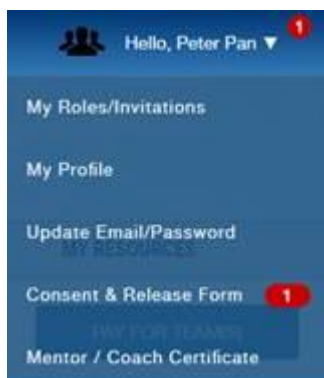
The screenshot shows the FIRST Volunteer Dashboard. At the top, there is a navigation bar with the FIRST logo and menu items: Programs, Community, Ways to Help, and About. On the right, it says "Hello, Minor Test". Below the navigation bar is a header area with the word "DASHBOARD" in the center. Underneath are four main tabs: MY TEAMS, MY RESOURCES, PARENT/GUARDIAN, and VOLUNTEER REGISTRATION. Below these tabs are three buttons: "EVENT VOLUNTEERING", "WORK WITH A TEAM", and "HOW CAN I HELP". The main content area is titled "Pending Applications" and shows a single application for "VRD Testing Championship - FIRST Robotics Competition". The application details are as follows:

Role: Crowd Control, Field Assembly, Crowd Control, Field Assembly	Setup Date: TBA	Location: TBD
Status: PENDING	Event Start: 7/14/2018	200 Bedford St
	Event End: 7/16/2018	Manchester, NH 03101 USA
	Tear Down: TBA	Website:

There is also a map showing the location of the event and a "ROLE OPTIONS" button.

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.

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

ROLE OPTIONS ▼

- Withdraw Application
- Edit Application
- Message Coordinator

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.

Local Event - FIRST LEGO League

Role: Field Resetter, Field Manager, Floater, Floater Setup Date: TBA Location: McCollough-Unis School
Floater Event Start: 5/12/2018 7801 Maple St
Status: PENDING Event End: 5/12/2018 Dearborn, MI 48126 USA
Tear Down: TBA Website:

View larger map

ROLE OPTIONS ▼

- Withdraw Application
- Edit Application
- Message Coordinator

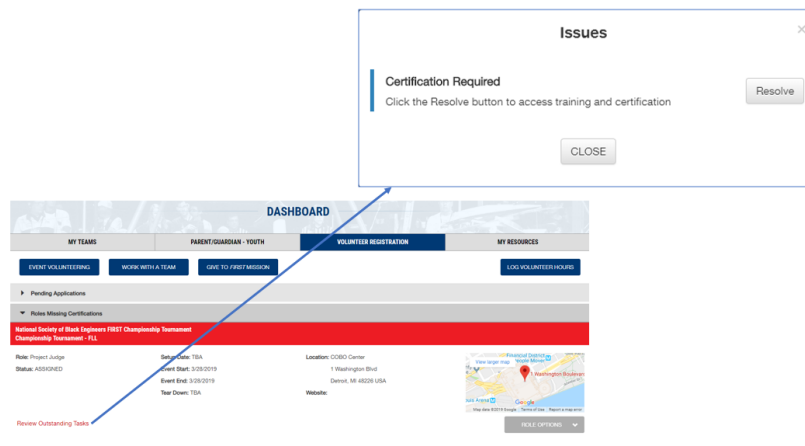
How do I access training & certifications for my role?

Training and Certification requirements vary by program:

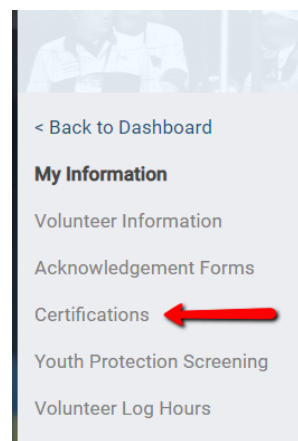
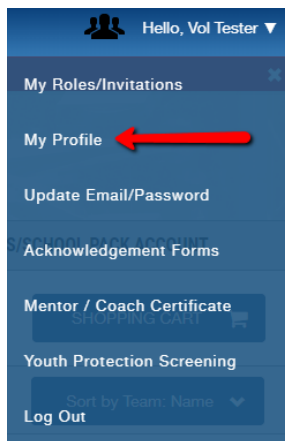
FIRST LEGO® League- If you are assigned to a role requiring training and certification, the **Roles Missing Certification** tab will appear on your Volunteer Dashboard. Click on “Review Outstanding Tasks”, then click the Resolve button. This will bring you directly to the training site.

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, click 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 have the option of tracking their *FIRST* event volunteer hours and logging them in Volunteer Registration. This feature can be accessed in the “My Profile” section, or by clicking on “Volunteer Log 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 *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. However, 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 as *FIRST* Headquarters cannot verify hours.

Program	Season	Event	Event Date	Role	Hours
FTC	2017	MA State Championship	1/1/2017 - 1/1/2017	Judge Advisor	8

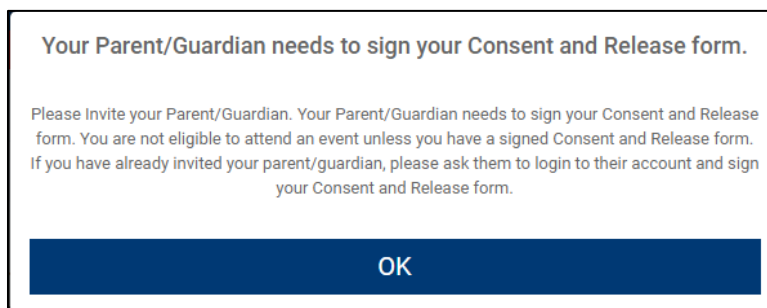
How do I volunteer if I am under 18?

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
- 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).



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.