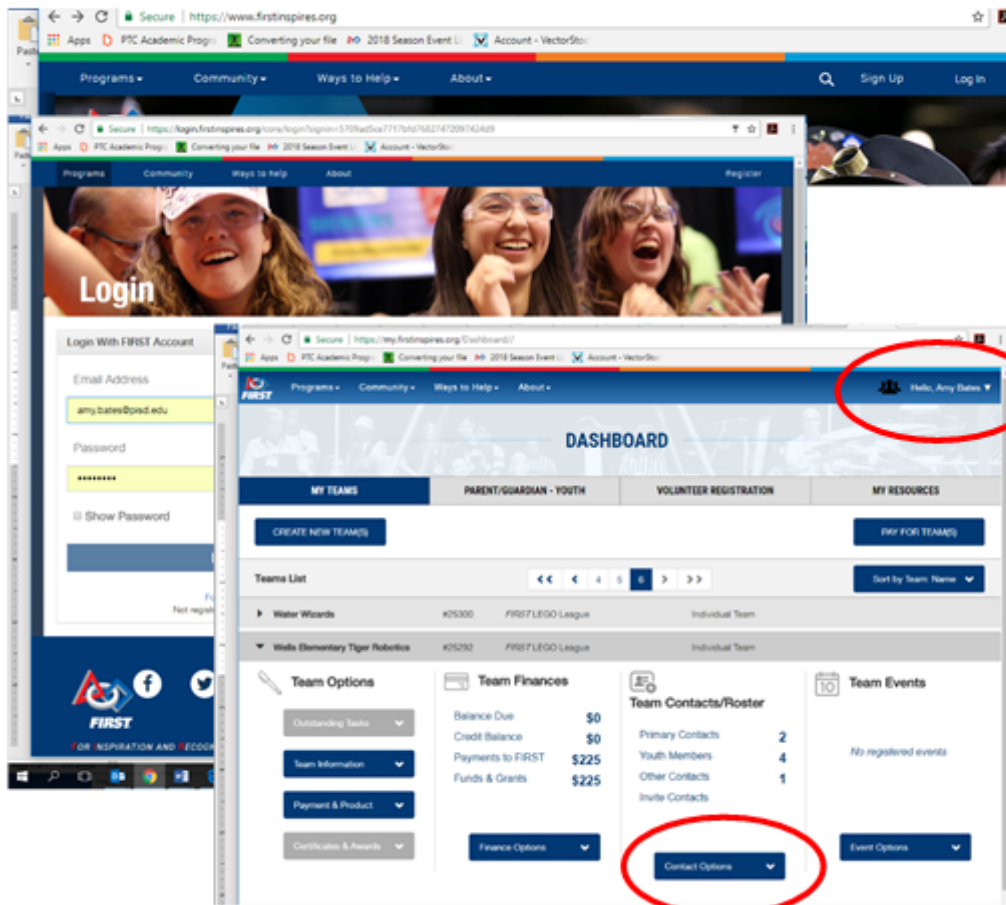
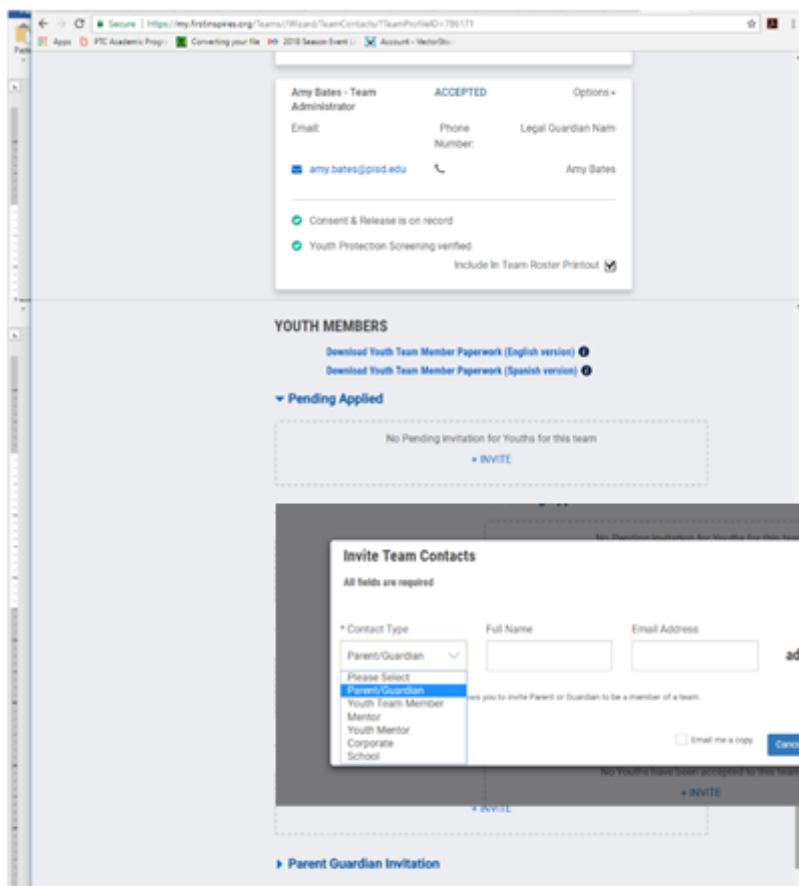


Adding students to your team



Go to <https://firstinspires.org> and log in. If there is a red mark by your name in the upper right corner of the window, go in and complete the unfinished task.

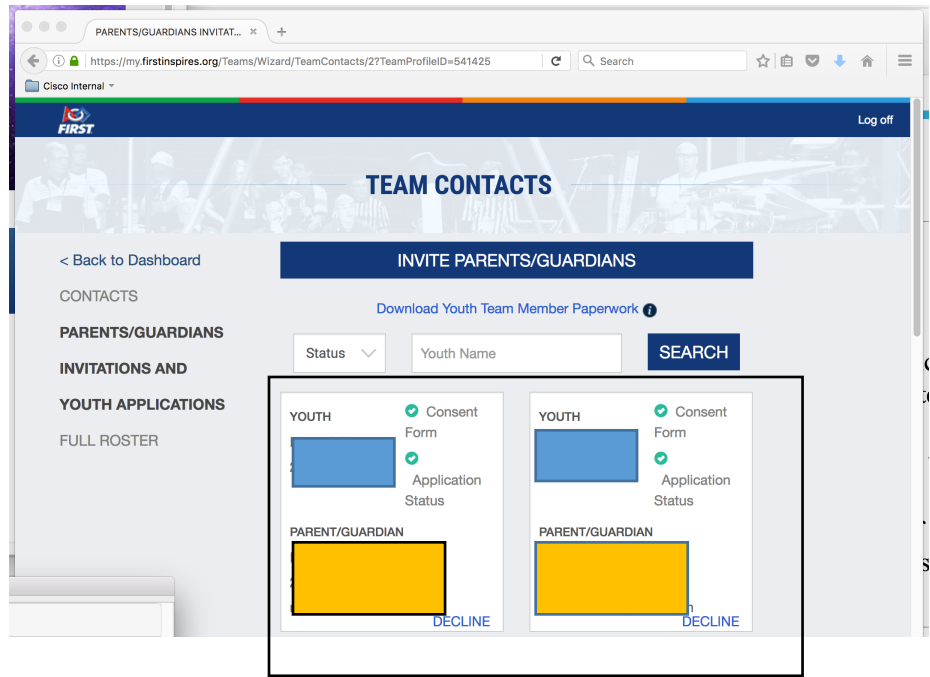
Next, open the Contact Options drop down and select Manage Contacts. This will open a new window called Team Contacts.



Your name should have two green checkmarks. If not, complete the unfinished tasks

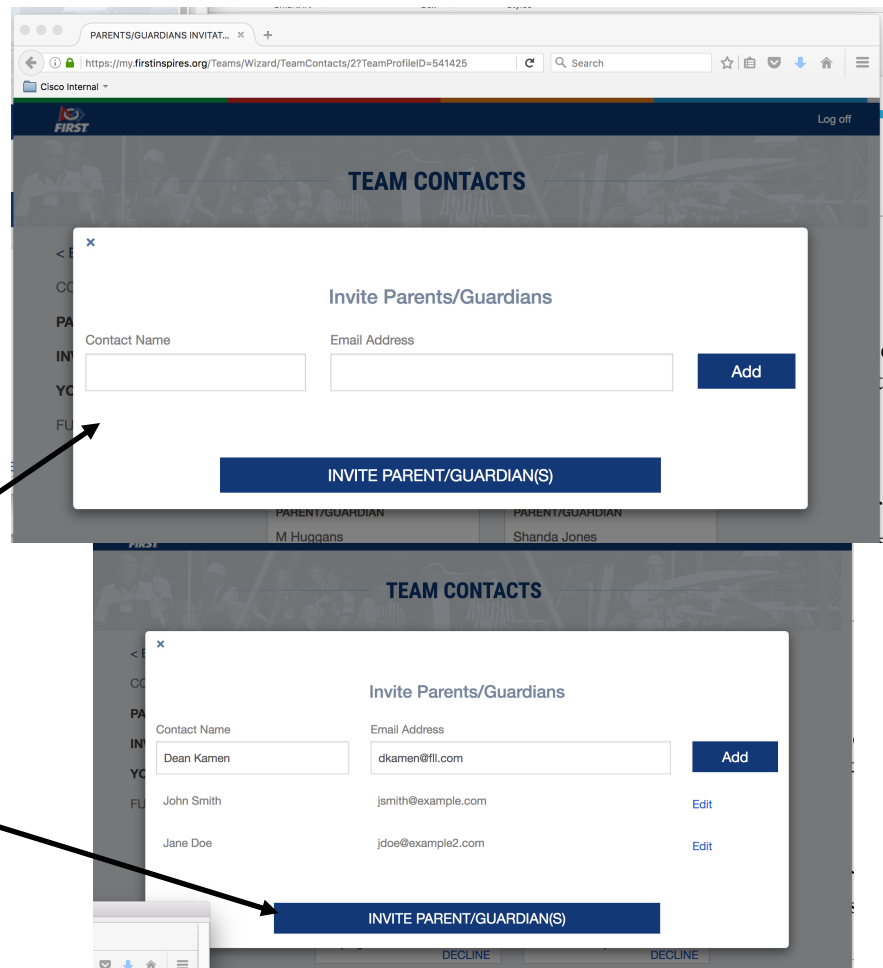
To add team members, scroll down to the portion called Youth Members. If your team members are younger than 13, you cannot invite them, rather, you have to invite their parents.

Click the +Invite, select Parent/Guardian and enter the parent name and email address. The system will email them and the parent will register the student. If parents don't have email, click on the [Download Youth Team Member Paperwork](#) link and print the form for parents to complete.

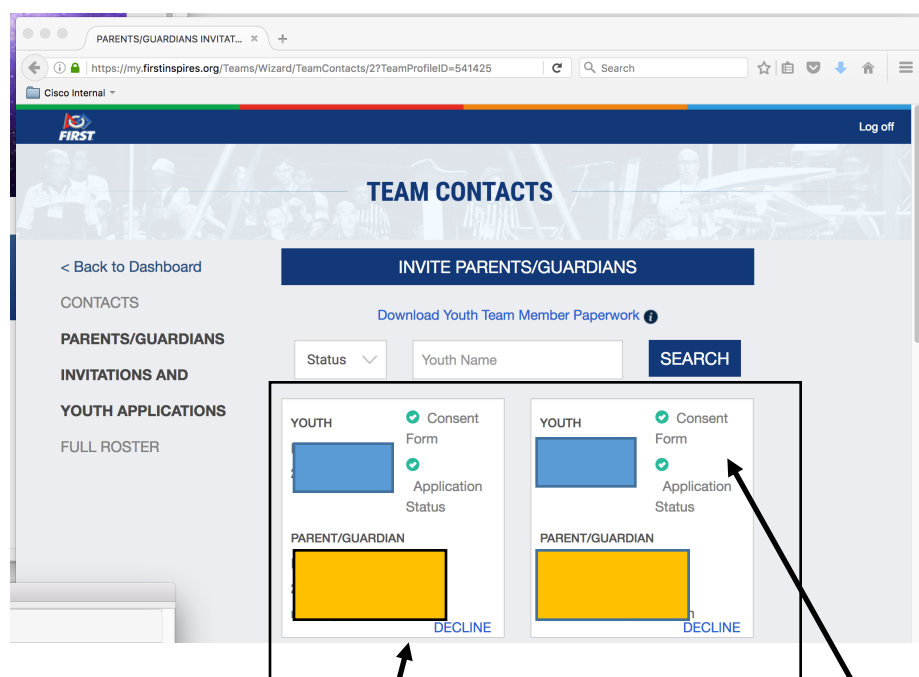
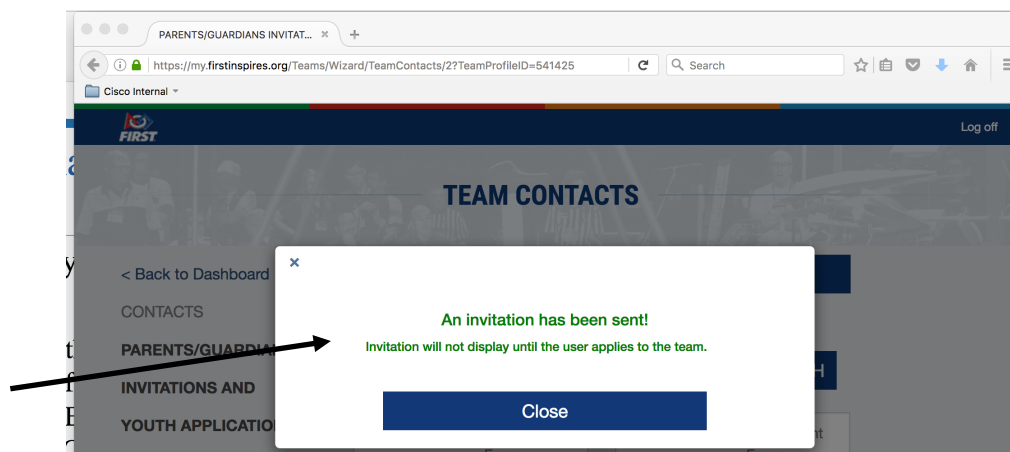


This section will be completely empty initially. As parents complete the invitations, the students information will populate here.

Add the Parents names and email addresses for all the team members. When complete, click on "Invite Parent/Guardians"



An email invitation will be sent to Parents/Guardians and they will have to setup an account on firstinspires.org in order to register their kid with your team. Parent's invites can be sent multiple times if need be.

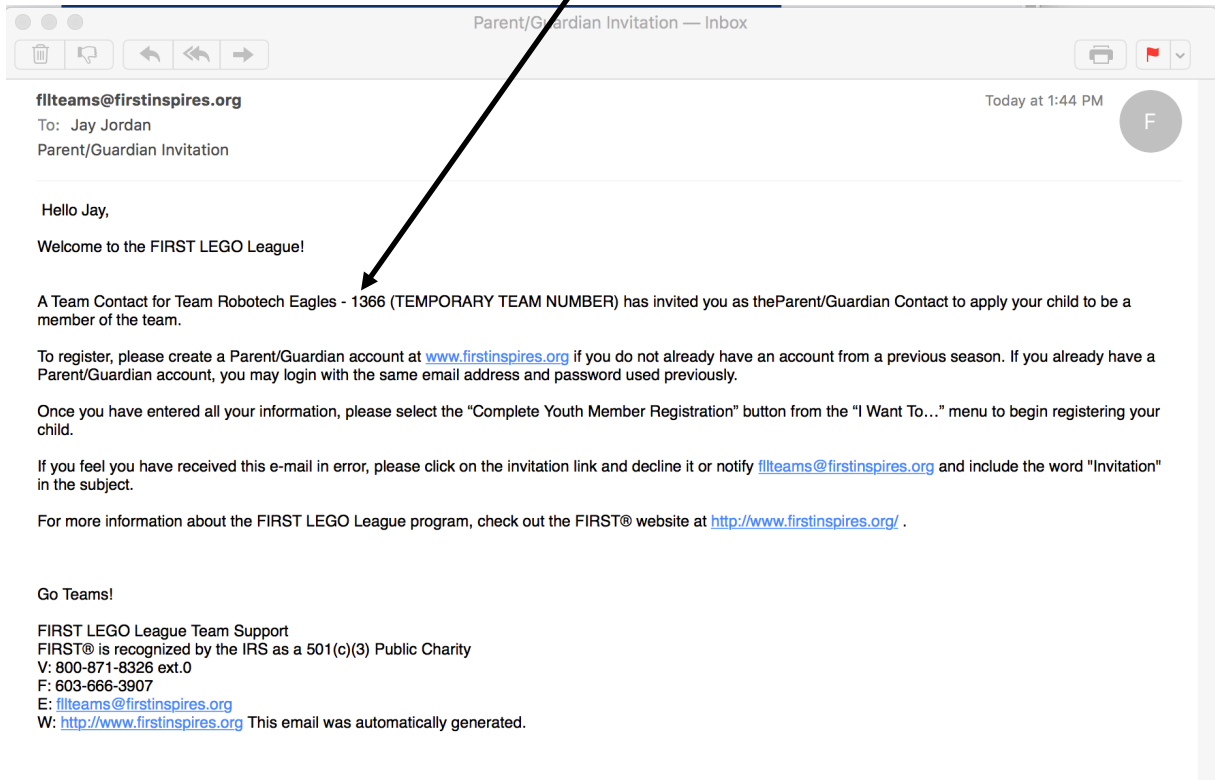


As parents complete their invites, this area will become populated with the kids who have applied for your team. At the bottom of each kids info box will be a couple of buttons, a "**Accept**" and a "**Decline**" button. Click the "**Accept**" button to add the child to your roster.

The picture above only shows decline because these students have already been accepted on the team. Youth and parent information obscured for privacy.

The consent form has been completed for this team member online and therefore no copy of this child's consent form is needed to be turned in at Qualifier or Championship. There application status is complete as well.

This is a copy of invitation email that is sent to parents. Parents/Guardians will have to setup an account on firstinspires.org to register their kid(s) with your team. Make sure they are aware of the team number. They will need it for registration purposes.



General Directions for Parents to complete invitation:

1. Go to www.firstinspires.org and register for account in upper right corner, if parent does not already have one.
2. After you logging into your parent account, your profile appears in the “My Profile” section at the top of the page. Right beneath that is the section “My Children”.
3. If you have not already done so, you will need to select the “Add Youth” button.
4. Enter the date of birth, and then a “Youth Profile Information” page appears. Parents will need to complete the page for their child.
5. At the bottom of the page, you must indicate all the past FIRST program events that they have participated in. Probably just FLL. If it their first, year, then select “Did not participate” in all 4 program boxes.
6. Submit this page.

Next, the parent will need to apply their child to a team.

1. Find and select the correct team from the long list of schools/teams. The quickest way to do this is to enter the zip code for the school/team and find the correct team number. This is where the parents will need the team number referenced in their email invitation.
2. Finally, sign and submit the consent form.
3. A few minutes later, parents should get a confirmation email from FIRST.

When all your parents have completed the invitations, click on “**Full Roster**” to view the completed roster. From here you can print the full roster.

A copy of this roster must be turned in at each Qualifier or Championship you participate in. You can scan it in and send electronic copies to the Qualifier hosts as well. Electronic copies are preferred by many of the hosts.

The screenshot shows the 'TEAM CONTACTS' page for a team named 'Robotech Eagles' in Dallas, TX. The page includes a sidebar with navigation links: '< Back to Dashboard', 'CONTACTS', 'PARENTS/GUARDIANS', 'INVITATIONS AND YOUTH', 'APPLICATIONS', and 'FULL ROSTER'. The 'FULL ROSTER' link is highlighted. The main content area displays team details (Season: 2016, Program: FLL, Team Number: 1366) and three sections: 'MAIN CONTACTS', 'OTHER CONTACTS', and 'YOUTH TEAM MEMBERS'. Each section has a table with columns for Role, Name, Phone, Email, and Consent Form. The 'MAIN CONTACTS' table lists Jay Jordan (Lead Coach/Mentor 1), Terilyn Tucker (Team Administrator), and M Huggans (Lead Coach/Mentor 2). The 'OTHER CONTACTS' table lists Sandra Brown (School). The 'YOUTH TEAM MEMBERS' table lists five students: Hannah, Amber J., Kennedy, Joshua, and Jadyn, all with 'Accepted' application status and green checkmarks in the 'Consent Form' column. There are also buttons for 'PRINT BLANK ROSTER' and 'PRINT ROSTER' at the top right.

Role	Name	Phone	Email	Consent Form
Lead Coach/Mentor 1	Jay Jordan	[Redacted]	info@fcarobotics.com	✓
Team Administrator	Terilyn Tucker	[Redacted]	[Redacted]	✗
Lead Coach/Mentor 2	M Huggans	[Redacted]	[Redacted]	✓

Role	Name	Phone	Email	Consent Form
School	Sandra Brown	214-672-9283	[Redacted]	✗

Role	Youth Name	Parent/Guardian Name	Application Status	Consent Form
Student	Hannah [Redacted]	[Redacted]	Accepted	✓
Student	Amber J. [Redacted]	[Redacted]	Accepted	✓
Student	Kennedy [Redacted]	[Redacted]	Accepted	✓
Student	Joshua [Redacted]	[Redacted]	Accepted	✓
Student	Jadyn [Redacted]	[Redacted]	Accepted	✓

You do not need to provide consent forms for the Youth Members if a Green Check is by their names. The parents have completed all necessary paperwork online. All others, (WRITE-IN or no green check), you must have a signed FIRST consent form for. In the Main Contacts, only Lead Coach 1 and Lead Coach 2 require completed consent forms. Those should have a green check, otherwise you would not have been able to register your team. So their consent forms have been completed online as well and hard copies of those are not required either. The other team contacts you do not need to have consent forms turned in for either.