

# STIMS Registration Tutorial

## New Students

### Why must we register in STIMS?

*FIRST* (the organization responsible for this program) requires that every student sign a photo consent and release form prior to attending any *FIRST* related events. In the past, students simply filled out a paper version of the consent form and had their parents sign it. Now that we are living in the digital age, these consent forms are completed electronically.

### Why is a tutorial necessary?

With the large number of steps required to complete registration, students and parents easily miss steps that are required. Following this tutorial will help both students and parents navigate and complete this process successfully.

### Where can I find the STIMS website?

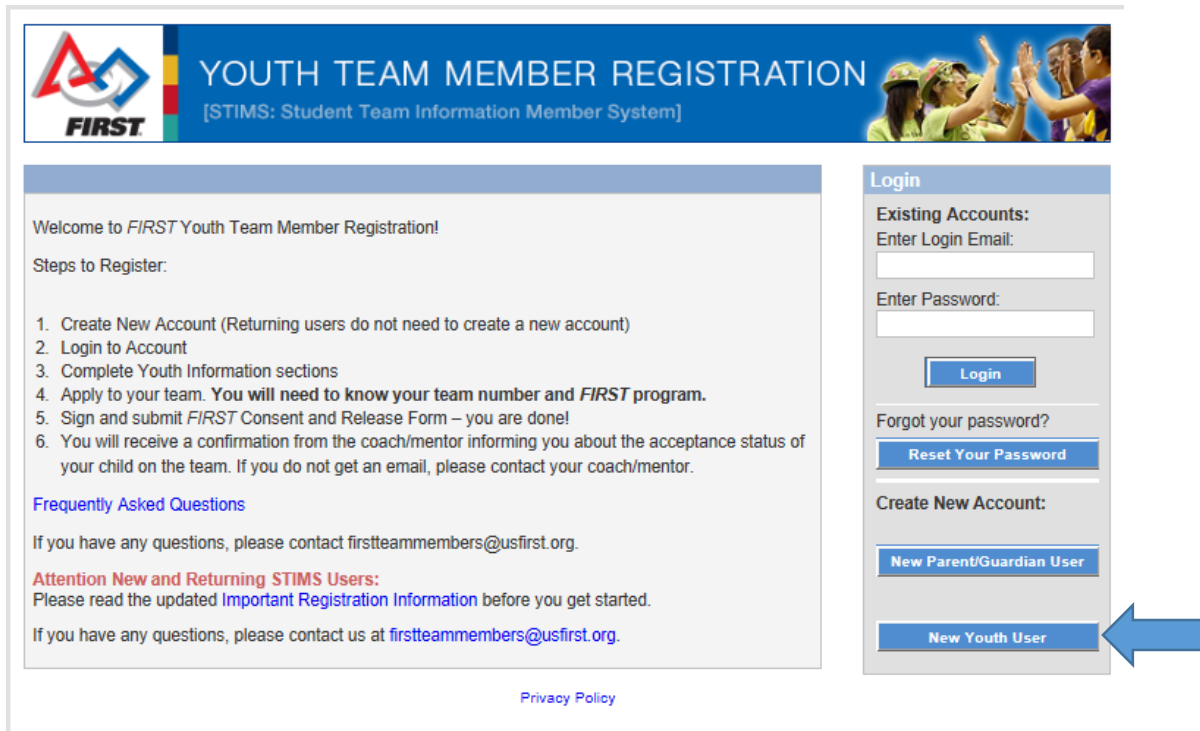
<https://my.usfirst.org/stims>

### What else should I know?

- *FIRST* requires that the student and parent have separate email addresses. If you don't, just simply create one for the purpose of registering.
- I would **extremely recommend** using your full student ID (with the 900) as **both** the parent and student password for the account. You will be required to complete this process every year you are a member of this team, so at least you won't forget your password. Trust me; you will forget if you set it to something else.
- If you or your parent deletes one of the emails with the activation link inside, you can re-send it by clicking "I forgot my password" and entering your email on the login screen.
- Sometimes when you are on the "select your team" screen, the continue button won't work. To fix this, simply refresh the page or logout and log back in.
- It may take a few minutes to receive emails from *FIRST*. Check your junk/spam folders to make sure they didn't get caught by your email providers spam filters
- Our team number is **1507** and the program we participate in is called **FRC**.
- If you are over the age of 18, you are able to complete this entire consent form without a parent. So make sure you remember to sign the consent form at the end.

## Beginning the Tutorial: For Students

To begin, open a web browser and navigate to the STIMS website (<https://my.usfirst.org/stims>)  
Once the page loads, click **New Student User**:



YOUTH TEAM MEMBER REGISTRATION  
[STIMS: Student Team Information Member System]

Welcome to *FIRST* Youth Team Member Registration!

Steps to Register:

1. Create New Account (Returning users do not need to create a new account)
2. Login to Account
3. Complete Youth Information sections
4. Apply to your team. **You will need to know your team number and *FIRST* program.**
5. Sign and submit *FIRST* Consent and Release Form – you are done!
6. You will receive a confirmation from the coach/mentor informing you about the acceptance status of your child on the team. If you do not get an email, please contact your coach/mentor.

[Frequently Asked Questions](#)

If you have any questions, please contact [firstteammembers@usfirst.org](mailto:firstteammembers@usfirst.org).

**Attention New and Returning STIMS Users:**  
Please read the updated [Important Registration Information](#) before you get started.

If you have any questions, please contact us at [firstteammembers@usfirst.org](mailto:firstteammembers@usfirst.org).

[Privacy Policy](#)

**Login**

Existing Accounts:  
Enter Login Email:

Enter Password:

[Login](#)

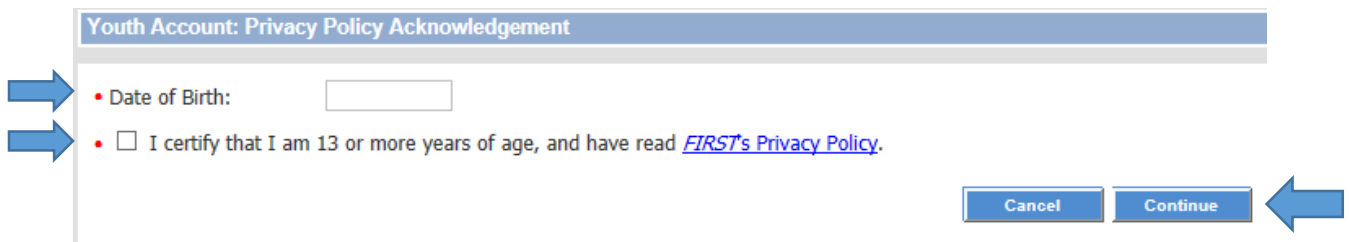
Forgot your password?  
[Reset Your Password](#)

Create New Account:

[New Parent/Guardian User](#)

[New Youth User](#)

On the next screen, you will be prompted to enter your date of birth. Also, check the box directly below and press **continue** when complete:



Youth Account: Privacy Policy Acknowledgement

• Date of Birth:

• ☐ I certify that I am 13 or more years of age, and have read [FIRST's Privacy Policy](#).

[Cancel](#) [Continue](#)

You will now be required to enter your name and email address in the boxes on the next screen:

**Youth Profile Information**

Add/Edit profile and contact information below. '\*' indicates a required field.

**Name**

Prefix

\* First Name  MI  \* Last Name

Suffix

Age 16

**Email Address**

Your email address will be used as your login name/ID.

\* Email  \* Confirm Email

Email Type  Home Email

You now need to enter your parent's name, email address, and telephone number below: **\*Note\*** you and your parent **can not** use the same email address. They must be different.

**Parent/Guardian Contact Information**

**Name**

\* First Name  \* Last Name

**Email Address**

\* Email  \* Confirm Email

**Telephone Number**

\* Telephone

US/Canada: Include Area Code  
Others: Incl. Country/City Codes

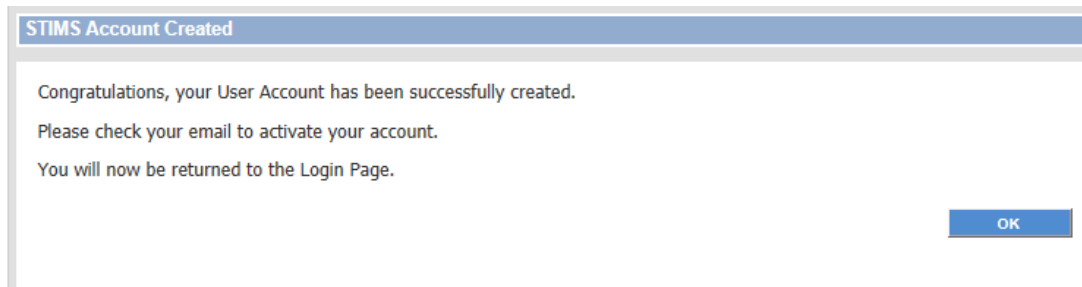
Finally, indicate your involvement in any prior first program. If you have not participated in one or more programs, ensure you select **did not participate** for each program you did not participate. (It will give you an error if you do not select an option)

Select save and continue to advance.

<p><b>Junior FIRST LEGO League Program Participation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Did Not Participate</li> <li><input type="checkbox"/> 2007-2008 Power Puzzle</li> <li><input type="checkbox"/> 2006-2007 Nano Quest</li> <li><input type="checkbox"/> 2005-2006 Ocean Odyssey</li> <li><input type="checkbox"/> 2004-2005 No Limits</li> </ul>	<p><b>FIRST LEGO League Program Participation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Did Not Participate</li> <li><input type="checkbox"/> 2012-2013 SENIOR SOLUTIONS</li> <li><input type="checkbox"/> 2011-2012 Food Factor</li> <li><input type="checkbox"/> 2010-2011 Body Forward</li> <li><input type="checkbox"/> 2009-2010 Smart Move</li> <li><input type="checkbox"/> 2008-2009 Climate Connections</li> <li><input type="checkbox"/> 2007-2008 Power Puzzle</li> <li><input type="checkbox"/> 2006-2007 Nano Quest</li> </ul>
<p><b>FIRST Tech Challenge Program Participation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Did Not Participate</li> <li><input type="checkbox"/> 2014-2015 TBD (FTC)</li> <li><input type="checkbox"/> 2013-2014 FTC BLOCK PARTY</li> <li><input type="checkbox"/> 2012-2013 RING IT UP!</li> <li><input type="checkbox"/> 2011-2012 BOWLED OVER!</li> <li><input type="checkbox"/> 2010-2011 GET OVER IT!</li> <li><input type="checkbox"/> 2009-2010 HotShot!</li> </ul>	<p><b>FIRST Robotics Competition Program Participation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Did Not Participate</li> <li><input type="checkbox"/> 2015-2016 TBD (FRC)</li> <li><input type="checkbox"/> 2014-2015 AERIAL ASSIST</li> <li><input type="checkbox"/> 2013-2014 ULTIMATE ASCENT</li> <li><input type="checkbox"/> 2012-2013 Rebound Rumble</li> <li><input type="checkbox"/> 2011-2012 LOGO MOTION</li> <li><input type="checkbox"/> 2010-2011 BREAKAWAY</li> </ul>

Cancel Save Account Information

You will now be greeted by this message:



In order to complete your registration, you will receive an email message from *FIRST* that contains a link to finish registering. You will receive an email that looks similar to the one below. Click the link inside the email:

**\*Note\*** Your parent will also receive a similar email which we will discuss later. **Make sure to tell them to save this email, because you will need it later!!!!!!**

From: [firstteammembers@usfirst.org](mailto:firstteammembers@usfirst.org)  
Subject: **FIRST User Account Activation Requested**  
Received: **Wed Sep 03 2014 15:09:12 GMT-0400 (Eastern Daylight Time)**

Original Forward Delete

Greetings John Doe:

Congratulations! You have successfully created your user account.

To continue the registration process, please set your Password and Activate your account at:  
<https://my.usfirst.org/stims/Activate.aspx?Code=EAWEP4GHD3D2Z5JD&SID=731173>

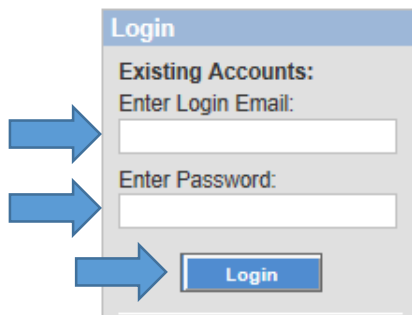
If you have any questions please contact us at [firstteammembers@usfirst.org](mailto:firstteammembers@usfirst.org).

You will now be taken to this page. You now need to create a password. Press save to continue.

**Please use your student number (with 900) as both the student and parent password!!! This way you will remember it next year!!!**

A screenshot of a web form for creating a password. At the top, it says: "Enter account password below. Password must be at least 8 characters long and must contain at least one numeric character. '\*' indicates a required field." Below this, there are two input fields. The first is labeled "• Password" and the second is labeled "• Confirm Password". Both fields have a blue arrow pointing to them from the left. At the bottom right, there are two buttons: "Cancel" and "Save". A blue arrow points to the "Save" button from the right.

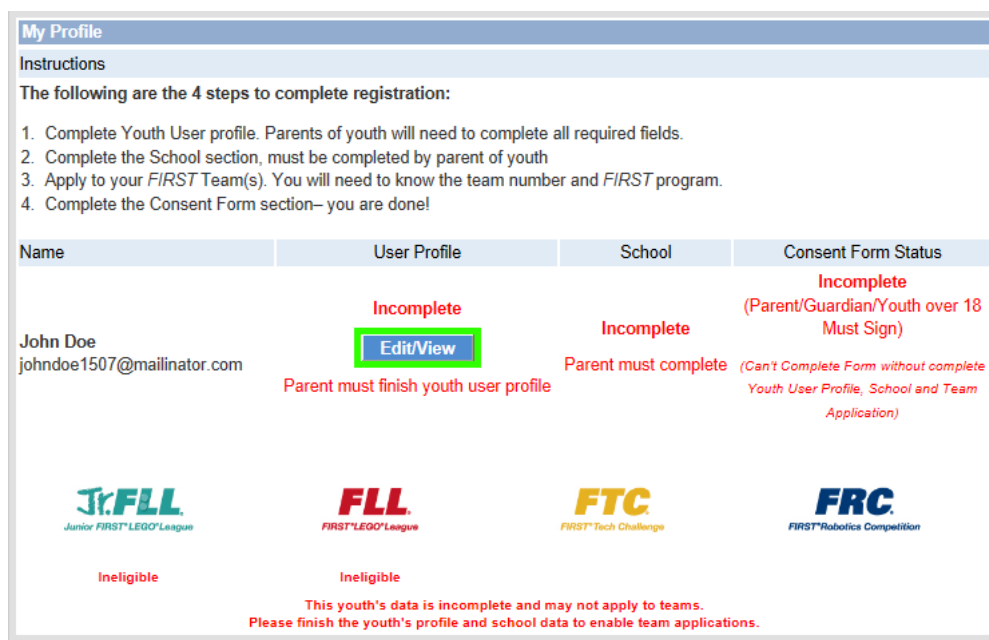
You will now be required to login. Enter your newly created password and email address into the login screen on the homepage. Then press **Login**.



The image shows a login form titled "Login". It has a section for "Existing Accounts:" with two input fields: "Enter Login Email:" and "Enter Password:". Below these fields is a blue "Login" button. Three blue arrows point to the email field, the password field, and the "Login" button respectively.

You will now be presented with this screen. In this example, the student is under the age of 18, which requires a parent to complete most of this information. If you are over the age of 18, you are able to complete all of this yourself. The rest of this tutorial will assume that you are under the age of 18.

Click **Edit/View** under user profile to finish completing your profile.



**My Profile**

**Instructions**

The following are the 4 steps to complete registration:

1. Complete Youth User profile. Parents of youth will need to complete all required fields.
2. Complete the School section, must be completed by parent of youth
3. Apply to your *FIRST* Team(s). You will need to know the team number and *FIRST* program.
4. Complete the Consent Form section— you are done!

Name	User Profile	School	Consent Form Status
John Doe johndoe1507@mailinator.com	<b>Incomplete</b> <a href="#">Edit/View</a> Parent must finish youth user profile	<b>Incomplete</b> Parent must complete	<b>Incomplete</b> (Parent/Guardian/Youth over 18 Must Sign) (Can't Complete Form without complete Youth User Profile, School and Team Application)

**Jr.FLL**  
Junior FIRST®LEGO®League  
Ineligible

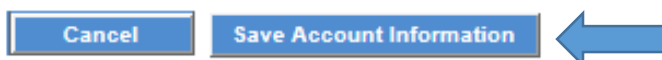
**FLL**  
FIRST®LEGO®League  
Ineligible

**FTC**  
FIRST®Tech Challenge

**FRC**  
FIRST®Robotics Competition

This youth's data is incomplete and may not apply to teams.  
Please finish the youth's profile and school data to enable team applications.

You will then be presented with the information that you entered earlier. Verify that it is correct and click **Save Account Information**:



The image shows two buttons: "Cancel" and "Save Account Information". A blue arrow points to the "Save Account Information" button.

Your parent will need to complete the rest of this information and sign the consent form. Sit down with your parent and follow the parent tutorial on the next page

## Beginning the Tutorial: For Parents

You have received an email from *FIRST* regarding your child registering for STIMS. You will need to find that email and click the link inside. The email will look similar to the one below:

From: [firstteammembers@usfirst.org](mailto:firstteammembers@usfirst.org)  
Subject: **FIRST Youth Team Member Registration Requested**  
Received: **Wed Sep 03 2014 15:07:31 GMT-0400 (Eastern Daylight Time)**

 Original  Forward  Delete

Greetings Jane Doe:

Congratulations! John Doe has successfully started creating a user account in the FIRST Youth Team Member Registration System and has indicated you are either a parent or legal guardian.

To finish your child's registration, please complete the following steps:

1. Activate Your Account and Login  
To activate your account please click here: <https://my.usfirst.org/stims/Activate.aspx?Code=EAW9MRYS2M3MPPUX&SID=731171&N=1>
2. Complete Youth Information sections
3. Apply to team. You will need to know your team number and FIRST program.
4. Sign and submit FIRST Consent and Release Form – you are done!

We very much look forward to having your child join our FIRST program(s) this season!

If you have any questions please contact us at [firstteammembers@usfirst.org](mailto:firstteammembers@usfirst.org)

Go Teams!

This email was automatically generated by the FIRST Youth Team Member System

You will be taken to a webpage. Check the box certifying that you are over the age of 18 and click continue

You will now be taken to this page. You now need to create a password. Press save to continue.

**Please use your student's ID number (with 900) parent password!!! This way you will remember it next year!!!**

Enter account password below. Password must be at least 8 characters long and must contain at least one numeric character.  
\* indicates a required field.

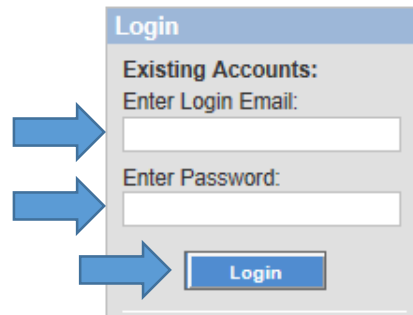
• Password

• Confirm Password

Cancel

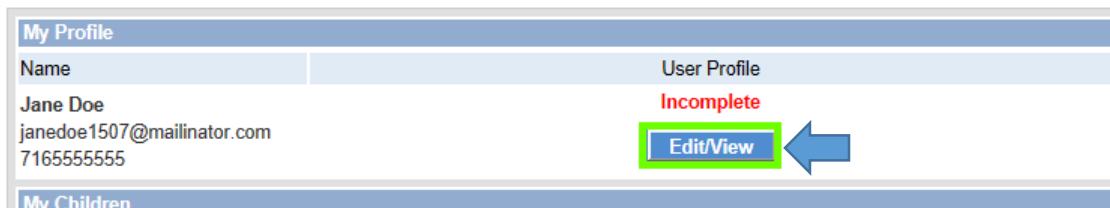
Save

You will now be required to login. Enter your newly created password and email address into the login screen on the homepage. Then press **Login**.



The image shows a 'Login' form with a blue header. Below the header, it says 'Existing Accounts:'. There are two input fields: 'Enter Login Email:' and 'Enter Password:'. Below these fields is a blue button labeled 'Login'. Three blue arrows point to the form: one to the email field, one to the password field, and one to the 'Login' button.

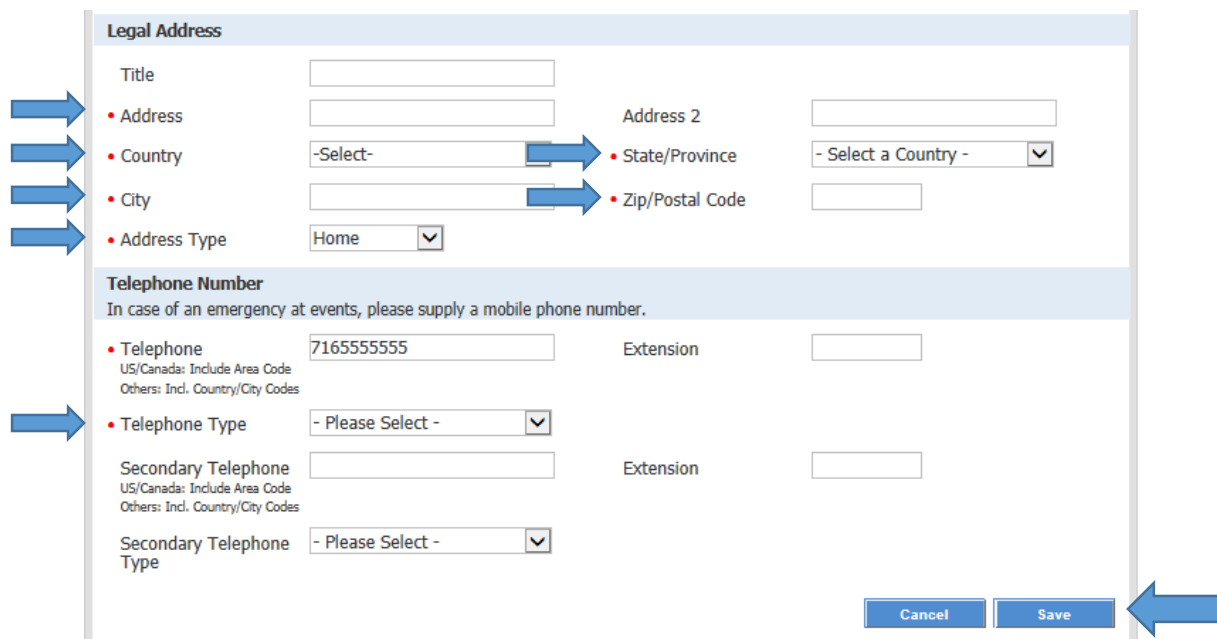
You will now be presented with this screen. Click **Edit/View** to begin editing your profile:



The image shows a 'My Profile' screen with a blue header. Below the header, it says 'Name' and 'User Profile'. The user's name is 'Jane Doe', email is 'janedoe1507@mailinator.com', and phone number is '7165555555'. The 'User Profile' section shows 'Incomplete' in red text. Below this is a green button labeled 'Edit/View'. A blue arrow points to the 'Edit/View' button. Below the profile section is a blue header for 'My Children'.

You will now need to enter some information. Some of the fields are pre-populated from information entered by your child.

Enter your address and telephone type into the form on the webpage. Click **Save** to continue



The image shows a form with two sections: 'Legal Address' and 'Telephone Number'. The 'Legal Address' section has fields for Title, Address, Address 2, Country, State/Province, City, Zip/Postal Code, and Address Type. The 'Telephone Number' section has fields for Telephone, Extension, Telephone Type, Secondary Telephone, and Secondary Telephone Type. The 'Telephone' field is pre-populated with '7165555555'. The 'Address Type' dropdown is set to 'Home'. The 'Telephone Type' dropdown is set to '- Please Select -'. The 'Secondary Telephone Type' dropdown is set to '- Please Select -'. At the bottom right are 'Cancel' and 'Save' buttons. Blue arrows point to the 'Address', 'Country', 'City', 'Address Type', 'Telephone', 'Telephone Type', and 'Save' button.

You will now be presented with this screen. Click **Edit/View** under user profile to complete your child's profile.

Name	User Profile	School	Consent Form Status
John Doe johndoe1507@mailinator.com	Incomplete <a href="#">Edit/View</a>	Incomplete (Can't Complete School without complete Youth User Profile)	Incomplete (Can't Complete Form without complete Youth User Profile, School and Team Application)

You will need to enter the street address and phone number as shown below:

Legal Address

☐ Use Parents Address

Title

• Address

• Country

• City

• Address Type

Address 2

• State/Province

• Zip/Postal Code

Primary Contact Phone Number

In case of an emergency at events, please supply a mobile phone number.

• Telephone

• Telephone Type

Secondary Telephone

Secondary Telephone Type

Also enter the demographic information and click **Save Account Information**

Cancel

Save Account Information

Now click **Edit/View** for the school category

Name	User Profile	School	Consent Form Status
John Doe johndoe1507@mailinator.com 7165555555	Complete <a href="#">Edit/View</a>	Incomplete <a href="#">Edit/View</a>	Incomplete (Can't Complete Form without complete Youth User Profile, School and Team Application)



Enter the information for your school here:

**Youth School Information**

**NOTE:** You must enter your school information before you can register.

**Step 1:** Select either public/private school or home school.  
**Step 2:** Select your school off the list provided. If you do not see your school, select "not on list" and type it in.

- Select Category:
- Does your child receive free or reduced lunch?:
- What is your child's current school grade?:
- What is your child's expected year of graduation?:

Next, you will need to apply to the team. Click apply to an FRC team:



Now enter the team number (1507) into the box on the next screen:

**FRC**  
FIRST Robotics Competition

**Indicates Required Field**

- FRC Team Number:
- FRC Season: 2015
- Team Name:
- Team Nickname:
- Team Location:

Finally, you need to sign the photo consent and release form

Name	User Profile	School	Consent Form Status
John Doe johndoe1507@mailinator.com 7165555555	Complete <input type="button" value="Edit/View"/>	Complete <input type="button" value="Edit/View"/>	Incomplete <input type="button" value="Edit/View"/>

You will now be taken to the photo consent and release form screen. At the very bottom click **Sign Form**. You have now completed the registration process for the 2015 season!

Participant (and the Parent/Guardian of a Participant under 18 years of age) has read this document and understands that this Consent and Release Agreement includes a waiver of the right to make injury claims that is intended to be legally binding. By signing below, Participant (and the Parent/Guardian of a Participant under 18 years of age) agrees to this Consent and Release Agreement.

(not signed yet)  
Signature (of Participant if 18 years of age or older or Parent/Guardian if Participant under 18)

(not signed yet)  
Date

7/12/2012

[Respond Later](#) [Sign Form](#)

