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?

http://www.firstinspires.org/

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 homepage of the *FIRST* website (http://www.firstinspires.org/). Once the page loads, click **Sign Up** in the top right corner**:**
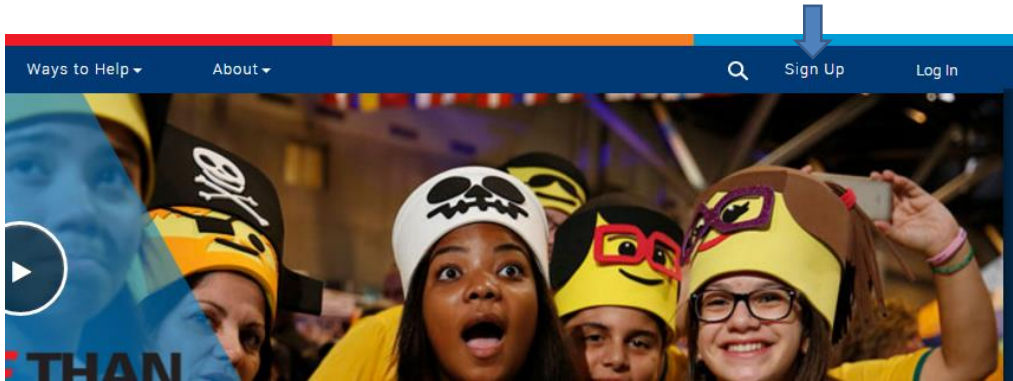
On the next screen, you will be asked to create a new *FIRST* account. Enter your first name, last name, email address and date of birth. Finally, create a password, accept the privacy policy, and click **Register**.

Note You and your parent cannot have the same email address. You must enter your own personal email address on the form.

Note <u>Use your student ID number (with the 900) as the password for your account. This way you will remember it next year!</u>

Once you create your account, you will receive an email message from FIRST that contains a link to activate your new account. 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, as you will need it later on!**

From: accounts@usfirst.org
Message Id: 1477279537-100022554051-johndoe2016
Subject: **Thank you for joining the FIRST Community – New User Account Created**
Received: Sun Oct 23 2016 23:25:37 GMT-0400 (Eastern Daylight Time)

Show Json

Welcome to the *FIRST* Community!

Please click here to _____ your account. You are now part of a group of over 400,000 youth participants and 200,000 + Mentors, Coaches, Judges and Volunteers. We are excited to have you with us!

If the link above does not work, please copy and paste the link into your browser.
https://my.firstinspires.org/AccountManager/Account/ConfirmEmail?userId=557c4a0d-a36d-4655-a35f-d95041a0039c&code=uVlLQqS8lCVn9Dv58BUEAqWRHhlgHFtkGokZNgnwq57fWzYN2XbTwdbZ4094zbWlkRxvpKuCZk63GUL9%252fdB

For more information about *FIRST*, check out http://www.firstinspires.org/. Questions? Contact us at customerservice@firstinspires.org
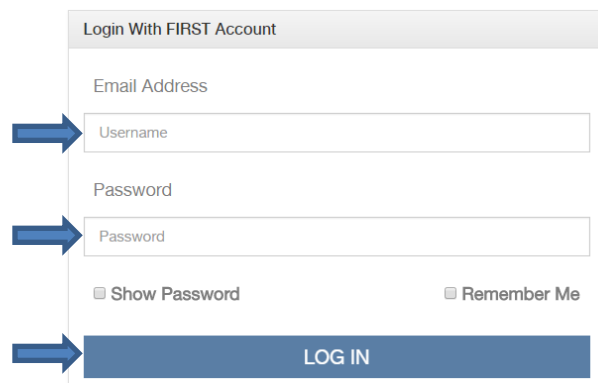
This email was automatically generated by *FIRST*.

You will now be taken to this page. Click the link in order to go to the log in screen:

Email Confirmed

Thank you for confirming your email. Please Click here to Log in

Once you are on the login page, enter your email address and your newly created password, and click **Log In**:

Login With FIRST Account

Email Address

Username

Password

Password

☐ Show Password   ☐ Remember Me

LOG IN

You will now be asked to provide your contact information and other demographic information. First, enter your phone number and address:

FIRST NAME (Preferred) ⓘ

John

LAST NAME (Preferred)

Doe

PHONE NUMBER

This field is required.

ADDRESS LINE

This field is required.

ADDRESS LINE 2

COUNTRY

Select Country

This field is required.

ZIP/POSTAL CODE

This field is required.

Next, enter your date of birth and other demographic information:

Demographic Information

Birth Date

January   1   2000

GENDER ⓘ

Please Select

This field is required.

ETHNICITY

Please Select

This field is required.

RACE

| AFRICAN-AMERICAN | ASIAN | NATIVE AMERICAN/ALASKAN |

| NATIVE HAWAIIAN/PACIFIC ISLANDER | WHITE | PREFER NOT TO ANSWER |

Also enter your employment information. If you currently do not have an employer, select an **Employment Status** of "Other" and an **Employer/Other** of "Full Time Student" (shown below)

Employer ⓘ

EMPLOYMENT STATUS

Other

This field is required.

EMPLOYER/OTHER

Full-time Student

Finally, select a strategic alliance that you are a member of. If you are not a member, select the non-affiliated choice. Once you have completed the form, acknowledge the terms and conditions by checking the three boxes and click **next**:

Strategic Alliance ⓘ

STRATEGIC ALLIANCES

No Affiliation ⌄

☐ I agree to comply with requirements of all **FIRST** Terms And Conditions
You must agree to the terms

☐ I agree to comply with requirements of all **FIRST** Youth Protection Policies
You must agree to the terms

☐ By checking this box I intend to convey that I have read and understand the FIRST Code of Conduct. I also understand that individuals who fail to adhere to the FIRST Code of Conduct may be excluded from working in FIRST programs and at FIRST events.

GO BACK   NEXT

Note Once you click next, you will be taken back to this page to review the information that you just submitted. Verify that everything is correct and press the **go back** button to return to the dashboard:
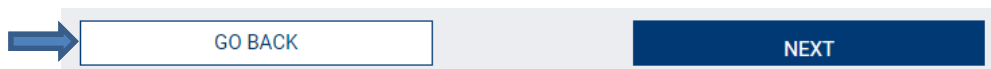
GO BACK   NEXT

Once you return to the dashboard, you will need to click on the **Complete Youth Member Registration** button (left) in order to continue. If you do not see this button, expand the tile view by clicking the **+** next to **I Want To…** (right):

COMPLETE YOUTH MEMBER REGISTRATION

DASHBOARD

I WANT TO...**+**
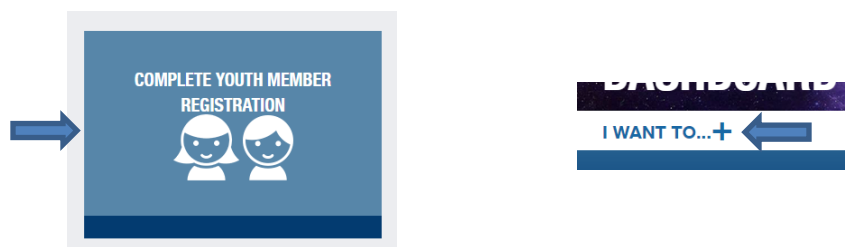
Once you've clicked **"Complete Youth Member Registration"**, you will be taken to a different system to complete the remainder of your registration. First, click on **Edit/View** under User Profile:

User Profile	School	Consent Form Status
		Incomplete (Parent/Guardian/Youth over 18 Must Sign)
Incomplete		
Edit/View	**Incomplete**	
	Parent must complete	*(Can't Complete Form without complete Youth User Profile, School and Team Application)*
Parent must finish youth user profile		

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.

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

Select save account information to advance.

Congratulations, you have now completed the student portion of the registration process. Your parent will need to complete the rest of your registration and digitally sign the consent and release form. Sit down with your parent and follow the parent tutorial on the next page

Beginning the Tutorial: For Parents

At this point, an account has been created for use by the parent. In order to begin, you will first need to create a password for the parent account. In order to set your password, navigate to the login screen and click **Forgot Password**

First, open a web browser and navigate to the homepage of the *FIRST* website (http://www.firstinspires.org/). Once the page loads, click **Log In** in the top right corner:
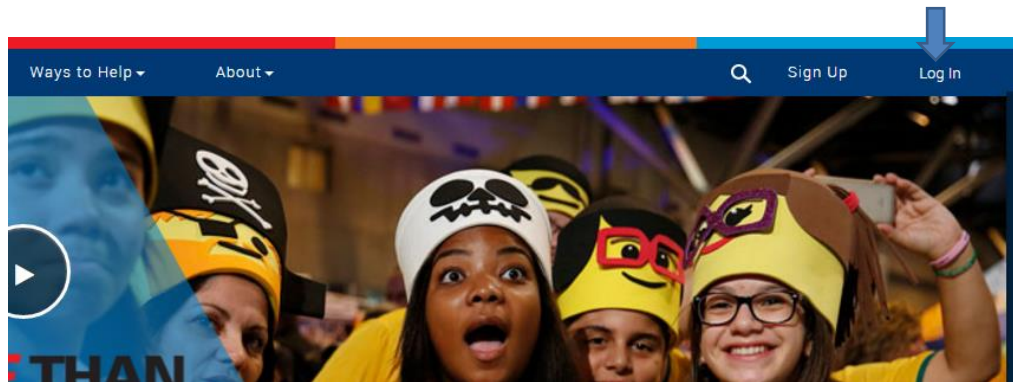
You will now be prompted with a login page. Click **Forgot Password** and enter your email address (the one used for the parent account) and click **Reset Password**:

You will now receive an email with a link asking you to change your password. Click the link inside the email in order to reset your password. The email will look similar to the one below:
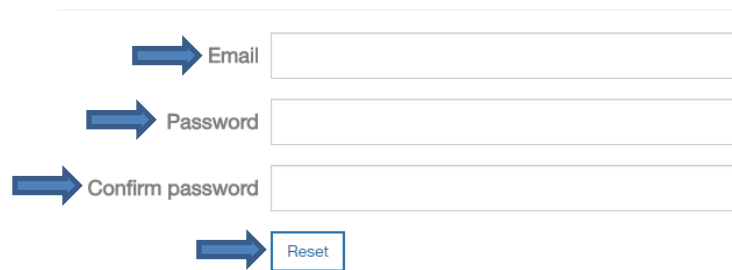
You will now be asked to enter your email address and a new password. Click **reset** to reset your password:
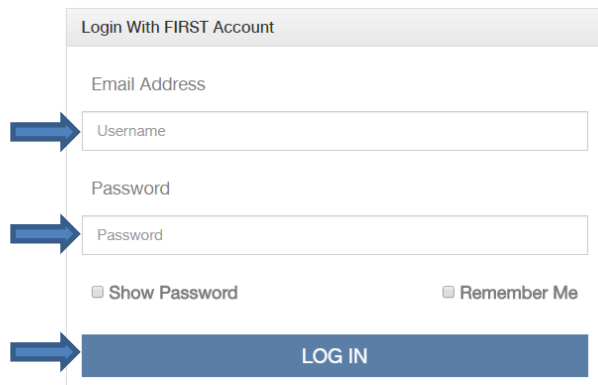
Reset your password.

Email

Password

Confirm password

Reset

Click the link on the confirmation page to log in:

Your password has been reset. Please click here to log in

Once you are on the login page, enter your email address and your newly created password, and click **Log In**:

Login With FIRST Account
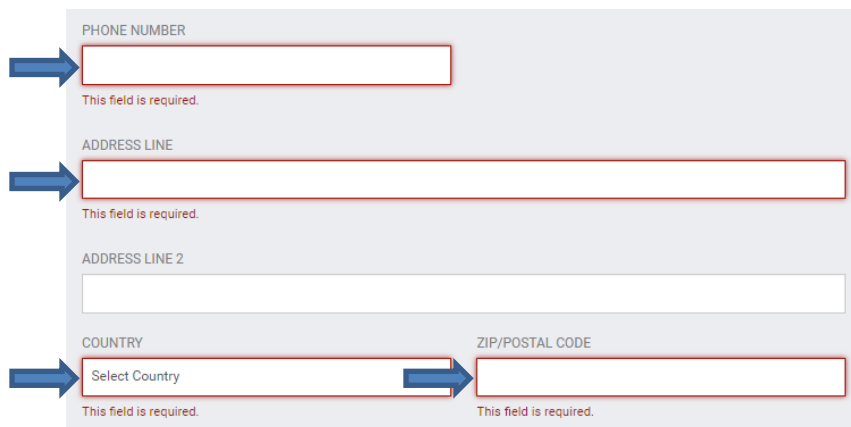
Email Address

Username

Password

Password

☐ Show Password   ☐ Remember Me

LOG IN

Once you login, you will be asked to provide your contact information and other demographic information. First, enter your phone number and mailing address:

PHONE NUMBER

This field is required.

ADDRESS LINE

This field is required.

ADDRESS LINE 2

COUNTRY   ZIP/POSTAL CODE

Select Country

This field is required.   This field is required.

Next, enter your date of birth and other demographic information:

Demographic Information

Birth Date

| January | 1 | 2000 |

GENDER ⓘ

Please Select

This field is required.

ETHNICITY

Please Select

This field is required.

RACE

| AFRICAN-AMERICAN | ASIAN | NATIVE AMERICAN/ALASKAN |
| NATIVE HAWAIIAN/PACIFIC ISLANDER | WHITE | PREFER NOT TO ANSWER |

Also enter your employment information:

Employer ⓘ

EMPLOYMENT STATUS

Other

This field is required.

EMPLOYER/OTHER

Full-time Student

Finally, select a strategic alliance that you are a member of. If you are not a member, select the non-affiliated choice. Once you have completed the form, acknowledge the terms and conditions by checking the three boxes and click **next**:

Strategic Alliance ⓘ

STRATEGIC ALLIANCES

No Affiliation

☐ I agree to comply with requirements of all **FIRST** Terms And Conditions
You must agree to the terms

☐ I agree to comply with requirements of all **FIRST** Youth Protection Policies
You must agree to the terms

☐ By checking this box I intend to convey that I have read and understand the FIRST Code of Conduct. I also understand that individuals who fail to adhere to the FIRST Code of Conduct may be excluded from working in FIRST programs and at FIRST events.

| GO BACK | NEXT |

Clicking the next button will send you back to the dashboard. Once you return to the dashboard, you will need to click on the **Complete Youth Member Registration** button (left) in order to continue. If you do not see this button, expand the tile view by clicking the **+** next to **I Want To…** (right):
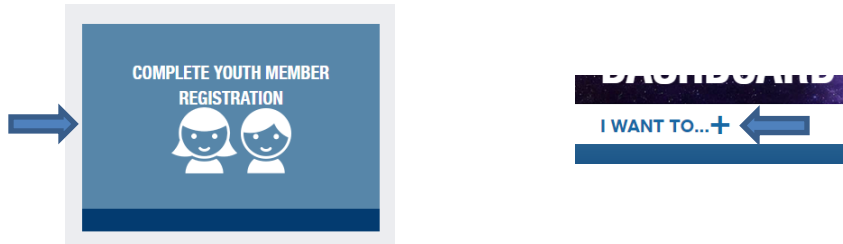
Once you've clicked **"Complete Youth Member Registration"**, you will be taken to a different system to complete the remainder of your child's registration. First, click on **Edit/View** under User Profile for your child:

At this point, most of your child's profile has been completed and pre-populated. The only section you need to complete is the demographic section:

Click **Save Account Information** at the bottom to continue:

Next, click **Edit/View** for the school category:

Enter the information for your school here:

Next, you will need to apply to the team. Click **Apply to FRC Team**:

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

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

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 2017 season!