

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?

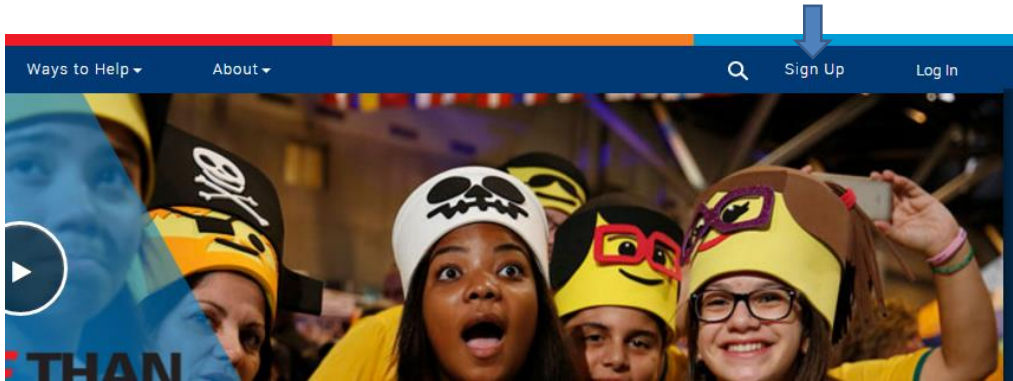
<http://www.firstinspires.org/>

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

Email * ←

First Name * ←

Last Name * ←

Date of Birth * ←

Password * ←

Confirm Password * ←

Agreements* ← Policy

→


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=uVILQqS8ICVn9Dv58BUEAqWRHhlgHFtkGokZNgwq57fWzYN2XbTwdbZ4094zbWikRxvpKuCZk63GUL9%252fdB>

For more information about *FIRST*, check out <http://www.firstinspires.org/>. Questions? Contact us at customerservice@firstinspires.org

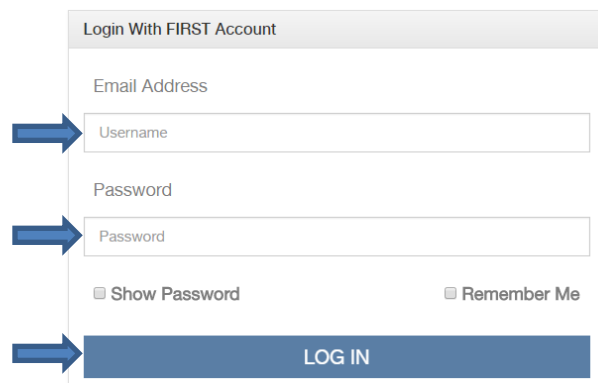
This email was automatically generated by *FIRST*.

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:

A form section for contact information. It includes fields for 'FIRST NAME (Preferred)' with the value 'John', 'LAST NAME (Preferred)' with the value 'Doe', 'PHONE NUMBER', 'ADDRESS LINE', 'ADDRESS LINE 2', 'COUNTRY' with a dropdown menu showing 'Select Country', and 'ZIP/POSTAL CODE'. Red boxes highlight the phone number, address line, country, and zip code fields. Blue arrows point to each of these highlighted fields. Below each highlighted field is the text 'This field is required.'

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

A form section titled 'Demographic Information'. It includes a 'Birth Date' section with dropdowns for month (January), day (1), and year (2000). Below this are 'GENDER' and 'ETHNICITY' dropdown menus, both with 'Please Select' and highlighted with red boxes and blue arrows. Below these are 'RACE' buttons for 'AFRICAN-AMERICAN', 'ASIAN', 'NATIVE AMERICAN/ALASKAN', 'NATIVE HAWAIIAN/PACIFIC ISLANDER', 'WHITE', and 'PREFER NOT TO ANSWER'. The 'GENDER' and 'ETHNICITY' fields have 'This field is required.' text below them.

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)

A form section titled 'Employer'. It includes 'EMPLOYMENT STATUS' with a dropdown menu showing 'Other' and 'EMPLOYER/OTHER' with a dropdown menu showing 'Full-time Student'. Both dropdowns are highlighted with red boxes and blue arrows. Below the 'EMPLOYMENT STATUS' field is the text 'This field is required.'

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

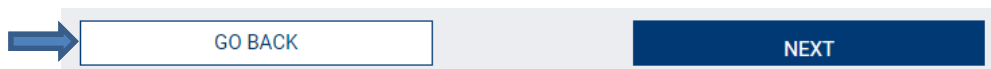
I agree to comply with requirements of all **FIRST** Terms And Conditions
You must agree to the terms

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

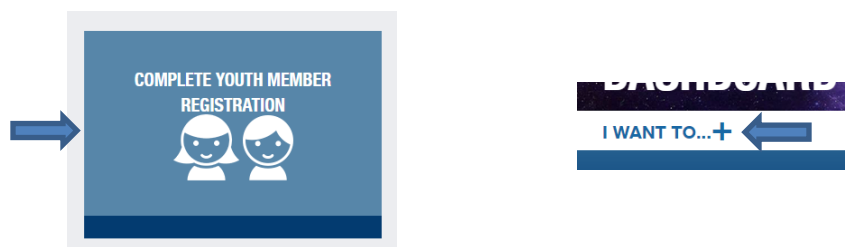
By checking this box I intend to convey that I have read and understand the **FIRST** Code of Conduct. I also understand that individuals who fail to adhere to the **FIRST** Code of Conduct may be excluded from working in **FIRST** programs and at **FIRST** events.

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:



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 registration. First, click on **Edit/View** under User Profile:

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

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.

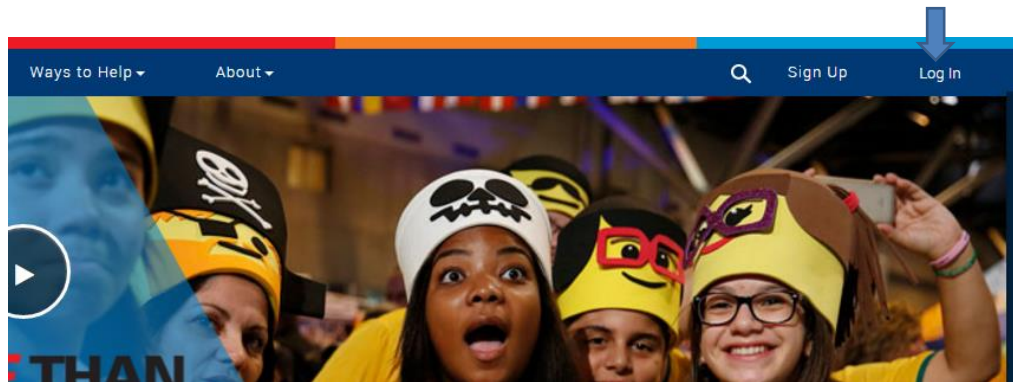
Junior FIRST LEGO League Program Participation <ul style="list-style-type: none"> <input type="checkbox"/> Did Not Participate <input type="checkbox"/> 2007-2008 Power Puzzle <input type="checkbox"/> 2006-2007 Nano Quest <input type="checkbox"/> 2005-2006 Ocean Odyssey <input type="checkbox"/> 2004-2005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

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:

From: accounts@usfirst.org
Message Id: 1477356480-30009770607-janedoe2016
Subject: **Email for Password Reset - FIRST**
Received: Mon Oct 24 2016 20:48:00 GMT-0400 (Eastern Daylight Time)

Hello,

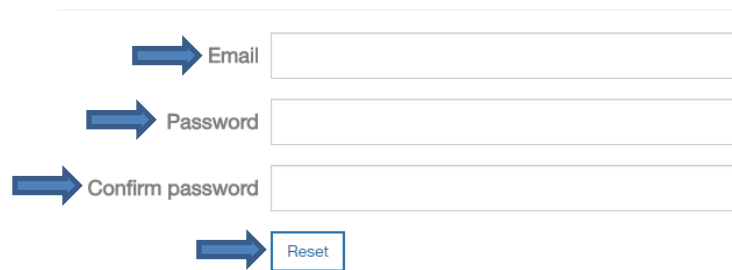
This message will enable you to reset your *FIRST* account password.

[HERE](#) to reset your password or copy this link into your browser:

<https://my.firstinspires.org/AccountManager/Account/ResetPassword?userId=36cd0154-8ce0-40a3-ae51-919529847605&code=yCN4H7%252bBb1Tjv7Et1HSMHUXVEpWMLjQPfKp7987CKfSRsKkWKbSFiiYVoTdt>

You will now be asked to enter your email address and a new password. Click **reset** to reset your password:

Reset your password.



The form contains three input fields and one button. Blue arrows point to the 'Email', 'Password', and 'Confirm password' fields. A blue arrow also points to the 'Reset' button.

Email

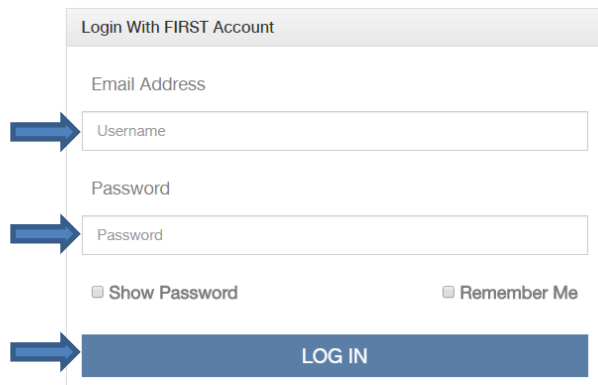
Password

Confirm password

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**:



The form is titled 'Login With FIRST Account'. It has three input fields: 'Email Address', 'Username', and 'Password'. Below the 'Password' field are two checkboxes: 'Show Password' and 'Remember Me'. At the bottom is a blue 'LOG IN' button. Blue arrows point to the 'Username', 'Password', and 'LOG IN' button.

Login With FIRST Account

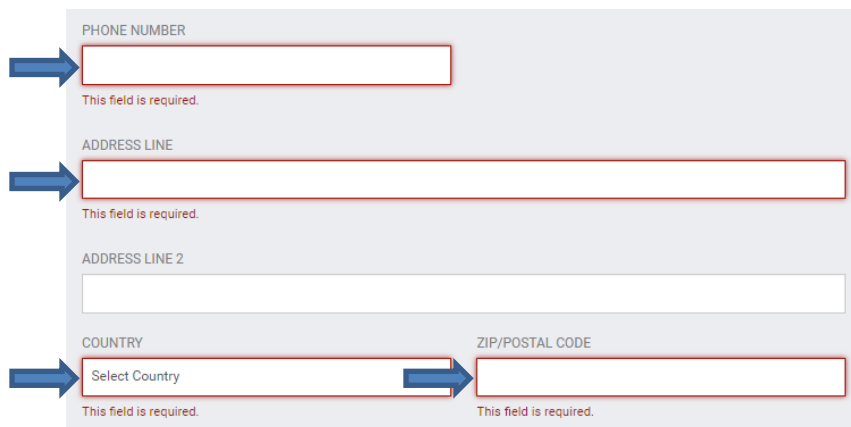
Email Address

Username

Password

Show Password Remember Me

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



The form has four input fields: 'PHONE NUMBER', 'ADDRESS LINE', 'ADDRESS LINE 2', and 'COUNTRY'. The 'COUNTRY' field is a dropdown menu. The 'ZIP/POSTAL CODE' field is to the right of the 'COUNTRY' field. Red boxes highlight the 'PHONE NUMBER', 'ADDRESS LINE', and 'COUNTRY' fields. Blue arrows point to the 'PHONE NUMBER', 'ADDRESS LINE', and 'COUNTRY' fields. Red text below each field says 'This field is required.'.

PHONE NUMBER

This field is required.

ADDRESS LINE

This field is required.

ADDRESS LINE 2

COUNTRY

ZIP/POSTAL CODE

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 EMPLOYER/OTHER
Other Full-time Student
This field is required.

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

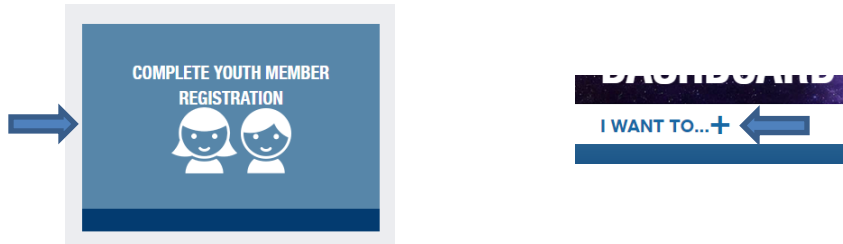
I agree to comply with requirements of all **FIRST Terms And Conditions**
You must agree to the terms

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:

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

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:

Youth Demographic Information

Demographic Information:
FIRST uses this data to ensure that our programs are accessible to all youth regardless of gender, race, et **will not** be shared with the Team Mentor or Coach. Summaries of the non-personally identifiable data m programs.

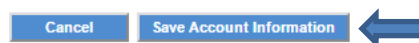
• Gender: Male

• Race:

- African American/Black
- Asian
- Caucasian/White
- Native American/Alaskan
- Native Hawaiian/Pacific Islander
- Prefer Not To Answer

• Ethnicity: -Select-

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



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

User Profile	School	Consent Form Status
Complete	Incomplete	Incomplete (Can't Complete Form without complete Youth User Profile, School and Team Application)
Edit/View	Edit/View	

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 FRC Team**:



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

Indicates Required Field

FRC
FIRST Robotics Competition

FRC Team Number FRC Season 2015

Team Name
Team Nickname
Team Location

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

User Profile	School	Consent Form Status
Complete	Complete	Incomplete
<input type="button" value="Edit/View"/>	<input type="button" value="Edit/View"/>	<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 2017 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](#)

