

# STIMS Registration Tutorial

## Returning Students

### Why must we register in STIMS?

*FIRST* 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?

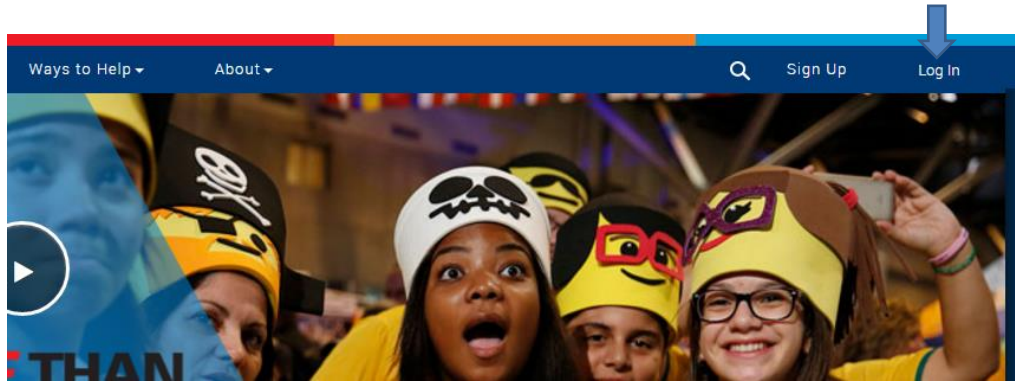
<http://www.firstinspires.org/>

### What else should I know?

- *FIRST* has made a few considerable changes to this system for the 2015 season. Please follow this tutorial carefully.
- Login using last year's credentials. Do not create a new account. If you forgot your password (I'm sure 90% of you did) just click reset password. Last year I recommended using your student ID as your password (with the 900), so try that as well.
- If you do reset your password, set it to your school ID (with the 900). This way you will remember it next year.
- 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 **Log In** in the top right corner:



You will now be taken to a login page. Once the page loads, enter your previous years credentials and press **Log In**:

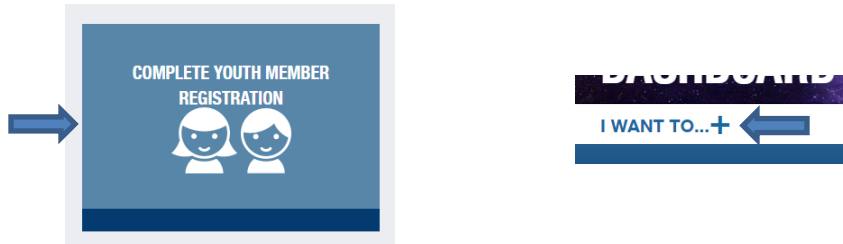
**\*Note\*** If you forgot your password, select the **Reset Password** link under the login button.

A screenshot of the 'Login With FIRST Account' page. It features three input fields: 'Email Address', 'Username', and 'Password'. A blue arrow points to the 'Username' field. Below the 'Password' field are two checkboxes: 'Show Password' and 'Remember Me'. A large blue 'LOG IN' button is at the bottom, with a blue arrow pointing to it.

Once you successfully login, you may be prompted to review your profile information and accept the terms and conditions. Complete all of the fields, accept the terms, and click the **Next** button:

A screenshot of the terms and conditions page. It contains three checkboxes, each with a blue arrow pointing to it. The first checkbox is for 'FIRST Terms And Conditions', the second for 'FIRST Youth Protection Policies', and the third for 'FIRST Code of Conduct'. Below the checkboxes are two buttons: 'GO BACK' and 'NEXT'. A blue arrow points to the 'NEXT' button.

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 registration.

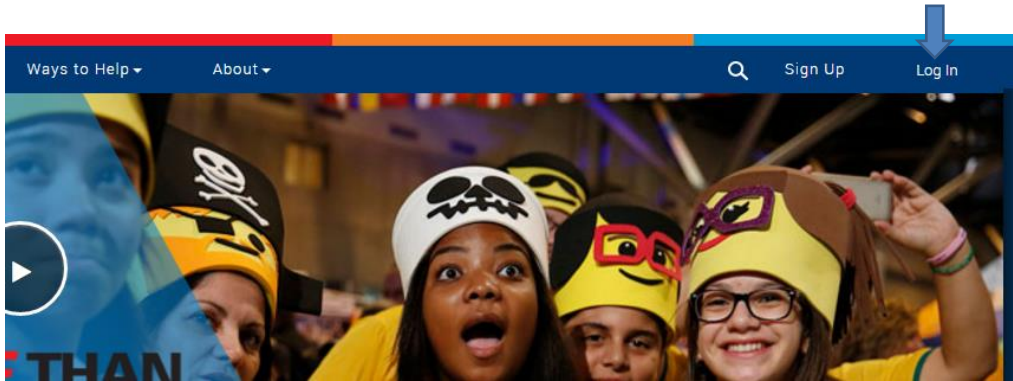
At this point, your user profile should show as complete. If it isn't, click Edit/View and complete your profile:

User Profile	School	Consent Form Status
Complete	Incomplete	Incomplete (Parent/Guardian/Youth over 18 Must Sign)
<a href="#">Edit/View</a>	Parent must complete	(Can't Complete Form without complete Youth User Profile, School and Team Application)

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

To begin, 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 taken to a login page. Once the page loads, Enter your existing parent email and password and press **Log In**.

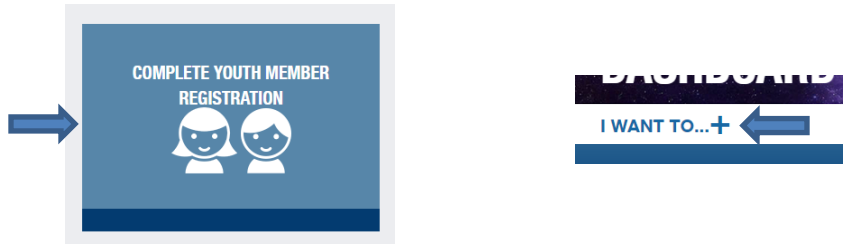
**\*Note\*** If you forgot your password, select the **Reset Password** link under the login button.

A screenshot of the 'Login With FIRST Account' form. It features three input fields: 'Email Address', 'Username', and 'Password'. Blue arrows point to each of these fields. Below the 'Password' field are two checkboxes: 'Show Password' and 'Remember Me'. At the bottom of the form is a large blue 'LOG IN' button, with a blue arrow pointing to it.

Once you successfully login, you may be prompted to review your profile information and accept the terms and conditions. Complete all of the fields, accept the terms, and click the **Next** button:

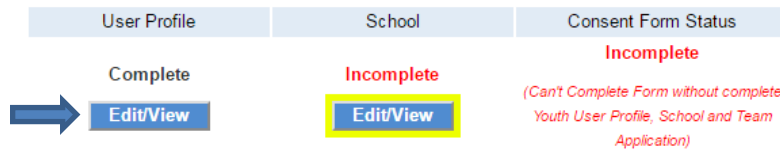
A screenshot of a form for accepting terms and conditions. It contains three checkboxes, each with a blue arrow pointing to it. The first checkbox is for 'FIRST Terms And Conditions', the second for 'FIRST Youth Protection Policies', and the third for 'FIRST Code of Conduct'. Below the checkboxes are two buttons: a white 'GO BACK' button and a blue 'NEXT' button, with a blue arrow pointing to the 'NEXT' button.

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):

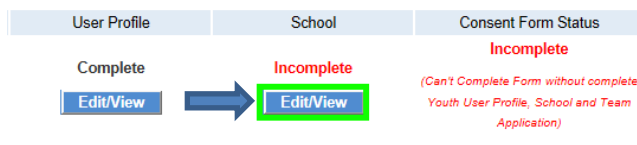


Once you've clicked "**Complete Youth Member Registration**", you will be taken to a different system to complete the remainder of your child's registration. First, click on **Edit/View** under User Profile for your child:

At this point, your child's user profile should show as complete. If it isn't, click Edit/View and complete your child's profile:



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



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:

A screenshot of the FRC registration form. It features the FRC logo and a header "Indicates Required Field". The form has four fields: "FRC Team Number" (with an input box and a red dot indicating it's required), "FRC Season" (set to 2015), "Team Name", "Team Nickname", and "Team Location". At the bottom right, there are "Cancel" and "Apply To Team" buttons. A blue arrow points to the "FRC Team Number" field, and another blue arrow points to the "Apply To Team" button.

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

User Profile	School	Consent Form Status
Complete	Complete	Incomplete
<a href="#">Edit/View</a>	<a href="#">Edit/View</a>	<a href="#">Edit/View</a>

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!

A screenshot of the photo consent and release form. It contains the following text: "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." Below this are two fields: "(not signed yet) Signature (of Participant if 18 years of age or older or Parent/Guardian if Participant under 18)" and "(not signed yet) Date". The date field contains "7/12/2012". At the bottom right, there are "Respond Later" and "Sign Form" buttons. A blue arrow points to the "Sign Form" button.