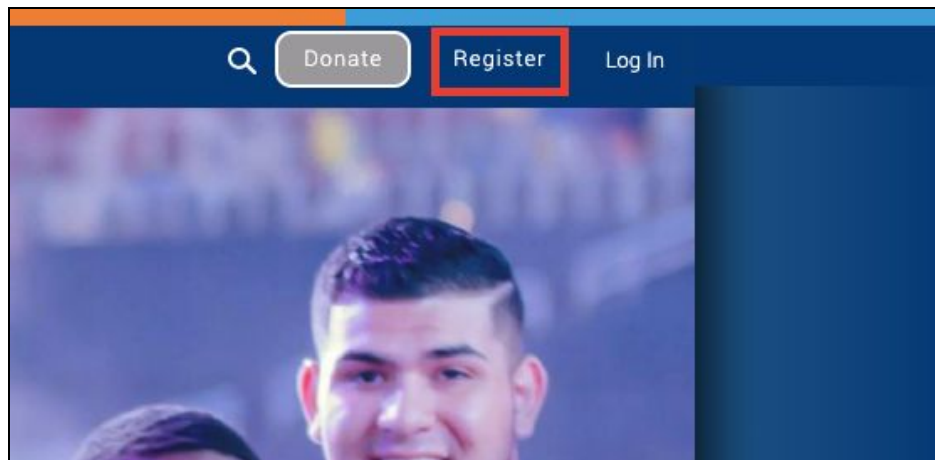


# Volunteering With FIRST

## 1. Create a FIRST Account

*\* If you already have a FIRST account, please skip this step!\**

Navigate to [firstinspires.org](http://firstinspires.org) and click "Register" in the upper right-hand corner.



Fill in all necessary information and click register.

### Register your new **FIRST**® account

Please enter the information below to register a new account!

Your Email \*

Your First Name \*

Your Last Name \*

Your Date of Birth \*

Country \*

Select Country


Password \*

Confirm Password \*

Agreements \*

☐ I have read and agree to the [FIRST Privacy Policy](#)

☐ I'm not a robot

  
reCAPTCHA  
Privacy - Terms

Register

Cancel

### Attention Parents

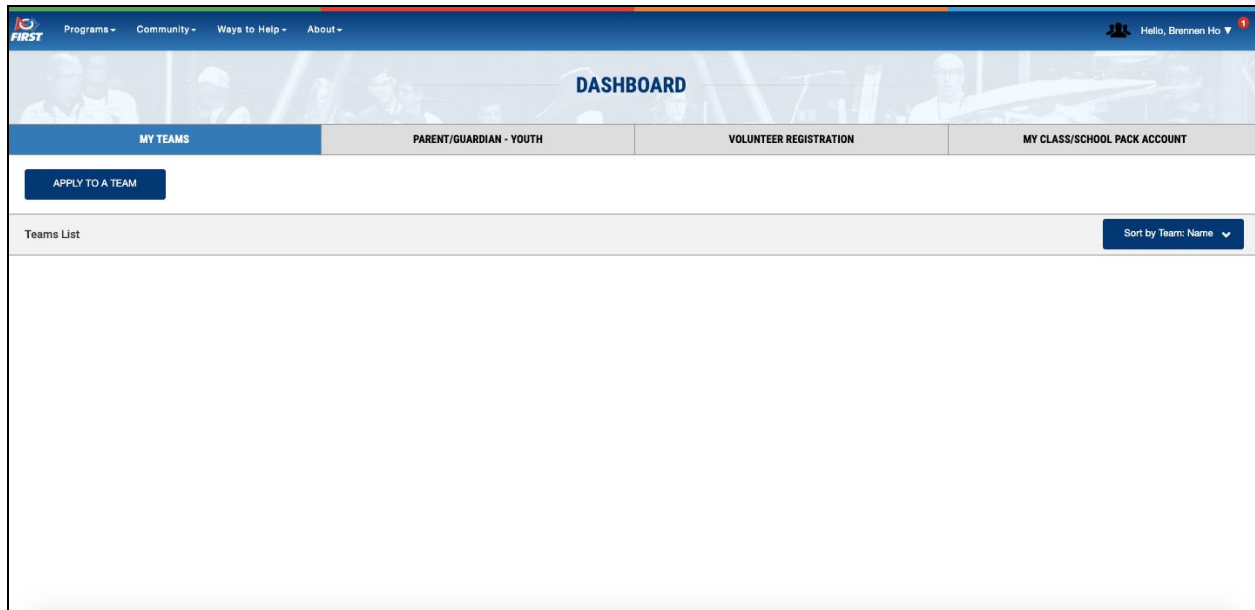
Register yourself on this page for a new **FIRST** account, not your child. Enter your name, email address, and birthdate, not your child's.

You will be able to add your child and apply to a team under the Parent/Guardian - Youth tab on your dashboard after your account has been created.

### Need Help?

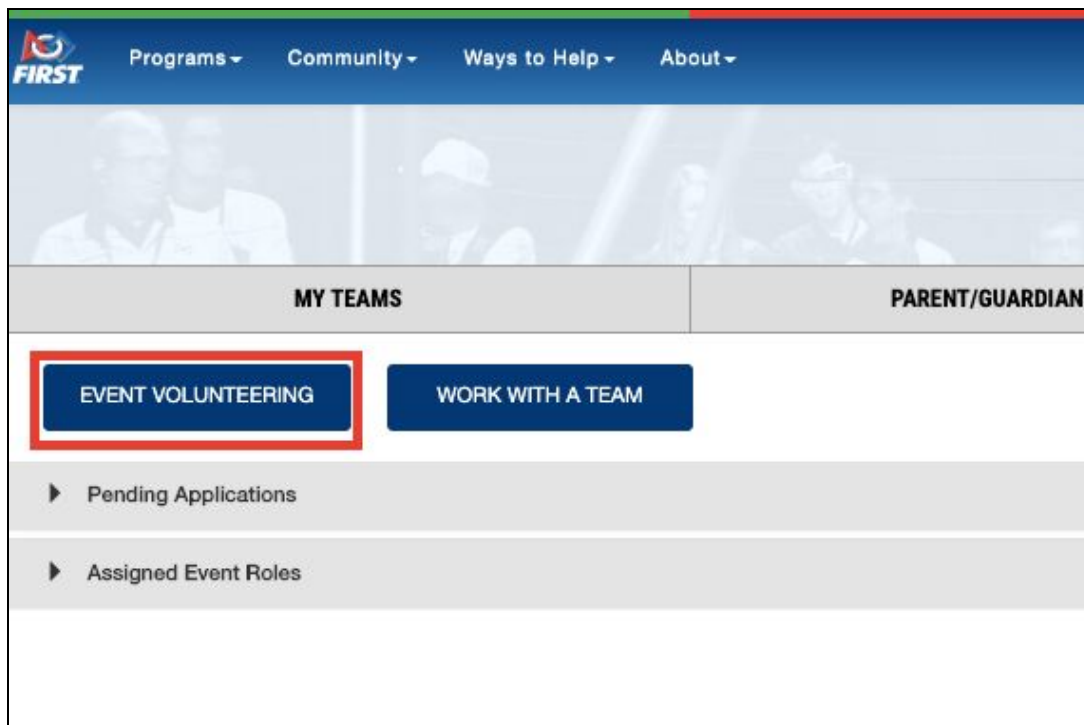
Call: 800-871-8326 or 603-666-3906  
Email: [customerservice@firstinspires.org](mailto:customerservice@firstinspires.org)  
Hours: Monday - Friday, 8:30 - 5:00 EST/EDT  
[View Frequently Asked Questions](#)

Verify your email and log into your [FIRST Dashboard](#). Agree to all the consent forms and then you should get to a page that looks like this:



## 2. Navigate To EVENT VOLUNTEERING

You may have information on the *MY TEAMS* or *PARENT/GUARDIAN - YOUTH* tabs, but you can worry about that later. For now, navigate to the *VOLUNTEER REGISTRATION* tab. On that tab, click the button that says *EVENT VOLUNTEERING*.



### 3. Select An Event To Volunteer At

Your page may look a little different than mine as I have events I am already volunteering for while you may not have signed up for any events yet.

Select the program you want to volunteer for (FLL Jr, FLL, FTC, or FRC) and fill out your information for *Country*, *State*, and *Zip / Postal Code*. After entering your zip code, you should get a slider allowing you to narrow your search based on location. You can also fill out the *Date* and *Name* sections if you have that information. When you are ready, click *APPLY FILTERS*.

A page with a list of events will show up and take your time to browse through them to find one that works for you. You can decide based on date or location. When you have selected an event, click the *VOLUNTEER* button.

Event Name	Location	Event Date(s)	Status
FIRST LEGO League NorCal Nov 09 FIRST LEGO League QT - Intel Santa Clara	Intel Santa Clara, Building SC12, Santa Clara, CA	11/09/2019 - 11/09/2019	Volunteers Needed
FIRST LEGO League NorCal Nov 09 FIRST LEGO League QT - Gunn HS Palo Alto	Gunn High School, Palo Alto, CA	11/09/2019 - 11/09/2019	Volunteers Needed
FIRST LEGO League NorCal Nov 09 FIRST LEGO League QT - Amazon Sunnyvale	Amazon Sunnyvale, CA	11/09/2019 - 11/09/2019	Volunteers Needed
FIRST LEGO League NorCal Nov 10 FIRST LEGO League QT - The Quarry Lane School Dublin	The Quarry Lane School, Dublin, CA	11/10/2019 - 11/10/2019	Volunteers Needed
FIRST LEGO League NorCal Nov 10 FIRST LEGO League QT - The Nueva School San Mateo	The Nueva School, Baymeadows Campus, San Mateo, CA	11/10/2019 - 11/10/2019	Volunteers Needed
FIRST LEGO League NorCal Nov 10 FIRST LEGO League Gold QT - Cupertino HS	Cupertino High School, Cupertino, CA	11/10/2019 - 11/10/2019	Volunteers Needed



## 4. Select Volunteer Preferences

On the next page, select the dates you are available, write comments to the coordinator (optional), and select roles you want to be assigned to. If you don't care what role you are assigned to, click the *Assign Me As Needed* button. If you have a preference, select up to 5 roles that you would like to fill. You can read more about each role [here](#). Once you have selected your roles, you can use the right side to arrange them in order of preference. Once you are done, click *NEXT*.

*\*NOTE: High schoolers should NOT sign up for Referee or Judge roles\**

**Select Roles**  
Select up to 5 roles from the list below.

**Role Preferences**  
Drag and drop to rearrange.

**Select Roles List:**

- ☐ Clean Up Crew
- ☐ Concessions
- ☐ Game Announcer
- ☐ Head Robot Game Queuer
- ☐ Practice Table Assistant
- ☐ Robot Inspector
- ☒ Scorekeeper
- ☐ Set Up Crew
- ☐ Team Check-in
- ☐ Timer
- ☐ Traffic Control/Security
- ☐ Volunteer Check-In
- ☐ Volunteer Coordinator

**Role Preferences List:**

1. Scorekeeper

**Buttons:** Assign me as needed, Next

## 5. Enter Team Affiliations

On the next page, enter team affiliations you may have. This is only for the program you are volunteering for. Then click *COMPLETE*.

**STEP 2 OF 3**

**FIRST LEGO League**  
(Suggested ages 9-14)

and with in this program. We need this information in order to keep events properly staffed.  
select the COMPLETE button to continue.

**ADD**

**COMPLETE**

You will end up on a page that confirms your registration and outlines all the details you need to know. Make sure to note the date of your event and the address. You will not have to complete Youth Protection Screening (YPS) as you are under the age of 18. Once you are done, click RETURN TO DASHBOARD.

*\*NOTE: You will NOT receive an email confirming your registration\**

**NorCal Nov 23 FIRST LEGO League QT - Google Sunnyvale**

**EVENT DETAILS:**  
 Program: FIRST LEGO League  
 Type: Qualifying Event

Set Up Date: TBD  
 Event Dates: 11/23/2019 - 11/23/2019  
 Tear Down Date: TBD

**YOUR ROLE ASSIGNMENT REQUEST(S):**  
 Scorekeeper, Pit Manager, Robot Inspector, Timer, Field Resetter

**Google Building 111**  
 111 W Java  
 Sunnyvale, CA

**RETURN TO DASHBOARD**

**VOLUNTEER FOR ANOTHER EVENT**

## 6. Confirm Your Application

Under *VOLUNTEER REGISTRATION -> PENDING APPLICATIONS* you will see a brief overview of your event application and you will have the option to edit or withdraw it. Once the volunteer coordinator has assigned you a role, you will receive an email confirming your volunteer spot and listing what role you have been assigned to. This email will also have the date and location of the event.

This message confirms your assignment details for the following FIRST® LEGO® League event:

**Assignment for:** Brennen Ho

**Event Name :** NorCal Nov 23 FIRST LEGO League QT - Google Sunnyvale

**Event Date(s) :** 11/23/2019

**Event Location :** Google  
 111 W Java  
 Sunnyvale, CA 94089

**Volunteer Coordinator :** Sarah Heimlich

**Volunteer Role :** Field Resetter

**Day(s) Assigned :** Sat: Full Day

On your *FIRST* Dashboard, the same information will be accessible through *VOLUNTEER REGISTRATION -> ASSIGNED EVENT ROLES*. Under *ROLE OPTIONS*, you will have the option to message the volunteer coordinator if you need to.

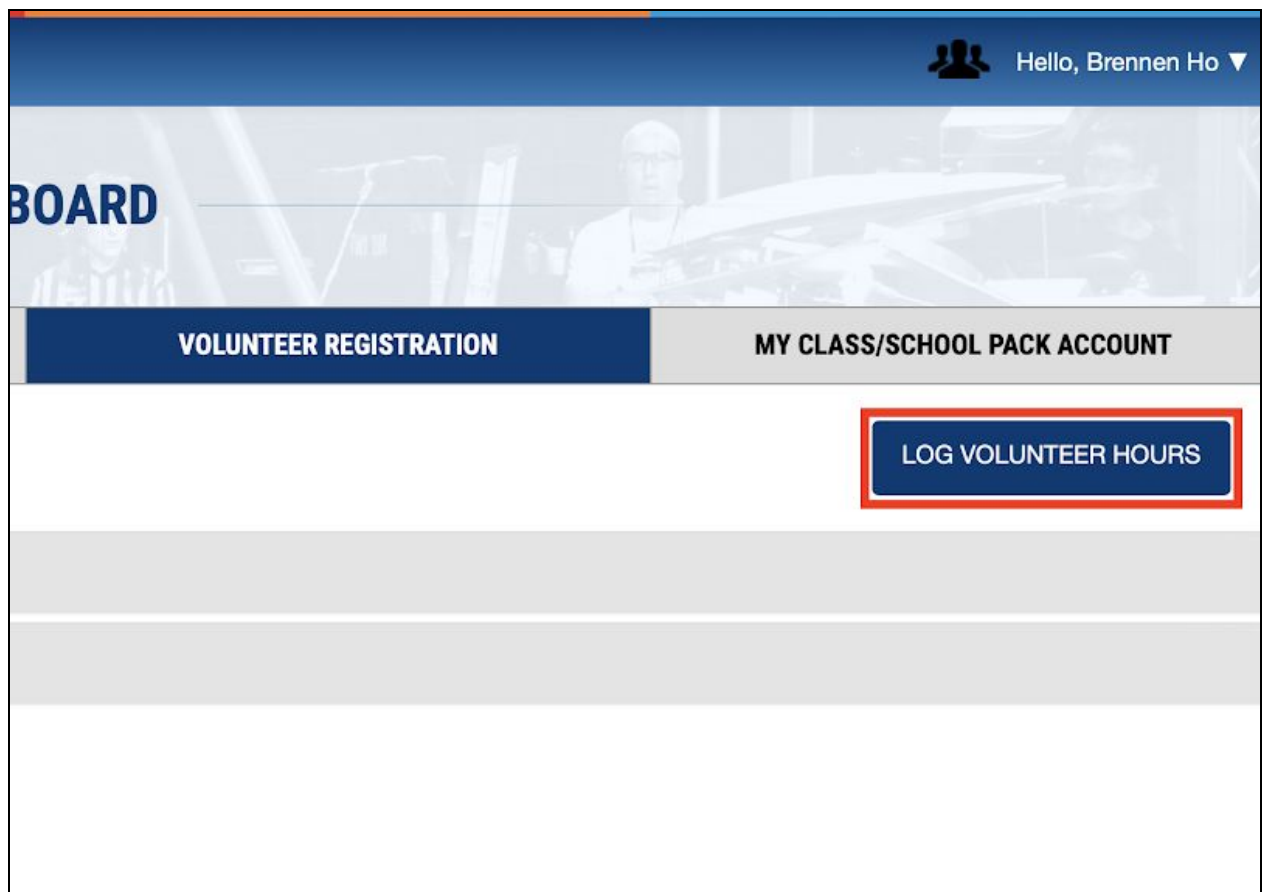


## 8. You're Done!

Once your volunteer spot is confirmed, make sure to put it on your calendar so you don't forget about it. Happy volunteering!

## 9. Claim Your Hours

After your event, navigate back to your *FIRST* Dashboard to input your hours. On the *EVENT VOLUNTEERING* tab, click the *Log Volunteer Hours* button.




On the next page, you can find all the events you have volunteered for. Click the pencil icon on the event that you want to add volunteer hours for.

### My *FIRST* Participation History

Name : Brennen Ho

Volunteer Since : 2019

Current Season Total Hours : 10

Program	Season	Event	Event Date	Role	Hours
FLL	2019	NorCal Nov 23 FIRST LEGO League QT - Google Sunnyvale	11/23/2019 - 11/23/2019	Field Resetter	10 

Input the correct number of hours you volunteered for, then click submit.

### Thank You!

Role

Field Resetter

Event Date(s):

11/23/2019 - 11/23/2019

How many hours of volunteer work did you complete in the following event(s):

FLL:

NorCal Nov 23 FIRST LEGO League QT - Google Sunnyvale - Qualifying Event

Hours:

Your all set! Make sure to log all your volunteer hours.

