

FIRST VIMS (Volunteer Information Matching System) Step-by-Step Registration

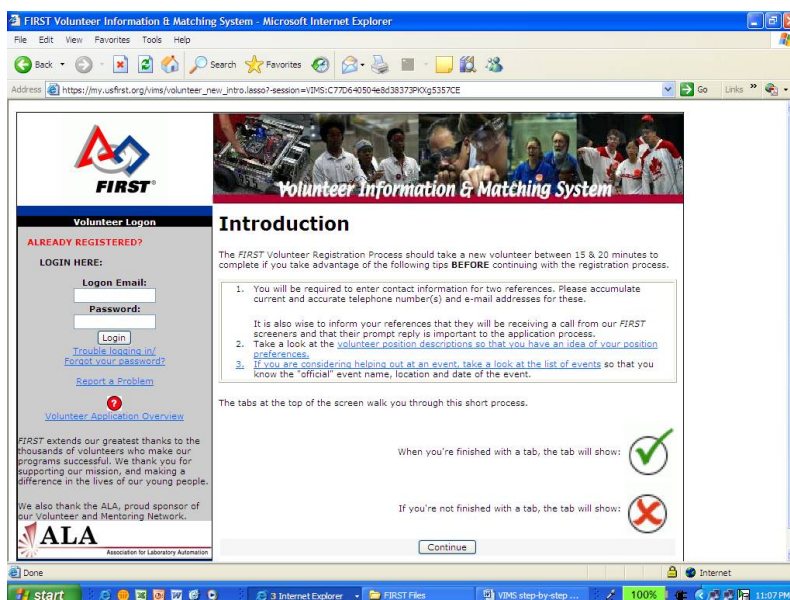
1. Click on or type the link below into your browser: www.usfirst.org/vims

You will see the screen below. For those already registered please LOG IN where indicated on the left side. If you have forgotten your password please click on “Trouble logging in/Forgot your password.”

For those registering for the first time, please CLICK on the red “Sign Me Up” image as indicated by the arrow below.



2. Once you register, you will see the following screen, this an introduction, please read carefully prior to clicking on the CONTINUE button.



3. You will be led to the CONTACT INFO page below, once you have fully completed the page, please scroll down and click on the ADD VOLUNTEER button.

FIRST
Volunteer Information & Matching System

Volunteer Logon

ALREADY REGISTERED?

LOGIN HERE:

Logon Email:

Password:

Login

[Trouble logging in?](#)

[Forgot your password?](#)

[Report a Problem](#)

[Volunteer Application Overview](#)

FIRST extends our greatest thanks to the thousands of volunteers who make our programs successful. We thank you for supporting our mission, and making a difference in the lives of our young people.

We also thank the ALA, proud sponsor of our Volunteer and Mentoring Network.

ALA
Association for Laboratory Automation

Contact Info

Bold fields are required

If you are NASA personnel supporting FIRST officially, which includes NASA personnel, JPL personnel, and NASA-badged contractors who support FIRST as part of their official duties or sanctioned activities, please check the box below and enter work contact information only.

☐ I am NASA personnel supporting FIRST officially.

Secondary address will be required if work address is set as primary.

Primary Address

Address Type:

Title:

Company/School:

Mailing Address: (2 lines max):

City:

State/Province:

Postal Code:

Country: USA

Secondary Address

Address Type:

Title:

Company/School:

Mailing Address: (2 lines max):

City:

State/Province:

Postal Code:

Country: USA

Telephone Numbers & Emails

Preferred Information

work/home e-mails, please include area code. Other e-mails, please include country code and city code.

Telephone Number: Ext.: (Extension is Optional)

Telephone Type:

Email: Confirm Email:

Email type:

Secondary Information

work/home e-mails, please include area code. Other e-mails, please include country code and city code.

Telephone Number: Ext.: (Extension is Optional)

Telephone Type:

Email: Confirm Email:

[FIRST Privacy Policy & User Agreement](#)

[Add Volunteer](#)

4. You will see the following screen confirming you have successfully created a Volunteer account and your logon information will be emailed to the email address you provided.

FIRST
Volunteer Information & Matching System

Volunteer Logon

ALREADY REGISTERED?

LOGIN HERE:

Logon Email:

Password:

Login

[Trouble logging in?](#)

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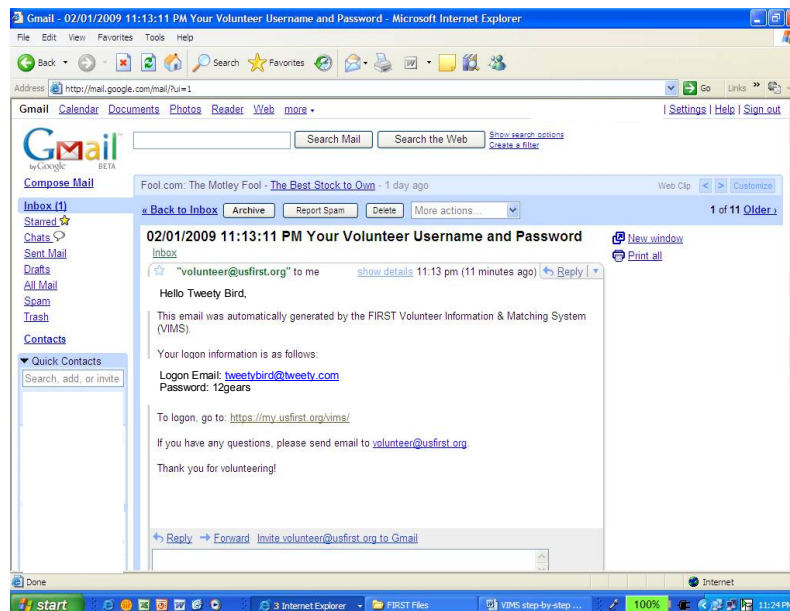
You're In!

We've created a Volunteer account for you.

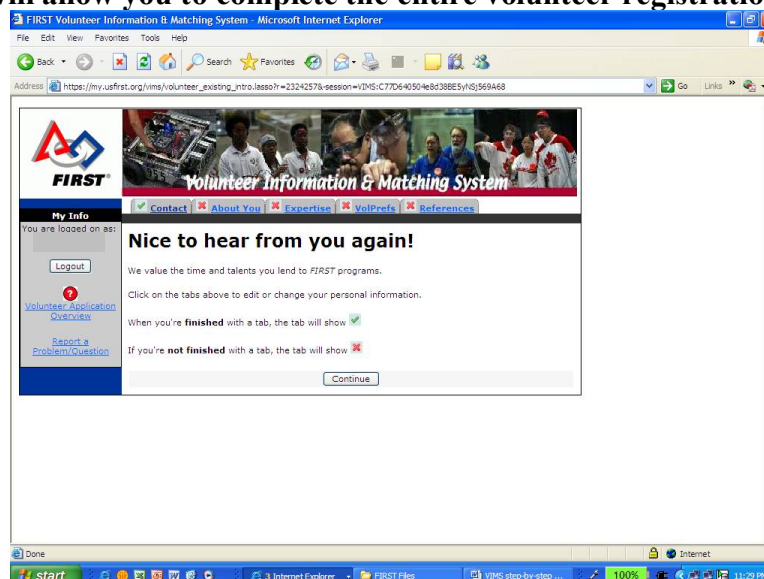
We're emailing your logon information to you now at **tweetybird@tweety.com**

Once you receive your password, please logon and complete your volunteering information.

5. Be on the lookout in your email inbox for your registration confirmation and your password directing you to log back onto VIMS to complete your volunteer information

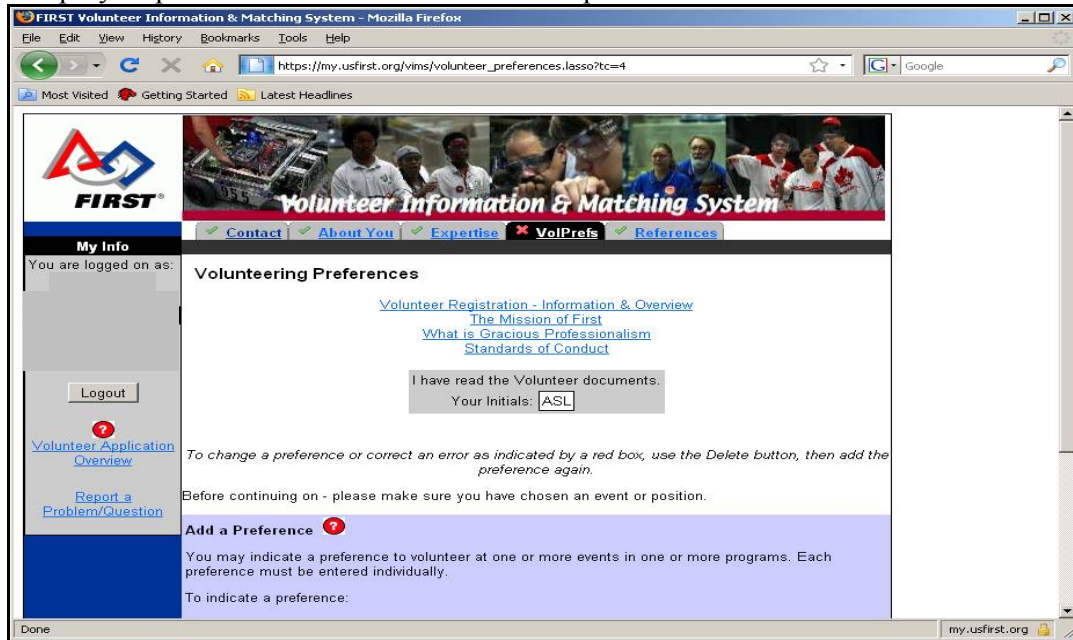


6. Once you log on you will be led to the following screen, in which it will indicate that you still need to fill out the remainder of FOUR tabs in the VIMS registration process, you can see that these four tabs (ABOUT YOU, EXPERTISE, VOLPREFS and REFERENCES) are marked with a **RED "X"**. **You need to complete each TAB and click on the CONTINUE button at the bottom of each screen to move on to the next tab, this will allow you to complete the entire volunteer registration process.**

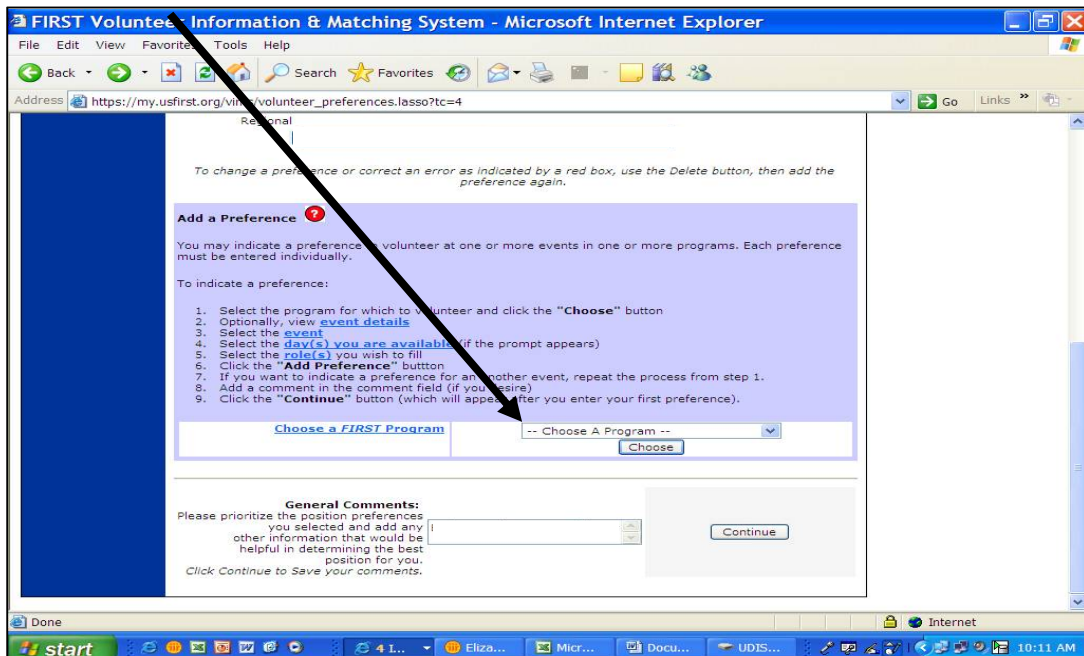


7. Once you come to the VOLPREFS Tab, please follow the steps below to fill out accordingly and to choose the right *FIRST* Program that you'd like to volunteer for.

8. **VolPrefs** tab: Here you will be able to indicate which events you are volunteering for. Below is a step-by-step screen shot tutorial on how to complete this section on the VIMS.



9. Please scroll down to the bottom of the **VolPrefs** page. In this area, you will be able to **Add a Preference** to your Volunteer Profile. The first section is **Choose a FIRST program**. Click on the “Choose a Program” drop-down tab to the left of the title and select **FIRST Robotics Competition-Events**.



10. Once you have selected **FIRST Robotics Competition-Events**, click on “Choose” button, which opens up another drop-down menu for you to choose the Event you would like to volunteer for, select the days you are available to volunteer and the **Position Preference(s)** you would like. You may select as many positions as you like. If you click on each position you will find a short description of each one.

Volunteer Information & Matching System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://my.usfirst.org/vims/volunteer_preferences.lasso#choose

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Volunteer Application Overview

Report a Problem/Question

To change a preference or correct an error as indicated by a red box, use the Delete button, then add the preference again.

Before continuing on - please make sure you have chosen an event or position.

Add a preference

Choose an FRC Program

FIRST Robotics Competition - Events

Choose

Event: This FRC event schedule is preliminary and is subject to change as not all contracts have been signed. Some event names may change as well.

Days Available: Mon Tue Wed Thu Fri Sat Sun

Position Preference: Please choose one or more of these: If you are unsure of which role you would like, choose "Assign me as needed".

- ☐ Assign me as needed
- ☐ Awards Assistant
- ☐ Control System Trainer
- ☐ Crowd Control
- ☐ Field Assembly
- ☐ Field Disassembly
- ☐ Field Repair/Reset
- ☐ Field Supervisor
- ☐ FIRST Technical Advisor Assistant
- ☐ Game Announcer
- ☐ Head Referee
- ☐ Judge
- ☐ Judge Assistant

Done my.usfirst.org

11. Once you make your selection(s), scroll down and click on “Continue.” You will come to the screen shot below where you will see the event/date/roles **You’ve Selected**.

Volunteer Information & Matching System

My Info

You are logged on as

Logout

Volunteer Application Overview

Report a Problem/Question

Volunteering Preferences

Your Preference was added.

Volunteer Registration - Information & Overview

The Mission of First

What is Gracious Professionalism

Standards of Conduct

I have read the Volunteer documents.

Your Initials: ASL

You've Selected:

Program	Event	Dates	Role	Availability
FRC	Peachtree Regional	2010-03-04 - 2010-03-06	Crowd Control	Mon

Delete

To change a preference or correct an error as indicated by a red box, use the Delete button, then add the preference again.

Done my.usfirst.org

12. If you need to change your preference or correct an error, use the delete button next to your selection, then add the preference again.
13. After you have added your preference(s). You will be contacted by the Volunteer Coordinator(s) for the event.

Thank You for volunteering for **FIRST!!**