

FIRST LEGO League Team Roster Help

Summary

- Team Roster
- Inviting Team Contacts
- Managing Team Contacts
- Printing Your Roster
- Information for Parents
- Coach Roster Tips

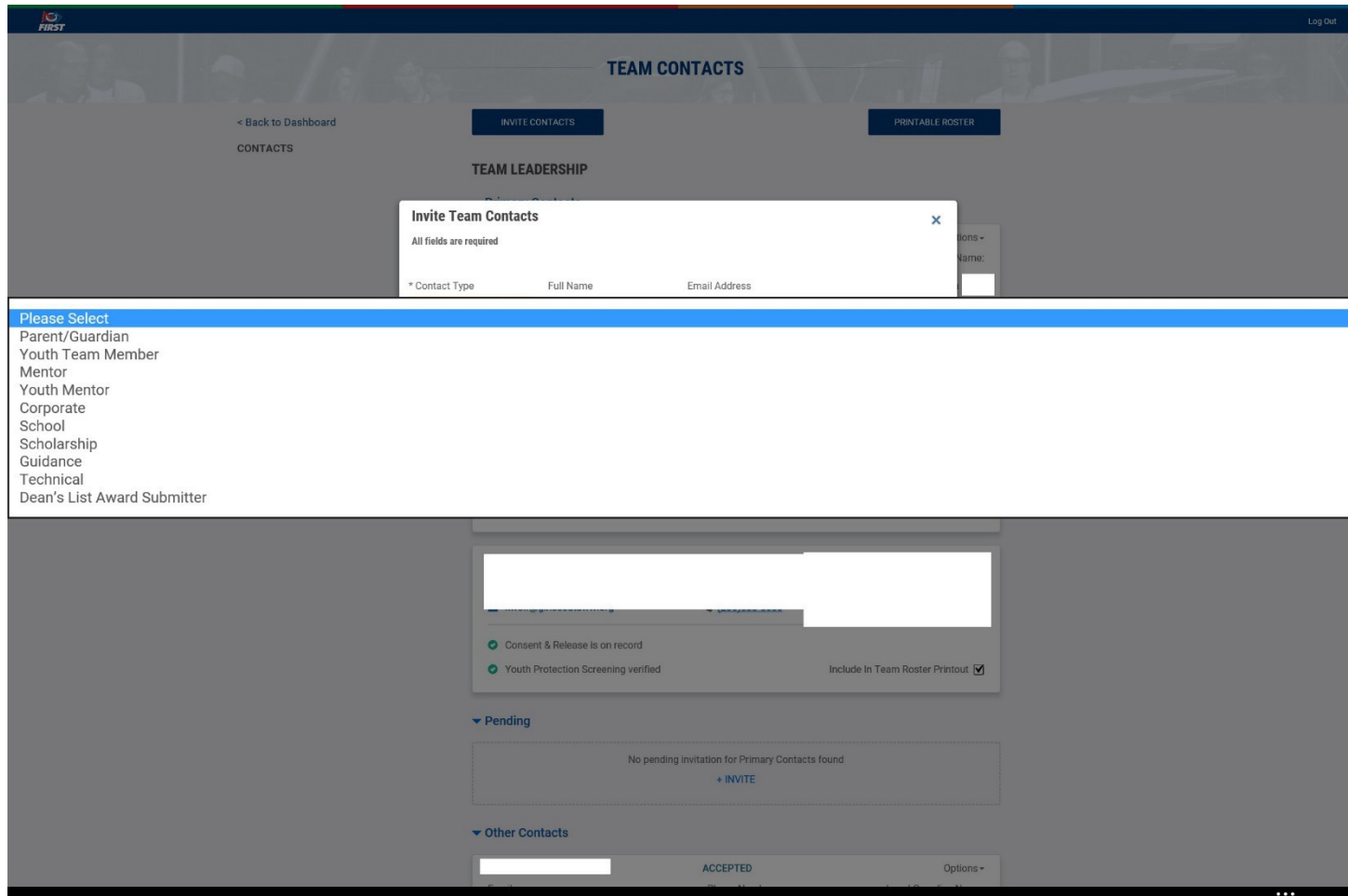
Team Roster

- Coach
 - From team dashboard – invite parents
 - Need their email address
 - Keep a separate list of who you contacted because you will not have a record in your dashboard
- Parent
 - Create parent account at FIRST
 - Add students
 - Apply to the Team number in the email the coach sent you

Team Roster - continued

- Coach – After students apply to team
 - When parent/student applies – accept to team
 - Print Roster from dashboard
 - Any students not on the printed roster need to be written in by hand.
 - Signed Paper consent form is required only for students who are hand written on the roster
 - Keep a copy of any signed consent forms. You will need a new copy for each event the team attends
 - Tip documents on our website at FLL Downloads

How to Invite Team Contacts



The screenshot displays the 'TEAM CONTACTS' page in the FIRST system. A modal window titled 'Invite Team Contacts' is open, showing a form with the following fields: 'Contact Type', 'Full Name', and 'Email Address'. A message above the form states 'All fields are required'. Below the form, a dropdown menu is open, listing contact types: Parent/Guardian, Youth Team Member, Mentor, Youth Mentor, Corporate, School, Scholarship, Guidance, Technical, and Dean's List Award Submitter. A green hand icon points to this dropdown menu. The background page includes a navigation bar with 'Back to Dashboard' and 'CONTACTS', and buttons for 'INVITE CONTACTS' and 'PRINTABLE ROSTER'. The 'TEAM LEADERSHIP' section is partially visible below the modal.

How to Manage Team Contacts

The screenshot displays the FIRST Washington dashboard. At the top, there is a navigation bar with the FIRST logo and menu items: Programs, Community, Ways to Help, and About. A user greeting "Hello, [redacted]" is visible on the right. Below the navigation bar is a large banner area with the word "DASHBOARD" centered. Underneath the banner are four main sections: MY TEAMS, PARENT/GUARDIAN - YOUTH, VOLUNTEER REGISTRATION, and MY RESOURCES. The MY TEAMS section contains a "CREATE NEW TEAM(S)" button. The PARENT/GUARDIAN - YOUTH section contains a "PAY FOR TEAM(S)" button. Below these sections is a "Teams List" area with a search bar and a "Sort by Team: Name" dropdown. The main content area is divided into four columns: Team Options, Team Finances, Team Contacts/Roster, and Team Events. The Team Options column has buttons for Outstanding Tasks, Team Information, Payment & Product, and Certificates & Awards. The Team Finances column shows a table with Balance Due (\$0), Credit Balance (\$275), Payments to FIRST (\$550), and Funds & Grants (\$275), along with a Finance Options button. The Team Contacts/Roster column shows a table with Primary Contacts (3), Youth Members (13), Other Contacts (10), and Invite Contacts, along with a Contact Options button. The Team Events column shows "No registered events" and an Event Options button. A green hand icon points to the "Manage Contacts" option in the Contact Options dropdown menu. The footer contains the copyright notice "© 2017 FIRST", a list of links (About, Contact, Compliance, Donate, Privacy, Legal), and a URL: "https://my.firstinspires.org/Teams/Wizard/TeamContacts/?TeamProfileID=780219".

Team Options

- Outstanding Tasks
- Team Information
- Payment & Product
- Certificates & Awards

Team Finances

Balance Due	\$0
Credit Balance	\$275
Payments to FIRST	\$550
Funds & Grants	\$275

Finance Options

Team Contacts/Roster

Primary Contacts	3
Youth Members	13
Other Contacts	10
Invite Contacts	

Contact Options

- Manage Contacts
- Print Team Roster
- veteran

Team Events

No registered events

Event Options

How to Print Team Roster (1)

The screenshot shows the FIRST Washington dashboard. At the top, there is a navigation bar with the FIRST logo and links for Programs, Community, Ways to Help, and About. Below this is a 'DASHBOARD' header with a background image of people working. The main content area is divided into four tabs: MY TEAMS, PARENT/GUARDIAN - YOUTH, VOLUNTEER REGISTRATION, and MY RESOURCES. Under the MY TEAMS tab, there are buttons for 'CREATE NEW TEAM(S)' and 'PAY FOR TEAM(S)'. Below these is a 'Teams List' section with a 'Sort by Team: Name' dropdown. The main content area is divided into four columns: Team Options, Team Finances, Team Contacts/Roster, and Team Events. The Team Contacts/Roster column shows a list of contacts with counts: Primary Contacts (3), Youth Members (13), Other Contacts (10), and Invite Contacts. A dropdown menu is open under 'Contact Options', showing 'Manage Contacts', 'Print Team Roster' (highlighted with a red circle and a green hand pointing to it), and 'veteran'. The Team Events column shows 'No registered events'. At the bottom, there is a footer with the URL 'https://my.firstinspires.org/Teams/Wizard/TeamContacts?TeamProfileID=780219' and links for Contact, Compliance, Donate, Privacy, and Legal.

How to Print Team Roster (2)

FIRST Log Out

TEAM CONTACTS

< Back to Dashboard

If a youth on your team has not completed the Consent and Release form, the parent/guardian can access the form by logging in and selecting the youth registration button which will direct them to STIMS where they can complete acceptance of the form.

CONTACTS

[PRINT BLANK ROSTER](#) [PRINT ROSTER](#)

Season: 2017 Team Name:

Program: FTC Team Location: Bellevue, WA 98008 USA

Team Number:

MAIN CONTACTS

Role	Name	Phone	Consent Form
Team Administrator	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Lead Coach/Mentor 1			<input checked="" type="checkbox"/>
Lead Coach/Mentor 2			<input checked="" type="checkbox"/>

OTHER CONTACTS

Role	Name	Phone	Consent Form
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How to Print Team Roster without Denied Applications

The screenshot displays a web interface for managing team members. At the top, there is a list of roles: Youth Mentor, Mentor, Mentor, Youth Mentor, Youth Mentor, Youth Mentor, and Mentor. Each role has a green checkmark to its right. Below this list is a section titled "Youth Team Members" with a checkbox labeled "Include 'Denied' Application Status Students" which is checked. A green hand icon points to this checkbox. Below the checkbox is a table with the following columns: Role, Youth, Parent/Guardian, Phone, Application Status, and Consent Form.

Role	Youth	Parent/Guardian	Phone	Application Status	Consent Form
student				Accepted	✓
student				Accepted	✓
Student				Accepted	✓
Student				Accepted	✓

Info for Coach to tell Parents...

- One adult in each family would have gotten mail on **** from donotreply@firstinspires.org. Please look in your junk folder as well.
- This is an invitation from FIRST for your child to join the ***team - ****. We need this paperwork completed by the end of next week (***) .
- If you haven't started the process as yet, please read the email and follow the instructions. Here are some steps that might help.
- 1) If your child was on an FLL team last year and you registered online, you already have an account on firstinspires.org. If you do not remember your password, click on "Forgot Password" and go through the steps.
- 2) Once you are logged in to firstinspires.org, please do the following:
 - Click on Parent/Guardian – youth.
 - Click on Add a youth
 - Enter all details of your child- first name, last name, email address, Phone, address (click on use parent phone if you like), Birth day. Demographic info is very useful for companies that plan to sponsor teams. Past program participation - do not count this year. Acknowledgements – click 3 checkboxes (please read what you are agreeing to), click Next
 - Click on School, choose school, ignore student id, Grade, answer Free lunch Q, click on Next
 - Select FIRST Lego League (FLL), Team # *****, click on Apply
- I would see the student's name in the list and can approve membership. Please note that I cannot see any details except for parent name, email address & phone # (which I have already!).