FIRST TECH CHALLENGE

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2026/27 *FIRST*® Tech Challenge

Team Rosters

An FTC Lead Coach/Mentor's Guide.

TITLE

Subtitle

WIN FTC Online Check-in Option.

Lead coaches and mentors of teams attending a qualifier or league event this season may securely upload their team roster through a Google form. This option allows coaches to complete administrative tasks before the event, focus on their team on event day, and check in faster. The form will be available from two to three weeks before the event through the Sunday before it. Teams that submit a compliant roster PDF during this period will be pre-checked in. At the event, visit Pit Administration to sign for your team's envelope containing season pins, drive buttons, and other important paperwork. All registrants for your team must have completed the Consent and Release form. If a parent has trouble completing a student's online registration, see General Youth Registration Questions below.

> Paper copies of the *FIRST* Consent and Release Form can only be requested from FIRST HQ in advance of an event, Paper copies will NOT be requested at events, or available at events.

I102 *Check-in at the event on time.

An adult team member must check-in at the Pit Administration station, or designated check-in location, no later than 45 minutes before Qualification MATCHES are scheduled to start, unless otherwise specified or approved by the Event Director. Check-in must be completed by a team adult and at least one STUDENT must be present at the venue before check-in can be completed. Additional check-in requirements will vary by region but may require one or more of the following items:

A. A current, completed team roster from the team's FIRST dashboard as specified by the local Program Delivery Partner,
B. local Program Delivery Partner team member registration or consent forms (varies by region)

> If you have submitted your roster to FIRST Wisconsin online your team will be prechecked in and you will just sign for your team's envelope.

Season Pins

Season pins are costly, so your team roster will determine how many pins are included in your team packet. Please ensure all students and mentors are listed on your roster.

General Youth Registration Questions

When does the registration and *FIRST* Consent and Release Form need to be completed?
Each participant must have the updated form signed prior to the first in-person team meeting and/or first event.

Why is *FIRST* requiring youth team members to register?
Registration of youth team members is needed to:

- Establish a system of communication with parents/guardians of team members
- Comply with Youth Protection policies by having a way for *FIRST* to contact parents/guardians of participants in case of emergency
- Provide lead coaches with an electronic Team Roster that identifies their team and makes management of paperwork easier
- Provide *FIRST* with information on who is participating in our programs. This information is used to apply for grants and sponsorships to help grow our programs. We never share personal information about you or your youth without your explicit permission to do so.
- Reduce the cost and amount of paper that needs to be processed and shipped and stored at *FIRST* Headquarters in New Hampshire.

How will *FIRST* use the information I provide?

***FIRST* NEVER SELLS YOUR DATA**

FIRST will use the information to:

- Understand whom our programs are serving to ensure they are accessible to all.
- Meet the requirements of sponsors, foundations, and funders who require *FIRST* to report on the total number of participants served, and their demographic characteristics.
- Provide you with information about *FIRST* programs and opportunities. Youth under the age of 13 will not be contacted by *FIRST*.

- The *FIRST* **Privacy Policy** provides more information on how *FIRST* stores and uses registration data.

Will the lead coach have access to my youth's data?
The Youth Protection-screened lead coach of your youth's team will have access to your youth's first and last name. In addition, these lead coaches will be provided with your name, phone, and email address. For youth 13 years of age or older, the lead coaches will also have access to your youth's email and phone (if different from the parent). No other information is shared with the lead coaches. Please see the *FIRST* **Privacy Policy** for more information.

How will *FIRST* protect our information and identity?
FIRST takes the protection and privacy of data very seriously. Our Privacy Policy ensures that data is protected and used appropriately. For more information, please review the **Privacy Policy.**

What if a parent(guardian) does not register a youth?
FIRST requires all teams to have youth team members registered with *FIRST*. Youth team members who have not registered will not be permitted to participate in the *FIRST* team and compete in *FIRST* events.

In cases where a student is unable to register due to lack of internet access or an undue burden, *FIRST* will not require registration in the Youth Registration System and the youth may submit a paper copy of the *FIRST* Consent and Release Form. The parent/guardian should contact the lead coach of their youth's team to request a paper copy of the *FIRST* Consent and Release Form. The lead coach will then contact the local *FIRST* Program Delivery Partner, who will review request and determine if an exception will be made.

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Troubleshooting Assistance for Parents

I registered my youth but indicated the wrong team number or program. What should I do?
Once logged in, click **My Roles** on the navigation sidebar and select **Parent/Guardian**. Click on the youth and then click **Youth Team List** at the top. Click **Withdraw from Team** on the right of the team information, then click the **Withdraw** button on the confirmation window to complete the withdrawal.

To re-apply your youth to the correct team, click the blue **Apply to Team** button on the upper right.

I did not receive my account activation email. How can I activate my account?
Please request a password reset email from **the login page**.

My email changed. How do I access my account?
You may log into the system with your existing login credentials and update your email address in your user profile.

If you do not remember your password to your existing login credentials, but still have access to your old email account, please visit the login page here: **www.firstinspires.org**. Click on the "Forgot password" link and follow the directions from there. If you are still having issues, please email **customerservice@firstinspires.org** with your new email address, and we will assist you with updating your email address. Once your email is updated, you will receive confirmation at the new email address.

It looks like I have completed all of my youth's account information, but I do not see the *FIRST* Consent and Release Form to sign?
As the parent/guardian, you must be logged into the system with YOUR user account email address. Once logged in, click "My Roles" on the navigation sidebar and select "Parent/Guardian." Click your youth's name and enter their profile information as prompted, then click the blue "Continue" button. Click the "Acknowledgement Forms" tab, expand the *FIRST* Consent & Release form, type your name in the "Signature" field, and click the blue "Accept & Submit" button.

My youth's team application was denied—why?
Your youth's lead coach accepts or denies youth team member applications. Please contact them directly as *FIRST* HQ has no information regarding application status.

My youth is 18. Do I need to complete a *FIRST* Consent and Release Form for him/her?
No, as a legal adult, your youth can complete the registration process and sign the *FIRST* Consent and Release Form from their own user account.

How do I register my youth if I do not have a computer or access to the Internet?
There are several options if you do not have access to a computer or the Internet. You can speak with the lead coach of your youth's team to determine if they have access to a computer you can use to register your youth. Some teams hold a registration meeting where parents/guardians register their youth together. Most local libraries have free computer and Internet access. If the team is connected to your youth's school, you may be able to access a computer there.

If you are not able to access a computer, email, or the Internet, please contact your youth's lead coach to request a paper copy of the *FIRST* Consent and Release Form. The lead coach

will then contact the local *FIRST* Program Delivery Partner, who will review the request and determine if an exception will be made.

Additional information

If you have any further questions, please **visit the *FIRST* Help Center**.

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