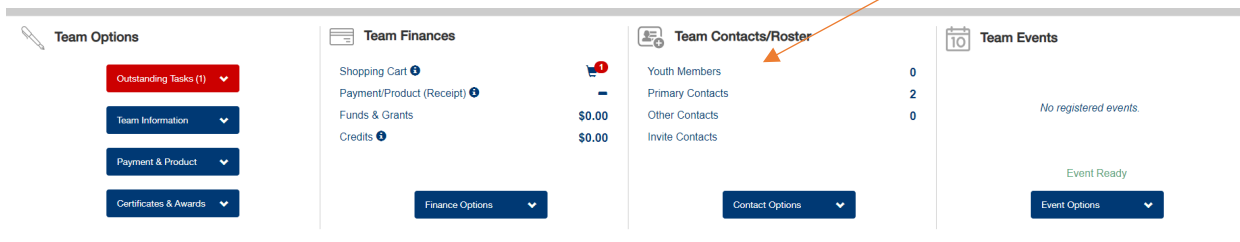


Express Enrollment Directions: Lead Coach/Mentor

Important: To issue invitation/QR code, you must be listed as a lead coach/mentor and your team must have two (2) screened lead coaches/mentors.

1. Log in to your Dashboard at www.firstinspires.org
2. If you have more than one team, please select the team
3. Click on the "Youth Members" link located in the "Team Contacts/Roster" column

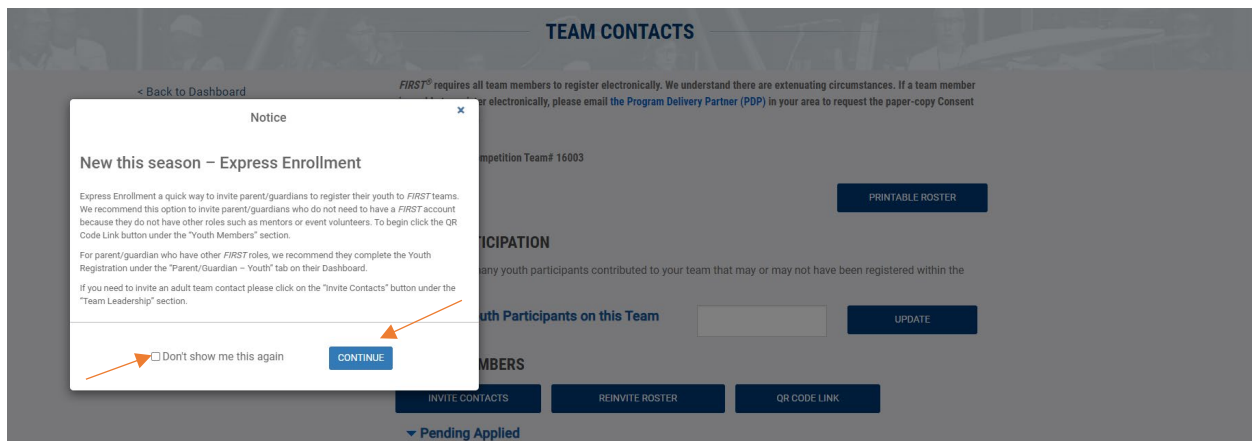


The screenshot shows a dashboard with four main sections: Team Options, Team Finances, Team Contacts/Roster, and Team Events. The 'Team Contacts/Roster' section is highlighted with an orange arrow. It contains a table with the following data:

Category	Count
Youth Members	0
Primary Contacts	2
Other Contacts	0
Invite Contacts	0

Below the table is a 'Contact Options' dropdown menu. The 'Team Events' section shows 'No registered events' and an 'Event Ready' status.

4. A notice will pop-up explaining the new Express Enrollment option. You may now click on the blue "Continue" button or click on the check box not show the notice again.



The screenshot shows the 'TEAM CONTACTS' page with a 'Notice' pop-up window. The notice is titled 'New this season – Express Enrollment' and contains the following text:

Express Enrollment a quick way to invite parent/guardians to register their youth to FIRST teams. We recommend this option to invite parent/guardians who do not need to have a FIRST account because they do not have other roles such as mentors or event volunteers. To begin click the QR Code Link button under the "Youth Members" section.

For parent/guardian who have other FIRST roles, we recommend they complete the Youth Registration under the "Parent/Guardian – Youth" tab on their Dashboard.

If you need to invite an adult team contact please click on the "Invite Contacts" button under the "Team Leadership" section.

At the bottom of the notice, there is a checkbox labeled 'Don't show me this again' and a blue 'CONTINUE' button. An orange arrow points to the 'CONTINUE' button.

The background shows the 'TEAM CONTACTS' page with a 'PRINTABLE ROSTER' button and a 'PARTICIPATION' section.

5. Click on the blue "QR CODE LINK" button

TEAM CONTACTS

< Back to Dashboard

CONTACTS

YOUTH MEMBERS

TEAM LEADERSHIP

COMMUNICATION OPTIONS

FIRST® requires all team members to register electronically. We understand there are extenuating circumstances. If a team member is unable to register electronically, please email [the Program Delivery Partner \(PDP\)](#) in your area to request the paper-copy Consent and Release Form.

FIRST Robotics Competition Team# 16003

PRINTABLE ROSTER

YOUTH PARTICIPATION

(Optional) How many youth participants contributed to your team that may or may not have been registered within the system?

Number of Youth Participants on this Team

UPDATE

YOUTH MEMBERS

INVITE CONTACTS REINVITE ROSTER QR CODE LINK

▼ Pending Applied

No Pending invitation for Youths for this team

+ INVITE

6. Click on the blue "ADD" button to begin the creating New QR Code link

EXPRESS ENROLLMENT INVITATIONS - BETA

< Back to Dashboard

We are currently Beta Testing a new enhancement for the Youth Registration System. Functionality may be limited during this time. Thank you for your patience while we make improvements to introduce new features to our systems.

FIRST® Robotics Competition 16003

Action	Invitation Id	Display QR Code	Invitation Name	Status	Issue Date	Expiration Date
No records to view						

Page 1 of 0

ADD

7. Enter the *information* in the appropriate fields and click "Save Invitation link" when complete.

8. Click on the captcha check box, and Save Invitation link button to continue onto the next page.

Add/Update Invitation Link

All fields are required unless marked optional

Invitation Id

Invitation Name
Test Team Invitation

Expiration Date
09/20/2023

Disable (optional)

I'm not a robot

reCAPTCHA
Privacy - Terms

Cancel Save Invitation Link

9. Here you will see the QR code invitation notice:

EXPRESS ENROLLMENT INVITATIONS - BETA

< Back to Dashboard

We are currently Beta Testing a new enhancement for the Youth Registration System. Functionality may be limited during this time. Thank you for your patience while we make improvements to introduce new features to our systems.

FIRST® Robotics Competition 16003						
Action	Invitation Id	Display QR Code	Invitation Name	Status	Issue Date	Expiration Date
	d35d3e93-5239-11ee-ba75-005056a14dfd	Show	Test Team Invitation	Active	9/13/2023	9/20/2023

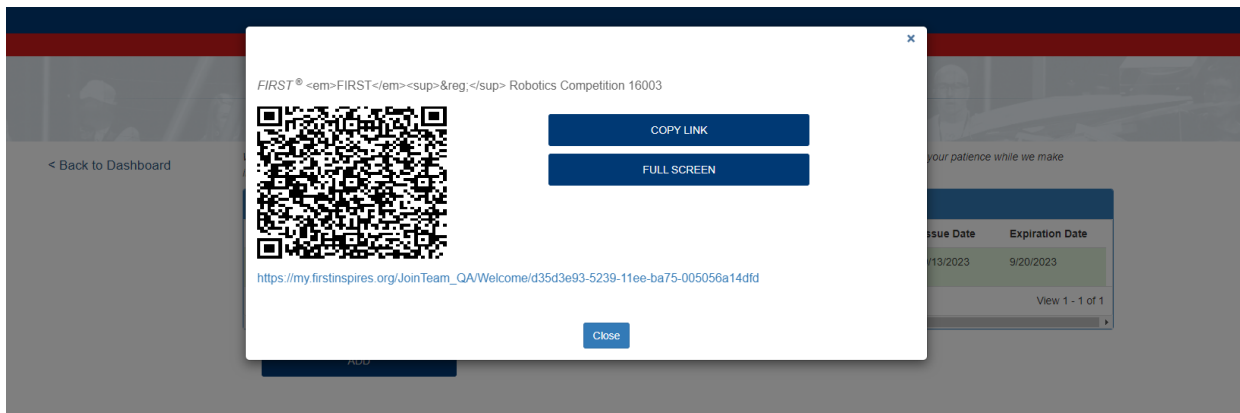
Page 1 of 1

View 1 - 1 of 1

ADD

Please note: If you need to edit the Invitation notice you may do so by clicking the edit icon in the shape of a "Pen". Otherwise, you may click on the white "Show" button to display the QR Code link.

Once you have clicked on the “Show” button you will see the QR code and the link to the code.



10. Here you may decide to either copy the link or take a screenshot of the QR Code for distribution to the team parents/guardians. These may be added to an email or copied on to a document to distribute to the parents/guardians of your team members.
11. Click “close” to return to the prior screen which will then give you the option to return to the Team Dashboard.