



Volunteer Registration User Guide

<https://www.firstinspires.org/>

For Questions, Comments, or Concerns:

Customer Service Phone Number - 800-871-8326, Option "0"

Volunteer Registration Questions- volunteer@firstinspires.org

YPP Youth Protection Screening- safetyfirst@firstinspires.org

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Volunteer Registration Overview

Volunteer Registration (previously VIMS) launched on August 22, 2017. It is now located on the *FIRST* website Dashboard, found at <https://www.firstinspires.org/>. This site is best used with Chrome, Firefox, and Safari, and may also be used on a mobile device. Volunteers must be 13 years or older to create an account and volunteer. This guide is intended to answer frequently asked questions about Volunteer Registration.

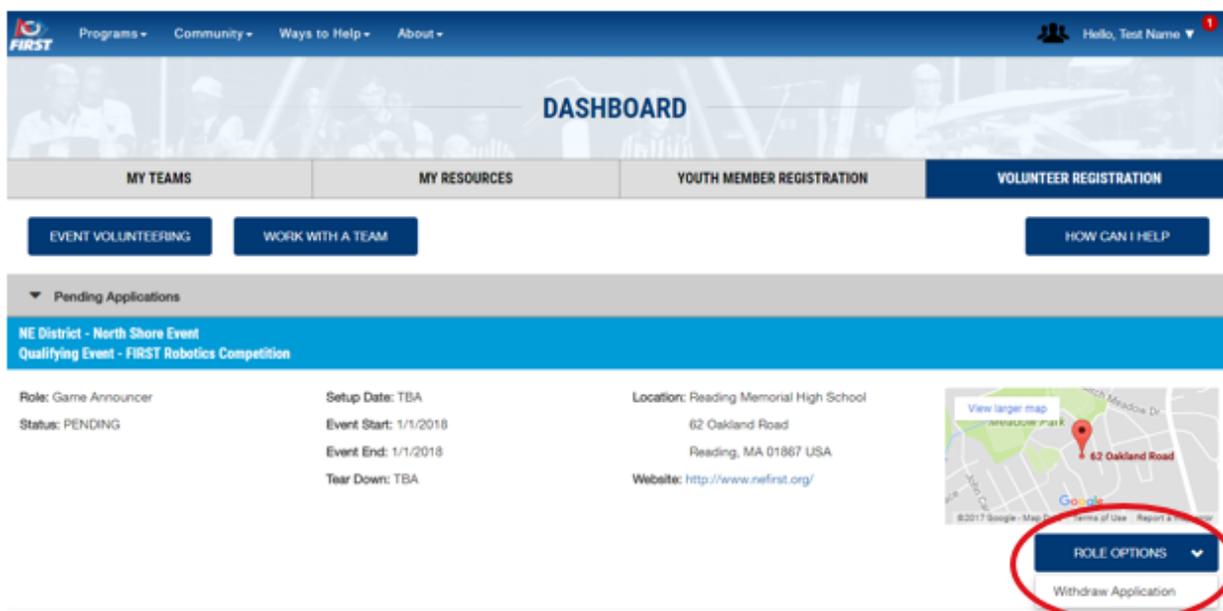
YPP Screening Status

Screening status can be accessed under your profile on the top right of the Dashboard. For additional information and/or Frequently Asked Questions about the YPP Screening Process, please visit <https://www.firstinspires.org/youth-protection>

The screenshot displays the user interface of the FIRST website dashboard. On the left, a dark blue sidebar menu is visible with the following items: 'Hello, Volunteer Tester' (with a dropdown arrow), 'My Roles/Invitations', 'My Profile' (highlighted with a red box), 'Update Email/Password', 'Consent & Release Form', 'Mentor / Coach Certificate', and 'Log Out'. A red arrow points from the 'My Profile' menu item to the 'PROFILE' section of the main dashboard. The main dashboard area has a light gray background and features a 'PROFILE' header. Below the header, there is a navigation menu with items: '< Back to Dashboard', 'My Information', 'Volunteer Information', 'Consent & Release', and 'Youth Protection Screening' (highlighted with a red box). The main content area is titled 'Youth Protection Screening' and contains the following text: 'Volunteer Tester', 'You have already submitted a screening request. The current status is displayed below.', 'Once your information has been submitted, the screening process can take up to 5 business days but is commonly completed within two.', and 'FIRST® does not obtain or have access to this information. FIRST® only obtains and saves the status of the screening which you can check back here to view at any time.' At the bottom of the main content area, there is a white box with the text: 'Youth Protection Training available from SCHOLOGY', 'Use Course Access Code: 72SSP-RW23T', and 'Click here to login or create an account!'. On the right side of the dashboard, there is a 'Volunteer Tester' profile section with the text: 'Youth Protection Program Status: Passed' and 'Expiration Date: April 30, 2020'.

How to Withdraw from an Event

Volunteers can withdraw applications from pending assignments by using the Role Options button under the Pending Applications section. Once you are assigned to a role, you must contact the event coordinator directly to make changes.



The screenshot shows the FIRST Dashboard interface. At the top, there is a navigation bar with links for Programs, Community, Ways to Help, and About. A user profile icon shows "Hello, Test Name" with a notification badge. The main header is "DASHBOARD" with four tabs: MY TEAMS, MY RESOURCES, YOUTH MEMBER REGISTRATION, and VOLUNTEER REGISTRATION. Below the tabs are three buttons: EVENT VOLUNTEERING, WORK WITH A TEAM, and HOW CAN I HELP. A "Pending Applications" section is expanded, showing details for the "NE District - North Shore Event Qualifying Event - FIRST Robotics Competition". The details include: Role: Game Announcer, Status: PENDING, Setup Date: TBA, Event Start: 1/1/2018, Event End: 1/1/2018, Tear Down: TBA, Location: Reading Memorial High School, 62 Oakland Road, Reading, MA 01867 USA, and Website: http://www.nefirst.org/. A map shows the location at 62 Oakland Road. A red circle highlights the "ROLE OPTIONS" dropdown menu, which is currently set to "Withdraw Application".

How to Update Volunteer Information

Personal information and volunteer information can be accessed through your Profile at the top right of the Dashboard. Changes and updates to information can be made at any time.

The image shows a user interface for a volunteer profile. On the left is a dark blue sidebar menu with the following items: "Hello, Volunteer Tester" (with a dropdown arrow), "My Roles/Invitations" (with a close icon), "My Profile" (highlighted with a red box), "Update Email/Password", "Consent & Release Form", "Mentor / Coach Certificate" (with a sub-link "HOW CAN I HELP?"), and "Log Out". A red arrow points from the "My Profile" menu item to the main profile page. The main page is titled "PROFILE" and has a light blue header. Below the header, there is a "< Back to Dashboard" link. The profile is divided into sections: "My Information" (with "Volunteer Information" highlighted in a red box), "Consent & Release", and "Youth Protection Screening". The "My Information" section contains a "Volunteer Since" dropdown menu set to "1996", a "Skills that you have expertise in that you can bring to an event (Optional. Select all that apply)" section with buttons for "COORDINATOR", "EMCEE / PUBLIC SPEAKING", "PHOTOGRAPHY", "TECH HARDWARE", "TECH SOFTWARE", and "OTHER", and a "Shirt Size" dropdown menu set to "Medium".

How to Access Certifications

Once you have been assigned and notified of a volunteer role that requires testing/certification, a certification bar will appear in your volunteer dashboard. This will connect you to the Learning Management System. Certifications can also be accessed in your profile, found on the top right of the dashboard.

Currently, *FIRST* LEGO league and *FIRST* Robotics Competition offer trainings/certifications available through Volunteer Registration. If you require training for *FIRST* Tech Challenge, you will be contacted separately by email.

The image shows a screenshot of a volunteer dashboard. At the top, there is a red banner for the 'North Pacific Regional ARL Challenge Qualifying Event - FIRST LEGO League'. Below this, the role is listed as 'Core Values Judge' with a status of 'ASSIGNED'. The event details include 'Setup Date: TBA', 'Event Start: 2/25/2018', 'Event End: 2/25/2018', and 'Tear Down: TBA'. The location is 'Walla Walla Valley Academy, 300 SW Academy Way, College Place, WA 99324 USA'. A map shows the location. A 'Review Outstanding Tasks' link is at the bottom left. A 'ROLE OPTIONS' dropdown is at the bottom right.

An 'Issues' modal window is open, showing a 'Certification Required' notification: 'Certification is Required for this role.' There is a 'CLOSE' button at the bottom and a 'Resolve' button at the top right. An arrow points from the 'Resolve' button to the text 'Will bring user directly to Bluevolt'. Another arrow points from the 'Review Outstanding Tasks' link to the 'Issues' modal window.

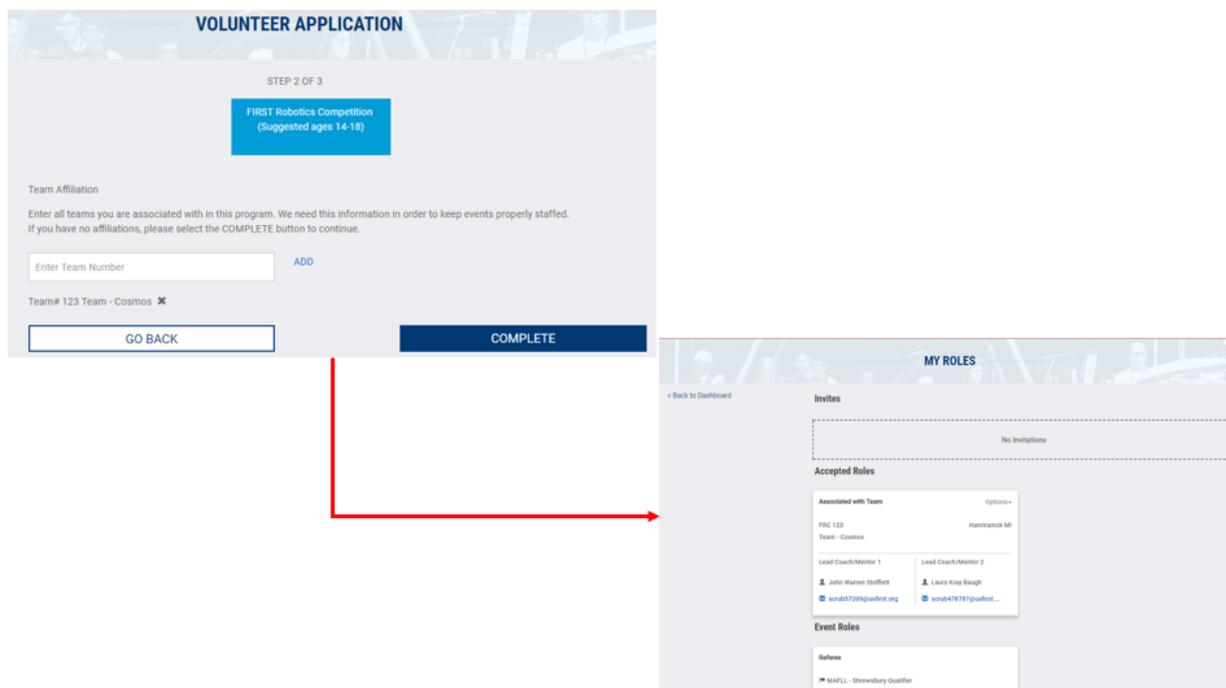
Apply To Program

Apply to a Program is a new feature in volunteer registration. Volunteers can sign up for a program in their area, which makes them visible to the event coordinators. The event coordinators can then contact volunteers in their area if they need help for a specific event. This option can be used if the event volunteers are searching for is not yet in the system. Volunteers can fill out volunteer information and begin the youth protection screening process with this option.

The image shows two screenshots from a website. The top screenshot is titled "SEARCH FOR AN EVENT" and features a search bar with the text "Event Name, City or Venue" and a "Search" button. A red circle highlights the link "Apply to a Program" in the text "Don't see what you're looking for? Apply to a Program". A red arrow points from this link to the bottom screenshot. The bottom screenshot is titled "APPLY TO PROGRAM" and has a yellow header. Below the header, it says "Apply To Program" and provides instructions: "Sign up to volunteer for a program(s). By applying, you will be visible to event coordinators in your area who may contact you to volunteer for specific events. This will also allow you to complete Youth Protection Screening, if applicable." Under the heading "Program", there are four colored boxes representing different programs: "FIRST® LEGO League Jr. (Suggested ages 6-9)", "FIRST® LEGO League (Suggested ages 9-14)", "FIRST® Tech Challenge (Suggested ages 12-18)", and "FIRST® Robotics Competition (Suggested ages 14-18)". At the bottom, there are two buttons: "GO BACK" and "APPLY TO PROGRAM".

How to Edit Team Affiliations

Once you add Team Affiliations in your event application, you can access these in your profile section. Navigate to My Roles in your profile to view and remove affiliations as necessary.



Who to Contact

If you require additional help, please use the following list to best direct your questions.

Customer Service Phone Number - 800-871-8326, Option "0"

Volunteer Registration - volunteer@firstinspires.org

Volunteer Systems - volunteersystems@firstinspires.org

YPP Youth Protection Screening- safetyfirst@firstinspires.org