Create a FIRST® Account
Go to www.firstinspires.org and click on “Sign Up” at the top right-hand corner of your browser.

Note: You will receive an email to confirm and activate your account. Check your spam or junk email folder. If you have not received the email within a few hours, return to the login page and click “Forgot Password”.

Create a Team Profile
1. Navigate to www.firstinspires.org and click “Log In.”
2. Login using the email/password you used to register, which will redirect you to the Dashboard.
3. Click “Create a New Team(s)” from your Dashboard.

![Create New Team(s)](image)

4. Click “Team Admin” or “Lead Coach/Mentor 1”.

![Create New Team(s)](image)

**Team Admin** - Individuals who manage teams from an administrative point of view, who will not be interacting with the students, and will usually deal with purchasing product, managing paperwork, and organizing the team behind the scenes. Team Admins do not have access to the Team Roster, nor can they invite students or Parent/Legal Guardians of students to the team. Team Admins who do not hold a Lead Coach/Mentor role will not need to go through screening. **Team Admins must invite two (2) Lead Coach/Mentors that will be screened.**

**Lead Coach/Mentor 1** - For individuals who plan to Coach/Mentor the team. They must go through Youth Protection Screening and invite a Lead Coach/Mentor 2.

*Note: Youth Protection Screenings are completely paid for by FIRST®.***

**>>My Information**

Complete your Profile Information. Every year, you will be asked to update certain fields.
Program Selection
Choose FIRST® LEGO League.

Team Profile
Complete Mandatory Team Information:
- Team Name (required to create a new team but can be changed at a later date)
- Country
- Zip Code
- City
- State
- Region
- Team Website (optional)
- Mentoring (optional)
- Shipping Information (where your Challenge Set can be shipped and received, which cannot be a post office box)

School/Organization Information
Complete School/Organization Information

Note: If you don’t see your school in the drop-down menu, scroll to the bottom and select “My school is not in this list.”

Invite Primary Contacts
FIRST® teams are required to have two (2) screened Lead Coach/Mentors. You can pay for the season registration fee and purchase products with only one (1) unscreened contact, however, before you can register/compete at events, both the Lead Coach/Mentor 1 and the Lead Coach/Mentor 2 must be registered and pass the Youth Protection screening.
**Note:** You may skip this step if you do not have these contacts ready. Click “I will do this later.” You can invite them from the Dashboard, under Team Contacts/Roster.

**>>Confirmation Page**
A Confirmation Page will appear. Congratulations, you have successfully created a team!

You must now pay for the season registration fee. If you applied for a grant that includes registration, do not pay until you receive the grant award notification and the grant appears in the Storefront.

**Select “For Next Steps, Go to the Dashboard.” The new team now displays on your Dashboard.**

**Register, Pay, and Order Materials**
You will pay for your National Registration Fee via your Dashboard. You might want to bundle your Registration Fee with some Equipment (see list below). You must pay the National Registration Fee if you wish to participate in our Northwest Florida events.

*View FIRST®’s Payment Terms here.*

**Equipment**
Every team needs a:

**Robot set**
- LEGO MINDSTORMS EV3: Teams can purchase one (1) EV3 set via their Dashboard (Team Options > Parts & Products). This set comes with both the EV3 Core set and the EV3 Expansion set, bundled together and available at a discounted price for teams.

**Challenge Set**
- The Challenge Set includes the Field Mat and Mission Models. Every team needs access to a Challenge Set--one can be shared between multiple teams who practice in the same space.
- Teams have the option to purchase a Challenge Set at the same time when paying for the National Registration Fee.
- Your team will need to assemble the Mission Models using the Mission Model Building Instructions. They must be built 100% correctly!

**Laptop or Tablet**
- You will need a laptop or tablet with the programming software to program your Robot.
- To view system requirements and download the appropriate programming software, visit [LEGOeducation.com/downloads](http://LEGOeducation.com/downloads).