



FIRST® Robotics Competition Registration Guide

2017-18

Team 1836: The MilkenKnights

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UPDATES TO THIS GUIDE

- “Apply to team” and “Invite Parent” screenshots have been expanded to show the full page. Thanks Eric H
- “Completed STIMS on the **only** system” corrected to “completed STIMS on the **old** system.” Thanks Scott K
- Complying with FIRST branding by putting ® after first mention of FIRST in each context
- Font to Roboto because why not

About STIMS

STIMS is the student registration portal for all FIRST® programs (FLL Jr., FLL, FTC, and FRC). All students must complete this registration before competition season begins (preferably before build season). They then must apply to a team. Parents are also required to digitally sign a consent and release form from FIRST. Once both the student and parent have completed their registration, the primary contact (Head Mentor) of a team can accept them.

About this guide

The 2017-18 system is far different from the previous iterations of STIMS. It is now more fully integrated with VIMS (the volunteer system) and TMS (the team/mentor system). This makes it easier for people with multiple roles to do everything in one place. The website is also much more streamlined than it has been in the past. However, we still wanted to provide a guide which teams are free to send out to their students and parents. We provide instructions for new students and parents as well as those returning. Everyone who completed STIMS on the old system should still be able to log in to the new one and follow the instructions for returning members.

About The MilkenKnights

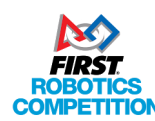
The MilkenKnights are FIRST Robotics Competition team 1836. Learn more about us at milkenknights.com.

Disclaimer

This guide is unofficial and has not been overseen, endorsed, or approved by FIRST®.

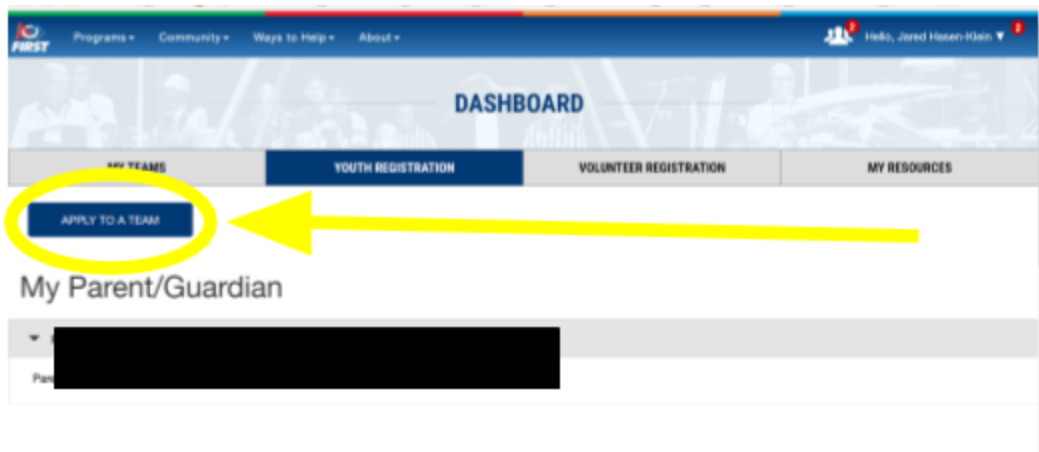
Questions? Typos?

Email jhasenklein@gmail.com.



Returning STUDENTS (anyone that has completed STIMS in the past, even on the old system)

1. Go to firstinspires.org and click **Log In** in the top right corner of the page
2. Enter your login info from last year
3. Click the **YOUTH REGISTRATION** tab if it is not already selected
4. Click "Apply to a team"



5. Answer the school questions

School

SCHOOL
Please Select

Student ID Number (Optional)
You can obtain your Student ID Number from your school/ organization's office manager

CURRENT GRADE IN SCHOOL (As of September 1st)?
Please Select

ELIGIBLE FOR THE SCHOOL FREE OR REDUCED LUNCH PROGRAM?
Please Select

6. Click **NEXT**

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7. Select (Suggested ages 14-18) as your program

8. Enter the team number. If it is a real team number, data like the name of the team will load

Step 2: Please enter the team number.

1836

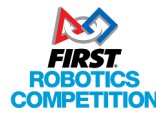
Team Number 1836

Team NickName The MilkenKnights

Location Los Angeles CA USA

Season 2018

9. Click **APPLY**



10. You will see this confirmation screen.

You have completed applying to Team:

Program: *FIRST* Robotics Competition

Team Name: The MilkenKnights

Team Number: 1836

The Lead/Coach Mentor of the team will receive notification of your application. Please select Back to Dashboard to be returned to the dashboard or Apply to Another Team to apply to another team.

You are now ready for the [parent portion](#) of registration

Returning PARENTS (your student should complete the Youth portion before you begin)

1. Go to firstinspires.org and click [Log In](#) in the top right corner of the page
2. Enter your login info from last year
3. Click the [YOUTH REGISTRATION](#) tab if it is not already selected
4. Locate your student below (if you have more than one, they will all be listed).

| | | |
|---------------------|---|-----------------------------------|
| ▶ Jared Hasen-Klein | | |
| Age: 17 | D.O.B: [REDACTED] | YOUTH OPTIONS ▼ |
| Team Membership | | |
| The MilkenKnights | 1836 | <i>FIRST</i> Robotics Competition |

5. Select [YOUTH OPTIONS](#) ▼ and pick [Youth's Consent and Release](#) from the dropdown menu
6. Digitally sign the document

You have now completed the parent portion of registration



New STUDENTS (anyone that has never used any version of STIMS)

1. Go to firstinspires.org and click [Sign Up](#) in the top right corner of the page
2. Enter your personal info. Double check everything for accuracy. Keep your password in a safe place where you can access it later.

Email *

First Name *

Last Name *

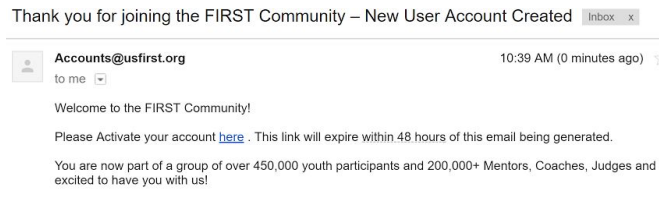
Date of Birth*

Password *

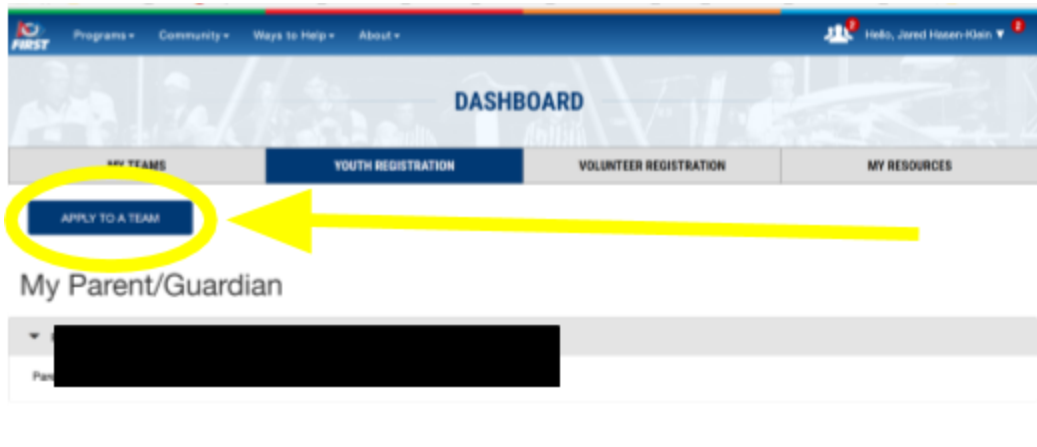
Confirm Password *

Agreements* [Privacy Policy](#)

3. Click [Register](#)
4. Look for a confirmation email from accounts@usfirst.org and click the link.



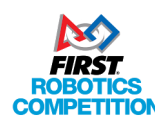
5. Click on [Please Click here to Log in](#)
6. Log in using the details you just created
7. Click [CLOSE](#) on the box that pops up
8. Click "Apply to a team"



9. Enter your address and demographics
10. If you ever participated in FIRST before, click the programs and years
11. Agree to the terms



Team 1836 The MilkenKnights



12. Click **NEXT**

13. Enter your school info

14. Click **NEXT**

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Competition

15. Select (Suggested ages 14-18) as your program

16. Enter the team number. If it is a real team number, data like the name of the team will load

Step 2: Please enter the team number.

1836

Team Number 1836

Team NickName The MilkenKnights

Location Los Angeles CA USA

Season 2018

17. Click **APPLY**

18. You will see this confirmation screen.

You have completed applying to Team:

Program: *FIRST* Robotics Competition

Team Name: The MilkenKnights

Team Number: 1836

The Lead/Coach Mentor of the team will receive notification of your application. Please select Back to Dashboard to be returned to the dashboard or Apply to Another Team to apply to another team.

Back to Dashboard **Apply to Another Team**

19. Click **Back to Dashboard**

20. Click "Invite Parent/Guardian"

Programs + Community + Ways to Help + About +

MY TEAMS YOUTH REGISTRATION VOLUNTEER REGISTRATION

APPLY TO A TEAM

No Parent/Guardian

You are under 18 years old and require a Parent or Legal Guardian to manage the legal requirements on your behalf such as the Consent & Release form.

Here you can invite and see the individual Parent or Legal Guardian that should then be associated with your FIRST® account.

INVITE PARENT/GUARDIAN

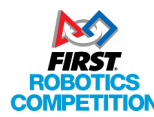
21. Enter parent info and then invite

22. Click **CLOSE** on the box that pops up


You are now ready for the [parent portion](#) of registration



Team 1836 The MilkenKnights



New PARENTS (if you have never completed online registration for any child in any FIRST program)

1. Locate your invitation email from donotreply@usfirst.org
2. Go to firstinspires.org and click  in the top right corner of the page
3. Enter your personal info. Double check everything for accuracy. Keep your password in a safe place where you can access it later. **IMPORTANT: This must be YOUR information and NOT your child's. You also MUST use the SAME email that your child provided (for YOU) during their registration.**

Email *

First Name *


Last Name *

Date of Birth*

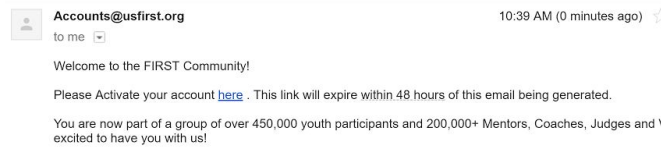
Password *


Confirm Password *

Agreements* [Privacy Policy](#)

4. Click 
5. Look for a confirmation email from accounts@usfirst.org and click the link.

Thank you for joining the FIRST Community – New User Account Created Inbox x



6. Click on [Please Click here to Log in](#)
7. Log in using the details you just created
8. Click this icon  in the top right corner
9. View the invitation

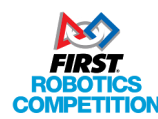
Invites

Parent / Guardian

Parent / Guardian Name: Pretend Parent

Youth Name: Student Sample

10. Click 



11. Scroll down to the bottom of the page until you see this:

Parent/Guardian Roles

Parent / Guardian Options ▾

Pretend Parent

12. Click ^{Options ▾} and select [Youth's Consent and Release](#) from the dropdown menu

13. Select [Consent & Release not signed](#) next to [2018 FIRST Consent & Release Form](#)

14. Click [ACCEPT](#)

You have now completed the parent portion of registration