

## PRINTING a TEAM ROSTER to HAND in at Qualifying Tournament Check-In


1. Navigate to [www.firstinspires.org](http://www.firstinspires.org)
2. Click on Log In




3. Type in your email address and password and click on Log In.

Login With FIRST Account

Email Address

Username 

Password 

Show Password  Remember Me

**LOG IN**

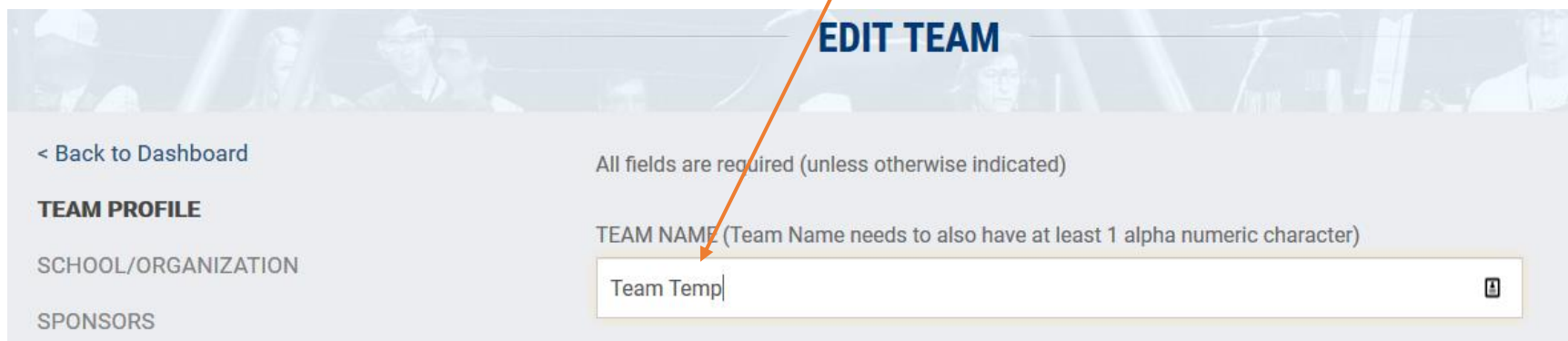
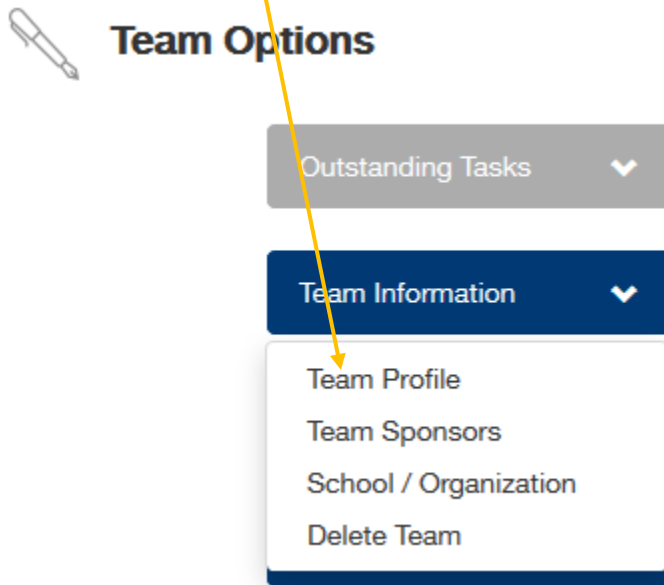
4. On your DASHBOARD click on MY TEAMS if it is not selected. The tab that is selected will be the color blue.



5. Under Teams List, select the team attending the upcoming qualifier. Some coaches have multiple teams listed in their DASHBOARDS.
6. After you select a specific team, your DASHBOARD will open 4 headings:

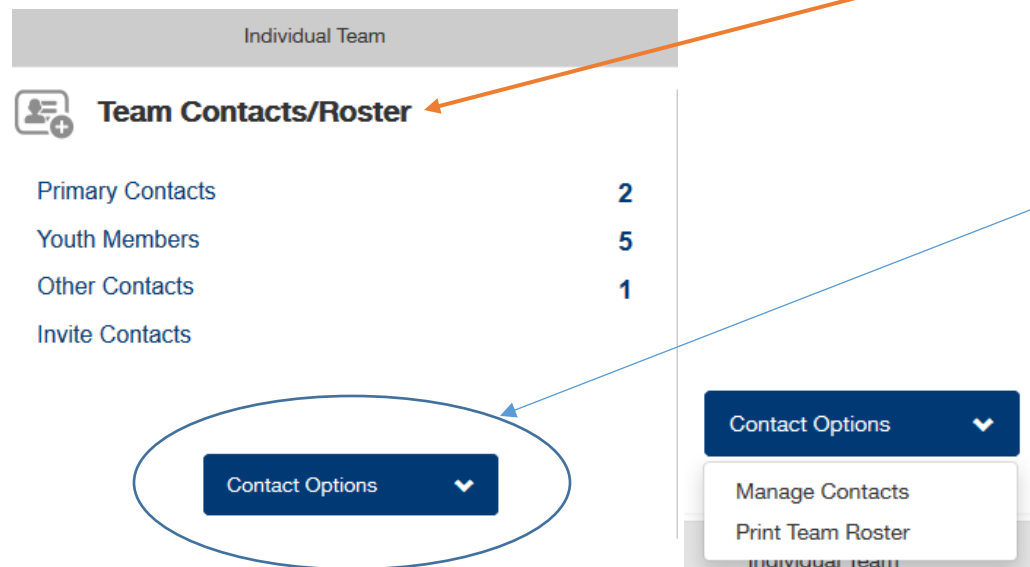


7. If you need to update your team's name, Under Team Options is a drop down menu beside the Team Information Heading. Under this heading is the Team Profile. After selecting the Team Profile, the next page will have a box for the TEAM NAME. Type in the new team name and then scroll to the bottom of the page and hit SAVE.



Don't forget to scroll to the bottom and SAVE the new team name.

8. Back at the DASHBOARD, in the third column, under the heading Team Contacts/Roster is a blue box with a drop down that says Contact Options.





9. Click on Drop Down beside Contact Options and you will See Print Team Roster.

10. Click on Print Team Roster. The Page that opens up will have at the top

Season	2019	Team Name (Team Name)
Program	FLL	Team Location (Your City, State and Zip)
Team Number		



Under this heading will be a MAIN CONTACTS Section where the names of at least the two lead coaches will be listed. Every team **MUST** have 2 Youth Protection Screened coaches who have signed the Consent and Release form, otherwise the team may not compete in an event.

Role	Name	Phone	Consent Form.
Lead Coach/Mentor 1	Jane Doe	123-456-7899	
Lead Coach/Mentor 2	John Smith	987-654-3211	

When you check-in your team at a qualifier, you need to present a TEAM Roster. A team roster consists of the Coaches names and all the team member names. This roster shows that everyone on your team has a signed consent and release form. The check mark you see above indicates that coaches Jane Doe and John

Smith have electronically signed Consent and release forms. If there is an X next to a lead coach's name, then that coach must present a paper signed consent and release form or go back and sign the consent and release form electronically and then reprint this roster.

If your Youth Team Members have been invited to join the team electronically through the DASHBOARD and parents have signed the Consent and Release forms of team members electronically, the Youth Team Members will be listed below the Main Contacts on the Printable Roster and they too will have a check mark under the Consent Forms column.

Youth Team Members					
<input type="checkbox"/> Include 'Denied' Application Status Students					
Role	Youth	Parent/Guardian	Phone	Application Status	Consent Form
Student	Name of Student	Name of Parent	Parent's Phone	Accepted	
student	Name of Student 2	Name of Parent 2	Parent's Phone	Accepted	

If your students have not been invited electronically, there is an area with the heading

ADDITIONAL MEMBERS (WRITE-IN)		
Role	Name	Other Information

Simply write in the Role, Name and then attach a paper Consent and Release Form signed by the Parent or Guardian.

At the top of this page is a button where you can print the team roster.

PRINT BLANK ROSTER

PRINT ROSTER

So print the roster and any person without a check mark beside his/her name under the Consent Form column will need to turn in a paper Consent and Release form.

Anyone who is a coach or team member who does not appear on the printed roster, needs to be written on the roster under the Additional Members section.

The names that must appear on the roster are the team members attending the event. Remember the maximum number of students allowed on a team is 10.

**ADDITIONAL INFORMATION FOR COACHES TRYING TO LOCATE WHERE TO SIGN THE CONSENT & RELEASE FORM OR FIND THE YOUTH PROTECTION SCREENING.**

To navigate to the Consent and Release Forms, go your DASHBOARD. In the Upper Right hand corner of this page there is a Hello, (your name) with a drop down arrow.

Click on this arrow and you will see the following options:

Consent and Release form will be found under the menu item Acknowledgment Forms

If you have not completed the Youth Protection Screening, please begin it. Once completed, the Youth Protection Screening is good for 3 years.

