



## Important Registration Information

For  
STIMS, FRC TIMS, FTC TIMS

Student Team Application  
Electronic & Paper Copy Consent and Release Form  
Team Roster  
FRC *FIRST* Awards Submission

### What is STIMS?

The *FIRST* Student Team Information Member System (STIMS) is used to:

1. Connect Student Team Members with **FRC** and **FTC** teams\*\*
2. Collect annual *FIRST* Consent and Release Forms required for participation in all *FIRST* events
3. Submission of FRC awards by authorized Student Team Members
4. Stay in touch with *FIRST* Participants

**STIMS** can be accessed at: <https://my.usfirst.org/stims/site.lasso>

\*\*STIMS is intended for **Pre-College Student Team Members & their Parents/Legal Guardians**. If you are an adult team member of an FRC or FTC team, please ask your Main or Alternate team contact to invite you to join the team using the FRC/FTC TIMS Mentor invitation process.

Student team members are asked to return to *STIMS* each season, login using their existing login credentials and reapply to their teams(s). After the student has reapplied to their team(s), parents/ legal guardians can login using their existing login credentials to complete the annual *FIRST* Consent and Release Form. Please refer to the Returning *STIMS* Users section below for additional information.

Student team members and parent / legal guardians do **NOT** register, log into, or enter any information in FRC TIMS or FTC TIMS.

### What is the *FIRST* Consent & Release Form?

*FIRST* Consent and Release forms are **required** for student participation at **all** *FIRST* events. Participation at any event *is not guaranteed until* a completed *FIRST* Consent & Release Form is submitted for every team member (mentor and student). Team mentors and students attending the *FIRST* events **must** complete the *FIRST* Consent and Release form each season. This form covers participation at any *FIRST* events this season. Student Team members under 18 **must** have a parent or legal guardian's signature on their form. If students or mentors have completed the consent form electronically, you do not need to bring a printed copy of the consent form for those team contacts, as the Team Roster indicates the form was completed online. If a student or mentor chooses to complete the form on paper, the team leaders should bring the signed paper consent form with the Team Roster to the events listed below.

A signed **PAPER** Consent and Release Form is required for:

1. FRC & FTC Adult Team Mentors who have **NOT** completed the electronic consent form.
2. FRC & FTC Student Team Members have **NOT** completed electronic consent form.
3. Students under the age of 13 (students under 13 cannot complete the electronic Consent and Release form in *STIMS*).

If a student or mentor chooses to complete the form on paper, the team leaders should bring the signed paper consent form with the Team Roster to the events listed below.

The hard copy paper *FIRST* Consent and Release form can be downloaded at: <http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=8128>

### What is the Team Roster?

The Team Roster is a document that lists the student team members and mentors for an FRC or FTC team. Main and Alternate contacts can access and print the Team Roster in *TIMS*. Team Leaders **must** bring a printed Team Roster to registration at the events listed below. If any students or mentors are not listed on the Team Roster electronically, the Main or Alternate Contact must "pencil in" the names of the students and mentors on the bottom of the Team Roster (blank lines are provided). Team Leaders **must** attach a completed paper copy of the consent form for each student or mentor who has not completed the consent forms electronically.

**Important Note:** Although *FIRST* requires the Team Roster to be submitted at the events below, if there are student team members or mentors that have not submitted a Consent & Release form (electronically or paper) and will be attending an event with your team, the forms will be required at the next event you attend. You **must** reprint/update the Team Roster and provide it at the next event you attend along with the completed consent forms (electronic or paper) for those team members/mentors who did not turn the forms in previously. If you have any questions contact Team Support at [frcteams@usfirst.org](mailto:frcteams@usfirst.org) or [fcteams@usfirst.org](mailto:fcteams@usfirst.org).

Team Leaders **MUST** print and bring a copy of the team roster and any paper Consent and Release forms to the events listed below:



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	<b>FTC Teams</b>	<b>FRC Traditional, PNW and NE Teams</b>	<b>FRC Michigan Teams</b>	<b>FRC MAR Region Teams</b>
<b>Required Events</b> for submission of printed Team Roster and Consent Forms	<b>All <i>FIRST</i> Events</b>	<b>Kickoff</b>  <b>District Events</b>  <b>Regional Events</b>	<b>Kickoff</b>  <b>District Events</b>  <b>Regional Events</b>	<b>Kickoff</b>  <b>District Events</b>  <b>Regional Events</b>
<b>Team Roster</b>	<b>FTC TIMS</b> (accessed by Main/Alternate Contacts only) <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>	<b>FRC TIMS</b> (accessed by Main/Alternate Contacts only) <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>	<b>FRC TIMS</b> (accessed by Main/Alternate Contacts only) <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>	<b>FRC TIMS</b> (accessed by Main/Alternate Contacts only) <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>
<b>Student Team Application</b>	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>
<b>Electronic Consent and Release Form</b>	<b>Parent of Student Team Members</b> via STIMS after students have applied to their team(s) <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>  <b>Adult Team Leaders and Mentors</b> - electronic form not available this season.	<b>Parent of Student Team Members</b> via STIMS after students have applied to their team(s) <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>  <b>Adult Main, Alternate &amp; Shipping Contacts</b> via FRC TIMS <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>  <b>Adult Mentors</b> via FRC TIMS Main or Alternate must first invite mentors via FRC TIMS. <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>	<b>Parent of Student Team Members</b> via STIMS after students have applied to their team(s) <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>  <b>Adult Main, Alternate &amp; Shipping Contacts</b> via FRC TIMS <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>  <b>Adult Mentors</b> via FRC TIMS Main or Alternate must first invite mentors via FRC TIMS. <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>	<b>Parent of Student Team Members</b> via STIMS after students have applied to their team(s) <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>  <b>Adult Main, Alternate &amp; Shipping Contacts</b> via FRC TIMS <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>  <b>Adult Mentors</b> via FRC TIMS Main or Alternate must first invite mentors via FRC TIMS. <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>
<b>Paper Consent and Release Form</b> (download and complete if not completed electronically)	<b><i>FIRST</i></b> Consent and Release Form <a href="http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form">http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form</a>	<b><i>FIRST</i></b> Consent and Release Form <a href="http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form">http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form</a>	<b><i>FIRST/FIRST</i> in Michigan (FIM)</b> Consent and Release Form <a href="http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form">http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form</a>	<b><i>FIRST</i></b> Consent and Release Form <a href="http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form">http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form</a>  <b>MAR</b> Consent and Release Form <a href="http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form">http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form</a>
<b>Electronic Awards Submission</b>	Electronic award submission not available this season.	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>



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### FRC and FTC Student Team Members

#### **Before you begin**

Students under the age of 18 must provide two (2) email accounts; one (1) email account is used by the student to log into STIMS and one (1) email account is used by the parent to log into STIMS. The email accounts **CANNOT** be the same; they must be separate and unique. Please read the steps below to complete the process. Students should ask their parent / legal guardian to check their email following applying to their team(s).

#### **Attention:**

Once a student applies to a FRC or FTC team in STIMS, the student's name and the parent/legal guardian's name, email, and phone number will be shared with the team's leaders. After the electronic *FIRST* Consent and Release Form is signed, the student's name, email, and phone number will be shared with the team leaders.

### **Returning Student Team Members STIMS users**

#### **1. Returning STIMS student users must reapply to their team(s) using existing login credentials**

Students who have used STIMS in previous seasons should log into STIMS using their existing login credentials and reapply to their team(s). **Do Not** create a new student user account each season. Existing student users should login using last year's login credentials, accept the annual Terms & Conditions and re-apply to their team(s). Parents/Legal Guardians will be notified of the student's team application via email and asked to login using their existing parent user account credentials to continue. If you have forgotten your password, click the "I can't access my account" link to reset your password.

### **NEW FRC and FTC Student Team Members**

FRC and FTC Student Team Members should complete the following steps:

#### **1. Create Student User Account & Apply to Team**

Student team members must create a student user account in STIMS and provide his/her name and email address and date of birth. **Students under the age of 13 must submit a paper copy (non-electronic) Consent and Release Form.** If the student is under 18, they will be asked to indicate their parent's name and email address. (The parent's email address must be a different email address than the email address provided by the student.) Students over 18 years of age will be able to update his/her user profile and complete annual *FIRST* Consent & Release Forms.

After the student creates a user account they must apply to their team, then both the student and the parent will receive a team application email stating that the student has successfully applied to the FRC or FTC team. Students should ask their parent / legal guardian to check their parent email following applying to their team(s).

#### **2. Check Student Email Account & Activate STIMS User Account**

After a student applies to a team, they will receive a team application email from STIMS that contains a link to activate their student team member user account. Students should click the link in the email to activate their student STIMS user account. If the student cannot locate the email or if they deleted it by accident, they can click on the "I can't access my account" to resend the activate user account email.

#### **3. Confirm Team Application Status & Complete *FIRST* Consent and Release Forms**

The student team application status is updated by the Main or Alternate team contact in TIMS and may be viewed by the student and parent / legal guardian in STIMS. If you have any questions regarding your student application status, please contact the team leaders of your team(s).

*FIRST* Consent and Release Forms may be completed by parent / legal guardians and is required for participation at all *FIRST* events. If the form is completed electronically by the parent/ legal guardian, the student will be covered for all FRC and FTC events. If the form is not completed electronically, a signed paper copy of the form will be required for the student to participate at any *FIRST* event. The completed copy should be submitted to the team leader prior to events. The paper version can be located for download and printed at: <http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=8128>.

#### **4. FRC Teams Only - Apply for FRC *FIRST* Awards**

Up to 4 FRC student team members may be assigned to submit FRC *FIRST* Awards by the Main / Alternate contact in FRC TIMS. Currently this applies to FRC Teams only. For more information regarding how to submit awards using STIMS please refer to the FRC *FIRST* Awards Submissions section below.



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### Parents / Legal Guardians

Parents / Legal Guardians should complete the following steps **after** the student has applied to the team:

Please note, only the Parent or Legal Guardian whose contact information was provided by the student may complete this process.

### Returning Parent / Legal Guardian STIMS users

**1. Your returning student should first log into STIMS and reapply to their team**

**2. Check Parent/Legal Guardian Email Account & Login to STIMS**

After a returning student reapplies to a team, an email will be sent from STIMS to last season's parent / legal guardian email account. The email will notify the parent of the team application and provide direction to update/validate the student's user profile and complete the electronic *FIRST* Consent and Release Form. If you have forgotten last year's email account details, the student can log into STIMS and see what parent email account is on file. If you have forgotten your password, click the "I can't access my account" link to reset your password.

Parent / legal guardians will be asked to accept the annual Terms & Conditions and will be directed to the Main Summary page of STIMS.

**3. Update Student Profile information**

After logging in, the parent should review and update the student profile.

**4. Complete Student *FIRST* Consent & Release Form**

After reviewing the student profile, the parent can complete the electronic annual *FIRST* Consent and Release form. Please note: Students must re-apply to their team(s) **before** the parent will be able to complete the electronic consent form. If the form is completed electronically, the student will be covered for all FRC and FTC events. If the form is not completed electronically, a signed paper copy of the form will be required for the student to participate at any *FIRST* event. The paper version can be located for download and printed at: <http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=8128>

**5. Team Application Status**

Parents and students will be notified via email and in STIMS regarding their team application status. If you have any questions regarding your student's application status, please contact the team leader of the team(s).

### NEW Parent / Legal Guardian Users

**1. Check Parent/Legal Guardian Email Account**

After a student applies to a team, the parent / legal guardian will receive a team application email from STIMS. Parents/ legal guardians should check the parent email account that was indicated by the student. The email will state that their student has applied to their FRC or FTC team and provide directions for the parent on how to activate their parent user account.

**2. Activate Parent/Legal Guardian STIMS User Account**

Parents / legal guardians who are not already users in the STIMS system will receive a team application email from STIMS that contains a link to activate their parent / legal guardian user account. Parents/legal guardians should click the link in the email to confirm they are indeed the parent of the student and complete the parent user account profile. Parents/legal guardians will be automatically routed to STIMS to set a password and to agree to the STIMS Parent / Legal Guardian Terms & Conditions. If parents cannot locate the email or deleted it by accident, they can click on the "I can't access my account" to resend the activate user account email to the email account that was indicated by the student.

**3. Complete the Parent / Legal Guardian User Profile**

After activating their user account, parent / legal guardians will be directed to the Main Summary page to complete their user profile.

**4. Update the Student User Profile**

Parents should also complete the Student User Profile. The annual *FIRST* Consent and Release Form cannot be completed without completing the Student User Profile.

**5. Complete the *FIRST* Consent and Release Form**

*FIRST* Consent and Release forms are required for student participation at all *FIRST* events. After the parent has completed the Student User Profile, the parent / legal guardian can electronically complete the annual *FIRST* Consent and Release Form for their student. If the form is completed electronically, the student will be covered for all FRC and FTC events. If the form is not completed electronically, a signed paper copy of the form will be required for the student to participate at any *FIRST* event. The paper version can be located for download and printed at: <http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=8128>

**6. Confirm Team Application Status**

Parents and students will be notified via email and in STIMS regarding their team application status. If you have any questions regarding your student's application status, please contact the team leader of the team(s).

### FRC and FTC Team Leaders

FRC and FTC Team Leaders should complete the following steps using TIMS:



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## 1. Accept Students onto the Team

As students apply to a FRC or FTC team, the Main and Alternate contacts of the team will be notified via email. Team leaders should log into TIMS to accept/deny student team applications in the Student section of TIMS. The students and parent / legal guardians will be automatically notified of updates to their team application status via email and within STIMS. If a student team application is denied, the student will still display on the student section of TIMS but will not be displayed on the Team Roster.

## 2. Print Team Roster & *FIRST* Consent and Release Forms

### Team Rosters and Consent Forms are REQUIRED Event Participation

The Team Roster is a document that lists the student team members and mentors for an FRC or FTC team. Main and Alternate contacts can access and print the Team Roster in TIMS. Team Leaders **must** bring a printed Team Roster to registration at the events listed below. If any students or mentors are not listed on the Team Roster electronically, the Main or Alternate Contact must “pencil in” the names of the students and mentors on the bottom of the Team Roster (blank lines are provided). Team Leaders **must** attach a completed paper copy of the consent form for each student or mentor who has not completed the consent forms electronically.

To print the Team Roster, access the Team Roster using the “View” button in the Student/Roster section of the Team Summary Page. Click the Printable Team Roster button.

**Important Note:** Although *FIRST* requires the Team Roster to be submitted at the events below, if there are student team members or mentors that have not submitted a Consent & Release form (electronically or paper) and will be attending an event with your team, the forms will be required at the next event you attend. You **must** reprint/update the Team Roster and provide it at the next event you attend along with the completed consent forms (electronic or paper) for those team members/mentors who did not turn the forms in previously. If you have any questions contact Team Support at [frcteams@usfirst.org](mailto:frcteams@usfirst.org) or [fcteams@usfirst.org](mailto:fcteams@usfirst.org).

Team Leaders **MUST** print and bring a copy of the team roster and any paper consent and release forms to the events listed below:

	<b>FTC Teams</b>	<b>FRC Traditional, PNW and NE Teams</b>	<b>FRC (FIM) Michigan Teams</b>	<b>FRC MAR Region Teams</b>
<b>Required Events</b> for submission of printed Team Roster and Consent Forms	All <i>FIRST</i> Events	Kickoff  District Events  Regional Events	Kickoff  District Events  Regional Events	Kickoff  District Events  Regional Events
<b>Team Roster</b>	<b>FTC TIMS</b> (accessed by Main/Alternate Contacts only) <a href="https://my.usfirst.org/ftc/tims/site.lasso">https://my.usfirst.org/ftc/tims/site.lasso</a>	<b>FRC TIMS</b> (accessed by Main/Alternate Contacts only) <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>	<b>FRC TIMS</b> (accessed by Main/Alternate Contacts only) <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>	<b>FRC TIMS</b> (accessed by Main/Alternate Contacts only) <a href="https://my.usfirst.org/frc/tims/site.lasso">https://my.usfirst.org/frc/tims/site.lasso</a>
<b>Student Team Application</b>	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>
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<b>Paper Consent and Release Form</b> (download and complete if not completed electronically)	<i>FIRST</i> Consent and Release Form <a href="http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form">http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form</a>	<i>FIRST</i> Consent and Release Form <a href="http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form">http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form</a>	<i>FIRST/FIRST</i> in Michigan (FIM) Consent and Release Form <a href="http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form">http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form</a>	<i>FIRST</i> Consent and Release Form <a href="http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form">http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form</a>  <b>MAR</b> Consent and Release Form <a href="http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form">http://usfirst.org/roboticsprograms/frc/fIRST-student-team-information-members-system-and-consent-form</a>



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FRC *FIRST* Awards Submission

				<a href="#">members-system-and-consent-form</a>
<b>Electronic Awards Submission</b>	Electronic award submission not available this season.	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>	<b>Student Team Members</b> via STIMS <a href="https://my.usfirst.org/stims/site.lasso">https://my.usfirst.org/stims/site.lasso</a>

### FRC Teams Only - FRC *FIRST* Awards Submissions

FRC teams can submit FRC *FIRST* Awards online.

To submit for the:

**Safety Animation Award**

**Chairman’s Award**

**Woodie Flowers Award**

**Entrepreneurship Award**

The FRC team’s Main and Alternate Contact must assign students as Award submitters in TIMS in order to unlock the Award Submission section in STIMS. Only students with STIMS accounts who have been accepted on the team may be assigned as award submitters.

The team Main and Alternate contacts will be able to see the award submission status in TIMS, but will not be able to see the award submission details.

The Main or Alternate Contact can indicate up to **4** student team members as *FIRST* Awards Submitters in the Student Team Member Summary of FRC TIMS, after the student(s) has been accepted on the team. The student(s) will be notified via email that he/she is approved to submit for awards this season. Once assigned as an awards submitter, the student(s) can submit awards during the awards submission period as indicated in STIMS and on the FRC season calendar.

Students have the option to register in STIMS only for Award Submission. Students who register in STIMS only for Awards submission purposes are required to complete a paper copy *FIRST* Consent & Release Form to participate in *FIRST* events.

To submit for the:

**Dean’s List Award**

The team Main and Alternate Contact must use TIMS. Students will not be able to see the Dean’s List Award submission status or details.



## Important Registration Information

For  
STIMS, FRC TIMS, FTC TIMS

Student Team Application  
Electronic & Paper Copy Consent and Release Form  
Team Roster  
FRC *FIRST* Awards Submission

### **Frequently Asked Questions**

#### **Why does *FIRST* want to collect FRC and FTC student team membership and Parent/Legal Guardian information?**

*FIRST* wants to be able to connect directly with FRC & FTC student team members. Moreover, we not only want to be in touch during the team participation years, but through college and into “work life.” Many students stay involved with *FIRST* post high school as volunteers, team mentors and sponsors, etc., and having direct communication with them will help us share news and opportunities about *FIRST*. We also want to better include parents/legal guardians in the *FIRST* experience, by both sharing our information and hearing from them in return! *FIRST* also wants to create a reporting system on *FIRST* participants (gender, ethnicity, time involved with *FIRST*, etc.) for improved understanding and statistics.

#### **I am concerned about privacy regarding the data collected in the system.**

We want to assure you that *FIRST* takes the privacy of data collection very seriously. Our Privacy Policy ensures data collected is both protected and used appropriately. You can review this policy at: <http://usfirst.org/aboutus/privacy-policy>

#### **Can you tell me how my information will be used, and if it will be shared outside of *FIRST*?**

The information collected in the STIMS will be used in various ways. As stated above, we will use it to stay in touch with student team members and parents/legal guardians with communications about *FIRST*. The data collected will also be helpful to us when we apply for valuable grant monies. As a 501(c) (3) public charity, we rely heavily on grant and sponsor/donor monies to help us operate. Many grant makers, foundations and sponsor/donor applications require us to share demographic and statistical information on our program participants. Requested information is provided in broad (non-individual identifiable) terms such as age, grade in school, zip code, and school attending.

#### **Why an electronic Consent and Release Form?**

We piloted the electronic Consent and Release Form in the 2010 FRC Season, and had both positive and constructive feedback, as well as very active participation. An electronic Consent and Release forms cuts down on paperwork, gives team mentors a more organized way to keep track of who has completed a Form, and as an added bonus, provides automation to the generation of the required Team Roster. Since this was such a success, team mentors will also be able to submit their Consent and Release form through the TIMS. We think this is a win-win situation!

#### **What if a parent/legal guardian does not have access to a computer or the internet to complete the Consent and Release Form?**

That’s ok! The option to fill out a hard copy Consent and Release Form still exists. Remember, this process is intended to make things easier and not more complicated. **Tip!** Parents/legal guardians without internet access can often access it at a local library.

#### **What if a parent/legal guardian has access to a computer but does not want to sign an electronic Consent and Release Form (i.e., wants to sign a hard copy Form only)?**

Parents/legal guardians are not required to sign the electronic Consent and Release Form. As stated above, the option to fill out a hard copy Form is available. However, we highly encourage all parents/legal guardians to fill out the electronic Form for the reasons outlined in this FAQ, as well as to become members of our community and be included in important emails, announcements, etc. Creating a User Account in STIMS and filling out the electronic Consent and Release Form very simple a quick process.

#### **Is the electronic Consent and Release Form different from the one that can be downloaded?**

Because the printable Consent and Release Form is on the usfirst.org website, is used and accessed by all *FIRST* program participants, the form includes a field to identify the *FIRST* team number. The *FIRST* electronic Consent and Release Form is specific to the FRC and FTC program at this time, so there is no need to identify role, team number, or program. Other than that, the forms are identical.

#### **Do FRC team members need to fill out two electronic Consent and Release Forms - one for Kickoff and one to cover the competition events (Regional/Championship Events)?**

**No!** FRC Team members will only fill out one (1) electronic Consent and Release Form. The Form will cover attendance at both the Kickoff and all *FIRST* competition events. If the student is attending a Kickoff event the Form must be completed online by **January 4th, 2014**. If a team member does not attend a Kickoff event and is attending a competition event during the season, the Consent and Release Form must be completed in time for it to be reflected on the Team Roster that will get submitted to all of the attendee’s competition events. We encourage all team members to get into the system as soon as possible so the Form can get completed and “off their plate!”

#### **If a FTC team member prefers to complete the paper copy (non-electronic) Consent and Release Form, do they need to submit it at multiple events?**

Yes. FTC team members who prefer to complete the paper copy (non-electronic) Consent and Release Form must submit a completed form for every event the student team member attends.

#### **Students under the age of 13 must submit a paper copy (non-electronic) Consent and Release Form.**

#### **If an FRC team member prefers to complete the paper copy (non-electronic) Consent and Release Form, do they need to submit it at multiple events - one for Kickoff and one to cover the competition (both Regional and Championship) events?**

Yes. FRC team members who prefer to complete the paper copy (non-electronic) Consent and Release Form must submit a completed form must bring one (1) to the Kickoff attended, and one (1) copy to his/her events. FIM and MAR team members must follow the submission matrix above. The forms will be collected at the events and sent back to *FIRST* headquarters.



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### Frequently Asked Questions

#### How do Adult Team Mentors submit their Consent and Release Forms in the 2013-2014 Season?

##### **FRC Team Mentors**

FRC team mentors can submit an electronic Consent and Release Form via FRC TIMS (Team Information Management System not STIMS). Please ask your Main or Alternate team contact to invite you to join the team using the FRC TIMS Mentor invitation process. FRC team mentors will receive an email to accept the invitation to mentor their FRC Team. Upon accepting the invitation, adult team mentors can submit an electronic Consent and Release Form via FRC TIMS (Team Information Management System not STIMS). Team mentors still have the option to submit a hard copy form by downloading it from our website.

Hard Paper Copy *FIRST* Consent and Release Form: <http://usfirst.org/roboticsprograms/frc/first-student-team-information-members-system-and-consent-form>

##### **FTC Team Mentors**

FTC team mentors can submit an electronic Consent and Release Form via FTC TIMS (Team Information Management System not STIMS). Please ask your Main or Alternate team contact to invite you to join the team using the FTC TIMS Mentor invitation process. FTC team mentors will receive an email to accept the invitation to mentor their FTC Team. Upon accepting the invitation, adult team mentors can submit an electronic Consent and Release Form via FTC TIMS (Team Information Management System not STIMS). Team mentors still have the option to submit a hard copy form by downloading it from our website.

Hard Paper Copy *FIRST* Consent and Release Form: <http://usfirst.org/roboticsprograms/frc/first-student-team-information-members-system-and-consent-form>

#### What if I applied to the wrong team?

If a student applies to the wrong team number or incorrect program, the student will be able to drop the incorrect team from the Main Summary page in STIMS. Following dropping the incorrect team or program, the student should apply to the correct program and team number.

#### I am a student on both a FRC and a FTC Team, should I apply to both teams in STIMS?

**Yes!** Students who participate on both an FRC and FTC team should to apply to both teams in STIMS.

Students should first log into STIMS and apply to either their FRC or FTC team. After completing the team application for the first program/team, the student will have the ability to apply to the other program/team from the Main Summary screen in STIMS.

If the parent / legal guardian completes the *FIRST* Consent and Release form electronically, the student will be covered for all FRC and FTC events. If the form is not completed electronically prior to the event(s), a signed paper copy of the form will be required for the student to participate at the events. The paper version can be located for download and printed at:

<http://www.usfirst.org/roboticsprograms/frc/content.aspx?id=8128>

#### What if I am on more than one FTC Team?

STIMS only allows students to apply to one FRC and FTC team. Students should apply to one of the FTC Teams and notify your team leaders.

If the Main / Alternate contact of your team manage both FTC teams and the student's *FIRST* Consent and Release form was completed electronically, the team leader will need to bring a copy of both team rosters to the event and provide it at event registration. This will provide the event registration administrator proof that a completed consent form is on file. If the *FIRST* Consent and Release form was not completed electronically, the team leader should "pencil in" the name of the student on the Team Roster and a signed paper copy of the *FIRST* Consent and Release form will be required for the student to participate at the event.

If the Main / Alternate contact of your team does not manage the other team, the Main/ Alternate contact should "pencil in" the student's name to the bottom of the Team Roster and a signed paper copy *FIRST* Consent and Release form will be required for participation at the event.

### Additional information

For additional information please visit: <http://usfirst.org/roboticsprograms/frc/content.aspx?id=8128>

If you have any further questions, please contact us at: [firstteammembers@usfirst.org](mailto:firstteammembers@usfirst.org) or 800-871-8326, Option 400, for assistance.