

iSPACE FTC Volunteer Registration Instructions

The *FIRST* Volunteer Registration program has been updated this year and is now located on the *FIRST* website. To apply to be an iSPACE FTC Volunteer this season, open your Internet browser and follow the steps below (it may be helpful to print the instructions):

VOLUNTEER REGISTRATION

1. Access the *FIRST* website at <https://www.firstinspires.org/>
2. In the blue bar at the top right side of the *FIRST* home page, click on **Log in**
 - a. If you have previously registered with *FIRST* for an event (FTC, FLL, FRC) and/or have a *FIRST* account, login using your email address and password
 - b. If you forgot your Password, click on **Forgot Password** to create a new password
 - c. If you do not have a *FIRST* account and need to create one, skip to step 9
3. After a successful login you will see your Dashboard – click on **Event Volunteering**
4. You will now be at the “SEARCH FOR AN EVENT” page
5. Under “Event Filters” on the left side, select and enter the following event options
 - a. At “Program(s)”, click on **FTC**
 - b. At “Name”, type in **iSPACE**
 - c. At the bottom of the page, click on **Apply Filters**
6. The “iSPACE Ohio FIRST Tech Challenge Championship” Event will appear
 - a. Click on “VIEW EVENT DETAILS” at the bottom
7. You will now be at the “VOLUNTEER APPLICATION” page
 - a. At “Dates Available”, click on **All Dates** or the **Event Date** that you will be available
 - b. Enter any time limitations
 - c. At “Select Roles”, click the box for the role(s) you are applying for, or click the box “Assign me as needed” if you have no role preference
 - d. Once finished selecting your Roles, click on the box labeled **Next**
 - e. You will be asked if you have any Team Affiliation. Follow the instructions and click on the box labeled **Complete**
8. **THANK YOU.** You will immediately receive an email from *FIRST* confirming your Volunteer Application. Your Volunteer assignment information will follow later.

FIRST ACCOUNT REGISTRATION

9. Click on **Sign up** to “Register” for a *FIRST* account
 - a. Review the “Need Help?” information
 - b. Enter your **Email Address**, **First & Last name** and **Date of Birth**
 - c. Create a *FIRST* account **Password**
 - d. Read and **check** the Privacy Policy Agreements box
 - e. Click on the **Register** box to submit your new account registration
10. You will immediately receive an email from *FIRST* confirming your account registration
11. Return to Step 2 a. to complete your iSPACE volunteer application



FIRST Youth Protection Screening

All new *FIRST* volunteers must pass a Youth Protection Program (YPP) screening process. This process is free and will apply to all *FIRST* programs for a three year period. You can initiate the YPP screening process immediately after creating your new *FIRST* account, or you can complete it later by returning to your *FIRST* account dashboard. The YPP screening must be completed before assignment to a volunteer role. Please follow the steps below to access the Youth Protection Screening program:

1. Access the *FIRST* website at <https://www.firstinspires.org/>
2. Login by using your *FIRST* account email address and password
3. If you are not automatically directed to the Youth Protection Screening program
 - a. From the upper right corner of your personal Dashboard, click on the down arrow located next to "Hello *your name*".
 - b. Click on "Youth Protection Screening" from the list of options
4. Create your Verified Volunteers Username and Password.
5. Click "Get Verified" and proceed through the data entry screens, name address, etc. Social Security Number is optional. Check the "No SSN" box to proceed without entering a SSN.
6. Once complete you will receive an email with 1-5 days confirming the completion of the background check process.
7. Your Youth Protection Screening status will automatically become part of your *FIRST* Account profile.