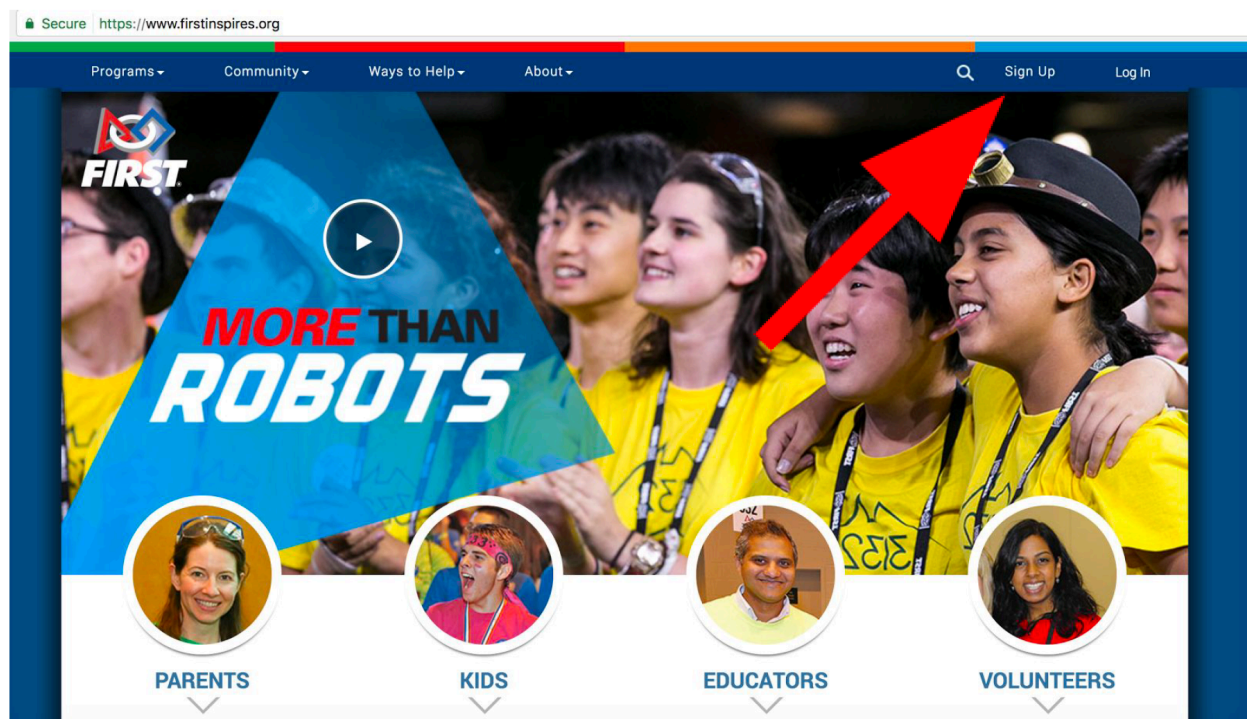


HOW TO REGISTER AS A VOLUNTEER OR JUDGE FOR A *FIRST* Tech Challenge Event



Thank you for choosing to volunteer at a *FIRST* Tech Challenge (FTC) Event! To get started, go to the official *FIRST* homepage at www.firstinspires.org.

If this will be your first time as a volunteer, click on “Sign Up” and create an account. If you are returning as a volunteer, click on “Log In”.

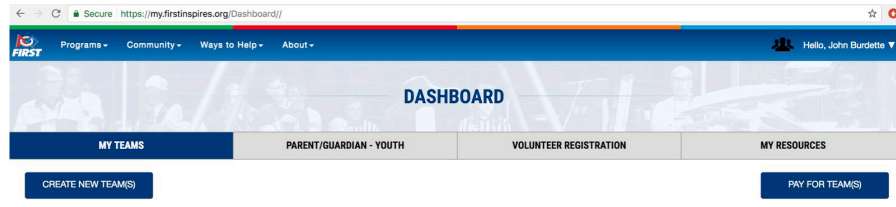


First time volunteers will need to enter in some basic information to create their account and upon creation of a username and password, need to return to the FIRST homepage and click on “Log In”.

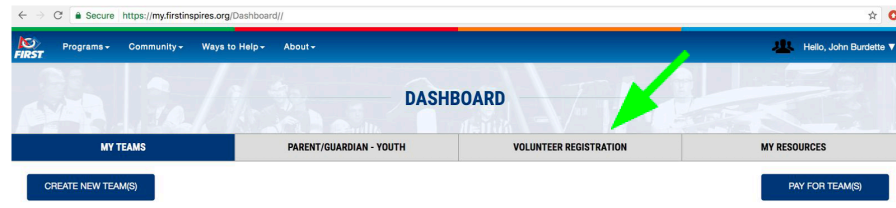
Questions? Contact Volunteer Coordinator John Burdette at jburdette@lakeviewspartans.org

Q Branch Robotics
FRC Team 4327
Lakeview High School – Battle Creek, Michigan
www.qbranchrobotics.com

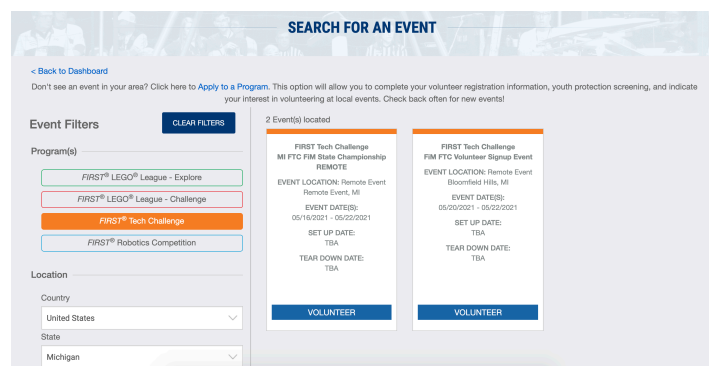
Once you have successfully logged into the system, you will be sent to the “Dashboard” and see a screen similar to the one below:



From here click on “Volunteer Registration”. For those on a mobile device, this may be seen as an icon of a handshake between two hands.



Next, click on “EVENT VOLUNTEERING”. You will be directed to the event search page. From here you will locate your desired FTC event. For this image, I chose “FTC” as the program and entered the known dates for the FTC Michigan State Championship: May 16, 2021 through May 22, 2021.



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Click the blue “Volunteer” button for the FTC Michigan State Championship Event. You will be directed to a screen asking about your availability and what role(s) you are volunteering for. If you are uncertain, you may choose “Assign Me As Needed”. If you are seeking a particular role, be sure to click on the white box next to the title to let our volunteer coordinator know where to assign you.

The screenshot shows the 'STEP 1 OF 3' of the volunteer application for the 'MI FTC FIM State Championship REMOTE'. It includes event details like 'Program: FIRST Tech Challenge' and 'Type: Regional Championship Remote'. A map shows the 'Los Angeles Convention Center' and 'LA Convention Center Parking'. On the right, there's a 'Dates Available' section with a grid of dates from 5/16/2021 to 5/22/2021. Below that is a 'Specific Availability Times / Details' section with a text input field. At the bottom, there's an 'Employer' section with a dropdown menu set to 'School' and a checkbox for 'I'm volunteering with my employer'.

NOTE: Even though teams will be submitting their work through the course of the week, YOU as a judge only need to commit to the Saturday, May 22, 2021. Your Judge Advisor may ask things of you prior to the date as preparation, but the interviews all occur on May 22, 2021 via Zoom.

Once you have indicated your desired role(s) and availability, click the blue “Next” button on the right-hand side. You will be brought to a page asking you to declare any team affiliations (in the spirit of fairness in FTC, *FIRST* avoids having biased judges or referees).

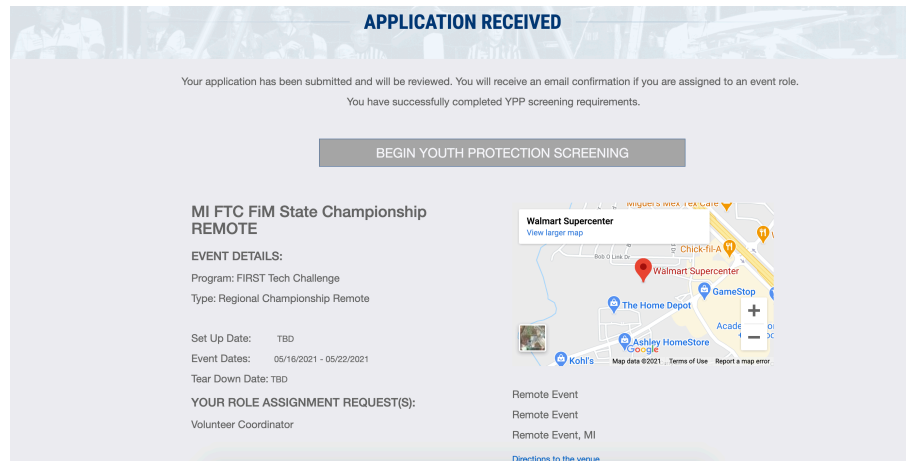
The screenshot shows 'STEP 2 OF 3' of the 'VOLUNTEER APPLICATION'. It has a header for 'FIRST Tech Challenge (Suggested ages 10-16)'. The 'Team Affiliation' section asks the user to enter all teams they are associated with. There's a text input field for 'Enter Team Number' and an 'ADD' button. Below, it lists 'Team# 7792 Q-2' and 'Team# 13754 Q-3'. At the bottom, there are 'GO BACK' and 'COMPLETE' buttons.

In this example, I am an administrator for FTC Team 7792 and 13754 so I might be biased...

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Once you click the blue “Complete” button after declaring any team affiliations you will reach this screen:



If this is your first time volunteering, then you will need to click the “Begin Youth Protection Screening” to allow *FIRST* to perform a basic background check. This service is free and helps keep all of our participants safe throughout the season.

CONGRATULATIONS! You are signed up to volunteer at our event and we look forward to seeing you there. You will receive an e-mail confirmation from our volunteer coordinator letting you know to which role you were assigned. Thanks again and we will see you in May!

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