Girl Scouts of Southeastern Michigan

FIRST LEGO League Explore Registration for 2024–25

PLEASE KEEP THIS PAGE FOR YOUR REFERENCE

1. Submit a completed team agreement at www.gssem.org/firstexplore to Alanna Munson, GSSEM STEAM Specialist, for confirmation of sponsorship.

2. Begin registration process after May 18, 2024.
    a. Create a login at firstinspires.org.
        i. Select "Register" in the upper right-hand corner if you are a new team. Select "Login" if you are a returning team and use your TIMS login for access.
        ii. New teams:
            1. Agree to the terms and conditions.
            2. Create User Account—information is required as a contact for a FIRST team.
            3. Email is sent to address associated with the account to verify email.
            4. Using link in email, activate the account.
        iii. Visit the "My Dashboard" link in the upper right-hand corner after you have logged in.
        iv. Starting May 18, 2024, you can begin to register new or returning teams!
    b. If you have a leadership role within the team (the main or alternate contact), the registration system will prompt you to submit a background check to align with FIRST Robotics Youth Protection Policy. Allow up to 36 business hours to process.
    c. Complete the Consent & Release Agreement form.

3. Create a Team
    a. Identify your role within the team and verify your completed background check.
    b. Complete team profile, including inviting adult team contacts within the registration system. Each team contact will need their own account in the system.
    c. Invite Alanna Munson as a team administrator on the account using email amunson@gssem.org. **Registration cannot be completed until the team administrator is added.**
    d. Register your team through MyGS.
    e. Once team membership is processed and the screening process is complete for both coaches, teams can start!
    f. Recruit up to six girl team members. Obtain the Consent & Release Agreement form for each girl member electronically, through the FIRST Robotics registration system.