



Girl Scouts of Southeastern Michigan

FIRST LEGO League Explore Registration for 2022-23

PLEASE KEEP THIS PAGE FOR YOUR REFERENCE

1. Submit a completed Team Agreement at www.gssem.org/firstexplore to Chris Nichols, GSSEM Staff Liaison, for confirmation of sponsorship.
2. Begin registration process after May 21, 2022.
 - 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 21, 2022, you can begin to register new or returning teams!
 - b. If in 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 Consent and 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 Chris Nichols as a Team Administrator on the account using email cnichols@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 Consent and Release Agreement form for each girl member electronically, through the FIRST Robotics registration system.