Jr.FLL TIMS—Team Registration

Once you have a user account you can proceed with registering a Jr.FLL team. Instructions to do so follow.

Go to URL: [https://my.usfirst.org/jr.fll/tims/site.lasso](https://my.usfirst.org/jr.fll/tims/site.lasso)

**Step 1**

1. Enter email & Password
2. Click "login"

**Step 2**

1. Click here to accept the FIRST Consent and Release form
2. Click "Create Team"
Step 3
For the purpose of these instructions I have selected the role of Main (Lead Coach 1)

Step 4
Complete all steps until you have all status marked with a green check.
The next step you need to complete will be highlighted.
Click Edit/View to complete Team Information
Step 5

Fill in all team information required (marked with a red dot) and click “Finished” at the bottom of the page.

Step 6

Click Edit/View next to organizations.
Step 7

Select a category and fill in any additional required information. Click Finished when done.

Step 8

Add any additional organizations or sponsors and then click Finished.
Step 9

**Note:** EVERY team is required to have two (2) coaches over the age of 18 who have passed FIRST screening. You WILL NOT be able to pay for your team and complete registration until this requirement is satisfied. There are NO EXCEPTIONS to this rule.

**Step 10**

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Step 11

This will not register as complete until Main and Alternate coaches have passed FIRST screening and accepted being the coaches of your team.

Step 12

To complete your FIRST Screening click "Screening". You will be directed to the screening service website, Verified Volunteers.
Step 14

Once your Main and Alternate Coaches have passed their screening and accepted the invitation to your team you are ready to complete registration and pay for your team.
Step 15

Read the first Payment Terms and click “I agree” at the bottom of the page.

Step 16

Click Continue

Step 17

Choose your payment type and fill out the required information on the following screens. **NOTE: If you are paying by a Purchase Order or check you will not be able to access materials until FIRST receives funds.
Congratulations! You have completed your 2014-2015 Jr.FLL THINK TANK Team Registration.

This is your Team number

To access your Coach Materials, Click here

To access the Jr.FLL Coach Portal and your coach materials, click either the fish or link in the Challenge Materials section.

Click here to access all of your coach materials through the Jr.FLL Online Showcase Coach Portal.