Step 1: Click on “Create FIRST Account”

Please note that you must be 13 years or older to volunteer and create a VIMS account.

Step 2: Read, Check and Click “OK” to Agree to the Terms & Conditions

Step 3: Watch the Youth Protection Program Video

Once a User agrees to the Terms & Conditions, they are required to watch the introductory FIRST Youth Protection Video. This video provides an overview of FIRST’s efforts on creating a safe, learning environment for our FIRST community. The user cannot move past this step unless they watch the entire video. They will be automatically passed to the next page once the video is complete.

If the User has a problem watching this video, especially for those viewing on campus, at a school, or those with a firewall block, please continue this process on another computer which allows access. This is a YouTube hosted video and must be watched in its entirety prior to moving forward. If you are still unable to watch this video, please contact safetyFIRST@usfirst.org.

Additional resources and training material for youth protection will be available on: http://www.usfirst.org/aboutus/youth-protection-program
Step 4: Fill out the User Profile
Fields marked with a Red Dot are required.
Note: Please use your LEGAL NAME and LEGAL ADDRESS. Screening is linked to the User Profile.
Any misinformation may delay the screening process.

Step 5: Activate Account
An automated email will be generated by VIMS and sent to the address provided by the User. Please click on the link provided in the email to activate the account.

Step 6: Login to VIMS and complete the “About You” and “Expertise” sections.
Fields marked with a Red Dot are required.
These sections will allow Volunteer Coordinators to better match the User with appropriate volunteer roles.
Step 7: Find & Apply to a FIRST Event

Click on “Volunteer Role Applications” in the left hand Navigation Bar.
Click on “Apply for an Event”

Select a Program
(Note: Multiple programs may be in your area. If you do not find an event in your area in one program, please try searching within the other programs to find an event near you. For specific event information please use your regional contact.
http://www.usfirst.org/regional-contacts)

Select the State/Province
Click “Find Event”

Events will populate at the bottom of the screen. (Note: Make sure to scroll down if you do not automatically see these events populate.)
Click on the “Select” hyperlink, adjacent to the event the User would like to volunteer.
Fill out the Role Application and Click “Submit” (See “Add Role” Instructions below) Fields marked with a Red Dot are required.

An automated email confirming your application has been received will be sent to the email address provided. **THIS DOES NOT MEAN YOU HAVE BEEN ASSIGNED TO A ROLE OR SUCCESSFULLY PASSED SCREENING.** The User will be sent an email with the assignment once they pass screening and when the Volunteer Coordinator has finalized the assignment. The User can also find the assignment under “Volunteer Role Assignments” when it becomes available.

**Step 8: Screening**

Applying to an event will trigger screening. You may defer screening to another time, however, you must complete the screening process in order to volunteer for a **FIRST** event. If you defer screening, you will be prompted to initiate screening at the next time you login to VIMS.

You will be prompted to initiate the screening process once you have submitted the application to volunteer.

Please Read Instructions & Click “I Agree to Screening”

Click on “Go to Screening Website”

You will be redirected to the Screening Website (Verified Volunteers).
Please complete the required fields.
For a complete guide on the Screening Process, please visit:

Once the volunteer completes the screening, an email will be sent to the address provided. Once the results become available, a following email will be sent. Screening may take several hours to several days to complete. To view results of the screening, please log back in to the Verified Volunteers website.

For detailed images of the screening process, please visit: YPP Screenshots

For current information about FIRST Youth Protection Program, please visit: YPP Website
   http://www.usfirst.org/aboutus/youth-protection-program

**Step 9: When Assigned**
An email will be sent when a volunteer assignment has been made.
The User can also find the assignment under “Volunteer Role Assignments” when they are assigned.

**Step 10: Apply to additional FIRST events!**
If you need assistance during this process, please contact volunteer@usfirst.org.

Thank You for becoming part of the **FIRST** community!