



How to Sign-Up to Volunteer for a FIRST Event

1. Create a user account on the **Volunteer Management System (VIMS)** - https://my.usfirst.org/FIRSTPortal/Login/VIMS_login.aspx





Login



"VIMS" Volunteer Information and Matching System



VIMS helps *FIRST* match people with volunteer opportunities at *FIRST* events.



[Volunteer Screening Process](#)
[VIMS User Guide](#)
[Frequently Asked Questions](#)

EMAIL

PASSWORD [I forgot my password](#)

Login »

New Volunteers: Start Here
[Must be 13 or older]

Create FIRST Account

FIRST extends our greatest thanks to the thousands of volunteers who make our programs successful. We thank you for supporting our mission, and making a difference in the lives of our young people.

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- a. Agree to the Terms and Conditions and click "OK"

FIRST Volunteer Terms and Conditions

FIRST Volunteer Terms and Conditions

The information you provide in the Volunteer Information Management System (VIMS) is necessary for *FIRST* to properly identify and screen *FIRST* volunteers.

FIRST Privacy Policy
FIRST respects the privacy of all those involved in its programs and will protect the information given to it according to the [FIRST Privacy Policy](#).

Gracious Professionalism® – A FIRST Credo
As a *FIRST* volunteer, it is important to understand that [Gracious Professionalism](#) is a *FIRST*-wide credo. It is a best practice for participants and volunteers alike. It is a *FIRST* Community initiative that benefits us all. As a *FIRST* volunteer you have been given the opportunity to take the lead in demonstrating the essence of this most important *FIRST* tenet.

FIRST Code of Conduct
By accepting a volunteer position with us, you have a responsibility to *FIRST* and to your fellow volunteers to adhere to *FIRST*'s [Code of Conduct](#) (which can be found in the YPP Program Guide). When each person is aware that he or she can fully depend upon fellow volunteers to follow this Code of Conduct, then our organization will be a better place to volunteer for everyone.

Screening
Please refer to the Youth Protection Program (YPP) screening documents for details on the Youth Protection Clearance process for the United States and Canada. These may be found on the [YPP home page](#).

Checking the checkbox ["I have read and agree to these Terms & Conditions"] below indicates:

(a) I am 18 years of age or older.
-or-
(b) If I am not 18 years of age or older, I understand that my parent/guardian may be contacted, and that consent of my parent/guardian will be required for me to volunteer.

I certify that the answers given by me to all questions on this application system are, to the best of my knowledge and belief, true and correct and that I have not knowingly withheld any important facts or circumstances. I understand that my omission or misrepresentation of fact in this application may result in refusal of or separation of volunteer service upon discovery of such omission or misrepresentation.

If you do not wish to check the box below, you may exit VIMS using the **Logout** link at the top of the screen.

I have read and agree to these Terms & Conditions.

- b. Fill out all the Your Profile Information, including checking the **Youth Protection Policies** and click **Create Account**.

YOUTH PROTECTION PROGRAM

I represent that I have read, understand, and agree to comply with requirements of all [FIRST Youth Protection Policies](#).

Screening will be initiated from the Volunteer Role Applications screen after you have applied to an event.

2. Activate Account by clicking on the link sent to you in your e-mail, and click **“Login”** into your VIMS Account

“VIMS” Volunteer Information and Matching System

VIMS helps *FIRST* match people with volunteer opportunities at *FIRST* events.

FIRST LEGO LEAGUE JR. **FIRST LEGO LEAGUE**

FIRST TECH CHALLENGE **FIRST ROBOTICS COMPETITION**

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3. Fill out the **“About You”** and the **“Expertise”** sections

My FIRST Account

LogOut
Your Profile

VIMS

About You

Expertise
Volunteer Role Applications
Terms & Conditions
Consent & Release
Background Screening Info

Testing
Go To Certification

About You

• indicates a required section or field

About You

• How did you first learn of this volunteer opportunity? (Check/specify all that apply)

<input type="checkbox"/> FIRST VISTA	Specifics:	<input type="text"/>
<input type="checkbox"/> Career fair	Specifics:	<input type="text"/>
<input type="checkbox"/> Tech conference	Specifics:	<input type="text"/>
<input type="checkbox"/> Science conference	Specifics:	<input type="text"/>
<input type="checkbox"/> Teacher or education conference	Specifics:	<input type="text"/>
<input type="checkbox"/> Advertisement on transit	Specifics:	<input type="text"/>
<input type="checkbox"/> Poster	Specifics:	<input type="text"/>
<input type="checkbox"/> Web search	Specifics:	<input type="text"/>
<input type="checkbox"/> FIRST website	Specifics:	<input type="text"/>

My FIRST Account

- LogOut
- Your Profile

VIMS

- About You
- Expertise**
- Volunteer Role Applications
- Terms & Conditions

Expertise

- indicates a required section or field

Expertise

- **FIRST Experience (300 characters max.):**

Please list your professional and/or FIRST experience to better assist us in making Volunteer Role Assignments.

4. Find and Apply to a FIRST Event

a. Click on **“Volunteer Role Applications”**

My FIRST Account

- LogOut
- Your Profile

VIMS

- About You
- Expertise**
- Volunteer Role Applications
- Terms & Conditions
- Consent & Release
- Background Screening Info

Testing

Go To Certification

My Volunteer Role Applications & Assignments

Volunteer Role Applications

Volunteer Role Application Listing

Program	Event Name	Location	Event Dates	Roles	Action
FLL	Indy South Regional FIRST LEGO League Qualifying Tournament	Greenwood, IN	11/12/2016-11/12/2016	Head Project Judge Project Judge Core Values Judge	Delete Edit
FTC	Indy South FIRST Tech Challenge Qualifying Tournament	Greenwood, IN	12/17/2016-12/17/2016	Field Inspector Judge	Delete Edit

b. Click on **“Apply For an Event”**

My FIRST Account

- LogOut
- Your Profile

VIMS

- About You
- Expertise
- Volunteer Role Applications
- Terms & Conditions
- Consent & Release
- Background Screening Info

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My Volunteer Role Applications & Assignments

Volunteer Role Applications

Volunteer Role Application Listing

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FLL	Indy South Regional FIRST LEGO League Qualifying Tournament	Greenwood, IN	11/12/2016-11/12/2016	Head Project Judge Project Judge Core Values Judge	Delete Edit
FTC	Indy South FIRST Tech Challenge Qualifying Tournament	Greenwood, IN	12/17/2016-12/17/2016	Field Inspector Judge	Delete Edit

- c. Check the **"FIRST Robotics Competition Program"**

Apply for an Event

• Select Program(s):

FRC - [FIRST Robotics Competition](#)

FTC - [FIRST Tech Challenge](#)

FLL - [FIRST LEGO League](#)

Jr.FLL - [Junior FIRST LEGO League](#)

• Select Country:

• Select one of the following options:

> Select State/Province - or -

> Specify Zip/Postal Code and Radius:

Search event by Name:

Search event by Start Date: and End Date:

Search Events

Clear Search

Don't see your state/province or any events in your area?
[Find a local/regional contact!](#)

- d. Select **"Indiana"**

Apply for an Event

• Select Program(s):

FRC - [FIRST Robotics Competition](#)

FTC - [FIRST Tech Challenge](#)

FLL - [FIRST LEGO League](#)

Jr.FLL - [Junior FIRST LEGO League](#)

• Select Country:

• Select one of the following options:

> Select State/Province - or -

> Specify Zip/Postal Code and Radius:

Search event by Name:

Search event by Start Date: and End Date:

Search Events

Clear Search

Don't see your state/province or any events in your area?
[Find a local/regional contact!](#)

e. Click on **“Search Events”**

• Select one of the following options:

> Select State/Province - or -

> Specify Zip/Postal Code and Radius:

Search event by Name:

Search event by Start Date: and End Date:

Search Events **Don't see your state/province or any events in your area? [Find a local/regional contact!](#)**

f. Click **“Select”** on the event you would like to volunteer for

Apply for an Event

• Select Program(s):

FRC - [FIRST Robotics Competition](#)

FTC - [FIRST Tech Challenge](#)

FLL - [FIRST LEGO League](#)

Jr.FLL - [Junior FIRST LEGO League](#)

• Select Country:

• Select one of the following options:

> Select State/Province - or -

> Specify Zip/Postal Code and Radius:

Search event by Name:

Search event by Start Date: and End Date:

Don't see your state/province or any events in your area? [Find a local/regional contact!](#)

Search Results:

	Program	Event	City	State	Start Date	End Date
Select	FRC	IN-West Lafayette-Armstrong Hall of Engineering Kickoff	West Lafayette	IN	Jan 7, 2017	Jan 7, 2017
Select	FRC	IN-Indianapolis-IUPUI Campus, Indianapolis Kickoff	Indianapolis	IN	Jan 7, 2017	Jan 7, 2017
Select	FRC	IN-Michigan City-Michigan City Kickoff Kickoff	Michigan City	IN	Jan 7, 2017	Jan 7, 2017
Select	FRC	IN-Indianapolis-Southport High School Kickoff	Indianapolis	IN	Jan 7, 2017	Jan 7, 2017
Select	FRC	IN District - Tippecanoe Event	West Lafayette	IN	Mar 3, 2017	Mar 5, 2017
Select	FRC	IN District - St. Joseph Event	Mishawaka	IN	Mar 10, 2017	Mar 12, 2017
Select	FRC	IN District - Perry Meridian Event	Indianapolis	IN	Mar 23, 2017	Mar 25, 2017
Select	FRC	Indiana State Championship	Huntington	IN	Apr 6, 2017	Apr 8, 2017

- g. Find what position you would like to apply for and click on it then click **“add”**

Select Roles for Event

• indicates a required section or field

Role Application for Specified Event

Program	Event	Location	Date(s)
FRC	IN-Indianapolis-Southport High School Kickoff	Indianapolis, IN	1/7/2017 - 1/7/2017

• **Apply For Role(s) at Event:**

Select one or more roles from the list below, then click **Add-->** to add to the selection list at right, **in order of assignment preference** (First Selection = highest preference). Role is added to box in **Blue**; use arrows at right to adjust preference settings. Up to five roles may be selected for this event.

For more information on a role, select it, then click **Display Role Description** below (displays in a separate tab/window).

- Assign me as needed
- Audio Visual
- Kickoff Coordinator
- Kit Distribution Assistant
- Kit Distribution Lead
- Team Check-In/Registration

First Selection:

Second Selection:

Third Selection:

Fourth Selection:

Fifth Selection:

No Role Description Available

• **Select Day(s) Available:**

Check the day(s) you are able to volunteer for this event.
Pre-event/post-event dates are displayed in **unbolded color**.

Friday (1/6) **Saturday (1/7)** Sunday (1/8)

Time Availability/Comments (300 characters maximum):

Please describe any specific time availability limitations, or any other information you wish to provide to the *FIRST* representative responsible for this event's volunteer assignments.

h. Select **Days Available** for

No Role Description Available

• **Select Day(s) Available:**
Check the day(s) you are able to volunteer for this event.
Pre-event/post-event dates are displayed in *unbolded color*.

Friday (1/6) Saturday (1/7) Sunday (1/8)

Time Availability/Comments (300 characters maximum):
Please describe any specific time availability limitations, or any other information you wish to provide to the *FIRST* representative responsible for this event's volunteer assignments.

i. Click **"Apply for Selected Roles"**

Time Availability/Comments (300 characters maximum):
Please describe any specific time availability limitations, or any other information you wish to provide to the *FIRST* representative responsible for this event's volunteer assignments.

5. Complete the Youth Protection Background Check & wait to be notified of event placement.