



## STIMS & FRC TIMS Process Overview for Student Team Application

### Electronic Consent and Release Form, Team Roster, *FIRST* Awards Submission

#### It all starts with the Student Application to Team!

- Student creates a user account and applies to team via the Student Team Member Information System (STIMS) at <https://my.usfirst.org/stims/site.lasso>
- Students do NOT register or enter any information in *FIRST* Robotics Competition Team Information Management System (FRC TIMS) – FRC TIMS is for use by adult team mentors only
- When students register in STIMS, Team Main and Alternate Contacts receive an email stating student has Applied to the Team.
- Parents of students under 18 will also receive an email
- Main and Alternate contacts will access student team application information in the “Student Team Member Summary” page in TIMS. This screen displays the student information from STIMS including: **student and parent name, their email addresses and phone numbers, *FIRST* Consent and Release Form Status and Date Completed.** This information also constitutes the Team Roster which is required for Kickoff and Event Participation
- Main and Alternate contacts can see the student team applications in the “Student / Team Roster section” of FRC TIMS.
- Main and Alternate Contacts will Accept or Decline the student application. Students and parents will be notified by email when the student application status is determined. Declined students will remain on the screen but will not display on the Team Roster.
- **DUPLICATE APPLICATIONS:** If student has created a duplicate account in STIMS, Main and Alternate should click “Decline” on the duplicate application. Again, NO Declined student will show on the Team Roster.

#### Electronic *FIRST* Consent and Release Form...

- As part of the student’s registration in the STIMS (**again, no student enters information in TIMS**), student provides an email for parent, separate and unique from his/her own
- Parent gets email stating child has registered and applied to team Parent activates his/her own account, which will link to student’s account in Student System. This is done via link in the system generated email sent to parent
- Once the parent account is activated and he/she is logged in, the parent will be able to see their child’s user profile, team application status, and *FIRST* Consent and Release Form status.
- Once the parent account is activated and logs in, the parent should complete the below steps in the following order:

- Update Parent User Profile, Update Child User Profile. Complete *FIRST* Consent and Release Form
- Once the *FIRST* Consent and Release Form is completed, the status and date complete will be updated on the Team Roster systemically, including date completed. The Main and Alternate should confirm that the status is complete for each student; if it is not, he/she should let student know to remind parent it needs to be done.

### ***FIRST* Awards Submitters...**

- Students will register in STIMS to submit for the: Safety Animation Award, Website Award, Chairman's Award, Woodie Flowers Award
- Students have the option to register in STIMS to only submit for Awards. The student will fill in the check box indicated when accepting Terms & Conditions: *"I am a student creating this account ONLY for the purpose of submitting awards. My Parent/Guardian will submit a Consent & Release form on paper. If you are submitting a **paper copy** of the Consent & Release form, but need to access this system to submit awards, **check this box** to proceed."*
- The Main or Alternate Contact can only indicate *FIRST* Awards Submitters after the student has been accepted on the team.
- Main or Alternate Contact can indicate up to 4 student team members as *FIRST* Awards Submitters in the "Student Team Member Summary" in FRC TMS.
- The student will be notified via email that he/she is approved to submit for awards this season.
- Main and Alternate Contacts will be able to see the submission status of each award in FRC TMS. No detail regarding the submissions will be shared however, only the submission status.

**Dean's List Award Submission Information:** Main and Alternate Contacts will submit via FRC TMS.

### **Team Roster**

- To print the Team Roster, access the Team Roster using the View button from the Team Summary Page. Click the Printable Team Roster button.
- Declined students will remain on the "Student Team Summary" screen but will not display on the Team Roster.
- **Paper *FIRST* Consent and Release Forms** -For student's turning in hard paper copy Consent and Release Forms, the Main or Alternate Contact will print the Team Roster and "pencil in" their information in the area provided at the bottom (blank lines are provided).

**IMPORTANT:** Remember, you must bring a printed Team Roster with you to your team's initial competition. You must also bring any hard copy Consent and Release Forms. Clip all together and turn in at registration.