



STIMS Instructions for Coaches

Navigate to the TIMS (Team Information Management System) homepage:

<https://my.usfirst.org/fll/tims/site.lasso>

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FLL
FIRST LEGO League

ABOUT US PROGRAMS COMMUNITY

FOR INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY

- FLL Global Website
- Support Our Mission
- Start A Team
- Challenge: Overview and History
- 2014 Challenge and Season Info**
- Coach/Team Resources
- Global Innovation
- Judging and Awards
- Events: Overview and Types
- Host An Unofficial Event
- For Parents
- TeamUp
- Marketing Tools
- US and CAN Contacts
- Donate

Gracious Professionals are simply good, smart people doing good, smart things.
- Dr. Woodie Flowers
FIRST EXECUTIVE ADVISORY BOARD CHAIRMAN

FIRST® LEGO® League (FLL®)
Grades 4-8 (ages 9-16; 9-14 in U.S./CAN/MEX)
Gracious Professionalism™ allows everyone to be a winner

1 2 3 4 5 6 7

WHAT FLL® TEAMS AND EVENTS ARE IN MY AREA?

Scholarships
Over \$19 Million In College Scholarships for FIRST® Students

FIRST® PROGRESSION OF PROGRAMS
It's the Hardest Fun You'll Ever Have!

HOME » ROBOTICS PROGRAMS » FIRST LEGO LEAGUE » CHALLENGE AND SEASON INFO

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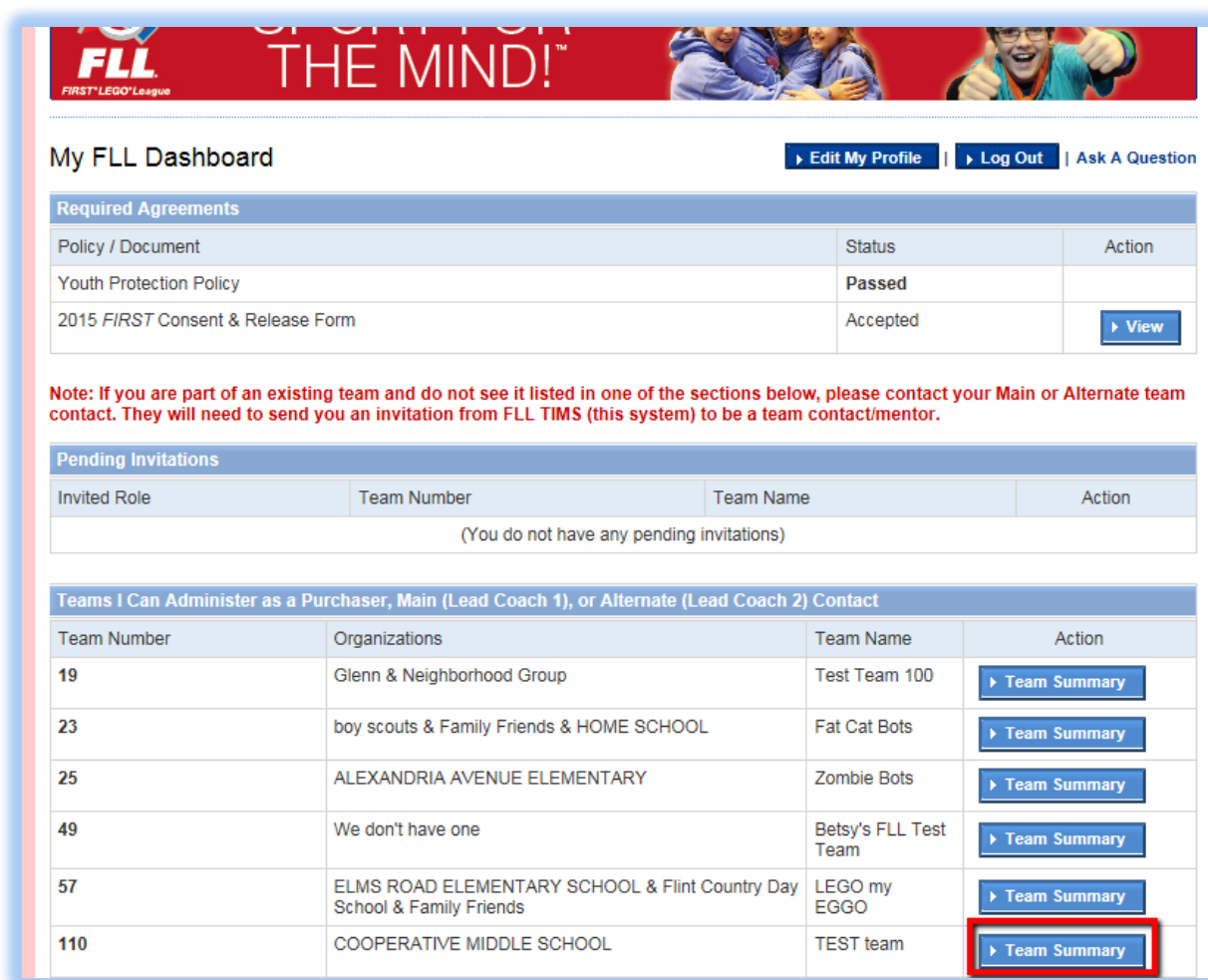
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Challenge and Season Info

- Register a Team/Apply for an Event
- STIMS (Student Team Information Member System)
- Participation Rules
- Pricing & Payment Terms
- Sample Budget
- Team Grants
- Edit Team Profile**
- 2014 FLL WORLD CLASSSM Challenge
- Find an Event
- Email Blast Archive

Once you click “Edit Team Profile” you will be brought to the TIMS login homepage.

Once you log into your FLL TIMS account, you will be brought to your FLL Dashboard. Click on the “Team Summary” button next to the team you would like to view.



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OPERATION
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My FLL Dashboard [▶ Edit My Profile](#) | [▶ Log Out](#) | [Ask A Question](#)

Required Agreements

Policy / Document	Status	Action
Youth Protection Policy	Passed	
2015 FIRST Consent & Release Form	Accepted	▶ View

Note: If you are part of an existing team and do not see it listed in one of the sections below, please contact your Main or Alternate team contact. They will need to send you an invitation from FLL TIMS (this system) to be a team contact/mentor.

Pending Invitations

Invited Role	Team Number	Team Name	Action
(You do not have any pending invitations)			

Teams I Can Administer as a Purchaser, Main (Lead Coach 1), or Alternate (Lead Coach 2) Contact

Team Number	Organizations	Team Name	Action
19	Glenn & Neighborhood Group	Test Team 100	▶ Team Summary
23	boy scouts & Family Friends & HOME SCHOOL	Fat Cat Bots	▶ Team Summary
25	ALEXANDRIA AVENUE ELEMENTARY	Zombie Bots	▶ Team Summary
49	We don't have one	Betsy's FLL Test Team	▶ Team Summary
57	ELMS ROAD ELEMENTARY SCHOOL & Flint Country Day School & Family Friends	LEGO my EGGO	▶ Team Summary
110	COOPERATIVE MIDDLE SCHOOL	TEST team	▶ Team Summary

Once you are on the Team Summary page, scroll down to the section labeled “Team Roster”

Team Roster Open Apr 05, 2014 Noon EDT - Apr 15, 2015 Noon EDT [Back to top](#)

FIRST requires youth team members to register and complete the consent and release form to attend events. To start the registration process, please click on “invite parents” below and enter the parent email address. The parent will receive an automated email detailing how to register their child. Once the parent has completed registration, you will receive a notice that the child has applied to the team. Click accept, and the child’s information should appear under “Youth Team Members” section below. Remember, you must bring a copy of the team roster with you to events. All team members must complete registration and consent and release to be listed on your team roster and attend the event.

Team Members must be 8 years old by January 1st of the current season, and no older than 14 as of January 1st.

Required Information	Summary	Status	Action
Invite Parents	?		▶ Invite
Youth Team Members	? 11 Youth Team Members Applied	X	▶ Edit/View
Team Roster	<p>You MUST bring a printed Team Roster and any paper consent forms to your:</p> <p>1. Kickoff Location 2. ALL Events</p> <p>Click here for more information.</p>		▶ View

1. You will be able to invite parents onto the team so that they can complete their child’s consent and release form electronically. You must know the parent’s e-mail address in order to send out the invitation.
2. The Edit/view button of the Youth Team Members section allows you to see if a parent has applied to your team on a student’s behalf and to accept/deny their application.
3. By clicking on “View” you will be able to view a complete list of parent/student information from those who have been accepted onto your team. You will be able to print your team roster and see which consent forms are currently incomplete.

1. Inviting parents onto your team to complete student's electronic Consent and Release form.

Team Roster Open Apr 05, 2014 Noon EDT - Apr 15, 2015 Noon EDT [Back to top](#)

FIRST requires youth team members to register and complete the consent and release form to attend events. To start the registration process, please click on "invite parents" below and enter the parent email address. The parent will receive an automated email detailing how to register their child. Once the parent has completed registration, you will receive a notice that the child has applied to the team. Click accept, and the child's information should appear under "Youth Team Members" section below. Remember, you must bring a copy of the team roster with you to events. All team members must complete registration and consent and release to be listed on your team roster and attend the event.

Team Members must be 8 years old by January 1st of the current season, and no older than 14 as of January 1st.

Required Information	Summary	Status	Action
Invite Parents	?		▶ Invite
Youth Team Members	? 11 Youth Team Members Applied	X	▶ Edit/View
Team Roster	<p>You MUST bring a printed Team Roster and any paper consent forms to your:</p> <ol style="list-style-type: none"> Kickoff Location ALL Events <p>Click here for more information.</p>		▶ View

Scroll down to the "Team Roster" section of your Team Summary page, Click on the "Invite" button.

Invite Parent [▶ Edit My Profile](#) | [▶ Log Out](#) | [Ask A Question](#)

To derive the best FLL experience teams should ideally not have more than ten students\children per team.

Any teams participating in FLL sponsor events having more than ten students\children are NOT eligible for awards or advancement to tiered events.

Parent Contact Information

Name	Email	Confirm Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

[▶ Cancel](#) [▶ Invite](#)

Once you enter the parent's first and last name and confirm their e-mail address, a system generated e-mail will be sent to that e-mail address allowing them to click on the link provided in the e-mail and complete the process on their end.

2. By clicking on the “Edit/view” button for the Team section, you will be able to view student/parent information and the status of their electronic consent and release form. You will be able to view and accept parents that have applied to your team on their child’s behalf or deny them if you so choose. You will also be able to revoke a team member at any time.

This page is broken up into two sections: “Needs Attention” and “Complete”.

The section labeled “Complete” will show all parent and team members who have been accepted and have completed the electronic Consent and Release form. The “Needs Attention” section means that the parent has either not completed the students consent form electronically or a parent has applied to your team and you need to click the “Accept” button to accept them.

Student Team Members						
Team Member Name	Parent Name	Consent Form Status	Consent Form Date Complete	Application Status	Team Membership	Awards Submitter
Needs Attention						
10 martin <i>(contact information hidden until C&R form accepted)</i>	Sarah Stray sstray@usfirst.org 456.456.4565	Incomplete		Accepted	Revoke	<input type="checkbox"/>
6 martin <i>(contact information hidden until C&R form accepted)</i>	Sarah Stray sstray@usfirst.org 456.456.4565	Incomplete		Accepted	Revoke	<input type="checkbox"/>
7 martin <i>(contact information hidden until C&R form accepted)</i>	Sarah Stray sstray@usfirst.org 456.456.4565	Incomplete		Accepted	Revoke	<input type="checkbox"/>
11 stray <i>(contact information hidden until C&R form accepted)</i>	Sarah Stray sstray@usfirst.org 456.456.4565	Incomplete		Accepted	Revoke	<input type="checkbox"/>
8 stray <i>(contact information hidden until C&R form accepted)</i>	Sarah Stray sstray@usfirst.org 456.456.4565	Incomplete		Accepted	Revoke	<input type="checkbox"/>
9 stray <i>(contact information hidden until C&R form accepted)</i>	Sarah Stray sstray@usfirst.org 456.456.4565	Incomplete		Accepted	Revoke	<input type="checkbox"/>
Complete						
4th Martin 344.456.1256	Sarah Stray sstray@usfirst.org 456.456.4565	Accepted	10/27/2014	Accepted	Revoke	<input type="checkbox"/>

3. Team Roster

You must bring a printed team roster to events to show that students have accepted electronically or pencil them in on the lined portion of the team roster and bring paper copies of student's forms.

Click on "View" to be brought to the Team Roster.

Team Roster
Open Apr 05, 2014 Noon EDT - Apr 15, 2015 Noon EDT
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FIRST requires youth team members to register and complete the consent and release form to attend events. To start the registration process, please click on "invite parents" below and enter the parent email address. The parent will receive an automated email detailing how to register their child. Once the parent has completed registration, you will receive a notice that the child has applied to the team. Click accept, and the child's information should appear under "Youth Team Members" section below. Remember, you must bring a copy of the team roster with you to events. All team members must complete registration and consent and release to be listed on your team roster and attend the event.

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Invite Parents	?		▶ Invite
Youth Team Members	? 11 Youth Team Members Applied	X	▶ Edit/View
Team Roster	<p>You MUST bring a printed Team Roster and any paper consent forms to your:</p> <ol style="list-style-type: none"> 1. Kickoff Location 2. ALL Events <p>Click here for more information.</p>		<div style="border: 2px solid red; padding: 2px;">▶ View</div>

On the upper right-hand corner of the Team Roster page, click on “Printable Roster”. This will bring you to a print friendly copy of your team roster. You will be able to click “Print” on the left-hand side of the page.

▶ Printable Roster

Team Information					
Season:	2014				
Program:	FLL				
Team Number:	110				
Team Name:	TEST team				
Team Location:	Exeter, NH 03833 USA				

Main & Alternate Team Contacts					
Role	Name	Phone	Email	Consent Form Status	Consent Form Date Complete
Main	Kathy Vachon	w: 603-666-3906 x474	kvachon@usfirst.org	Accepted	03/26/2014
Alternate	Ashley Sleath	w: 603-860-9735	asleath@usfirst.org	Accepted	03/26/2014

Mentors & Other Team Contacts					
Role	Name	Phone	Email	Consent Form Status	Consent Form Date Complete
Purchaser	Sarah Stray	W: 603-666-3906 x228	sstray@usfirst.org	Accepted	05/01/2014

Student Team Members					
Role	Team Member Name	Parent Name	Application Status	Consent Form Status	Consent Form Date Complete
Student	10 martin	Sarah Stray	Accepted	X Incomplete	
Student	6 martin	Sarah Stray	Accepted	X Incomplete	
Student	7 martin	Sarah Stray	Accepted	X Incomplete	
Student	11 stray	Sarah Stray	Accepted	X Incomplete	
Student	8 stray	Sarah Stray	Accepted	X Incomplete	

All students that show “Incomplete” in the Application status have not yet completed the electronic Consent and Release form. Make sure you have them bring a signed paper copy at events if the parent cannot complete the electronic version in time. If a student is not listed on the team roster electronically and is providing a paper copy, once you print the roster, make sure you pencil in their information in the blank lines I highlighted below.

Role	Team Member Name	Parent Name	Application Status	Consent Form Status	Consent Form Date Complete
Student	10 martin	Sarah Stray	Accepted	X Incomplete	
Student	6 martin	Sarah Stray	Accepted	X Incomplete	
Student	7 martin	Sarah Stray	Accepted	X Incomplete	
Student	11 stray	Sarah Stray	Accepted	X Incomplete	
Student	8 stray	Sarah Stray	Accepted	X Incomplete	
Student	9 stray	Sarah Stray	Accepted	X Incomplete	
Student	4th Martin	Sarah Stray	Accepted	Accepted	10/27/2014
Student	Second Member Martin	Sarah Stray	Accepted	Accepted	10/27/2014
Student	Test Martin	Sarah Stray	Accepted	Accepted	10/27/2014
Student	Third Member Martin	Sarah Stray	Accepted	Accepted	10/27/2014
Student	5th Member stray	Sarah Stray	Accepted	Accepted	10/27/2014
Additional Student Team Members and Mentors Not Listed Above (write in)					
Role	Student Name	Parent Name			