

**FIRST®**

# **Volunteer Information Matching System (VIMS) New User Guide 2014/2015 Season**

*Web Address: [https://my.usfirst.org/FIRSTPortal/Login/VIMS\\_login.aspx](https://my.usfirst.org/FIRSTPortal/Login/VIMS_login.aspx)*

*FIRST Volunteer Resources Department*  
Questions? Comments? Concerns?  
[volunteer@usfirst.org](mailto:volunteer@usfirst.org)

# Let's Get Started!

## Step 1: Click on "Create FIRST Account"

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

Login

**VIMS 2014:**  
Volunteer Information and Matching System

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

**JFLL** Junior *FIRST* LEGO<sup>®</sup> League    **FLL** *FIRST* LEGO<sup>®</sup> League  
**FTC** *FIRST* Tech Challenge    **FRC** *FIRST* Robotics Competition

Volunteer Screening Process  
VIMS: Step by Step

*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.

EMAIL  
|  
PASSWORD [I forgot my password](#)  
Login »

New Volunteers: Start Here  
(Must be 13 or older)  
Create FIRST Account

## Step 2: Read, Check and Click "OK" to Agree to the Terms & Conditions

**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](#). 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](#), also by using the direct links below:

- [U.S. agreement process](#)
- [Canadian agreement process](#)

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.

## 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](mailto:safetyFIRST@usfirst.org).

Additional resources and training material for youth protection will be available on:  
<http://www.usfirst.org/aboutus/youth-protection-program>



## Your Profile

• indicates a required section or field

### Your Profile

#### NAME

Your legal name (not a nickname) is required to comply with the *FIRST* Youth Protection Program (YPP). Your date of birth is also required for YPP, as well as the Children's Online Privacy Protection Act (COPPA).

Prefix • Legal First Name • Legal Middle Name \* • Legal Last Name Suffix

\* If you have no middle name, please check this box:

• Date Of Birth (mm/dd/yyyy) • Gender (Male/Female) • Preferred First Name • Preferred Last Name

Enter your name as you wish it to be used in contact listings, badges, and nametags.

## 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.

Thank you!

Thank you for registering with the Volunteer Information & Matching System!

You have almost completed your *FIRST* account setup. A confirmation message has been sent to the email address you entered (i.e. your username). Please follow the instructions in the email to confirm and begin using your account.

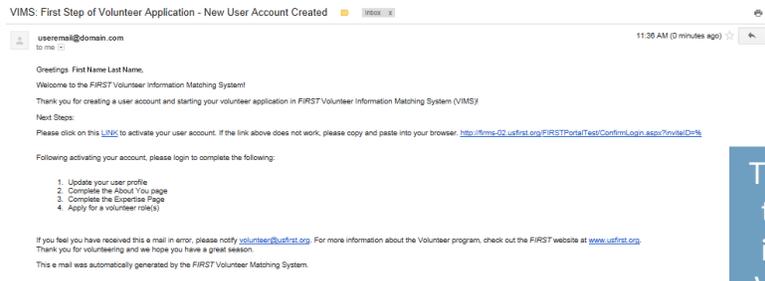
If you do not receive an email within one hour, or your email account can no longer be accessed, please [Contact FIRST](#) for assistance.

Close

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## 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.



**Congratulations, you have successfully activated your *FIRST* account!**

**You can now log into VIMS, which will guide you to complete the sections below. When you Save each section, it will automatically take you to the next one in sequence.**

- About You
- Expertise
- Volunteer Role Applications

Go to VIMS Login

Close

## 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.

### 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"/> |

### 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.

• *FIRST* Volunteer Since (Never volunteered)

Team Involvement: Please specify if you are or have been involved with a *FIRST* team.

*FIRST* Robotics Competition Team Number:  Season (most recent):

*FIRST* Tech Challenge Team Number:  Season (most recent):

## 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"

My Volunteer Role Applications & Assignments

Apply for an Event

Volunteer Role Applications  
> None Found

Submitted Applications will appear under "Volunteer Role Applications".

Volunteer Role Assignments  
> None Found

Assigned Roles will appear under "Volunteer Role Assignments".  
Note: Assignments will only appear once the event Volunteer Coordinator has made a finalized assignment.

### 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"

Select Event(s)

• indicates a required section or field

• Select Program:

- FRC - [FIRST Robotics Competition](#)
- FTC - [FIRST Tech Challenge](#)
- FLL - [FIRST LEGO League](#)
- Jr.FLL - [Junior FIRST LEGO League](#)

• Select State/Province:

Find Event Reset Search Don't see your state/province or any events in your area? Find a local/regional contact!

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.

• indicates a required section or field

• Select Program:

- FRC - [FIRST Robotics Competition](#)
- FTC - [FIRST Tech Challenge](#)
- FLL - [FIRST LEGO League](#)
- Jr.FLL - [Junior FIRST LEGO League](#)

• Select State/Province:

Find Event Reset Search Don't see your state/province or any events in your area? Find a local/regional contact!

TOP

Select	Event Type	Event Name	Location	Date
<a href="#">Select</a>	FIRST	FIRST Event	City, State/Province	MM/DD/YYYY - MM/DD/YYYY

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.

**Select Roles for Event**

• indicates a required section or field

**Role Application for Specified Event**

Program	Event	Location	Date(s)
FIRST	FIRST Event	City, State/Province	MM/DD/YYYY - MM/DD/YYYY

• **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 **Red**; 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
- Field Builder Assistant
- Field Builder
- Kickoff Coordinator
- Kit Distribution
- Robot Quick Build Trainer
- Team Check-In/Registration
- Workshop Trainer

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  
 Monday(MWDD)  Tuesday(MWDD)  Wednesday(MWDD)

**To Add Role:**  
 Select the Role you would like to Add  
 Click on "Add"  
**Use Green Arrows to order roles for preference.**

**To Remove Role:**  
 Use Green Arrows to move undesired role to "Fifth Selection".  
 Click "Remove"

## 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*).

**Screening Required**

**Youth Protection Program (YPP) Screening Required**

Per the policies of the *FIRST* Youth Protection Program, all volunteers applying for an event role must successfully complete the screening process.

Visit the [FIRST Youth Protection Program home page](#) for additional information, and to view a brief video explaining the program.

**Step 1:** Begin by selecting the **I Agree to Screening** button below.

**Step 2:** The **Go to Screening Website** button is enabled and will take you to the screening company's website where you can start the screening process.

Please note that you will be unable to access VIMS, nor will you be able to apply to additional events, until you have submitted your information for screening. You will not be eligible to be assigned to a role at a *FIRST* event until you have passed screening. We therefore encourage you to begin the screening process as soon as possible.



Step 1:

Step 2:

**Screening Required**

**Youth Protection Program (YPP) Screening Required**

Per the policies of the *FIRST* Youth Protection Program, all volunteers applying for an event role must successfully complete the screening process.

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**Step 1:** Begin by selecting the **I Agree to Screening** button below.

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Please note that you will be unable to access VIMS, nor will you be able to apply to additional events, until you have submitted your information for screening. You will not be eligible to be assigned to a role at a *FIRST* event until you have passed screening. We therefore encourage you to begin the screening process as soon as possible.



Step 1:

Step 2:

Please complete the required fields.

For a complete guide on the Screening Process, please visit:

US Screening Process - [http://www.usfirst.org/sites/default/files/uploadedFiles/About\\_Us/US-Youth-Protection-Clearance-Process.pdf](http://www.usfirst.org/sites/default/files/uploadedFiles/About_Us/US-Youth-Protection-Clearance-Process.pdf)

Canadian Screening Process - [http://www.usfirst.org/sites/default/files/uploadedFiles/About\\_Us/Canadian-Youth-Protection-Clearance.pdf](http://www.usfirst.org/sites/default/files/uploadedFiles/About_Us/Canadian-Youth-Protection-Clearance.pdf)

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

[http://www.usfirst.org/sites/default/files/uploadedFiles/About\\_Us/US-YPP-Screenshots.pdf](http://www.usfirst.org/sites/default/files/uploadedFiles/About_Us/US-YPP-Screenshots.pdf)

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](mailto:volunteer@usfirst.org).

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