



Event Preference System User Guide

FIRST® is a global robotics community that prepares young people for the future.



Event Preference System Summary

Under this system, all *FIRST*® Robotics Competition teams have one week to enter their ranked event preferences. Teams will be able to enter and rank as many or as few eligible events as they like. There will be no advantage or disadvantage to entering preferences early or late during the open week, as long as preferences are in by the deadline. Also, teams will be able to change their preferences as often as they like before the deadline.

All teams will be randomly assigned a lottery number. Teams will keep this lottery number throughout the first and second event selection process for the season. After the [preference deadline](#), the system will go through each team in lottery number sequence, registering the team to the first event with available capacity in the order of the team's event preference list. If none of the events on a team's list has open capacity, the team will be waitlisted on the single event they have identified as being their preferred 'waitlist' event (or the first event on their list if they do not specifically designate a waitlist event). Every team that has entered a preference list and is event ready (no outstanding tasks on the [FIRST Dashboard](#)) for the first round will either be registered or waitlisted for an event.

Teams will then be notified of their first-round results and all additional preferenced events will be cleared. In round two, another one-week window will open for teams to use in selecting their second event preferences. Again, teams can enter as many or as few eligible events on this list they wish, along with selecting a single event on the list as their waitlist preference. Teams will also once more be able to make any changes they wish before the deadline.

After the [second preferences deadline](#), the system will once again assign events, but this time going in reverse lottery number sequence, from the largest lottery number to the smallest. This means teams who were at the bottom of the list for the first round are at the top of the list for the second. Teams are then notified of the results of this second round. Once more, every team that has entered a preference list and is event ready for this second round will either be registered or waitlisted for an event.

The third period of registration is the '[Unrestricted](#)' [Regional event registration](#) and [Additional In-District Event registration](#), followed by [Additional Inter-District Event registration](#). Additional Inter-District Registration is when District Teams or Regional Teams are able to register/waitlist for an additional play at any open spot in any district. These registration periods will follow a first-come, first-served method. This means that once the 'Unrestricted' Event Registration time opens, there is no longer a lottery process.

All events have 'reserved' slots. These slots allow Program Delivery Partners to selectively move in teams on the waitlist for each event based on need. If you find yourself on a waitlist for an event and you have a clear and compelling reason why you can only attend that one event, please connect with the [Program Delivery Partner](#). They will do their best to accommodate you.

Teams can also check out the [Event Registration FAQ](#).

Key Points

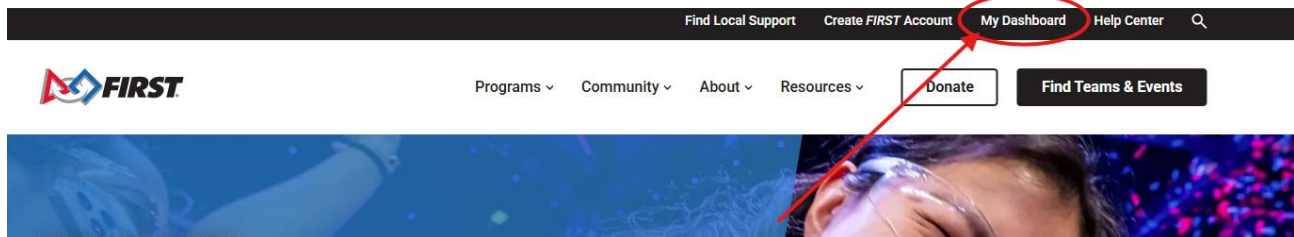
These are some key points to keep in mind when using this system

- **Your team's registration does not need to be secured in order preference events.**
- Your team must be "event ready" in order to get assigned or waitlisted to an event. To become "Event ready", a team must have two (2) listed Lead Coaches who have obtained Youth Protection Program (YPP) Clearance. YPP Clearance includes:
 - Completion of applicable YPP screening requirements (for teams in the U.S. and Canada),
 - Please note that teams from California and Pennsylvania have additional screening requirements due to local laws. See the [Local YPP section on the YPP page](#) for more information.
 - Annual *FIRST* YPP training (available through [FIRST Training](#)), and
 - Acknowledgment of *FIRST* YPP policies.
- There is no advantage or disadvantage to submitting your preferences early or late during the open week, but you must submit by the deadline to be part of the process.
- You can change your preferences as often as you wish before the deadline without penalty.
- You will only be assigned or waitlisted to one (1) event on your preference list, but you could be assigned to any event you list.
- If you are waitlisted, you will only be waitlisted at the one (1) event you indicate as 'Allow Waitlist' on your preferences. This indication defaults to the first event you list, but you may change it as shown below.
- **Important Note:** If you are only able to attend one specific event, you should only preference just that event. You are guaranteed to be at least waitlisted for that event.
- If you are able to attend more than one event, you should add all events you are able to attend in your preference list. This increases the chance you will be immediately registered for an event, rather than experiencing the delay associated with waitlists.
- If you add more than one event on your preference list, make sure to set the 'Preference Level' on those events to match your priority. The system will attempt to find space for you in the event you list as Preference Level 1 before moving on to attempt to find space in the event you list as Preference Level 2, etc.
- The preferences you make during the first round of preferencing are independent of those you make during the second round of preferencing. Your preferences will be removed between the first and second rounds. During the second round, you will start with a clean slate.
- Teams within *FIRST* in Michigan (FIM), *FIRST* North Carolina (FNC), Pacific Northwest *FIRST* (PNW), and *FIRST* Indiana (FIN) use the 'home event' system. If you are in one of these Districts and want to attend your 'home event', only preference that event. If you are not in one of those districts, you can ignore the discussion of home events in these instructions.
- Teams located within California are restricted to events in their "home region" (North or South) as part of Round 1. If a team preferences an event outside their home region they will be dropped from the event and then *FIRST* California will reach out to get you into one of your home region events.
- Teams with events within their country - If a team has an event(s) in their country (including the U.S.), they will only be allowed to pick event(s) within their country in Round 1 Preferencing. If a team is in a country without an event, they will be able to preference Regional events in any country (except Mexico & China). For Round 2, teams will be able to add another event outside of the country if they wish.

- The information you see on the event preferencing screen is automatically submitted to the system. There is no 'Save' or 'Submit' button. If you change any information on this screen, those changes are saved automatically.

Instructions

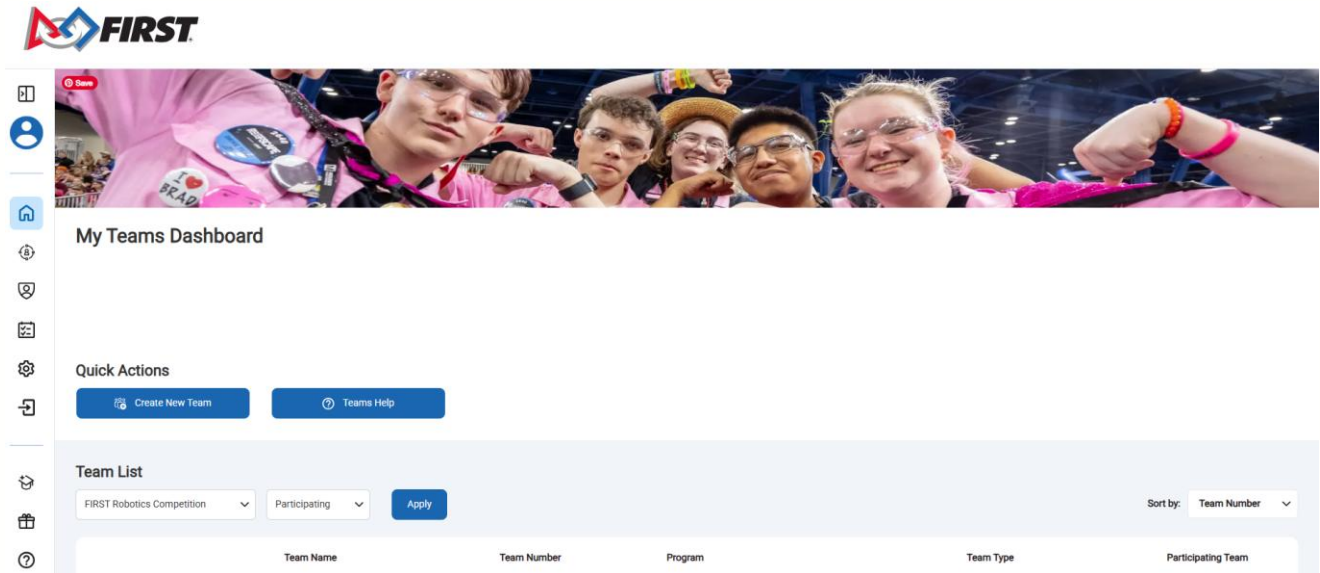
1. Visit <https://my.firstinspires.org/Dashboard/> or Click My Dashboard button on top right corner of www.firstinspires.org.



2. Login to your account.

A screenshot of the FIRST 'Sign in' page. The page has a white background with a blue border. At the top is the FIRST logo. Below it is the heading 'Sign in' and the subtext 'Sign in to access FIRST Community'. There is a text input field labeled 'Email address associated with FIRST Account'. Below the input field are two buttons: 'Back' and 'Next'. At the bottom of the page, there is a light gray box containing the following text: 'Welcome to the all new FIRST Community Single Sign On, powered by Microsoft!', 'New User? Create an account here.', 'Existing User?', 'If you last logged in before September 15, 2025, you'll need to reset your password to access your account.', 'All users who have logged in after September 15, 2025, may follow the prompts above to sign in.', and 'Forgot your password? Reset your password here.'

3. Navigate to the “My Teams Dashboard”



- a. Note: this may be your default dashboard when you login. If your profile is associated with multiple roles, you may be asked to select your Role – choose Team

Choose Your Role



Team



Event Volunteer



Parent/Guardian

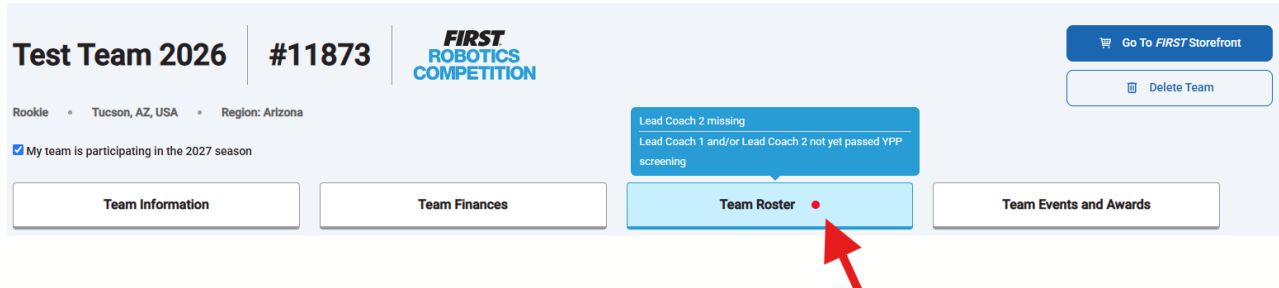


Class Pack

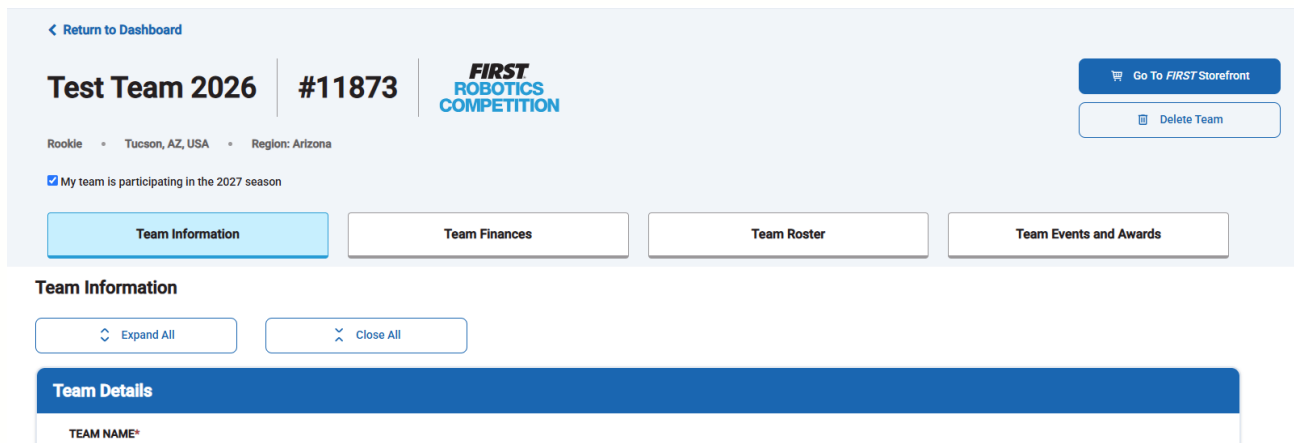
4. Ensure your team is “Event Ready”

- a. *Event ready* is the term we use to describe teams who have completed all required tasks and are ready to preference events. To become “Event ready”, a team must have two (2) listed Lead Coaches who have obtained Youth Protection Program (YPP) Clearance. YPP Clearance includes:
- i. Completion of applicable YPP screening requirements (for teams in the U.S. and Canada),
 - Please note that teams from California and Pennsylvania have additional screening requirements due to local laws but it is not a blocker to event preferencing. See the [Local YPP section on the YPP page](#) for more information.
 - ii. Annual *FIRST*® YPP training (available through [FIRST Training](#)), and
 - iii. Acknowledgment of *FIRST* YPP policies.

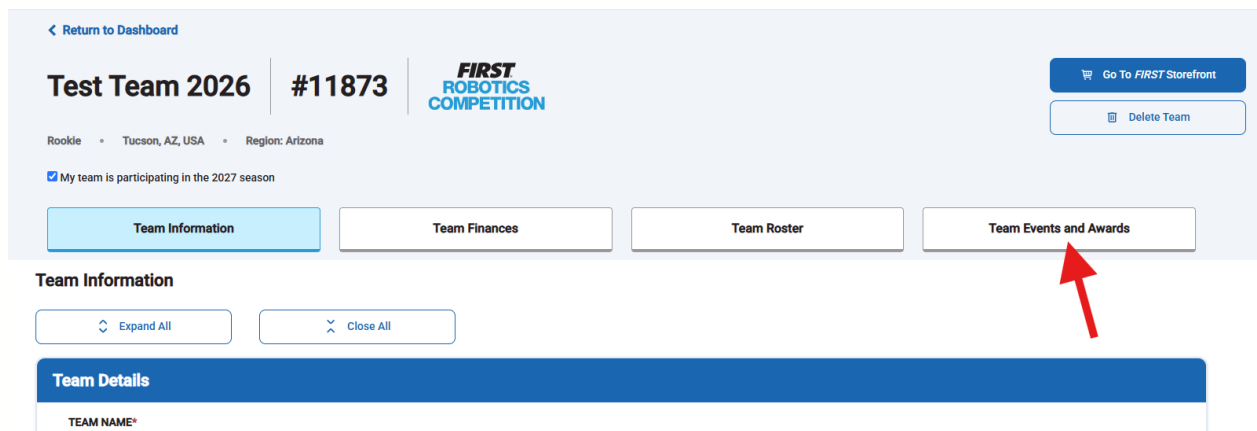
- b. To help figure out if you or your fellow Lead Coach are missing items, click on the team that has outstanding tasks and then click on the Team Roster tab with the red dot to see what needs to be completed.
- c. **Note:** Lead Coaches are now required to complete Mentor Ready Training, though it is not required to complete event preferencing. If a Lead Coach has not completed this training, it will show as an outstanding task for the team; however, it will not currently appear in the list of specific outstanding items. Reflecting this in the list is a planned future enhancement.



5. Click on a team to see more information.



6. Click on “Team Events & Awards” button on the far-right side.



7. Click “Find an Event”

Return to Dashboard

Test Team 2026 #11873 FIRST ROBOTICS COMPETITION

Go To FIRST Storefront

Rookie • Tucson, AZ, USA • Region: Arizona

☒ My team is participating in the 2027 season

Team Information Team Finances Team Roster Team Events and Awards

Team Events and Awards

Expand All Close All Event Help Find an Event Kickoff Selection

8. The Events screen will open. Click “Add Preference” button

FIRST Robotics Competition Team# 11873

FIRST® Robotics Competition:

Event Preference Registration - Round 1 (1st Regional and 1st District Events) will open 12:00 p.m. noon ET, on September 24, 2026, and close 12:00 p.m. noon ET on October 1, 2026.

Event Preference Registration - Round 2 (2nd Regional and 2nd District Events) will open 12:00 p.m. noon ET on October 15, 2026, and close 12:00 p.m. noon ET on October 22, 2026.

Go to Kit and Kickoff Add Preference

9. You will be directed to the Event Search screen. Events will display based on your team criteria.
- Regional teams will see Regional Events. Note that teams are limited to events within their country first. If there is not an event located within your country, then you will see other Regional events.

Event Type Please Select or Type

Event Name Event Name

SEARCH

REGIONAL	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY
Arizona North Regional	3/10/2027	Flagstaff, AZ, USA	Open	9
Arkansas Regional	3/10/2027	Searcy, AR, USA	Open	4
Bayou Regional	3/31/2027	Kenner, LA, USA	Open	10
Buckeye Regional	3/17/2027	Cleveland, OH, USA	Open	10

b. Districts will see District Events within their District

Event Type

Please Select or Type

▼

Event Name

Event Name

SEARCH

DISTRICT EVENT FIM District Alpena Event	DATE 3/1/2019	LOCATION Alpena, MI, USA	EVENT STATUS Open	OPEN CAPACITY 2	>
DISTRICT EVENT FIM District Center Line Event	DATE 3/1/2019	LOCATION Center Line, MI, USA	EVENT STATUS Open	OPEN CAPACITY 5	>
DISTRICT EVENT FIM District East Kentwood Event	DATE 3/1/2019	LOCATION Kentwood, MI, USA	EVENT STATUS Open	OPEN CAPACITY 30	>
DISTRICT EVENT FIM District Escanaba Event	DATE 3/8/2019	LOCATION Escanaba, MI, USA	EVENT STATUS Open	OPEN CAPACITY 2	>
DISTRICT EVENT	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY	

- Teams within *FIRST* in Michigan (FIM), *FIRST* North Carolina (FNC), Pacific Northwest *FIRST* (PNW), and *FIRST* Indiana (FIN) will see their “home event” at the top of the event list and highlighted in green. “Home Event” is only guaranteed during the first round of event preference.

Event Type		Event Name	
Please Select or Type		Event Name	
DISTRICT EVENT	DATE	LOCATION	
PNW District Wilsonville Event [HOME EVENT]	3/7/2019	Wilsonville, OR, USA	
DISTRICT EVENT	DATE	LOCATION	
PNW District Auburn Event	3/29/2019	Auburn, WA, USA	
DISTRICT EVENT	DATE	LOCATION	
PNW District Auburn Mountainview Event	3/8/2019	Auburn, WA, USA	

10. Find the event you are searching for in the list, then click on blue arrow on far right

Event Type	Event Name	
Please Select or Type	Event Name	SEARCH

REGIONAL	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY	
Arizona North Regional	3/10/2027	Flagstaff, AZ, USA	Open	9	>
Arkansas Regional	3/10/2027	Searcy, AR, USA	Open	4	>
Bayou Regional	3/31/2027	Kenner, LA, USA	Open	10	>
Buckeye Regional	3/17/2027	Cleveland, OH, USA	Open	10	>

11. Event Details pop-up will appear. Verify that this is the correct event. If yes, click “Add Preference” button. If not, click “Cancel” button.

Event Details

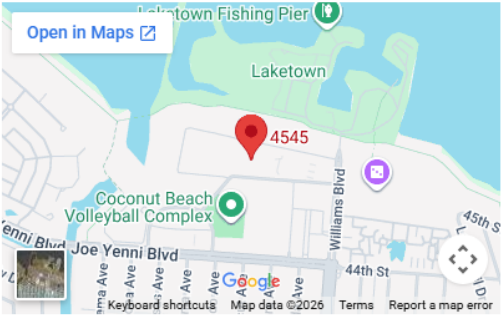
Bayou Regional

Registration Start:
Registration End:

CONTACT:
Local support contact link:
www.firstinspires.org/find-local-support

EVENT DETAILS:
Type: Regional
Event Start: 3/31/2027
Event End: 4/3/2027
Available Capacity: 10
[Event Registration Dates](#)

By clicking the register button, you are agreeing to [FIRST Robotics Competition pricing structure and payment terms.](#)



Pontchartrain Center
4545 Williams Blvd
Kenner, LA 70065 USA
[Directions to the venue](#)

Cancel

ADD PREFERENCE

12. Your first event preference will always default to “Allow Waitlist”.

The screenshot shows the 'First Event Preferences' section with an 'Add Preference' button. A single event card is displayed for 'Lake Superior Regional' with a date of March 6, 2019, and a status of 'Preference Choice'. The 'Preference Level' is set to 1. The 'Waitlist Preference' is set to 'Allow Waitlist', which is highlighted with a red arrow. Below the event card are 'View Event' and 'Remove' buttons.

13. You can preference as many events as you would like.

The screenshot shows the 'First Event Preferences' section with an 'Add Preference' button. Four event cards are displayed in a grid. Each card shows the event name, date, status ('Preference Choice'), preference level, and waitlist preference. The first card, 'Lake Superior Regional', has a preference level of 1 and 'Allow Waitlist'. The second card, 'Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation', has a preference level of 2 and 'Do not waitlist'. The third card, 'Northern Lights Regional', has a preference level of 3 and 'Do not waitlist'. The fourth card, 'Minnesota North Star Regional', has a preference level of 4 and 'Do not waitlist'. Each card has 'View Event' and 'Remove' buttons.

14. You can change the preference level selection by changing the number in the drop-down menu or by dragging and dropping events into the order you would like. The information you see on this screen is automatically submitted to the system. There is no ‘Save’ or ‘Submit’ button. If you change any information, those changes are saved automatically.

Lake Superior Regional
Date: March 6, 2019
Status: Preference Choice
Preference Level: 1
Waitlist Preference: Allow Waitlist
View Event Remove

Northern Lights Regional
Date: March 6, 2019
Status: Preference Choice
Preference Level: 3
Waitlist Preference: Do not waitlist
View Event Remove

Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation
Date: March 27, 2019
Status: Preference Choice
Preference Level: 2
Waitlist Preference: Do not waitlist
View Event Remove

Minnesota North Star Regional
Date: March 27, 2019
Status: Preference Choice
Preference Level: 4
Waitlist Preference: Do not waitlist
View Event Remove

15. You can change the Waitlist Preference selection on any of your events with the selection in the drop-down menu. You will always show 'Allow Waitlist' for one event. The system will not allow you to select 'Do Not Waitlist' for all events.

Lake Superior Regional
Date: March 6, 2019
Status: Preference Choice
Preference Level: 1
Waitlist Preference: Allow Waitlist
View Event Remove

Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation
Date: March 27, 2019
Status: Preference Choice
Preference Level: 2
Waitlist Preference: Do not waitlist
View Event Remove

Northern Lights Regional
Date: March 6, 2019
Status: Preference Choice
Preference Level: 3
Waitlist Preference: Do not waitlist
View Event Remove

Minnesota North Star Regional
Date: March 27, 2019
Status: Preference Choice
Preference Level: 4
Waitlist Preference: Do not waitlist
View Event Remove

You may come back at any time while preferences are open to make changes to your preference selections.

If you need assistance, please contact customerservice@firstinspires.org or 1-800-871-8326 ext. 0.