

Volunteer Information Matching System (VIMS) New User Guide 2015/2016 Season

Web Address: <u>https://my.usfirst.org/FIRSTPortal/Login/VIMS_login.aspx</u>

Please use the most updated browser version. If you are working on a campus or company with strong firewalls, please be aware you may encounter issues. We recommend you access FIRST systems on a home network. FIRST systems are not supported by mobile platforms.

> FIRST Volunteer Resources Department Questions? Comments? Concerns? volunteer@usfirst.org

How to use this User Guide

Each line in the Table of Contents is hyperlinked to that specific topic within the User Guide. One can read from beginning to end or select a topic to read about specifically. Within the document, hyperlinked words or phrases can be clicked and the reader will be redirected to that specific section.

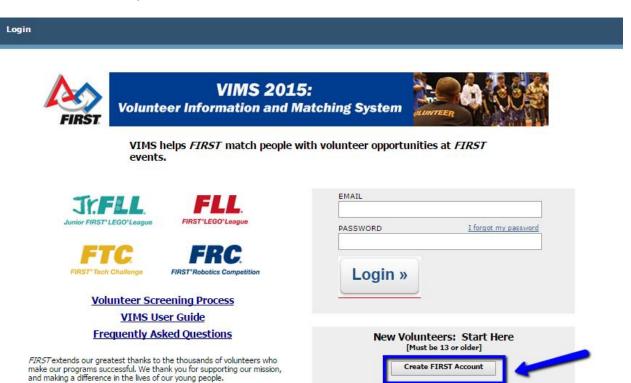
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Step 1- Click on "Create FIRST Account"

- Navigate to the Volunteer Information Matching System (VIMS) landing page: <u>https://my.usfirst.org/FIRSTPortal/Login/VIMS_login.aspx</u>
- NOTE: You must be **13 years or older** to volunteer and create a VIMS account.



1.1: Read and Accept 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 <u>Gracious Professionalism</u> 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 <u>Code of</u> <u>Conduct</u>. 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 <u>YPP home page</u>, also by using the direct links below:

U.S. screening process
 Canadian screening process

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

(a) I am 18 years of age or older.

-0r-

(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.

OK



1.2: 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 email associated with this User Profile. Any misinformation may delay the screening process. Once entered, any chance in the LEGAL NAME must be addressed by the Youth Protection Department at *FIRST*. Please contact them at safetyfirst@usfirst.org.

Your Profile					
	uired section or field				
Your Profile					
NAME					
			7Youth Protection Program (YPP) Nine Privacy Protection Act (COP		
Prefix v	• Legal First Name	• Legal Middle Name *	• Legal Last Name	Suffix	
* If you have no middle name, please check this box:					
• Date Of (mm/dd/yy		Preferred First Name Enter your name as you wish it badges, and nametags.	Preferred Last Name to be used in contact listings,]	

Step 1.3: Consent and Release

Every volunteer must sign the *FIRST* Consent and Release form, either electronically in VIMS or by bringing a physical copy to the event they are volunteering for.

To Sign Electronically

• Read the Consent and Release form (make sure to scroll to the bottom)

Consent and Release	
FIRST Volunte	r Consent and Release Agreement
Participant First Name: Legal First Name	Parent/Guardian Name Participant Last Name: <i>(if participant is under 18 years old)</i> : Legal Last Name
Participant Date of Birtl (if participant is under	(mm / dd / yyyy] Email Address (of Parent/Guardian if participant years old): is under 18 years old, of participant otherwise): tdegiso@ustirst.org
	ticipant City: Participant State/Prov.: y Listed State/Province Listed
Participant Country: P Country	ticipant Prógram/Téam Numbér:
If changes are required, vi	Your Profile (above right)
in some other mann Junior FIRST LEGO to participate in a P	ified above (''Participant'') desires to participate (as a team member, coach, mentor, judge, or c) in the <i>FIRST®</i> Robotics Competition, <i>FIRST</i> Tech Challenge, <i>FIRST</i> LEGO® League, e-ague, or another <i>FIRST</i> program (the ''Programs''). As a condition of allowing Participant ogram, United States Foundation for Inspiration and Recognition of Science and Technology at the Participant (by his or her Parent/Guardian if under 18 years of age) agree to the terms elease Agreement.
the Program will exp and using electrical/r associated activities. FIRST does not sele and other participan	e Parent/Guardian of a Participant under 18 years of age) understands that participation in ose Participant to risks of injury including, without limitation, injury from: building, lifting, echanical robots and robot components; using tools; other participants; dancing and other Participant (and the Parent/Guardian of a Participant under 18 years of age) understands that , employ, supervise or otherwise exercise authority or control over the coaches, mentors, s in the Program. Participant, if 18 years of age or older, acknowledges and agrees that he/she le for his/her safety. The Parent/Guardian of a Participant under 18 years of age

- Click on "Checking this box constitutes my online signing of this Consent and Release Agreement".
- Click on "OK/Close Form

	ears of age) agrees to this Consent and Release Agreemen	
2	lease select one of the options below.	
	Checking this box constitutes my online signing	Name of Signer:
	of this Consent and Release Agreement.	Dete:
1	I am printing this Consent and Release	Speture
	Agreement	Printed Name of Signer:
	for in-person submission at a FIRST event. Print Agreement	Dete
	I will complete the Consent and Release Agreem	ent at a later time.

To Sign a Physical Copy

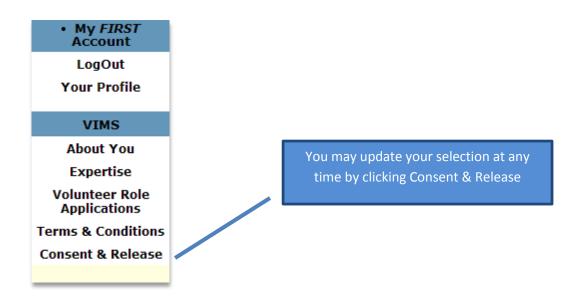
- Click on "Consent and Release" Link on left hand navigation.
- Read the Consent and Release form.
- Click on "I am printing this Consent and Release Agreement for in-person submission at a FIRST event"
- Click on "Print Agreement"
 - A print screen will pop up.
 - Print this form, sign and bring to the *FIRST* event you are volunteering form.
 - NOTE: If you are volunteering for multiple events, you must print and sign this form for each event.
- Click on "OK/Close Form".



	Please select one of the options below.	
	Checking this box constitutes my online signing of this Consent and Release Agreement.	Name of Signer: Dete:
\rightarrow	I am printing this Consent and Release Agreement for in-nerson submission at a FIRST event. Print Agreement	Signature: Printed Name of Signer: Date:
	I will complete the Consent and Release Agreem	ent at a later time.
		OK / Close Form

To Complete the Consent and Release Agreement at a Later Time

If you choose to complete the Consent and Release Agreement at a later time, or to update your previous selection, you may access it at any point from the left hand navigation.



Step 2: Activate Account

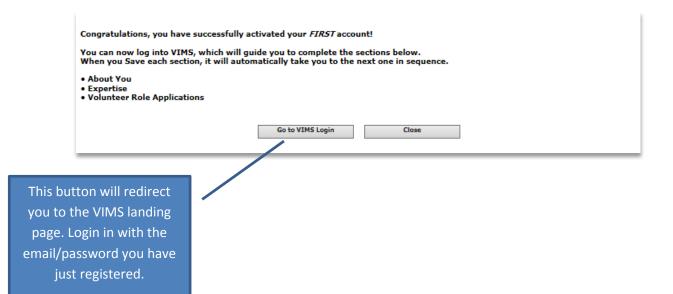
Thank you!	
Thank you for registering with the Volunteer Information & Matching System!	
You have almost completed your <i>FIRST</i> account setup. A confirmation message has been sent to the email address you entered (i.e. your username). Please follow the instructions in the email to confirm and begin using your account.	
If you do not receive an email within one hour, or your email account can no longer be accessed, please <u>Contact <i>FIRST</i></u> for assistance.	A "Thank You" Screen will
	pop up once the User has
Close	submitted their profile
	information. Click "Close"
©2014 US <i>FIRST</i> <u>About Us</u> <u>FIRST Programs</u>	to exit window.

- An automated email will be generated by VIMS and sent to the email address provided by the User. Please click on the link provided within the email to activate the account.
- NOTE: If you do not see this email, please check your SPAM folder.

VIMS	S: First Step of Volunteer Application - New User Account Created 📄 🛛 🗤 🖈		ē	
-	useremail@domain.com to me 💌	11:36 AM (0 minutes ago) 📩	*	*
	Greetings First Name Last Name,			
	Welcome to the FIRST Volunteer Information Matching System!			
	Thank you for creating a user account and starting your volunteer application in F/RST Volunteer Information Matching System (VIMS)!			
	Next Steps:			
	Please click on this UNK to activate your user account. If the link above does not work, please copy and paste into your browser http://firms-02.usfirst.org/FIRSTPortalTest/ConfirmL	ogin.aspx?inviteID=%		
	Following activating your account, please login to complete the following:			
	Update your user profile Complete the About You page Complete the Expertise Page Apply for a volunteer role(s)			
	If you feel you have received this e mail in error, please notify volunteer@usfirst.org. For more information about the Volunteer program, check out the FIRST website at www.usfirst.org. Thank you for volunteering and we hope you have a great season.	rg.		
	This e mail was automatically generated by the FIRST Volunteer Matching System.			

• This link will redirect you to a confirmation page in VIMS. Click on "Go to VIMS Login" to continue registering. At this time, the User can stop and return to VIMS at a later time to finish registration. Click "Close" to exit and continue later.





Step 3: Log into VIMS and complete the "About You" and "Expertise" sections

- Fields marked with a **Red Dot** are required.
- Once you have entered and saved these sections, you will be able to apply to volunteer for *FIRST* events.
- The information provided will help Volunteer Coordinators when assigning you to roles in the events you apply. Addressing dietary restrictions for catering, ensuring that you have the proper shirts size, and any physical limitations that may prohibit certain volunteer roles.

About You					
 indicates a required section or field 					
About You					
• How did you first learn of this voluntee	er opportunity? (Ch	eck/specify all that apply)			
FIRST VISTA	Specifics:				
Career fair	Specifics:				
Tech conference	Specifics:				
Science conference	Specifics:				
Teacher or education conference	Specifics:				
Advertisement on transit	Specifics:				
Poster	Specifics:				
Uveb search	Specifics:				
FIRST website	Specifics:				

Expertise	Make sure to list any
• indicates a required section or field Expertise	experiences that may be relevant to volunteer roles that you may be interested in.
FIRST Experience (300 characters max.):	
Please list your professional and/or FIRST experience to better assist us in making Volunteer Bale 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): ▼	
FIRSTTech Challenge Team Number: Season (most recent): ▼	



Step 4: Find & Apply to a FIRST Event

My Volunteer Role Applications & Assignments Page

- <u>Volunteer Role Applications Section</u> Submitted Applications will appear under "Volunteer Role Applications".
 You will be able to edit/delete applications at any time leading up to the event and prior to being assigned by the Volunteer Coordinator.
- Volunteer Role Assignments Section Assigned Roles will appear under "Volunteer Role Assignments".
 - NOTE: Assignments will only appear once the event Volunteer Coordinator has made a finalized assignment. If you can no longer volunteer after the assignment has been made, please communicate directly to the Volunteer Coordinator of that event.

Applying to an Event My FIRST Click on "Volunteer Role Applications" in the left hand navigation bar. • Account Click on "Apply for an Event" LogOut Your Profile My Volunteer Role Applications & Assignments Apply for an Event VIMS About You Volunteer Role Applications Expertise > None Found Volunteer Role Applications Terms & Conditions Consent & Release Volunteer Role Assignments > None Found

- Select a Program
 - NOTE: Multiple programs may be in your area. You are able to search multiple events at the same time.
 If something a program/event is not listed, please use your regional contact.
 http://www.usfirst.org/regional-contacts.
- Select the Country
- Select State/Province OR type in your Zip/Postal Code
- Click "Search Events"

Select Event(s)		
 indicates a required section or field Apply for an Event Select Program(s): FRC - FIRST Robotics Con 		You are able to search multiple programs in a given area. Select all programs you are interested in.
 FRC - <u>FIRST Robotics Con</u> FTC - <u>FIRST Tech Challen</u> FLL - <u>FIRST LEGO League</u> Jr.FLL - <u>Junior FIRST LEG</u> 	ge	
Select Country:	-Select-	•
• Select one of the following op	otions:	
> Select State/Province - or -	-Select-	¥
> Specify Zip/Postal Code		and Radius: 10 miles V
Search Events Clear Search	Don't see your state Find a local/regiona	:/province or any events in your area? <u>I contact</u> !

- Events will populate at the bottom of the screen.
- Click on the "Select" hyperlink, adjacent to the event the User would like to volunteer.

т	<u>90</u>				
	Select	Event Type	Event Name	Location	Date
	<u>Select</u>	FIRST	FIRST Event	City, State/Province	MM/DD/YYYY - MM/DD/YYYY
7					

- Fill out the Role Application and Click "Submit" (See "Add Role" Instructions below)
- Fields marked with a **Red Dot** are required.



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"

Select Roles	for Event				
	equired section or field	Event			
Program FIRST	Event FIRST Event		Location City, State/Province	Date(s) MM/DD/YYYY - MM/DD/YY	ΥY
Select one or r (First Selection may be selector For more infor	n = highest preference). Ro ed for this event. mation on a role, select it, t	le is added to box in R	to add to the selection list at right, i ed; use arrows at right to adjust pro e Description below (displays in a	eference settings. Up to five roles	
Assign me as neede Audio Visual Field Builder Assista Field Builder Kickoff Coordinator Kit Distribution Robot Quick Build T Team Check-In/Reg Workshop Trainer	Assistant dinator on Build Trainer In/Registration	Add> <	First Selection Second Selection -> <remove Third Select</remove 	ection:	+
			Fourth Selecti		+
• Select Da	ay(s) Available:	_	'hursday (MWDD) Friday (MWDD	Please select ALL days you are available.	

- When applicable, pre-event/post-event dates will be displayed in unbolded red.
 - NOTE: Although listed, not all events will need volunteers on these dates. Please apply to ALL dates that you can volunteer, commenting on any time restrictions that you may have on those dates.



- NOTE: If you have specific times you are available, please add that into the "Time Availability/Comments" section.
- After selecting roles and days available, click "Apply For Selected Role(s)

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

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 NOR 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.



Step 5: 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 the next time you login to VIMS.
- Please Read Instructions & Click "I Agree to Screening".

YPP Screening Required

Youth Protection Program (YPP) Screening Required

Per the policies of the *FIRST*Youth Protection Program, all US and Canadian volunteers applying for an event role should complete the screening process. This screening is performed by a separate company.

Visit the <u>FIRSTYouth Protection Program home page</u> for additional information, and to view a brief video explaining the program.

You may complete screening at a later time using the Continue VIMS button, continuing to run VIMS in this login session.

Please note that you will not be eligible to be assigned to a role at a *FIRST* event until you have completed the screening form and passed screening. We therefore encourage you to begin the screening process as soon as possible.

	TETY PIRST
Go to Screening Website	Continue VIMS

Click on "Go to Screening Website"

- You will be redirected to the Screening Website (Verified Volunteers).
- If you choose to "Defer: Continue VIMS"
 - You will be able to apply to additional events and update your profile, but until you have completed and passed the screening process, you will not be able to be assigned to any event.
 - o The next time you Log In to VIMS, you will automatically prompted to continue to screening.

	Youth Protection Program (YPP) Screening Incomplete Per the policies of the <i>FIRST</i> Youth Protection Program, all US and Canadian volunteers applying for an event role should complete the screening process. According to <i>FIRST</i> is records, your screening form is currently incomplete . Follow the steps below to return to the screening website to complete the form.	
v	Visit the <u>FIRSTYouth Protection Program home page</u> for additional information, and to view a brief video explaining the program.	IRST events.
	Step 1: Begin by selecting the I Agree to Screening button below.	
	Step 2: The button text will change to Go to Screening Website, and will then take you to the screening company's website where you can start the screening process.	
	You may complete screening at a later time using the Continue VIMS button, continuing to run VIMS in this login session.	I forgot my password
FIRST*Tech Challen	Please note that you will not be eligible to be assigned to a role at a <i>FIRST</i> event until you have completed the screening form and passed screening. We therefore encourage you to begin the screening process as soon as possible.	
Voluntee	I Agree to Screening	
IIV	Continue VIMS	
FIRST extends our greatest tha		Start Here
make our programs successful. and making a difference in the l	we thank you for supporting our mission,	

- For a complete guide on the Screening Process, please visit: <u>http://www.usfirst.org/community/volunteers/volunteer-coordinator-resources</u>
- For current information about the *FIRST* Youth Protection Program, please visit: <u>http://www.usfirst.org/aboutus/youth-</u> protection-program

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 After successfully submitting your YPP screening, you will be presented the below message to indicate that your Screening is in Progress. Screening on average takes 8-36 hours to complete.

Login

 NOTE: If you cannot see the buttons to move to the next step, change the resolution of your screen by zooming out (Windows: "Ctrl" and "-"; Mac: "Command" and "-")

Youth Protection Program (YPP) Screening In Progress

Thank you for completing the YPP screening form for US volunteers. Your screening is now in progress and you do not have to take any further action at this time.

T/

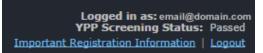
Once you have passed screening, you will be eligible for assignment to your *FIRST* event role applications.

The Continue VIMS button below will resume VIMS operation.



Significance of YPP Screening Status

- The screening status is located at the top right hand corner of each page in VIMS, above the Logout button.
- Passed passed screening



• Unscreened – have not submitted your screening request



- Why this may happen and how to address this?
 - Have not applied to a *FIRST* event. *Apply for an event and go through screening*.
 - Chose to "Defer" screening. Upon login, select "I Agree to Screening".
 - Did not click "Submit" in Verified Volunteers. Return to Verified Volunteers, use your username/password and login. Complete the 4 Step Verification Process.
 - https://app.verifiedvolunteers.com/Mains/Home
 - Only use this option if you have created a Verified Volunteers profile. You MUST create a profile by applying to a *FIRST* event in order for your screening to be linked to *FIRST*.
- Screening in Progress *screening has been submitted*

Logged in as: email@domain.com YPP Screening Status: Screening in Progress Important Registration Information | Logout

- Screening may take as long as 8 to 36 hours.
- If you have concerns over your screening, please contact <u>safetyfirst@usfirst.org</u>.
- Incomplete Screening has not completely submitted screening or information on Profile needs to be updated

 Logged in as:
 email@domain.com

 YPP Screening Status:
 Screening Form Incomplete
 Go To Screening

 Important Registration Information
 Logout
 Logout

 If the zip code or date of birth of the volunteer does not match on the "Your Profile" page and what the volunteer enters in Verified Volunteers, an *Error Message* will appear. Return to VIMS and check "Your Profile" in case a typo occurred.

Step 8: 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.

Program	Event Name	Location	Date	Roles	
FIRST Program	Name of Event	City, State/Province	MM/DD/YYYY- MM/DD/YYYY	Role Assigned	
FIRST Program	Name of Event	City, State/Province	MM/DD/YYYY- MM/DD/YYYY	Role Assigned	

- All role assignments will be listed in this location. If you require further explanation or can no longer volunteer, please contact your Volunteer Coordinator as soon as possible.
- If you need assistance during this process, please contact <u>volunteer@usfirst.org</u>.



VIMS Video Tutorials

How to Create a New VIMS Account



Click on box above to play the "How to Create a New VIMS Account" video. If you are unable to play the video, <u>click</u> <u>HERE</u>.

How to Apply to an Event



Click on the box above to play the "How to Apply to an Event" video. If you are unable to play the video, click HERE.

How to Report a Bug

There are two ways to report a bug in the FIRST Volunteer Information Matching System.

- Complete the online form.
 - You can be taken directly to this page here: <u>http://www.usfirst.org/community/volunteers/report-issue</u>

VIMS and VMS Is	sue Reporting Form
	below regarding issues or suggestions is essential to maintaining and developing our ou for taking the time to provide feedback.
*Required	
F	irst Name *
Ĺ	ast Name *
	mail Address *
	inali Auuress
E	Browser "
	What browser were you using when error occurred? (i.e., Chrome, IE, Firefox, Safari)
	Description *
	Description of issue or suggestion: (Please provide as much detail as possible.)
	Submit

o It is also located on the VIMS Landing Page, click "Report an Issue"

VIMS 2014 Volunteer Information and Ma	
VIMS helps <i>FIRST</i> match people wi	th volunteer opportunities at <i>FIRST</i> events.
TYFEL FLL	EMAIL
Junior FIRST'LEGO'League FIRST'LEGO'League	PASSWORD I forgot my password
FTC FRRC. FRST*tech Challenge FRC. FRST*techolog Competition	Login »
Volunteer Screening Process	
VIMS User Guide	
RST extends our greatest thanks to the thousands of volunteers who ke our programs successful. We thank you for supporting our mission, d making a difference in the lives of our young people.	New Volunteers: Start Here [Must be 13 or older] Create FIRST Account

- Email <u>volunteersystems@usfirst.org</u>
 - Please be detailed.
 - If possible, please include Screenshots.

