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

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

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.

Table of Contents

FOR INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY

Step 1- Click on "Create *FIRST* Account"

- Navigate to the Volunteer Information Matching System (VIMS) landing page: https://my.usfirst.org/FIRSTPortal/Login/VIMS_login.aspx
- 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 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. 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.
-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.**

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.

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 Volunteer Consent and Release Agreement

Participant First Name: Participant Last Name: Parent/Guardian Name (if participant is under 18 years old):
Legal First Name   Legal Last Name

Participant Date of Birth [mm/dd/yyyy]   Email Address (of Parent/Guardian if participant
(if participant is under 18 years old):   is under 18 years old, of participant otherwise):
                                           tdegiso@usfirst.org

Participant Address: Participant City: Participant State/Prov.:
Address Listed   City Listed   State/Province Listed

Participant Country: Participant Program/Team Number:
Country

If changes are required, visit Your Profile (above right)

The Participant identified above ("Participant") desires to participate (as a team member, coach, mentor, judge, or in some other manner) in the FIRST® Robotics Competition, FIRST Tech Challenge, FIRST LEGO® League, Junior FIRST LEGO League, or another FIRST program (the "Programs"). As a condition of allowing Participant to participate in a Program, United States Foundation for Inspiration and Recognition of Science and Technology ("FIRST") requires that the Participant (by his or her Parent/Guardian if under 18 years of age) agree to the terms of this Consent and Release Agreement.

1. Participant (and the Parent/Guardian of a Participant under 18 years of age) understands that participation in the Program will expose Participant to risks of injury including, without limitation, injury from: building, lifting, and using electrical/mechanical robots and robot components; using tools; other participants; dancing and other associated activities. Participant (and the Parent/Guardian of a Participant under 18 years of age) understands that FIRST does not select, employ, supervise or otherwise exercise authority or control over the coaches, mentors, and other participants in the Program. Participant, if 18 years of age or older, acknowledges and agrees that he/she is primarily responsible 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

Participant (and the Parent/Guardian of a Participant under 18 years of age) has read this document and understands that this Consent and Release Agreement includes a waiver of the right to make injury claims that is intended to be legally binding. By signing below, Participant (and the Parent/Guardian of a Participant under 18 years of age) agrees to this Consent and Release Agreement.

Please select one of the options below.

☐ Checking this box constitutes my online signing   Name of Signer:
  of this Consent and Release Agreement.   Date:

☐ I am printing this Consent and Release   Signature: _____
  Agreement   Printed Name of Signer: _____
  for in-person submission at a FIRST event.   Date: _____
  [Print Agreement]

☐ I will complete the Consent and Release Agreement at a later time.

[OK / Close Form]

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".

FIRST FOR INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY

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.

You may update your selection at any time by clicking Consent & Release

Step 2: Activate Account

A "Thank You" Screen will pop up once the User has submitted their profile information. Click "Close" 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.

- 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.

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]

This button will redirect you to the VIMS landing page. Login in with the email/password you have just registered.

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.

> Make sure to list any experiences that may be relevant to volunteer roles that you may be interested in.

Step 4: Find & Apply to a *FIRST* Event

My Volunteer Role Applications & Assignments Page

- **Volunteer Role Applications Section** - 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".
  - o 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

- 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

Volunteer Role Assignments
> None Found

- My *FIRST* Account
- LogOut
- Your Profile

VIMS

About You

Expertise

Volunteer Role Applications

Terms & Conditions

Consent & Release

- 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"

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

- 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"

- 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)

- 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.
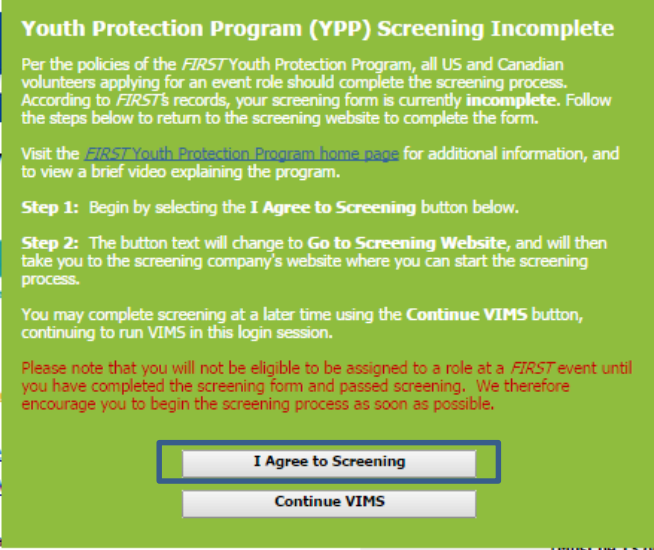- Please Read Instructions & Click "I Agree to Screening".

Click on "Go to Screening Website"

- You will be redirected to the Screening Website (Verified Volunteers).
- If you choose to "Defer: Continue VIMS"
  o 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.

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

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*
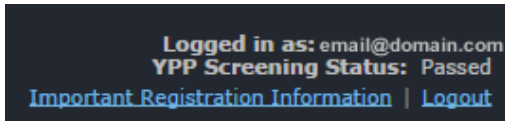
- Unscreened – *have not submitted your screening request*
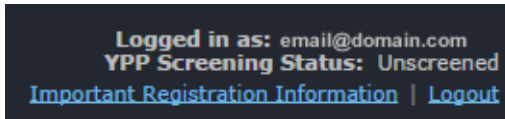
  - o Why this may happen and how to address this?
    - ▪ Have not applied to a *FIRST* event. - *Apply for an event and go through screening*.
    - ▪ Chose to "Defer" screening. - *Upon login, select "I Agree to Screening".*
    - ▪ Did not click "Submit" in Verified Volunteers. - *Return to Verified 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*.

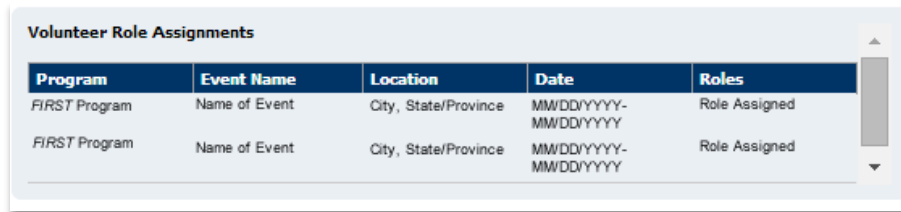- Screening in Progress – *screening has been submitted*
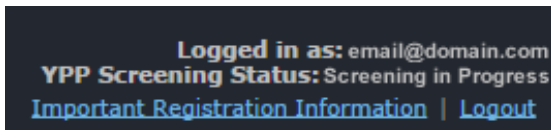
  - o Screening may take as long as 8 to 36 hours.
  - o If you have concerns over your screening, please contact safetyfirst@usfirst.org.

- Incomplete Screening – *has not completely submitted screening or information on Profile needs to be updated*
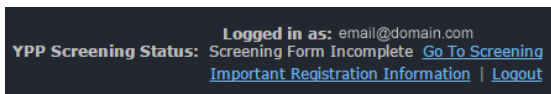
  - o If the zip code or date of birth of the volunteer does not match on the "Your Profile" page and what the volunteer enters in Verified Volunteers, an *Error Message* will appear. Return to VIMS and check "Your Profile" in case a typo occurred.

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.
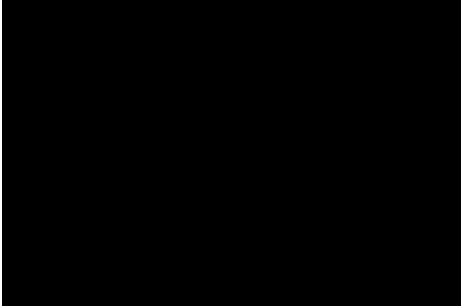

- All role assignments will be listed in this location. If you require further explanation or can no longer volunteer, please contact your Volunteer Coordinator as soon as possible.
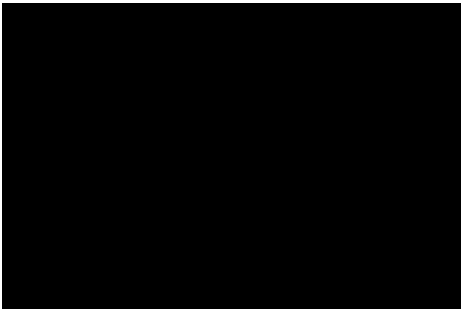- If you need assistance during this process, please contact volunteer@usfirst.org.

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, click HERE.

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: http://www.usfirst.org/community/volunteers/report-issue

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

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