

# Managing Your Team Roster and Uploading Forms

Once your team has been setup in MyCVR, then next step is the setting up your team roster.

## The Three Methods - Choosing the Right Import Method

All members (coaches, students, etc) can be manually added or imported from a previous season, and some members can be imported from *FIRST*. The two main contacts will automatically be added to the team roster if they have (or create) a MyCVR account and link the team to their account. If the main contacts do not have an account or do not make an account, they will need to be manually added.

The three methods:

1. Manual management: Any member can be manually added to the roster using the Add Member button in MyCVR. All information is required when adding the member (name, date of birth, years involved, etc). Forms will need to be manually uploaded / associated using the steps in the forms section below.
2. Importing from *FIRST*: Coaches can be imported from the national registration system when they make an account in MyCVR with a matching email address. Student team members can be imported from the Youth Registration system once their parents complete the paperwork with *FIRST*. This import process will automatically import the Consent and Release Form, but will require Date of Birth and Years Involved to be entered for each member due to limitations with the *FIRST*API.
3. Importing from a Previous Season: if the team participated and registered with MyCVR in a previous season, you can import member data to the current season. No additional information is required and MyCVR automatically increments the Years Involved data, however forms will need to be manually uploaded / associated using the steps in the forms section below.

## Type of Forms and Who Must Submit Them

All team members must have appropriate forms submitted to *FIRST* or Central Valley Robotics before they can participate at a *FIRST* event. There are two main types of forms teams must submit.

### Consent and Release Form

The Consent and Release form must be **completed by all coaches and participants in *FIRST* programs each season**. This form sometimes comes bundled as part of other forms or processes with *FIRST*. The paper version can be downloaded from the [FIRST Dashboard on the Team Contacts page](#).

#### Roles and expectations:

- Coaches will complete this form in a couple of ways:
  - Coaches with Youth Protection Program Screening
    - If the coach has a MyCVR account, MyCVR will automatically mark the form as "complete" in MyCVR when the team is added to the account.
    - If the coach does not have a MyCVR account, the user managing the team will need to manually add the coach to the MyCVR Roster and mark "Check *FIRST* for Form?". CVR will manually check the form when processing forms.
  - Coaches without Youth Protection Program Screening (IE: one of the extra two coaches CVR allows as part of the roster).
    - The user managing the team will need to manually add the coach to the MyCVR Roster and upload the completed paper version of the form.
- Team Members can submit the forms a couple of ways.
  - For members that complete the paperwork through the online Youth Member Registration
    - Coaches can use the "Import from *FIRST*" button to see which members MyCVR can see in the national system. For eligible members, coaches will be able to import the member into the MyCVR roster, which will automatically import the Consent and Release Form. Due to limitations of the information *FIRST* provides to CVR, coaches will need to provide Date of Birth and Years Involved for members imported through this process.
    - Coaches can also choose to manually add the member or import the member from the previous season. Next, mark "Check *FIRST* for Form?" on the upload forms panel. CVR will manually check the form when processing forms.
  - For members that complete the paper version
    - Coaches can also choose to manually add the member or import the member from the previous season. Next, upload the form on the Upload Forms panel.

### Coach Agreement

The Coach Agreement must be completed by all coaches in the Central California area for *FIRST*LEGO League Jr. or *FIRST*LEGO League. This form is not managed by the national registration system and cannot be imported from the national system. The form can be downloaded by clicking [here](#). (Fillable version coming soon).

#### Roles and expectations:

- Coaches will need complete this form and upload to MyCVR: [CVR Coach Agreement.pdf](#)

## Form Processing Expectations

Forms are processed by staff and volunteers for Central Valley Robotics. As such, processing only occurs when these individuals have time available. It can take up to a few days to process. We will coordinate with our volunteers to ensure forms get processed near the important deadlines (event registration, before events, etc)



**MyCVR Guide:** Text guide will be coming later, however you can check out the [MyCVR Walkthrough training session](#) on September 5th, 2019 or its recording for a visual guide to MyCVR.