

FRC Award Entry System (AES) – Quick Start

This first page will cover only the basics of the Award Entry System (AES) and is intended as a Quick Start Guide. For more details and screenshots, please see the following pages.

JAs will need three things in order to use the AES to complete the Award submissions:

1. The Award Entry System Access Code that is emailed to the Judge Advisor two days prior to the start of the event. This code should always start with the letter “J”.
 - a. If you did not receive this email, please let the FTA at the event know and they can get the code from the FMS Support representative.
 - b. Please note this email will come from: fmsdeveloper@firstinspires.org
2. The list of awards and their winners and scripts decided by the judges at the event.
3. The AES Website: <https://frc-events.firstinspires.org/awardentrysystem>

To enter the award winners:

- Login to the portal.
- Click “Edit” on an award and enter the award winner and scripts.
 - The script field should only contain the team-specific portion of the script. The beginning and end of the script, which is always the same no matter who wins, is already stored in the FMS system and will be displayed with the user-entered portion during the ceremony.

Please note that when you click edit on the *FIRST* Leadership or *FIRST* Impact Award, it will take a little longer as it loads the eligible teams for your event.

- Save each assignment.
- Select Next and continue until all assignments are entered.
- Once you have entered the information for all awards and verified the information is correct, click the “Submit Awards to Scorekeeper” button.
- **After successfully submitting**, you may print the award script by clicking “Award Script” which will allow you to print or save it as a pdf to allow someone else to print.

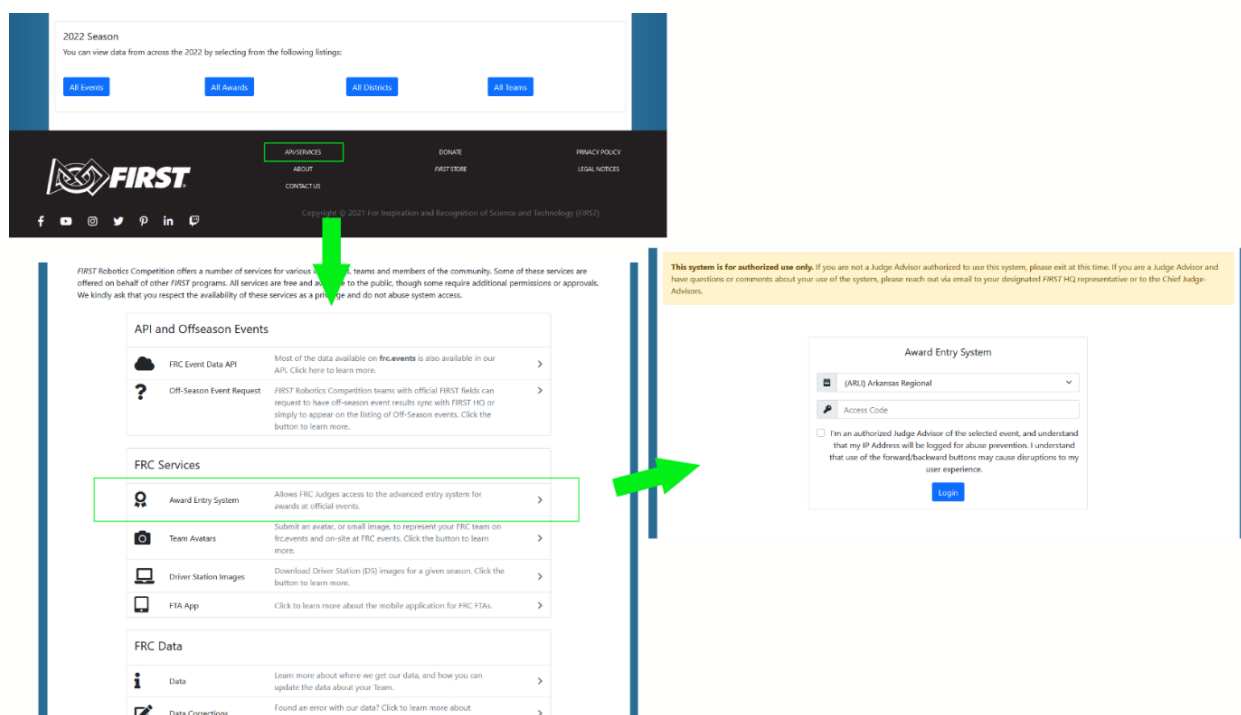
As a reminder, some awards have requirements, and all requirements are noted in the User Guide on the following pages.

If you run into any issues during the event, please connect with the Scorekeeper/FTA who can get updates from *FIRST* Support.

FRC Award Entry System (AES) – User Guide

The User Guide is intended to give Judge Advisors a full walkthrough of the Award Entry System for the *FIRST* Robotics Competition 2026 season. JAs will need three things in order to use the Award Entry System and complete your Award submissions:

1. The Award Entry System Access Code that is emailed to the Judge Advisor two days prior to the start of the event. This code should always start with the letter “J”.
 - a. If you did not receive this email, please let the FTA at the event know and they can get the code from the FMS Support representative.
 - b. Please note this email will come from: fmsdeveloper@firstinspires.org
2. The list of awards and their winners and scripts decided by the judges at the event.
3. The AES Website: <https://frc-events.firstinspires.org/awardentrysystem> or by clicking on “API/Services” at the bottom of the page on <https://frc-events.firstinspires.org/> and then clicking on “Award Entry System” under “FRC Services.” Select the event you are entering awards for and enter the Access Code that has been emailed to you prior to the event.



Please note that Judge Advisors are not responsible for the Woodie Flowers Finalist Award and the Volunteer of the Year Award. The Event Manager will work with the Scorekeeper to have those winners entered and displayed during the ceremonies.

The screenshots in this guide came from accessing a test version.

All Events have Person Awards and Team Awards in separate sections but are all tracked together.

The screenshot shows the Award Entry System interface. Callout 1 points to the 'Judge Resources' dropdown menu. Callout 2 points to the 'Logout' button. Callout 3 points to the 'Awards Assigned: 0 / 17' progress bar. Callout 4 points to the 'FIRST Leadership Award Finalist' entry form, which includes fields for 'Team Number', 'Team Name', 'Person Name', and 'Person ID'. Callout 5 points to the 'Submit Awards To Scorekeeper' button.

At the bottom of the page:

The screenshot shows the bottom of the Award Entry System interface. It includes a blue bar with the text 'Edit Regional FIRST Impact Award' and a green button labeled 'Submit Awards To Scorekeeper'.

The screenshot above has highlighted the key areas of the Award Entry System page. Below are brief explanations of each of these key areas:

1. **Judge Resources:** This button provides a list of links useful to the Judge Advisor when entering winners into the Award Entry System, including the Award Eligibility Table and Judging portals.

The screenshot shows the 'Judge Resources' dropdown menu. It contains the following links: 'Eligibility Table', 'AES User Guide', 'Judging Portal', and 'Judges Box Folder'.

2. **Logout:** This button allows the user to log out of the Award Entry System if they need to step away from their computer and wish to keep the information displayed on the page hidden.

3. **Assignment Progress:** A progress bar indicating how many awards have been assigned out of the total number of awards for the event.
4. **Award List:** This list displays the Award Assignment information that was entered by the Judge Advisor. Below the information for each award, there is an edit button which opens a new page for the user to enter information on the winner of that award. More information on that page is provided in a later section of this guide.
5. **Submit Awards to Scorekeeper button:** This is the button that sends all the Award Assignment information to the Scorekeeper. This button should only be pressed when the information is complete. Once submitted, the Award Assignment data can no longer be updated in the Award Entry System and any edits need to be passed to the scorekeeper.
 - a. Judge Advisors are responsible for printing the award script or working with the event manager to print after submitting.

When the user clicks the “Edit” button on any Award, it will open an Award Assignment page.

The screenshot shows the 'Award Assignment' dialog box. It features a blue header bar with a 'Back to Awards List' button (1). Below the header is a progress bar labeled 'Awards Assigned: 0 / 17' (2). The main content area displays the 'Gracious Professionalism Award' (3) and a 'Team Select' dropdown menu (4). Below the dropdown is a 'Script Help' section with a description of the award. At the bottom, there are three buttons: 'Previous' (5), 'Save Assignment' (6), and 'Next' (7).

The screenshot above has highlighted the key areas of the Award Assignment dialog. Below are brief explanations of each of these key areas:

1. **Back to Awards List Button:** This button will take you back to the list of awards for the event. Make sure to save your progress on the current award before clicking this button!
2. **Assignment Progress:** A progress bar indicating how many awards have been assigned out of the total number of awards for the event before you opened this award.
3. **Award Name:** This will help you remember which award you are currently assigning.
4. **Award Assignment fields:** These fields are where the user enters the information for the winner of the award.

- a. The Team Select box allows the JA to pick one of the team numbers that are at the event and eligible for the current award. This will display the Team Number as well as the Team Name. For the DL Award, the first name of the Nominee will show to help you decipher between two Nominees on the same team.
 - b. The First Name and Last Name fields will only show on person awards (e.g. *FIRST* Leadership Award).
 - c. The script field should only contain the team-specific portion of the script. The beginning and end of the script, which is always the same no matter who wins, is already stored in the FMS system and will be displayed with the user-entered portion during the ceremony.
5. **Previous button:** Clicking this button will take you back to the previous award in the list. Hovering over the button will tell you the name of the previous award before clicking it. This button will become hidden if you have any unsaved changes on the current award.
6. **Save button:** Click this button to save the award information entered in the dialog.
7. **Next button:** Clicking this button will take you to the next award in the list. Hovering over the button will tell you the name of the previous award before clicking it. This button will become hidden if you have any unsaved changes on the current award.

Award Entry Requirement Variations:

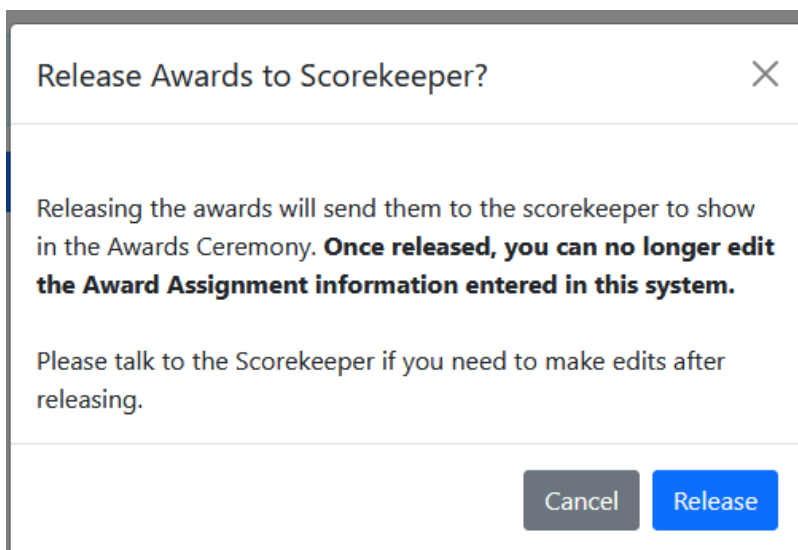
- The *FIRST* Impact Award and *FIRST* Leadership Award use a list of nominees to populate the Team dropdown.
- *FIRST* Leadership Award does not require or allow a script to be entered.
- For District Qualifying Events, District Championship *FIRST* Leadership Award Semi-Finalists will be entered through the Award Entry System. Districts enter either 1 or 2 as assigned by their Senior Judge Advisor.
- *FIRST* Leadership Award, Rookie All Star, and *FIRST* Impact Award have eligibility requirements and will most likely not have the entire list of teams competing at the event in the Team dropdown. These awards will only show teams that are eligible for the awards.
- All awards are required except for Rookie All Star & Rising All Star.

If a field is not required, it will display a message underneath it denoting that is not required and can be left blank.

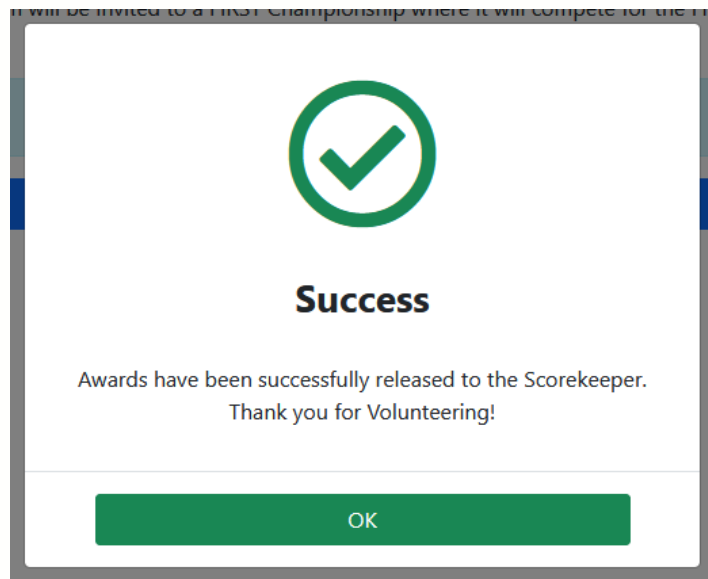
Once you have entered all the information for the Awards and verified the information is correct, close the dialog and click the “Submit Awards to Scorekeeper” button at the top or bottom of the page.

 Submit Awards To Scorekeeper

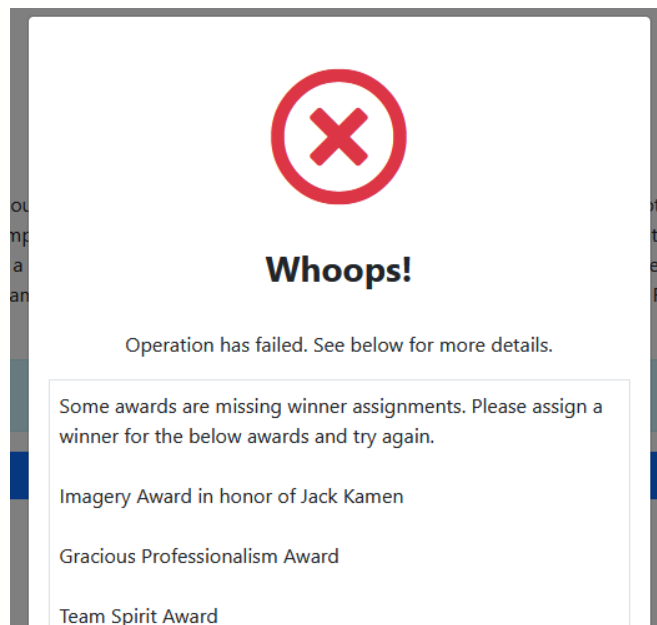
If you are sure that the information is correct, click “Submit” on the confirmation dialog. Once you click “Submit”, the awards run through a validation check before submitting to the Scorekeeper.



If the awards pass the validation check, they will be released, and a success dialog will appear. Click "Ok" to close the dialog box.



If there was an issue with the eligibility check, it will show an error dialog and list the awards that did not pass the eligibility check. Please correct these issues and click the "Submit Awards to Scorekeeper" button again.



Note: If you notice a mistake in the information, after you have submitted the awards to the Scorekeeper, you can still let the Scorekeeper know of the fix that is needed and they can make that change in FMS. Despite this, please double check the information you entered on the awards before submitting to the Scorekeeper.

After submitting the Awards to the Scorekeeper, a button will appear to show the Award Scripts. '

Judge Resources ▾

Award Scripts 📄

Logout ↗

✓ Awards Released!

The awards for this event have been submitted to the scorekeeper. If you notice any issues, please alert the scorekeeper as soon as possible so they can make the update. Thank you for volunteering!

Award Script: This button allows the user to print or save a copy of the script that has been submitted. This button is only shown **after** submitting awards to the Scorekeeper to ensure the validation check has been completed.

Thank you so much for volunteering! If you have any additional questions about using the Award Entry System that is not covered in this document, please reach out to the Global Judge Advisors.

If you have any feedback on the Award Entry System, please send an email to fmsdeveloper@firstinspires.org with your feedback.