



# Lead Coach 1 or 2 Event Preference System User Guide

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



# Event Preference System Summary

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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](#). 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

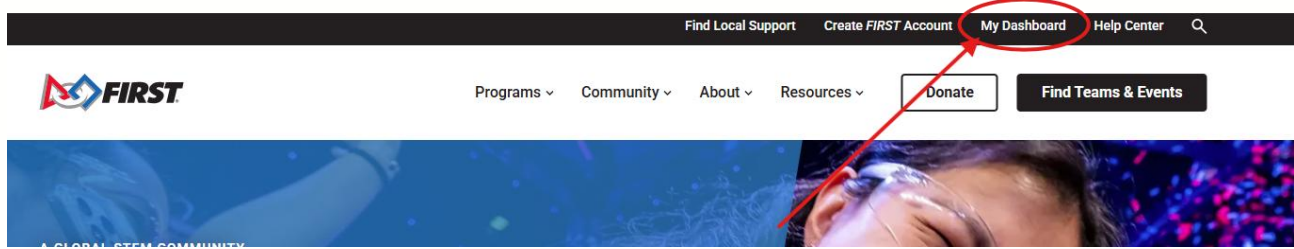
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These are some key points to keep in mind when using this system

- 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. "Event ready" refers to teams with two (2) listed lead coaches and, if they are in Canada or the U.S., with a completed background check. Teams should also complete information related to team profile if listed as an outstanding task.
  - Please note that teams from California and Pennsylvania have additional screening requirements due to local laws. See [this blog](#) for more information.
- There is no event assignment 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 events you 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 in these instructions.
- **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.
- 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](https://www.firstinspires.org).



2. Login to your account.



**Login With *FIRST* Account**

Email Address

Username

Password

Password

☐ Show Password

☐ Remember My Login

Login

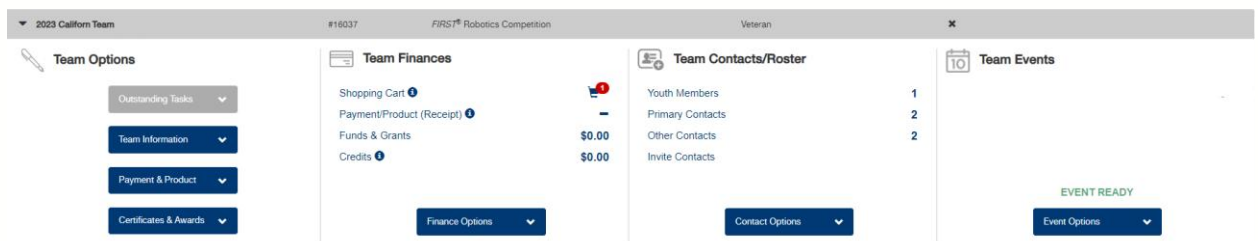
- Your team(s) will appear on the Dashboard under “My Teams”



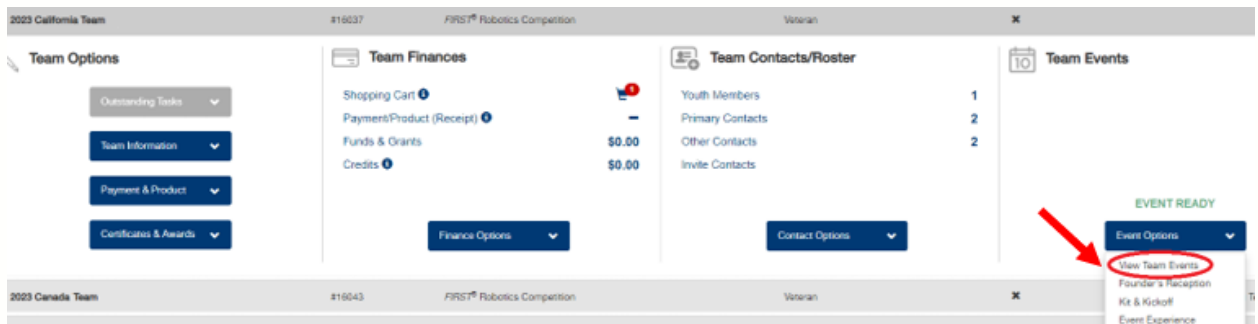
3. Complete any “Outstanding Team Tasks” displaying in **RED**.



4. Click on or select a team to expand for more information.



5. In far-right column “Team Events”, click on “Event Options” drop down menu and select “View Team Events”



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



## EVENTS

**FIRST Robotics Competition Team#**

**FIRST® Robotics Competition:**

Event Preference Registration - Round 1 (1st Regional and 1st District Events) will open 12:00 p.m. noon ET, on September 26, 2024, and close 12:00 p.m. noon ET on October 3, 2024.

Event Preference Registration - Round 2 (2nd Regional and 2nd District Events) will open 12:00 p.m. noon ET on October 17, 2024, and close 12:00 p.m. noon ET on October 24, 2024.

### First Event Preferences ⓘ

During the first Event Preference round, click on the **Add Preference** button. Search for the event and click on the right arrow. A pop-up box will appear with the Event Details. Click on the **Add Preference** button to add the event to your preference list. Repeat steps to preference additional events.

The first event added will default to "Allow Waitlist", but teams can change the "Allow Waitlist" designation to any preferred event. Teams must have one event marked as "Allow Waitlist".

Teams will only be assigned to events they have put on their preference lists. Teams should consider carefully the events they preference, and

**Add Preference**

7. You will be directed to the Event Search screen. Events will display based on your team criteria.
  - a. Regional teams will see Regional Events

## EVENTS

Event Type

Please Select or Type
▼

Event Name

Event Name

**SEARCH**

REGIONAL	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY	
Aerospace Valley Regional	4/1/2025	Lancaster, CA, USA	Open	24	➤
Arizona East Regional	3/17/2025	Tempe, AZ, USA	Open	29	➤
Arizona Valley Regional	3/21/2025	Scottsdale, AZ, USA	Open	30	➤

b. Districts will see District Events within their District

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

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

REGIONAL	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY	
<a href="#">Istanbul Regional</a>	3/6/2019	Bati Atasehir, 34, Turkey	Open	40	<a href="#">➤</a>
<a href="#">Lake Superior Regional</a>	3/6/2019	Duluth, MN, USA	Open	33	<a href="#">➤</a>
<a href="#">Las Vegas Regional</a>	3/27/2019	Las Vegas, NV, USA	Open	5	<a href="#">➤</a>
<a href="#">Los Angeles Regional</a>	3/20/2019	Los Angeles, CA, USA	Open	50	<a href="#">➤</a>

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

Idaho Regional

3/27/2019

Nampa, ID, USA

Open

46

Event Details

Lake Superior Regional

Registration Start:

Registration End:

CONTACT:

Local support contact link:

[www.firstinspires.org/find-local-support](http://www.firstinspires.org/find-local-support)

EVENT DETAILS:

Type: Regional

Event Start: 3/6/2019

Event End: 3/9/2019

Available Capacity: 33

[Event Registration Dates](#)

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

Cancel

ADD PREFERENCE

Duluth Entertainment Convention Ce...

View larger map

WATERFRONT

North Shore Scenic Railroad

Great Lakes Aquarium

Bayfront Festival Park

Duluth Entertainment Convention Center

Aerial Lift Bridge

DECC Arena/South Pioneer Hall

Duluth Entertainment Convention Center 350 Harbor Drive

Duluth, MN 55802 USA

[Directions to the venue](#)



10. 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', indicated by a red arrow. Below the card are 'View Event' and 'Remove' buttons. At the bottom, there is a 'Registered & Waitlisted' section header.

11. 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 2x2 grid. Each card includes the event name, date, status, preference level, waitlist preference, and 'View Event'/'Remove' buttons. The events are: 'Lake Superior Regional' (Level 1, Allow Waitlist), 'Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation' (Level 2, Do not waitlist), 'Northern Lights Regional' (Level 3, Do not waitlist), and 'Minnesota North Star Regional' (Level 4, Do not waitlist).

12. 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.

The screenshot displays the 'First Event Preferences' interface with four event cards arranged in a 2x2 grid. Each card contains the following information:

- Event Name:** Lake Superior Regional, Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation, Northern Lights Regional, Minnesota North Star Regional.
- Date:** March 6, 2019 (for Lake Superior and Northern Lights), March 27, 2019 (for Minnesota events).
- Status:** Preference Choice.
- Preference Level:** A dropdown menu. Red arrows point to the dropdowns for Lake Superior Regional (set to 1) and Northern Lights Regional (set to 3).
- Waitlist Preference:** A dropdown menu. For Lake Superior Regional, it is 'Allow Waitlist'. For the other three events, it is 'Do not waitlist'.
- Buttons:** 'View Event' and 'Remove'.

13. 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.

This screenshot shows the same 'First Event Preferences' interface, but with changes to the 'Waitlist Preference' dropdowns. Red arrows point to the 'Waitlist Preference' dropdowns for the following events, all of which are now set to 'Do not waitlist':

- Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation
- Northern Lights Regional
- Minnesota North Star Regional

The 'Lake Superior Regional' event remains unchanged with its 'Waitlist Preference' set to 'Allow Waitlist'.

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](mailto:customerservice@firstinspires.org) or 1-800-871-8326 ext. 0.