Lead Mentor 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

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 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). So, every team that has entered a preference list for this first round will either be registered for an event 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 this 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 for this second round will either be registered for an event or waitlisted for an event.

The third period of registration will be '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

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

- 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 and wish 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 reset between the first and second rounds. During the second round, you will start with a clean slate.

- Only the Pacific Northwest, Indiana, Michigan, and North Carolina Districts 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.
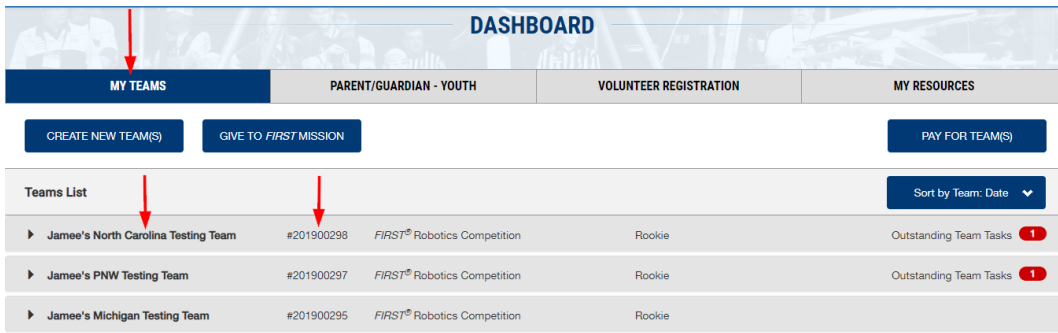
Instructions

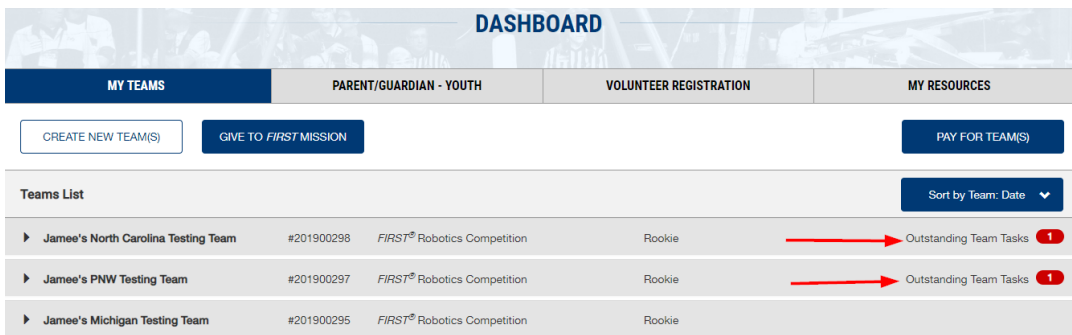1. Click Log In button on top right corner of www.firstinspires.org.
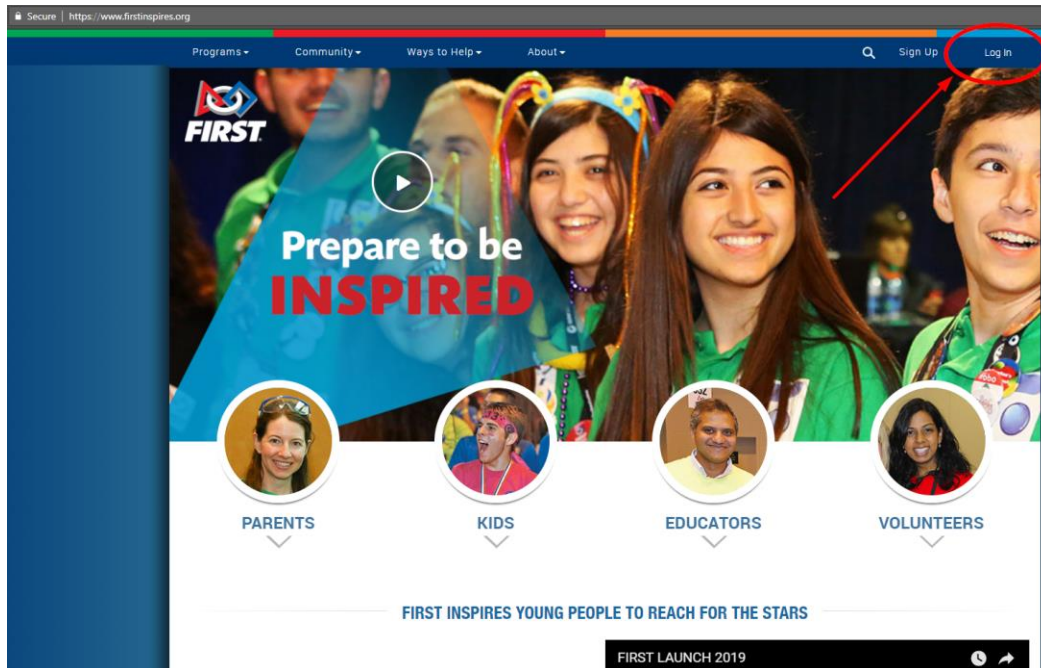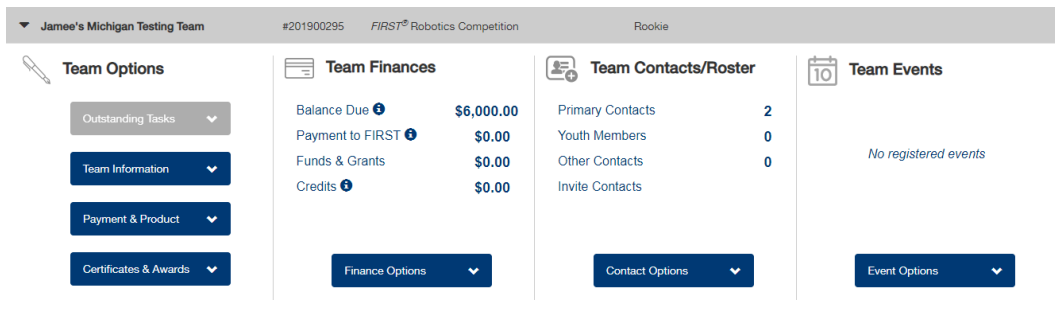

2. Login to your account.
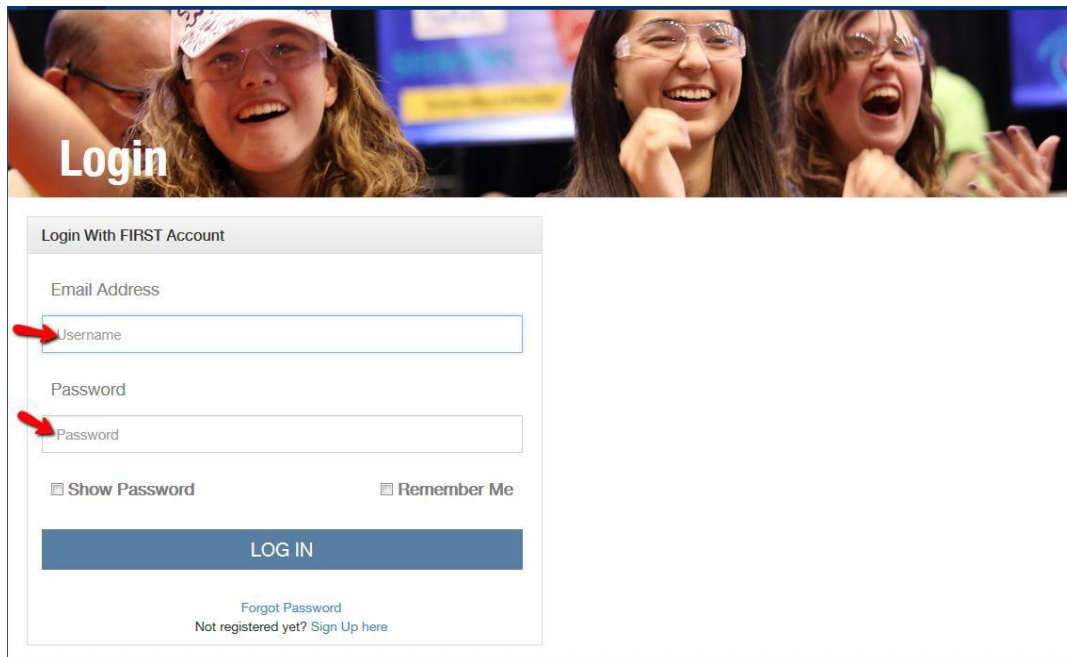
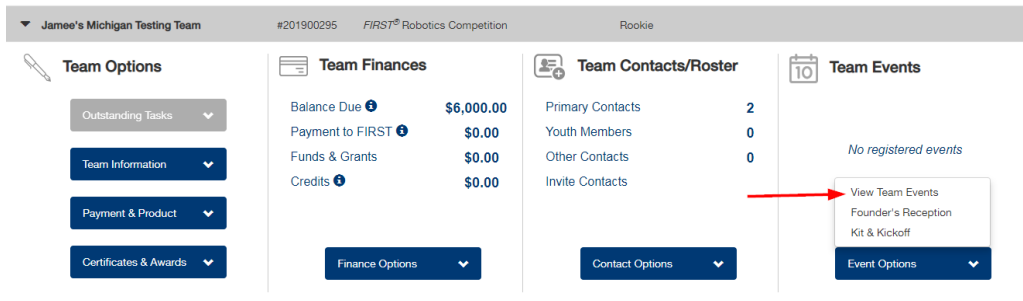3. Your team(s) will appear on the Dashboard under "My Teams"

4. Complete any "Outstanding Team Tasks" displaying in RED.

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

6. In far-right column "Team Events", click on "Event Options" drop down menu and select "View Team Events"

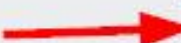7. The Events screen will open. Click "Add Preference" button

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

b. Districts will see District Events within their District

c. Indiana, Michigan, Pacific Northwest, and North Carolina 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.

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

10. Event Details pop-up will appear. Verify that this is the correct event. If yes, click "Add Preference" button. If no, click "Cancel" button.

11. Your first event preference will always default to "Allow Waitlist".
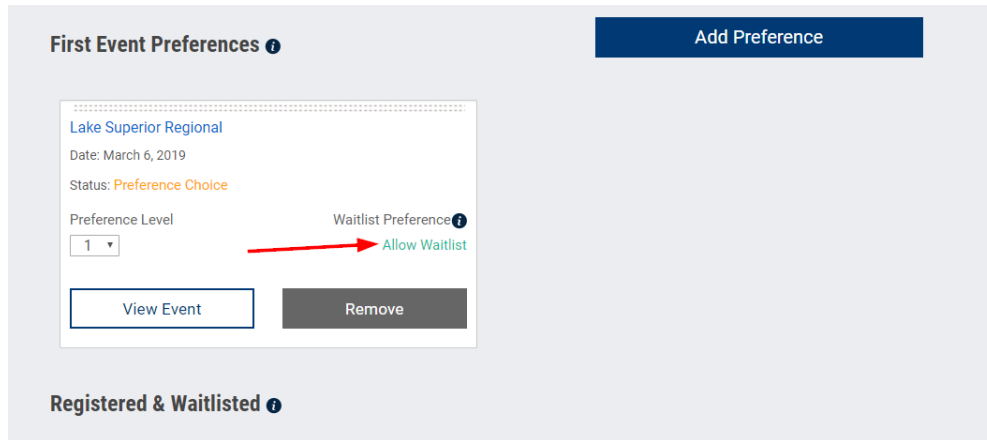

12. You can preference as many events as you would like.
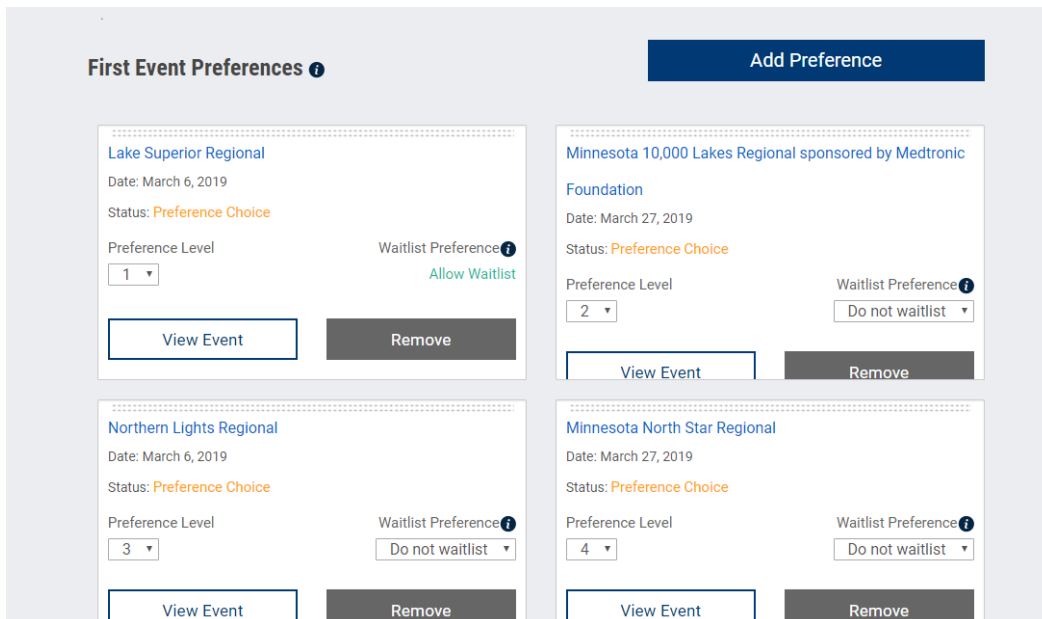
13. You can change the preference level selection by changing the number in the drop-down menu or by dragging and dropping events into the order you would like. The information you see on this screen is automatically submitted to the system. There is no 'Save' or 'Submit' button. If you change any information on this screen, those changes are saved automatically.
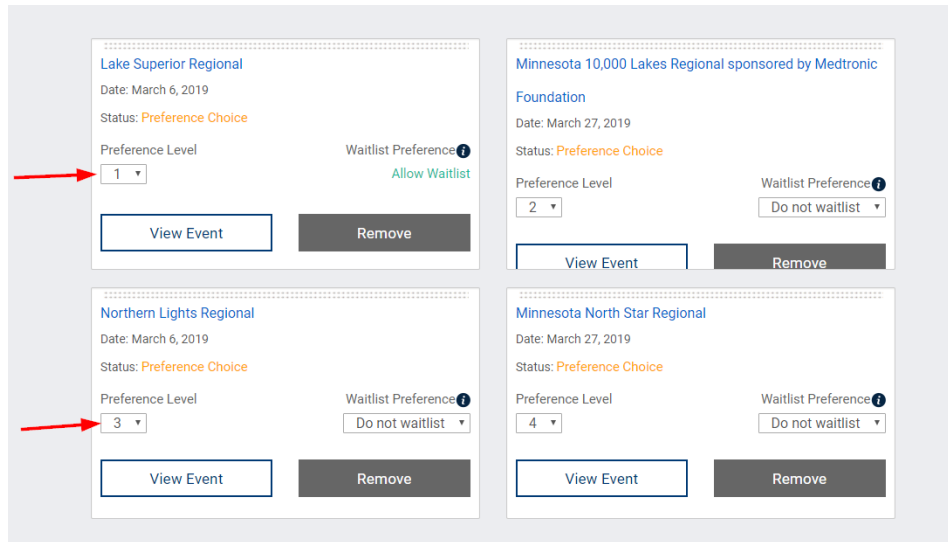
14. You can change the Waitlist Preference selection on any of your events with the selection in the drop- down menu. You will always show 'Allow Waitlist' for one event. The system will not allow you to select 'Do Not Waitlist' for all events.
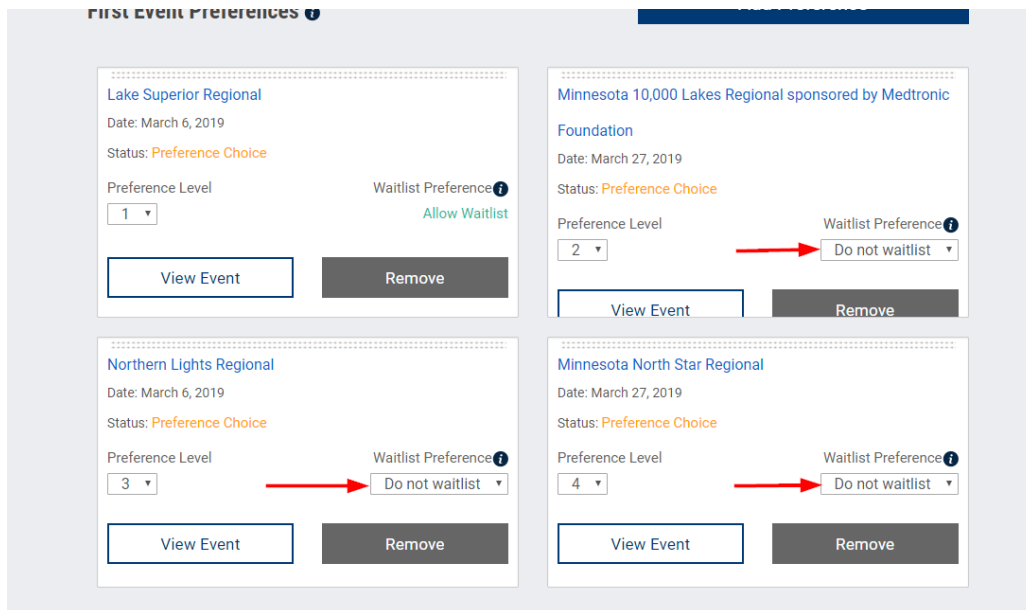
You may come back at any time while preferences are open to make changes to your preference selections.

If you need assistance, please contact firstroboticscompetition@firstinspires.org or 1-800-871-8326 ext. 0.