2021-2022 FIRST® Tech Challenge

Event Administrator – Remote Events
Sponsor Thank You

Thank you to our generous sponsors for your continued support of the FIRST® Tech Challenge!

FIRST® TECH CHALLENGE
SEASON PRESENTING SPONSOR

Raytheon Technologies

FIRST® TECH CHALLENGE
PROGRAM SPONSOR

Qualcomm

FIRST® TECH CHALLENGE
KEY SPONSOR

PTC
Volunteer Thank You

Thank you for taking the time to volunteer for a FIRST® Tech Challenge event. FIRST® and FIRST® Tech Challenge rely heavily on volunteers to ensure events run smoothly and are a fun experience for teams and their families, which could not happen without people like you. With over 6,500 teams competing yearly, your dedication and commitment are essential to the success of each event and the FIRST Tech Challenge program. Thank you for your time and effort in supporting the mission of FIRST!

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/20/2021</td>
<td>Initial Release</td>
</tr>
</tbody>
</table>

Contents

Contents 3

Introduction 5

What is FIRST® Tech Challenge? 5

Gracious Professionalism® 5

FIRST Privacy Policy 5

Volunteer General Information 6

Volunteer Training and Certification 6

Volunteer Minimum Age Requirement 6

Key Volunteer Role Minimum Age Requirement 6

Bring a Friend! 6

Job Description 7

Overview of Responsibilities 7

Pre-Event Day Responsibilities 7

Event Day Responsibilities 8

Introduction to the Event Administrator for the FTC Scoring System 8

Event Management Workflow Chart 9

Step 1: Submit Event Requests in FTC Scoring. 9

Step 2: Assign Volunteer Roles is VMS 10

Step 3: FTC Scoring Synchronizes Data 10

Step 4: PDP/Event Admin. View – Configure the Remote Tournament Event in FTC Scoring 10

   - League Configuration 12
   - Associate a league to the event, if necessary. 12
   - Define remote event submission window. 13
Add teams to the event. This will only add the team administrator (lead coach one or two). The team administrator in the FTC Scoring system has access to the Judging link for teams to be able to upload submission documents and access the video conferencing url.

Add Event Users that have been assigned roles in VMS with their FIRST dashboard accounts.

   Remote Judging Assignments

   a. 16

Step 5: Team View – Team Administrator Adds Users

Step 6: Team View — Team(s) Scores Their Remote Matches

   Path 1 – Team has access to a reliable Internet connection.

   Path 2 – Team does not have access to a reliable Internet connection.

Step 7: Team View — Remote Judging

Step 8: Judge Advisor View – Judging Materials Submission Window

Step 9: PDP or Event Admin Creates Judging Schedules

   Set number of panels, session duration, and time windows:

   Advanced Options for Judging Schedules

   Build the Judging Schedule:

   Assign Judges to the Panels or Groups:

   Video Conferencing: External

   Embed video conferencing link into judging sessions (External tools ONLY):

   Video Conferencing: Internal

Step 10: Judge View – Judging Schedules and Interviews

   Judges login to FTC Scoring system and select specified event.

   Select the Judging option:

   Select the Judging Schedule option:

   Judge Notes

   Deliberation Room

   Eligibility Report

Step 11: FTC Scoring for Awards

Step 12: Publish Event Results

Step 13: Results Appear on Website

Step 15: Privacy Protection

Appendix A – Resources

   Game Forum Q&A

   Volunteer Forum

   FIRST Tech Challenge Game Manuals

   FIRST Headquarters Pre-Event Support
**Introduction**

**What is FIRST® Tech Challenge?**
FIRST® Tech Challenge is a student-centered program that focuses on giving students a unique and stimulating experience. Each year, teams engage in a new game where they design, build, test, and program autonomous and driver operated robots that must perform a series of tasks. To learn more about FIRST® Tech Challenge and other FIRST® Programs, visit [www.firstinspires.org](http://www.firstinspires.org).

**Gracious Professionalism®**

FIRST® uses this term to describe our programs’ intent.

Gracious Professionalism® is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community.

Watch Dr. Woodie Flowers explain Gracious Professionalism in this [short video](http://www.firstinspires.org).

Learn more about the roles of volunteers on our [Volunteer Resources page](http://www.firstinspires.org), “Volunteer Role Descriptions”.

**FIRST Privacy Policy**

FIRST takes the privacy of our community seriously. As a nonprofit and a mission-driven youth-serving organization, we are compelled to understand who we are serving, how our programs are performing, and make improvements so that we can achieve our goals of making FIRST accessible to any youth who wants to be part of the fun, exciting and life-changing experience. Thus, we need to collect certain personal data from participants and volunteers to ensure we are meeting our goals and responsibilities as a youth-serving nonprofit organization.

As a volunteer, you may be asked to handle the personal data, or personally identifiable information (PII), of coaches, team members, and even other volunteers. It is critical that you understand and follow the [FIRST Privacy Policy](http://www.firstinspires.org) and complete any data protection and privacy training required by your role. If you have any questions regarding data protection and privacy, please reach out to the FIRST Data Governance Team at privacy@firstinspires.org.

**Volunteer General Information**

**Volunteer Training and Certification**
To Access BlueVolt and Complete a Volunteer Role Training Course:
Once you have applied for a volunteer role that requires certification a link will appear in your FIRST dashboard that will connect you to our learning management system BlueVolt.
1. Login to your FIRST Dashboard
2. On the grey menu below “Dashboard” Click on “Volunteer Registration”
3. Click on “Roles Missing Certification”
   a. Click into the link to “Review Outstanding Tasks” which will take you to the BlueVolt site where you can complete your certifications and sign up for new training

**How to Access BlueVolt After Certifications are Complete:**
Once you complete your certifications, you will no longer see a “Roles Missing Certification” link or a link to “Review outstanding Tasks” to get to BlueVolt. If that is the case, follow the steps below to access BlueVolt courses and updates.

1. Login to your FIRST Dashboard
2. At the top right of the page, click on the dropdown under your name and go to “My Profile”
3. Once there, on the left menu of the page, click on the “Certifications” link which will take you to the BlueVolt site where you can view/print your existing certifications and sign up for new training

If you have applied for a role but do not see the link to training in your dashboard, or you have other training related questions please email FTCTrainingSupport@firstinspires.org.

**Volunteer Minimum Age Requirement**
The minimum age requirement of a FIRST volunteer is **13 years old**.

A minor must have a parent or guardian give written permission to volunteer. In addition, the FIRST Consent and Release Forms will need to be signed by a parent or guardian in the Volunteer Registration system for any volunteer under age 18.

**Key Volunteer Role Minimum Age Requirement**
Volunteers MUST be at least 21 years old before they can serve in a key volunteer role for the FIRST Tech Challenge. Key volunteer positions include: event administrator, volunteer coordinator, head referee, judge advisor, field manager, field technical advisor, lead robot inspector, lead field inspector, and lead scorekeeper. Local program delivery partners can make case by case exceptions to these guidelines by contacting FIRST for approval.

**Bring a Friend!**
Volunteers are a huge part of the FIRST Tech Challenge Program and help to inspire students to seek out careers in science, technology, engineering, and math (STEM). FIRST Tech Challenge needs your help in recruiting new volunteers to keep our programs thriving for future generations! If you have a friend or co-worker you think would be interested in volunteering at an event, there are just a few easy steps to help get them involved!

1. Check out our full list of volunteer opportunities online!
2. Have them apply for the Event in the Volunteer Registration System. Volunteers must be screened before volunteering.
3. Have them contact Firsttechchallenge@firstinspires.org with any questions they may have.

If they are concerned about jumping in head first, no worries! Job shadowing at a FIRST Tech Challenge Event is a great way to get a taste of what a full day’s worth of competition looks like. New volunteers can discover ways they can fit their personal skills into a volunteer position!
Job Description

- **Physical/Technical Requirements:**
  - Technical – MODERATE
  - Physical – LOW
  - Administrative – HIGH
  - Communication – HIGH

- **Time commitment:** Event admin should read this manual before the event. They should speak to the tournament director or program delivery partner to check for additional requirements, such as meetings before the event. The estimated training time is two to four hours.

Overview of Responsibilities

The event administrator is a key role that acts as a substitute for the PDP level of access to the FTC Scoring system. Due to the nature of the role, the volunteer in this role is required to have PDP level screening for YPP. The role is given access to system users for a region's events in order to configure the event: event submission window, add/edit teams, judging submission windows, set up judging sessions and other features for a remote event.

Tasks may also include:

- Inviting event management staff, coaches, and volunteers to create accounts and certify.
- Assigning volunteers to designated roles in Volunteer Management System (VMS).
- Managing event schedule, including opening/closing ceremonies and assigning teams, judges and the judge advisor.
- Add and distribute links for virtual judging sessions.

Pre-Event Day Responsibilities

The event administrator is responsible for the event setup in the event management software, FTC Scoring. To properly ensure that the system users, judge advisor, judge, coaches and teams, scorekeepers and potentially volunteer coordinators, have access to the event, the event should be setup in the system at least a week prior to the event start date. Make sure to communicate user access to the users and distribute schedules of events and deadlines – match play, submission uploads, judging sessions.

Note: Reading through the FTC Scorekeeper guides will give you a robust understanding of the FTC Scoring system.

Event Day Responsibilities

The event administrator or PDP will be responsible for the event management system, FTC Scoring, support for all users. This includes team support for remote events regarding match play issues and uploads, submission issues, judging session issues, judging session support for volunteers that need access.
This role may also be the point-of-contact to FIRST Tech Challenge HQ for technical and event support through email: Firsttechchallenge@firstinspires.org or phone calls to the support line(s). Please add these numbers to your cell phone contacts.

- Day of event robot control system and scoring system support: 603-206-2450
- All other day of event support: 603-206-2412
Introduction to the Event Administrator for the FTC Scoring System

Congratulations! You’re on your way to becoming a certified FTC Event Administrator for event management and configuration using the FTC Scoring system. This guide provides steps for managing a remote event using the FTC Scoring system. This document features the FTC Scoring system as the platform for event requests (creation, editing and deleting) AND a remote event with judging. It is worth reviewing the Scorekeeper documents on the FIRST website.

Event Management Workflow Chart

<table>
<thead>
<tr>
<th>List of Actions</th>
<th>FTC Scoring System</th>
<th>FTC Live</th>
<th>Spreadsheet and email</th>
<th>Video Conferencing</th>
<th>VMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Request Creation</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access Volunteers CSV</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Assign Volunteer Roles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Event Configuration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Define submission window</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Add/Edit Teams</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Add/Edit Sponsors</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Teams</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>League Creation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>League Add/Edit Teams</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote Scorekeeping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional (in-person) Scorekeeping</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional Judge Assignment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Remote Judge Assignment</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote Judge Panel Assignment for Teams</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Remote Judge Interviews</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Remote Judged Awards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 1: Submit Event Requests in FTC Scoring.

- Only the PDP can submit event details in the FTC Scoring system using the Event Request feature for the region.
- Any changes required to approve the event will be sent via the Notes feature or email ftctraining@firstinspires.org.
- PDP makes needed changes in FTC Scoring>Event Requests (preferred) before the event can be approved.
- Once the event has been edited and approved, FTC staff will upload the event to the Tardis database.
- This manual process occurs bi-weekly (Tuesdays and Thursdays) and approved events will show up within 24 hours of final approval.

Step 2: Assign Volunteer Roles in VMS

- In North America, volunteer assignments should be made through VMS using FIRST dashboard email accounts.
- In 2021-2022, the event admin role should also be added via VMS due to their exposure to user roles and YPP. This role now has screening and certification in the LMS. Note: If adding an event admin manually in the scoring system please verify screening and certification.
- Manual assignment is required for Outside North America (ONA) volunteers at ONA events. These ONA volunteers MUST have a FIRST dashboard account to login to the FTC Scoring system.
- Assignments made in VMS automatically appear in FTC Scoring within 24 hours.
Step 3: FTC Scoring Synchronizes Data

FTC Scoring system synchronizes event data to/from TARDIS database daily. FTC Scoring also synchronizes team data from TARDIS daily.

Step 4: PDP or Event Admin View

Configure the Remote Event in FTC Scoring

- PDP or designated event admin logs into cloud-based FTC Scoring system [https://ftc-scoring.firstinspires.org/](https://ftc-scoring.firstinspires.org/)

- PDP/event admin finds the event listed in region homepage on FTC Scoring system and configures the event. Select the event, then the Manage Event from the event homepage and that takes you to the event dashboard:

> Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”
## USNHTQ1 Dashboard
### USNH Test Qualifier 1

#### Qualifier

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Feature Flags</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Event Users</td>
<td>Optional</td>
</tr>
<tr>
<td>2</td>
<td>Event Configuration</td>
<td>Optional</td>
</tr>
<tr>
<td>3</td>
<td>Add/Edit Teams</td>
<td>0 Teams added</td>
</tr>
<tr>
<td>4</td>
<td>Add/Edit Event Sponsors</td>
<td>0 Teams added</td>
</tr>
<tr>
<td>5</td>
<td>Add/Edit Event Announcements</td>
<td>Optional</td>
</tr>
<tr>
<td>7</td>
<td>Play Event Locally</td>
<td>Incomplete</td>
</tr>
<tr>
<td>8</td>
<td>Publish Event Results</td>
<td>Incomplete</td>
</tr>
<tr>
<td>9</td>
<td>Manual Archive Upload</td>
<td></td>
</tr>
</tbody>
</table>
Remote event submission window.

- The Event Configuration tab on the dashboard will allow you to add a submission window. Remote events require a defined submission window. Event submission windows are limited to 7 days or less.

Add teams to the event.

This will only add the team administrator (lead coach one or two). The team administrator in the FTC Scoring system has access to the Judging link for teams to be able to upload submission documents and access the video conferencing url.
• Teams can be added based on their event participation.

League Configuration

There is a Leagues Quick Start under Scorekeeper available on the website. Once leagues have been set up in FTC Scoring the league can be associated to the event, if necessary.

• FTC Scoring calculates league ranking using available published match results.
Add event sponsors.

Add Event Users that have been assigned roles in VMS with their FIRST dashboard accounts.
- These will appear as “system-generated roles”.
- Manual “Add User” within the FTC Scoring system is not recommended, though may be required for last minute volunteers for Event Admin, Judge Advisor and Judges. You can create a custom role in VMS to check these volunteers for screening and certification. They will need FIRST dashboard account to use the system.

Remote Judging Assignments

Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”
PDP has already assigned roles in VMS (highly recommended) or added volunteer roles manually in FTC Scoring, then the FTC Scoring system updates within 24 hours. **Important Note:** Due to data privacy issues, only the PDP or designated admin can perform this step. Volunteer roles can be assigned manually in FTC Scoring using the Add User button:

![Add User](image)

**Step 5: Team View – Team Administrator Adds Users**

**Important Note:** Only the FTC Scoring system team admins can add more users. Also, only the team admin can access the Join link or URL for judging sessions, upload the judging material and enter team information for the feedback form.

a. Team Administrator logs into FTC Scoring with their FIRST dashboard account.
b. Select the Users option, then Add Users.

- A list of user roles appears. Select user role, as applicable.

Step 6: Team View — Team(s) Scores Their Remote Matches

Path 1 – Team has access to a reliable Internet connection.

a. Select the correct event to play matches.
b. ONLY Team Admin can and should access the Judging button.
c. Select match to play. Matches do not have to be played back-to-back, rather matches must all be played and submitted within the submission window. A team member can be the remote scorekeeper for remote events.

d. Team records match scores as official matches. These are played during the submission window using the FTC Scoring system. Make sure to press “Submit” to continue to the next stage of the match.
If the team does not have access to a reliable Internet connection.

a. Team obtains paper scoresheets (from PDP or someone who has web access and can access the FIRSTInspires.org website). These must be printed out.

<table>
<thead>
<tr>
<th>Scorekeeper</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Scoring System – Program Delivery Partner Guide - updated 10/2/20</td>
<td></td>
</tr>
<tr>
<td>• Scoring System – Team Guide - updated 10/2/20</td>
<td></td>
</tr>
<tr>
<td>• Scorekeeper Manual - updated 11/5/19</td>
<td></td>
</tr>
<tr>
<td>• Scorekeeper Dual Division Guide - updated 9/18/19</td>
<td></td>
</tr>
<tr>
<td>• Scorekeeper Quick Start Guide - updated 9/27/19</td>
<td></td>
</tr>
<tr>
<td>• FIRST Tech Challenge Live</td>
<td></td>
</tr>
<tr>
<td>• Scoresheets:</td>
<td></td>
</tr>
<tr>
<td>• 1 per page red</td>
<td></td>
</tr>
<tr>
<td>• 1 per page blue</td>
<td></td>
</tr>
<tr>
<td>• 2 per page</td>
<td></td>
</tr>
<tr>
<td>• Remote Scoresheets</td>
<td></td>
</tr>
</tbody>
</table>

b. Team records match scores using paper scoresheets.
c. Team forwards scoresheets, Engineering Portfolio, Control Award Form, and completed team info on Judging Feedback Form to someone (Team Admin, PDP, or designated event admin) who has access to the Internet.
d. Mentor, PDP, or admin logs into FTC Scoring system, finds the event, and submits offline match results and judging documents on behalf of the team (must be done while submission window is open).

**Match 1 Review**

<table>
<thead>
<tr>
<th>Autonomous Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autonomous Target:</td>
</tr>
<tr>
<td>Preload:</td>
</tr>
<tr>
<td>Level 3:</td>
</tr>
<tr>
<td>Level 2:</td>
</tr>
<tr>
<td>Level 1:</td>
</tr>
<tr>
<td>Storage:</td>
</tr>
<tr>
<td>Navigated:</td>
</tr>
<tr>
<td>Completely In?</td>
</tr>
<tr>
<td>Delivered:</td>
</tr>
</tbody>
</table>

**Driver-Controlled Scores**

| Level 3: | 0 |  |
Step 7: Team View — Remote Judging

a. Coach selects the Judging button for the specified event.
   - **Important Note:** only team admins can see links in FTC Scoring.

<table>
<thead>
<tr>
<th>Date</th>
<th>Play Matches</th>
<th>Judging</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/9/2021 - 1/11/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/9/2021 - 1/11/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/9/2021 - 1/11/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/9/2021 - 11/22/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/9/2021 - 11/22/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/9/2021 - 12/23/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/23/2021 - 2/2/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation Judging Session 3/3/2021, 04:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow-up Judging Session 3/3/2021, 06:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/23/2021 - 2/2/2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Opens the team admin view of Judging dashboard with three document options and video links:

- Coaches can share a copied link with team members (email, text message, etc.).
- Team members can use a link to join an integrated video session in FTC Scoring without logging into FTC Scoring.
c. Engineering Portfolio submissions (PDF) can be uploaded, viewed and removed.

<table>
<thead>
<tr>
<th>Version</th>
<th>Name</th>
<th>Size</th>
<th>Upload Date</th>
<th>View</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REV-31-1596-PB-01.pdf</td>
<td>156kB</td>
<td>9/15/2021, 03:36 PM</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

USNH Test Qualifier 2
Team 8888 Engineering Portfolio Submission

d. Control Award submissions (PDF) can be uploaded, viewed and removed.

<table>
<thead>
<tr>
<th>Version</th>
<th>Name</th>
<th>Size</th>
<th>Upload Date</th>
<th>View</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REV-31-1596-PB-01.pdf</td>
<td>156kB</td>
<td>9/15/2021, 03:39 PM</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries
e. Team admin can fill out the Judging Feedback Form.

- Feedback will be provided after the event is published.

```
<table>
<thead>
<tr>
<th>Team Number</th>
<th>8888</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Name</td>
<td>Infinity Factor</td>
</tr>
<tr>
<td>City/State/Province</td>
<td>Hollis, NH</td>
</tr>
<tr>
<td>Number of students on the team</td>
<td>0</td>
</tr>
<tr>
<td>What is the one thing your team is most excited to learn or do in this FTC Season (400 characters or less)</td>
<td></td>
</tr>
</tbody>
</table>

0/400 characters

Please describe what Gracious Professionalism means for your team (400 characters or less) |

0/400 characters

The Judges' feedback will appear below after the event has been published.
```
Step 8: Judge Advisor View – Judging Materials Submission Window

1) Judge Advisors can set a judging materials submission deadline within the seven-day event submission window.

2) **Important Note**: The features “Allow Late Submissions” and “Allow Early Judge Access” are **ONLY** for extenuating circumstances and require permission. Please contact JoAnn Halloran at jhalloran@firstinspires.org to discuss the circumstances.

a. By default, judges cannot view uploaded material until after the judging material submission deadline.

<table>
<thead>
<tr>
<th>Team</th>
<th>Engineering Portfolio</th>
<th>Control Award (Optional)</th>
<th>Feedback Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>7078</td>
<td>Not submitted</td>
<td>Not submitted</td>
<td>Not requested</td>
</tr>
<tr>
<td>8888</td>
<td>Portfolio</td>
<td>Control Award</td>
<td>Not requested</td>
</tr>
<tr>
<td>11536</td>
<td>Not submitted</td>
<td>Not submitted</td>
<td>Not requested</td>
</tr>
<tr>
<td>11780</td>
<td>Not submitted</td>
<td>Not submitted</td>
<td>Not requested</td>
</tr>
</tbody>
</table>
Step 9: PDP or Event Admin Creates Judging Schedules

PDP/Admin creates virtual video conference sessions in FTC Scoring; provides a virtual waiting room for teams, and judging deliberation rooms for judges. An option for external video conferencing, such as Zoom, is available too.

- Create a judging schedule in FTC Scoring or Excel spreadsheet.
- Organize the time slot, judge panel or pit-style group and URL’s for these conferences to send to teams and judges/judge advisor.

Set number of panels, session duration, and time windows:

- Select the type of video conferencing you will use – Integrated or External.
- Select the type of interview: panel or pit-style.
  - Panel: two judges (Panel) meet virtually with a team for a specific amount of time. This is used for the initial presentation judging.
  - Pit-style: multiple judges (Group) can visit with a team virtually during a specific amount of time. This can be used for specific awards in follow-up judging presentations.
- Select how many judging sessions a team can participate in (either one or two).
- Advanced options: allows you to add time between time windows.

![Configuration](image)

**Important Note:** Once you’ve selected or deselected the “Pit-style interviews” check box sessions will be called Groups for follow-up/pit-style judging.
Advanced Options for Judging Schedules

This button cascades to allow input of time between sessions. Judges often need to deliberate between the judging interviews for presentation and follow-up/pit-style.

For example, if the time between the start of each session is 30 minutes, and the session duration is 20 minutes, there would be a 10-minute period between the end of the previous session and the start of the next session.
Build the Judging Schedule:
- Ascending, descending, or random.
- Manually.
- Copy and paste from spreadsheet.

Panels for Presentation Judging

Groups for Follow-Up/Pit-Style Judging

Assign Judges to the Panels or Groups:
- Drag and drop a judge’s name to assign a judge to a panel.
- You can move a judge from one panel to another.
- You can also remove a judge from a panel and place them back to unassigned.
- Floating judges can join any session (as can a judge advisor or event admin).
• If you want to have multiple judges join multiple panels, select the “Any judge can join any judging session” option.

Panel Assignment for Presentation Judging

Group Assignment for Follow-Up/Pit-Style Judging

Video Conferencing: External

Embed video conferencing link into judging sessions (External tools ONLY):

• Select the Edit Video Conferencing option for External conferencing tools, ie. Zoom.
● Embed the video links:
**Video Conferencing: Internal**

Choosing the Integrated Conferencing Provider will allow judges, judge advisors and teams to log in to the FTC Scoring system to use the embedded video conferencing. NOTE: Links can also be emailed to team members to participate within FTC Scoring without the student participant having to log in to the system.

![Configuration Image]

**Step 10: Judge View – Judging Schedules and Interviews**

- Judge advisor or event admin can join any panel or group.
- A judge can only join any panel or group that they have been assigned.
- A minimum of 2 judges is required to meet with youth team members.
- The judges control admission of teams to any judging session and select a team member to present.
- Teams do not have access to the Deliberation Room option.
- Judges can use the Deliberation Room together to discuss team submissions and interview sessions.
Judges login to FTC Scoring system and select specified event.

Select the Judging option:
View Judging Schedule, Judge Notes, teams’ Engineering Portfolios, Control Award submissions, and request for Judging Feedback.

Select the Judging Schedule option:
- Deliberation Room: for judges ONLY, embedded with judges notes.
- Presentation Judging Schedule: Initial interview with two judges and one team, embedded with judges notes.
- Follow-up Judging Schedule: One can have pit-style interview with multiple judges and one team OR two judges and one team, embedded with judges notes.
The event’s judging schedule shows the Join links to video conferencing.

- In Presentation Judging, judges can view each panel’s links in:
  
<table>
<thead>
<tr>
<th>Schedule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panel 1</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>3/4/2021, 03:00 PM – 03:30 PM</td>
</tr>
<tr>
<td>3/4/2021, 03:30 PM – 04:00 PM</td>
</tr>
<tr>
<td>3/4/2021, 04:00 PM – 04:30 PM</td>
</tr>
<tr>
<td>3/4/2021, 04:30 PM – 05:00 PM</td>
</tr>
<tr>
<td>3/4/2021, 05:00 PM – 05:30 PM</td>
</tr>
</tbody>
</table>

- In Follow-Up Judging (pit-style), judges can view each Group (awards they are assigned to judging):
● Selecting Join or the Award Group opens the panel or group schedule:
• Two judges must enter the video conferencing session, then Admit the team members by selecting the Visit button.

• A judge can remove a team member.

• Make a team member a Presenter by right-clicking on their name.

Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”
An event's team submissions.

- Blue highlighted submissions allows you to view the document or provide feedback.
- Gray highlighted submissions are not selectable.

<table>
<thead>
<tr>
<th>Teams</th>
<th>Engineering Portfolio</th>
<th>Control Award (Optional)</th>
<th>Feedback Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td>Portfolio</td>
<td>Control Award</td>
<td>✅ Edit</td>
</tr>
<tr>
<td>2844</td>
<td>Not submitted</td>
<td>Not submitted</td>
<td></td>
</tr>
<tr>
<td>2873</td>
<td>Not submitted</td>
<td>Not submitted</td>
<td></td>
</tr>
<tr>
<td>3666</td>
<td>Not submitted</td>
<td>Not submitted</td>
<td></td>
</tr>
<tr>
<td>6174</td>
<td>Not submitted</td>
<td>Not submitted</td>
<td></td>
</tr>
<tr>
<td>7716</td>
<td>Portfolio</td>
<td>Control Award</td>
<td>✗ Provide Feedback</td>
</tr>
<tr>
<td>8081</td>
<td>Portfolio</td>
<td>Control Award</td>
<td>✗ Provide Feedback</td>
</tr>
<tr>
<td>8499</td>
<td>Not submitted</td>
<td>Not submitted</td>
<td></td>
</tr>
</tbody>
</table>

- A flagged document. The flag cannot be removed.
Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”

- Only the Judge Advisor can restore or remove the flagged content. NOTE: The flag itself cannot be removed.

Judge Notes
- Allow judges to share with each other in labeled text files, ie. Event Notes, Award Notes:

Deliberation Room
- Judges and Judge Advisor deliberate virtually to determine award winners.
  - Deliberation Rooms do not require a meeting time, can be entered spontaneously with the session.
  - Can be separated into breakout rooms.
  - Judge Notes are embedded into the Deliberation Room.
Eligibility Report

- In the Manage Awards option, the Eligibility of teams will also help to decide the winner.

- Judge Advisor reviews all submissions and flagged content before submitting results to teams.
Step 11: FTC Scoring for Awards

a. The Judge Advisor logs in to FTC Scoring, finds the event, and assigns winners for the event. If a team has been selected for an award already the award under Give Awards will appear orange. It is recommended to choose teams who have not won the Share the Wealth.

b. Awards Manager can be used to present awards in virtual ceremony.
   - Open Awards Display in separate tab and share display with community via 3rd party video conferencing tool (ie Zoom, etc).
Step 12: Publish Event Results

Important Note: DO NOT publish canceled events. As a best practice, report canceled events to FIRST Tech Challenge staff or delete the event in the FTC Scoring system using the Create Event drop-down, then select Delete Event.

At the end of submission window, PDP/event admin uses FTC Scoring to review match results and publish event to ftc-events.firstinspires.org. If this step is not completed the results will not be uploaded and not published to the website.

Note: Make sure that ALL event data (match play and award results) have been received before publishing.
Step 13: Results Appear on Website

FIRST community visits https://ftc-events.firstinspires.org website to browse remote and traditional event results (match scores, rankings, awards, etc.). League rankings are calculated using available published league match results.

Step 15: Privacy Protection

After event has ended and results have been published, temporary event data such as engineering portfolio, judging notes, etc are deleted for data privacy reasons. Event data only lives in the FTC Scoring system for seven (7) days after an event is published.

Gracious Professionalism® - “Doing your best work while treating others with respect and kindness - It’s what makes FIRST, first.”
Appendix A – Resources

**Game Forum Q&A**
https://ftc-qa.firstinspires.org/
Anyone may view questions and answers within the FIRST® Tech Challenge game Q&A forum without a password. To submit a new question, you must have a unique Q&A system user name and password for your team.

**Volunteer Forum**
Volunteers can request access to role specific volunteer forums by emailing FTCTrainingSupport@firstinspires.org. You will receive access to the forum thread specific to your role.

**FIRST Tech Challenge Game Manuals**

**FIRST Headquarters Pre-Event Support**
Phone: 603-666-3906
Mon – Fri
8:30am – 5:00pm
Email: Firsttechchallenge@firstinspires.org

**FIRST Tech Challenge Event On-Call Support**
The on call event support number is available for event personnel only. Please do not call these numbers if you are a team looking for a ruling, a decision, or assistance. We trust that you will not misuse this resource.

Event On-Call Support: 603-206-2412

**FIRST Websites**
FIRST homepage – www.firstinspires.org
FIRST Tech Challenge Page – For everything FIRST Tech Challenge.
FIRST Tech Challenge Volunteer Resources – To access public volunteer manuals.
FIRST Tech Challenge Event Schedule – Find FIRST Tech Challenge events in your area.

**FIRST Tech Challenge Social Media**
FIRST Tech Challenge Twitter Feed - If you are on Twitter, follow the FIRST Tech Challenge Twitter feed for news updates.
FIRST Tech Challenge Facebook page - If you are on Facebook, follow the FIRST Tech Challenge page for news updates.
FIRST Tech Challenge YouTube Channel – Contains training videos, game animations, news clips, and more.
FIRST Tech Challenge Blog – Weekly articles for the FIRST Tech Challenge community, including outstanding volunteer recognition!
**FIRST Tech Challenge Team Email Blasts** – contain the most recent FIRST Tech Challenge news for teams.

**Feedback**
We strive to create support materials that are the best they can be. If you have feedback about this manual, please email firsttechchallenge@firstinspires.org. Thank you!