2022-2023 FIRST® Tech Challenge
Event Admin_Traditional
Sponsor Thank You

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

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

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**Revision History**

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<th>Description</th>
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<tr>
<td>1</td>
<td>9/12/2022</td>
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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.

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.

Learn more about the roles of volunteers on our Volunteer Resources page, “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 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.

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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 Administrator should read this manual before the event. She/he 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 one hour.

### 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. Be sure to complete the YPP training on your FIRST dashboard. The volunteer in this role is given access to system users for a region’s events in order to configure the event: to make changes to the event submission window, add/edit teams, update the judging submission windows, set up judging sessions and other features for a remote event.

As a substitute for the partner, this role 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, one should have access the event more than a week prior to the event start date such that the key volunteers and coaches have access at least a week in advance of 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.

**Best practices for transferring the event to the scorekeeper:**
Coordinating with the scorekeeper for the event to do the transfer of the event data to the scorekeeper’s local FTC Live scorekeeping software prior to the event or sending the event key to the scorekeeper in advance.

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, and its 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. For traditional events, the event administrator should have already transferred the link to the scorekeeper.

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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 traditional 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 traditional event that will require transfer of the link to the scorekeeper.

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></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Access Volunteers CSV</td>
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<td></td>
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<tr>
<td>Assign Volunteer Roles</td>
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<td>x</td>
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<tr>
<td>Event Configuration</td>
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<td></td>
<td>x</td>
</tr>
<tr>
<td>a. Define submission window</td>
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<td>x</td>
</tr>
<tr>
<td>b. Add/Edit Teams</td>
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<td></td>
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<tr>
<td>c. Add/Edit Sponsors</td>
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<tr>
<td>Add Teams</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>League Creation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>League Add/Edit Teams</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Remote Scorekeeping</td>
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<td>x</td>
</tr>
<tr>
<td>Traditional (in-person) Scorekeeping</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Traditional Judge Assignment</td>
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<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Remote Judge Assignment</td>
<td></td>
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<td></td>
<td>x</td>
</tr>
<tr>
<td>Remote Judge Panel Assignment</td>
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<tr>
<td>Remote Judge Panel Assignment</td>
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<tr>
<td>Remote Judge Interviews</td>
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<td></td>
<td>x</td>
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<tr>
<td>Remote Judged Awards</td>
<td></td>
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<td></td>
<td>x</td>
</tr>
</tbody>
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Event Requests
- Only PDP can add event requests
- FTC Staff approves the event(s) and manually adds to TARDIS.

TARDIS
- FTC Scoring system synchronizes event and team data with TARDIS.

Event Configuration
- PDP/Regional Admin logs into FTC Scoring.
- Configure remote, traditional and hybrid events
- Set up leagues, if needed.
- Add leagues and/or teams to an event
- Add sponsors

Transfer Event to FTC Live
- Use one of three options: Automatic, Event Code or Offline
- League information is transferred from previous league match results

Manage Event on Local Laptop
- This step is the scorekeeper’s role at a traditional or hybrid event.
- Generate the inspection schedule.
- Generate the match schedule.
- Enter match scores

Publish Results
- Scorekeeper connects laptop with the event results to the Internet and publishes results.
- These results are viewable on https://ftc-events.firstinspires.org/
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Step 1: Submit Event Requests in FTC Scoring

- Only a PDP submits 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.
- PDP makes needed changes before the event can be approved.
- Once the event has been edited and approved, FTC staff will sync the event with Tardis.
- This manual process occurs bi-weekly 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, Event Admin should also be added via VMS due to their exposure to user roles and YPP. 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 daily, which is different than the manual adds done for event creation. Event edits may take more than 24 hours. FTC Scoring also synchronizes team data from TARDIS daily.
Step 4: PDP View – Configure the Traditional Tournament 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/)
- Find the approved traditional event in the list.
- PDP/admin then configures the event. Select Manage Event from the event homepage, takes you to the event dashboard:

![AZDQ4 Dashboard](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Status</th>
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<tbody>
<tr>
<td>1</td>
<td>Event Users</td>
<td>Optional</td>
</tr>
<tr>
<td>2</td>
<td>Event Configuration</td>
<td>Done</td>
</tr>
<tr>
<td>3</td>
<td>Add/Edit Teams</td>
<td>8 Teams added</td>
</tr>
<tr>
<td>4</td>
<td>Add/Edit Event Sponsors</td>
<td>1 Sponsors added</td>
</tr>
<tr>
<td>5</td>
<td>Manage Event Announcements</td>
<td>Optional</td>
</tr>
<tr>
<td>7</td>
<td>Advancement Report</td>
<td>Optional</td>
</tr>
<tr>
<td>8</td>
<td>Publish Event Results</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

**League Configuration must be done in the cloud-based FTC Scoring system.**
- Select Leagues from the sidebar.
- Create the parent league, and child leagues, if necessary.
- For more information about leagues, review the [League Quick Start Guide](#).

**Associate a league to the event, if necessary.**

- FTC Scoring calculates league ranking using available published match results.
- This follows teams within a region.

**League**

| granite - Granite State |

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Add teams to the FTC Scoring event. This will only add the team administrator (lead coach one or two).

Roles assigned in VMS with their FIRST dashboard accounts.
- These will appear as “system-generated roles”.
- Add User manually within the FTC Scoring system is not recommended, though may be required for additional Event Administrators. Add Users manually in the system may also be required for a hybrid event judge and judge advisors for remote judging.
- 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 are assigned in FTC Scoring using the Add Role button
- Judging Schedules can be done in the local FTC Live system for the event

Add event sponsors
Step 5: Event Set Up for Scorekeeper Laptop

PDP/admin transfers event data to scorekeeper laptop. FTC Scoring calculates league ranking using available \textit{published} match results and includes this information in the transfer.
Step 6: Scorekeeper uses FIRST Tech Challenge Live at Event

Scorekeeper uses FTC Live on laptop to manage the event (Inspection, judging, and match schedules) and enter scores and judging results at the traditional event.
Step 7: Publish Event Results

Important Note: DO NOT publish canceled events.

After the event is complete, scorekeeper connects FTC Live laptop used at the event to Internet and the results are published to ftc-events.firstinspires.org.

Note: Make sure that ALL event data (match play and award results) have been received before publishing.
Step 8: Results Appear on Website

Scorekeeper or Event Admin should verify that results have published to ftc-events.org. 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.
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.

Day of event robot control system and scoring system support: 603-206-2450
All other day of event 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!

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