FTC Scoring – Event Admin Manual

Overview

FTC Scoring System is the cloud-based event management system for *FIRST* Tech Challenge. There are available reports, and team profiles, but the main objective of the system is to manage event data. There are a few administrative roles available within the system. The region administrator role is given to the Program Delivery Program (PDP) as part of onboarding.

Additional roles to manage parts of FTC Scoring can be added by the PDP (Region Administrator). The roles available in FTC Scoring to distribute responsibilities are Regional Manager (event setup) and Event Request Manager (event requests only). These roles are not listed or assignable in VMS. You will need to add them via the "Users" button in the left sidebar.

The FTC Scoring Event Admin role is for a specific event setup, not region access. This role is assigned in VMS and requires Data Protection and Privacy Policy training within the certified role.

Job Description
The FTC Scoring Event Admin role requires an understanding of the FTC Scoring event management system for a specific event. This role will set up the event data (teams, sponsors, judging (hybrid only) and optional features in FTC Scoring 2-3 days prior to an event and transfer the data to the scorekeeper. In many cases, it makes sense for the scorekeeper to also be the FTC Scoring Event Admin to streamline the data transfer process on the event laptop.

Requirements	
Technical	Medium
Physical	Low
Administrative	High
Communication	High
Pre-event Training	Medium

Time Commitment
FTC Scoring Event Admin should expect to spend one hour of event admin setup 2-3 days prior to the event. Approximately 2 hours of pre-event training and planning is required. This role can be done from home.

Training and Certification
Volunteers must create an account on www.firstinspires.org and apply to the role. If you apply to an event role requiring training and certification, the 'Roles Missing Certification' section will appear on your Volunteer Dashboard. Click on 'Review Outstanding Tasks', then click the 'Resolve' button. This will take you directly to the training site. Alternately, you may also click on the 'Trainings/Certification' button on the top right of the screen. If you have applied for a role but have not received access to the

training, please email FTCTrainingSupport@firstinspires.org. A separate confirmation of the role assignment will come later.

FTC Scoring Event Admin are required to complete the *FIRST* Data Protection and Privacy Training for volunteers, which is accessible through the [Volunteer Dashboard](#). This training provides information about how to properly handle personally identifiable information that may be received.

FTC Scoring Event Admin should speak to the PDP to find out what additional requirements, such as meetings before the event. All Volunteers are expected to read and comply with the [Volunteer Handbook](#).

Roles and Responsibilities

FTC Scoring Event Admin

The FTC Scoring Event Admin role is responsible for managing a traditional/hybrid event using the FTC Scoring system. This level of access to FTC Scoring gives visibility to the community of teams and volunteers for the event assigned to this role. The role needs to be assigned to any event that needs this volunteer.

The general responsibilities of the FTC Scoring Event Admin are:
- Add users to the event, if needed.
- Create event-specific announcements and sponsors in FTC Scoring (cloud).
- Give/Edit awards on the cloud-side FTC Scoring. These will synchronize with FTC Live when online.
- Create, edit, publish pit maps.
- Also, for hybrid events, the role can:
  - Publish events after the event has concluded.
  - Create and manage judging schedules and team access. (optional)
  - Manage uploads of submissions, for example, the Engineering Portfolio.

Before the Event

Almost all of the responsibilities of the FTC Scoring Event Admin are done 2-3 days prior to the event.

The FTC Scoring Event Admin is responsible for some aspects of event setup in the event management software, FTC Scoring. Make sure to communicate user access to the users and distribute schedules of events and deadlines – match play, submission uploads, judging sessions if these steps are not completed by the PDP, region admin.

Adding Users directly to FTC Scoring
FIRST's policy is to assign volunteers to events through the Volunteer Management System (VMS). In some cases, there is a need to add volunteers directly to FTC Scoring. For example, a scorekeeper has been assigned to a league meet through VMS but not for the rest of the meets or a judge dropped out at the last minute and another judge needs to be added the day before the event.
In those cases, the FTC Scoring Event Admin can "Add Users" directly to the event.

Event Day Responsibilities

The Event Administrator role or PDP (Region Admin) will be responsible for the event management system, FTC Scoring, and its support for all users. This includes team support for remote/hybrid 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 transferred all the event data (teams, sponsors etc.) through the "Play Locally" options and sent it to the scorekeeper. The scorekeeper can do this at the event, if needed.

This role may also be the point-of-contact to *FIRST* Tech Challenge HQ for technical and event support through email: ftctech@firstinspires.org or phone calls to the support line(s).

> Please add these numbers to your cell phone for day-of support:
>
> Robot control system and scoring system support: **603-206-2450.**
> All other day of event support: **603-206-2412**

PDP/admin configures the event.

Select "Manage Event" from the event homepage, takes you to the event dashboard.

Figure 1 - An event dashboard in FTC Scoring system.

Add/Edit Teams
This will only add the team administrator (lead coach one or two).

Go to the Add/Edit Teams step to make sure all registered/paid teams have been added and remove any that are ineligible or unpaid. You can double-click on a team to update their profile in the "Add Individually" tab.
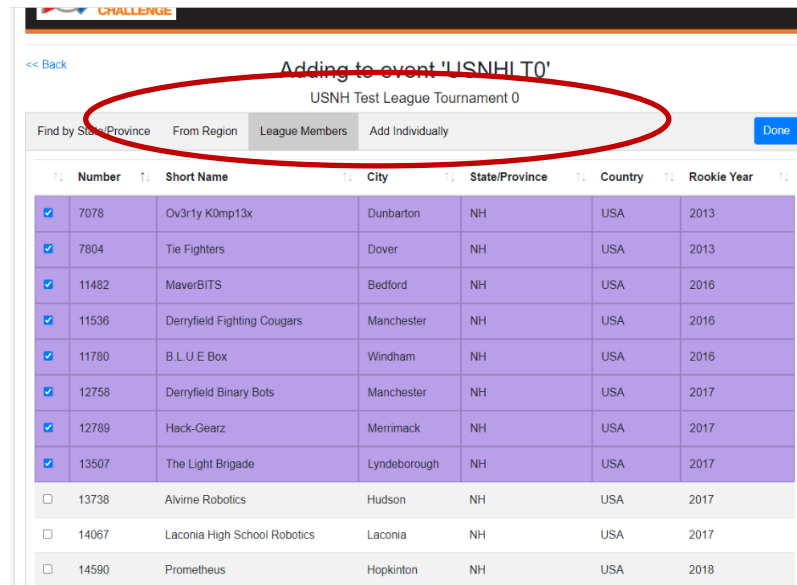

Figure 2 - The add/edit team's page for an event.

Add event sponsors.
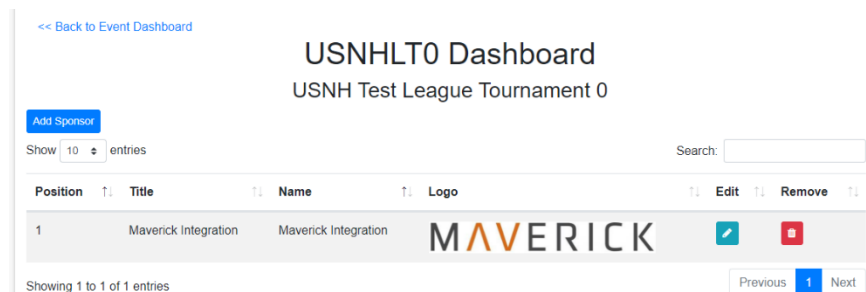"Add Sponsor" to upload the image file and text.

Figure 3 - The add sponsor page.

Configure and Transfer the Event Data to the Scorekeeper

Coordinate with the scorekeeper no more than three days prior to the event to do the transfer of the event data to the scorekeeper's local FTC Live scorekeeping software or send the event key by email to the scorekeeper. This is done through the "Play Locally" button on the event's dashboard.

Note: Reading through the FTC Scorekeeper guides will give you a robust understanding of the FTC Scoring system and FTC Live.
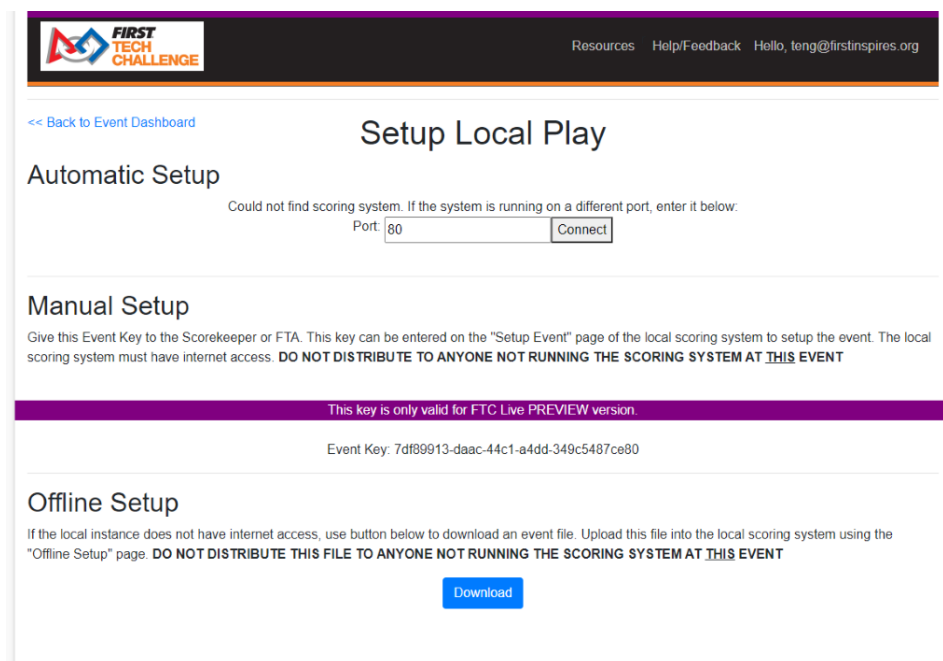
Event Set Up for Scorekeeper Laptop

After setting up, the PDP/Event Admin transfers event data to scorekeeper event laptop. Coordinate with the scorekeeper **no more than three days** prior to the event to do the transfer of the event data to the scorekeeper's local FTC Live scorekeeping software or send the event key by email to the scorekeeper.

There are three separate ways that a configured event can be transferred to the event laptop. Use the chart below to determine which type of transfer is best for each event's circumstances.

Internet access at setup time?	Event Admin/PDP access to FTC Scoring system at set-up time?	Recommended method
YES	YES	Automatic Import (A)
YES	NO	Key-Based Setup (B)
NO	NO	Offline Setup (C)

Note for leagues: FTC Scoring calculates league ranking using available **published** match results and includes this information in the transfer. An unregistered team will block this data from publishing until they have paid *FIRST* for registration as a team. Please contact your Field Operations Manager if there are additional issues like a processed grant not showing up correctly or Pitsco PO issue.

On the event dashboard, select the "Play Locally" step. The screen below will appear to select one of the local play setup options.

Figure 4 - The Local Play Setup options in FTC Scoring.

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. After the final scores are confirmed, the scorekeeper will submit match results on the local FTC Live software.

Figure 5 - Match Control page on FTC Live

Publish Event Results

Important Note: DO NOT publish canceled events.

After the event is complete, the scorekeeper connects the FTC Live laptop used at the event to the Internet and the results are published to ftc-events.firstinspires.org. If this is not done within seven days an email will be sent to the scorekeeper. After two weeks, HQ will reach out to the PDP for the database file, if needed.
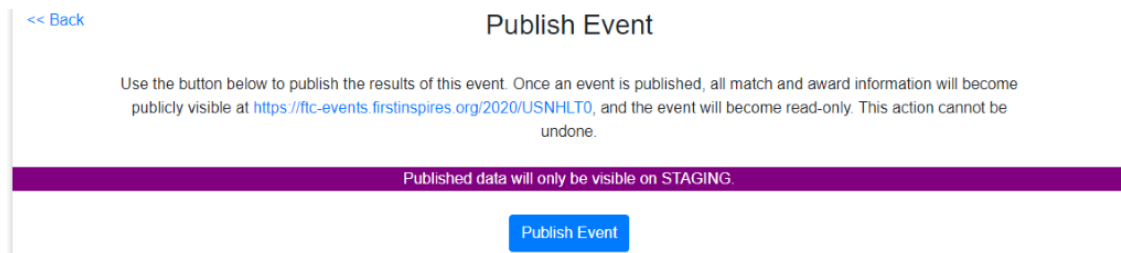

Figure 6 - Publish event page on FTC Live.

Note: Make sure that ALL event data (match play and award results) have been received before publishing.

Event Results

The scorekeeper or event admin should verify that results have been published to ftc-events.org. The *FIRST* community visits official event results page https://ftc-events.firstinspires.org website to browse event locations, event results (match scores, rankings, awards, etc.). League rankings are calculated using available published league match results.

Important Tools

Pit Map

Pit maps are typically provided by either the tournament director or by the scorekeeper. Having a map of where each team is in the pit is key, as teams, parents or queuers might need to find. Below are two sample pit maps in Figure 7 and Figure 8:
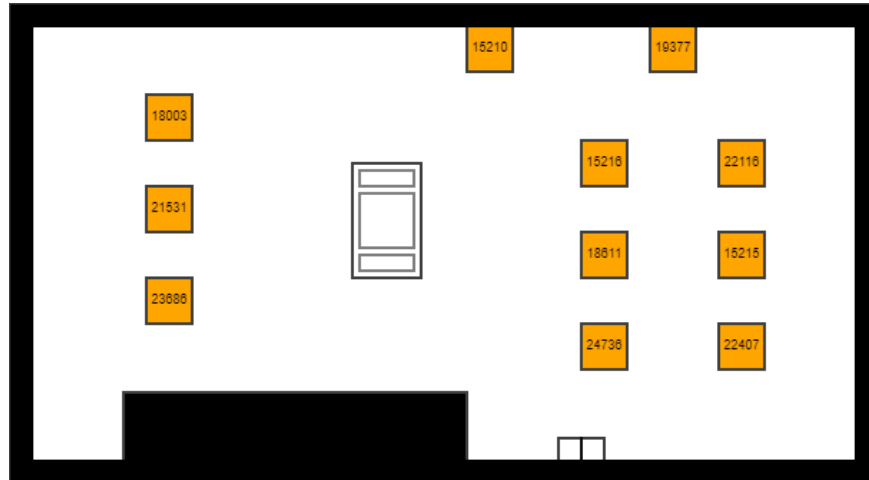

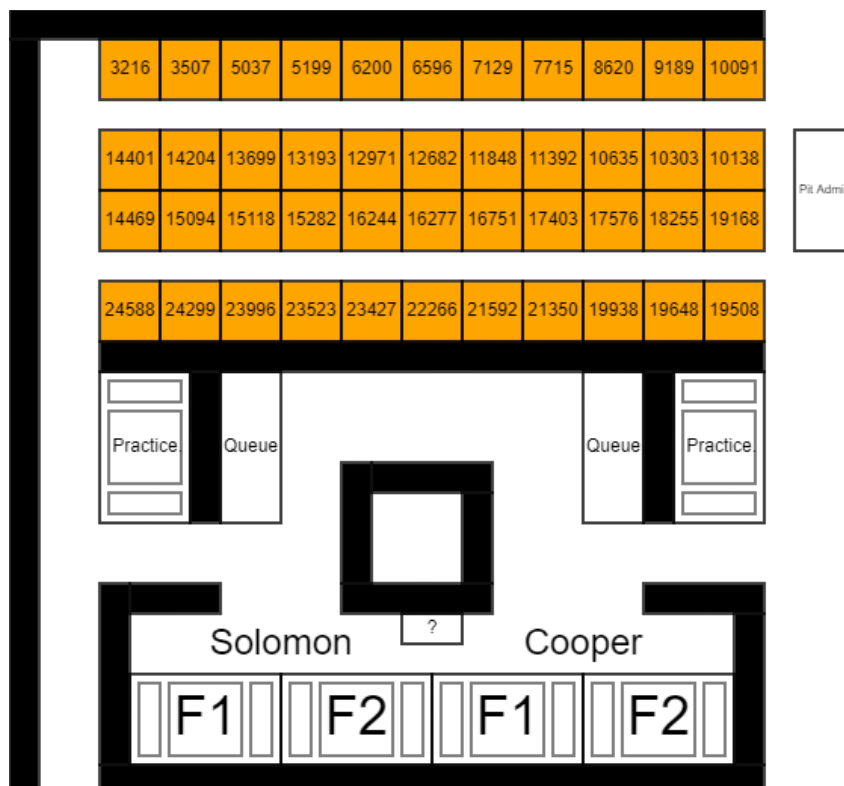*Figure 7:Example Pit Map for a small12-team Qualifier Event*

Figure 8: Example Pit Map for a Typical Regional Championship Event

Useful Links and Information

On-Call Support Numbers

> ### On-Call Support
>
> These numbers are for _volunteer support only_. Teams should not use these numbers to call about rulings or technical assistance.
>
> Administrative, Judge, Referee and Non-Technical Issues: (603)206-2412
>
> Scoring System (FTC Live) or other Technical Issues: (603)206-2450
> Call or use the built-in chat feature on FTC Live

Pre-Event Support

Mon – Fri   8:30am – 5:00pm Eastern Time (UTC-4 or UTC-5)
Phone: (603)666-3906
Email: firsttechchallenge@firstinspires.org

Program Resources

FIRST Tech Challenge Website

Event Search

Game and Season Resources

FIRST Tech Challenge Blog

Volunteer Resources

Team Email Blasts

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!