FIRST Tech Challenge Scoring Event Admin

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

www.firstinspires.org

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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 Tech Challenge Scoring System Overview

FTC Scoring System is the cloud-based event management system for the program. 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 responsibilites are Regional Manager (event setup) and Event Request Mananger (event requests only). These roles are not listed or assignable in VMS. You'll need to add them via the "Users" button in the left sidebar.

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

Overview of the System Capabilities

List of Actions in Order	FTC Scoring System	FTC Live	Spreadsheet and Email	Video Conferencing	VMS
Event Request Creation	x				
Access Volunteers CSV					x
Assign Volunteer Roles					x
Event Configuration	x				
a. Define submission window	x				
b. Add/Edit Teams	x	x			
c. Add/Edit Sponsors	x				
Add Teams	x	x			
League Creation (done before league event creation)	x				
League Add/Edit Teams	x				
Remote Scorekeeping	x				
Traditional (in-person) Scorekeeping		x			
Traditional Judge Assignment					x
List of Actions in Order	**FTC Scoring System**	**FTC Live**	**Spreadsheet and Email**	**Video Conferencing**	**VMS**
Remote Judge Assignment	x				x
Remote Judge Panel Assignment for Teams	x		x		
Remote Judge Interviews	x			x	
Remote Judged Awards	x				

Event Management Overview

Event Requests

- Only PDP or an Event Request Manager can add event requests
- FTC Staff approves the events on Tuesdays and Thursdays.

TARDIS

- FTC Scoring system synchronizes event and team data once approved. .

Event Configuration

- PDP (Regional Admin) or Event Admin logs into FTC Scoring.
- Configure remote, traditional and hybrid events
- Add teams to event
- Add sponsors
- Remote: add judges, build schedule, assist with remote judging.

Transfer Event to FTC Live

- Use one of three options: Automatic, Event Code or Offline.
- League information is transfered from previous league match results.
- This is done no more than three days before the event.

Manage Event on Local Laptop

- This step is the scorekeeper's role at a tradtitional or hybrid event.
- Generate the inspection schedule.
- Generate the match schedule after the teams have passed inspection.
- Enter match scores, edit, commit and post.

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/

Overview of Responsibilities

This guide provides steps for an FTC Scoring Event Admin to managing a traditional 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 remote/hybrid events, the role can:

- Publish events after the event has concluded.
- Edit/approve remote gameplay for teams.
- Create and manage judging schedules and team access.
- Manage uploads of submissions, for example, the Engineering Portfolio.

Pre-Event Day Responsibilities

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 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.

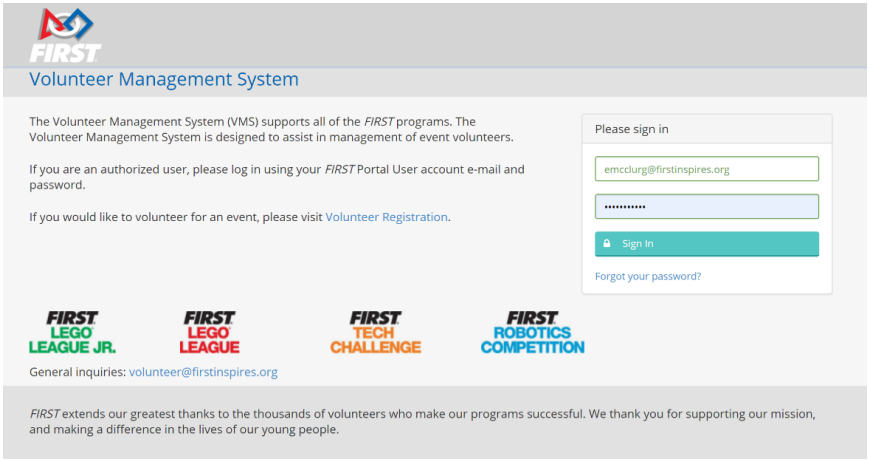


Figure 1 - Volunteer Management System (VMS) should be used for volunteer assignments and training.

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 contacts.

- Day of event 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.

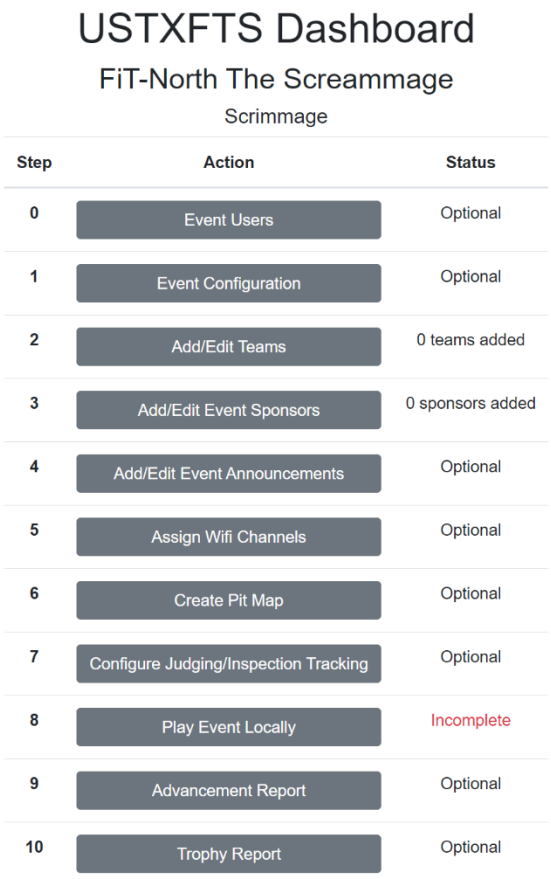


Figure 2 - An event dashboard in FTC Scoring system.

Add teams to the event in FTC Scoring. 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.

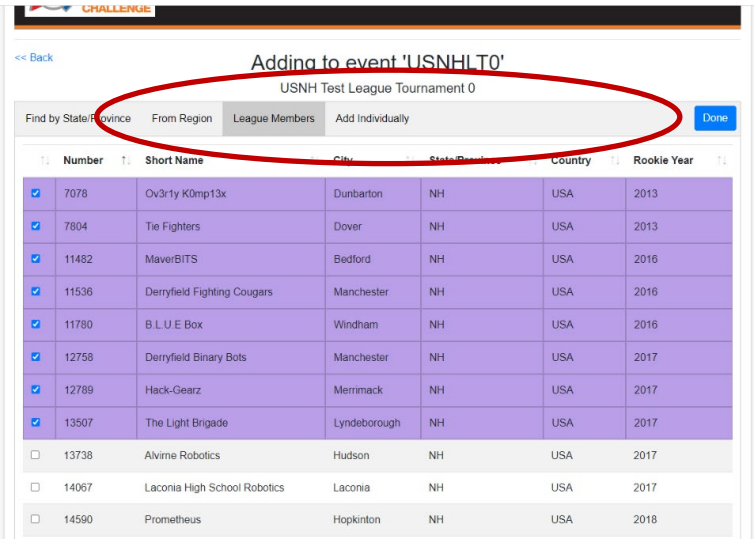


Figure 3 - The add/edit team's page for an event.

Add event sponsors.

“Add Sponsor” to upload the image file and text.

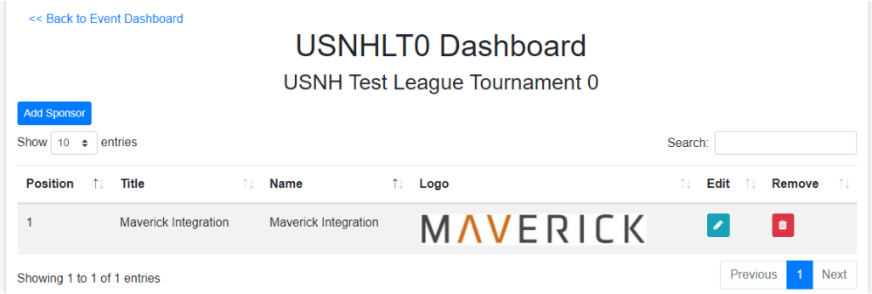


Figure 4 - The add sponsor page.

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 reach out to your Field Operations Manager if there are additional issues such as 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.

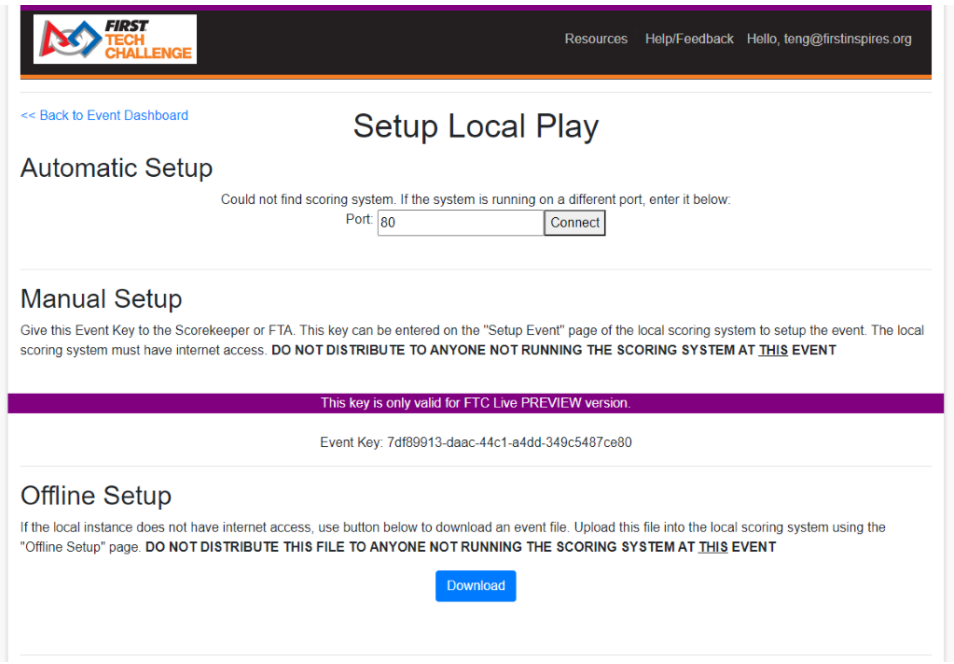


Figure 5 - The Local Play Setup options in FTC Scoring.

Scorekeeper uses FIRST Tech Challenge Live at Event

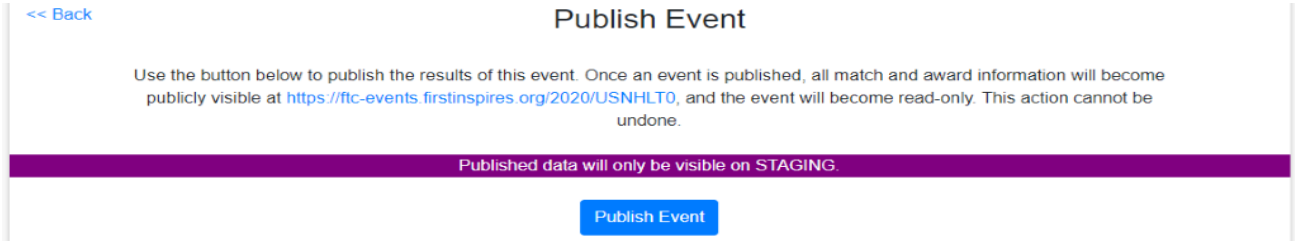
Scorekeeper uses FTC Live on laptop to manage the event (Inspection, judging, and match schedules) and enter scores and judging results at the traditional event. After the final scores are confirmed, the scorekeeper will submit match results on the local FTC Live software.

Figure 6 - 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.



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

Figure 7 - Publish event page on FTC Live.

Event Results

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

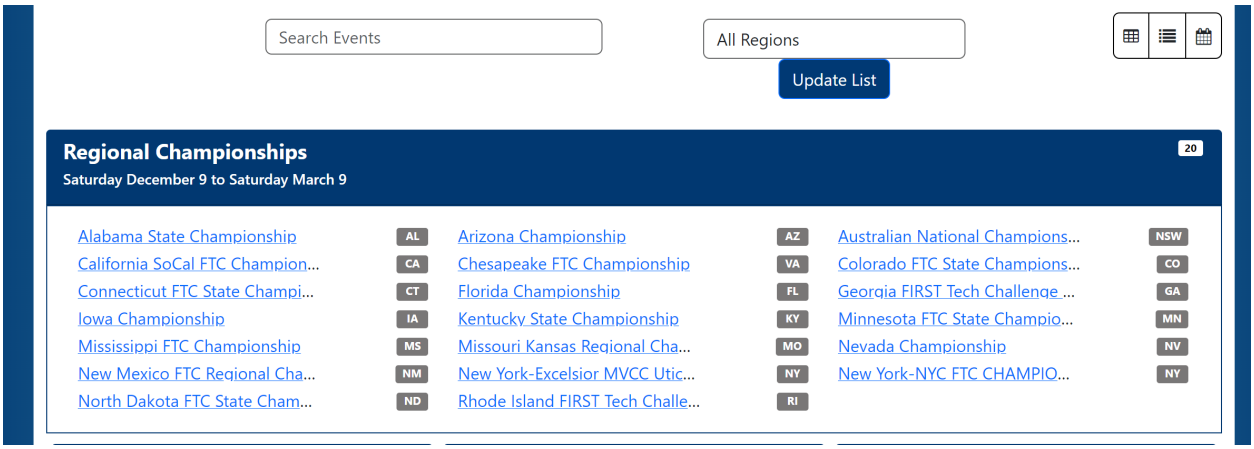


Figure 8 - ftc-events.firstinspires.org listing of events.

Event Types for Reference

The table below lists the region-managed event types and provides a brief description of each. Events of all types are listed in *FIRST* internal systems and appear publicly in the *FIRST* Event Search. All events will appear in your region homepage in the Online Scoring System and can be edited or deleted through Event Requests. Only events with a check mark in the "Scoring System" column can use Scoring System features like judging or match play. Only events with a check mark in the "FTC-Events" column are listed at ftc-events.firstinspires.org. See Game Manual 1 for details about official event types and GM1 Section 6.1 for details about the tiers of official competition and advancement between the tiers.

Event Type	Scoring System	FTC-Events	Description
Scrimmage	✓	✓	A scrimmage is an unofficial *FIRST* Tech Challenge event where teams help each other improve their robots, play robot matches, attend workshops, and socialize. See GM1 Section 3.3.1.
League Meet	✓	✓	A league meet is an official *FIRST* Tech Challenge competition in which a team's rankings follow the team to future meets and the league tournament. League meets include qualification matches but no judging, awards, or elimination matches. See GM1 Section 3.3.2.
League Tournament	✓	✓	A league tournament is an official *FIRST* Tech Challenge competition where a team's ranking includes matches from previous league meets. League tournaments include qualification matches, elimination matches, judging, and awards. See GM1 Section 3.3.3.
Qualifying Tournament	✓	✓	A qualifying tournament includes qualification matches, elimination matches, judging, and awards. Teams can qualify for super qualifying tournaments or regional championships. See GM1 Section 3.3.3.

Super Qualifying Tournament			A super qualifying tournament is an official *FIRST* Tech Challenge competition in which teams participate in qualifying tournaments and/or a league tournament to advance to the super qualifying tournament, then advance to the regional championship Tournament. These tournaments are held in regions with large numbers of teams. GM1 Section 3.3.4.
Regional Championship Tournament			A regional championship tournament is the highest tier of competition within a region. See GM1 Section 3.3.5.
Scoring System Practice			This is an event used to provide teams and volunteers a chance to practice with and train on the use of the Online Scoring System. They are only remote and most details about the event are generated by the Scoring System.
Off-Season			This is an event that occurs after the conclusion of the global *FIRST* Tech Challenge season (usually after the *FIRST* Championship). A special build of the Traditional Scoring System is provided for use at these events.
Interview Only			This is an event for Dean's List Interviewing prior to a regional championship tournament. There is no match play, but the Online Scoring System can be used for scheduling and conducting the interviews.
Kickoff			Kickoff events are local events held at the start of a season and may include workshops, training sessions, and field access. They are usually held in conjunction with the global reveal of a season's game.
Demo / Exhibition			These events are used to promote *FIRST* and STEM in the community. They may include a robot playing field, but do not have scheduled match play or scoring.
Volunteer Signup			These events are used to provide a way for local volunteer coordinators to recruit volunteers and assign them to roles to access training prior to official events.
Practice Day			These events are used to provide teams access to a playing field and other teams for practice.

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 username and password for your team.

Volunteer Forum

Volunteers can request access to FIRST Tech Challenge Community (firstinspires.org) and 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

Part 1 and 2 - https://www.firstinspires.org/resource-library/ftc/game-and-season-info

FIRST Headquarters Pre-Event Support

Phone: 603-666-3906
Mon – Fri
8:30am – 5:00pm Eastern Time
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: 603-206-2450

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!