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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 5,500 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!

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<td>1</td>
<td>2/9/2018</td>
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<td>2</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](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 Description”.

**Introduction to Dual Division**

Once the division winners are identified, the divisions will need to be merged into one Scoring System to determine the winner of the event. This guide is intended to help you walk through the steps to successfully run and merge the divisions. This guide will not go into detail of the features of the Scoring System. For more information on how to use the Scoring System, please refer to the complete [Scorekeeper Manual](http://www.firstinspires.org).

Important Notes:

- A dual division event requires explicit permission from FIRST headquarters, please contact the regional partner for permission.
- Creating a dual division event is only available on FIRST-Tech-Challenge-Live version v 0.6.0 and newer.

System requirements for setting up a dual division event include:

- Single scorekeeper server running both divisions
- Multiple Match Control/Admin laptops (one per division).
- Devices connected on the same private network.

NOTE: system supports running separate servers for each division, then importing results back into a server, if necessary.
System Configuration

Dual Division Setup

Create a Dual Division Event
1. Log into the Log into the FIRST Tech Challenge Live software to create the event.
2. Enter the Dual Division.
3. Select the Event Type.
4. Select the check box for a Dual Division Event to create the master event.

Note: A dual division event will create three separate Event Dashboards:
- Master event is the Dual Division. This dashboard includes additional setup options.
- Each division will also have an individual dashboard to create the individual Match Schedules.

The master event will have the file name: dualdivision_0. The individual divisions will have the file names: dualdivision_1 and dualdivision_2.

The prompt for permission will appear.
Enter each division’s name to create the event.
Open the Event Dashboard. The Master Event will have the file name dualdivision_0.

**Note:** The master event and the two divisions will be accessible at the top of the Event Dashboard.
Add/Import Teams
Manage the setup in the master Event Dashboard. Select the Add/Edit Teams.

Add teams by home state or individually by manually selecting the teams to include in the Dual Division. Then select the appropriate assignment. There are three options when assigning teams to divisions: Assign divisions to teams gives three options:

- Assigns divisions randomly (1,2,2,2,1,2).
- Assigns divisions alternatively (1,2,1,2,1,2).
- Clear division assignment to switch from random to alternating.

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The division assignment can be adjusted, then press Done to finalize the assignment of divisions.

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**Generate Matches for Each Division**

Once the teams have been assigned to a division, generate the matches:

1. Select the Division dropdown to each division.
2. Opens the division’s dashboard, displays either dualdivision_1 Dashboard or dualdivision_2 Dashboard.
3. Select Create Match Schedule. This will have to be done for both divisions.
4. Select Run Matchmaker to create a division’s schedule.

5. Each division will have its own Match Control Page. Both divisions must be scored in each Match Control Page to show the results of the dual division in the Generate Interdivisional Final section. This will generate the matches between the divisions in the interdivisional final.
**Generate the Interdivisional Final**
Enter scores for both divisions before generating the interdivisional finals. Once the scores are input, the interdivisional match will be listed on the master Match Control Page (dualdivision_0).

- **Note**: If the scores have not been completed in the Match Control Page, the Generate Inter-Division Finals button will not work.
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Appendix A: Resources

Game Forum Q&A
http://ftcforum.usfirst.org/forum.php
Anyone may view questions and answers within the FIRST® Tech Challenge Game Q&A forum without a password. In order to submit a new question, you must have a unique Q&A System User Name and Password for your team.

FIRST Tech Challenge Game Manuals
Part 1 and 2 - http://www.firstinspires.org/node/4271

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

FIRST Tech Challenge Event On-Call Support
These numbers are 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 Support: 603-206-2450
All other Day of Event support: 603-206-2412

FIRST Website: 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.
FIRST Tech Challenge Google+ community - If you are on Google+, follow the FIRST Tech Challenge community for news updates.

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