This guide will help you facilitate remote events for FIRST LEGO League using the FIRST Remote Event Hub presented by LEGO Education and the LEGO Foundation. This guide is intended as a foundation for using the Event Hub and how teams and volunteers will utilize the platform.
Please contact your Field Operations Manager or Program contact if you require additional guidance.

**Your Role as a Partner**

As a FIRST Partner, your responsibilities for facilitating all aspects of events include:

- Create Events and invite Event Admins
- Event Admins (or Partners) can then:
  - Invite coaches and volunteers to create accounts and join events
  - Assign volunteers to designated roles
  - Create the event schedule, including opening/closing ceremonies and assign teams and reviewers/judges/referees

**User Types & Permissions**

View remote event-specific roles and permissions available for FIRST LEGO League in the below chart.

Administrators cannot add new user types, rename user types, or alter permissions in this current version of the Event Hub. We understand many Partners are creating “technical director” and/or “queuer” positions this season. We recommend Partners select the user role with permissions that meet their needs and communicate with volunteers on their duties prior to the event, as normally done at an in-person event. For the role of FIRST LEGO League Explore Reviewer, select “judge” as the volunteer role to assign appropriate permissions.

**Tip:** When assigning an Event Admin role to a volunteer, check the boxes for all user roles. This way your Event Admin will be able to see all areas of the Event Hub the other volunteer roles will see.
Look for the icons indicating what various users will see, not seen in Partner Admin or Event Admin views. If logging in as any of those roles, be sure to select the appropriate Admin or Volunteer dashboard since the same user may have different roles at different events but log in with the same credentials.

### Login

1. All Program Delivery Partners should have received an invitation email from a FIRST or LEGO Education staff member. If you did not receive this email, contact your Field Operations Manager or Partner Manager. You will use the email address which this invitation was sent to log into [https://remotehub.firstinspires.org/login](https://remotehub.firstinspires.org/login). This will give you all administrative permissions for your region. If you received this invitation last season, there is no need to request it again. Your login credentials should still be active.
You can also select your preferred language from this login screen.

2. Once logged in, choose the Admin Dashboard

If you are on the Volunteer Dashboard you will not see all screens needed to set up events. This feature allows members of the community to serve in the role of an Event Admin at one event, but volunteer as a judge or referee at another using their same login credentials.

**Tip:** Toggle between the Admin and Volunteer user types to see what various roles see while logged in as a Partner or Event Admin.
Create Events

In the Admin Dashboard, Partners will create events and invite Event Admins. If the event has been added to the Partner Portal with event type “remote,” it will appear in the Event Hub. You will then have the ability to add teams and volunteers, or once an Event Admin has accepted the invitation for that role at a specific event, the Event Admin can manage the teams and volunteers for that specific event.

1. For events that are going to be manually added, click the + sign in the upper right corner to Add Event. **Tip:** Fill out the fields from left to right. Beginning typing in the Region Field for region information to show up in the drop-down list. Click on the region in that list.

2. On the Add Event Pop Up screen, complete all details. This information will be displayed on the home page for all events in your region. **Tip:** Check that your region and country time zone is correct. It should default to your time zone but can be changed from the drop-down menus. Time zone is the time zone of your event. Anyone invited to the event will see their schedule in the time zone you select, not their own, if different from yours.
3. Invite Event Admin. Once the event is created, click on the Volunteers tab to add an Event Admin, if you are delegating management of the event to another person. You can assign multiple roles to the same person. It may be helpful for Event Admins to be assigned all roles for complete access and views of all user permission related screens. You can add volunteers individually or import a CSV file with all roles. A downloadable template is provided.

NOTE: You can invite all volunteers to the FIRST Event Hub prior to assigning them to specific events. It can take up to 20 minutes for volunteers to load before assigning them to panels.
If this is the first time a volunteer is joining the FIRST Event Hub, they will receive this email requesting they verify their email and set up their account. They must use this email address to log in.

NOTE: Current auto generated emails still say “Remote” Event Hub and for coaches, reference uploading materials for their remote event. If you are holding an in-person event, you may need to email coaches directly to instruct them on what will or will not be required for your event. Future updates will remove this language.
Once invited to a specific event, the volunteer will receive an invitation to join the event. They must use this email address to log in.

You're invited!

FIRST Event Hub

Presented by LEGO education & The LEGO Foundation

Hi Kim,

You have been added to Partner Test Event on the FIRST® Remote Event Hub. This will be the primary way for you to interact with event coordinators, volunteers, and teams over the duration of the event.

In order to join the event you will need to have already set up an account on the Remote Event Hub. This invitation would have come in a separate email. To get a new invite to join the Remote Event Hub, please contact your organizing partner.

Join the Event
Invite Teams to an Event

1. There are two ways to add teams to an event, either manually or uploading a CSV file.

2. To upload all teams at once, download the CSV template, fill in the data fields and upload to the event.

NOTE: You can invite all teams to the FIRST Event Hub prior to assigning them to specific events. It can take up to 20 minutes for teams to load before assigning them to panels. When adding multiple teams after a CSV has been imported, you can reimport a file and the teams will only appear once.
NOTE: A single coach, using the same email address can have multiple teams assigned to

3. Once you select “Invite” the coach will receive an email to set up an account. If a coach does not accept the invitation to join within 72 hours, the Expired icon will show on their team card and you will have the option to reinvite the coach.

Removing and Deleting Teams

Teams can be removed from an event or completed deleted from your region.

To remove a team from an event, check the box and confirm by clicking the Remove button:
Only Partners can delete teams from the region which. Removes them from all events. To delete a team from the system.

**Set up Judging and Referee Panels**

1. Once volunteers have been invited and assigned the role of Judge Advisor, Judge, Head Referee, or Referee they can be assigned to judging and referee panels. To create a judging panel, go to the judging tab and select “Add Judge Panel”:
2. Start typing in each box to see your list of judges and teams assigned to the event. The drop-down list will also indicate whether or not the volunteer or team has already been assigned to a panel.

3. Repeat the same process to create referee review panels under the scoring tab. A completed Referee Panel set up looks like this:

![Referee Panel Set Up](image)

**NOTE:** Starting in December 2021 you will have the option to select Remote or In Person Event Types. Referee panels for the current version of the Event Hub with only Remote Event type gives the option for a referee review session to give teams guidance on submitting their Robot Match videos prior to their official Robot Match video submission deadline.
Judges will see the sessions to which they are assigned. Judge Advisors will see all panels.

### Assigned Judging Sessions

<table>
<thead>
<tr>
<th>Panel 1</th>
<th>FIRST Judge 2</th>
<th>FIRST Judge 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Number and Name</td>
<td>Session</td>
<td>Status</td>
</tr>
<tr>
<td>1 - team 1</td>
<td>Mon, Sep 13, 3:20 am</td>
<td>Waiting for evidence</td>
</tr>
<tr>
<td>2 - Team 2</td>
<td>Mon, Sep 13, 2:30 am</td>
<td>Waiting for evidence</td>
</tr>
</tbody>
</table>

Instructions:
Select "Add Judge Panel" to assign judges and teams to Judging Panels. Activities on the schedule will be automatically assigned to selected judges and teams. Panels must contain at least two judges.
2. Once all panels have been created, and all teams have been invited to the event, the schedule generator will assign teams to panels based on the parameters entered in the scheduler.

Note: Event Admins will need to create panels and schedule sessions in the Event Hub even if some sessions are in person. This is needed to generate the schedule and use imbedded rubrics and scoresheets for those teams.

_referee icon_ Referees will see the sessions to which they are assigned. Head Referees will see all panels.

Referee View of Robot Match Scoring:

Assigned matches

<table>
<thead>
<tr>
<th>Panel 3</th>
<th>Referee 1 User</th>
<th>Referee 2 User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panel 4</td>
<td>Referee 1 User</td>
<td>Referee 2 User</td>
</tr>
<tr>
<td>Panel 1</td>
<td>Referee 1 User</td>
<td>Referee 2 User</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Team Number and Name</th>
<th>Match</th>
<th>Status</th>
<th>Score</th>
<th>Scoresheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - team 1</td>
<td>Practice Match 1</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - team 1</td>
<td>Official Match 1</td>
<td>Scored</td>
<td>230</td>
<td></td>
</tr>
<tr>
<td>1 - team 1</td>
<td>Official Match 2</td>
<td>Scored</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>1 - team 1</td>
<td>Official Match 3</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Completing Rubrics and Scoresheets

When a judge or referee clicks on the rubric or scoresheet next to a team to which they are assigned, a window will open with a fillable rubric or scoresheet. These should be completed by only one of the assigned volunteers to prevent overwriting the rubric or scoresheet.

On the scoresheet, referees will need to manually refresh the yellow score box to re-calculate Robot Game score anytime a change is made to the scoresheet; it is not automatic.
Once Rubrics and Scoresheets are completed, a volunteer can either save and exit or publish the results. Saving and exiting allows for changes to be made prior to finalizing the results. Publishing at this stage only indicates to the Judge Advisor and Head Referee that your panel considers the results complete.

**Note:** Teams will not see the results of judging at this stage of publishing. Only the leaderboard will populate with Match results once published. The Event Admin needs to do a final publishing on the results of the event, including award assignments to make this visible to all teams and volunteers at the event.
1. Create General Meetings

General meetings such as Opening and Closing Ceremonies and Coach Meetings can be scheduled under the Schedule tab. Once created, a meeting link is automatically generated. Event Admins can use this link or replace it with one of their own. Links can also be copied and emailed to individual team members by their coaches, if teams are joining a remote event from different locations.
2. Set individual session times, including break periods (such as lunch) and the timings for judging and referee review panels. **Note:** This is for fully remote scoring sessions. In person Robot Game Scoring Matches will show if in person event type is selected. This feature will not be available until **Early December 2021.**
3. Select “generate schedule” once all setting fields are complete.

NOTES: If a team is added to an event after the schedule has been generated, you can either manually set scheduled sessions for that team or regenerate the schedule. When regenerating the schedule, all teams will be randomly reassigned, so teams should be notified their schedule may have changed.

Scheduler will schedule in sequence. This means if you run out of time based on your start and end times on a given day, it will go to next available day. If your event skips a day, the work around for skipping a day is to set that day for 5 minutes, so the scheduler goes to the next available time slot on the next day.
A Practice Referee Review Session is optional but gives teams the opportunity to submit a practice match and meet with referees to discuss any concerns. In this session, a referee may suggest a different camera angle or lighting or may let your team know an activity they observed, may result in losing a precision token in an official match.

The Official Referee Review Session is for referees and teams to discuss the score of the 3 official matches submitted by video.
CSV for OJS

1. Data from rubrics and scoresheets automatically feeds into the Official Judging Spreadsheet and calculates rankings for teams. Download the aggregated scoring/judging spreadsheets to view results across all teams. Note: This feature is in place until Early December 2021. It will then be replaced with an embedded OJS dashboard for viewing ranks, accessing individual scoresheets and rubrics and assigning awards.
2. Judge Advisors should still verify that teams are not getting multiple awards according to the Awards Structure. The Gracious Professionalism score does not need to be added if it cannot be observed. If you feel it can be evaluated, it should be included in the Core Values overall score.

Awards assigned

1. Judges will nominate teams for awards. During deliberations, the Judge Advisor can assign awards and the level of the award (i.e. Winner, second place, etc.) then click “nominate.” Once all awards are decided, the “Submit Awards” button should be selected. Once submitted, the list of award winners will be display and the Event Admin can publish the awards for all event participants to see. Prior to publishing, edits can be made if needed.
Publishing Results

The publishing feature should be used once all awards are assigned. This makes the awards public to all those who have been invited to the event.

This also sends team rubrics to each coach.

Publishing Robot Match Scores/Leaderboard

There are publishing steps that can happen within an event that share results to specific groups. For example, a referee with “submit” a scoresheet and then it can be “published.” Submitting it indicate to the head referee that the match has been scored. At this point, it can be opened, edited and resubmitted. Once it is “published” by the referee, it is considered ready to show on the leaderboard. The leaderboard needs to be published by the Head Referee, Event Admin, or Partner so that all participants in the event can see the results. When new scores are added, if scores do not automatically show, refresh the screen.

You also have the option to “unpublish” the leaderboard if you do not want teams to see updates immediately.
Messaging

This feature is for Event Admins to set up messaging channels for specific users. On the Messaging tab, select the + Messaging Channel button.

Messaging Center

Instructions
Select Add Messaging Channel to create and publish new channels for communication between event participants. Add General Contact Information that will be the primary help contact for participants of this event.
For example: An Event Admin who wants to create a chat group for judges only to use while deliberating:

- would come here and mark off only the Judge Advisor and Judge roles
- state the intended use in name/purpose fields
- add the link in the respective field

Upon creation, judges will be able to go to a messaging tab in the event and see link to the messaging channel.

Additional Notes to Consider

- Some pages of the Event Hub are optimized for mobile devices such as the scoresheets and rubrics. Be sure to look for left-right or top to bottom scroll bars, depending on the size of your device.
- Guidance for coaches: Avoid saving Robot Game videos in .AVI and .WMV file types.
- Coach and volunteer screening. If your region is in the US or Canada, you will get an error message if that volunteer is not screened. If this happens, notify them to update screening then re-add the volunteer.