FIRST LEGO League PARTNER GUIDE

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 Remote 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 remote events include:

- Inviting event management staff, coaches, and volunteers to create accounts and join remote events
- Assigning volunteers to designated roles
- Managing event schedule, including opening/closing ceremonies and assigning teams and reviewers/judges/referees
- Creating virtual meeting rooms

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 Remote Event Hub. We understand many Partners are creating “technical director” and/or “queuer” positions this season due to the online nature of our programs; in these instances, we recommend Partners select the user role with permissions that meet their needs and communicate with volunteers on their duties prior to the remote 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.
<table>
<thead>
<tr>
<th>Action</th>
<th>FIRST Admin</th>
<th>PDP Admin*</th>
<th>Event Admin*</th>
<th>Volunteer Coordinator*</th>
<th>Coach</th>
<th>Judge Advisor</th>
<th>Judge*</th>
<th>Head Referee</th>
<th>Referee*</th>
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</table>

*Multiple users per role per remote event

NOTE: While roles cannot be renamed in version 1.0 of the REH, PDP Admins can assign volunteers specific roles to divide up responsibilities by permission type (e.g., Technical Director <> Event Admin)

**Using the FIRST Remote Event Hub**

**Creating Remote Events**

Partners in the United States and Canada will create FIRST remote events using the standard process, making the event visible on the volunteer registration page and registering FIRST LEGO League events on the FIRST Partner Portal system, where they will be automatically imported into the Volunteer Management System.
Inside the Volunteer Management System, Partners will begin setting up their remote event. Once complete, Partners will then need to recreate the event inside the Remote Hub. Once the event has been established in both systems, Partners can begin inviting volunteers. More information on inviting volunteers can be found in the Volunteer Management section below.

Partners outside the US and Canada will screen volunteers according to their current practices before uploading them to the Remote Event Hub.

To create a remote event, Partners can visit the “Events” tab in the top navigation within the Administrator Dashboard. After clicking Add Event, Partners will be able to create an event title, choose the relevant FIRST LEGO League division, choose a start and end date, select their region and country, and include an event URL and description if needed.

Once finished, Partners will be able to begin uploading volunteers and teams to the event, as well as edit the event’s schedule.

Adding & Managing Volunteers

Add volunteers to the Remote Hub AFTER users have signed consent forms and have been background screened through YPP in the Volunteer Registration system or according to local processes if outside of US and Canada. All platform users must be 18 years of age or older.

- Add volunteers once the remote event is visible in the Remote Hub
- Volunteers can be invited by the PDP Admin or Event Admin
- Within the individual remote event, select “Volunteers” in the navigation, and “Add Volunteers” icon in the top right of the screen.
- Add volunteers manually on an individual basis or bulk upload a list via CSV file. A template with user criteria to import volunteers can be accessed on the Remote Event Hub. CSV file uploads that include missing information will be flagged prior to import. Additional CSV imports will not override existing uploads and will only import new line items.
- Volunteers must be added per event; if a volunteer is already registered in the system, Partners will still need to add them again to each event and will notify the volunteer that they’ve been added to a new event
• Once volunteers have been added to the remote event, PDP Admins, Event Admins, and Volunteer Coordinators can assign and edit volunteer roles.

Adding & Managing Coaches

Add coaches to the Remote Hub AFTER users have signed consent forms and have been background screened through YPP. The process for inviting coaches to the Remote Hub mirrors the volunteer steps noted above. All platform users must be 18 years of age or older.

• Add coaches (teams) once the remote event is visible in the Remote Hub
• Coaches can be invited by the PDP Admin or Event Admin
• To get started, click within an individual remote event, select “Teams” in the navigation, and “Add Coaches/Teams” icon in the top right of the screen.
• Add coaches manually on an individual basis or bulk upload a list via CSV file. A template with user criteria to import coaches can be accessed on the Remote Event Hub. CSV file uploads that include missing information will be flagged prior to import. Additional CSV imports will not override existing uploads and will only import new line items.
• Coaches must be added per event; if a coach is already registered in the system, Partners will still need to invite them again to each event and will notify the volunteer that they’ve been added to a new event
• Coaches can be assigned to multiple teams and can serve other volunteer roles within each event

Creating Schedules

Use the scheduling function to manage the event for opening/closing ceremonies, reviewing, judging and scoring. The scheduling function is used to assign Reviewing/Judge Panels and Referee Panels to teams. Reviewers/Judges and referees will not be able to see assignments until user goes through the registration process.

• Click within the remote event to the “Schedule” tab in the top navigation.
• This is the master calendar that will populate the views for users within the event.
• Assign due date/time for uploading of judging materials ahead of judging session (determined by event staff)
• Assign judging panels to each team with date/time and video link for session; reviewing/judging panels must be created prior to assigning session date/time. More details can be found in the “Creating Reviewing/Judging Panels” section below.
• A “General Meetings” section has been added to the Schedule page to serve as a customizable component to be used to setup meetings with volunteers and/or teams.

Creating Reviewing/Judging Panels

Once judges have been invited to the Remote Hub, event staff can create reviewing/judging and referee panels.

• Click “Judging” in the event navigation bar and selected “Add Judge Panel”. In this version of the Remote Event Hub, “Judge Panel” is also used for “Review” panels for FIRST LEGO League Explore.
• Reviewer/Judge names will appear based on the individuals that have been invited to join the event.
• Each Reviewer/Judge Panel must have at least two reviewers/judges per event; Create as many Reviewer/Judge Panels as needed or desired.
• Reviewer/Judge Panels can be scheduled to a session time(s) within the Schedule function.
• After a session has been published, an email notification will be triggered to indicate to the coach users for that team and the referees that they have been assigned to a match. This notification should take those users to an event page view that allows them to see which matches and timeframes they have been assigned to.

Managing Judging

Note: It is important to note that each role within the Remote Event Hub will have access to different materials and slightly different views made specific for their role. These materials and views may not always be accessible to the Event Admin (Example: A judging rubric viewable only by volunteers assigned to a judge role). Some screenshots shared below are only viewable by these roles and cannot be found in the Event Admin Navigation Pane.
To participate in a judging session, teams will need to submit a series of documents and supporting materials that judges will use to deliberate and provide feedback to the team.

For all Challenge events, time will need to be designated so that judge panels can review materials submitted by teams, meet with teams for the 30-minute judging session judging interviews, and deliberate as a judge panel on the team that has just been interviewed. You will assign a deadline to each team/event by which materials will be uploaded so if you choose, judges can review them prior to the judging session. Teams should be instructed to only upload materials that support their presentation. Innovation Project videos may be viewed prior to the judging session, within the 30-minute session, or presented live, if circumstances permit.

Below are couple examples of what a team will see within the Remote Event Hub when submitting materials:

![Remote Event Hub screenshot]

Judges will use digital rubrics to score the team against the rubric criteria, and then submit those scores.
A feedback form will be generated and sent to the team following the closure of the event.
Judge Advisors will enter rubric scores into the Official Judging Spreadsheet from judging panels as they are completed throughout the day. Deliberations with all judging panels will be led by the Judge Advisor after all judging sessions are complete using the Official Judging Spreadsheet to guide discussion. Judge Advisors should be prepared to copy Robot Game scores from a CSV into the Official Judging Spreadsheet or enter them manually. After deliberating, Judges will allocate awards to teams. Thirty to 50 percent of all teams at an event should receive an award.

For FIRST LEGO League Discover and Explore: Reviewers will complete reviewing sheets after meeting with the teams. Reviewers should meet when all teams have been reviewed to discuss the award allocation. All teams should receive an award.

For FIRST LEGO League Explore: Please note text currently says “Judging” but will function for “Reviewing” sessions with reviewing sheets visible for Explore reviewers and teams. This will be updated in future releases.
Creating Referee (Scoring) Panels

Once referees have been invited to the Remote Hub, event staff can create referee panels.

- Click “Scoring” in the event navigation bar and select “Add Referee Panel”
- Referee names will appear based on the individuals that have been invited to join the event.
- Each Referee Panel must have at least two referees per event; Create as many Referee Panels as needed or desired.
- Event staff schedule each Referee Panel to a session time(s) within the Schedule function
- After a session has been published, an email notification will be triggered to indicate to the coach users for that team and the referees that they have been assigned to a match. This notification should take those users to an event page view that allows them to see which matches and timeframes they have been assigned to.

Managing Scoring

For all Challenge Events, teams will be provided both video and PDF guidance on how to best record their matches. Teams will start by uploading practice match evidence to their assigned session.

Evidence

Referees can then review their practice match and provide feedback. A time should be scheduled for referee panels and teams to meet live to review the practice round feedback. This event is optional, but highly encouraged, and is left to the discretion of event admins, who would coordinate that meeting.
Teams will submit three videos of their official matches during an upload time specified by the event admin. Once the submission period is complete, referees will review their assigned team videos and use the scoresheet to score matches. They will also provide feedback to teams. You will then have the ability to publish a leaderboard of the scores for the public. The event admin should ensure the Judge Advisor receives a CSV file of the team number and scores for use in judging deliberations.

In hybrid FIRST LEGO League Challenge events where robot games are happening in person, we have created a Team Management System (TMS) and Excel scorer available on the Field Development SharePoint and Partner Wiki as alternative ways to record scores. Be prepared to
share the match scores with the Judge Advisor for use in the Official Judging Spreadsheet, but we advise against using the referee function of the Remote Event Hub in this scenario.

For FIRST LEGO League Discover and Explore: There is no scoring or refereeing.

**Sponsor Recognition**

*Recognize local event sponsors (by event) directly within each remote event.*

- Click on the “Sponsor” tab within the event navigation.
- Add new sponsor name and logo
- Season/Global sponsors have a dedicated component that is static and noneditable

**Event Communication / Messaging Tools**

*Partners/Event Admins can organize communication tools within each remote event to communicate with event staff, volunteers and teams (coaches).*

- Click on the “Messaging” tab within the event navigation.
- Setup private channels for specific roles, as desired
- Use messaging and video platform of your choice and include the link
- Invite users to each private channel

**Messaging Center**
**Awards**

*Judge Advisors, Event Admins & PDP Admins can use the Awards page to assign teams to pre-populated awards or create new awards.*

- Judges should deliberate and confirm award recipients as a group prior to entering data into this page
- Select “Awards” within the event navigation
- Assign winners for each award and/or create new awards
- “Submit Awards” will NOT publish awards to teams; that function is only available to Event Admins and PDP Admins

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**Leaderboard**

As referees begin to score teams, the leaderboard will begin to populate. The event administrator may opt to publish the leaderboard from the beginning and have it update automatically as scores are submitted by referees throughout the event. Alternatively, the event administrator may wish to hold publication of the leaderboard until all scores are submitted. More details can be found in the “Publishing Results” section below.
For FIRST LEGO League Discover and Explore: There is no leaderboard.

**Publishing Results**

*At the end of a remote event, Event Admins & PDP Admins can publish event results.*

- For awards and judging rubrics: click on the “Awards” tab within the event navigation. Select “Publish Awards & Judging Feedback”
**Additional Questions & Resources**

For more information on the Remote Event Hub, including an extensive [FAQ document](#), please visit the [FIRST Remote Event Hub Updates page](#) on the Field Development SharePoint site. Here you will find answers to a multitude of questions concerning the Remote Event Hub, guidelines for conferencing, workflows, and marketing messaging. If you’re still unable to find what you’re looking for, please contact your Field Operations Manager or Program contact for additional guidance.