

Overview

The VEX Tournament Manager (TM) Software User Guide has documentation for **Creating a Tournament** and **Running an Event** on pages 13-33, **Team Check In** on page 35, and **League Play** on pages 41-42. This is a quick overview of the process for creating and running league events in TM. Running a mock event is great practice. This document is intended for Event Partners (EPs) and it assumes that your league is posted on RobotEvents.com and that Registration has closed.

First League Session

1. Log into RobotEvents.com, click on **Administration**, click on **Events**, **Edit** your league event.
2. Record the **Event Code** and the **TM code**. You will need these and the setup choices that you will make in the following steps for each session, so you might want to copy and paste these into a text file for future reference.
3. Open TM and **Create a New Tournament** for the current session of your league. Include the league name, the session number, and the date of the current league session in the tournament file name.
4. **Program Type**: Select the appropriate program.
5. **Tournament Type**: Most leagues select **Medium Tournament**. Select **Small** or **Large** if appropriate.
6. **General Setup**: Enter event name, password and the **RobotEvents.com Event Information** from **Step 1**.
7. **League Play Setup: Enable League Play** for this event. For **minimum percentage of matches**, 60% is the minimum for official events.
8. **Game Scoring Configuration**: Select the current game.
9. **Team Setup**: Download from RobotEvents.com. **Download Now**. Ignore the warning about previous downloads when downloading subsequent sessions.
10. **Elimination/Finals Match Setup, Field Set, Skills Challenges, Pit Display Setup**: The default values should work for most leagues. Make adjustments if needed.
11. **Schedule Setup**: Schedule the first round at a slow pace and subsequent rounds at a faster pace.
12. **Create Matches, Awards Setup, Web Publishing Setup, Setup Complete**: The default values should work for most leagues. Make adjustments if needed.
13. From the File menu, select **Save Copy of Tournament** on your USB flash drive with the league name, the session number, and the date of the current league session in the tournament file name to back up this league session. You can transfer this file to another computer to run the tournament if necessary.
14. If some teams are not present when team registration ends:
 - a. From the Tools Menu, select **Team Check In** and check in the teams that are present.
 - b. From the Tools menu, select **Regenerate Match Schedule**, adjust the schedule as appropriate, and **Create Matches** using checked in teams only.
 - c. Save another backup copy of your tournament file on your USB flash drive.
15. Print your Match List reports and Announcer Sheets reports and run your matches.
16. From the File menu, select **Save Copy of Tournament** and **Save Log Files** with the league name, the session number, and the date of the current league session in the file names on your USB flash drive. You can transfer the tournament file to another computer if needed.
17. From the File menu, select **Upload Results to RobotEvents.com**. Check the appropriate **Information to Upload** boxes and check **Finalize Results and Publish Awards. Upload Now**.

Subsequent League Sessions (Except Final Session)

1. Repeat step 1 from the **First League Session** section above
2. Select **Awards Finalization**, and change **Finalize Awards** to “No” and **Save** the changes.
Note: This step may change or become unnecessary during the season.
3. Repeat steps 3-14 from the **First League Session** section above, using the same setup choices that you used for the first session.
4. From the File menu, select **Import League Data** and choose the final tournament file for the previous session from the USB flash drive or other location.
5. Repeat steps 15-17 from the **First League Session** section above.

Final League Session – The League Championship

1. Repeat Steps 1-4 from the **Subsequent League Sessions** above. For **Elimination/Finals Match Setup**, it is recommended that you include as many teams as your schedule permits.
2. Print your Match List reports and Announcer Sheets reports, run your matches, and do your judging.

VRC and VEX U Only

1. Print Announcer Sheets for Alliance Selection, enter Alliance Selections, and Finalize Alliances.
2. Print the Elimination Ladder Report and Announcer Sheets reports, and run your Elimination Matches.

VEX IQ Challenge Only

1. From the Matches menu, select **Create Finals Matches**. Include as many teams as possible.
2. Print the Finals Match List and Announcer Sheets reports, and run your Finals Matches.

All Programs

1. When the Judges are finished selecting judged award winners, select the **Awards** tab and enter all judged award winners. If desired, select **Auto Fill Winners** to enter the Skills winners, print selected Award Ceremony Scripts, and present selected awards between elimination/finals matches.
2. When the elimination/finals matches are finished, select the **Awards** tab, **AutoFill Winners**, Print remaining Award Ceremony Scripts, and present the remaining awards. The Excellence Award is the highest judged award, and is presented last.
3. Repeat steps 16-17 from the **First League Session** section above.
4. Celebrate!