

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 league. Include the league name in the tournament file name. Note: All league sessions will be included in one file.
4. Check the box to indicate the League is listed on Robot Events. Enter the **Event Code** and **TM Code** from **Step 2**. You will need internet access to complete this step.
5. The available League Sessions will show in a pop-up window. Select the first League Session from the list of existing sessions.
6. **Program Type:** Verify the program type is selected.
7. **Tournament Type:** Most leagues select **Small Tournament**. Select **Medium** or **Large** if appropriate.
8. **General Setup:** Enter event name and the TM password.
9. **League Play Setup: Enable League Play** for this event. For **minimum percentage of matches**, 60% is the minimum for official events.
10. **Game Scoring Configuration:** Verify the current game is selected.
11. **Team Setup:** Verify the teams have been downloaded from Robot Events or import teams from a CSV file.
12. **Team Check-in:** Select the box if teams have checked-in. If you do not know if teams are present yet, leave the boxes blank and use the Team Check-in feature later (Tools -> Check-in).
13. **Elimination/Finals Match Setup, Field Set, Pit Display Setup:** The default values should work for most leagues. Refer to the League Guide for more information on the number of VRC alliances or VIQC Finals matches. Adjust if needed.
14. **Skills Challenges:**
 - a. Leagues that are only offering Robot Skills matches in the Championship Session should set the **Maximum Skills Challenge Attempts to 3** (See Qualification Criteria).
 - b. Leagues that are offering Robot Skills matches at each Ranking Session and the Championship Session should set the **Maximum Skills Challenge Attempts to 0** (no limit).
 - c. **IMPORTANT:** Teams are still restricted to (3) Driver and (3) Programming attempts per League Session, but for the Skills Scores to accumulate over the entire League, this setting must be set to zero. Event Partners should refer to the League Guide for recommendations on monitoring the number of Robot Skills runs per team. **Each time a league session is started, ensure the "Preserve Skills Scores" box is checked so that Robot Skills scores are saved from past league sessions.**
15. **Schedule Setup:** Schedule the first round at a slow pace and subsequent rounds at a faster pace. Each Ranking Session should have the same number of qualification matches.

16. **Create Matches, Awards Setup, Web Publishing Setup, Setup Complete:** The default values should work for most leagues. Adjust if needed.
17. From the File menu, select **Save Copy of Tournament** on your USB flash drive with the league name to back up this league session. You can transfer this file to another computer to run the tournament if necessary.
18. 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.
19. Print your Match List reports and Announcer Sheets reports and run your matches.
20. From the File menu, select **Save Copy of Tournament** and **Save Log Files** with the league name on your USB flash drive. You can transfer the tournament file to another computer if needed.
 - a. **IMPORTANT:** You will need this **TM League file** for all future league sessions. Be sure to save it in a secure location and have a back-up copy in another location.
21. 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.** (Note: You may opt to not Finalize Results or Awards if this is not the Championship session. Discuss with your RSM if you have questions.)
22. View your event on RobotEvents.com to ensure the data has been properly uploaded. Contact your RSM if you see any errors or if you have questions.

Subsequent League Ranking Sessions (Not Championship Session)

1. Open the **TM League File** from the previous League Ranking Session.
2. Select the appropriate League Session from the list of existing league sessions.
3. Verify the event settings while going through the setup Wizard (Steps 4 – 14 from first League Session instructions). The settings from the previous league session will be the default.
4. **Schedule Setup:** Add Qualifications matches for this Ranking Session. This should be the same number of matches as the other Ranking Sessions.
5. **Skills Challenge:** Refer to Step 14 from the first League Session setup for guidelines on setting the Maximum Number of Skills Challenge Attempts. **Always select Preserve Skills Scores to ensure Robot Skills scores are saved from previous Ranking Sessions.**
6. **Repeat Steps 16 – 22** from the first League Session instructions.

Final League Session – The League Championship

1. Repeat Steps 1-3 from the **Subsequent League Sessions** above. For **Elimination/Finals Match Setup**, it is recommended that you include as many teams as your schedule permits. VRC Leagues should review the VRC Qualification Criteria for determining the number of Alliances that will participate in the Elimination Rounds.
2. **Skills Challenge:** Refer to Step 14 from the first League Session setup for guidelines on setting the Maximum Number of Skills Challenge Attempts. **Always select Preserve Skills Scores to ensure Robot Skills scores are saved from previous Ranking Sessions.**
3. **Verify Team Ranking:** After completing the setup Wizard for the Championship League session, verify the Team Rankings are correct before creating the VIQC Finals or starting the VRC Alliance Selection process.
 - a. Select **Reports -> Rankings -> Qualification Rankings**. Any teams that did not participate in 60% of the Qualification Matches will show **False** in the **Finals Eligible** column. These teams are eligible to participate in the VIQC Finals and VRC Alliance Selection, but they **should be ranked below any teams that have “True” for Finals Eligible**. If the rankings are correct, then proceed to creating the VIQC Finals matches or the VRC Alliance Selection.
 - b. If you included Qualification Matches in your Championship Session, then the Team Rankings may not have the **False** teams ranked at the bottom. If the rankings are not correct, close Tournament Manager and reopen the Championship Session. View the Qualifications Ranking report again to verify the Team Rankings are now correct and proceed to creating the VIQC Finals matches or the VRC Alliance Selection.
4. 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 16-22 from the **First League Session** section above.
4. Celebrate!