Event Partner Guide to Posting Events on RobotEvents.com

The following slides will outline the process of setting up an event on RobotEvents.com.

- Red arrows indicate a location to click or enter data
- Green arrows highlight a feature or information on a slide
This guide provides a step-by-step process for posting an event on RobotEvents.com. Existing Event Partners start by logging into RobotEvents.com. If you are not yet an Event Partner, contact your Regional Support Manager.
Go to the Robotevents.com Event Administration page by clicking on the word “Administration”
Next select the blue “Events” button. This will take you to your events screen. You may create new events or navigate to existing events from this page.

Select “+New Event” on the following screen to start setting up a new event.
Select the **Program/Season** and **Event Type** you wish to post.

The example below shows a 2016-17 VRC Tournament. Other Program/Season options include VEX IQ Challenge, and VEX U. Other event type options include league, workshop, scrimmage, and skills only challenge.

Click “**Next**” once your selection is complete.
Begin inputting information about your event on the New Event Page. Scroll down the page to complete this window.

Enter a name that is descriptive of your event. A good practice is to include the year, the program (VRC, VEX IQ, VEX U), and a unique name for your event.

Enter your event capacity.

Enter the maximum number of teams per school/club that may enter your event.

Is this event for TSA teams only? Most events are not for TSA only.

Indicate the grade level for your event. Options in VRC include Middle School, High School, and All. Options in VEX IQ include Elementary School, Middle School, and All.

Indicate if event will offer Robot Skills Challenge.
Scroll down the **New Event Page** and continue to fill in information for your event.

In virtually all cases this should be left as “**VEXNet**”

Enter the beginning and end dates for your event. The dates will be the same for a one day event.

The Release date is the day the event teams may see the event on Robotevents. Registration open and close define the dates when teams may register for an event.

It is important to note that the date fields for “Release”, “Registration Opens” and “Registration Closes” include both date and time. The time is Eastern Standard Time. Events in other time zones should consider this when posting.

The times in the example above are set to open at 8 am Pacific Standard time. The table to the right shows some common release times for different time zones and the equivalent Eastern Standard Time.

<table>
<thead>
<tr>
<th>Time</th>
<th>Eastern</th>
<th>Central</th>
<th>Mountain</th>
<th>Pacific</th>
<th>Hawaii</th>
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<tbody>
<tr>
<td>12 a.m.</td>
<td>11 p.m.</td>
<td>10 p.m.</td>
<td>9 p.m. (prev)</td>
<td>6 p.m. (prev)</td>
<td>2 a.m.</td>
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<tr>
<td>8 a.m.</td>
<td>7 a.m.</td>
<td>6 a.m.</td>
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<td>12 p.m.</td>
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<td>8 a.m.</td>
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</tr>
</tbody>
</table>
Scroll down the **New Event Page** and continue to fill in information for your event.

The Lookup function will find the address for most venues including schools and public buildings. It will then autofill the fields below.

If you choose not to use the Lookup function then you will need to fill out all the fields for the Venue.

Click “Save” once you have filled in all the fields on this page.
The event is not ready to post just yet! Add additional information using the links in the event window.

Use the links in the “Event” window to add content to your event. Missing content is indicted by a red X. Start by clicking the “Documents and Image Uploads” link.
The **Documents and Image uploads** page contains links to several required documents at the bottom of the page. Event Partners may also use this page to upload images and PDF documents. This could include specific event fliers or sponsor logos.

Choose the files to upload
Select the file type you plan upload
Enter the name you want displayed on RobotEvents.com (For PDF files only)
Write a brief description of the file you would like displayed (For PDF files only)
Click “Upload”
Click “Contact Information” when you’re done with Document and Image Uploads.
Contact Information:

Please fill in all of the required fields for both the primary and secondary contact. Be sure to give a number that teams can reach you on in the "Event Day Phone" fields. This will allow teams to let you know if they are late or have had an unforeseen event occur that will keep them from attending. This could also be used to call to say they are having difficulty finding your venue.

The "Additional Contact Information" allows you to give teams additional information on contacting you and is optional.

The "Event Registration email" will be sent to teams when they complete the registration process. It is a great place to make teams feel welcome and invite them to volunteer at the event.

Finally, click "Save".
Note: The red “X” in front of the Contact Information button is now a green check and you have received a message telling you your contact information has been saved.

Click on the “Content Blocks” button to go to the next window.
The **Contents Block** window

You will need to add content to each of the Content Block Tabs which say "missing content". The Travel Info and Webcast tabs are optional. However, Event Partners are strongly encouraged to give hotel information to teams that may be traveling a long distance. Event Partners should be aware that Regional Support Managers may require this information before approving an event. Contact your Regional Support Manager if you have questions.

- Click the General Info "+Add" button to start.
- Select the tab you want to modify by clicking on the "+Add" next to it.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Action</th>
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<tbody>
<tr>
<td>General Info</td>
<td>+Add</td>
</tr>
<tr>
<td>Agenda</td>
<td>+Add</td>
</tr>
<tr>
<td>Volunteer</td>
<td>+Add</td>
</tr>
<tr>
<td>Emergency/Dad Weather Policy</td>
<td>+Add</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>+Add</td>
</tr>
<tr>
<td>Travel Info</td>
<td>+Add</td>
</tr>
<tr>
<td>Webcast</td>
<td>+Add</td>
</tr>
</tbody>
</table>

Select the tab you want to modify by clicking on the "+Add" next to it.
The **General Info** tab

This is where you may include a “welcome” and overall “sales pitch” for your event.

Click “Save” when you are done.
Go to the **Agenda** tab next

Next click the Agenda “+Add” button.
Input the event’s Agenda

Input your agenda. This should include start and stop times for teams, volunteers, and spectators. Include lunch so teams will be able to plan.

The example to the right used the text editing menu at the top of the window to input a table and format the font.
Go to the Volunteer tab next

Next click the Volunteer “+Add” button.
The Volunteer tab

Use this tab to ask teams and others to step up and help. Be sure to include the name and contact information for the person coordinating your volunteers. Enter information for potential event volunteers here, such as volunteer parking, and meals.

Click “Save” when finished.

NOTE: For information to include on the Volunteer tab, use this template for suggested wording.
Go to the **Emergency/Bad Weather Policy** tab next

Next click the Emergency/Bad Weather Policy "+Add" button.
The **Emergency/Bad Weather Policy** tab

Use this tab to let teams know the policy if bad weather or other issues require event cancelation. In certain areas this may be due to snow, hurricane, severe storms, or other acts of nature. The Event Partner should always consider the health and safety of teams when deciding to hold an event when bad weather may become an issue. Be sure to include information on how Event Partners will contact teams if an event must be postponed.

Click **“Save”** when finished.
Go to the **Refund Policy** tab next

Next click the Refund Policy **"+Add"** button.
Use this tab to tell teams your refund policy for a team that tells you that they will no longer be attending. Be clear as to whether or not refunds will be given and the circumstances under which they may be given. Explain that Event Partners incur set costs.

Click “Save” when you are done.
Go to the **Travel Info** tab next

Next click the Travel Info "**Add**" button. This is not a mandatory field, however a Regional Support Manager may require it before approving events that require teams to travel over night.
The **Travel Info** tab

Use this field to promote any hotels that are providing discounted room rates for your event. If you do not post hotel recommendations, it is helpful to provide contact information for someone who can help teams locate a suitable place to stay.

Click **“Save”** when finished.
Go to the **Webcast** tab next.

Next click the Webcast "+Add" button. This is not a mandatory field, however, it should be filled out if you are planning to webcast the event.
The **Webcast tab**

Enter the location and times of your webcast in this field

Click “Save” when finished.
Adding another custom tab for your event

Robot events allows you to create your own custom tabs in the Content Blocks. This will allow you to post information that does not fall within the standard posting categories. Click the "+New Tab" button to create your own tabs.
Custom tab for your event

Enter the Tab Name for the custom tab here.

Enter the information you wish to send out to teams that does not fit into the other categories here.

Click “Save” when finished.
Go to the **Pricing** page

Click on the "Pricing" button to go to the Pricing page.

You may edit the content of the tabs in your content block at a later time by returning to the Content Blocks page and selecting the edit button for any tab.
The Pricing page

“Hide Price?” Some partners want to announce pricing on their own site or other resource. This is an unusual choice and most partners will leave this set to “No.”

“Is Free” If you make the event free (If Free is Yes), make sure the price is set to zero.

Enter the price of your event in these fields. If the price is in USD you may simply enter “0” into the fields for CAD, EUR, GBP. The same is true for other currencies. For Example if your event is in CAD you may enter “0” in the fields for USD, EUR, GBP

Click “Save” when finished.
Go to the **Event Partner Payment Address** page

Click on the **“Event Partner Payment Address”** button to go to the **Event Partner Payment Address** page.
The Event Partner Payment Address page

Payee Name is the name that will appear as “pay to the order of” on a payment check from the REC Foundation.

This is the name of the school or organization hosting the event. It is the name that will appear on the mailing address of where a payment check will be mailed. Fill in all of the Address fields where you want the payment checks mailed.

Click “Save” when finished
Go to the **Qualification Levels** page

Click on the "Qualification Levels" button to go to the Qualification Levels page.
The “Qualification Required” field should be left at the default value of No for all events except state/region championships. This Yes/No field allows an Event Partner to indicate if qualification is required to register for the event. Click “Save” when finished.
Go to the **Awards** page

Click on the "Awards" button to go to the Awards page.
Use the pull down menu to add the awards to your event. The example to the right shows an event set up using the standard qualifying event trophy pack given to Event Partners running qualifying events.

Click “Save” when finished.
Go to the **Event Administrators** page

Click on "Event Administrators" button to go to the Event Administrators page.

If you enter an award in error, you may delete an award by checking the delete box and clicking "save".

Click on “Event Administrators” button to go to the Event Administrators page.
Use the pull down menu to add additional event administrators who may be helping you with your event. This will grant them event administrative privileges for your event on RobotEvents.com. Click “Save” when finished.
The **Award Winners** page

Use this tab to manually enter award winners. This should not be necessary if the awards were uploaded from Tournament Manager at the conclusion of your event.

Navigate to this page by clicking on “Award Winners” in the page selection window on the right side of the screen.

If you do add awards, use the pull down menu to add teams to each award, then click “Add”.

Click “Save” when finished.
The Awards Finalization page

Navigate to this page by clicking on “Awards Finalization” in the page selection window on the right side of the screen.

This field should be left at the default value of “No” as a general rule. The system changes the value to “Yes” if you choose to finalize when awards and results are uploaded from Tournament Manager. The exception to this rule will be Event Partners running Leagues. Leagues should be finalized when uploading results from Tournament Manager so that those results display on RobotEvents.com. However the event will need to be un-finalized on this RobotEvents.com page between sessions so that the new session data may be uploaded.

Click “Save” when finished.
The **Survey** page

Navigate to this page by clicking on “Survey” in the page selection window on the right side of the screen.

This optional page allows you to survey teams that will attend your event. It allows you to collect any information you may need. You might want to ask questions such as:

- How many people in your group will be using our lunch services?
- How many people do you have attending?
- When will your team(s) arrive?
- Where will you be staying while you attend our event?
- Do you have anyone with your group that needs special accommodations?
- How many of your teams will be bringing Engineering Notebooks for the Design Award judging?

Click the green “+New Question” button to create a survey question.
The Survey page

Once you have clicked on “+New Question” you are taken to a question wizard.

Wizard steps:
1. Determine the type of question
2. Ask question
3. Answer Options (for drop downs)

Are teams required to answer this survey to complete registration?

Click “Save” when finished.
The **Registered Teams** page

Navigate to this page by clicking on “Registered Teams/Individuals” in the page selection window on the right side of the screen.

This page displays the teams registered for your event and their payment status. Event Partners may also mark teams as paid here.

You may manually add teams to the event by clicking the “+Add Team” button.
The **Waiting List** page

You may manually add teams to the waiting list by clicking the "+Add To Waitlist" button.

This page displays the teams on the waiting list for your event.

Navigate to this page by clicking on "Waiting List" in the page selection window on the right side of the screen.
Congratulations Your event is ready to post!

Be sure to record our event code and TM code. You will need them when you set up your tournament in Tournament Manager. They allow you to upload your results to RobotEvents.com.

Be sure to contact your Regional Support Manager to let him or her know your event is ready for approval.

Click on the “Edit Event Information” button to go to the Event page.
Important Event Links

This page contains the following information and downloads:

• Registered Teams
• Qualifying Teams Report
• Waiting List
• Fill this event from skills
• Download Tournament Manager Import Data
• Download Registration Report as CSV (will not import to Tournament Manager)
• Download Team Email List Report as CSV (will not import to Tournament Manager)

Navigate to this page by clicking on “Event Links” in the page selection window on the right side of the screen.

This is where you download your tournament manager database.
Questions?

Contact your Regional Support Manager if you have questions on setting up your event.