How to Post a RADC Event on RobotEvents.com

2021-2022
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How to Use this Guide

This document outlines the process of setting up a REC Foundation RADC event on RobotEvents.com.

Red arrows indicate a location to click or enter data

Green arrows highlight a feature or information

Go to RobotEvents.com

Existing Event Partners start by logging into RobotEvents.com.

If you are not yet an Event Partner and wish to host events, you must first have a Robotevents account by creating one at RobotEvents.com. Then you will need to contact your Project Manager at rad@roboticseducation.org for the next steps in gaining Event Partner access.
Click on Admin

Go to the Robotevents.com Event Administration page by clicking on the word Admin
Admin Dashboard Page and Events Page

The Admin Dashboard will appear:

- 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.

On Your **Events** Page:

- Select **+New Event** to start configuring a new event.
New Event Page: Program, Season, Event Type

On the New Event Page:

- Select the desired Program/Season
- Click Next
- Select Event Type (either Tournament or League)
- Click Next
New Event Page: Specific Event Details

Begin entering information in the fields:

- Most events are not scrimmages. **Scrimmage** event results will not upload to Robotevents.com and do not qualify teams for any events.
- Enter a name descriptive of your event under **Event Name**.
- **Event Capacity** is the number of teams you want at your event.
- You can limit the number of teams from any one organization.
- The event can be limited to only one type of **Team Affiliation**, but most events will be for ‘All’.
- **Grade Level** choices for RADC are Middle School, High School, or All (both MS and HS).

Scroll down to continue:

- If **Robot Skills Challenge** will be offered, select Yes. See the Game Manual for description of the Skills Challenge.
- For RADC, there is no **VEXnet**, so set to ‘**Not Applicable**’.
- **Event Start Date** and **Event End Date** will be the same date if it’s a one-day event.

**Registration Opens** is when teams can begin registering for the event.

**Release Date** is the date the event will be visible on the public side of RobotEvents.com upon approval.

**After Registration Closes**, no more teams will be able to register.

Note: The Release Date and Registration Open/Close Dates also include time in Eastern Standard time. Events in different time zones should consider this when posting.
New Event Page: Specific Event Details

Scroll down to continue:

- The **Lookup** function will find the address for most venues including schools and public buildings, upon entering keywords. 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**.
- **Be sure the click Save** after entering all information on the New Event Page! If you leave the page before saving, your entries will be lost.

Not Done Yet... More Information Needed

The event is not ready to post yet! Additional information is needed using the links in the right sidebar on the main event page.

- Missing content is indicated by a red X next to the link
- Start by clicking the **Background Check** link
- **Be sure the click Save/Submit** button if prompted at the bottom of a page. If you leave the page before saving, your entries will be lost.
Background Check Page

Prepare Background Check Page

- Event Partners are required to have a background check completed by Sterling Volunteers
- Your personal information is secure, and all fields must be filled in
- Allow up to 5 business days after submitting for the background check to return as completed
- Events cannot be approved until the background check is approved
- **Be sure the click Submit button at the bottom of a page.** If you leave the page before submitting, your entries will be lost.

Documents & Image Uploads Page

Documents & Image Upload Page:

- Click on the **Documents & Image Uploads** Link on the right sidebar
- At the bottom of this page are links to required documents that will be provided for teams to view/act upon for your event
- Choose **Files to Upload**, **Select File Type**, **File Display Name** (how it will appear on RobotEvents), and a brief **Description of the file**
- Event Partners can also use this page to upload images and PDF documents to their event posting. This could be specific event fliers or sponsor logos
- **Click Upload**
Contact Information Page

- Fill in all required fields for both Primary and Secondary contacts. Please give a phone number that teams can reach you on Event Day. Teams can let you know if they are late or have experienced a circumstance that will keep them from attending.
- The Event Registration Email will be sent to teams when they complete the registration process. This is a great place to welcome teams, request volunteers, and convey important event information.
- Click Save.

Content Blocks

Content Blocks Page: Content Blocks are another set of information links that will appear as tabs across the top of your RobotEvents.com event posting.

- Click on the Content Blocks link in the right sidebar
- A set of Tabs appear which say ‘missing content’.
- Click +Add to the right of each of these and fill in as required
- Click Save at the bottom of EACH page!
- The General Info tab will be the ‘landing page’ of the event online and the first thing people see when reading your event.
Content Blocks: General Info Tab

This is the first page that people see online to read about your event.

- A good place to welcome teams, ‘sales pitch’ your event, and put information about the event that you want to make sure people see
- Click Save

![Image of General Info Tab]

Content Blocks: Agenda Tab

- Next, across from the Agenda tab, click on the +Add button
- You will see that saved tabs can be edited using the Action buttons for each
- As content links are completed on the right sidebar, the red Xs will change to green check marks.
**Content Blocks: Agenda Tab**

- Input your agenda. This should include start and stop times for teams, volunteers, and spectators. Include information about any lunch breaks so teams can 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.
- Click **Save** when you are done!

![Image of Agenda Tab]

**Content Blocks: Volunteer Tab**

- Click on the **+Add** button next to **Volunteer**

![Image of Volunteer Tab]
Content Blocks: 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 any information that your potential volunteers will need (e.g., parking, meals, time to arrive, where to meet, training resources, etc.)
- Click Save when finished

Content Blocks: Emergency/Bad Weather Policy Tab

- Click on the Add button next to the Emergency/Bad Weather Policy tab.
- Use this tab to let teams know the policy if bad weather or other issues require event cancellation. 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
Content Blocks: Refund Policy Tab

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
- Have specific dates or time frame in your refund policy - be as specific and clear as possible
- Click Save when finished
Content Blocks: Health and Safety Policies Tab

Next click the Health and Safety Policies +Add button

Use this tab to specifically outline the health and safety policies that your event will be following in observance of local guidelines

- Be clear about ALL attendees’ responsibilities in accepting and adhering to these policies
- Identify any actions that you must take if individuals violate those policies
- Click Save when finished
Content Blocks: Travel Info Tab

Next click the Travel Info +Add button