

ROBOTICS EDUCATION & COMPETITION FOUNDATION

RADC Event Partner Guide

2020-2021



For Coaches, Team Members, Teachers, and Parents

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How to Use This Guide

Welcome to the Event Partner (EP) Guide! This document is designed to be used as a resource for learning about the event planning process, the responsibilities of the EP, and best practices for meeting those responsibilities.

This guide is designed to be chronological, beginning with the decision-making that goes into the initial planning of an event, and then moving through the stages of preparing for the competition. Topics that will be discussed include the different types of events that can be hosted through the Robotics Education & Competition (REC) Foundation's programs, what equipment and volunteers might be needed for the event, and how to best organize all of these responsibilities with other event volunteers to help make the organizing of your event less stressful for each step of the process.

While this guide is meant to be as comprehensive as possible, your Regional Support Manager (RSM) from the REC Foundation can help you with more resources and information specific to your region. There is planning and resource sharing that is performed at the regional level, and your RSM will assist you regarding any resources specific to your region.

Even though EPs are responsible for their own event, you are not in this alone! Your RSM other EPs in your region, and your community are sources of support and assistance. Always keep the end goal in mind: the work you do will provide opportunities for students to learn through competition – opportunities they would not have without your hard work and dedication.

EP Guide Updates

This guide will be updated using feedback from new and existing EPs and REC Foundation Staff. Please send suggestions and feedback to: support@roboticseducation.org.

Event Partner Overview

Introduction

EPs are the core of the REC Foundation competition programs and we are very grateful for your interest in becoming an integral part of our community. EP's passion and involvement grow and sustain events and, in many cases, grow and sustain the teams themselves.

The REC Foundation is a non-profit organization that partners with For The Win Robotics and EPs to support robotics events and initiatives aimed to inspire and motivate students to excel in STEM education. Each entity in this partnership contributes a vital role in providing fun and positive learning experiences through robotics events.

Event Partner Role

The EP acts as the coordinator of a planning team that organizes REC Foundation Aerial Drones Competition (RADC) tournaments, leagues, scrimmages, and/or workshops. The EP is the leader who acts as the liaison between the REC Foundation and the planning team that runs an event. The key tasks are date and site selection, budget development, volunteer recruiting and management, volunteer training, team communication, event execution, uploading results, and follow-up. The EP must be an adult (18+) not currently on a RADC team.

As leaders, EPs are expected to exemplify the REC Foundation Code of Conduct in planning and running events. EPs can set an example for all students and mentors to follow.

REC Foundation Support Role

Regional Support Managers (RSMs) are REC Foundation staff that support RADC Events and teams in a designated region. RSMs work with EPs in their region to plan the event schedule for the season and train new EPs. RSMs for each region can be found on RobotEvents.com/support. Some regions also have an Event Support Specialists (ESS) that are REC Foundation staff that provide event day support under the guidance of the RSM.

As an EP, you can expect the following support from the REC Foundation and your RSM in the robotics event planning and hosting process:

- Provide training and event planning resources.
- Provide documentation necessary to run events. These include but are not limited to the Game Manuals, Referee Guide, Judge Guide, EP. Documents can be found at RoboticsEducation.org
- Communicate the process for becoming an EP and enabling your Robot Events account with the EP Role.
- Review and approve events posted on RobotEvents.com.
- Communicate the qualification criteria for events and how this process applies to your event.
- Provide regular check-ins with EPs prior to the event to ensure readiness, and follow-up with the EP after the event to verify uploaded results and acquire feedback.
- In certain cases, provide in-person event day support (RSM or ESS). If in-person support is not available, your RSM will be available by phone.
- Assistance with event management on RobotEvents.com prior to and following the event day.

Becoming an Event Partner

If you are interested in becoming an EP, please complete these steps:

- **Contact your [Regional Support Manager \(RSM\)](#).** Your RSM will explain the requirements, show resources available to you, and connect you to the community of other EPs.
- **Request EP account permissions on RobotEvents.com.** Create an account on RobotEvents.com (if you don't already have one) and provide your RSM with your User ID. This allows your RSM to update your account status to "Event Partner" so you can create and manage events as well as get you future EP communications and offerings.
- **Post your event on RobotEvents.com.** Work with your RSM to post your event on RobotEvents.com. More information on how to post an event is covered later in this guide.
- **Complete a background check in RobotEvents.com.** The REC Foundation's top priority is the safety of its volunteers, staff, students, and entire community. In the best interest of our students, and for the safety of everyone participating in REC Foundation events, all EPs in the United States are required to undergo a criminal background check that complies with the Fair Credit Reporting Act (FCRA). Background checks are completed as part of posting your event in RobotEvents.com and are valid for three years. Your RSM will share more information about the background check process.
- **Gain EP experience.** It is highly recommended that EPs attend and volunteer at an event to learn more about the event planning and execution process prior to managing their own event. Your RSM can suggest events in your area to attend and connect you with an experienced EP.

Initial Factors to Consider in Hosting an Event

Your event starts with the decision to host an event. When making this decision there are many factors to consider that include but are not limited to the following:

Is there a need for an event?

This should start with a discussion with the Regional Support Manager (RSM) for the event region. They can recommend what types of events are needed and when it may be best to host the event to provide the best opportunities for teams.

Do you have resources from additional persons associated with your program?

You cannot do this alone! Hosting events requires volunteer support during the event planning process and on the day of the event. Consider finding volunteer and funding resources from your organization, community, and team parents.

Do you have access to the equipment to support an event?

A detailed list of equipment is reviewed in a later section and your RSM will review the equipment needs with you. One of the first tasks undertaken in the planning process is to ensure your organization will have access to the needed equipment since it may determine your event capacity, venue and budget.

Do you have an available venue?

Events can be held in a variety of venue types, but the most common is a school gym or common area. Since many venues are used by multiple organizations, it's recommended that the venue is reserved prior to posting your event on RobotEvents.com.

It is highly recommended to reserve the venue the day or night before the event for setup. Ensure the venue is available for at least 4 – 6 hours the day before the event for setup and equipment checks.

Do you have the time to engage in this project?

Events are a great way to support your organization's robotics program and provide a fun opportunity for students, but they do take several months of planning. Please ensure your organization has the resources and time to adequately plan for the event. This will make the experience easier for your event staff and provide a quality experience for teams.

Event Planning

The key to a successful event is the preparation leading up to the event day. You want to make sure that you schedule your event as far in advance as possible. During an event, the EP should not have any specifically assigned volunteer role. The EP's job is to make decisions and solve issues that arise, and this will be a full-time role. You want to make sure you spend the weeks leading up to the event getting as much done as possible so that the event planning process is less overwhelming, and you can address any issues ahead of time. Even the most experienced EP will run into unforeseen circumstances on the day of the event, so having as much planned out in advance makes it easier to adapt to the unexpected.

Event Planning Resources

As an EP, you will utilize two REC Foundation websites and the VEX Tournament Manager Software:

- [RoboticsEducation.org](https://roboticseducation.org) is where you can find program information, EP resources, current game manuals, and volunteer training resources.
- [RobotEvents.com](https://roboevents.com) is where you can register teams, find and register for events, and create and manage your event.

- VEX Tournament Manager Software can be found at:
<https://vextm.dwabtech.com/>

Event Planning Checklist

The Event Planning Checklist is a vital resource to assist in your event preparation. This will help spread out the tasks so that event planning is not overwhelming and ensure everything is ready for your event.

Event Planning Checklist can be found on page 5 of the RADC Restart Guide:
<https://online.flippingbook.com/view/352996/4-5/>

REC Foundation Robotics Events

This section will review the various event types, outline the activities that occur in a competition, provide example competition agendas demonstrating the flow of activities for a one-day tournament or multi-day league, and include a brief overview of leagues. Your Regional Support Manager (RSM) will assist you in selecting the appropriate program, event type and event schedule.

Event Options are Varied

There are many ways to implement an event and the best resource is your RSM to assist with matching the event with your available venue and resources. The event types and layouts shared in this guide are models for best practices, but you will notice that no two events look exactly alike. The REC Foundation prioritizes a consistent experience aligned with the Game Manual and Judging process, but you will find that implementing events can be tailored to your available resources to promote sustainability and a positive experience for students, volunteers, and EPs.

Events

REC Foundation robotics events are held locally, regionally, and nationally throughout the year in cities around the world, culminating in the RADC World Championship.

Workshops

Workshops provide in-person or online opportunities for those in the robotics community to gain skills, promote STEM, and inspire students. Workshops can be customized as desired by the EP and held throughout the year. Examples of Workshops include camps, virtual or in-person training, and Girl Powered activities. Some workshops are designed specifically for EPs or volunteers, while others may be for student participants.

Scrimmages

Scrimmages are non-qualifying events (tournaments or leagues) that give teams an additional opportunity to test their robot designs. Scrimmage results do not upload to

RobotEvents.com and are not listed on the VEX Via app. This means that any judged awards given out or Skills scores earned cannot count toward the World Championship qualification. Scrimmages can follow the same format as a Tournament or League, or they can be customized as desired to meet the needs of the community.

Tournaments

Tournaments are the most common event type. Tournaments are typically one day events that feature Qualification Matches and Skills Matches followed by Elimination Matches. In most cases, judged awards are offered, and judging runs concurrently with the event. Tournaments without judged awards are allowed and may be easier for new EPs or for EPs that want to offer an additional event with fewer volunteers.

Leagues

Leagues provide multiple opportunities for a group of teams to compete. Leagues are events with three (3) or more Ranking Sessions plus a League Finals Session. Ranking Sessions include Qualification Matches and may offer Skills Matches. Ranking Sessions are usually only a few hours long and are scheduled several weeks apart to give teams an opportunity to improve their robot designs and game strategies. The League Finals Session usually includes Skills Matches followed by Elimination Matches. Judging is optional and is usually conducted at the League Finals Session.

Detailed information about how to host and run a league are included in the [League section](#) later in this guide.

Signature Events

Signature Events provide students with an opportunity to experience a world-class event with teams from outside of their normal event region. These events have stricter requirements than regular tournaments to give teams a mini-World Championship like experience. Signature Events can be qualifying events and may qualify teams directly to the World Championship Event. Signature Events are approved through a different process from other types of events.

For the list of Signature Event requirements and application instructions, please see the [Signature Events section](#) later in this guide.

World Championship Event

Teams must qualify for the RADC World Championship. Teams can qualify by winning specific awards at Tournaments, Leagues, or Signature Events. The specific award that qualifies teams to the World Championship will be listed on that event's event posting on Robotevents.com in the Awards tab.

2020-2021 Season – Skills Only Events

The REC Foundation is allowing Skills Only Events for the 2020-2021 competition season due to better accommodate varying health and safety circumstances. EPs

should refer to the following website and documents, in addition to consulting with their RSM to learn more about alternate event formats and procedures:

- [REC Foundation COVID-19 Updates](#)
- [Season Restart Guide](#)
- [RADC Game Manual](#)

Event Activities

A typical event is made up of several different activities that may overlap during the day. These activities include:

- Team Check-in
- Drone Inspection
- Event Meeting
- Qualifying Matches, Judging, and Skills Matches
- Alliance Selection
- Elimination Matches
- Awards Ceremony

Team Check-in

A designated area where coaches will indicate their team(s) have arrived with the Check-In Volunteer(s). The coach will receive any pertinent information that may include inspection sheet, agenda, and venue map. All team participants should have completed the Participant Release Form online prior to the event. More information on how to verify completed Participant Release Forms will be covered in a later section.

Participant Release Form

- English: www.roboticseducation.org/consentform
- Spanish: www.roboticseducation.org/consentformspanish

Helpful Hints:

- All teams need to be accompanied by an adult. Requiring the adult to check-in with the students is a great way to confirm there is an adult with the team.
- Have a pre-sorted check-in packet that includes the documents they will need throughout the day. You may choose to sort them alphabetically or numerically to make the process quick and easy, and teams that have not picked up their packet should be confirmed as not being in attendance prior to being removed from the tournament listing.

Drone Inspection

When a team arrives at a tournament, their drone must be inspected to ensure it is in compliance with regulations related to size, parts, and safety. What is legal or not is defined within the Game Manual and summarized on the Inspection Checklist. Inspections usually take about 30 minutes for small events and over an hour for larger events, depending on the number of inspection stations you have set up. Teams will leave their drone in the Hangar upon successful inspection. Be sure to have Drone Storage areas set up prior to Inspection.

Event Meeting

An event meeting is typically run by a Head Referee and/or the EP. All participants including students, coaches and other adults associated with the team are expected to attend. In this meeting, safety, rules, and behavioral expectations will be reviewed. Event-specific information, like where to line up and/or any adjustments to the schedule, are also provided.

Helpful Hints:

- Have everyone meet in the main competition area and shut down practice areas and other activities that might distract from the focus of the meeting.
- Take that time to thank your volunteers/sponsors, review expectations of the day and the schedule, introduce key volunteers, and go over the REC Foundation Code of Conduct.

Judging

In RADC, teams of students showcase their knowledge and skill in designing, 3D modeling and programming a drone. Students demonstrate their knowledge of the engineering design process by documenting their strategy in an Engineering Notebook. Student pilots demonstrate their skill and game strategy during match play and skills challenges. All these activities are to be completed by the students with minimal adult assistance. Students must make the decisions, complete the work, and demonstrate their learning and knowledge for their team to qualify for judged awards.

Matches

Teams compete in matches during an event to showcase their abilities and robot designs. The types of matches are described in detail below.

Practice Matches

Practice Matches can be scheduled for practice that do not count towards a team's rankings. Teams will be randomly paired and placed into matches in a similar manner as Qualifying matches. These matches are optional for an EP to run or, as an alternative, some EPs may choose to provide teams with unscheduled time for practice

early in the day on competitions fields, and/or provide a dedicated practice field during the day.

Skills Matches

There are two types of Skills Matches:

- **Programming Skills Match:** A Programming Skills Match consists of a sixty (60) second Autonomous Period. Students may not use remote controls.
- **Piloting Skills Match:** A Piloting Skills Match consists of a sixty (60) second tele-opt Controlled Period. There is no Autonomous Period. These matches are only offered in Skills-Only events where there are no qualification or elimination matches.

Most events have dedicated fields set up for teams to complete Skills Challenge matches on a first-come, first served basis. No team can run more than five attempts of a Skills Match during each tournament or league session they attend. The Game Manual includes information on how a team's Skills scores are calculated and how teams are ranked at an event and on the Global World Skills list.

RADC Matches & Alliances

- **Qualification Matches:** Teams are randomly paired into alliances for each of a set number of matches. Qualifying Matches have two teams as the Red Alliance and two teams as the Blue Alliance and the alliance to outscore the other is the winner of that match. Matches run for 90-seconds starting with a 30-second Downdraft period followed by a 60-second Flight period.
- **Alliance Selection:** After the Qualifying Matches, the top-scoring teams can choose their alliance partners for the Elimination Matches. Details of the Alliance Selection process is found in the Tournament Section of the Game Manual.
- **Elimination Matches:** The Elimination Matches determine the Tournament Champions with both teams receiving that honor. Red Alliances and Blue
- Alliances face off against each other in a "ladder" format; the winning alliance moves on to the next round until one alliance has won over all opponents. More information about Elimination matches can be found in the Tournament section of the Game Manual.

Award Ceremony

Events conclude with distributing awards to teams in the main competition area. Teams can earn Judged Awards and Performance Awards at most events.

Work with your RSM to determine what awards can be offered at your event. The awards and their qualification status can be viewed by event participants in your posted event at RobotEvents.com under the awards tab.

Helpful Hint:

Review the awards set up in your event on RobotEvents.com a couple weeks before your event to ensure they are correct and to share with your judging team as they prepare.

Sample Event Agenda

Most events are conducted in one-day, and developing an agenda is an important task to ensure there is adequate time for all the activities and to communicate to teams what to expect. The time allotted for each activity depends upon the number of registered teams, venue layout, and the game reset time. New EPs can review agendas from past events on RobotEvents.com to see examples and discuss their final agenda with their RSM. The agenda will be included when the event is posted on RobotEvents.com and can be updated as needed prior to the event.

The examples provided below show the flow of activities for a typical one-day event.

16-Team Tournament

9:00 AM Check-in and Inspection
 10:00 AM Skills and Judging
 Noon Lunch Break
 1:00 PM Qualification Matches
 3:00 PM Elimination Matches
 4:00 PM Awards Ceremony

24-Team Tournament

8:00 AM Check-in and Inspection
 9:00 AM Skills and Judging
 Noon Lunch Break
 1:00 PM Qualification Matches
 3:30 PM Elimination Matches
 4:30 PM Awards Ceremony

Event Venue Selection & Planning

There are many ways to implement an event and the best resource is your RSM to assist with matching the event with your available venue and resources. The event types and layouts shared in this guide are models for best practices, but no two events look exactly the same. The REC Foundation prioritizes a consistent experience aligned with the Game Manual and Judging process, but you will find that implementing events can be tailored to your available resources and event space in order to promote sustainability and a positive experience for EPs, volunteers, and students.

Helpful Hint:

Review the awards set up in your event on RobotEvents.com a couple weeks before your event to ensure they are correct and to share with your judging team as they prepare.

Venue Types

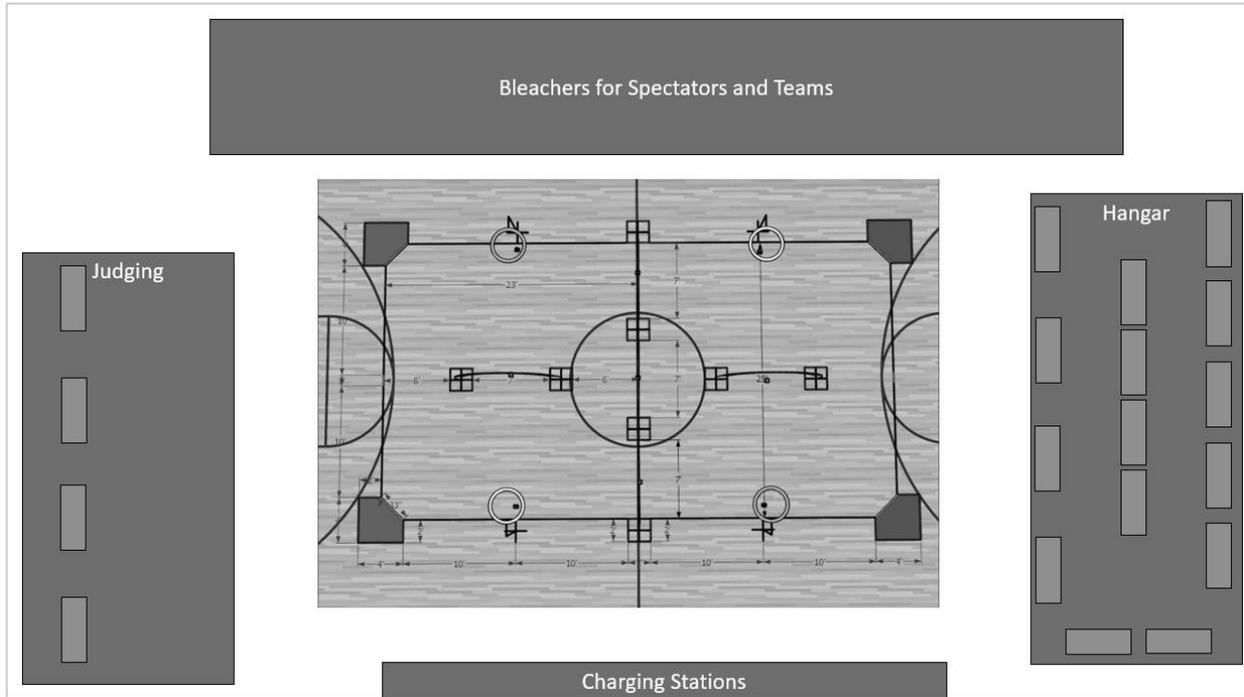
Successful events can be coordinated without using a lot of space and resources. There are many venue options to consider when hosting an event, and your RSM can assist you with matching the event with your available resources. Competitions have been successfully run in schools, community centers, gymnasiums, conference centers, and other spaces.

Helpful Hints:

- Plan out how students will get to the Hangar, receive their drone, then move to a playing field, and then back to the Hangar. Many events will have queuing stations and one-way traffic to prevent congestion. Identify any bottlenecks in your layout and plan accordingly.
- You should have access to your event space ahead of time for setup. For Tournaments, it is recommended that you set up the night before and test all the electronics needed to run the event. Optimally all you should need to do the morning of the event is power on systems.
- Create a to-scale a map of the venue – this is not only useful for event planning, but teams and judges would benefit from having a labeled map with venue landmarks noted – particularly if you event is spanning multiple rooms.

Event Layout Options

The example event layout demonstrates a 16-24 team event and can be scaled to meet your event needs and resources. Other event activities that may require additional space include an additional field, concessions area and a private area for judges to convene.



Event Equipment Suggestions

The equipment and resources needed to host an event are varied depending upon the event size and number of teams. Consult with your RSM for assistance with developing a detailed list of equipment needed for your event.

Fields

- The RADC Competition Field will be used every year. This includes the arches, gates and landing pads.
- The RADC Game Elements are game specific and need to be replaced each year.

Hangar

- 4 tables for inspection of each drone before and after each match.
- 1 table per 4 teams to store the drones. Label the tables with the team number so that drones do not get mixed up.
- 1 table per 4 teams for the teams to work on their drones when needed.
Example: A 16-team event needs 12 tables in the Hangar, a 24-team event needs 16 tables.

Judging

- 1 table for each set of judges to conduct team interviews.

Charging Station

- Each team needs a power strip to plug in their battery chargers.
- Have each strip labeled so that teams know which one is theirs to use.

Safety

Electrical Cords

Electrical cords connecting event equipment should be secured to the floor to reduce tripping hazards throughout the venue during the event setup process. Cords can be secured using cord covers or non-residue tape like Gaffers Tape or Wrestling Mat Tape.

Walkways

Walkways should be designed for safe movement between event areas. Consider the flow of the event participants throughout the day, including teams that may be transporting robots. The venue should be ADA compliant (inside the U.S.) or follow local inclusion laws to allow access for all (outside the U.S.). Some venues may require approval from the Fire Marshal to ensure the walkways are appropriate for the venue size and capacity.

Event Budget

A well-planned budget should be the foundation of your event planning. Events within a region tend to share similar prices, but each individual event registration fee should reflect the expenses for the specific event. A budget will maintain and track the financial health of the event and can help serve as a checklist of tasks that need to be delegated to others.

The goal of your budget should be to cover all the anticipated expenses of your event, including some income set aside for any unanticipated expenses. Extra income earned can go to support your program or future events.

An event budget can be divided into several categories for the ease of delegation and tracking. Many EPs will start with the formation of a planning team. This team may be other staff at the organization or key volunteers willing to take on organization roles to better coordinate the different aspects of the event.

An example of a category that should be delegated is the organization of an event concession stand. Concession stands are often the largest source of income to support the event and involve several material and personnel matters that need to be organized in order to be successful. As such, it is recommended that this project be delegated to someone that has experience such as a parent group or school club that can take care of all the details while keeping the EP informed.

Event Budget Expenses

Venue-specific Items

- Are there rental or facility fees?
- Are there custodial or security services required?
- Are there costs required for event insurance?
- Will this location require floor protections or coverings and is there a cost?
- Does the location have appropriate tables and chairs, or will they need to be rented?
- All events must be ADA Compliant or follow local inclusion laws. Will the event require additional costs to meet this specification?

Game-related Equipment

- Does the organization have access to needed game equipment such as fields and elements?
- Costs of any needed electronics? This includes computers, tablets, projectors, routers, cables, monitors and printers, power strips and extension cords, etc.
- Trophies: Make sure you arrange for any trophies you wish to give away as awards. Trophies can be fabricated or purchased locally, or you can use the certificates that are printable from TM Manager.

Office supplies

- Paper and toner for the printer.
- Clipboards, ink pens, highlighters and general office supplies. Judges, check-in, inspection, and referees could all use pens. Judges and Check-in can use highlighters. Referees and judges may also need clipboards.
- Gaffers or wrestling tape, clear tape, and sign/poster materials.
- Post-it notes, paper, and notebooks for the judging process.

Volunteer Supplies

- Referee shirts
- Volunteer shirts (optional). Many events will provide shirts to their volunteer staff. This helps to identify your volunteers during the event and will be appreciated as a memento of the day. Event Sponsors can be recognized as part of the shirt's design.
- Food for Volunteers: Feeding your volunteers makes them far more likely to volunteer again.

Concession Supplies

- Delegate to an interested volunteer or parent group.
- Running a concession stand gives competitors access to food and drink and is also an opportunity to recapture the cost of volunteer food as well as earn funds to support other aspects of the event.

RobotEvents.com Processing Fee

- Each team outside of your organization that registers for an event will incur a \$5 fee to offset the costs of maintaining the RobotEvents.com system.
- Free Scrimmages and Workshops can be exempt from the \$5 RobotEvents.com fee.

Event Budget Income

Event Registration Fee

- Coordinate with your RSM to review the typical event fees in your region.
- Event registration fees should cover the event expenses and can provide additional support for your robotics program.

Concessions

- Concession sales can provide a good source of income and be a convenient resource to teams during the event.
- Delegate to a student or parent group.
- Pre-ordering lunches is a great option at the event when food options are limited. Some businesses will give you a discount for ordering in bulk but may need advance notice and some general idea of how many pizzas or sandwiches to make. This ordering can even be done before the event by emailing team advisors.

Sponsors

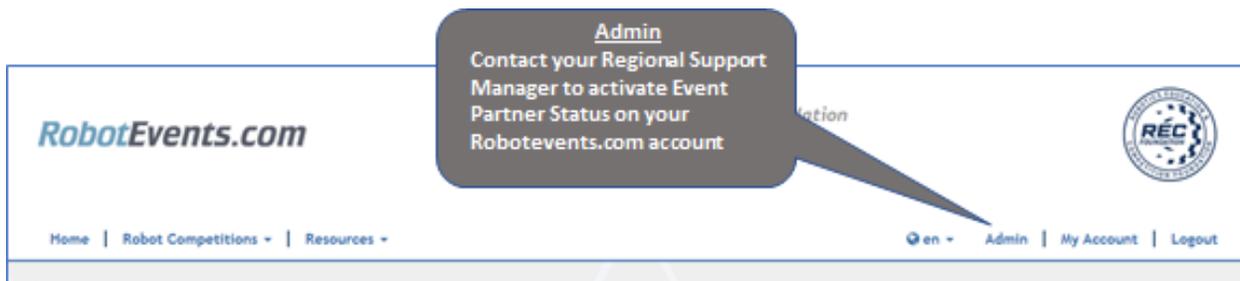
- Many EPs are reaching out to local businesses like car dealerships, Credit Unions, sign printers, T-Shirt vendors for support for their events. There is a lot of opportunity for mutually beneficial community engagement.
- Some events may recognize their sponsors through banners and signage, naming fields after their major sponsors, putting logos on volunteer T-shirts, and inviting representatives from their sponsors to give out an award, serve as volunteers, or say a few remarks during opening or closing ceremonies. Recognizing the sources of support in your community will help you to maintain and build upon that support in the future.

Helpful Hints:

- Your RSM can provide an example budget spreadsheet to assist with estimating expenses and income.
- If you are giving out trophies beyond what is contained in your EP Trophy Pack, consider making custom trophies or printing certificates using Tournament Manager (under Reports).
- Create a Parent driven fundraising team to explore additional funding resources.

Posting an Event on RobotEvents.com**Event Partner (EP) Admin Access**

REC Foundation events are posted on RobotEvents.com to provide a method for teams to register for events and for EPs to manage their events. Posting an event on RobotEvents.com requires you to have an account on RobotEvents.com and your Regional Support Manager (RSM) will enable Event Partner (EP) access to your account. EP access will authorize a new menu, called “Admin” to appear on the RobotEvents.com home page, which will take you to your EP Dashboard.

**Event Planning**

Most regions also have a shared online planning document, which is used to help coordinate the dates and locations of events before they are put into RobotEvents.com. Your RSM can share the planning document with you to reduce event conflicts and ensure there are ample opportunities for teams to compete throughout the season.

Your RSM can also provide you with example events in the region that you can use as a template for your own information as you post your first event.

Event Approval

Contact your RSM and let them know that your event is awaiting approval. The RSM will review the information and let you know if anything needs to be revised or give feedback to improve the event content. The RSM will select the awards that qualify teams to attend the World Championship, if applicable. You will be notified by email when your event is approved.

Background Check

REC Foundation EPs in the United States must pass a background check to be eligible to host an event. The REC Foundation's top priority is the safety of its volunteers, staff, students, and entire community. In the best interest of our students, and for the safety of everyone participating in REC Foundation events, all EPs in the United States will be required to undergo a criminal background check that complies with the Fair Credit Reporting Act (FCRA).

Background checks will be valid for three years. Your RSM will share more information about the background check process. EPs from outside the U.S. may have different requirements and should check with their RSM.

Reviewing Events

After your event is approved, it is important to periodically review your event to ensure that the information is correct. For example, your RSM may have modified the awards offered at your event. Please verify which awards appear in the Awards section several weeks prior to your event. You will need to ensure you have adequate trophies and communicate the awards to your Judging team prior to the event.

Some event information may not be modified by the EP after the event is approved. If you need changes to your event and you no longer have access to the fields, you will need to contact your RSM for assistance.

Copying an Event

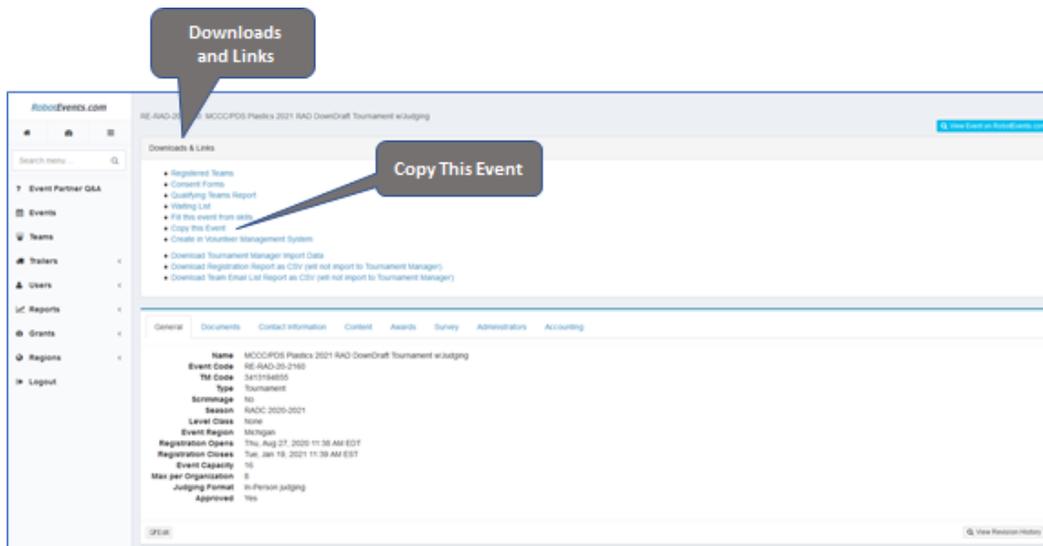
Once you have created an event on RobotEvents.com, you can copy that event for additional events in the current season or for upcoming seasons.

1. Login to RobotEvents.com and select 'Admin' to get to your EP Dashboard.
2. Select 'Events' and modify the Season, Date Range, and Program filters to display the event that will be copied.
3. Select 'View' in the Actions column for your event.

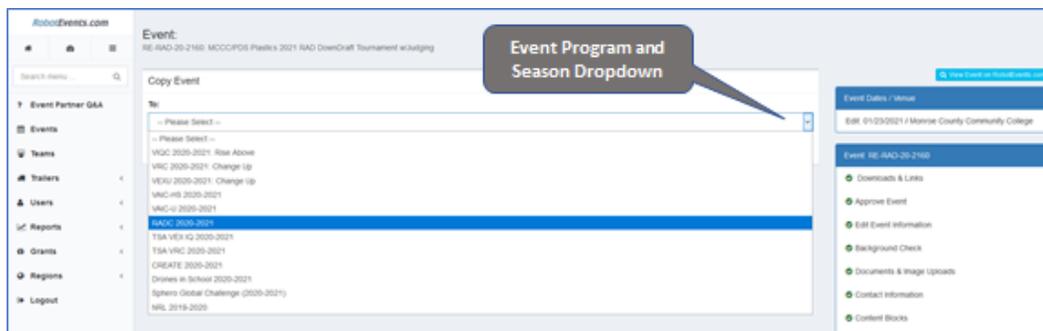
The screenshot shows the RobotEvents.com EP Dashboard. The 'Events' menu is highlighted. The filter page includes sections for Season, Program, and Date Range. The 'View' button is highlighted in the Actions column of the event table.

Name	Approved	Finalized	Event Code	Event Dates	City	Event Region	Capacity	Number of Teams	Spot Level	Actions	
MCCDFOS Phobos 2021 RAD OverDraft Tournament w/Judging	Yes	No	RE-RAD-25-2160	01/23/2021	Monroe	Michigan	1,116	0	All	None	View of 5:00
2021 RAD World Championship - REC Foundation Aerial Drives	Yes	No	RE-RAD-25-2117	04/25/2021 - 04/27/2021	Dallas	Texas - Region 2	0,1100	0	All	None	View of 5:00

4. Select 'Copy this Event' in Downloads & Links



5. Select the appropriate Event Program and Season in the dropdown menu.



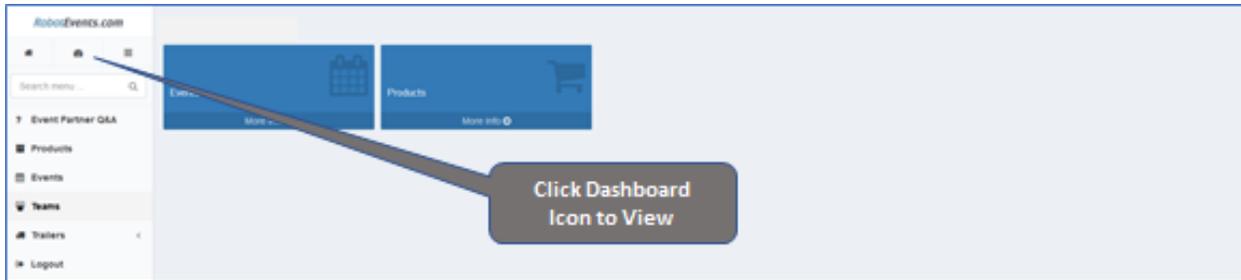
6. Modify the Event Name and Date, and then update the event content as needed.

Event Management on RobotEvents.com

After your event has been approved, there are several features in RobotEvents.com available to you that will help you communicate to teams, view event registration payments, and manage your event's registered team list. Detailed instructions with screenshots are included in the [Event Partner Certification](#) course.

EP Dashboard

The EP Dashboard is the central location to manage your posted events and view your EP checks. The EP Dashboard is accessed through the Admin link in your Robot Events.com account.



Finding Your Event

At the top of your EP Dashboard is a list of your posted events. This is a quick and easy way to view the Event name, Event date, Team Registration status, and the number of teams on the Waitlist.

In the **Actions** area, you can select **Edit** to manage your event or select **View** to preview your event information. Events for the current season will be listed on the EP Dashboard until one week after your event date. After that time, you can access past events using the search filters under the Events menu.

EP Checks

When teams pay their event registration fees on RobotEvents.com, the REC Foundation consolidates those funds on a monthly basis and issues a check to the EP. The check will include funds received in the previous month minus a \$5.00 RobotEvents processing fee per registration.

Example:

Five team event registration fees were paid in January, and the event registration fee was \$55 per team. The EP would be sent one check in February for a total of \$250.

Team registration payments: $(5) \times \$55 = \275

Robot Events Processing fee: $(5) \times \$5 = \25

➔ Net amount: $\$275 - \$25 = \$250$

The distributed checks can be viewed at the bottom of your EP Dashboard. Each distributed check will include the Payee Name, the total check amount, event code(s), event name(s), and the team numbers included on the check for each event.

If you have a question regarding EP payments, you can contact your RSM or the REC Foundation Accounting department at accounting@roboticseducation.org.

Event Partner Q&A

RobotEvents.com has an integrated EP Q&A forum accessed through the EP Dashboard, below the search menu. EPs can ask questions on the forum and respond to threads in the post. The questions are also monitored and answered by an REC Foundation representative on a periodic basis and approved answers are marked with a green check mark.

EPs are encouraged to post questions in this forum and connect with other EPs in the community.

Products

EPs can purchase competition products through RobotEvents.com on their EP Dashboard.

Registered Teams

After your event is open for team registration, the **Registered Teams** list can be viewed to monitor the event capacity and team payment status. There are two methods for accessing the Registered Teamslist.

- On your EP Dashboard: Select the number of registered teams shown as a blue number of how many registered teams compared to the event capacity.
- In the Admin view of your Event: Select Registered Teams from the right-hand menu.
- It is advised to periodically reconcile the funds sent to you before and after the event with the payment status information the Registered Team list.

Team Payment Status

The Payment Status for each registered team can be found under the **Paid Status** column of the **Registered Teams** list. Payment Status categories are as follows:

Paid yyyy/mm/dd	EP can expect to receive this payment (less the \$5 fee) on the next monthly billing cycle.
Unpaid(pending)	EP needs to remind the team to upload a PO, pay by credit card, or pay the tournament directly.
PO Processing	In this case, a Purchase Order has been submitted, but the payment has not been received by RECF. The EP may need to remind the team to follow up with the Financial Contact to mail the check.
Marked paid by **** on yyyy/mm/dd	The EP can mark their own teams as paid, as well as teams that pay on site or when they have entered into an agreement by loaning fields, providing volunteers, etc.

Unpaid Teams Outside Your Organization

If you notice teams with an Unpaid(pending) status, it's recommended to reach out to them to determine when they will be completing the payment process. The event registration fee is due upon registration and should be paid during the initial Check-out process. If you are experiencing issues with a team completing an event registration, please contact your RSM. In some cases, your RSM may suggest payment deadline policies for your region.

Teams that have an Unpaid(pending) status on the event day will only be allowed to participate at the discretion of the EP, and the EP can require payment on site. Some EPs will remove unpaid teams at a certain date and replace them with teams from the Waitlist. This process should be stated in your event General Information tab and included in the automated email sent to teams after registration.

Remember that some teams are a part of schools or other organizations which may have a delayed process for executing payments. We ask that EPs use their own judgment and factor in the totality of circumstances when deciding whether to allow unpaid teams to compete. Communicating with teams early and often is the key to making sure that there are no misunderstandings.

Teams from Your Organization

EPs can register their own teams and waive the registration fee since the funds go back to the host organization. When registering teams from your own organization, select the **Pay Later** option in the Check-out process. Then go to the **Registered Teams** list, and select **Mark Paid** for the applicable teams. This will zero-out the order invoice for that team. This method can also be used for teams outside of your organization when you agree to waive their event fee if they are providing fields or volunteers.

Manually Adding Teams

Most teams will register through the event page, but in certain scenarios EPs can manually add teams to their event.

Appropriate Scenarios for Manually Adding Teams	Scenarios that Require RSM Approval
<ul style="list-style-type: none"> • Adding teams from the EP's organization to their own event • Adding a team at the request of the RSM • Adding teams for an Invitational Only event or League 	<ul style="list-style-type: none"> • Adding teams over 10% of the event capacity • Adding teams that would violate the Early Bird Registration policy

To manually add a team, go your **Registered Teams** list, and select the green **+Add Team** button. When manually adding a team, you will need to enter the team number exactly, including the base number and letter suffix.

Waitlist

Teams can add themselves to an event Waitlist while the event registration period is open on the event's Waitlist tab. Teams may decide to add themselves to an event Waitlist for several reasons including:

- The event capacity has been reached.
- They are not eligible to register during the Early Bird Registration period.
- They are interested in attending an Invitational Only event or League.
- The event requires qualification.

Teams are not automatically added to the event from the Waitlist for any circumstance. Instead, the EP can invite teams to the event from the Waitlist when appropriate. Inviting teams from the Waitlist is up to the discretion of the EP if no other policies are violated. If you are unsure about which teams to invite from the Waitlist, you can contact your RSM. In general, it is good to prioritize teams that are registered for (2) two or fewer events and then consider the date the team was added to the Waitlist.

The **Waitlist** can be accessed and managed by the EP from the **Admin** view of the event on the right-side menu.

Helpful Hint:

If the event has Early Bird Registration and teams add themselves to the Waitlist during this period, they will not be automatically added to the event once Standard Registration begins. Teams will need to return to the event page and complete the event registration process if the event capacity has not been reached.

Consent/Participant Release Forms

All team participants (players, coaches, and mentors) must complete a Participant Release Form (also known as a Consent Form) online prior to the event. When completed online, the form will be applied automatically to every official REC Foundation event the team registers for during the current season.

- English: www.roboticseducation.org/consentform
- Spanish: www.roboticseducation.org/consentformspanish

Completed participant release forms for team members attending your event can be verified from the Admin view of the event in the right-side menu. A downloadable CSV file with a list of completed consent form is available in this **Consent Forms** event page.

Updating Event Information

At times it is necessary to make changes to your event posting, such as fine-tuning the agenda or adding awards. This is easy to do by simply editing your event. Once your event is approved, you may still make updates and add more details, but be careful to communicate any and all changes with the registered teams and with your RSM. After the event is approved and posted, only your RSM can change the following items:

- Capacity increase of more than 10%
- Registration Open, Close and Release dates
- Qualifying awards

Emailing Registered Teams

When a team registers for your event, they will receive the automated email that you created under **Contact Information** → **Event Registration Email Body**. As it gets closer to the date of your event, it is good practice to email teams with specific details about the event, including a campus map, parking instructions, event schedule, lunch options, and a list of volunteer vacancies you may need to fill.

Event Volunteers

Event volunteers are the heart and soul of REC Foundation events. We rely on Referees to keep things fair, Emcees to keep things exciting, and Queuers to keep things on schedule! Volunteering at events can be rewarding and fun. There are a variety of volunteer roles available. Many volunteer positions do not require technical skills or experience, only a desire to support engaging learning opportunities for students. Whatever your potential volunteers are interested in, help them identify the role that best suits them. Support and training materials for your volunteers can be found at www.roboticseducation.org/volunteers.

One of the hallmarks of a well-run event is that volunteers are comfortable and not overworked. Good planning ensures that all positions are well staffed, volunteers have opportunities to take breaks and receive a meal, and get a token of appreciation such as a shirt – volunteers that have a positive experience at your event are likely to return as volunteers in future years.

As the EP, you are ultimately responsible for recruiting all the volunteers at your event, but there are a number of tools and strategies available to make this task easier. It's highly recommended to designate a Volunteer Coordinator for your event to assist with volunteer recruitment, training, and event-day support.

Volunteer Recruitment

Volunteering and participating in RADC events can help others get inspired, fuel their passion, learn new skills, expand their network, and get exposure to new ways of doing things. There are many sources where you can recruit volunteers. You need to get the word out early about your event.

Consider the following sources:

- **Parents, Teachers, School Administrators, Mentors, and Siblings** – Remember volunteering can be a family affair! Younger siblings are often good at Field Reset.
- **Partner with Local Schools** – Contact nearby schools and agree to do a “volunteer swap” so they provide volunteers for your event, and you provide volunteers for their event.
- **Local Businesses and Sponsors** – RAD events are perfect for a team-building experience, so contact the HR department if you don't know someone in the company.
- **Schools, Colleges, Universities** – Classes, honor societies, sororities and fraternities may have community service requirements for membership, scholarships, or graduation. Also look to clubs/groups, College of Engineering, and ROTC programs for assistance. Give your local Army recruiter a table in exchange for providing volunteers. Pre-service tech and student teachers are also ideal candidates for volunteering.

- **Community Groups, Organization Chapters, Church Groups** – Check with your local maker community, TechSoup, Local UAW, NSBE, IEEE, SWE, Chamber of Commerce, Library, etc.
- **Online Resources** – *LinkedIn* has a site dedicated to volunteer opportunities, and there are free and subscription services like *VolunteerMatch* where you can post about your event. *Idealist.org* and *thecommunitycorps.org* are among many sites offering volunteer opportunities to the public. Don't forget social media like Facebook and Twitter, if you have existing accounts, or participate in groups with followers.
- **Employee Programs and Corporate Responsibility** – Many local and national chains have community service and philanthropy goals, and employee volunteering is part of their culture. Some even provide a grant donation to your event if you get so many volunteers from their location.

Helpful Hint:

EPs can request that each team provide 1 or 2 volunteers. A few positions like Judges and Referees require that there is a level of impartiality so outside non-affiliated volunteers are critical to the integrity of the event. If finding non-affiliated volunteers isn't possible endeavor to provide Judges and Referees represent multiple organizations from the event.

Involving Volunteers

There are a variety of volunteer roles available and volunteer positions do not require technical skills or experience, only a desire to support engaging learning opportunities for students.

Whatever your potential volunteers are interested in, help them identify the role that best suits them.

Volunteer Job Descriptions

Post clear information about roles needed in your event listing on RobotEvents.com. Give prospective volunteers more information than simply, "Volunteers need – please contact <person's name>." Fill out the Volunteer tab in RobotEvents.com as completely as possible, listing needed roles to spark interest. A list of the most common volunteer positions can be seen in the Volunteer Roles Overview section at the end of this document.

Volunteer Expectations

Encourage volunteers to dress comfortably and appropriately for events. Clothing should be team- neutral, and a polo shirt or t-shirt with jeans or dress pants is fine. If you are providing volunteer t-shirts, please advise your volunteers ahead of time. Volunteers should plan to arrive at your event early enough for any on-site training (recommend 30 minutes minimum), be on time for their assignments, share a cheerful, positive attitude, and be flexible and open to helping other volunteers, if assistance is needed.

Volunteer Roles

The table below includes Key Volunteer roles, designated with the word “Key” which are event staff who will take on leadership roles to ensure that all REC Foundation rules and guidelines are followed, and that teams, spectators, and volunteers have a rewarding experience. These roles should be filled early, and these volunteers will need training prior to the event.

Role	Description	Activity	Experience	Skills
Head Referee (Key)	Organize and oversee all Referee/Scorekeepers. Interpret and consistently enforce the rules of the game to score the match upon completion and is the final authority for any disputes or rulings. Train Referees/Scorekeepers as needed.	 <p>HIGH PHYSICAL ACTIVITY LEVEL Constant standing or walking</p>	 <p>EXPERIENCE LEVEL Advanced</p>	<ul style="list-style-type: none"> • Previous referee experience is preferred. • Apply knowledge of the game and rules • Lead a team effectively • Interact positively with students and coaches • Arbitrate disputes fairly and quickly deescalate arguments
Judge Advisor (Key)	Organize and oversee all Judges. Ensure judging is done in compliance with the Judge Guide. Train new judges.	 <p>MODERATE PHYSICAL ACTIVITY LEVEL Mix of sitting and walking</p>	 <p>EXPERIENCE LEVEL Intermediate</p>	<ul style="list-style-type: none"> • Organize/oversee judging process at an event. • Solicit, assign and train the Judges to prepare them for an event • Ensure correct award winners are uploaded to Tournament Manager and manage presentation of awards • Protect confidentiality of the judging process.
Hangar Chief (Key)	Check Drones in and out of the hangar. Assist with staging teams for upcoming matches.	 <p>MODERATE PHYSICAL ACTIVITY LEVEL Mix of sitting and walking</p>	 <p>EXPERIENCE LEVEL Intermediate</p>	<ul style="list-style-type: none"> • No experience required • Communicate effectively • Attention to detail • Stay organized in fast-paced environment • Follow Instruction

Role	Description	Activity	Experience	Skills
Emcee (Key)	Provide the play-by-play during the tournament and informative program knowledge between matches. Add enthusiasm and energy, as well as a high level of engagement and understanding, for all event participants.	 <p>HIGH PHYSICAL ACTIVITY LEVEL Constant standing for walking</p>	 <p>EXPERIENCE LEVEL Advanced</p>	<ul style="list-style-type: none"> • Experience is preferred but not required • Outgoing and charismatic communication style to engage and energize the audience • Work as a team with other volunteers • Think quickly and improvise
Volunteer Check-in	Welcome volunteers and guests. Verify schedule, hand out materials, direct volunteers to appropriate locations. Answer basic questions. Can be a fast-paced role.	 <p>MODERATE PHYSICAL ACTIVITY LEVEL Mix of sitting and walking</p>	 <p>EXPERIENCE LEVEL Beginner</p>	<ul style="list-style-type: none"> • No experience required • Attention to detail • Communicate effectively • Comfortable using a computer
Team Check-in	Welcome teams as they arrive. Verify teams, hand out materials, and collect Engineering Notebooks. Answer basic questions.	 <p>MODERATE PHYSICAL ACTIVITY LEVEL Mix of sitting and walking</p>	 <p>EXPERIENCE LEVEL Beginner</p>	<ul style="list-style-type: none"> • No experience required • Attention to detail • Communicate effectively • Comfortable using a computer
Judge	Evaluate student teams through interviews, Engineering Notebooks, and on the field performance. Present awards as needed.	 <p>MODERATE PHYSICAL ACTIVITY LEVEL Mix of sitting and walking</p>	 <p>EXPERIENCE LEVEL Intermediate</p>	<ul style="list-style-type: none"> • Prefer some judging experience but not necessary • Attention to detail • Be impartial • Communicate effectively
Queue Inspector	Conduct inspections to verify the drones comply with the rules and specifications outlined in the Game Manual before and after each match. Then direct the team to the field at the proper time.	 <p>MODERATE PHYSICAL ACTIVITY LEVEL Mix of sitting and walking</p>	 <p>EXPERIENCE LEVEL Intermediate</p>	<ul style="list-style-type: none"> • Basic knowledge of RADc Drones and parts, not mandatory • Collaborate with others as a team • Attention to detail • Follow inspection checklist (provided)
Scorekeeper Referee	Record scores using paper score sheets or tablets. Verify recorded scores with the Head Referee as needed and with the student pilots after each match. Discuss possible rule violations with the Head Referee after the match. Ensure the field is reset and robots are ready for the next match.	 <p>HIGH PHYSICAL ACTIVITY LEVEL Constant standing for walking</p>	 <p>EXPERIENCE LEVEL Intermediate</p>	<ul style="list-style-type: none"> • Experienced volunteers preferred however; Scorekeeper Referees can be new volunteers and trained quickly • Apply knowledge of the game and rules and be impartial • Attention to detail • Work effectively as a member of a team • Interact positively with students

Role	Description	Activity	Experience	Skills
TM Operator (Key)	Use Tournament Manager software to initiate matches and record scores. Coordinate with the Emcee on displaying of match results at appropriate times.	 LOW PHYSICAL ACTIVITY LEVEL Mostly sitting	 EXPERIENCE LEVEL Intermediate	<ul style="list-style-type: none"> Experienced volunteers are preferred, but new volunteers can be trained in advance Comfortable using a computer Attention to detail
Field Reset	Accurately reset the competition field after each match and assist the Field Manager or Head Referee as needed. Note students with high energy and younger children do well.	 HIGH PHYSICAL ACTIVITY LEVEL Constant standing for walking	 EXPERIENCE LEVEL Beginner	<ul style="list-style-type: none"> No experience is needed Ability to review field diagrams to place game objects in correct location on the competition field Move quickly around the field Good listening skills

Helpful Hint:

Before your first event, assemble your team of Key Volunteers and attend a nearby event. Your volunteer team should “job-shadow/assist” a veteran Key Volunteer at that event, before taking on the responsibility of serving in that role.

Recommended Volunteer Staffing Plan

The following (right) are sample volunteer staffing plans the volunteer needs for each event will vary, depending upon size, format, and layout. Use this table only as a guide for your volunteer recruitment and planning. Some volunteers can be used in dual roles in order to fully utilize their event support. For example, one volunteer can be working Team Check-In in the morning, and then transition to a Scorekeeper Referee once matches begin. Teams can help reset fields after each match under the supervision of the Head Referee, as can younger siblings watching the competition. Optional roles are also included for events with additional volunteer support.

Volunteer Role	12 Teams	16 Teams	24 Teams
Head Referee	1	1	1
Judge Advisor	1	1	1
Hangar Chief	1	1	1
Emcee	1	1	1
Volunteer Check-In	1	1	1
Team Check-In	1	2	2
Judge	4	6	8
Queue Inspector	4	5	6
Scorekeeper Referee	2	2	2
TM Operator	1	1	1
Field Reset	4	4	4

Volunteer Training and Preparation

Resources – Please instruct all volunteers to carefully review the *Volunteer Role Section* at the end of this document. Give volunteers the opportunity to ask questions and prepare before the event date.

- **Scorekeeper Referee** – Referees are required to read the game manual and referee guide.
- **Judges and Judge Advisors** - Judges are required to read the judges guide and judging rubric.

Training Calls – Consider holding your own training calls a week prior to your event, setting expectations and giving volunteers the opportunity to ask questions.

Attend a Local Event – Encourage volunteers to attend another local event if possible, to get a feel for how tournaments are run, and perhaps even shadow another volunteer in their upcoming role.

Sensitivity Training – Remind volunteers this is a student event where they are working with children, so do what they can to make the kids feel comfortable – like taking a knee to get down on their level, talking firmly but positively, never touching or grabbing them, and also how to be sensitive to different cultures who may be competing.

Onsite Orientation – If you are able, hold an in-person training session the evening before your event (often referred to as the “Night Before” event) so that volunteers can meet the volunteer team and get on-site training. Many “Night Before” events run practice matches if there is a host team or home team available to help set up. This will help build volunteers’ confidence, making the morning of your event run smooth. Whether you host training the night before, or provide training onsite the morning of your event, plan to provide volunteers with the training documentation and materials required to successfully perform their roles and enjoy their event experience.

Volunteer Care and Appreciation

Food & Drink – Make water and snacks available throughout the day and provide lunch for those who volunteer for a full event day. Hydration, food, and appropriate breaks are important to the volunteer experience. If it is possible, stop the entire competition for lunch so that ALL volunteers can take a break and eat. If you have space, set up a Volunteer Break Room or roped-off area as well.

Comfort – Be sure to advise your volunteers to wear comfortable shoes, bring (or provide) a water bottle, and have a few packs of lozenges in the volunteer break area to help soothe vocal cords.

Recognition – If funding is available, use t-shirts and/or name tags to identify your volunteers as a valuable event resource. Share your appreciation with your volunteers, who provide invaluable support to your efforts. Recognize volunteers by providing them with a Community Service Certificate that you can customize with your event name and also record individual volunteer hours – many companies and schools require documentation either to allow employees to volunteer or some may even provide an incentive for validating volunteering time.

Tokens of Appreciation – Even on a small budget, consider giving volunteers (or key volunteers) a small gift certificate, like \$5 to Starbucks or a local food venue.

Hand-written notes – The power of a hand-written “Thank You” goes a long way today!

Social Media – If you are active on social media, consider writing a brief recommendation for a key volunteer on LinkedIn or giving a shout out on Twitter with a photo if they go above and beyond the call of duty. Tag them on Twitter along with [@REC_Foundation](#). You can also send volunteer and event photos to the REC Foundation at media@roboticseducation.org.

Follow Up & Keep in Touch – Email your volunteers after the event to gauge satisfaction and collect opinions on event success, or use www.surveymonkey.com to send some short questions. Also keep in touch with volunteers for future events. If you have the budget, host a Volunteer Appreciation Dinner or Party. A happy volunteer who has a great experience will usually return!

Sharing Best Practices

Volunteer Recruitment

- Share Head Refs with EPs of nearby events. Check out the event map on RobotEvents.com.
- If short, use the power of the mic to recruit help: “Looking for a few smiling faces to help us out!”
- If abundant, don’t turn volunteers away! Use as relief/floaters.
- Consider adding a requirement to participate:
 - Every team must provide five volunteers, or...
 - Every member of a team must volunteer for one or more events
- Partner with school Club Advisors. Volunteering is an easy way to earn service hours for both the club members and the club as a whole
- Inquire with local Religious schools and Catholic Educational Institutions. May require parents to do community service in lieu of tuition.

Volunteer Appreciation

- As a Thank You, make a collage of photos from the event in Shutterfly or equivalent online service, have the kids write a personal message (yearbook style), and print them out to send to volunteers.
- If you want to encourage volunteers to “move up the ranks,” provide a badge or button they can wear, based on experience and how many events they have attended.

Volunteer Training

- Have a Succession Plan for Key Volunteers. Younger students can shadow/learn. Train a minion!
- Encourage volunteers to attend multiple events now that they have the process down.

Event Setup and Tear Down

- Add volunteer roles for “Setup Crew.” It’s best to have 6-8 adults, and plentiful students helping. ROTC and local Civil Air Patrol are fantastic at helping set up (give them a table at your event).
- Pre-stage materials in advance. For example, start massing tiles, etc.
- For Setup Day:
 - If possible, set up the day before the event! There is rarely enough time to set up an event the morning of the tournament.
 - Appoint a head/leader in charge of each area: Hangar Area, Competitions Field, Concession stand, etc.
 - Be sure to test the TM computer, projectors, printer, etc. before leaving; everything should be fully functional and ready to go!
- Make it mandatory for the kids to stay after school on the night before an event to help set up.
- For Tear Down:
 - Utilize parents sitting in bleachers. They have “fresh legs” and can help.
 - Partner with other host teams. Have them help with your event tear down and you help with theirs.
 - Any school club needing service hours can help with tear down. They don’t need any experience, just willingness to help.

Judging

The Event Partner Role

Judged awards at events provide a positive opportunity to acknowledge the amazing efforts made by students and volunteers and provide a method to qualify teams for Championship events. The EP should endeavor to recruit adequate judges from a variety of backgrounds to provide the best experience for the judges and teams.

The EP is responsible for selecting which awards will be given out at their event. Some awards are required for qualifying events, but others are optional to offer. EPs are encouraged to give out more awards than the bare minimum in order to recognize more student achievements. Even if an award is non-qualifying, it validates the work students have done, and is something they can show their school or organization to further recognize the success of their program. Awards can be recognized with certificates as a low-cost option in addition to or in place of trophies. The three categories of awards given at an event are:

- **Judged Awards** – Team awards that are based on criteria included in the Judge Guide and the winners are selected by Judges.
- **Performance Awards** – Team awards that are based on robot performance on the field in match play and skills challenges. Judges do not determine on the field performance awards.
- **Individual Awards** – Awards that recognize the contribution of an adult volunteer or sponsor and are determined by the EP or event planning committee before the event. Judges do not typically determine individual awards.

On the event day, EPs oversee the operation of the entire event and provide support for the Judges and the Judge Advisor. The EP must know and understand the role of the Judges and the Judge Advisor to provide the needed support prior to and during the event. While EPs are responsible to ensure the Judge Guide is adhered to by their judging staff, **EPs may not recommend or assign judged awards to any team** and decisions on all judged team awards are made by the Judges in consultation with the Judge Advisor. EPs may recommend individual, non-team awards such as Volunteer of the Year.

The EP is responsible for ensuring the Awards are entered into Tournament Manager (TM) and uploaded to RobotEvent.com after the event is completed. The EP can coordinate these tasks with the Judge Advisor and the Tournament Manager Operator.

Your RSM can assist on clarifying the judging process prior to the event and on the event day. Do not hesitate to reach out to your RSM in the event planning process to ensure you and your judges have the training and resources needed to be successful. The Event Planning Checklist and the Judge Guide include detailed tasks to prepare for the judging process. Providing a positive experience for your judges will likely result in their return for future events.

Judge Guide

The Judge Guide is located on the RoboticsEducation.org website on the Event Partner Downloads page and will need to be shared with the Judge Advisor and Judges. This guide reviews the awards and the judging process in more detail and is useful helping you to select which awards to be given at your event. Even though the EP does not participate in the judging process, it is important that you understand the process and can refer to the document if there are questions at your event.

➔ <https://www.roboticseducation.org/event-partner-downloads/>

Prepare the Judges Room

A private room where judges can convene is needed for most events to review engineering notebooks and discuss teams' performance confidentially. The day before the event the Judge's room should be prepared with their judging material and supplies.

- Put all of the gathered judging materials in the Judges Room.
- Post the list of awards to be offered in the Judges Room.
- Post the Standard Award Descriptions for the awards that will be offered on a bulletin board, whiteboard, or wall in the Judges room. Allow room for Post-It® notes or scrap paper with notes to be posted below the Standard Award Descriptions.

Event Day Judging Tasks for the EP

After check-in closes and the match schedule has been generated, print the following reports from Tournament Manager and distribute one to each Judge Team and the Judge Advisor:

- Team list
- Match list by team number
- Match list by match number (optional)
- One set of the Awards Ceremony Scripts for the Judge Advisor/Award Presenters. (Judged Awards) During the event:
- After the qualification matches are completed, print reports in Tournament Manager of the Match Rankings and Skills Rankings and deliver them to the Judge Advisor for consideration during judging deliberations.
- In the (rare) case that no teams meet the minimum requirements for the Design and Excellence Awards, contact your Regional Support Manager. The award configurations will need to be adjusted at RobotEvents.com. The Tournament Manager Operator will also need to uncheck the awards using Tools→Options→Awards.
- The Judge Advisor will complete and turn in the Awards Ceremony scripts with the Award Winners to the EP or Tournament Manager Operator so they can be entered into the program.
- The EP can review the Award winners to verify the Judge Guide has been followed. For example, no more than one team should win a Judged award. If there is a question, the EP should consult the Judge Advisor and review the Judge Guide together. Only the Judge Advisor and Judges should make changes to the Award winners, if needed.

After the last Eliminations Match has been scored:

- In TM, At the Awards tab, click Auto Fill Winners to populate the performance awards fields.
- In TM. At the Awards tab, verify the Award Winners for the Judged Awards are populated with the winning teams as entered by the Judge Advisor.

- Print out the Award Ceremony Scripts under Reports in TM and give them to whomever is presenting the awards. The Award Ceremony scripts will now include the team information for each Award Winner.
- Gather the teams in the main area and present the awards.
- Remind the Judge Advisor to take home all judging notes to destroy, unless there is a paper shredder on-site. Judging notes or used rubrics should never be returned to teams or thrown in the trash where notes could be retrieved and identified.

Helpful Hints:

- In Tournament Manager (Reports), you can print an award summary sheet as well as award scripts. Have the Judge Advisor check those sheets against their notes in case of a mistake when the team numbers were entered.
- Encourage your Judges to give out the awards! They have worked very hard all day to select the winners, and this is a rewarding experience for them and the students. If you have any event sponsors, they can also be asked to send volunteers as judges and can give out awards – this is a great opportunity to recognize your event sponsors while simultaneously recognizing student achievement!

After the event is completed:

- Coordinate with the Tournament Manager Operator to upload the event results to RobotEvents.com. The award winners should be viewable on the public event page on the Awards tab if the upload was successful.
- Contact your RSM if there are any errors uploading the results.

Awards

An *award* is recognition for a team's achievement at an event. Awards are usually recognized with a certificate at an event. Awards are categorized into either performance-based such as Tournament Champion or Skills Champion, or judged awards such as the High Flyer Award or Flight Plan Award.

Qualifying Award

A *qualifying award* is an award that makes the team eligible to attend the World Championship.

Your RSM will configure the qualifying awards for your event and can be viewed on the event's Awards tab. Here are a few examples of the qualifying awards based on the number of qualifying spots assigned to an event:

- 1 Spot – (1) High Flyer Award winner qualifies to the championship event
- 3 Spots – (1) High Flyer Award, (2) Tournament Champions Award winners qualify to the championship event

- 4 Spots – (1) High Flyer Award, (2) Tournament Champions, (1) Flight Plan Award winners qualify to the championship event
- And so on.

When a team earns a qualifying award, an invitation is automatically sent to the team through robotevents.com when the results of the event are uploaded. The invitation allows the team to register for the championship event.

Tournament Manager

The software used by all official events to set up displays, calculate scores and rankings as well as to upload those results to RobotEvents.com is called VEX Tournament Manager. It can be downloaded here: <https://vextm.dwabtech.com/> and is periodically updated throughout the season. Within the software, a user selects the robotics competition program, type of event, and other attributes of the event. While there are some differences from robotics competition program to program, most processes function the identically across all types of events and programs.

Tournament Manager comes with excellent documentation, found by selecting **View User Guide** in the **Help** menu. The REC Foundation and your Regional Support Manager also provide periodic trainings, and it is suggested that users familiarize themselves with the software by running a test event offline. This will not have uploaded results but will allow you to test the software functionality. It is recommended that prior to your event, you run a full test of your equipment to identify any issues or faults well in advance of the competition. Setting up the number of teams, you can also get a stronger sense of the appropriate times to set for your event agenda.

Using TM on a computer that is connected to a router will allow you to set up multiple displays, use Raspberry Pis, set up mobile scoring on phones or tablets, and if also connected to the Internet, access to results being uploaded to VEX Via.

Prior to your event, you may wish to utilize Tournament Manager to print pit signage for use in the Hangar, field signs, or drive team badges, as well as printing game documents such as scoresheets or inspection forms. These can all be found under the **Reports** menu.

When setting up your event, you will be asked to enter a Tournament Manager (TM) code as well as a Robot Events (RE) Code. Both codes can be found when accessing your event through the admin portal on RobotEvents.com. When creating your event, this will transfer the settings, including the awards being offered and the team information, from RobotEvents.com and set up your event accordingly. When your event is done, these codes allow your event results to be successfully uploaded.

Tournament Manager & Raspberry Pis

Raspberry Pi's are miniature computers that are generally used to perform single tasks. In the case of Tournament Manager, a Raspberry Pi can be used to output a display. This is a budget-friendly alternative to using a laptop or other computer to create a display.

Newer Raspberry Pis can be run wirelessly, so a display (for instance, a ranking display in a pit area adjacent to the competition field) can be set up without running an ethernet cable between it and a router. Raspberry Pis deployed as display timers should still be connected via ethernet. These are not required to run events and are considered an “advanced” option for users comfortable with the technology and setup involved.

Further training on integrating Raspberry Pis can be found on these websites:

- [Raspberry Pi Quick Start](#) (From TM User Guide)
- [Raspberry Pi Setup](#) – Written instructions
- [Raspberry Pi Setup](#) – Video Presentation

Scoring Matches: Matches can be scored using either paper score sheets, with scores transcribed into Tournament Manager, or can be scored using tablets, with the scores being confirmed by a Tournament Manager Operator. Printable scoresheets can be found under **Reports** in Tournament Manager.

Helpful Hint:

Mobile scoring on a tablet is preferred as it streamlines the scoring process. It is recommended that EPs keep some paper scoring sheets handy in case of an equipment failure. Matches can still be run and scored using paper while the issue is being troubleshooted.

At the end of the event, assist the Tournament Manager operator to upload and finalize the event in Tournament Manager:

- Click **File** → **Upload Results to Robotevents.com**, click the **Finalize** check box, and click **Upload Now**.
- If The event results will not upload and finalize unless the awards in Tournament Manager and the awards at RobotEvents.com match exactly. Contact your Regional Support Manager if you have difficulty uploading and finalizing the results.
- The event qualifies teams to a higher-level event, the qualification emails will be automatically sent to the team contact listed in RobotEvents.com after the results have been uploaded and finalized.

Code of Conduct & Student-Centered Policy

The REC Foundation [Code of Conduct](#) and [Student-Centered Policy](#) are designed to guide behaviors for participants at REC Foundation events and provide a positive experience for event participants and volunteers. Violations of these policies are rare but are serious matters that should be investigated.

Communicating COC and Student-Centered Policy Information

As the EP, you have a vital role in this investigative process if you notice or are alerted to such violations by the Head Referee or other event participants. If you are not sure if something is or is not a violation, call your Regional Support Manager and they can provide you with guidance. Below are a few recommendations to communicate these policies at your event.

- Go over our Code of Conduct and Student-Centered Policy in your Event Meeting. This information is included in the Event Meeting Announcement document. Ask if anyone has any questions regarding these policies to come see you. Educating people to prevent violations from happening in the first place is the best outcome.
- If an issue should arise, discuss it with those involved off to the side or in a hallway, someplace quiet, not in public view on or near playing field. Raising voices to be heard over the sounds of competition can be misinterpreted as aggression and having an argument in public can make people feel embarrassed, which in turn can make them more defensive.
- Work first to educate before to escalating to your RSM for potential sanctions or misconduct violations.
 - People can become passionate and lose awareness of how their behavior impacts others. They may not be doing something with the overt intention of violating rules.
 - By giving teams a warning about behavior, you make it abundantly clear what the expectations are from teams at the event, and for teams that do not mean to act maliciously, this warning will be enough to solve the issue.

Game Manual Rules: Core Rules

The Game Manual references the REC Foundation Code of Conduct and Student-Centered Policies in the Core Rules. Violations of the REC Foundation Code of Conduct and Student-Centered Policy may involve additional escalation beyond the Head Referee's initial ruling, including (but not limited to) investigation by a REC Foundation representative during or after the event.

Reporting a Violation

If a Code of Conduct or Student-Centered violation occurs at your event, please contact your RSM, as well as start gathering information that will only be shared with the REC Foundation staff:

- Pictures or videos of the violation at the event. Try to include team numbers to identify the team or the individual in question. This applies only to COC and student-centered issues. Videos or pictures related to Head Referee rulings are not permitted per the Game Manual rules.
- Witnesses of the violation and their contact information.
- A written account of what transpired. Request that witnesses send you an email with their detailed observations as soon as possible or take written notes of their statement.
- Any additional evidence that may inform the REC Foundation of the situation.

This information needs to be communicated to the RSM in a timely manner so they may start an investigation.

All teams need to be given the initial benefit of the doubt until the REC Foundation can review the evidence presented and reach out to those teams. Investigating violations based on hearsay is difficult and they should be carefully considered before reporting. For instance, an email making a claim that a team has adults working on the team's drone at a competition may not be actionable unless there are videos, photos or verified witness statements of that happening. Unfounded accusations are discouraging to teams that are accused and do a disservice to the integrity of our enforcement process. Actions should never be taken against a team without corroborated evidence.

If you warn a team about their behavior, even if they corrected their behavior at your event, please make a note of their team number and discuss with your RSM. Teams that make violations of the same type repeatedly at different events, even after their behavior was previously addressed, may still be sanctioned for violating these policies. The REC Foundation depends on our EPs to alert us to this negative behavior, and to try to correct these issues on an event level.

Remember, it is always a better experience for all parties involved if violators are given an opportunity to correct their behavior rather than being penalized, however with egregious or repeated violations of our policies, sanctions for those violations can be issued if warranted.

Signature Event Requirements

REC Foundation Signature Events give teams the opportunity to play at a tournament that is of the highest caliber and provides an experience above and beyond a standard tournament. Some Signature Events have the added bonus of qualifying teams directly to the World Championships. These events rely on the dedication of EPs who provide these world class experiences for teams. [Applications](#) to host Signature Events are open to all experienced EPs and are evaluated based on the criteria below.

Once EPs submit proposals to the REC Foundation to offer Signature Events the proposals are evaluated based on two overall aspects of the proposal:

1. Technical Level of Sophistication
 - a. Sufficient staffing to run matches on time
 - b. Sufficient number of practice fields, skills fields, and qualification matches
2. Overall Feel and Team Experience of the event
 - a. Quality of the venue
 - b. Extras such as a combination of items including banners, elevated fields, special medals, and VIP guests

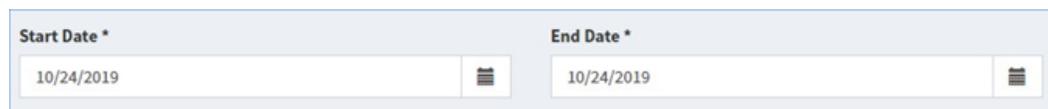
If interested in hosting a Signature Event, please contact your RSM.

Leagues

The purpose of this section is to help EPs understand the fundamentals of league play and host successful leagues. Leagues provide multiple sessions for teams to participate in. Leagues are events with three (3) or more Ranking Sessions plus a Finals Session. Ranking Sessions are usually only a few hours long and are best scheduled several weeks apart to give teams an opportunity to improve their drone designs and game strategies. The Finals Session is the last session of the league and this is when Elimination matches are played and awards are given out.

Posting the League on RobotEvents.com

1. Ensure you have confirmed dates and venues for the Ranking Sessions and Finals Session.
2. Create the League Event at RobotEvents.com. Use the first Ranking Session date as the first “Start” and “Stop” Date.



3. Add each ranking session and the finals session. Select “+New Date” and repeat for each session. You can specify different locations (venues) for each league session.

IMPORTANT! All the league sessions must be added before the league can be approved.



4. Include the agendas for all Ranking Sessions and the Finals Session in the Agenda content block.
5. Review the [Posting an Event on RobotEvents.com](#) section of the EP Guide for more detailed instructions on posting an event.
6. Set the Registration Opens date as early as possible, more than 8-weeks before the first Ranking Session.

7. Consider setting the Event Capacity to a number larger than the capacity of the smallest venue and ask teams to sit out one of the ranking sessions. Encourage teams who are sitting out to come to the event as volunteers in a non-refereeing and non-judging role. This allows more teams to participate and provides more event volunteers.

Ranking Sessions

1. Share resources. Just because it is your event this week, does not mean that you have to create everything new. Use equipment, volunteers, and ideas from the other sessions as a starting point.
2. Keep things as simple as possible.
 - a. Use 1 computer with a single Audience display
 - b. Only play 3-4 Qualification Rounds, then be done.
 - c. For those with technical expertise, use tablet scoring for quick scoring and verification.
3. Start with a Practice Session before a Ranking Session to have a thorough orientation.
4. Plan time for inspections.
5. Allow teams to choose their own pit table.
6. Plug in a few power strips for charging stations.
7. Do NOT do any judging during the Ranking Sessions. Save this for the Finals Session.
8. If offering Robot Skills Challenge Matches, offer them at all ranking sessions. If skills is only available at some ranking sessions, teams who attend those sessions will have an advantage over those who miss those sessions.
9. Provide drinks and snacks for volunteers. A happy and well-fed volunteer is likely to help at a future event!

Finals Session

1. Start the session with Judging and Skills Challenge Matches. Once Judging and Skills are both completed, then continue to the Alliance Selection.
2. Involve as many teams as possible in the Elimination and Finals Rounds.
3. If giving awards for which you do not have trophies, you can print certificates from TM.
4. Provide drinks and snacks for volunteers. A happy and well-fed volunteer is likely to help at a future event!

Tournament Manager for Leagues

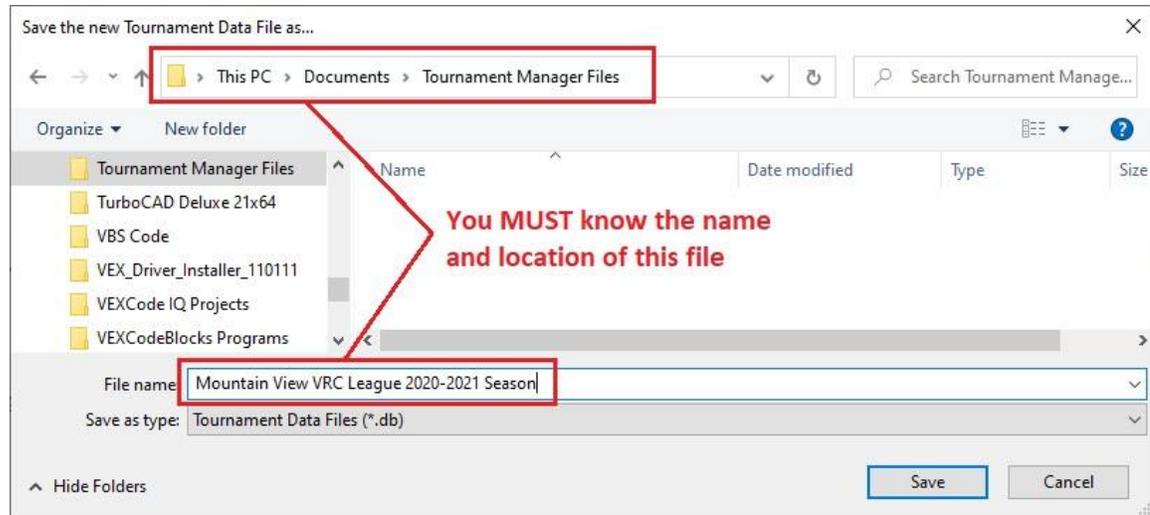
First League Session

Make sure your computer is connected to the Internet before creating the first league session. The team list, awards list, and league dates/venues are downloaded from robotevents.com when the first league session is created.

Make sure you have a USB flash drive handy to save a copy of the tournament.

1. Log into [RobotEvents.com](https://www.robotevents.com), click **Admin**, click **Events**, and click **View** for your league event.
2. Record the **Event Code** and the **TM code**. You will need these to set up TM.
3. Start TM and click **Create a New Tournament**. Navigate to a known folder on your computer, then type a name for the file and click **Save**.

IMPORTANT! The same TM file MUST be used for every league session including finals. You MUST know the name and location of this file.



4. **Welcome:** Read the welcome page then click Next.
5. **Event Code Setup:** Check **Event is listed on RobotEvents.com**. Enter the **Event Code** and **TM Code** from **Step 2** and click **Next**.
6. The available league sessions will show in a pop-up window. Select the first session and click Continue.
7. **Program Type:** Verify the program type is selected and click **Next**.
8. **Tournament Type:** Most leagues select **Small Tournament**. Select **Medium** or **Large** if appropriate and click **Next**.
9. **General Setup:** The Event Name is filled-in with the name from robotevents.com; you may change it if you wish. Enter a unique password and click **Next**. Note: The password is used for TM web server functions or to connect another computer to this instance of TM.
10. **Game Scoring Configuration:** Make sure the current game is selected and click **Next**.
11. **Team List:** Verify the teams have been downloaded from Robot Events or import teams from the appropriate CSV file from robotevents.com and click **Next**.
12. **Teams at League Session: Check in:** Select teams if they have checked in. If teams are still checking in, leave all the boxes checked. If some teams are not present when check in ends, you can use the Team Check In feature and rerun the match schedule later. Click **Next**.

13. **Elimination/Finals Match Setup, Field Set, Skills Challenges, Pit Display Setup:** The default values should work for most leagues. If skills will be offered at any of the ranking or finals sessions be sure to add at least one Skills Challenge field. Refer to the League Play Guide for recommendations on these settings. Adjust if needed.
14. **Schedule Setup:** Adjust the schedule for the expected number of teams and the time for the league session. Refer to the League Play Guide for recommendations on the number of matches to be played during ranking sessions.
15. **Create Matches, Awards Setup, Web Publishing Setup, Setup Complete:** The default values should work for most leagues. Adjust if needed.
16. If some teams are not present when check in ends:
 - a. Click the **Team List** tab, click on a team that is not present, on the righthand side uncheck the **Checked In** box and click **Save**. Repeat for each team that is not present.
 - b. Click **Tools, Regenerate Match Schedule**, read the welcome screen and click **Next**. Under Checked In Teams at the top of the screen, select **Exclude nn teams that have not checked in**. Adjust the match schedule if needed and click **Next**.
 - c. Click **Create Qualification Matches** then click **Next** and **Finish** to complete the new match schedule.
17. Print the **Match List** and **Announcer Sheets** and run the matches.
18. When the matches for this session are complete, save a copy of the TM file on a USB flash drive. Click **File, Save Copy of Tournament**, navigate to the USB drive and click **Save**.

IMPORTANT! You **MUST** use the TM file from this session to start the next session. If you will be using the same computer for the next session you can use the TM file on this computer's hard drive. If you will be using a different computer for the next session, you can use the copy of the TM file that was just saved to a USB flash drive.

IMPORTANT! DO NOT create a new tournament (a new TM file) for each session. Doing so will prevent match results and rankings from carrying over to the next session.
19. You may also save log files or export event data (File menu) and save to the USB flash drive.
20. Click **File, Upload Results to RobotEvents.com**. Do not check Finalize; that is only done after Finals are complete. Click **Upload Now** to upload the results of this session to robotevents.com.
21. View the 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 Finals Session)

1. Open the **TM League File** from the previous session:
 - a. If using the same computer that was used for the previous session: Start TM, click **Open an existing tournament**, locate the TM file that was used for the previous session and highlight it, then click **Open**.
 - b. If using a different computer than was used for the previous session: Copy the TM file from the USB flash drive to a known location on the computer's hard drive. Start TM, click **Open an existing tournament**, locate the TM file that was used for the previous session and highlight it, then click **Open**.

IMPORTANT! You **MUST** use the TM file that was used for the previous session. Failure to do so will prevent match results and rankings from carrying over from the previous session.

2. Select the appropriate league session from the list and click **Continue**.
3. Step through the wizard and adjust settings as needed for the new session. You can refer to the previous instructions for help. The settings from the previous league session will be the default.
4. **Schedule Setup:** Add qualification matches for this ranking session. This should be the same number of matches as the other ranking sessions.
5. **Setup Complete:** If **Preserve skills challenge scores** is shown, make sure it is checked to ensure skills scores are saved from previous ranking sessions. Click **Finish** to complete the wizard.
6. **Repeat Steps 16 – 21** from the **First League Session** instructions above.

Final League Session – The League Finals

1. Repeat Steps 1-5 from the **Subsequent League Ranking Sessions** instructions above but do not create any qualification matches
2. **Verify Team Ranking:** After completing the setup wizard for the League Finals session, click the Rankings tab and verify the qualification rankings are correct before starting the Alliance Selection.
3. **Verify Alliance Settings:** Click **Tools, Options, Finals** to verify the number of teams/alliances in the finals. Adjust if needed.

For RADC

1. Print **Announcer Sheets** for alliance selection, enter alliance selections, and finalize alliances.
2. Print the **Elimination Ladder** and **Announcer Sheets** and run the Elimination Matches.
3. 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.

4. 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.
5. Repeat steps 16-21 from the **First League Session** above.
6. Celebrate!

Best Practices for Leagues

- Consider a sticker system to mark teams inspected at the 1st session and then just do a quick visual and measurement check on the following events. This speeds up the inspection time after the 1st inspection.
- Give teams an off week in the schedule and encourage them to support the event while they are not competing as volunteers.
- Form a partnership with another EP to share game resources and volunteers.
- Ask each team to provide 1 volunteer for the event.
- Keep the event simple with technology.
- Collect the design notebooks at the last regular session and return them at the League Championship.
- All award judging is at the League Championship.
- Offer limited skills at each session if possible.
- Start the League with a Practice session. This should include inspection and troubleshooting robots as well as the flow of the event for students.
- Consider the cost of the event to reflect the amount of sessions and matches.

Glossary

Award – Recognition for a team’s achievement at an event. Awards are usually recognized with a certificate at an event. Awards are either performance-based such as Tournament Champion or Robot Skills Champion, or judged awards such as the Excellence Award or Design Award. Not all awards are qualifying awards (see qualifying awards).

DORO – Director of Regional Operations. The REC Foundation staff member responsible for managing RSMs in multiple regions and providing leadership for initiatives within the organization.

EP – Event Partner. The designated adult that is responsible for planning and executing the Event.

ESS – Event Support Specialist. The REC Foundation staff member responsible for day-of-event support in their designated region as assigned by RSMs.

Event Region – A defined geographic area that is usually a whole state, province, country, or territory but might also be part of one of these. The REC Foundation determines the boundaries of event regions with respect to governmental boundaries, geography, and team distribution.

Invitation – The permission provided through robotevents.com that allows a team to register for a championship event. An invitation is issued to a team through robotevents.com when the team wins a qualifying award.

Local Event – A tournament or league that is not a championship event. Local events may be qualifying events or non-qualifying events (see Non-qualifying Event).

Non-qualifying Event – An event that does not qualify teams to a championship event. Also called a scrimmage.

Qualifying Award – An award earned at a qualifying event that qualifies the team to a Championship Event.

Qualifying Criteria – A document published by the REC Foundation each season that details the criteria that events must follow in order to be qualifying events, the qualifying award structure, and other factors regarding qualifying events and qualifying awards. Available at roboticseducation.org.

Qualifying Event – An event that makes a certain number of teams eligible to register for a championship event. Qualifying events have one or more qualifying awards assigned to it.

Qualifying Spots – The number of qualifying awards that will be given at an event. The number of spots determines which awards is a qualifying awards.

RSM – Regional Support Manager. The REC Foundation staff member responsible for supporting EPs and events in their designated region.

Scrimmage – An event that does not qualify teams to a championship event.

World Skills Standings – A list of the highest Skills Scores posted by teams at qualifying events. Refer to the Qualifying Criteria document for details on team rankings for World Skills Standings.

Event Troubleshooting Guide

Before the Event

- Always set up the night before an event if possible.
- Always test the fields, displays, and sound before starting matches.
- Always test your printer and check you have extra ink/toner.

During the Event

Scenario 1: The event has progressed to the afternoon, with 8 scheduled matches per team. All is going well except it is evident that the event is going longer than expected. There are transportation concerns, or you need to end the event earlier than planned due to weather. **NOW WHAT?**

- Use Tournament Manager to reduce the number of matches to get you back on schedule by using the menus in TM to navigate: Tools → Options → Qualification Matches: Lower the number.
- When you return to view the list of matches, any matches over the number of matches per team you specified will be greyed out and you can proceed to alliance selection
- Remember to announce the change in matches and why.

Scenario 2: My event has one Audience Display and one Pit Display, the Pit Display stops working. **NOW WHAT?**

While you troubleshoot, use Tournament Manager to show rankings and queuing on main audience display between matches until you get the problem resolved.

1. Look at the data connection to the pit display – is it connected?
2. Did the computer controlling the display time out?
3. Restart and ensure that the IP address is correct.

Scenario 3: I underestimated the amount of Skills Fields and resources needed. **NOW WHAT?**

Use the Main fields during Lunch for skills runs if possible.

Scenario 4: My Head Referee is ill and did not show up. **NOW WHAT?**

Gather the remaining referees and see if one of them can take the position. You may want to plan your volunteers to include backups and alternates for key roles. Ensure you have a copy of the Game Manual handy to address any rule questions.

Scenario 5: I am ready to start the qualifications and my printer will not work.

NOW WHAT?

Follow these steps:

- Use Tournament manager to display team matches on the audience and/or pit displays. Participants can take pictures of the schedule for later use
- Print your qualifications to Microsoft PDF writer or other generic program, save and transport to another printer.
- Seek another printer to use later.

Scenario 6: I cannot get the sound to work correctly on my field after restarting TM. **NOW WHAT?**

- Field sounds are output through the Audience Display.
- Open Audience Display on the computer that is attached to the sound system.
- There are unique circumstances when you will need to restart the Audience Display even though you see it running.
- Sounds can also be played from the Field Control window. Make sure sound is checked.

Scenario 7: I am trying to set up a small network of computers to run multiple displays as well as Tournament Manager. I am unable to get the machines to connect and get an error message when logging into the tournament server. **NOW WHAT!?**

Follow these steps:

- Check to be sure all computers are running the same version of Tournament Manager.
- Make sure that firewalls are off so that machines may connect to one another.
- Check to be sure the computer is in Airplane mode.
- If a computer's networking allows connection by both Wi-Fi (which should never be used with a Tournament Manager server computer) and a hardwire, the computer may not be able to distinguish between the two connections and will become "confused".

Scenario 8: I have multiple computers in a local network and have to restart TM during a hectic event. The person who set up the fields is not the person running Tournament Manager and has left the building on an errand. The person running Tournament Manager is having difficulty finding the IP address of the server to log all machines back in. **NOW WHAT!?**

- Go to the "Help" pull down menu in Tournament Manager to get the IP address of the server.
- A good practice/habit is to find the server IP address while setting up the system and writing the server's IP address on either blue painter's tape or a sticky note and placing it on each machine in the network. A second item that you may wish to place on each computer is its purpose, i.e. "field timer display 1", "field timer display 2", "pit display", etc.

Scenario 9: Your event is running over time and a helper has decided to modify the event to reduce the number of matches being played to end on time. Unfortunately, rather than using the Tools → Options → Qualification Matches method described earlier to reduce the number of matches, they reran the wizard and erased all the match scores as well as the match list. **NOW WHAT?!**

- Tournament Manager has an automatic backup feature that creates backup files of a tournament on every machine that is networked to the tournament server.
 - Find and open the “VEX” folder on the computer. Its location will depend on the operating system your computer is running. Once the VEX folder is open, find a “Tournament Manager” folder. This folder contains the “Automatic Backup Folder” containing a number of backup files. Restore your event with these files by opening the correct file in Tournament Manager.
- Use the time-date stamp to help identify the correct backup file.