FIRST TECH CHALLENGE

POWER PLAY℠ PRESENTED BY Raytheon Technologies

FIRST® ENERGIZE℠
presented by Qualcomm

firstinspires.org/robotics/ftc

2022-2023 *FIRST*® Tech Challenge

Event Management_Hybrid

Sponsor Thank You

Thank you to our generous sponsors for your continued support of the *FIRST*® Tech Challenge!

***FIRST*® TECH CHALLENGE**
SEASON PRESENTING SPONSOR

Volunteer Thank You

Thank you for taking the time to volunteer for a *FIRST*® Tech Challenge event. *FIRST*® and *FIRST*® Tech Challenge rely heavily on volunteers to ensure events run smoothly and are a fun experience for teams and their families, which could not happen without people like you. With over 6,500 teams competing yearly, your dedication and commitment are essential to the success of each event and the *FIRST* Tech Challenge program. Thank you for your time and effort in supporting the mission of *FIRST*!

Revision History		
Revision	**Date**	**Description**
1	9/14/2022	Initial Release

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Introduction

What is FIRST® Tech Challenge?

FIRST® Tech Challenge is a student-centered program that focuses on giving students a unique and stimulating experience. Each year, teams engage in a new game where they design, build, test, and program autonomous and driver operated robots that must perform a series of tasks. Participants and alumni of *FIRST* programs gain access to education and career discovery opportunities, connections to exclusive scholarships and employers, and a place in the *FIRST* community for life. To learn more about *FIRST*® Tech Challenge and other *FIRST*® Programs, visit www.firstinspires.org.

Gracious Professionalism®

FIRST® uses this term to describe our programs' intent.

Gracious Professionalism® is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community.

Watch Dr. Woodie Flowers explain *Gracious Professionalism* in this short video.

Learn more about the roles of volunteers on our Volunteer Resources page, "Volunteer Role Descriptions".

FIRST Privacy Policy

FIRST takes the privacy of our community seriously. As a nonprofit and a mission-driven youth-serving organization, we are compelled to understand who we are serving, how our programs are performing, and make improvements so that we can achieve our goals of making *FIRST* accessible to any youth who wants to be part of the fun, exciting and life-changing experience. Thus, we need to collect certain personal data from participants and volunteers to ensure we are meeting our goals and responsibilities as a youth-serving nonprofit organization.

As a volunteer, you may be asked to handle the personal data, or personally identifiable information (PII), of coaches, team members, and even other volunteers. It is critical that you understand and follow the *FIRST* Privacy Policy and complete any data protection and privacy training required by your role. If you have any questions regarding data protection and privacy, please reach out to the *FIRST* Data Governance Team at privacy@firstinspires.org.

Event Styles

- Traditional: in-person match play with alliances and in-person judging (FTC Live).
- Hybrid: in-person match play with alliances (FTC Live) and remote judging sessions and submissions (cloud FTC Scoring). This event style can be used for submission of engineering portfolios for an in-person match play and judged event.
- Remote: single team remote matches and video conferencing for judging sessions and upload of PDF submissions to the cloud FTC Scoring.

Hybrid Events – Best Practices

Several regions are moving to hybrid and remote events. There are a few ways to set up your hybrid events.

- Remote judging then in-person match play.
- In-person match play then remote judging.

Remote judging then in-person match play.

- In this case the remote judging schedules can be created by the PDP/Event Admin/Judge Advisor.
- Judge Advisor should be in charge and the point of contact for the interviews.
- Event admin can use the Awards Manager in the cloud to determine awards.
  - If FTC Live running locally does not have internet, then use the "Export Awards" option to export a .json file to your computer to transfer the data.

FTC Scoring (remote judging) to FTC Live (in-person matches).

At the in-person event, the judging info will require an extra step:

Go to the Awards Manager and "Import/Export" to import the data:

- Automatically with the "Sync" Button (internet access required)
  OR
- upload the .json file.

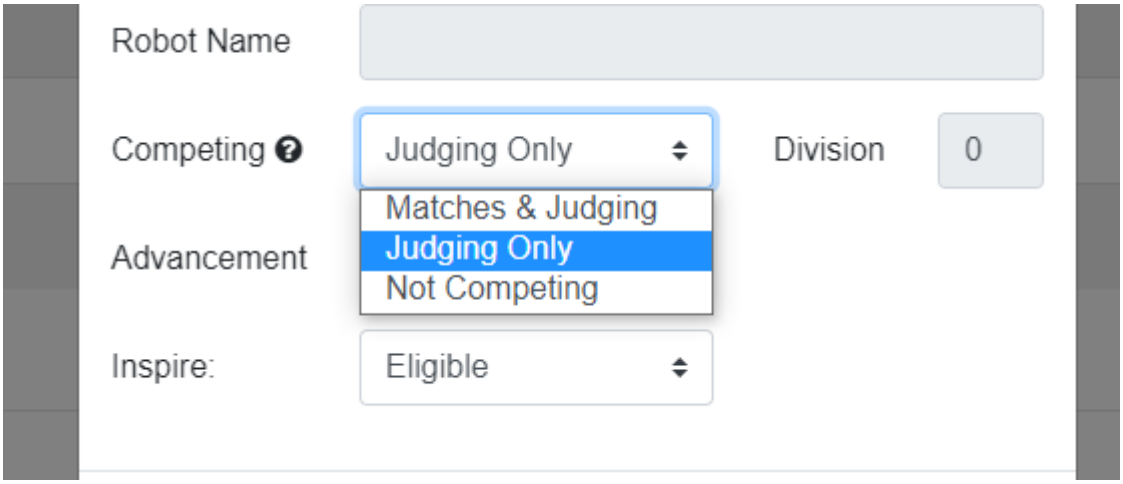
In-person match play (FTC Live) then remote judging (FTC Scoring).

- Make sure the event has been properly configured in the cloud FTC Scoring (leagues have been associated, all teams have been added, judging schedule has been created) and the event has been transferred to local event laptop running 3.2.0 or greater.
- If this has been done correctly, your event & match details will sync with the cloud once you're online.

- The remote judging will be done through the cloud.
- The **awards presentation must be done through FTC Live**!
- Sync process for Awards data is the same, or enter the awards directly into FTC Live
- FTC Scoring will not have Winning & Finalist Alliance Awards.
- Do not "Send Results to FIRST" until **after** the Awards Ceremony.

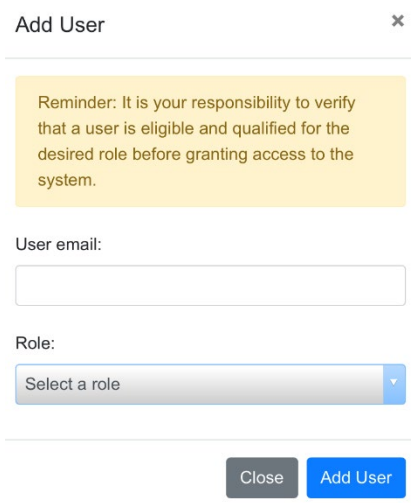
Add teams to the event.
This will only add the team administrator (lead coach one or two). The team administrator in the FTC Scoring system has access to the Judging link for teams to be able to upload submission documents and access the video conferencing url.

- Teams can be added based on their event participation.



Remote Judging Assignments

PDP has already assigned roles in VMS (highly recommended) or added volunteer roles manually in FTC Scoring, then the FTC Scoring system updates within 24 hours. **Important Note:** Due to data privacy issues, only the PDP or designated admin can perform this step. Volunteer roles can be assigned manually in FTC Scoring using the Add User button:



Team View – Team Administrator Adds Users

Important Note: Only the FTC Scoring system team admins can add more users. Also, only the team admin can access the Join link or URL for judging sessions, upload the judging material and enter team information for the feedback form.

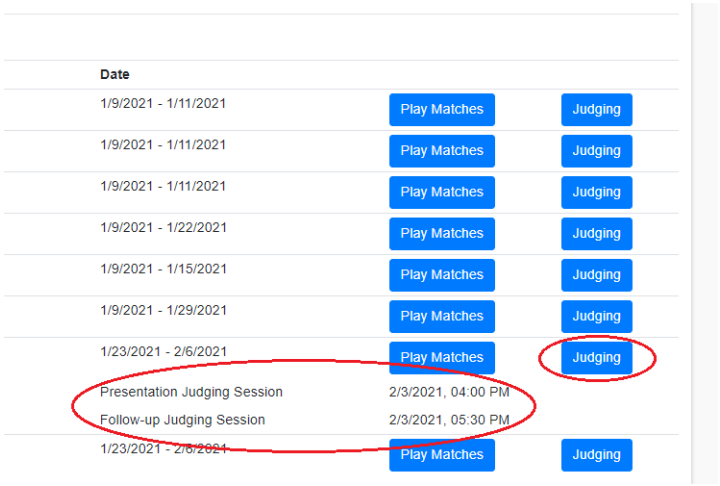
a. Team Administrator logs into FTC Scoring with their FIRST dashboard account.
b. Select the Users option, then Add Users.

- A list of user roles appears. Select user role, as applicable.

Team View — Remote Judging

PDP NOTE: Judging links will not appear until the PDP/Admin has created the “judging schedule” and published it.

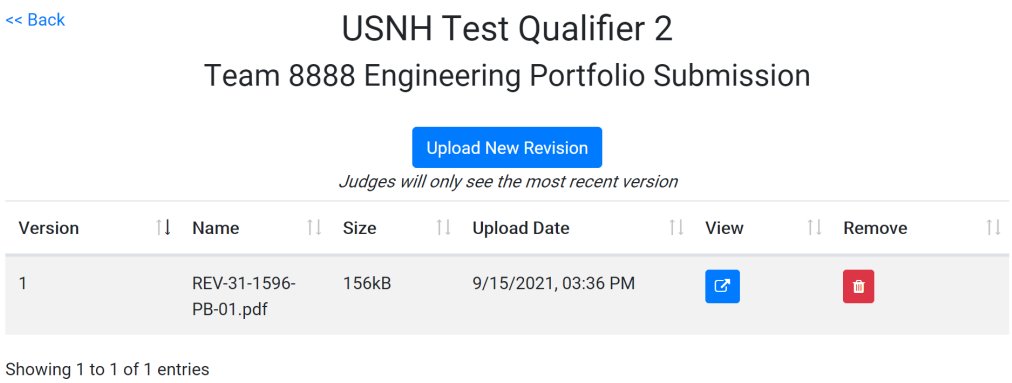
a. Coach selects the Judging button for the specified event.
   - **Important Note:** only team admins can see links in FTC Scoring.



b. Opens the team admin view of Judging dashboard with three document options and video links:

   - Coaches can share a copied link of the URL with team members (email, text message, etc.).
   - Team members can use a link to join an integrated video session in FTC Scoring without logging into FTC Scoring.

c. Engineering Portfolio submissions (PDF) can be uploaded, viewed, and removed.



d. Control Award submissions (PDF) can be uploaded, viewed and removed.

e. Team admin can fill out the Judging Feedback Form.

- Feedback will be provided after the event is published.

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USNH Test Qualifier 2

Team 8888 Judging Feedback Form

Teams must complete the top portion of this form and submit it to the Event Judges in order to receive feedback

Team Number	8888
Team Name	Infinity Factor
Team City/State/Province	Hollis, NH
Number of students on the team	0
What is the one thing your team is most excited to learn or do in this FTC Season (400 characters or less)	0/400 characters
Please describe what Gracious Professionalism means for your team (400 characters or less)	0/400 characters

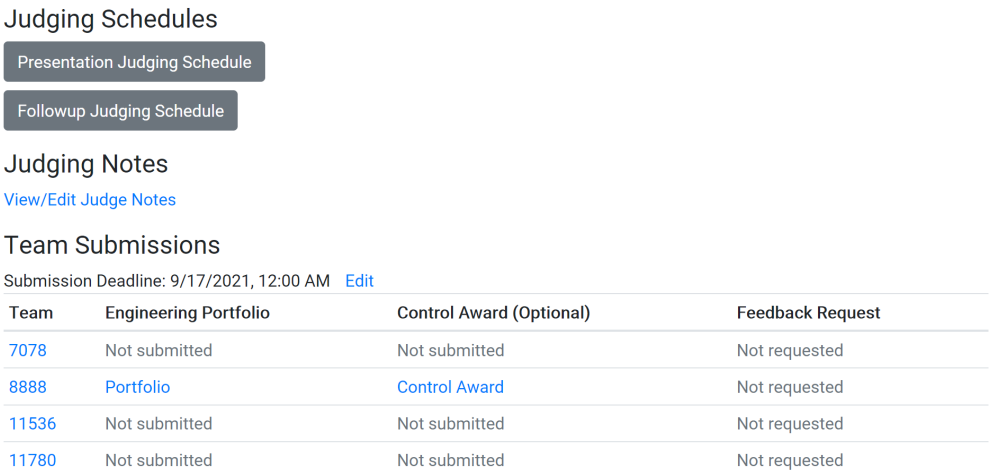
Reset Submit

The Judges' feedback will appear below after the event has been published.

PDP/Judge Advisor View – Judging Materials Submission Window

1) Judge Advisors can set a judging materials submission deadline within the seven-day event submission window.
2) **Important Note**: The features "Allow Late Submissions" and "Allow Early Judge Access" are **ONLY** for extenuating circumstances and require permission. Please contact JoAnn Halloran at jhalloran@firstinspires.org to discuss the circumstances.

a. By default, judges cannot view uploaded material until after the judging material submission deadline.



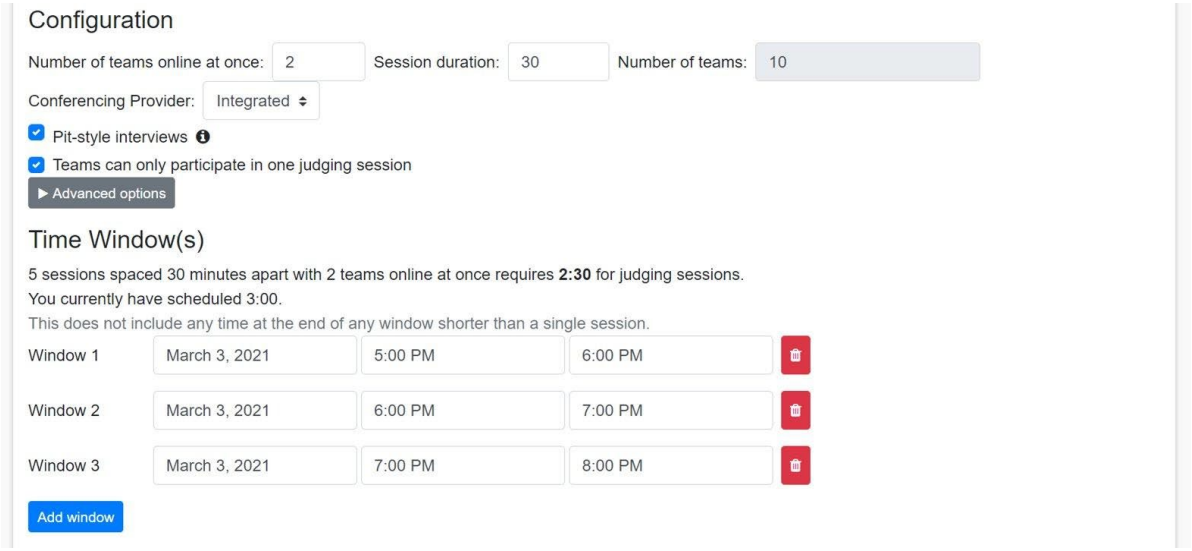
PDP/Admin Creates Judging Schedules

PDP/Admin creates virtual video conference sessions in FTC Scoring; provides a virtual waiting room for teams, and judging deliberation rooms for judges. An option for external video conferencing, such as Zoom, is available too.

- Create a judging schedule in FTC Scoring or Excel spreadsheet.
- Organize the time slot, judge panel or pit-style group and URL's for these conferences to send to teams and judges/judge advisor.

Set number of panels, session duration, and time windows:

- Select the type of video conferencing you will use – Integrated or External.
- Select the type of interview: panel or pit-style.
  - Panel: two judges (Panel) meet virtually with a team for a specific amount of time. This is used for the initial presentation judging.
  - Pit-style: multiple judges (Group) can visit with a team virtually during a specific amount of time. This can be used for specific awards in follow-up judging presentations.
- Select how many judging sessions a team can participate in (either one or two).
- Advanced options: allows you to add time between time windows.

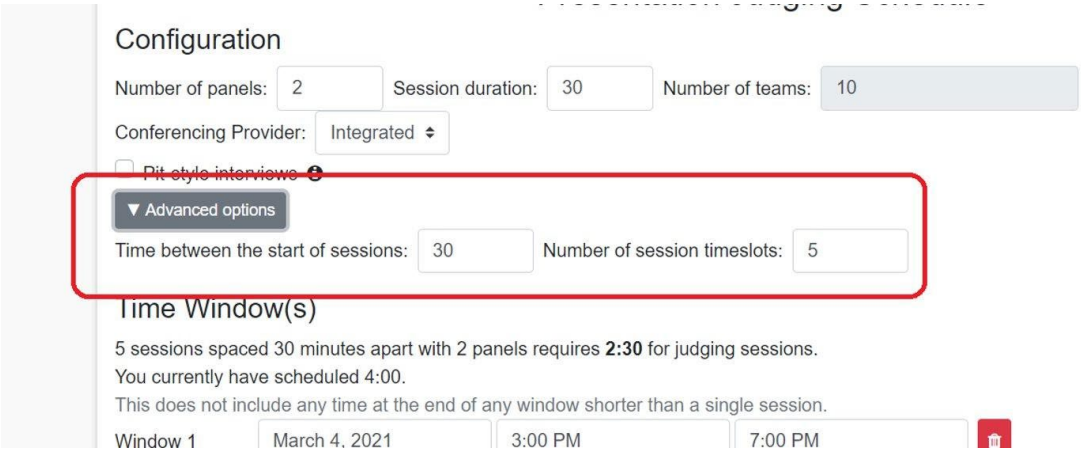


Important Note: Once you've selected or deselected the "Pit-style interviews" check box sessions will be called Groups for follow-up/pit-style judging.

Advanced Options for Judging Schedules

This button cascades to allow input of time between sessions. Judges often need to deliberate between the judging interviews for presentation and follow-up/pit-style.

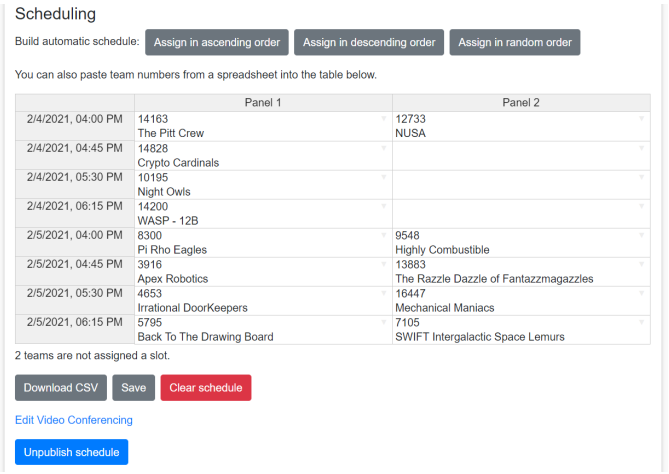
For example, if the time between the start of each session is 30 minutes, and the session duration is 20 minutes, there would be a 10-minute period between the end of the previous session and the start of the next session.



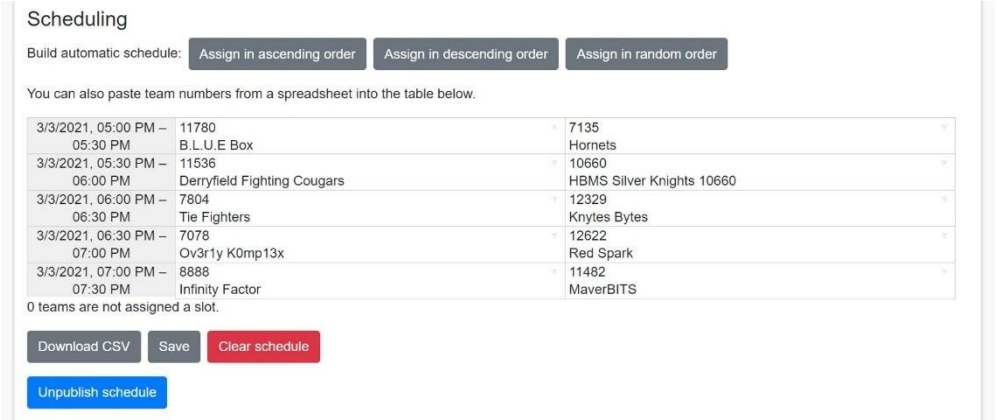
Build the Judging Schedule:

- Ascending, descending, or random.
- Manually.
- Copy and paste from spreadsheet.

Panels for Presentation Judging



Groups for Follow-Up/Pit-Style Judging

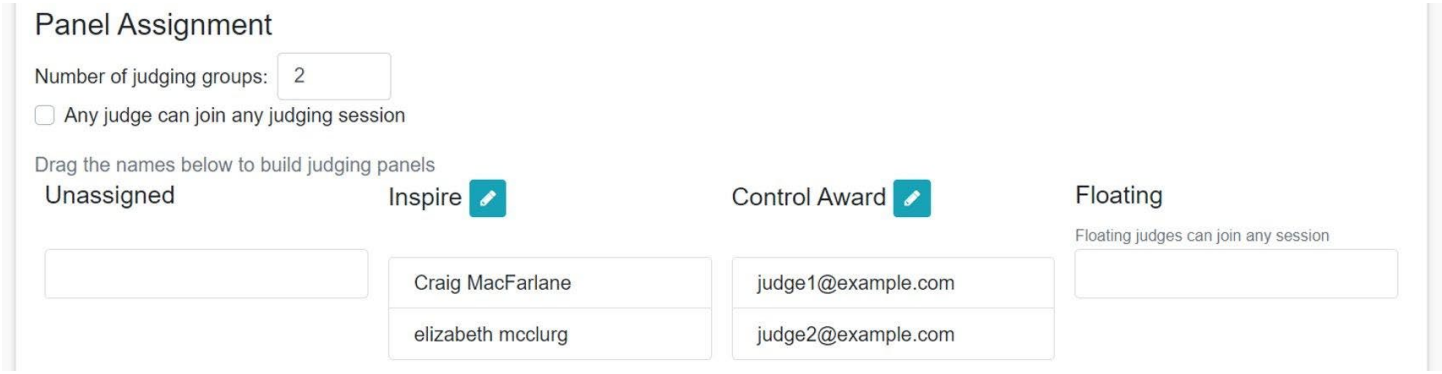


Assign Judges to the Panels or Groups:

- Drag and drop a judge's name to assign a judge to a panel.
- You can move a judge from one panel to another.
- You can also remove a judge from a panel and place them back to unassigned.
- Floating judges can join any session (as can a judge advisor or event admin).
- If you want to have multiple judges join multiple panels, select the "Any judge can join any judging session" option.

Panel Assignment for Presentation Judging

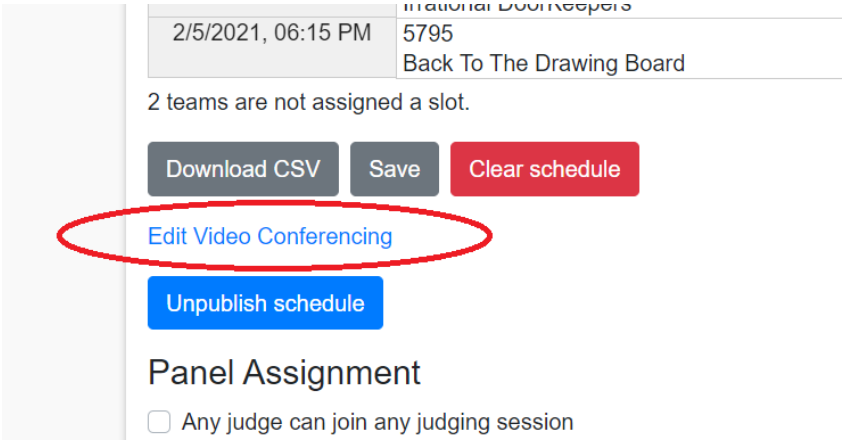
Group Assignment for Follow-Up/Pit-Style Judging



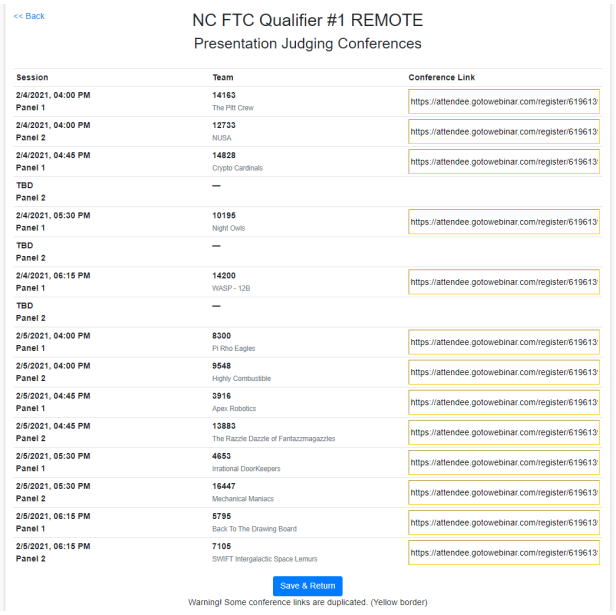
Video Conferencing: External

<u>Embed video conferencing link into judging sessions (External tools ONLY):</u>

- Select the Edit Video Conferencing option for External conferencing tools, ie. Zoom.

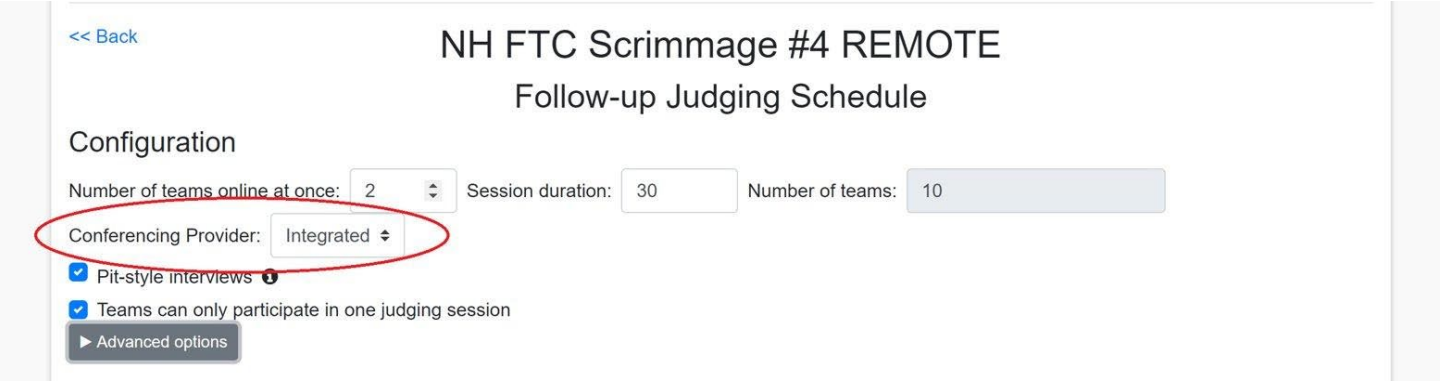


- Embed the video links:



Video Conferencing: Internal

Choosing the Integrated Conferencing Provider will allow judges, judge advisors and teams to log in to the FTC Scoring system to use the embedded video conferencing. NOTE: Links can also be emailed to team members to participate within FTC Scoring without the student participant having to log in to the system.



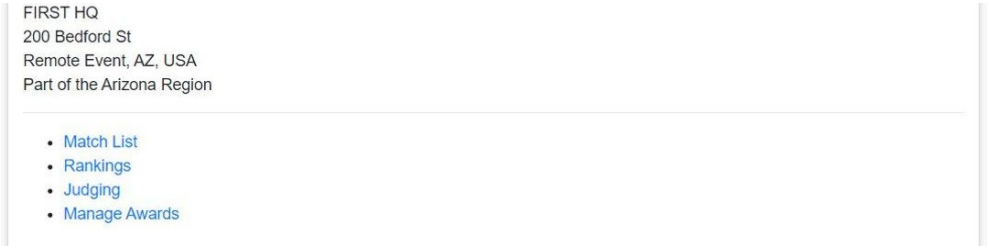
To access the url links for teams paste this url: https://ftc-scoring.firstinspires.org/event/\<eventcode>/judging/schedule/edit/INITIAL/conferences with your event's code.

Judge View – Judging Schedules and Interviews

- Judge advisor or event admin can join any panel or group.
- A judge can only join any panel or group that they have been assigned.
- A minimum of 2 judges is required to meet with youth team members.
- The judges control admission of teams to any judging session and select a team member to present.
- Teams do not have access to the Deliberation Room option.
- Judges can use the Deliberation Room together to discuss team submissions and interview sessions.

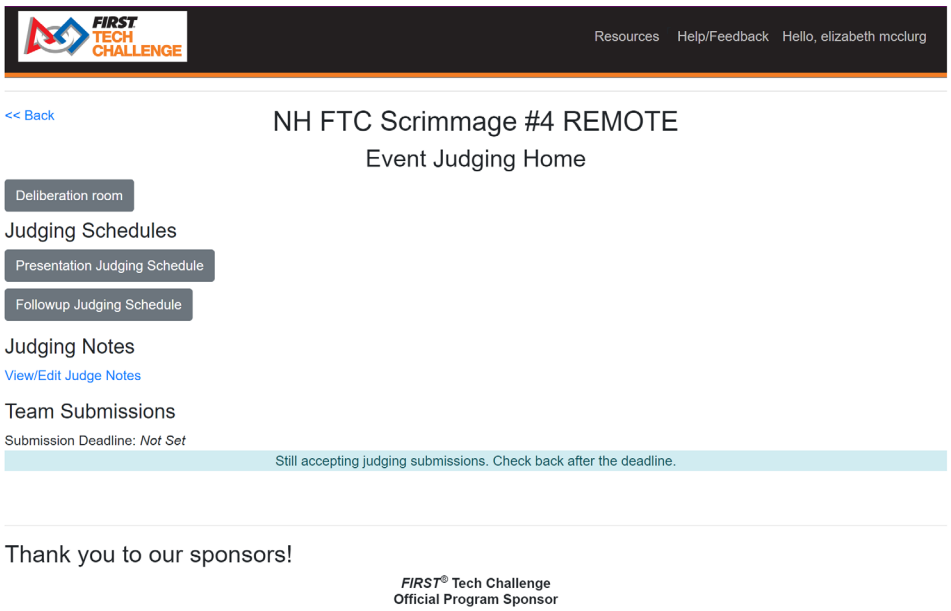
Judges login to FTC Scoring system and select specified event.

Select the Judging option:
View Judging Schedule, Judge Notes, teams' Engineering Portfolios, Control Award submissions, and request for Judging Feedback.



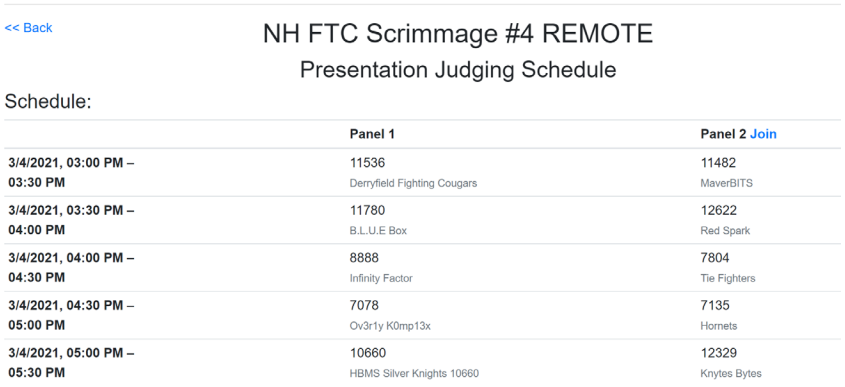
Select the Judging Schedule option:

- Deliberation Room: for judges ONLY, embedded with judges notes.
- Presentation Judging Schedule: Initial interview with two judges and one team, embedded with judges notes.
- Follow-up Judging Schedule: One can have pit-style interview with multiple judges and one team OR two judges and one team, embedded with judges notes.



The event's judging schedule shows the Join links to video conferencing.

- In Presentation Judging, judges can view each panel's links in:



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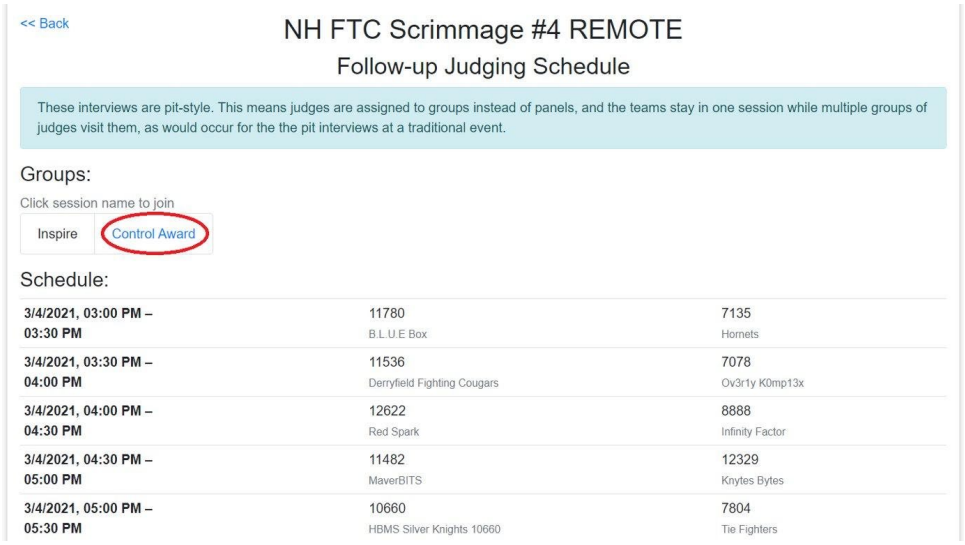
NH FTC Scrimmage #4 REMOTE

Presentation Judging Schedule

Schedule:

	Panel 1	Panel 2 Join
3/4/2021, 03:00 PM – 03:30 PM	11536 Derryfield Fighting Cougars	11482 MaverBITS
3/4/2021, 03:30 PM – 04:00 PM	11780 B.L.U.E Box	12622 Red Spark
3/4/2021, 04:00 PM – 04:30 PM	8888 Infinity Factor	7804 Tie Fighters
3/4/2021, 04:30 PM – 05:00 PM	7078 Ov3r1y K0mp13x	7135 Hornets
3/4/2021, 05:00 PM – 05:30 PM	10660 HBMS Silver Knights 10660	12329 Knytes Bytes

- In Follow-Up Judging (pit-style), judges can view each Group (awards they are assigned to judging):



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NH FTC Scrimmage #4 REMOTE

Follow-up Judging Schedule

These interviews are pit-style. This means judges are assigned to groups instead of panels, and the teams stay in one session while multiple groups of judges visit them, as would occur for the the pit interviews at a traditional event.

Groups:

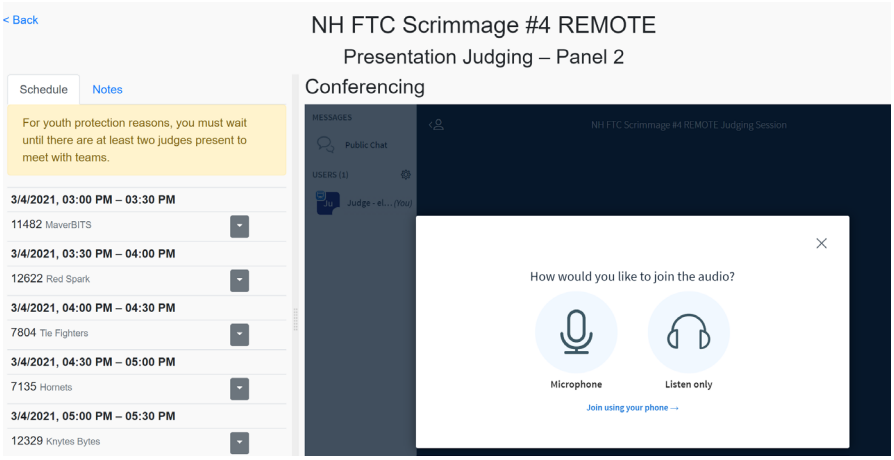
Click session name to join

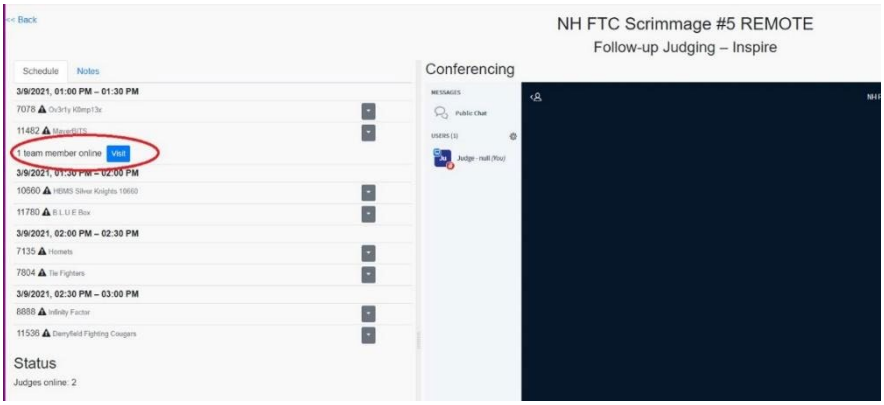
Inspire | Control Award

Schedule:

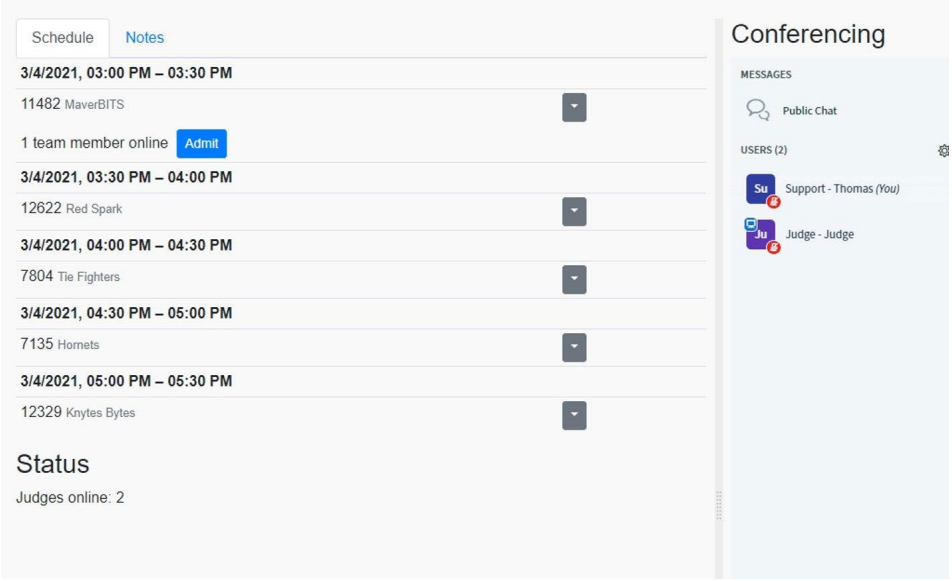
3/4/2021, 03:00 PM – 03:30 PM	11780 B.L.U.E Box	7135 Hornets
3/4/2021, 03:30 PM – 04:00 PM	11536 Derryfield Fighting Cougars	7078 Ov3r1y K0mp13x
3/4/2021, 04:00 PM – 04:30 PM	12622 Red Spark	8888 Infinity Factor
3/4/2021, 04:30 PM – 05:00 PM	11482 MaverBITS	12329 Knytes Bytes
3/4/2021, 05:00 PM – 05:30 PM	10660 HBMS Silver Knights 10660	7804 Tie Fighters

- Selecting Join or the Award Group opens the panel or group schedule:

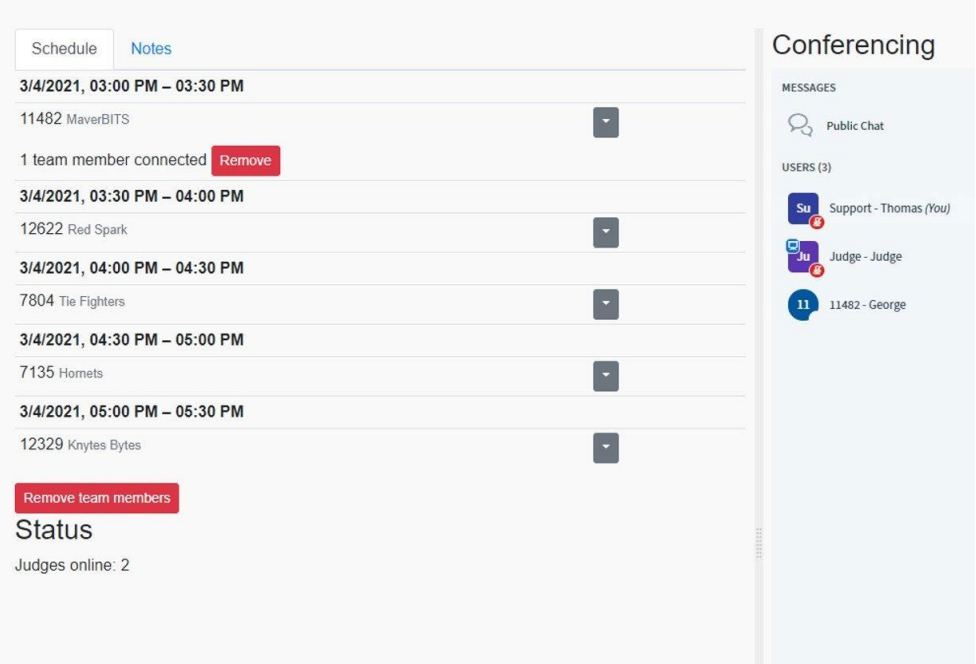




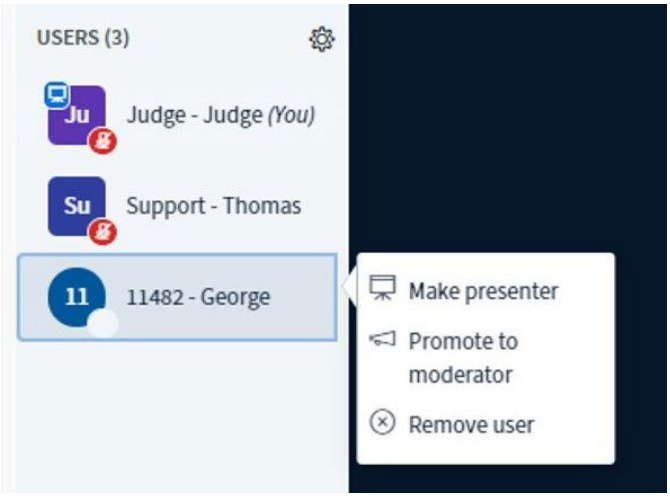
- Two judges must enter the video conferencing session, then Admit the team members by selecting the Visit button.



- A judge can remove a team member.

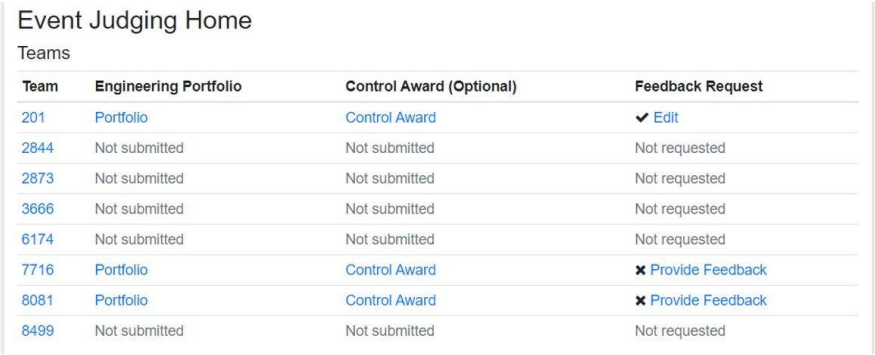


- Make a team member a Presenter by right-clicking on their name.

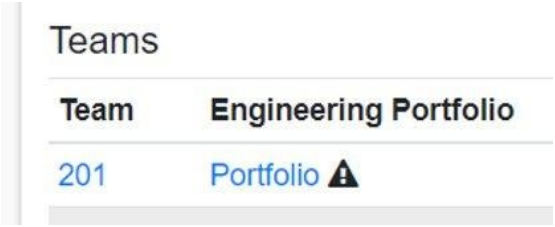


An event's team submissions.

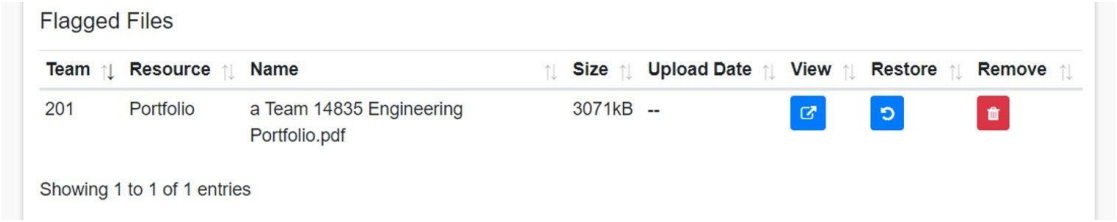
- Blue highlighted submissions allows you to view the document or provide feedback.
- Gray highlighted submissions are not selectable.



- A flagged document. The flag cannot be removed.

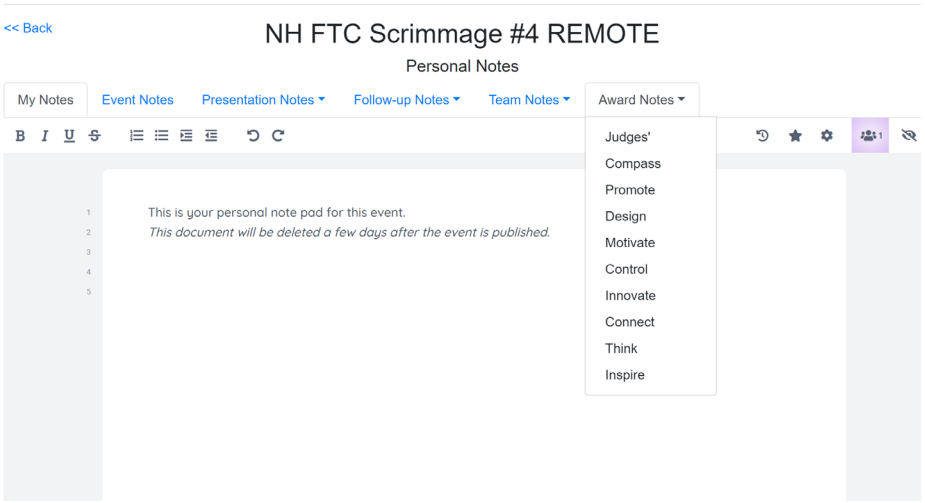


- Only the Judge Advisor can restore or remove the flagged content. NOTE: The flag itself cannot be removed.



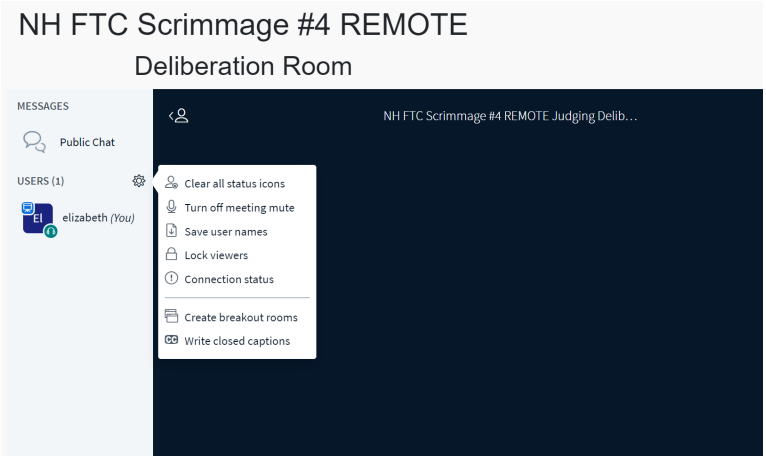
Judge Notes

- Allow judges to share with each other in labeled text files, ie. Event Notes, Award Notes:



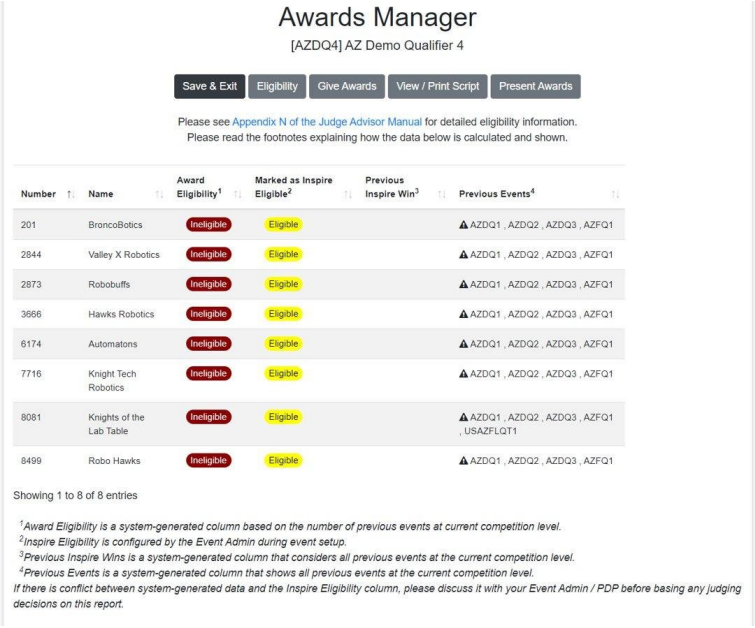
Deliberation Room

- Judges and Judge Advisor deliberate virtually to determine award winners.
    - Deliberation Rooms do not require a meeting time, can be entered spontaneously with the session.
    - Can be separated into breakout rooms.
    - Judge Notes are embedded into the Deliberation Room.



Eligibility Report

- In the Manage Awards option, the Eligibility of teams will also help to decide the winner.



Awards Manager

[AZDQ4] AZ Demo Qualifier 4

Save & Exit | Eligibility | Give Awards | View / Print Script | Present Awards

Please see Appendix N of the Judge Advisor Manual for detailed eligibility information.
Please read the footnotes explaining how the data below is calculated and shown.

Number	Name	Award Eligibility[1]	Marked as Inspire Eligible[2]	Previous Inspire Win[3]	Previous Events[4]
201	BroncoBotics	Ineligible	Eligible		AZDQ1 , AZDQ2 , AZDQ3 , AZFQ1
2844	Valley X Robotics	Ineligible	Eligible		AZDQ1 , AZDQ2 , AZDQ3 , AZFQ1
2873	Robobuffs	Ineligible	Eligible		AZDQ1 , AZDQ2 , AZDQ3 , AZFQ1
3666	Hawks Robotics	Ineligible	Eligible		AZDQ1 , AZDQ2 , AZDQ3 , AZFQ1
6174	Automatons	Ineligible	Eligible		AZDQ1 , AZDQ2 , AZDQ3 , AZFQ1
7716	Knight Tech Robotics	Ineligible	Eligible		AZDQ1 , AZDQ2 , AZDQ3 , AZFQ1
8081	Knights of the Lab Table	Ineligible	Eligible		AZDQ1 , AZDQ2 , AZDQ3 , AZFQ1 , USAZFLQT1
8499	Robo Hawks	Ineligible	Eligible		AZDQ1 , AZDQ2 , AZDQ3 , AZFQ1

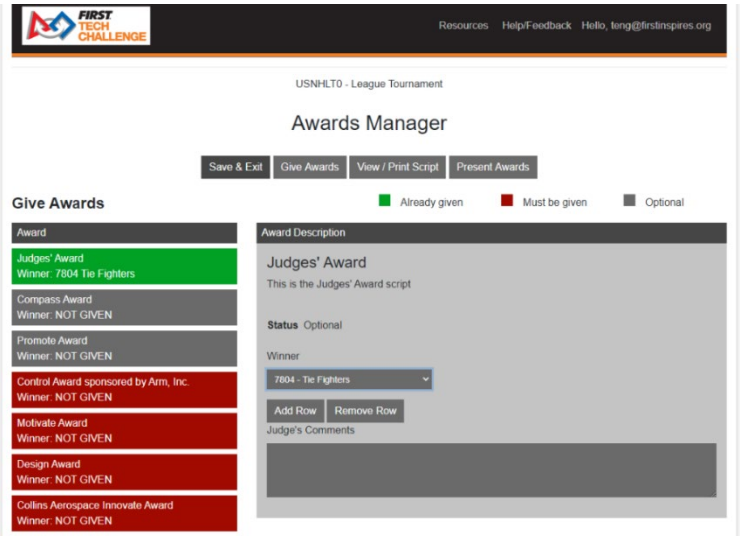
Showing 1 to 8 of 8 entries

[1] *Award Eligibility is a system-generated column based on the number of previous events at current competition level.*
[2] *Inspire Eligibility is configured by the Event Admin during event setup.*
[3] *Previous Inspire Wins is a system-generated column that considers all previous events at the current competition level.*
[4] *Previous Events is a system-generated column that shows all previous events at the current competition level.*
If there is conflict between system-generated data and the Inspire Eligibility column, please discuss it with your Event Admin / PDP before basing any judging decisions on this report.

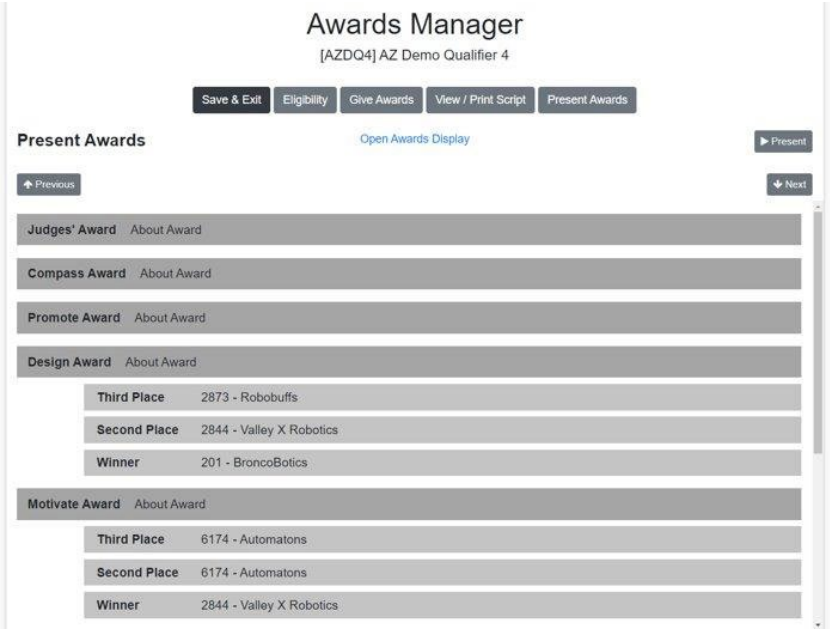
- Judge Advisor reviews all submissions and flagged content before submitting results to teams.

FTC Scoring for Awards

a. The Judge Advisor logs in to FTC Scoring, finds the event, and assigns winners for the event. If a team has been selected for an award already the award under Give Awards will appear orange. It is recommended to choose teams who have not won the Share the Wealth.

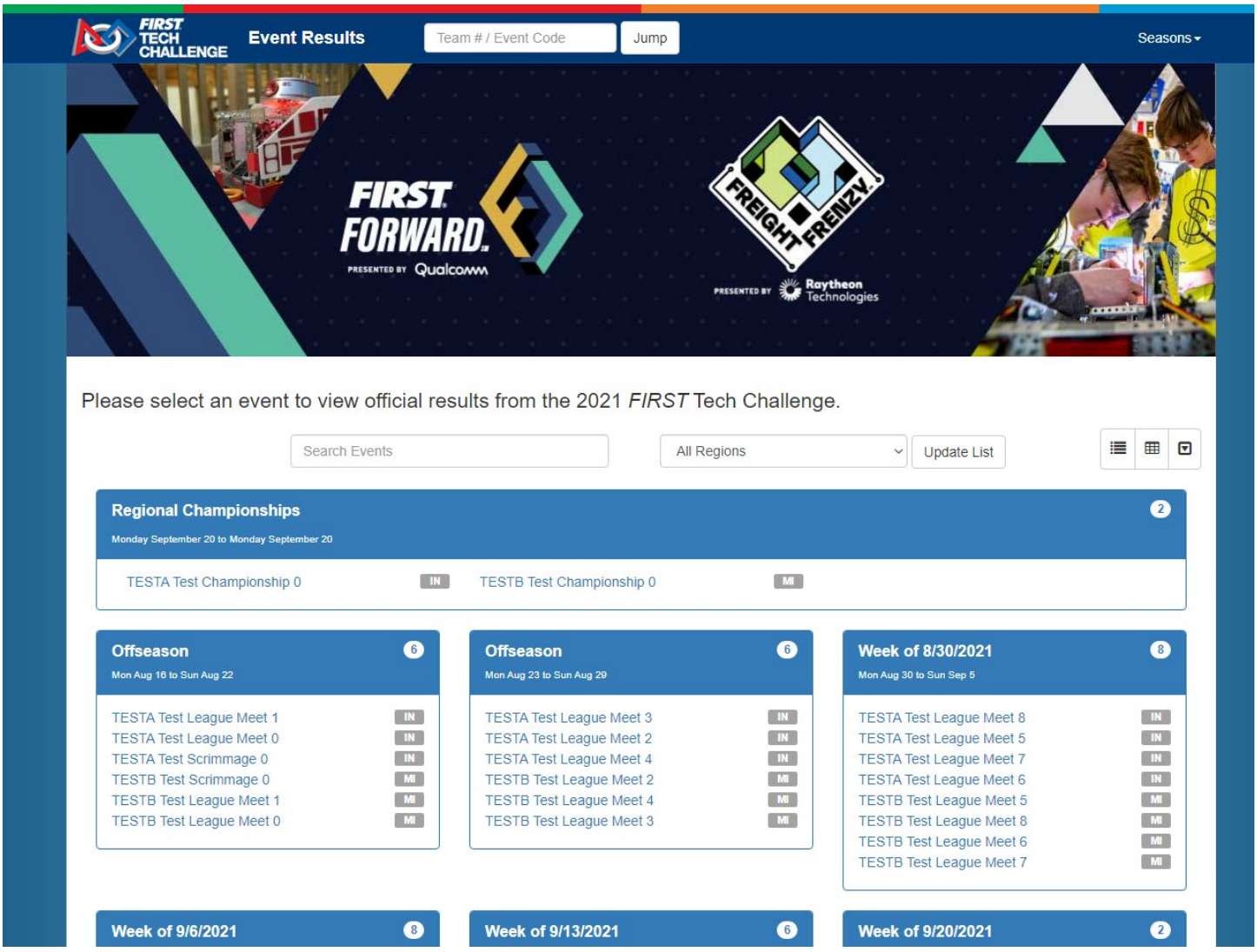


b. Awards Manager can be used to present awards in virtual ceremony.
   - Open Awards Display in separate tab and share display with community via 3rd party video conferencing tool (ie Zoom, etc).



Results Appear on Website

FIRST community visits https://ftc-events.firstinspires.org website to browse remote and traditional event results (match scores, rankings, awards, etc.). League rankings are calculated using available published league match results.



Privacy Protection

After event has ended and results have been published, temporary event data such as engineering portfolio, judging notes, etc. are deleted for data privacy reasons. Event data only lives in the FTC Scoring system for seven (7) days after an event is published.

Tech Support

- Make sure your events are being configured in the cloud at FIRST Tech Challenge Scoring (firstinspires.org) and then transferred to the latest downloaded version of FTC Live on the scorekeeper's computer for the event. Work with your PDP/region admin to get the configured event data.
- Judging schedule can be created in the cloud BUT robot and field inspection need to be created in the local FTC Live for in-person match play.
- If a team has been added or dropped last minute, you can add teams to the local system & it will sync that change up.

Other Important Links for the Season

FTC Scoring for Event Configuration, league setup, remote events and remote judging

FTC Live for traditional and hybrid events

FIRST Team and Event page

ftc-events.firstinspires.org

Appendix A – Resources

Game Forum Q&A

https://ftc-qa.firstinspires.org/

Anyone may view questions and answers within the *FIRST*® Tech Challenge game Q&A forum without a password. To submit a new question, you must have a unique Q&A system user name and password for your team.

Volunteer Forum

Volunteers can request access to role specific volunteer forums by emailing FTCTrainingSupport@firstinspires.org. You will receive access to the forum thread specific to your role.

FIRST Tech Challenge Game Manuals

Part 1 and 2 - https://www.firstinspires.org/resource-library/ftc/game-and-season-info

FIRST Headquarters Pre-Event Support

Phone: 603-666-3906
Mon – Fri
8:30am – 5:00pm
Email: Firsttechchallenge@firstinspires.org

FIRST Tech Challenge Event On-Call Support

The on call event support number is available for event personnel only. Please **do not** call these numbers if you are a team looking for a ruling, a decision, or assistance. We trust that you will not misuse this resource.

Day of event robot control system and scoring system support: 603-206-2450
All other day of event support: 603-206-2412

FIRST Websites

FIRST homepage – www.firstinspires.org

FIRST Tech Challenge Page – For everything *FIRST* Tech Challenge.

FIRST Tech Challenge Volunteer Resources – To access public volunteer manuals.

FIRST Tech Challenge Event Schedule – Find *FIRST* Tech Challenge events in your area.

FIRST Tech Challenge Social Media

FIRST Tech Challenge Twitter Feed - If you are on Twitter, follow the *FIRST* Tech Challenge Twitter feed for news updates.

FIRST Tech Challenge Facebook page - If you are on Facebook, follow the *FIRST* Tech Challenge page for news updates.

FIRST Tech Challenge YouTube Channel – Contains training videos, game animations, news clips, and more.

FIRST Tech Challenge Blog – Weekly articles for the *FIRST* Tech Challenge community, including outstanding volunteer recognition!

FIRST Tech Challenge Team Email Blasts – contain the most recent *FIRST* Tech Challenge news for teams.

Feedback

We strive to create support materials that are the best they can be. If you have feedback about this manual, please email firsttechchallenge@firstinspires.org. Thank you!