

FTC Scoring – Event Request Guide

Revision History	
Revision	Description
V26-27.1	Initial 2026-27 Season Release

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Overview

Events for *FIRST*® Tech Challenge (FTC) are created in [FTC Scoring](#), the cloud-based event management system. This task is done by the FTC Scoring Region Administrator (PDP) or by an FTC Scoring Event Request Manager. These roles enter all *FIRST* Tech Challenge event request information, edits, and changes directly into the FTC Scoring system. This guide will explain how to create, edit, delete events, event types, and the importance of event naming guidelines.

The Region Administrator is a role assigned to the Program Delivery Partner (PDP) during their *FIRST* onboarding with Field Development. Once the PDP has access to FTC Scoring, they can assign other user(s) as a Region Administrator or just FTC Scoring Event Request Manager to assist with the “Event Request” creation process.

FTC Scoring Users Who Can Request Events	
Name of Role	How Role is Assigned
Region Administrator	Automatically assigned to all PDPs during onboarding
FTC Scoring Event Request Manager	Assigned by Region Administrator (PDP)

The following shows the flow of an event request once created:



Once the Region Administrator or Event Request Manager creates the event request, the event is queued as “Pending.” *FIRST* Headquarters staff review the request details on Tuesdays and Thursdays during normal business hours. Event requests will be approved or returned to the event requestor for more details. Please check your email for “Approved” or “Returned” events, or “Pending” if there are event variants requested. Event requests may be returned for incorrect event dates or details but will NOT be returned to the Region Administrator for typos. Please double check your submissions for clerical errors before submitting.

After Kickoff in September, approved events can be administrated by the Region Administrator (add/remove teams, update/edit sponsors, create pit maps, etc.).

Approved event request data (create, edit, deletes) will show these events in the following locations:

- [FTC Events Website](#) – Displays events, location, volunteer signup links, schedules, and event results among others. This is the official *FIRST* Tech Challenge event results website.
- [Team and Event Search](#) – Displays events, locations, and volunteer signup information.

- [Volunteer Management System](#) (VMS) – This is the official resource for managing volunteers for official events.

Key Milestones

The [Important Season Dates](#) document has all the specific dates relating to event requests and set-up.

For the PDP or Event Request Manager these are the most critical milestones and what you should be focusing on:

Dates	Tasks
Mid July - Kickoff	• Identify event hosts and submit Create an Event requests with all known information. Venues might still TBD. • Events must not be requested for earlier than Oct 19th
Post-Kickoff	• Events configuration details* can be edited by the PDP or Event Region Admin or Event Admin(number of fields, add teams, etc.) • Submit Edit Events Requests to update event details and replace TBD venue addresses
October 19th	• All official events should be requested • All Regional Championship Events should be requested • Preliminary Advancement numbers should be configured for all events by the PDP or Event Region Admin
November 16th	• Last date to submit Event Variant Requests – New in 25-26
December 15th	• <i>FIRST</i> Leadership Award Interview Event dates should be configured

*Event Configuration can be edited up until the event is downloaded by the Scorekeeper to play locally. After the event is downloaded edits made in FTC Scoring will not be reflected in the local play event.

Create an Event

Log into [FTC Scoring](#) using a Chrome browser, Firefox is not supported. The “Event Requests” link is on the left-hand side of the FTC Scoring Region page along with other features. Selecting the “New Event Request” option, then “Create New Event” on the right-hand side will navigate to the Event Creation page.

[AU] Australia

Show	100 ▾	entries	Status Legend	New Event Request ▾
Request Type	Event Name	Event Type	Status	Submit Date
CREATE	APOC Off-Season	Off-Season	COMPLETED	5/30/2024
CREATE	ROKLive	Off-Season	COMPLETED	5/9/2024

Figure 1 - The Event Requests home page.

Once on the main Event Creation page, event details can be entered. If there are multiple events to enter and the event details are known, use the “Batch Event” option to download a spreadsheet to enter all events at the same time. More events can always be added with the “Create Event” option later, if needed. To create a single event, select “New Event Request” to choose an event option:

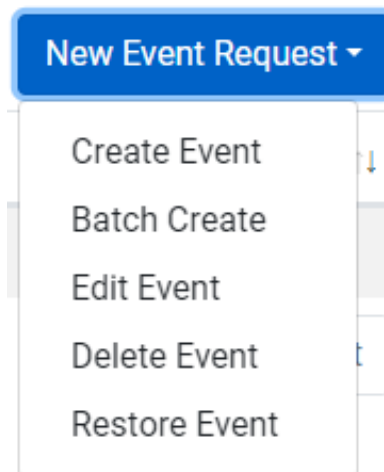


Figure 2 - Dropdown list under Create New Request.

Here are all options within the “New Event Request” drop-down menu:

Table 1: New Event Request Options

New Event Options	Description
“Create Event”	Enter a new event with unique features (most frequently used). Will navigate to the “Event Request Form” to fill in or use dropdowns for fillable fields.
“Batch Create”	Upload multiple events via a .CSV file.

New Event Options	Description
"Edit Event"	Correct or change event details after the event has been approved. Important Note: If the event has not been approved yet, just click on the pending event in "Events Requests" to edit.
"Delete Event"	Completely remove a canceled/obsolete event.
"Restore Event"	If there was an accidental deletion.

Event Types

FIRST Tech Challenge has several specific official and unofficial event types that need to be created in FTC Scoring. The "Create Event" will navigate to the "Event Request Form" for all event types. There is a "More Info" tooltip of event type descriptions (shown below) to help decide which event type to choose. This may also help to know which event types are options in FTC Scoring.

Table 2: Event Types and Descriptions

Event Type	FTC Scoring	FTC Events	Description
Non-Advancement <i>Updated for 2026-27</i>	✓	✓	Non-Advancement events replace both Scrimmage and Off-season Event types. Teams do not advance to or from these events and the results are not considered official results.
League Meet (LM)	✓	✓	A League Meet is an official FIRST Tech Challenge competition in which a team's rankings follow the team to future League Meets and the League Tournament. League Meets include qualification matches, but no judging, awards, or playoff matches.
League Tournament (LT)	✓	✓	A League Tournament is an official FIRST Tech Challenge competition where a team's ranking includes matches from previous League Meets. League Tournaments include qualification and playoff matches, judging, and awards.
Qualifying Tournament (QT)	✓	✓	A Qualifying Tournament is an official FIRST Tech Challenge competition and includes qualification and playoff matches, judging, and awards. Teams can qualify for a Super Qualifying Tournament or a Regional Championship.
Super Qualifying Tournament (SQT)	✓	✓	A Super Qualifying Tournament is an official FIRST Tech Challenge competition in which teams participate in Qualifying Tournaments and/or a League Tournament to advance to one Super Qualifying Tournament, then advance to a Regional Championship Tournament. These tournaments are held in regions with many teams.

Event Type	FTC Scoring	FTC Events	Description
Regional Championship Tournament (RCMP)	✓	✓	The Regional Championship Tournament is the highest tier of competition within a region. This event advances teams to <i>FIRST</i> Championship and/or a <i>FIRST</i> Premier Event.
Pilot <i>New 2026-27</i>	✓	✓	A Pilot event is the highest tier of competition within a new or emerging region. This event may advance teams to the <i>FIRST</i> Championship and/or a <i>FIRST</i> Premier Event. This event type is restricted to regions identified by <i>FIRST</i> Staff as benefiting from global advancement but before they are prepared to host a Regional Championship type event.
<i>FIRST</i> Leadership Award Interview (Remote Only)	✓		This is an event for <i>FIRST</i> Leadership Award Interviewing prior to the Regional Championship Tournament. <i>FIRST</i> Staff enters this event type, but the PDP sets the interview event dates. There is no match play, but the FTC Scoring system can be used for scheduling and conducting online interviews.
Kickoff	✓	✓	Kickoff events are local events held at the start of a season and may include Demonstration or Workshops, training sessions, and field access. They are usually held in conjunction with the global reveal of a season's game.
Demonstration or Workshop	✓		These events are used to promote <i>FIRST</i> and STEM (Science, Technology, Engineering, and Mathematics) in the community. They may include a robot playing field, but do not have scheduled match play or scoring. This event type may be renamed in the future.
Volunteer Signup <i>Being Removed in 2027-28</i>	✓		These events are used to provide a way for local Volunteer Coordinators to recruit volunteers and assign them to roles to access training prior to official events. This type of event is a tool to help organize volunteer training and not to replace the use of individual event volunteer management. - All events within the US and Canada are required to use VMS on a per-event basis. - Events outside of the US and Canada are encouraged to use VMS on a per-event basis, but all volunteers must be screened per local standards.

Event Naming Guidelines

An event's name serves as its primary identifier. This name appears on-site on display screens, on the FTC Events website, and in permanent *FIRST* historical records. An effective event name should be engaging while accurately describing the event to its primary audience: teams and attendees.

Please adhere to the following guidelines when selecting an event name:

1. Omit the date, year, and "FTC": These details are automatically displayed on the FTC Events page and do not need to be in the title (e.g., avoid "October 2026 FTC Championship").
2. Omit the region: The region name is not required in the event title.
3. Include the event type: Specify the nature of the event (e.g., Autumn Qualifier, Sunshine League Meet 1, Decoding for Dinosaurs Scrimmage).
4. Standardize Regional Championships Naming: For consistency, Regional Championship names should follow a predetermined format: [Region] + Championship (e.g., Mexico Championship, Jamaica Championship). Using this standard format is strongly recommended.
5. Use Title Case: Capitalize the first letter of each major word.
6. Proofread: Review the event name for typographical errors prior to submission.

Event Request Form

Most information is required, except for the Venue. If a required field is not entered, the box will appear red when an attempt is made to "Submit" the event. Table 3 below lists all the event request fields and details on how the data is used.

Table 3: Event Request Form Fields

Field Name	Data Type	Notes
Type*	Drop-down	See Table 2 for a list of event types and descriptions.
Name*	Short Text	Event names should be descriptive and unique but should not contain or contradict other event request data like dates or event type. See Event Naming Guidelines for more details. Good Examples: Winter Charger Qualifier Sydney Qualifier
Style*	Drop Down	Traditional: fully in-person gameplay and judging. Hybrid: enables access to remote judging features. Remote: legacy option, no longer selectable
Start Date*	Date (mm/dd/yyyy)	The first day of the event. If extra set-up days are needed, these dates can be included in the request to use VMS to assign set-up volunteers during that timeframe.
End Date*	Date (mm/dd/yyyy)	The last day of the event. The total length of the event must be 7 days or less.
Country*	Short Text	Event Location Country
State/Province*	Short Text	Event Location State or Province
City*	Short Text	Event Location City
Will there be more than 1 <event type> in this city?*	Checkbox	If more than one of the same kinds of event is planned in the same city, use the checkbox to start the event code numbering at '1' for more logical event code scheme. Example with three events in the same city: ☒ : QT1, QT2, QT3 ☐ : QT, QT1, QT2
Time Zone*	Drop-down	Local Time Zone for the event's location.

Field Name	Data Type	Notes
Team Capacity*	Number	Maximum capacity for total teams at the event. Single division events larger than 36 teams may require additional review.
Venue TBD checkbox	Checkbox	Required if final venue location is unknown so unable to fill in the additional "Venue" details below.
Venue*	Short Text	Venue Name <i>Optional if "Venue TBD" is checked.</i>
Venue Street Address*	Short Text	Venue Street Address <i>Optional if "Venue TBD" is checked.</i>
Venue Address Line 2	Short Text	Venue Street Address continued, optional.
Venue Postal Code*	Short Text	Venue Postal Code <i>Optional if "Venue TBD" is checked.</i>
Venue Website	URL	Optional website for the venue/location.
Event Website	URL	Specific event website pages.
Event Day Contact First Name*	Short Text	See the Event Day Contact – New 25-26 section for more details on how this contact information is used.
Event Day Contact Last Name*	Short Text	See the Event Day Contact – New 25-26 section for more details on how this contact information is used.
Event Day Contact Phone Number*	Short Text	See the Event Day Contact – New 25-26 section for more details on how this contact information is used.
Variation Request (Not present in some event types)	Check box	See the Setup Day Option for VMS – Coming Soon for 26-27 COMING SOON – The Setup Day option (checkbox) will add an additional day to the event created within VMS marked as a set-up day. This will allow volunteers to sign-up for set-up prior to the event days. Event Variant Requests – New in 25-26 section for more details on event variants.
Event Description	Short Text	Externally displayed event description. This description will appear on the FTC Events website.
Event Notes	Short Text	Internal. Any communication information for HQ Staff to review while approving the event. Special requests or justifications.
Request-Specific Notes/Comments	Short Text	Internal. Responses to HQ change requests. For reference only.
HQ Comments/Change Requests	Short Text	Internal. This appears when HQ Staff has requested changes to the Event Request sent by the requester.

* - Required Information

The information above appears in the "Event Request Form" shown below.

Event Request Form

[AU] Australia

Type [More Info](#)

Scrimmage

Name

Event Name

Style

Traditional

Start Date

mm/dd/yyyy

Figure 3 - Example of the Event Request Form.

Event duration is limited to a 7-day period, for example Saturday to Friday or Sunday to Saturday, any event dates entered that are longer than that will be rejected.

The only exception is for *FIRST* Leadership Award Interview (Remote) events; if a date range of more than 7 days is chosen for these events, only the last 7 days will be visible in VMS.

Once the event has been saved, similar events can be auto filled with the “Clone from Previous Request” option.

Setup Day Option for VMS – Coming Soon for 26-27

COMING SOON – The Setup Day option (checkbox) will add an additional day to the event created within VMS marked as a set-up day. This will allow volunteers to sign-up for set-up prior to the event days.

Event Variant Requests – New in 25-26

Requests for events which are outside of the common event parameters require extra planning and come with higher executional risk. These event variation requests need to be flagged during the event request process by ensuring the correct event type is selected, entering the maximum event team capacity (Figure 4), and indicating any additional desired features requested in the “Variation Requests” section (Figure 5) of the Event Request Form.

Table 4 - Event Variants

Variation Category	Common Considerations
Large Single Division Event (>36 team single division event)	Requires a carefully planned schedule with shorter match cycle times. - Requires experienced volunteers to execute on time and maintain team experience. - It can negatively impact team experience if there are insufficient qualification matches to effectively rank teams.
More Matches (>6 per team)	- Only available for Regional Championship type events. - Raises the maximum number of qualification matches per team to up to 8 matches. - Recommended for all RCMP events, but typically requires a 1.5-day schedule or remote judging.
Dual-Division Event	- Large venue space requirement for 4 competition fields and 2-4 practice fields - Requires two sets of field volunteers (one or each division) - Requires experienced volunteers to execute on time and maintain team experience. - Requires Technical Director Role

Please be prepared to supply additional planning materials as requested by *FIRST* including: venue layout, event schedule, and volunteer staffing plan including a Volunteer Coordinator and Event Director to help assess event execution risk factors before approval.

Note: Variant requests may prolong the event approval process, so please be sure to plan accordingly.

Team Capacity ?

48

This is a large event. HQ may reach out to you for planning details about your event prior to approval. Information to have prepared include venue layout, schedule, and key planning volunteers such as Volunteer Coordinator and Event Director.

Figure 4 - Large single division event request warning.

Variation Requests ?

☐ More Matches (>6 per team)

☐ Dual-Division

HQ may reach out to you for planning details about your event prior to approval. Information to have prepared include venue layout, schedule, and key planning volunteers such as Volunteer Coordinator and Event Director.

Figure 5 - Variation requests on the Event Request Form.

Event Day Contact – New 25-26

The Event Day Contact is required to be on-site and available to assist Headquarters (HQ) staff with event inquiries. HQ prioritizes advanced communication via email; however, day-of contact may be necessary. This contact information is for internal HQ support only and will not be published.

The contact information below for event-day management is required for a Championship. This contact is expected to be present at the event. This information is for HQ support use only and is not publicized.

Event-Day Contact First Name

Event-Day Contact Last Name

Event-Day Contact Phone / WhatsApp

Event-Day Contact Email

Figure 6 - Event Day Contact Info.

Venue 'TBD' Option

In order to enable event creation earlier in the season there is an option to mark the venue as 'Venue TBD' which will bypass the required event address fields. All events are required to have venue addresses, so once venue information has been obtained, the event must be edited by selecting "Edit Event" from the "New Request" dropdown to add the venue information. A "TBD Venue" report can be found in the region's "Reports" to quickly check which event requests need to be updated before the competition season begins in the region.

Batch Create a Group of Events

If the required information for a group of events has been collected, the “Batch Request” template may be easier than the “Clone Request” option.

Multiple Create Requests can be submitted through the use of an Excel template (xlsx). The template is generated specifically for you. Do not alter the data format of the cells. Do not upload the same file multiple times - download a new empty template if you need to add another batch.

Country

Australia

Download Template

After filling out the template, upload it here:

Choose File

No file chosen

Submit

Figure 7 - Batch Template download/upload location.

Once all the event data has been entered, “Choose File” to upload the completed .xlsx and “Submit.”

Event Request Status

On the region’s “Event Request” page, next to the “New Event Request” button is the “Status Legend.” The “Status Legend” provides full descriptions for the different kinds of status states that an event request can be in (“Pending”, “Accepted”, “Completed”, etc.). An event’s status will populate in the event request table once a request or change has been made. Please check the status of the region’s events at least once a week while waiting for approval. The “Completed” status is especially important to ensure the event has been pushed through to *FIRST* systems (VMS) for volunteer assignment.

Show entries

Status Legend

New Event Request

Request Type	Event Name	Event Type	Status	Submit Date
CREATE	Southern NJ Kick-Off Event	Kickoff	PENDING	6/18/2026
CREATE	Northern NJ Kick-Off Event	Kickoff	PENDING	6/18/2026
CREATE	NJ Volunteer Signup	Volunteer Signup	PENDING	6/18/2026
DELETE	Southern NJ Workshop	Demonstration or Workshop	COMPLETED	6/17/2026
DELETE	Northern NJ Workshop	Demonstration or Workshop	COMPLETED	6/17/2026

Figure 8 - Event Request List example including the Status Legend button and Status column.

Event requests and edits are manually approved by *FIRST* Headquarters Staff typically twice a week on Tuesdays and Thursdays during business hours. Please reach out to ftctech@firstinspires.org for assistance.

Table 5: Complete List of Event Request Status States

Status	Color	Description	Open the Event Request To:
Incomplete		The event request has been saved but not submitted and will not be seen by <i>FIRST</i> .	Edit, submit, or withdraw the event request.
Pending		The event request has been submitted to <i>FIRST</i> , but it has not been reviewed/approved yet.	Edit, submit, or withdraw the event request.
Change		<i>FIRST</i> has reviewed the event request and requested changes.	Edit, submit, or withdraw the event request.
Approved		<i>FIRST</i> has approved the event request, but the action has not yet been made within <i>FIRST</i> systems.	N/A The Event Request is locked in this state until completed by <i>FIRST</i> .
Completed		The requested action has been completed in <i>FIRST</i> systems.	N/A To make any changes to the event, start an Edit Event Request under New Event Request.
Rejected		<i>FIRST</i> has rejected the event request.	N/A Contact ftctech@firstinspires.org
Withdrawn		The requester has withdrawn the event request.	N/A

Edit Events

The most common reason for editing an event is a change to the date or venue. An event that has not yet been “Approved” can be edited by going to “Events Requests” and clicking on the “Pending” event. To edit the event, go to “Event Requests” then “Create New Event” then “Edit Event.” Once in the “Edit Event” page, select the name of the event from the event drop-down list.

[<< Back to Request List](#)

Event Edit Form

[AU] Australia

Select Event to Edit:

-- Select Event --

Start Edit Request

Figure 9 - Event Edit Form provides a dropdown of events to edit.

The “Start Edit Request” button will navigate to an editable version of the “Event Request Form” for the selected event.

Delete an Event

Only events that did not happen at all should be deleted by the end of the season. An event that requires edits to information should be an “Edit Event” not a “Delete Event” action.

Event Delete Form

[AU] Australia

Select Event to Delete:

-- Select Event --

Start Delete Request

Figure 10 - Event Delete Form provides a dropdown of events.

Useful Links and Information

On-Call Support Numbers

These numbers are for volunteer support only. Teams should not use these numbers to call about rulings or technical assistance.

Administrative, Judge, Referee and Non-Technical Issues: (603)206-2412

Scoring System (FTC Live) or other Technical Issues: (603)206-2450
Call or use the **built-in chat feature on FTC Live** available for events with internet access

Pre-Event Support



Mon – Fri 8:30am – 5:00pm Eastern Time (UTC-4 or UTC-5)
[Contact Support](#) including live chat or email customerservice@firstinspires.org

Program Resources



[Event Search](#)
ftc-events.firstinspires.org



[Game and Season Resources](#)
ftc-resources.firstinspires.org/ftc/game



[FIRST Tech Challenge Blog](#)



[Event Resources](#)
ftc-resources.firstinspires.org/ftc/event



[FIRST Tech Challenge Website](#)
firstinspires.org/robotics/ftc



[Volunteer Resources](#)
ftc-resources.firstinspires.org/ftc/volunteer

Feedback

We strive to create support materials that are the best they can be. If you have feedback about this manual, please email customerservice@firstinspires.org or by [contacting support](#). Thank you!