FTC Scoring – Region Management Guide

Revision History	
Revision	**Description**
V25-26.1	Initial 2025-26 Season Release
V25-26.2	Updated Dean's List Award reference to *FIRST* Leadership Award

Contents

FTC Scoring – Region Management Guide

This guide provides an overview of responsibilities of the Program Delivery Organization (PDO) and onboarded Program Delivery Partners (PDP) to align systems and processes for *FIRST*® Tech Challenge event management. *FIRST* Tech Challenge's official event management system is the FTC Scoring system. The region ownership of the system belongs to the FTC Scoring Region Administrator role given to the PDP during onboarding. This guide also provides steps from the `FTC Event Management Systems - Tasks Chart` for the FTC Scoring Region Administrator to lead FTC Scoring event management for their region. It also provides details into the responsibilities of the FTC Scoring Region Administrator.

The Role of the Program Delivery Organization (PDO)/Program Delivery Partner (PDP)

The PDO and PDP are the regional leadership for *FIRST* Tech Challenge. Part of that leadership role is to organize and plan events for the region. The event structure for the region needs to be determined by the region's planning committee prior to the entering events in FTC Scoring.

An important part of entering events correctly is understanding event types and the tournament structures available in *FIRST* Tech Challenge and reviewing this with your region's PDP, Field Operations Manager (FOM) and FTC staff prior to requesting events. The full details of event structure live in the Tournament Guide and a list of event types that can be requested are in the FTC Scoring - Official Event Request Guide.

Important Resources for the FTC Scoring Event Management System

Resource	Description
FTC Scoring – Region Management Guide (this document) FTC Scoring – Official Event Request Guide FTC Scoring – Automated Advancement Guide FTC Scoring – League Setup Guide FTC Scoring – Lead Coach Guide FTC Scoring – Judge and Judge Advisor Guide FTC Scoring – Pit Map Guide	These guides expand on the details of the cloud-based, FTC Scoring system. These will help navigate the system's event management features and roles.
The Competition Manual – specifically: Section 3: Competition Eligibility and Inspection (I) Section 4: Advancement Section 5: Event Rules (E) Section 6: Awards (A) Section 7: Game Sponsor Recognition Section 8: Game Overview Section 13: Tournament (T) Section 14: League Play Tournaments (L) (as applicable)	The *FIRST* Tech Challenge Competition Manual defines critical aspects of how the program works including defining the rules and process for events and advancement. Local leadership can tailor some aspects of the program to meet local needs, but not in conflict with aspects defined in the Competition Manual.

The Role of the FTC Scoring Region Administrator

The Program Delivery Partner (PDP) is assigned the FTC Scoring Region Administrator role as part of their onboarding to manage the region's events using the FTC Scoring system. The PDP needs to log into the system once onboarded by *FIRST* Field Development department.

Important: This role can also be assigned to someone, by the PDP as Region Administrator, with Data Privacy Protection training to help the PDP manage the FTC Scoring system for their region. If delegated, the role needs to be added each season after FTC Scoring rollover at *FIRST* Tech Challenge Kickoff. The Region Administrator level of access to FTC Scoring also gives visibility to the regional community of teams. FTC Scoring also pushes some certified volunteers from Volunteer Management System (VMS) to events in FTC Scoring. FTC Scoring Roles and Responsibilities table explains all roles and how they are assigned to FTC Scoring.
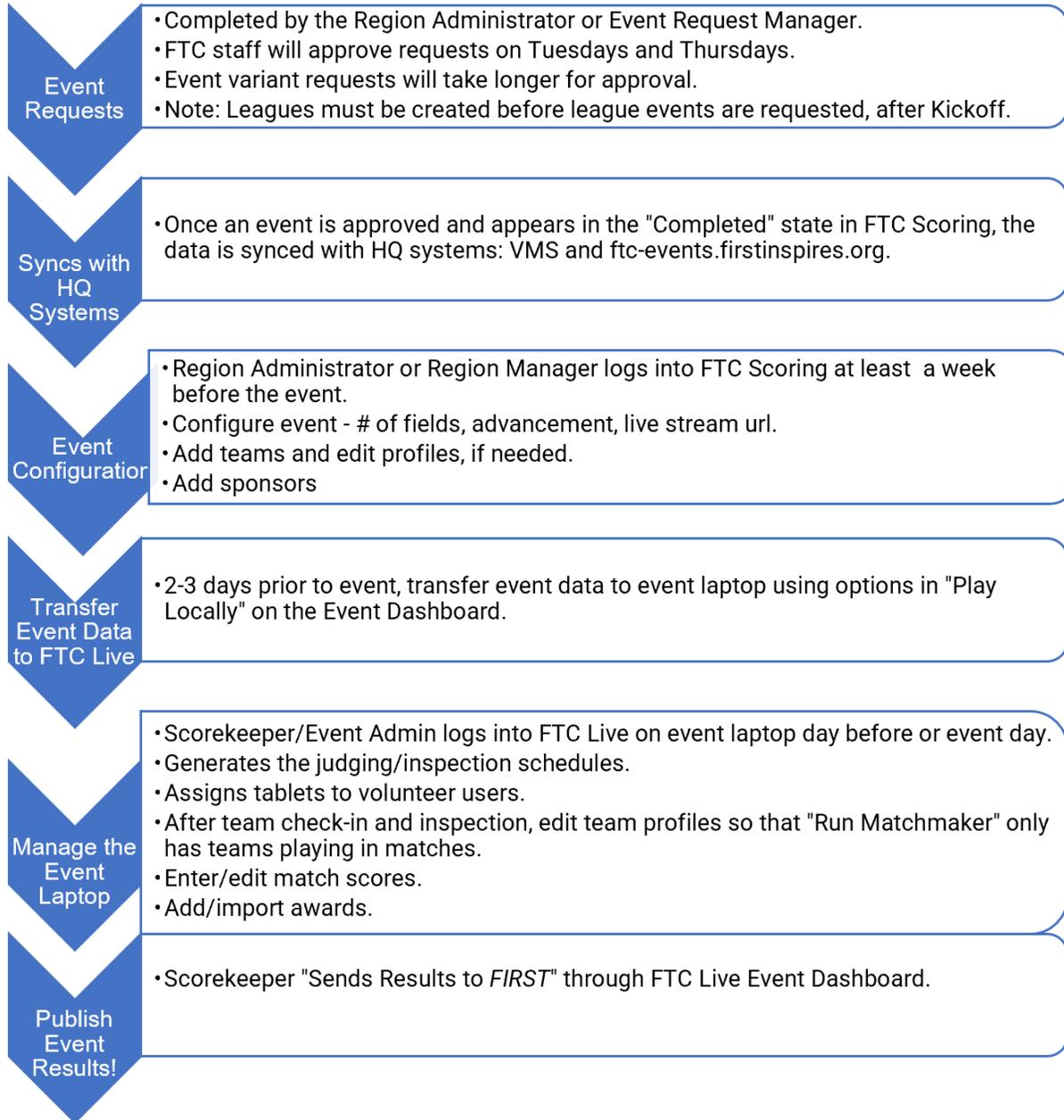
Responsibilities of an FTC Scoring Region Administrator

FIRST Tech Challenge's official event management system is the FTC Scoring system. This guide provides steps from the FTC Event Management Systems - Tasks Chart for the FTC Scoring Region Administrator to lead FTC Scoring event management for their region. Part of that leadership role is to organize and plan events for the region using the FTC Scoring system.

The FTC Scoring Region Administrator is responsible for the following in chronological order:

- Create events - enter the region's events through the "Event Request" process. The FTC Scoring - Official Event Request Guide provides full documentation, including requests for event variants (large team capacity, dual division events, etc.)
- Configure Automated Advancement for each event. This occurs after Kickoff when the tournament level event is approved. The advancement configuration for each tournament event is paired with a grid and event advancement tree. Configuring advancement is required to invite the correct teams from a Regional Championship to *FIRST*® Championship.
- Manage events and leagues:
    - Add the event data (teams, sponsors, etc.) to transfer to FTC Live, the local scoring software system.
    - Hybrid event management of judge scheduling, video conferencing and Portfolio uploads for hybrid events and add/edit teams.
    - Manage and set up the region's *FIRST* Leadership Award Interview event.
    - Create leagues and league events. The details of leagues are found in League Setup Guide
- View Reports for Team and Season Data.

FTC Scoring Event Management Workflow - Summary

Event Requests
- Completed by the Region Administrator or Event Request Manager.
- FTC staff will approve requests on Tuesdays and Thursdays.
- Event variant requests will take longer for approval.
- Note: Leagues must be created before league events are requested, after Kickoff.

Syncs with HQ Systems
- Once an event is approved and appears in the "Completed" state in FTC Scoring, the data is synced with HQ systems: VMS and ftc-events.firstinspires.org.

Event Configuration
- Region Administrator or Region Manager logs into FTC Scoring at least a week before the event.
- Configure event - # of fields, advancement, live stream url.
- Add teams and edit profiles, if needed.
- Add sponsors

Transfer Event Data to FTC Live
- 2-3 days prior to event, transfer event data to event laptop using options in "Play Locally" on the Event Dashboard.

Manage the Event Laptop
- Scorekeeper/Event Admin logs into FTC Live on event laptop day before or event day.
- Generates the judging/inspection schedules.
- Assigns tablets to volunteer users.
- After team check-in and inspection, edit team profiles so that "Run Matchmaker" only has teams playing in matches.
- Enter/edit match scores.
- Add/import awards.

Publish Event Results!
- Scorekeeper "Sends Results to *FIRST*" through FTC Live Event Dashboard.

FTC Scoring Pre-Season Responsibilities

The pre-season responsibilities of the Region Administrator are those that are required when FTC Scoring rolls over event requests for the new season in July until the October date that Region Championships are required to be entered. The PDP is responsible for event structure in their region and needs to work with the Event Director(s) and FTC Scoring Region Administrator on executing the

planning of the region's events. The Region Administrator will request the events, request event variants, and complete advancement configuration in the event management software, FTC Scoring as their pre-season responsibilities.

Ideally the Region Administrator will add events at least four weeks prior to the event start dates and Regional Championships no later than October 27, 2025. See the *FIRST* Tech Challenge Season Timeline for full details. A detailed FTC Scoring – Official Event Request Guide of how to request events is available. Make sure to communicate user access to the users and distribute schedules of events and deadlines – match play, submission uploads, judging sessions. Please email customerservice@firstinspires.org with questions.

> **IMPORTANT NOTE**: Please contact the FOM and Program Delivery Partner for your region to discuss tournament structure and the event plan for your region. Tournament structure and advancement rules are covered in Competition Manual and the Tournament Guide with more detail on leagues in the FTC Scoring League Guide

Submit Event Requests in FTC Scoring

All *FIRST* Tech Challenge events need to be created in FTC Scoring.

- FTC Scoring Region Administrators or Event Request Managers submit event details in the FTC Scoring system using the Event Request.
- Any changes requested by FTC staff to approve the event will be sent via the Notes feature or emailed by *FIRST* Headquarters staff. Feel free to email customerservice@firstinspires.org to set up a call to walk through the system and ask questions.
- The Region Administrator/Event Request Manager makes the changes needed before the event and can be approved by *FIRST* Headquarters staff. Changes may include changes of event type, number of days, number of matches and venue information.
- Once the event has been edited and *FIRST* Headquarters staff approved, the event will synchronize with the official event results website, FTC-Events, and internal *FIRST* systems which will push the event info to the Team and Event Search and VMS.
- The *FIRST* Headquarters staff approval process typically occurs twice a week, Tuesday and Thursdays, and Approved events will show up as Completed in the region view within 24 hours of final approval.
- For a step-by-step tutorial, please reference the Event Request Guide.

Leagues in FTC Scoring

Leagues can be created when FTC Scoring officially rolls over at Kickoff in September. This must be done before the League event creation. For more detailed information about Leagues and League creation, review the FTC Scoring - League Setup Guide.

Automated Advancement

After Kickoff and once the tournament and Regional Championship events have been approved, the "Event Configuration" for each tournament must be completed. Automated advancement is managed through the event's "Event Dashboard>Event Configuration."

The Event Configuration page has the following options:

- "Advances to" is the next-level event.
- "Teams Advancing" is how many advances to next level. Note: This number appears publicly on FTC-Events website.
- Important – There is no longer "Host" team advancement.

Advancement is automatically calculated based on advancement criteria in the Competition Manual. *FIRST* Tech Challenge expects all regions to use the automated advancement in FTC Scoring. Refer to FTC Scoring - Automated Advancement Guide for full details on how to use this feature. Manual advancement should only be used in exceptional circumstances, please contact *FIRST* Headquarters staff for assistance.

FIRST Leadership Award Interviews – Edit the Interview Dates

The *FIRST* Leadership Award Interview event is managed in FTC Scoring. These events are populated by *FIRST* Headquarters by Kickoff and need to be edited by the Region Administrator. The full details are in the PDP *FIRST* Leadership Award Guide.

Reports for Team and Season Data

Reports are a great way to review data about the region prior to the start of events. The "Reports" tab on the right-hand side of the Region page is a useful resource to review past seasons, team data for current season events, etc.

- Event Status Report
- Team Season Report – Lists teams and their advancements/awards.
- Venue TBD Report – This report will be required for any event that was requested without a venue. Lists events that need a venue added.
- Advancement Grids – Goes to the advancement grid of tournaments leading to the Regional Championship. Requires event configuration of tournament events to point to the Region Championship.

The "Past Seasons" tab provides all seasons that a region was active in FTC Scoring.

- Events
- Teams
- Leagues (if applicable)
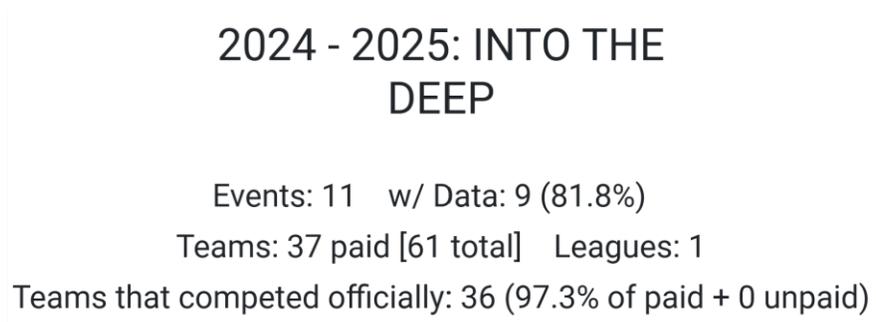- Teams that competed officially

2024 - 2025: INTO THE DEEP

Events: 11   w/ Data: 9 (81.8%)

Teams: 37 paid [61 total]   Leagues: 1

Teams that competed officially: 36 (97.3% of paid + 0 unpaid)

Figure 1 -Past Seasons Report - Example of a Region's Past Season Page of Data

Roles and Responsibilities

Users can be added to the region to assist with the responsibilities of the Region Administrator. Learn more about each role and access level in the `FTC Scoring Roles and Responsibilities` table.

Pre-Event Day Responsibilities

The pre-event day responsibilities are tasks required no later than the week of the event.

Teams

Teams need to be added to each event in FTC Scoring prior to that event's data transfer (from the FTC Scoring cloud to the local FTC-Live software), which is typically completed NO EARLIER than two to three days before the event. All teams participating in the event (game play and judging) need to be added. The team list MUST be accurate before the event volunteers can "Run Matchmaker" to create the Match Schedule. Please keep the following in mind when adding and editing team profiles:

Add Teams to the FTC Scoring Event Dashboard

The "Add/Edit Teams" step on the event dashboard allows selection of teams from the region or another state/province if the team is registered with the *FIRST* Dashboard. Note: "Add Individually" option will show a team profile and editable options when double clicked. This is also where team advancement for the event can be viewed and "overridden" if necessary.

Editing a Team Profile

Each team profile will show their advancement and award eligibility specific to that event.

- Teams MUST be marked as competing "Judging Only" if they are not ready for match play (excludes them from match schedule.)
- "Not Competing" will still allow a *FIRST* Leadership Award team to appear on the Awards drop-down for a *FIRST* Leadership Award student.
- Eligibility can be manually edited using the "Override" option. Note: FTC staff monitors the "Overrides" made for each event and may contact the Event Day Contact listed.
  - o Advancement eligibility.
    - ▪ If a prior event has not synchronized advancement data yet, for example in the case of back-to-back events, eligibility must also be manually edited.
  - o Inspire Award eligibility.
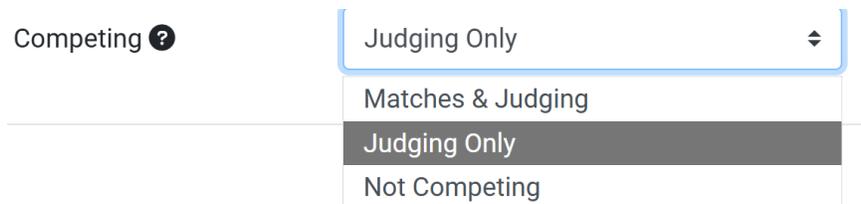
Figure 2 - Example of a team's profile with options for Competing status.

Sponsors

Sponsors can be added at the Region or Event level:

- Region - On the Region homepage there is a "Sponsors" link on the right-hand side to add a regional sponsor to be shown at all events.
- Event - On the Event Dashboard the "Add Sponsors" option allows the region to display local sponsor logos. If you have someone who donated items, food, etc. or other donations to the event consider them an event sponsor.

Announcements

Announcements can be added at the Region or Event level:

- Region - On the Region homepage, the "Announcements" link on the right-hand side allows you to add a regional announcement internal to the region's page FTC Scoring. This can be viewed by those with region homepage access.
- Event - On the event homepage, the "Announcements" option allows the region to display event-related text. If you have lunch, break activities, or scheduling changes add an announcement, and teams and volunteers will see it when they open their view of the FTC Scoring event homepage.

Assign Volunteer Roles in VMS

Once the event has been approved in FTC Scoring, volunteer assignments should be made through the Volunteer Management System (VMS) using *FIRST* Dashboard email accounts. There are tutorials on the VMS Dashboard under "Help."

- 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.

> **Note**: If adding roles manually in FTC Scoring to an event please verify screening and certification through VMS/*FIRST* Learning (LMS) from another event.

- Volunteer assignments made in VMS automatically appear in FTC Scoring within 24 hours.

Event Day Responsibilities

This section goes over the transfer of data which needs to occur two to three days prior to the in-person event. The assigned FTC Scoring Event Administrator, Regional Manager, Region Administrator will be responsible for FTC Scoring, and its support of all users once events are approved. Especially, the support for hybrid events, including Portfolio submission issues, judging session issues, and judging session support for volunteers that need access.

For traditional and hybrid events, all the event data (teams, sponsors etc.) needs to be transferred through the "Play Locally" options and sent to the Scorekeeper **two to three days prior to the in-person event**. This is explained in FTC-Live Setup Guide. This role and the "Event Day Contact" in the FTC Scoring Event Request Form will be the point-of-contact to *FIRST* Tech Challenge HQ for technical and

event support through email: customerservice@firstinspires.org or phone calls to the support line(s). Please add these numbers to your cell phone contacts.

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

FTC Scoring for Awards

FTC Scoring "Awards Manager" can be used to enter awards and scripts, view scripts, import/export the awards as a .json file, and present awards and/or advancement. The Region Administrator/Judge Advisor logs into FTC Scoring, finds the event, and chooses "Manage Awards to link to "Enter Awards" or "Import/Export" awards, etc. Details can be found in FTC Scoring – Judge and Judge Advisor Guide
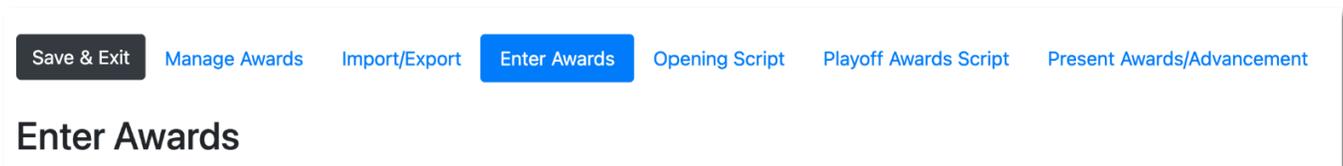

Figure 3 - The "Awards Manager" options are hyperlinks to the pages.

Opening Script and Playoff Awards Script

For awards required for the opening ceremonies or during playoffs, there are tabs for the "Opening Script" and one for "Playoff Awards Script" that can also be printed for the MC/GA.

Figure 4 - Example of a Playoff Script with print and editing capabilities.

Awards from FTC Scoring to FTC Live

If you use FTC Scoring to enter awards information, then there are options depending on whether there is internet or not at the event.

1. **Internet Access**

- Automatically import the awards to the FTC Live laptop FTC Live "Import/Export" page's "Sync" Button (internet access required).

2. **No Internet Access**

At the in-person event, the awards data transfer to FTC Live may require an extra step if there is no internet connected to FTC Live.

- Enter the Awards in FTC Scoring.
- After entering, select "Export Awards" – a .json file will be downloaded.
- At the in-person event, go to the FTC Live Awards Manager to use the "Import/Export Awards" option to import the .json file to your computer to transfer the data to the event laptop.

Enter Awards in Directly into FTC Live

If you are at the event, one option is to give the awards details to the Scorekeeper to enter. You can also connect a laptop to the FTC Live network and login as a Judge Advisor to enter the awards into the event's Award Manager in FTC Live.

Present Awards

The "Awards Manager" can be used to "Present Awards/Advancement" in a virtual ceremony. Open the "Present Awards/Advancement" page in separate tab and share the display with the community via 3ʳᵈ party video conferencing tool (i.e., Zoom, etc.). The blue boxes indicate when awards need to be presented. Stealth Mode check box - while checked, stealth mode hides the awards.
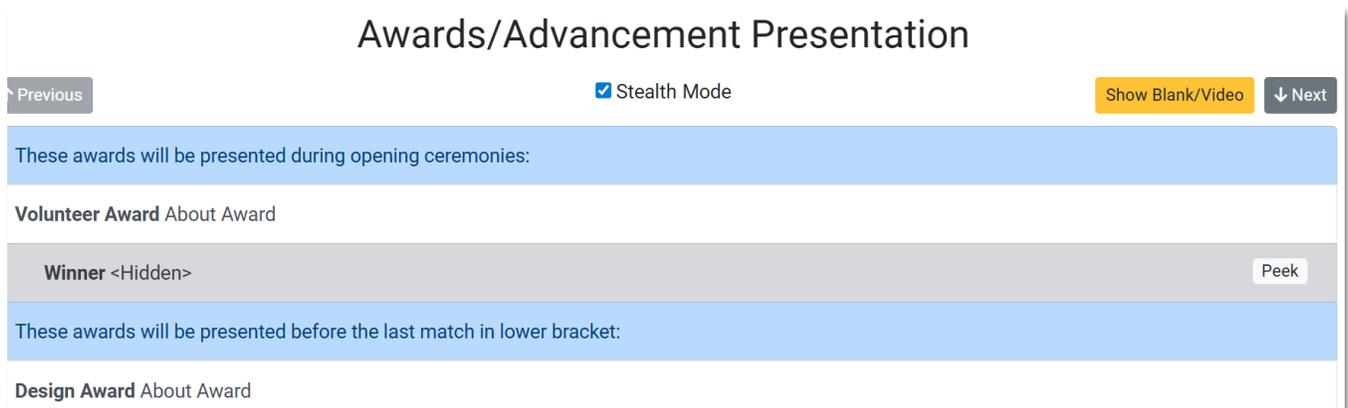
Awards/Advancement Presentation

| Previous | ☑ Stealth Mode | Show Blank/Video | ↓ Next |

These awards will be presented during opening ceremonies:

Volunteer Award About Award

Winner <Hidden>   Peek

These awards will be presented before the last match in lower bracket:

Design Award About Award

Figure 5 View of "Present Awards" list.

Publish Event Results

> **Note:** DO NOT publish canceled events.

After the event is complete and all match results and awards have been entered or imported into FTC Live, the Scorekeeper connects the FTC Live laptop used at the event to the Internet. On the FTC Live Event Dashboard there is a "Send Results to *FIRST*" step; the results are published to [FTC Event Web : Home (firstinspires.org)](). If this is not done within seven days an email will be sent to the Event Scorekeeper. After two weeks, HQ will reach out to the Region Administrator.

AL South Eastern Invitational Tournament
Publish Event

<< Back

Use the button below to publish the results of this event. Once an event is published, all match and award information will be finalized and become publicly visible at https://ftc-events.firstinspires.org/2023/USALHUOS, and the event will become read-only. This action cannot be undone.

Publish Event

Figure 6 Example of the "Send Results to FIRST" page to "Publish Event."

Note: Make sure that ALL event data (match play and award results) have been received before publishing.

Note: League Meet data needs to be published before the next League Meet data can be downloaded.

Hybrid Events

Hybrid events are a convenient way to provide remote judging to save time at the in-person event day, for teams spread out across a region, and to collect Portfolios through the upload feature on FTC Scoring. This section will take sequential steps to plan a hybrid event in FTC Scoring after the event has been requested and approved.

Hybrid Events allow judging to take place online prior to match play. Awards will be presented at the end of the event. The Region Administrator/Event Admin/Judge Advisor in FTC Scoring can create remote judging schedules. A Judge Advisor should be in charge and the point of contact for the interviews.

FTC Scoring Guides for Hybrid Events:

There are also resources for teams and volunteers that provide guidance for hybrid events.

FTC Scoring Lead Coach Guide

FTC Scoring Judge Advisor and Judge Guide

Add Teams to the Event in FTC Scoring

This will only be added to the FTC Scoring Team Administrator (Lead Coach 1 and 2). The Team Administrator in the FTC Scoring system can access the judging link for teams to upload submission documents and access the video conferencing URL. Teams can be added based on their event participation:
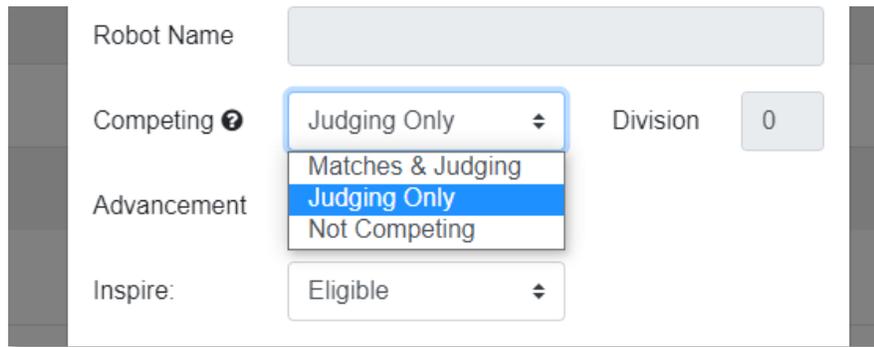
Figure 7 Example of a team's profile with options to select "Judging Only."

Hybrid Event - Judging Assignments

The PDP/VC has already assigned roles in `Assign Volunteer Roles` in VMS (highly recommended) or added volunteer roles manually in FTC Scoring, then the FTC Scoring system updates within 24 hours. Judges and Judge Advisor need to complete all required training before they can assign panels for virtual structured interviews in FTC Scoring.

Region Administrator Creates Remote Judging Schedules

The Region Administrator is responsible for creating video conference sessions in FTC Scoring which provides a way for Judges to interview teams online, a waiting room for teams, judging deliberation rooms, and notes for Judges. An option to add external video conferencing, such as Zoom, is available. The PDP/Event Director will let you know if they plan to build out the judging schedule of interview though the Judge Advisor (JA) can build the schedule with their FTC Scoring permissions. If the JA will be responsible, refer them to this section for guidance.

The schedule can be created directly in FTC Scoring, or you can download a CSV to build it then upload it. The judging schedule tool in FTC Scoring was created to make schedule building faster and easier. To ensure the schedule is accurate, determine the following prior to building an event's judging schedule.

- Teams who are participating in judging need to be added to the FTC Scoring "Event Dashboard > Add/Edit Teams" before judging schedules can be created for a hybrid event.
- Organize the time slots for the interviews,
- Determine how Judges will be grouped, either by a fixed Judge panel or in pit-style groups.
- Email the URLs for these conferences to send to teams and Judges/Judge Advisor.
  - Judges and Judge Advisors can log into FTC Scoring to get the interview link.
  - Teams do not automatically get the meeting link.
  - Lead Coach One/Two will need to log into FTC Scoring for the link and send it to student participants.

Configuration

Number of panels: 8	Session duration: 10	Number of teams: 48	Conferencing Provider: Integrated ⬍

☐ Pit-style interviews ⓘ

▼ Advanced options

Time between the start of sessions: 20   Number of session timeslots: 6

Time Window(s)

6 sessions spaced 20 minutes apart of 10 minutes each split between 1 windows with 8 panels requires **1:50** for judging sessions.
You currently have scheduled 2:30.
This does not include any time at the end of any window shorter than a single session.

Window 1	February 16, 2024	8:00 PM	10:30 PM	🗑

Add window

Scheduling

Build automatic schedule: **Assign in ascending order** **Assign in descending order** **Assign in random order**

You can also paste team numbers from a spreadsheet into the table below.

	Panel 1	Panel 2	Panel 3	Panel 4	Panel 5	Panel 6	Panel 7	Panel 8
2/16/2024, 08:00 PM – 08:10 PM	8081 Knights of the Lab Table	23766 Az-Techs	14835 Tie-Dye Samurai	22258 Herobotix Beanie Bots	10246 The Midnight Cicadas	14855 Shamrocks	14436 Roaring Robotics	18420 Metal Masters
2/16/2024, 08:20 PM – 08:30 PM	202 BroncoBotsTOO	24247 FJARobotics	20775 Pinnacle Robotics	18312 Da Geese of Freedom	14254 Trivium Knight Lights	10984 Beep Patrol	16817 Rocksisaan Tech	14584 Pioneer 327
2/16/2024, 08:40 PM – 08:50 PM	23948 T.O.N.K.I.S.	10369 Robosapiens	12841 Plus +3 Robotics	15477 Robo-Assemblers	5661 Wolves Robotics 1	10523 Dragons	23572 Copper Catz	12767 Catholic Master Builders
2/16/2024, 09:00 PM – 09:10 PM	22256 Herobotix C.I.S.	19728 Carbo-Knights	11794 Sunrise Koolbotics	11980 Team Viper	6174 Automatons	18625 Trivium Knightmares	201 BroncoBotsONE	10111 Herberger Javelinas

*Figure 8 The interactive scheduling page.*

Configuration

- Enter the "Number of Panels": Two or more Judges (Panel) meet with a team for a specific amount of time. This is used for the initial structured interview.
- Enter a "Session Duration" recommended at 25-35 minutes.
- Select the type of "Conferencing Provider" you will use – Integrated or External (ex. Zoom) in the top - left hand corner.
    - The integrated tool is called BigBlueButton (BBB.)
    - If you will use another conferencing tool, select "External" Conferencing Provider.
        If you select this option, you will need to provide teams with a link to their video conference room. Below the "Scheduling" section, click on "Edit Video Conferencing" and add a link for each team in the list. The team will be able to see this link when signed in to the FTC Scoring System. You may provide the same link to multiple teams (for example: if you are using breakout rooms in your video conferencing system).
- Select the type of interview: structured (default) or select the "pit-style" checkbox for groups of judges by award type.

- Pit-style: Multiple Judges (Group) can visit with a team for a specific amount of time. This can be used for specific awards in follow-up judging interviews.
- Select how many judging sessions a team can participate in (either one or two). For some hybrid events the team may do a structured interview remotely and a pit interview during the in-person event.

Configuration - 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 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.

- Entering the "Time between the Start of Sessions" will give judges a chance to deliberate between their next session with a new team.
- Enter the "Number of Session Timeslots" will determine how many timeslots are needed to complete the interviews with the number of panels.
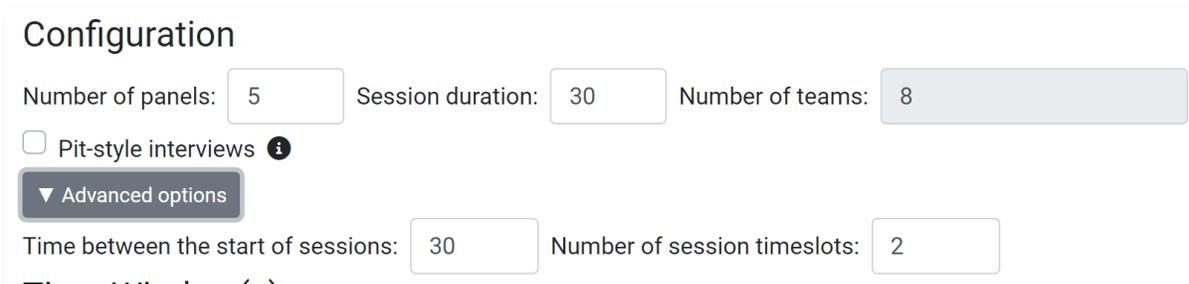
Figure 9 Shows the "Advanced Options" on the Judge scheduling page.

Time Window

"Time Windows" shows the time block and allows you to add more time blocks at different hours throughout the day. If you have a long day of interviews and plan a lunch break do not include that time in a block. The software will determine the time required and post this as "Time Windows," which allows for a single block of time to be used, or multiple blocks broken up over time.

Build the Schedule

The schedule can be created several different ways:

1. Add teams using the drop-down list of teams in each timeslot/panel field.
2. Build an automatic schedule: assign in ascending, descending or random order.

> Important: The option to build an automatic schedule does not take Conflicts of Interest (COIs) into account. Use the drop-down arrows to add teams to Panels after reviewing Judge COI disclosures.

3. Copy/paste team numbers into each field from your spreadsheet.

Figure 10 Shows a Panel for the Structured Interviews.

The schedule can be "Saved" before it is "Published." Teams and Judges cannot see the schedule until it is published. "Clear Schedule" will remove all teams. A published schedule only appears for teams/judges who log into FTC Scoring AND only shows their meetings.

You may opt to "Download CSV" to share the final schedule outside of the FTC Scoring System.

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 unassigned.
- Floating Judges can join any session (as can a Judge Advisor or FTC Scoring Event Admin).
- If you want to have multiple Judges join multiple panels, select the "Any Judge can join any judging session" option.

Judges' Panel Assignment for Structured Interview Judging:

Figure 11 Shows checkbox for "Any Judge can join any judging session."

Group Assignment for Follow-Up/Pit-Style Judging:

The "Panel Assignment" shows the "Number of judging groups" entry field for the Judges grouped into an Award for follow up interviews with teams nominated for an award, instead of the general panels for the initial structured interview.

Figure 12 Shows Judges assigned to a specific award, and the editable "Group 2" for a different award name.

Video Conferencing: External Option

Embed the external video conferencing link into judging sessions (external tools ONLY):

- Under "Scheduling," select the "Edit Video Conferencing" option for external conferencing tools, i.e., Zoom to open a page to enter the links to the external video conference tool. These links will appear in the Judges' event view when they log into the event. This option will only appear if the External Conferencing option is selected.
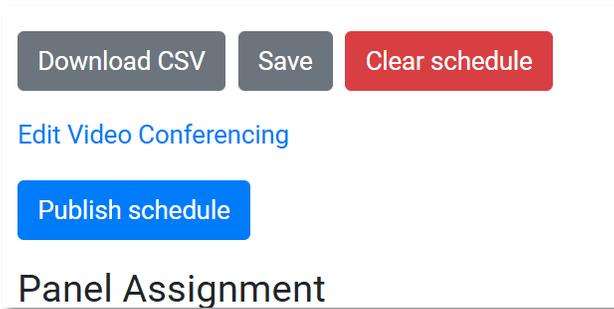
Figure 13 Option to edit/enter the video conferencing links.

Video Conferencing: Internal

Choosing the "Integrated Conferencing" option will allow Judges, Judge Advisors, and teams to log into the FTC Scoring system to use the embedded video conferencing. To access the URL links for teams, paste this URL with your event code: https://ftcscoring.firstinspires.org/event/<eventcode>/judging/schedule/edit/INITIAL/conferences with your event's code.

FTC Scoring – Hybrid Event Team View

An FTC Scoring - Lead Coach Guide is available for teams to understand FTC Scoring and how video conferencing works for their level of access. Read the full guide for the team workflow for hybrid events, understanding avatars, and other FTC Scoring features for teams.

Team View — Remote Judging

Region Administrator - Judging links will not appear for teams and volunteers until the Region Administrator/Judge Advisor has created the "Judging Schedule" and published it.

> Only the FTC Scoring System Team Administrator can access the Join link or URL for judging sessions and will need to email that link to team members, upload the judging material and enter team information for the feedback form.

Judging Feedback Form

Team Admin can access the Judging Feedback Forms after the event. Feedback will be provided after the event is published.

Region Administrator/Judge Advisor View – Judging Materials Submission Window

An FTC Scoring Judge Advisor and Judge Guide is available to understand FTC Scoring and how judging, scheduling, submissions, and interviews work for their level of access. Read the full guide for the Judge Advisor workflow for hybrid events. A Region Administrator has access to all these features too.

Important Note:

Region Administrator/Judge Advisors can set a "Judging Materials Submission" deadline within the seven-day event submission window.

> The features "Allow Late Submissions" and "Allow Early Judge Access"
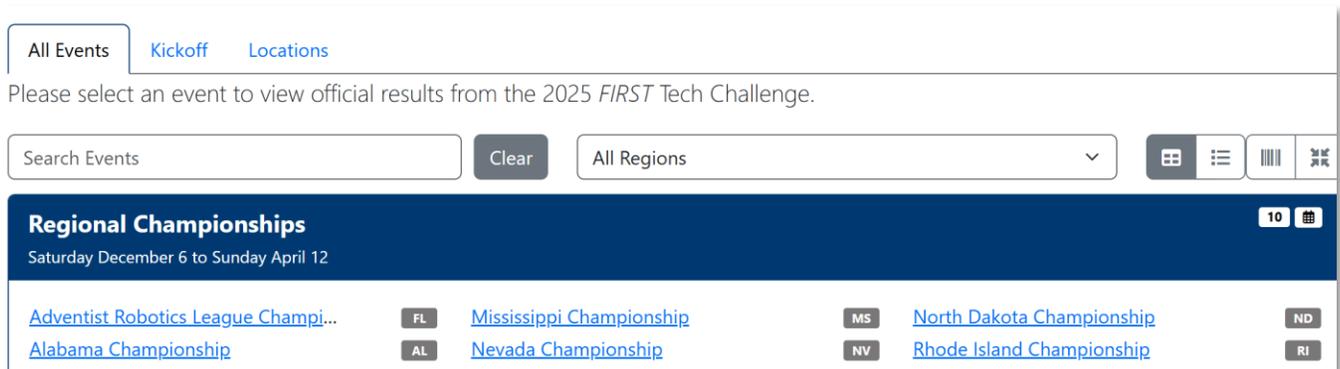> are **ONLY** for extenuating circumstances.

Region Administrator /Judge Advisor reviews all submissions and flagged content before submitting results to teams.

Event Results

Verify that event results have been published on the official event results page FTC Events, https://ftc-events.firstinspires.org website.

The community can browse:

- Event locations,
- Event results (match scores, rankings, awards, etc.).
- Event information
    - Weekly event listings
    - Kickoffs, League Meets, Qualifiers, Premier Events, *FIRST* Championship
    - Team history, team awards, and location
    - Event location mapping
    - League rankings are calculated using available published league match results.

Figure 14 - View of ftc-event.firstinspires.org.

Privacy Protection

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

Other Important Links for the Season

1. [FTC Scoring for Event creation and configuration, league setup, remote judging](#)
2. [FTC Live for traditional and hybrid events](#)
3. *FIRST* [Team and Event page](#)
4. [ftc-events.firstinspires.org](#)
5. Resources for FTC Scoring can be found on [Event Resources](#)

FTC Scoring Overview

FTC Scoring System (https://ftc-scoring.firstinspires.org) is the cloud-based event management system for the *FIRST*® Tech Challenge (FTC) program. The Region Administrator has full region access to event management in FTC Scoring. The PDP is given the Region Administrator role upon onboarding with Field Development and FTC staff.

FTC Scoring is part of the FTC Event Management software stack along with [FTC Live](#), local scoring software, and the [FTC Events](#) website.
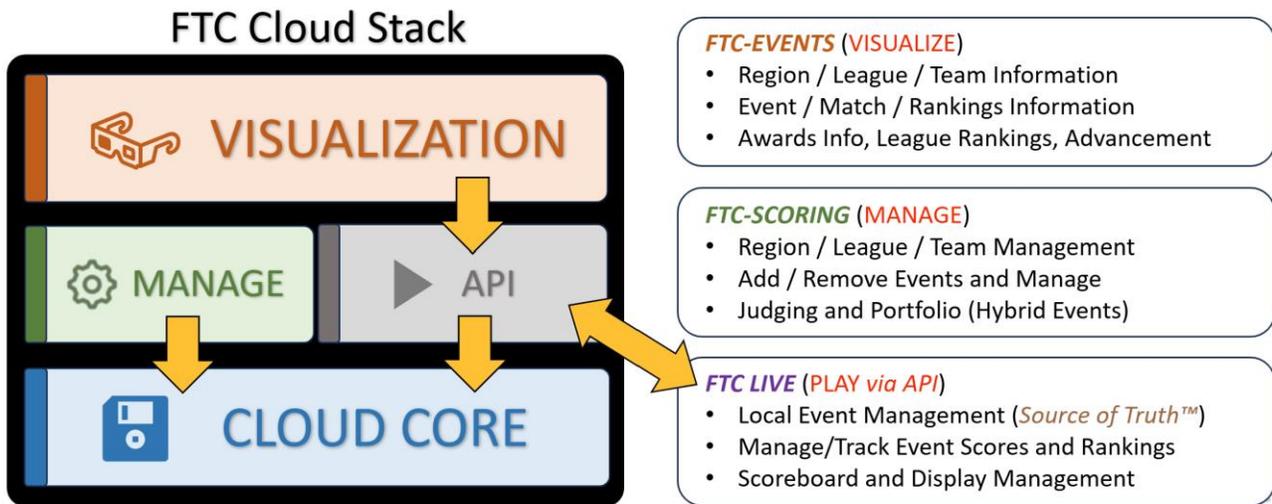

Figure 15 - FTC Event Management Software Stack - FTC Scoring, FTC Events, FTC Live

FTC Event Management Systems - Tasks Chart

List of Actions in Order	FTC Scoring System	FTC Live	Video Conferencing	VMS
Event Request Creation	x			
Access Volunteers				x
Assign Volunteer Roles				x
Event Configuration	x			
Define submission window	x			
Add/Edit Teams	x	x		

List of Actions in Order	FTC Scoring System	FTC Live	Video Conferencing	VMS
Add/Edit Sponsor	x			
League Creation (done before league event creation)	x			
League Add/Edit Teams	x			
Traditional (in-person) Scorekeeping		x		
Traditional Judge Assignment				x
Remote Judge Interviews for Hybrid Events	x		x	
Remote Judged Awards for Hybrid Events	x			

FTC Scoring Roles and Responsibilities

The Region Administrator role is given to the Program Delivery Program (PDP) as part of *FIRST* onboarding to manage the events in their designated region. They assign other roles in FTC Scoring or VMS. In FTC Scoring, users can be assigned to the Region or Event.

- *Assign to the Region*: A regional assignment gives the user a view of all events in the region. The user is assigned on the region homepage "Users" link on the left-hand side of the page.
- *Assign to the Event*: An event assignment gives the user a view of one event in the region. The user is assigned on the event homepage "Users" link on the left-hand side of the page.

Most of these roles are assigned through VMS and sync to FTC Scoring. This is explained in the User Permissions table below. The most important administrative roles that a Region Administrator can assign in FTC Scoring are in **BOLD**.

Table 1 - Users and Permissions

FTC Scoring Users	Assignment Process	Access
FTC Scoring - Region Administrator	PDP assigned when onboarded	Full regional administration access. Assign users. Can assign others as Region Administrator and other FTC Scoring user roles.
FTC Scoring Event Request Manager	Assigned in FTC Scoring	Regional event requests only.
FTC Scoring Region Manager	Assigned in FTC Scoring	Region event setup.
FTC Scoring League Admin	Assigned in VMS or Assigned in FTC Scoring	Manage a league, its teams, users, and events. This includes Event Admin access for the league's events, i.e., update a league's events "Event Dashboard" and remote judging (Region Administrator but limited to only that league created by the Region Administrator).

FTC Scoring Users	Assignment Process	Access
Regional Judge Advisor	Assigned in FTC Scoring	Access to an assigned region's Judging (schedules, all Join meetings, add Judges and teams) and Managing Awards in FTC Scoring.
Regional Judge	Assigned in FTC Scoring	Access to an assigned region's judging rooms for specified panels, Notes, Deliberation, team portfolios and Judge Feedback Form, no access to Awards Manager for entering awards.
Regional Head Referee	Assigned in FTC Scoring	View region's "Rankings," "Pit Display," "Cycle Time Report," and "Competing Teams Report"
Custom role (Region)	Assigned in FTC Scoring – third party requestor	Downstream oauth
FIRST Technical Advisor	Assigned in VMS or Assigned in FTC Scoring	Transfer event data from FTC Scoring to FTC Live. Manage sponsors, event users, event configuration, add/edit teams, and Event Admin in FTC Live, read-only announcements, no pit map creation access, but they can create it in FTC Live.
Event Scorekeeper	Assigned in VMS or Assigned in FTC Scoring	Lead/Event Scorekeeper role. Transfer event data from FTC Scoring to FTC Live. Manage sponsors, event users, event configuration, add/edit teams, and Event Admin in FTC Live, read-only announcements, no pit map creation access, but they can create it in FTC Live.
Event Judge Advisor	Assigned in VMS or Assigned in FTC Scoring	Access to an assigned event's "Judging" (Judge schedules, all "Join" linked meetings, add Judges and teams to ALL Panels; Notes, Deliberation, ALL team portfolios, and Judge Feedback Forms.) and Managing Awards in FTC Scoring- Like an Event Admin. Also • Rankings • Pit Display • Competing Teams Report • Cycle Time Report

FTC Scoring Users	Assignment Process	Access
Floating Judge	Assigned in FTC Scoring	Access to an event's judging rooms for ALL Panels, Notes, Deliberation, ALL team portfolios, and Judge Feedback Forms.
Event Judge	Assigned in VMS or Assigned in FTC Scoring	Access to an event's assigned judging rooms for specified panels, Notes, Deliberation, team portfolios and Judge Feedback Form, no access to Awards Manager for entering awards. • Rankings • Pit Display • Competing Teams Report • Cycle Time Report
Event Head Referee	Assigned in VMS or Assigned in FTC Scoring	• Rankings • Pit Display • Competing Teams Report • Cycle Time Report
Event Robot Photographer	Assigned in FTC Scoring	Save pictures of robots to cloud.
Custom (Event)	Assigned in FTC Scoring	Downstream oauth