

# **FIRST<sup>®</sup> Tech Challenge (FTC)**

## **Scoring – PDP Event Request Guide**

| Revision History |                                |
|------------------|--------------------------------|
| Revision         | Description                    |
| V25-26.1         | Initial 2025-26 Season Release |

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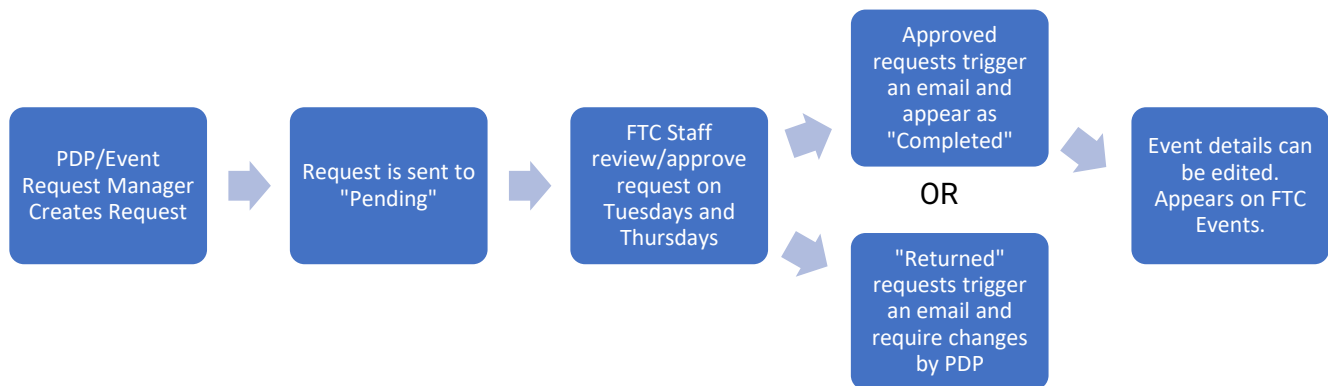
## Overview

Events for *FIRST*® Tech Challenge (FTC) are created in [FTC Scoring](#), the 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 Request Events |                                  |
|--------------------------------------|----------------------------------|
| PDP/Region Administrator             | Assigned when onboarded          |
| FTC Scoring Event Request Manager    | Assigned by Region Administrator |

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



Once the Region Administrator creates the event request, the event is queued as “Pending.” HQ *FIRST* Tech Challenge staff review the request details on Tuesdays and Thursdays. Event requests will be approved or returned to the event requestor for more details. Please check your email for “Approved” or “Returned” events. 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.

Once the event is approved, the Region Administrator can add event details (teams, sponsors, pit maps, etc.). Note: Event details can only be added after FTC Kickoff in September and can be edited throughout the season.

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

- FTC Events Website: [FTC Event Web : Home \(firstinspires.org\)](https://firstinspires.org) to display location and event results. This is the official *FIRST* Tech Challenge event results website.
- [Team and Event Search](#)
- [Volunteer Management System](#) (VMS)

## 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 take you 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 you are on the main Event Creation page, event details can be entered. If you have multiple events to enter and know the event details, use the “Batch Event” option to download a spreadsheet to enter all events at the same time. You can always add more events with the “Create Event” option later, if needed. To create a single event, select “New Event Request” to choose an event option:

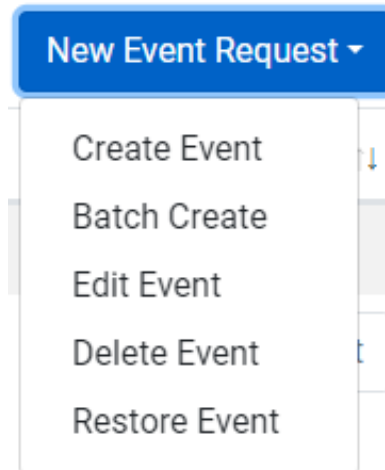


Figure 2 - Dropdown list under Create New Request.

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 take you to the "Event Request Form" to fill in or use dropdowns for fillable fields.  |
| "Batch Create"    | Upload multiple events via a .CSV file.  |
| "Edit Event"      | Correct or change event details after the event has been approved.<br><b>Important Note:</b> 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 take you 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. Note: FIRST® Championship and FIRST® Premier Events are created by HQ but appear on FTC Events.

Table 2: Event Types and Descriptions

| Event Type             | Scoring System | FTC-Events | Description  |
|------------------------|----------------|------------|--|
| Scrimmage              | ✓              | ✓          | A Scrimmage is an unofficial FIRST Tech Challenge event where teams help each other improve their robots, play robot matches, attend Demonstrations or Workshops, and socialize.   |
| 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 <i>FIRST</i> 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 <i>FIRST</i> 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.   |
| 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.   |
| Off-Season                              | ✓ | ✓ | This is an unofficial event that occurs after the conclusion of the global <i>FIRST</i> Tech Challenge season (usually after <i>FIRST</i> Championship). A special version of the Traditional Scoring system (FTC Live) is provided for use at these events.   |
| Dean's List Interview                   | ✓ |   | This is an event for Dean's List Interviewing prior to the Regional Championship Tournament. HQ staff enters this event type. There is no match play, but the FTC Scoring system can be used for scheduling and conducting 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.  |
| Volunteer Signup                        | ✓ |   | <p>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.</p> <ul style="list-style-type: none"> <li>• All events within the US and Canada are required to use VMS on a per-event basis.</li> <li>• 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.</li> </ul> |

## Event Request Form

Most information is required, except for the Venue. If you forget to enter a required field, the box will appear red when you try to “Submit” the event. The table below lists all the event request fields and details on how the data is used.

If you do not have the venue information confirmed yet, use the “Venue TBD” checkbox. Once you have the venue information, you will need to select “Edit Event” from the “New Request” dropdown to add the venue. A “TBD Venue” report can be found in the region’s “Reports.”

Table 3: Event Request Form Fields

| Field Name   | Data Type            | Notes   |
|--|----------------------|---|
| <b>Type*</b>   | Drop-down            | See <a href="#">Table 2</a> for a list of event types and descriptions.   |
| <b>Name*</b>   | 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 <a href="#">Event Naming Guidelines</a> for more details.<br>Good Examples:<br>Winter Charger Qualifier<br>Sydney Qualifier  |
| <b>Style*</b>  | Drop Down            | Traditional: fully in-person gameplay and judging.<br>Hybrid: enables access to remote judging features.  |
| <b>Start Date*</b>   | Date<br>(mm/dd/yyyy) | The first day of the event.<br>If extra set-up days are needed, you can include those dates in the request to use VMS to assign set-up volunteers during that timeframe.  |
| <b>End Date*</b>   | Date<br>(mm/dd/yyyy) | The last day of the event.<br>The total length of the event must be 7 days or less.   |
| <b>Country*</b>  | Short Text           | Event Location Country  |
| <b>State/Province*</b>   | Short Text           | Event Location State or Province  |
| <b>City*</b>   | Short Text           | Event Location City   |
| <b>Will there be more than 1 &lt;event type&gt; in this city?*</b> | 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.<br>Example with three events in the same city:<br><input checked="" type="checkbox"/> : QT1, QT2, QT3<br><input type="checkbox"/> : QT, QT1, QT2 |
| <b>Time Zone*</b>  | Drop-down            | Local Time Zone for the event’s location.   |
| <b>Team Capacity*</b>  | Number               | Maximum capacity for total teams at the event.  |
| Venue TBD checkbox   | Checkbox             | Required if final venue location is unknown so unable to fill in the additional “Venue” details below.  |
| <b>Venue*</b>  | Short Text           | Venue Name<br><i>Optional if “Venue TBD” is checked.</i>  |
| <b>Venue Street Address*</b>                                       | Short Text           | Venue Street Address<br><i>Optional if “Venue TBD” is checked.</i>  |
| Venue Address Line 2   | Short Text           | Venue Street Address continued, optional.   |

|  |            |   |
|--|------------|---|
| <b>Venue Postal Code*</b>              | Short Text | Venue Postal Code<br><i>Optional if "Venue TBD" is checked.</i>   |
| Venue Website                          | URL        | Optional website for the venue/location.  |
| Event Website                          | URL        | Specific event website pages.   |
| <b>Event Day Contact First Name*</b>   | Short Text | See the <a href="#">Event Day Contact</a> section for more details on how this contact information is used.                   |
| <b>Event Day Contact Last Name*</b>    | Short Text | See the <a href="#">Event Day Contact</a> section for more details on how this contact information is used.                   |
| <b>Event Day Contact Phone Number*</b> | Short Text | See the <a href="#">Event Day Contact</a> section for more details on how this contact information is used.                   |
| 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 in Figure 3.

## 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. There are no exceptions to this rule in the FTC Scoring and VMS systems. Any event dates entered that are longer than that will be rejected.

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

### Batch Create a Group of Events

If you have the required information for a group of events, 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 4 - Batch Template download/upload location.*

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

### Event Naming Guidelines

The name of the event might be the most important identifier of the event. The event name appears on the display screens at the event, the ftc-events website, and internally to *FIRST*...forever! A good event name will be fun or marketable, AND relay information about the event. Please consider the following when deciding on an event name:

1. The date, year, and “FTC” are not necessary within the event name. These all appear as details on the ftc-events event page. Do not name an event the “October 2026 FTC Championship.”
2. The event’s name should include the type of event, i.e., Autumn Qualifier, Sunshine League Meet 1, Decoding for Dinosaurs Scrimmage.
3. For Regional Championship’s, the event name is predetermined for consistency, i.e., Region + Championship. We highly recommend using the predetermined name for the region’s Championship.
4. Use Upper Case letters for the first letter in each word.



5. Check for typos prior to submitting them.

### Event Day Contact

This person is expected to be present at the event. They need to be available to HQ staff for event questions or information. We will try to reach you via email in advance whenever possible. The information is for HQ support use only and is not publicized.

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 5 - Event Day Contact Info

## Event Request Status

On the region's "Event Request" page, next to the "New Event Request" button is the "Status Legend."

Show 100 entries

Status Legend

| Request Type | Event Name              | Event Type | Status    |
|--------------|-------------------------|------------|-----------|
| EDIT         | Fairbanks FTC Qualifier | Qualifier  | COMPLETED |

Figure 6 - Event status and the "Status Legend" location.

The "Status Legend" clarifies the status of any of the five types of "New Event Request" (create, batch, edit, etc.). An event's status will appear after 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 "Complete" status is especially important to ensure the event has been pushed through to *FIRST* systems (VMS) for volunteer assignment.

Event requests and edits are manually approved by HQ staff typically twice a week on Tuesday and Thursdays. Please reach out to [ftctech@firstinspires.org](mailto:ftctech@firstinspires.org) for assistance.

Table 4: Event Request Status Options

| Status     | Color | Description   | Open the Event Request To:   |
|------------|-------|---|--|
| Incomplete |       | The event request has been saved but not submitted and will not be seen by HQ.                | Edit, submit, or withdraw the event request.   |
| Pending    |       | The event request has been submitted to HQ, but it has not been reviewed/approved yet.        | Edit, submit, or withdraw the event request.   |
| Change     |       | HQ has reviewed the event request and requested changes.                                      | Edit, submit, or withdraw the event request.   |
| Approved   |       | HQ has approved the event request, but the action has not yet been made within FIRST systems. | N/A The Event Request is locked in this state until completed by HQ.                       |
| 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   |       | HQ has rejected the event request.  | N/A Contact <a href="mailto:ftctech@firstinspires.org">ftctech@firstinspires.org</a>       |
| Withdrawn  |       | The requester has withdrawn the event request.  | N/A  |

## Editing an Event

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, you will need to know the name of the event and select it from the drop-down of events.

[<< Back to Request List](#)

## Event Edit Form

### [AU] Australia

Select Event to Edit:

Start Edit Request

*Figure 7 - Event Edit Form provides a dropdown of events to edit.*

The selected event will take you back to an editable version of the “Event Request Form.”

## Delete an Event

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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:

Start Delete Request

*Figure 8 - Event Delete Form provides a dropdown of events.*

## Useful Links and Information

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### On-Call Support Numbers

#### On-Call Support

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)  
Phone: (603)666-3906  
Email: [firsttechchallenge@firstinspires.org](mailto:firsttechchallenge@firstinspires.org)

### Program Resources



[FIRST Tech Challenge Website](https://firsttechchallenge.org)



[Event Search](#)



[Game and Season Resources](#)



[FIRST Tech Challenge Blog](#)



[Volunteer Resources](#)



[Team Email Blasts](#)

### 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](mailto:firsttechchallenge@firstinspires.org). Thank you!