FTC Scoring – Lead Coach Guide

As FTC Scoring Team Administrator

Revision History	
Revision	**Description**
V25-26.1	Initial 2025-26 Season Release
V25-26.2	Updated reference to *FIRST* Leadership Award
V25-26.3	Corrected links to https://ftc-scoring.firstinspires.org

Contents

Introduction to FTC Scoring

The [FTC Scoring](#) system is the cloud-based, official event management system for *FIRST*® Tech Challenge along with the local event software, [FTC Live](#) and the official event results website, [FTC Events](#).

Teams use FTC Scoring to:
- View Inspection status (if the event is online)
- Use the Practice Scoring Calculator
- Upload Avatars
- Link to external team tools like the FTC Software Development Kit (SDK)
- Attend Judging Interviews for hybrid events
- Attend *FIRST* Leadership Award Interviews

This guide goes over each of these features and what roles have permission to use the features.

Login

Lead Coach 1 and 2 log into [ftc-scoring.firstinspires.org](#) with the same username (email address) and password as their *FIRST* Dashboard account. Login will redirect to the [*FIRST* | For Inspiration and Recognition of Science and Technology](#) login page as a Single Sign-On (SSO) to use your *FIRST* credentials.
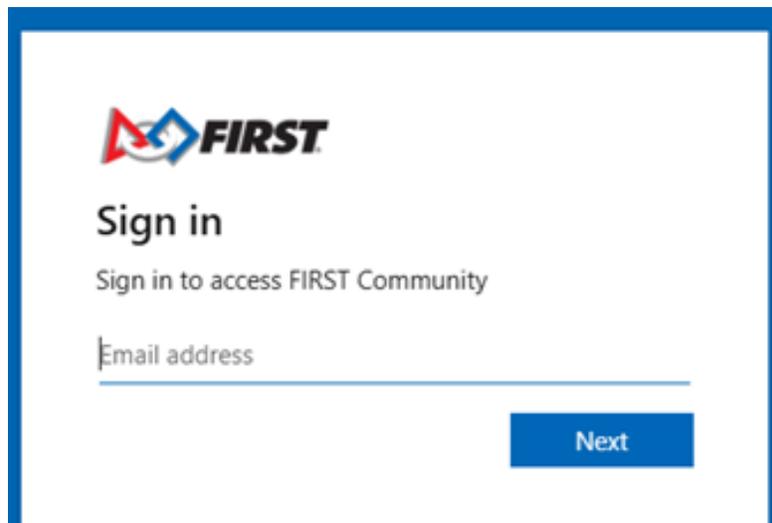

Figure 1- FIRST dashboard login page is an SSO and redirects to FTC Scoring.

NOTE: If this is your first time logging into FTC Scoring, you may have to complete the Terms and Conditions.

FTC Scoring Role Permissions

FTC Scoring is used by several different users with assigned permissions and responsibilities. This guide will explore and explain how to use the FTC Scoring system as the FTC Scoring Team Administrator (Lead Coach 1 and 2), and Team Member access.

Lead Coach 1 and 2

The Lead Coaches 1 and 2 manage the Inspection status, Avatar uploads, adding an FTC Scoring Team Member, and hybrid judging interview and uploads. The permissions for this user's level of access are described below, then expanded in the guide.

Team Management

- Access to the Practice Score Calculator is public.
- Add "Avatars"– Tutorial lives in FTC Scoring Avatar link.
- Add Users: FTC ScoringFTC Scoring Team Member.
- Access links to external "Tools."

Judging

- Log in to FTC Scoring and access the Judging session "Join" links for the team. Lead Coach 1 and 2 must email students the "Join" link if they have not been added to FTC Scoring as Team Members.
- Upload the Portfolio to the hybrid event in FTC Scoring.
  Upload an edited Portfolio to FTC Scoring which will replace the previous version for Judges.
- Access the *FIRST* Leadership Award Interview "Join" link URL for the FLA candidate. Lead Coach 1 and 2 must email the candidate with the link.

Inspection

- Access "Inspection" status if the event is using electronic inspection and the event is online.

FTC Scoring Team Member

FTC Scoring Team Member are added as Users by the FTC Scoring Team Administrator and can do the following when logged into FTC Scoring:

- View Event listings
  - Inspection status
  - Join a Judging or *FIRST* Leadership Award interview

A student participant that has not been added as an FTC Scoring Team Member can use FTC Scoring:

- Can join a Judging or *FIRST* Leadership Award interview session with the link provided by Lead Coach 1 and 2 without logging into FTC Scoring.
  - "Share Screen" to present content after permission granted by the Judges.
- Access FIRST Tech Challenge Scoring - Resources without logging in.

	Lead Coach 1/2	Team Member	Public (no login required)
Upload a Team Avatar	✓	–	–
Add FTC Scoring Users	✓	–	–
Access external links to additional Tools	✓	✓	–
Access "Join" links for hybrid event judging sessions	✓	✓	–
Access to Upload the Portfolio (including updates)	✓	–	–
Access "Join" links for FIRST Leadership Award Interview sessions	✓	✓	–
Access Users	✓	✓	–
Access Practice Score Calculator	✓	✓	✓
Access FIRST Tech Challenge Scoring - Resources	✓	✓	✓

Users

URL – https://ftc-scoring.firstinspires.org/team/<team #>/users

An FTC Scoring Team Member may be assigned by Lead Coach 1 and 2:

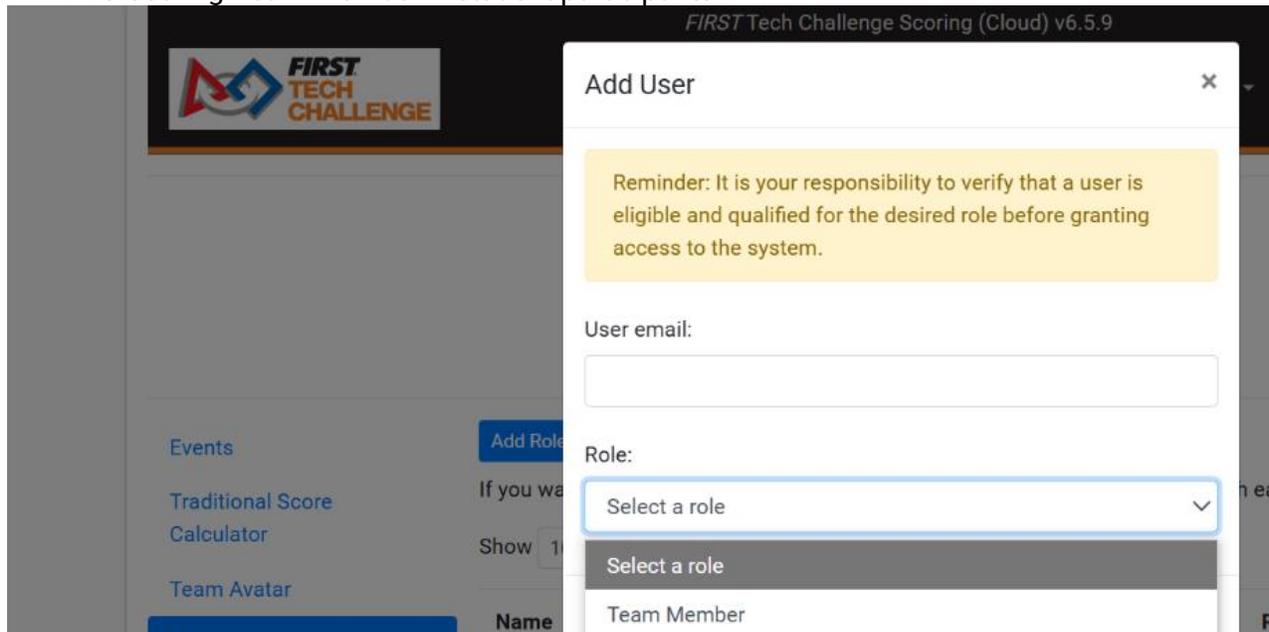- FTC Scoring Team Member – student participants

Figure 2 - Add a user to have access to team "Tools."

Inspection

The event you attend may use electronic inspection. On FTC Scoring, a team can view their Inspection status and form by selecting the "Inspection" button on the team's home page.

Figure 3 - Team's home page shows the "Inspection" button.

The electronic inspection process also provides *FIRST* with useful robot data.

Figure 4 - The Inspection page shows the team's robot and field inspection status and forms.

Practice Score Calculator

The score calculator allows teams to practice matches on their own. This is also available through "Resources" in the upper-right hand corner. No score data is saved. This pop-up appears when the calculator is opened.
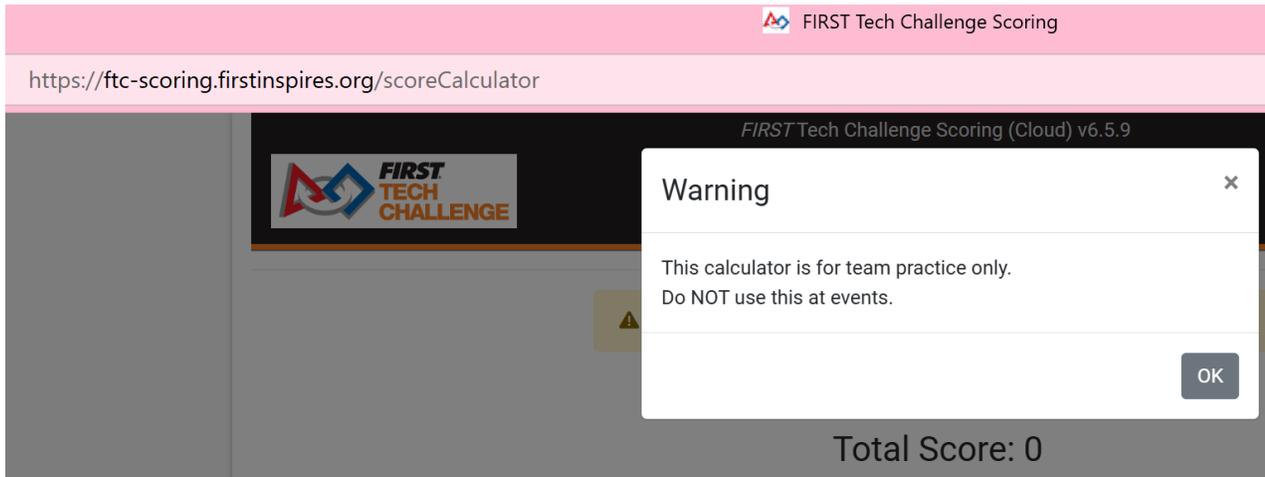
URL – https://ftc-scoring.firstinspires.org/scoreCalculator

Figure 5 - Score Calculator usage "Warning" of team practice only.

Team Avatar

Team avatar uploads are available for teams who are registered for the current season. The team avatar link goes directly to the page to upload the avatar. There are step-by-step instructions on the page. If you need assistance, email customerservice@firstinspires.org.

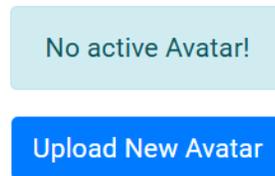URL – https://ftc-scoring.firstinspires.org/team/<team #>/avatar

Figure 6 - Upload link and past uploads of avatars.

Tools

On the Team Home page, the "Tools" links to the external Github repositories (FTC SDK and FTC Docs) and the *FIRST* Tech Challenge official global results website (FTC Event Web : Home.)

[8499] Robo Hawks
Williams Field High School
Gilbert, AZ, USA

Events

Traditional Score Calculator

Team Avatar

Users

Tools

Train A Model

FTC SDK

FTC SDK Wiki

Global Event Results

Figure 7 - Links to available tools and links.

Hybrid Events - Online Judging in FTC Scoring

The following is a step-by step guide for Lead Coach 1 and 2 on how to access "Judging" for structured interviews, upload Portfolios, and use the video conferencing tool integrated into FTC Scoring. Some regions use alternative conferencing tools; those "Join" links may look slightly different. If you need system assistance prior to events, email screenshots to ftctech@firstinspires.org or reach out to the Region Administrator or Judge Advisor. Find Local Support | FIRST for help finding these volunteers in your region.

Find the Judging Event

Once logged in you should see the FTC Scoring home page for events where you have an FTC Scoring "Judging" session and/or a *FIRST* Leadership Award Interview "Join" link. FTC Scoring Team Administrators and FTC Scoring Team Members use the system for judging through video conferencing and submitting Portfolios for hybrid events.

Figure 8 - A Lead Coach 1 and 2's list of links to "Presentation Judging" sessions and "Inspection" status for several events.

- Click on the event's "Judging" for your scheduled "Structured Judging Session."
- Use the browser's URL https://ftc-scoring.firstinspires.org/team/<team#> to get back to this team home page for the season or bookmark the page.

Upload the Portfolio

Each hybrid event has a submission window for uploading team Portfolios. This ensures that Portfolios are uploaded by the start of the "Structured Judging Sessions." Late submissions may be allowed, but this is decided by the Event Director, Judge Advisor, or Program Delivery Partner. The maximum size of the Portfolio is 15MB.

To upload, log into FTC Scoring. On the Team page is the "Judging Material Submissions" area. Navigate to the Portfolio "Upload" link to upload.

Figure 9 - The Portfolio upload and Feedback Form can be accessed on this page.

The link takes you to the "Upload New Revision" page which allows you to browse your files and upload the Portfolio. A revised Portfolio may be added prior to the submission date set by the Judge Advisor or Region Administrator. Judges will only see the most recent version.

Figure 10 - The link for uploading the Portfolio and prior uploads is found on this page.

Team Judging Sessions – Judge Interviews

FTC Scoring uses "Judging Sessions" to encompass all types of interviews that a team might be part of for FTC – structured interview, pit interview, and *FIRST* Leadership Award Interview. FTC Scoring requires a Chrome or Edge browser to display and work properly. To get to the hybrid event's online interviews, click on "Judging" to get the interview link for the specific event listed on the page. There is a video conferencing link that can be shared with students. Important Note: This link allows students to join the interview(s) without logging into FTC Scoring.

Figure 11 - On the Team page, the link to Judging and Inspection can be accessed.

The "Judging Material Submissions" for the event are also located on this page with a "Submission Deadline" for the Portfolio. The Judging Feedback Form can be viewed here after the event.

Figure 12 - Event specific "Judging Sessions" team page.

Using the "Link to share with Team Member" URL sent by the Lead Coach 1 and 2, each member needs to join via the "Join Judging Session" page, add their name, then click "Save" to enter the Judging session (as shown).

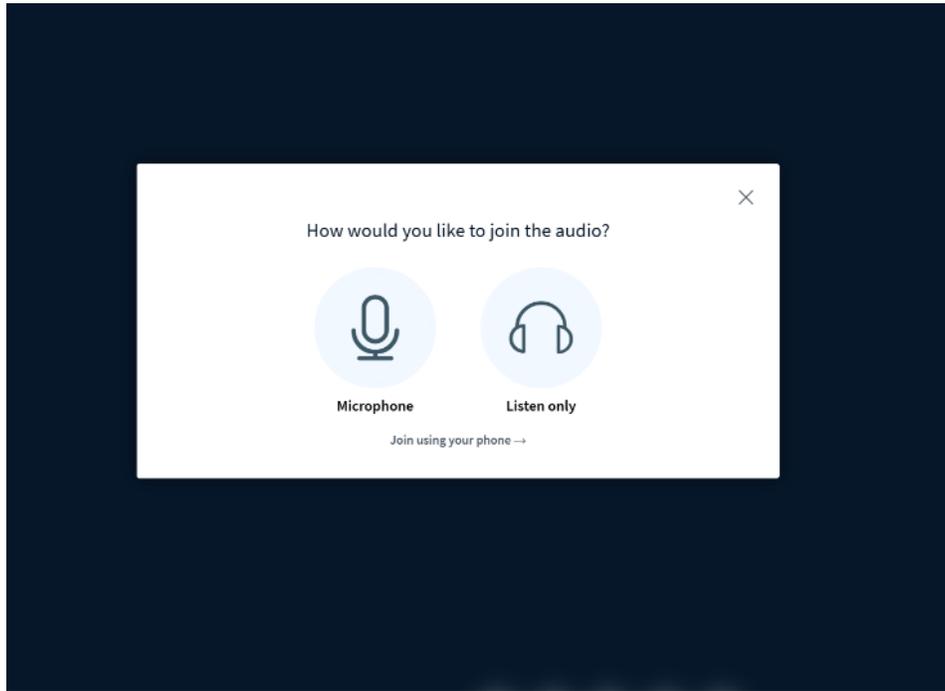*Figure 13 - A "Name" is required to enter.*

Figure 14 - Select the icon for "Microphone" or "Listen Only."

To start the video conference, click on the "Microphone" icon. An "echo test" to confirm your audio is working properly may appear. Follow the instructions shown on the screen.
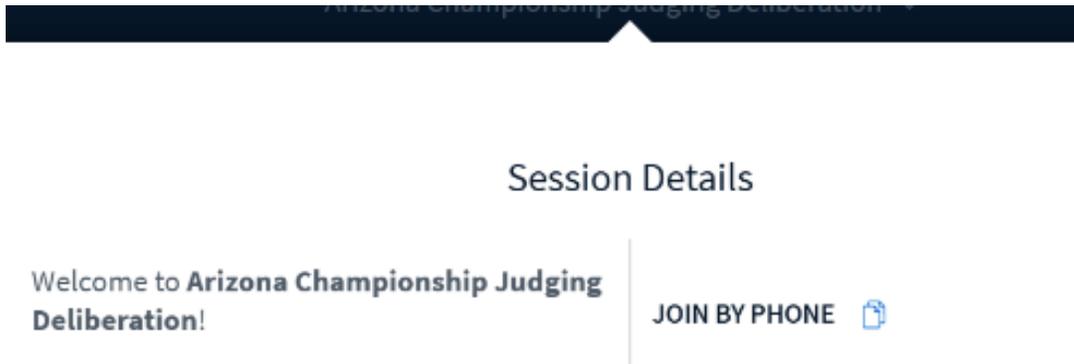

Figure 15 - Session details listed for reference.

Note: Screenshot the meeting details pop-up to move to a phone using cellular data if your network is not working properly.

Team Waiting Room

The "Team Waiting Room" notifies the Judges that the team has arrived. All FTC Scoring Team Members that have joined will appear in this room as "Users" on the left-hand side.

- The team can send "Public Chat" messages that can be seen by the Judges and FTC Scoring Team Members.
- Click on the "Microphone" icon to unmute, and "Camera" icon to start the video.
- The "Share Screen," "Reaction" and "Raise Hand" icon at the bottom of the screen can be used, as needed.

Structured Interview Sessions

This is the first presentation to Judges, also known as the Structured Interview. The Program Delivery Partner, Volunteer Coordinator, FTC Scoring Event Administrator or Judge Advisor will inform you about the time window for Presentation Judging in advance.

The Judges will be in the Judging Panel Room waiting for teams to enter their waiting room. If teams are present in their waiting room, the Judges will "Admit" them into the room. As noted, there must be 2 Judges in the room before the team can be admitted.

Once the team is admitted, the team should introduce FTC Scoring Team Members to the Judges. The process and timing for the team is described in the Judge Manual. One of the Judges will keep the time for the presentation and (b.) the QandA.

Share Screen and Make Presenter

Teams may want to share their screens and show a slide show. Judges can allow FTC Scoring Team Members to share their screen. Please request the judge to select a team member's name and click "Make Presenter." Choose "Entire Screen" to share multiple resources.

Sample Schedule

- 8:00-8:05 Teams and Judges join the conference.
- 8:05-8:10 Team presentation for 5 minutes uninterrupted.
- 8:10-8:20 Q and A with FTC Scoring Team Members.

> Judge Advisor may modify this schedule.

Conclusion of Structured Interview

At the conclusion of a team's allotted presentation time, the Judges will thank the team and send them back to their waiting room. Teams should exit the sessions completely. A new "Join" link will be provided for any follow-up interviews.

Follow-up Judging Session

This follow-up session "Join" link will appear in FTC Scoring and will follow the same steps for teams, though the session will be limited to 5 minutes.

> Most regions may do follow-up sessions at the in-person match to play as part of a hybrid event where Judges will visit teams' pits to follow up.
> Please confirm the event schedule and plan with the Event Director.