Event Director Manual

Revision History	
Revision	**Description**
V26-27.1	Initial 2026-27 Season Release
V26-27.2	Updated links in “Useful Links and Information” section
V26-27.3	Added Decision Authority Matrix in Reporting Structure section

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Overview

Job Description

The Event Director is a leadership position responsible for the quality and consistency of the *FIRST*® Tech Challenge event. This person may be the Program Delivery Partner, or a volunteer either from the area or one associated directly with the host venue.

Requirements	
Technical	Medium
Physical	Medium
Administrative	High
Communication	High
Pre-event Training	High

Time Commitment

Event Directors should expect to spend 10-12 hours at a full day event and 5-6 hours at a league meet. Approximately 6-15 hours of pre-event training and planning are required.

Attire

- Comfortable clothing and closed-toe shoes; much of the day will involve moving around.
- ANSI Z87.1 certified safety glasses are required in specified areas .
- As one of the event leaders, comfortable professional wear is encouraged.

Training and Certification

Read and complete all tasks listed in the `Pre-Event Training` section.

Any volunteer who applies to a role will be able to get into the Learning Management System (LMS) using the '*FIRST* Training' button. Roles with the training required will appear in the 'roles missing certification' area. For more help, you can read more about how to access your training.

If you have applied for a role but have not received access to the training, please email training@firstinspires.org. A separate confirmation of the role assignment will come later.

The Event Director should speak to the Program Delivery Partner to find out what additional requirements, such as meetings before the event or run-throughs of the space before the event, are necessary. The approximate training time is 6-15 hours. Before running your event, it is recommended that you work with an experienced Event Director and shadow them at a few events if possible.

All volunteers are expected to read and comply with the Volunteer Handbook.

Roles and Responsibilities

> ***FIRST* is fun for all.** The most important part of a volunteer role is to provide a safe, fun and welcoming environment for all *FIRST* participants. When executing the duties of your role, always make decisions with the team experience in mind. Ask for help from event leadership if you feel your required duties conflict with the best team experience.

Core Responsibilities

The Event Director's role is to plan and deliver *FIRST* Tech Challenge events in compliance with the standards and rules as directed by *FIRST* and the local Program Delivery Partner (PDP) or Program Delivery Organization (PDO).

Expectations of the Event Director may vary region to region, which is why it is critical for Event Directors to consult their PDPs on regional expectations and best practices. In general, an Event Director is responsible for the task outlines in the tables below.

Failure to follow the requirements for an official event for *FIRST* Tech Challenge could result in the event results not being accepted and the event being reclassified from a qualifying event to a non-qualifying scrimmage. Scrimmage events do not advance teams to the next event level.
Event standards include but are not limited to:

- Event standards and guidelines outlined in the Tournament Guide.
- Support event volunteers with creating a consistent and quality event by fairly and equitably following rules and processes described in the Competition Manual.
    - Support the **Head Referee** as the event leader responsible for Section 11: Game Rules
    - Support the **Lead Robot Inspector (LRI)** as the event leader responsible for Section 12: ROBOT Construction Rules.
    - Support the **Judge Advisor** as the event leader responsible for Section 6: Awards (A) which cover judging rules and processes.
    - Support the **LRI** and **Pit Admin Supervisor** with following Section 3: Competition Eligibility and Inspection (I) including ensuring teams meet participation rules.
    - Support the **Volunteer Coordinator (VC)** as the event leader for volunteer management, including helping to ensure all volunteers are certificated for their roles before the event. The Event Director should also help the VC understand what the local law and policy is regarding Volunteer Screening with the help of the PDP.
- Create a safe and welcoming environment at the event supported by *FIRST* Code of Conduct, Youth Protection Policy, and UL Safety Manual.

> **Important:** The Event Director is required to send event results to *FIRST* within 5 days of the close of the event. The method of submission of the results can be found in the FTC Live Setup Guide.

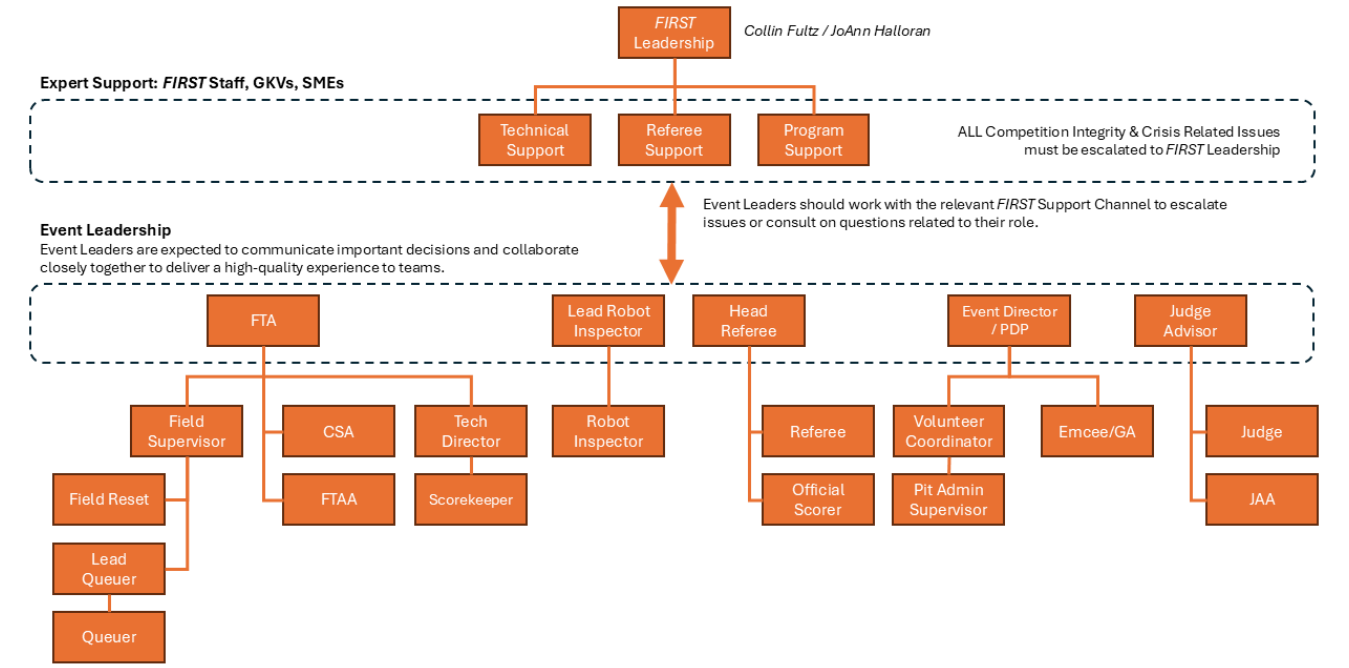
Prerequisites for Event Director Role

Event Directors should have prior *FIRST* experience and a high level of organizational and interpersonal skills. Event Directors should be comfortable working with common digital planning and communication tools such as word processors, email, and basic spreadsheet operations.

Reporting Structure

The Event Director reports directly to *FIRST* staff and Global Key volunteers for support to ensure a successful event. The Event Director collaborates with other Event Leadership volunteers to successfully deliver a high-quality experience to teams.

FTC 2026-2027 Decision Authority Matrix



The Event Director will:

- Collaborate with other Event Leadership volunteers to solve problems, communicate concerns, and ensure alignment on important event management details.
- Provide leadership to the Volunteer Coordinator, Pit Admin Supervisor, and the Emcee/Game Announcer.

Before the Event

Pre-Event Training

Event Directors must complete the required reading in this section and are required to pass a certification test prior to serving in this role.

Resources for training and certification:

Event Director Pre-event Training List	
Requirement	**Resource**
Required	Welcome to *FIRST*
Required	The Event Director Volunteer Manual (this document)
Required	Complete the *FIRST* Data Protection and Privacy Training
Required	Complete the Event Director Certification Test in the *FIRST* Learning System. The certification can be accessed through your www.firstinspires.org dashboard account. (For volunteers outside of North America without a *FIRST* Dashboard Account use the PDF to self-certify)
Required	The Competition Manual – specifically: • Section 1: Introduction • Section 3: Competition Eligibility and Inspection (I) • Section 4: Advancement • Section 5: Event Rules (E) • Section 8: Game Overview
Required	Review and complete the Conflict of Interest Form, as required
Required	Read the Tournament Guide
Encouraged	Complete Strategies for Inspiring Success for All modules.
Encouraged	Review the Volunteer Coordinator Volunteer Manual
Encouraged	Competition Manual – specifically: • Section 2: *FIRST* Season Overview • Section 11: Game Rules (G)
Optional	Watch the game animation video for a general understanding of the game

Pre-Event Core Responsibilities

Responsibility	Notes / Key Collaborators
Work with the Program Delivery Partner (PDP) to secure the event venue(s) for the season's events.	Confirms availability, services, and contract terms. Coordinate with venue host and PDP on costs and local policies.
Create and publish the `Public Schedule` based on requirements set by the PDP.	Must align with regional timelines and official *FIRST* Tech Challenge advancement requirements.
Work with the Judge Advisor (JA) to create the `Judging Schedule`.	Completed before the event; integrate judging flow with inspections and match timing.
Create and publish the `Event Layout/Map`.	Include pits, fields, judging rooms, queuing, audience areas, and traffic flow.
Design and communicate a safe and orderly `Set-up`, load-in, and load-out plan.	Coordinate with venue staff, FTA, and Volunteer Coordinator (VC). Include emergency exits and accessibility routes.
Work with the Volunteer Coordinator (VC) to identify staffing needs for the event.	Establish recruitment goals and confirm key volunteer assignments.

Responsibility	Notes / Key Collaborators
Serve as the principal liaison with the venue host.	Manage logistics, custodial and security plans, and confirm access times.
Create a Safety Plan with the PDP and venue host in case of Emergencies.	Include medical, weather, fire, and evacuation procedures.
Coordinate food, T-shirts, and hospitality for volunteers and teams.	Ensure alignment with PDP budget and dietary policies.
Develop and communicate the AV and technology plan.	Coordinate with FTA, Tech Director, and any AV/streaming support.
Work with FTA to develop a Field Operations Plan.	Establish expectations early around event flow and matches.
Pre-Event Communication about local event details (maps, schedules, parking, food).	Complements PDP announcements; send timely pre-event updates.

Identify the Venue

Venue selection is decided by the PDP as part of their season planning work before events are created. The Event Director is most commonly someone associated with the Event Venue or the PDP or someone associated with the local PDO. The Event Director should be identified very early in the event planning process, often even before committing to an event location. In the less common situation where the Event Director is not associated with the event host location or the PDP/PDO, the Event Director should receive information about the venue location and date from the Program Delivery Partner, and/or planning committee well in advance of the event.

The Event Director should be a key partner in the event planning process and be involved from the event inception.

Pre-Event Communication

Before the event, the Event Director should be in close communication with the Program Delivery Partner and the Volunteer Coordinator for information about teams, volunteer staffing, and scheduling abilities, including load in and load out times, venue security information, if applicable, and emergency contact information for the Program Delivery Partner, the VC, and the key volunteers for the event.

Pit Spaces and Safety

Specific rules governing what teams can have and do in their pit space are covered in the competition manual, but the Event Directors may add additional restrictions which must be published before the event based on limitations set by the venue.

Common areas where teams need help to stay safe and within the rules:

- No open flames or sparks
- Power tools are generally permitted if they are not causing damage to the venue
- Aisles, walkways, and doors should be clear of obstructions
- No structure may be taller than 10.’

Check-in

At most events, teams and volunteers are directed to Pit Admin to check-in when they arrive at the venue. In some cases, there is another table set up closer to the venue entrance for check-in. Confirm your expectations for check-in at the event with your Pit Admin Supervisor and Volunteer Coordinator.

Teams should have received an `Event Layout/Map` in pre-event communications, but if they haven't make sure to provide one at check-in.

Check-in stations will need to be provided with a `Registered Teams List` and a `Volunteer Roster`. These can be provided by the ED or the Scorekeeper/FTA and VC respectively.

> **Important:** All documents with Personal Identifying Information (PII) such as team rosters and consent forms must be stored in a secure location at Pit Admin. A locking file box is a common solution.

Set-up

Most events will plan time to set up the evening before the event. For a single League Meet, it is acceptable to plan to set up before the event in the morning.

The set-up time and access will depend on the venue and any contracts. In the case of a typical school venue, set-up would be scheduled for after classes are over for the day on Friday afternoon. A limited number of volunteers should be invited to assist with set-up, such as planning committee volunteers, key volunteers, or other volunteers who can help with the lift of setup. If the location has a host *FIRST* Tech Challenge team, they might be your primary set-up volunteers, but the Event Director should still plan to be at the venue for set-up and confirm the set-up plan is being followed and there are no unforeseen issues. Be sure to communicate the competition area layout, pit spaces, and judging rooms (if applicable) with your set-up volunteers to ensure proper setup of the space.

After arriving at the venue for setup the Event Director should do a final walk through the venue and locations for competition fields, bleachers, practice fields, judging interview rooms, judging deliberation rooms, volunteer rooms, and places for teams to eat. Ideally these decisions and placements should be made during the initial venue selection process, but the start of setup is a good time to reiterate locations and expectations, especially with setup volunteers.

Event Directors should work dynamically with setup volunteers to oversee the process and provide guidance on how to solve issues that may arise before setup is over.

> **Best Practice:** Take detailed pictures of all the spaces the tournament will take place in before any set-up begins. They help establish a baseline for the spaces that will be used.
>
> These pictures are useful to allow volunteers to put any furniture that was moved back into its correct place, especially in judging rooms where it is common to need a different layout than a typical classroom.

Event Day

Event Day Core Responsibilities

Responsibility	Notes / Key Collaborators
Work with the Scorekeeper or FTA to generate the `Match Schedule`, ensuring alignment with the `Public Schedule`.	Verify team check-in is complete before generation.
Oversee event setup and readiness.	Confirm pits, judging rooms, and field areas meet safety and layout standards (initial layout review should be conducted during pre-event venue selection but setup is the time to work through issues and bring the event together before the event starts.
Monitor field operations and judging flow throughout the event.	Stay in communication with JA, Head Referee, FTA, and VC.
Support incident response and documentation.	Responsible for assisting with `Medical` and `Non-Medical Incident Reports.`
Lead communication between volunteers, teams, and venue staff.	Ensure smooth information flow and issue escalation.
Maintain event timing and coordinate with the Emcee and ceremonies team.	Keep opening, awards, and closing activities on schedule.
`Oversee load-out and teardown` with the venue host and volunteers.	Ensure equipment is returned, venue is left in good condition, and closing inspection completed.

Report Time

You should plan to be one of the first people to report to the venue. Typically, you will plan to meet the venue host 15-30 minutes before the time volunteers were told to report to the site. Before the event, the venue host should have confirmed they have proper access to the building including keys and alarm codes. In some cases, access will be granted directly to the Event Director.

Team Interaction and Support

When interacting with teams please always consider the team's perspective. The teams have put significant time and effort into preparing for this event and may be feeling stressed about everything working out as they have planned. **Event day is a very big deal for the team and we are here to help!**

While it is our job to help guide the teams to a successful event, it is their responsibility to follow the rules and be on time for judging and matches.

If you feel there is an issue with an individual or several individuals from a team that warrants specific intervention beyond just a kind reminder, please ensure the correct stakeholders for the team are aware. Here is a generally acceptable process when working with a student or team who you need to change their behavior:

The ABCs of Managing Team Behaviors	
Ask for an Adult	Do not directly reprimand a student one-on-one without an adult from their team present. Ask the student to bring an adult who is responsible for the team to meet you, before moving forward with any discussion about the concerns at hand.
Be aware of the Environment	Is the environment conducive for the feedback you are about to give? Is it loud in the area where you are? Are there other teams around that may hear the reprimand? Moving the conversation to a quieter, more private space as needed can be helpful.
(Offer a) Clear Explanation	Explain the concern to the team and offer clear examples of the behavior that is concerning.
Discuss any Questions	Offer the opportunity for students and adults to ask clarifying questions.
Explain Next Steps	Outline with the students and adults what the next steps are if the issue is not corrected. Certain behaviors may include the risk of yellow cards.

Note: The only person at an event who can give an official warning or issue a yellow/red card is the Head Referee. Please refer these more severe issues to the Head Referee and notify the Program Delivery Partner.

Focus on maintaining a supportive environment by keeping team feedback strictly between you and your Lead Volunteer. Sharing team observations with other volunteers or participants is discouraged, as full context is rarely known.

If a team's behavior impacts a volunteer's ability to perform their duties, or for repeated or serious issues, those reports will escalate to you through a Lead Volunteer. Event Directors should contact *FIRST* Headquarters when necessary and **must** contact *FIRST* Headquarters immediately if a team is in danger of being disqualified.

Teams may only be completely disqualified from awards consideration for very rare egregious actions and only with approval from *FIRST* HQ. The Event Director and/or JA should call the On-Call Support Numbers to discuss the issue.

Emergencies

The Program Delivery Partner, Event Director, and the event site host organization are responsible for having safety and security plans in place for each event. Included in the plan should be topics such as:

- A map of all the emergency exits
- Location of fire extinguishers/fire alarms
- Knowledge of where on-site medical support is located.

- Shelter in place plans in the case of severe weather
- Evacuation plans

Teams should have their own safety plans before attending the event. Here are some team-focused recommendations for Preparing to Safely Attend a *FIRST* Event.

Lost Children

FIRST Tech Challenge events can be very hectic, and it can be easy for a child to get lost amongst the shuffle of a busy event. Ensure you have a plan prior to the event in the instance of a lost child.

In some cases, the team roster will list Coach phone numbers which can be used to reunite team members. In some regions they collect "Day-of" cell phone numbers from each team at check in. Coordinate your plan with your Program Delivery Partner.

Code Adam Guidelines (www.missingkids.com/CodeAdam) are also a great resource.

Medical Incident Reporting

Event volunteers are not responsible for diagnosing student injuries, handing out medication, or first aid equipment. You and other event volunteers should refer medical issues and emergencies to a medical professional on site, such as an EMT. If an incident or illness occurs at an event, the Event Director, Pit Administrator, or another trained delegate should do the following:

www.firstinspires.org/report

- Call 911 if there is any question whether the injured person/persons require urgent medical attention.
- Respond to the scene immediately. Bring a clipboard, pen, or an electronic device to complete the incident report on the *FIRST* Reporting Portal.
- Complete the incident report for the injured party.

The Event Director or Pit Administration volunteers are responsible for completing incident reports. The incident reporting person should follow the best practices for incident reporting:

Best Practices for Incident Reporting	
Be Calm	Anyone handling incident reporting should have a calm demeanor. They should be able to collect information and talk to witnesses without assessing fault.
Be Concise	In all conversations with the injured, witnesses, spectators, and/or media always say "the incident is being investigated" without any further comment. It is not the job of the report collector to provide any opinions on the situation at hand.
Be Risk Conscious	Do not imply liability or any payment, as no one knows for sure until all the facts are collected.
Be Prepared	Those taking in incident reports should be able to communicate with the insurance company if necessary. They should also be aware of who they need to share incidents with, including the local Program Delivery Organization or the Event Director.

Although most incidents will not result in a claim, it is better to act on the side of caution and report them. Should an incident result in a claim after the event, the documents will be on file, complete with witnesses and a written report.

Youth Protection Reporting

Issues that are non-medical but are of concern to a participant/participants should also be reported. Anything that happens during an event that made a youth volunteer, team member, or spectator feel uncomfortable or threatened should be addressed.

As appropriate and if you feel safe doing so, speak directly with the offending party and try to quickly and calmly defuse the immediate issue. Call the Event Director and/or the Program Delivery Partner and inform them of the issue and seek assistance as needed with any immediate remediation of the issue.

www.firstinspires.org/report

Ensure all issues are reported in a timely manner using the *FIRST* Reporting Portal. Youth Protection Concerns encompasses a wide variety of one-time or ongoing issues such as suspected abuse, bullying, harassment, discrimination, questionable behavior, or violation to the *FIRST* Code of Conduct.

Reporting Other Issues or Concerns

Feedback about issues such as game play, rule changes, awards, and event management (other than medical/safety issues) are considered program related concerns and not youth protection issues and should be shared with *FIRST* via customerservice@firstinspires.org or by contacting support.

help.firstinspires.org/s/contactsupport

Please note that match results and award results are final and that we will not review match videos.

Safety

An important priority for all volunteers is to observe their event areas to help promote a safe and orderly space for all the participants. It is likely that various volunteers and event participants will bring concerns to your attention, but you should also be proactive in identifying areas of concern.

Prioritize working with the teams to help identify and correct potential safety issues in the area. Please review the section about `Check-in`.

At most events, teams and volunteers are directed to Pit Admin to check-in when they arrive at the venue. In some cases, there is another table set up closer to the venue entrance for check-in. Confirm your expectations for check-in at the event with your Pit Admin Supervisor and Volunteer Coordinator.

Teams should have received an `Event Layout/Map` in pre-event communications, but if they haven't make sure to provide one at check-in.

> **Important:** All documents with Personal Identifying Information (PII) such as team rosters and consent forms must be stored in a secure location at Pit Admin. A locking file box is a common solution.

Safety Glasses and Closed Toe Shoes

All volunteers, teams, coach/mentors, and spectators are required to wear closed toe shoes while in the pit and competition area. Safety glasses are required in specified areas. It is important to watch out for anyone entering these areas without proper personal protective Equipment (PPE) and to ask them to put on proper PPE before entering. Some events will have volunteers staffed at the pit entrance with spare safety glasses to pass out. Other events may not have spares to provide.

End of the Day

Lost and found items are usually kept in the Pit Admin area at events and any items not claimed should be given to the Event Director. Place these in a secure location while you complete event wrap-up.

Gather any paperwork that contains PII and put it in a secure place for either safe disposal, or shipment to *FIRST*.

Once qualification matches are completed, and alliance selection has taken place, teams will often begin to tear down their pit areas. The pit volunteers can begin to tear down their area at this time. Tear down time should be determined in advance with Pit Admin and adjusted as needed.

You should plan to be one of the last people to leave the venue. Walk each of the spaces and ensure things are clean and tidy.

> Best Practice: Take pictures of each space used by the tournament, including each judging room, in case there are concerns about how any space was left after the event.

After the Event

After Event Core Responsibilities

In addition to congratulating yourself and your tournament planning committee on a job well done, here is a list of tasks that will need completing post event:

Responsibility	Notes / Key Collaborators
Generate "Lessons Learned" and document key takeaways.	Collect feedback from your key volunteers (JA, FTA, Head Ref, etc.). Share notes with PDP and planning team for future improvement.
Publish official event results in FTC Live using the "Submit Results to *FIRST*" function (if not already done).	Confirm upload accuracy with Scorekeeper or PDP.
Return all rented or borrowed items (fields, AV, laptops, signage, etc.).	Verify condition and proper storage.
Send thank-you letters or emails to VIPs, sponsors, volunteers, venue, hosts, coaches, and teams.	Coordinate with PDP for sponsor deliverables.
Ensure all required reports are completed and submitted, including Medical and Non-Medical Incident Reports.	Return any paper forms, including conflict of interest forms, to the PDP.
Finalize budget results and confirm close-out with the PDP.	Include receipts, invoices, and remaining balances.

Responsibility	Notes / Key Collaborators
Request feedback using post-event surveys.	Collect input from volunteers and teams; share results with PDP.
Schedule post-event or next-season planning meetings.	Begin early preparation for next year's event cycle.

Post Event Feedback

Within 1-2 weeks post-event, you should request feedback from your tournament planning committee volunteers and teams. What are some lessons learned from this event and how can you improve in the future? This can be done formally, through a survey or evaluation, or informally in conversations. Take notes and review them when you begin planning next year's event.

Using an online survey tool to collect formal feedback from volunteers and teams will help you to improve future events. It is also a great way to collect some simple information to track year to year which might be needed by your sponsors, etc. Alternatively, you could link your survey to a QR code and collect feedback from the event while the feedback is fresh in the minds of the teams and volunteers.

Lessons Learned

The best time to record improvement ideas is during and immediately after the event. During the event day, take notes about what worked, what issues arose, and ideas for improvement. After the event, consolidate your notes and add additional thoughts after the event. Add survey feedback and takeaways from formal and informal conversations with folks to the list, especially your key volunteers, and then review it prior to beginning work and during the following year's event planning process.

Important Tools

Public Schedule

The Program Delivery Partner or the Event Director should publish the public schedule of events before the event. This schedule will have a high-level overview of all the activities for the event. It is important that everyone at the event does their best to stay true to the public schedule so that teams and volunteers who have planned their day around these times have a good experience.

Time	Agenda
7:15 am	Doors Open for Staff & Key Volunteers
7:30 am	Judges and Inspectors Report
8:00 am	Doors Open for Teams
8:30 am	Judging & Inspection Begins
10:15 am	Team Check-in Hard Deadline (Check the Competition Manual)
10:30 am	Match schedule is generated and distributed to teams. (Check the Competition Manual) *Note to Scorekeeper: 6 Matches total* (Check the Competition Manual)
10:40 am	Drivers' Meeting with Head Referee & Opening Ceremony
11:00 am	Qualification Matches 1 - 8 *Note to Scorekeeper: 7-minute cycle-time*
12:00 pm	Lunch
12:45 pm	Qualification Matches 9 - 45 *Note to Scorekeeper: 5-minute cycle-times*
3:50 pm	Qualification Matches Projected End
4:00 pm	Alliance Selection
4:00 pm	Judging is Concluded
4:20 pm	Double Elimination Rounds 1 - 4
5:10 pm	Award Ceremonies Start & Double Eliminations Round 5
6:20 pm	Projected End of Event
7:00 pm	Doors Close
Occasionally things that happen out of the event's control may impact the schedule. In these cases, work closely with the Event Director to understand the updated agenda.	

SAMPLE

Figure 1: Example Schedule for a 30 Team Event with Traditional Judging

Registered Teams List

The Program Delivery Partner may provide a list of teams registered for the event, or the Scorekeeper can export a report of all the registered teams for the event. Sometimes this list may change the day of the event based on which teams show up. The Scorekeeper report will have the most accurate information about who is competing at an event. Notes that teams may be competing only in the judging portion of the event and not have a robot present.

Test Event Teams

Number	Team Number	Name	Affiliation	City	State	Country	Rookie Year
1	1	Team Unlimited	PTC & FTC1 Team Unlimited 4-H Club	Sharon	MA	USA	2007
2	7	Tactical Sheep	TechBrick Education/DoD STEM&TechBrick Education	Aberdeen Proving Ground	MD	USA	2007
3	16	bigskyrobotics		missoula	MT	USA	2007
4	18	Techno Chix	Girl Scouts Heart of the Hudson	Port Chester	NY	USA	2007
5	22	100 Scholars	100 Black Men of Atlanta/Georgia Power/Johnson Research and Development/NCR/Lockheed Martin & 100 Black Men of Atlanta, Inc.	Atlanta	GA	USA	2007
6	25	Rock N' Roll Robots	Girl Scouts of Greater Los Angeles/NASA&Girl Scouts	Pasadena	CA	USA	2007
7	99990	Off-Season Demo Team	Off-Season Demo Team				1992
8	99991	Off-Season Demo Team	Off-Season Demo Team				1992
9	99992	Off-Season Demo Team	Off-Season Demo Team				1992
10	99993	Off-Season Demo Team	Off-Season Demo Team				1992
11	99994	Off-Season Demo Team	Off-Season Demo Team				1992
12	99995	Off-Season Demo Team	Off-Season Demo Team				1992
13	99996	Off-Season Demo Team	Off-Season Demo Team				1992

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Figure 2: Competing Team Report

Volunteer Roster

The Volunteer Coordinator or the Program Delivery Partner will have access to a list of applied and assigned volunteers for the event.

Event Layout/Map

The Program Delivery Partner and Event Director should publish a map of the venue before the event. In some cases, details on the map might not be available until the day of the event.

The Event Layout / Map should detail the following:

- Load-In Path
- Parking for Personal Vehicles and Busses
- Team Check-in
- Volunteer Check-in
- Competition Area
- Pit Area (May include the `Pit Map`)
- Judging Room Locations (if applicable)
- Safety Details as available (Emergency Exits, AED, Shelter in Place Locations)

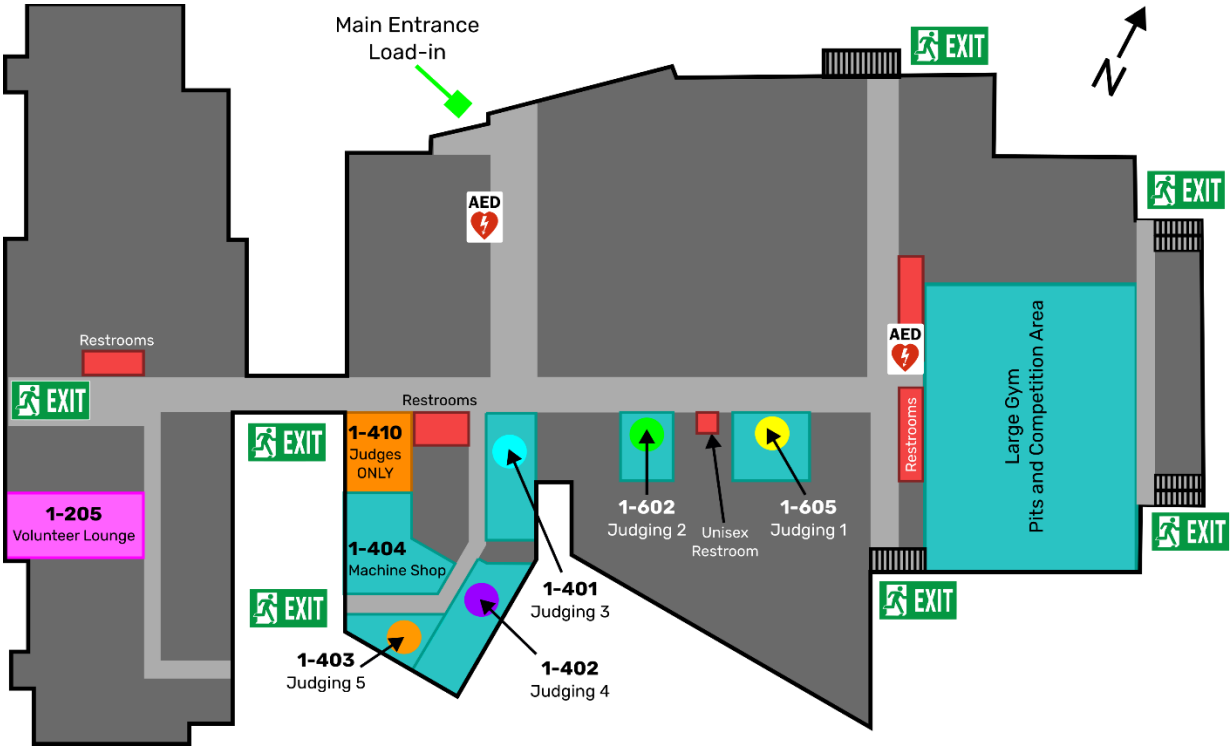


Figure 3: Example Event Map

Judging Schedule

The Judge Advisor will be responsible for scheduling the teams for their structured interviews.

	Panel 1 *Room 1605*	Panel 2 *Room 1602*	Panel 3 *Room 1401*	Panel 4 *Room 1402*	Panel 5 *Room 1403*
08:30 AM –	22077 Marcus Minions	8204 Blue Machine	–	27534 RoboChargers - Yellow	25783 Tech Titans
08:50 AM –	13542 RoboChargers - Blue	21171 ITKAN Robotics - M12	27532 RoboChargers - Orange	23344 Technical Turbulence	27536 RoboChargers - Gold
09:10 AM –	26300 Anomaly	27533 RoboChargers - Purple	20482 Wylie E. Robote	12430 Dub East	26693 Triad Robotics
09:30 AM –	23434 Cristo Rey Dallas Robotics	7172 Technical Difficulties	18871 RoboChargers - Green	18227 Area 52	19991 Chuckleheads
09:50 AM –	26542 Apex Genesis	13537 RoboChargers - Red	19564 ITKAN Robotics - MAS	19990 Marcus de-TECH-tives	13552 RoboChargers - Pink
10:10 AM –	27531 RoboChargers - Cyan	24563 Flower Mound Firewall	26722 Tech Support	27535 RoboChargers - Silver	20483 Wall East

Figure 4: Example Judging Schedule

Match Schedule

The match list will be generated on the day of the event after the teams have been confirmed. This schedule will list which teams will play in which alliance (Red or Blue) and it will also list a match start time. Some events will have more than one competition field. Some events will have more than one division, in which case each division will have its own schedule.

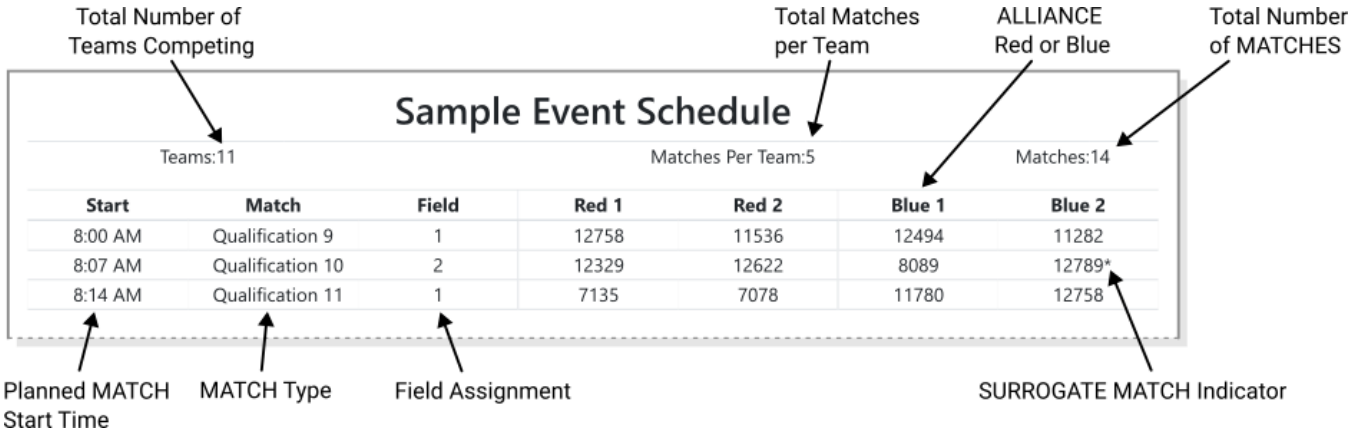


Figure 5: Example Match Schedule

Pit Map

Pit maps are typically provided by either the Event Director or by the Scorekeeper. Having a map of where each team is in the pit is key, as teams, parents or Queuers might need to find specific teams. Below are two sample pit maps in Figure 6 and Figure 7. Pit Maps created in FTC Scoring will appear on the FTC-Events page.

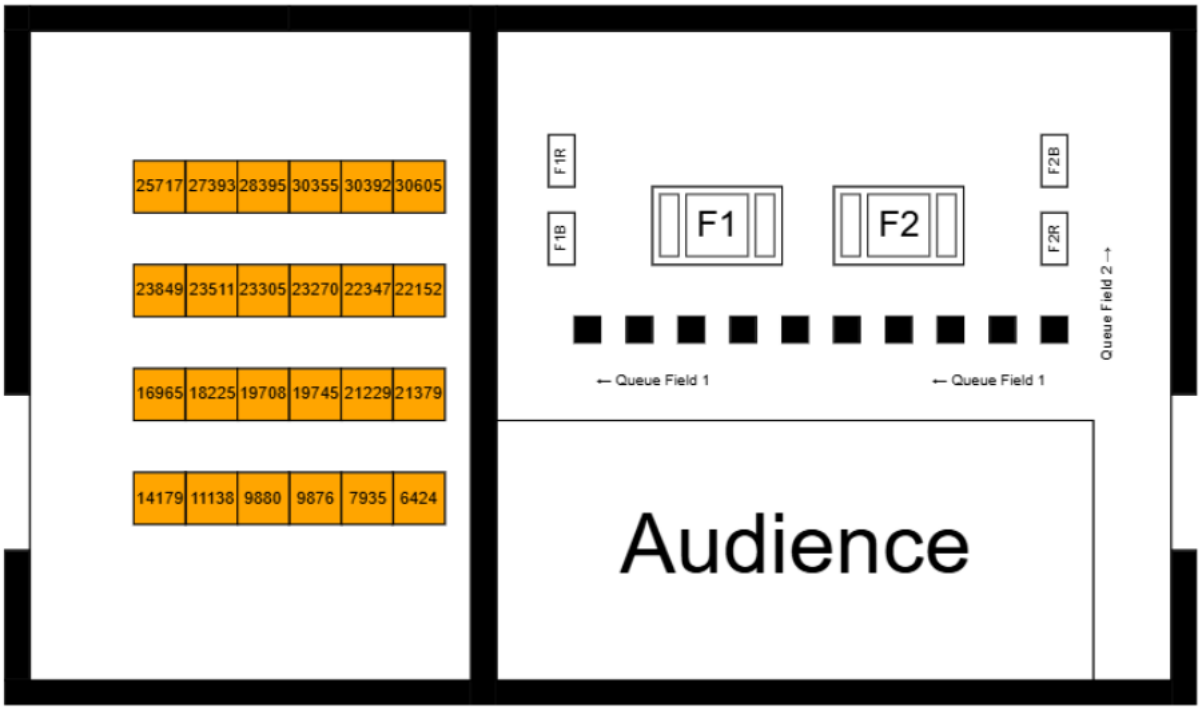


Figure 6: Example Pit Map for a 24-team Qualifier Event



Figure 7: Example Pit Map for a 72-team Regional Championship Event

Useful Links and Information

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)

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!