

FIRST® Leadership Award – Program Delivery Partner Manual

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

What is the *FIRST*® Tech Challenge Leadership Award?

The *FIRST*® Leadership Award recognizes the dedication and individual contributions of outstanding secondary school students participating on *FIRST* Tech Challenge or *FIRST* Robotics Competition teams. Students in 10th or 11th grade are eligible to be nominated by their team for the *FIRST* Leadership Award for excelling in areas such as leadership, entrepreneurship, and dedication to advancing the mission of *FIRST* within their communities. There are three (3) levels of *FIRST* Leadership Award students.

1. ***FIRST*® Leadership Award Semi-finalists** – comprised of the two (2) students in their 10th or 11th school year nominated by each team.
2. ***FIRST*® Leadership Award Finalists** - The students selected for each regional championship.
3. ***FIRST*® Leadership Award Winners** - comprised of the ten (10) *FIRST* Robotics Competition and ten (10) *FIRST* Tech Challenge students selected from the applicable *FIRST* Leadership Award Finalists.

The students who earn *FIRST* Leadership Award status as either a Semi-finalist, Finalist, or Winner, are great examples of student leaders who have led their teams and communities to increased awareness for *FIRST* and its mission, champion *FIRST* Core Values such as [Inclusion](#), and embody *Gracious Professionalism*®. It is the goal of *FIRST* that *FIRST* Leadership Award Winners will continue, post-award, as great leaders, [student alumni](#), and advocates of *FIRST*.

In 2019, the [Woodie Flowers Memorial Grant](#) was established for *FIRST* Leadership Award Winners pursuing STEAM fields of study. This grant is awarded to a student selected from among the prior year's *FIRST* Robotics Competition and *FIRST* Tech Challenge Leadership Award winners.

Student Eligibility

Every registered *FIRST* Tech Challenge team can submit up to two (2) students as *FIRST* Leadership Award semi-finalists.

- Students must be a sophomore (grade 10) or junior (grade 11) to be eligible for this award.
 - Note: For regions of the world that do not use grade levels such as this to identify years of schooling: This award is intended for students who are two (2) to three (3) years away from entering college or university. Students that would be attending college or university in the next academic year are not eligible. Mentors will be asked for the year of graduation during the nomination process.
- The coach or mentor nominating the student(s) must submit an essay explaining why the student should receive this award. The essay must be 4,000 characters or less.

FIRST Leadership Award Criteria

Criteria for selection of the *FIRST* Leadership Award shall include, but not be limited to a student's:

- Demonstrated leadership and commitment to the *FIRST* Core Values
- Effectiveness at increasing awareness of *FIRST* in their school and community
- Demonstrates passion for a long-term commitment to *FIRST*
- Individual contributions to their team contribute to the overall success of the team
- Proven experience in areas of science, technology, engineering, and mathematics (STEM)
- The student is a role model and can motivate and lead fellow team members

Important *FIRST* Leadership Award Season Dates

FIRST Leadership Award Important Dates	
September 14, 2026	Nominations open
December 15, 2026	Nominations due
February 15, 2027	Finalist selections due to <i>FIRST</i>
Various	RCMP's announce finalists
April 2027	Winners announced at <i>FIRST</i> Championship

FIRST Leadership Award Events

Program Delivery Partners are no longer required to create their own *FIRST* Leadership Award Interview event. Events will be created by *FIRST* for all regions prior to Kickoff. All regions will follow the same deadline for all *FIRST* Leadership Award nominations, as outlined in the next section.

Program Delivery Partners, however, must access their *FIRST* Leadership Award event using the *FIRST* Tech Challenge scoring system to set up the window in which the region will be holding interviews. The interview windows must only happen within the date ranges of December 15, 2026 through February 15th, 2027. Please be aware that Finalists are due to *FIRST* on February 15th, so interviews should be scheduled prior to this date to provide enough time for finalist selection.

To select the window for your region, please see [FIRST Leadership Award Events – Editing Interview](#) Dates section of this document for step-by-step instructions.

What is the Deadline for Team Nominations?

The deadline for all teams to nominate students is December 15th, 2026 at 11:59pm **Eastern time**.

DECEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31	1	2

All regions will have a nomination deadline of December 15th at 11:59pm eastern time.

Interview Timeline

DECEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Nominations Due

Interview Window

JANUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Interview Window

FEBRUARY 2027

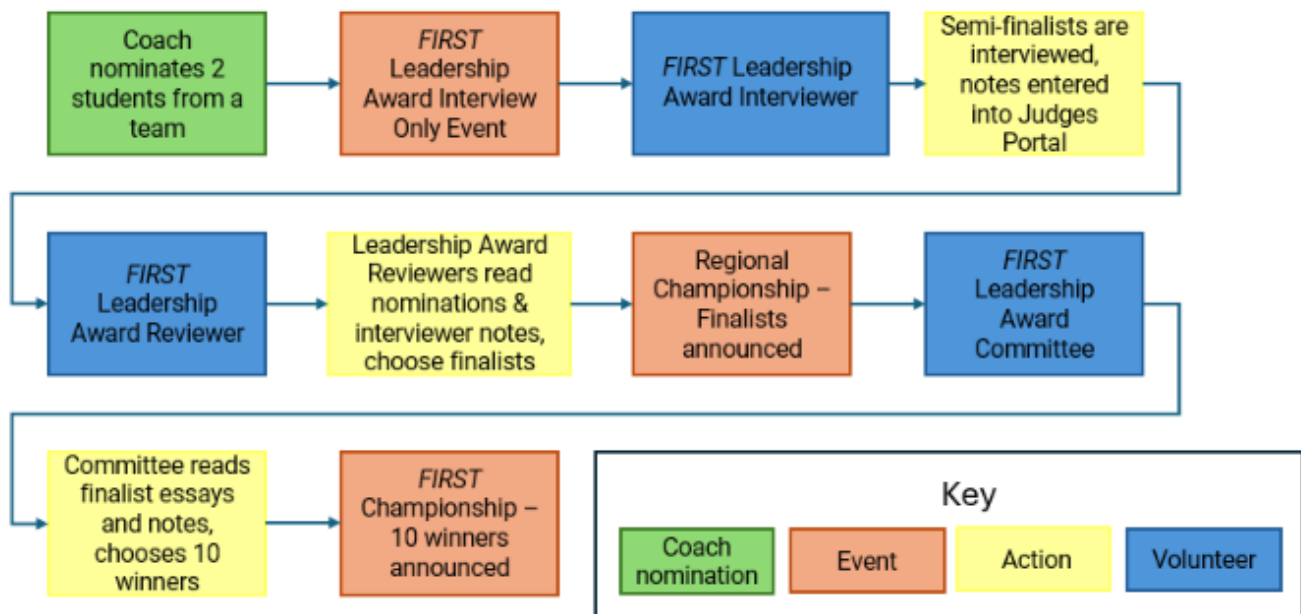
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

Interview Window

Finalists Due

FIRST Leadership Award Evaluation Structure

The chart below is a visual aid to show how each category feeds into specific levels of competition, starting with the coach making the nominations. *FIRST* Leadership Award interviewers are responsible for interviewing semi-finalists (nominees). Interviews are done either in person at a traditional event, or remotely (this will be region dependent, please check with your local program delivery partner). The *FIRST* Leadership Award reviewer will then review the nominations and the interviewer notes within a state/region to determine which students will move to the next level as *FIRST* Leadership Award finalists. Depending upon the size of the region, there will be 2-4 *FIRST* Leadership Award finalists within each state or region (see [Number of Advancing Finalists by Region](#) for further details). These finalists will be announced at the Regional Championship Tournament. A separate panel called the *FIRST* Leadership Award Committee will review the *FIRST* Leadership Award finalists and choose the 10 *FIRST* Tech Challenge Leadership Award winners.



FIRST Leadership Award Volunteer Roles

Overview

There are two volunteer roles that are required to evaluate the *FIRST* Leadership Award; the *FIRST* Leadership Award Interviewer and the *FIRST* Leadership Award Reviewer.

FIRST Leadership Award Interviewer

FIRST Leadership Award Interviewers' main responsibility is to interview semi-finalists; however, there are other responsibilities the interviewer must take on before and after the event. These responsibilities include:

- Review nominations prior to the event.
- Interview the Semi-finalist during the event.
- Write a narrative about the interview after the event.

The *FIRST* Leadership Award Interviewer is not responsible for selecting the finalists for their region. Interviewers gather information to pass along to the *FIRST* Leadership Award Reviewers via a written narrative to assist the Reviewers in their role of selecting the region's Finalists.

FIRST Leadership Award Reviewer

The *FIRST* Leadership Award Reviewers are responsible for selecting the *FIRST* Leadership Award Finalists. There will be at least two reviewers in a region that work together to select the finalists for that particular region. The reviewers must access the [Judges Portal](#) to view the original nomination as well as the notes from the *FIRST* Leadership Award interviewers. Once all of the nominations and notes have been taken into consideration, the reviewers are responsible for choosing the number of Finalists allocated for that region. *FIRST* Leadership Award reviewers do not need to be present at the event; rather they review each semi-finalist and enter the Finalists in the [Judges Portal](#). This information will feed up to the regional championship PDP.

Number of Advancing Finalists by Region

The number of semi-finalists that will move onto the next level as finalists depends upon the region. Regions with larger team numbers will have additional spots to advance students. Prior to the start of each season, finalist numbers are reevaluated. The following chart shows how finalist numbers are determined:

Number of Teams	Number of Finalists
0 – 15	1
16 – 70	2
71 – 150	3
151+	4

The lists below outline the number of advancing finalists by region:

North America

1 Finalist	2 Finalists	3 Finalists	4 Finalists
- Newfoundland and Labrador - Puerto Rico - West Virginia	- Alabama - Alaska - Arkansas - Armed Forces - Europe - British Columbia, Canada - California - LAUSD - Connecticut - Delaware - Four Corners - Hawaii - Idaho - Kentucky - Louisiana - Mississippi - Montana - Nebraska - Nevada - New Hampshire - New Mexico - New York – Long Island - North Dakota - Quebec, Canada - Rhode Island - South Carolina - Tennessee - Utah - Vermont - Wyoming	- Alberta, Canada - Arizona - California – San Diego - Colorado - Georgia - Indiana - Massachusetts - Mexico - New York – Excelsior - New York – NYC - North Carolina - Ohio - Oklahoma - Texas – South* - Texas – West and Panhandle* - Wisconsin	- California – LA - California – NorCal - Chesapeake - Florida - Illinois - Iowa - Minnesota - Missouri - New Jersey - Ontario, Canada - Oregon - Pennsylvania - Texas – Central* - Texas - Houston - Texas – North* - Washington

*Although these regions are now merged, they will continue to have separate allocations for the *FIRST* Leadership Award.

International

1 Finalist	2 Finalists	3 Finalists	4 Finalists
- Argentina - El Salvador - Hungary - Morocco - Panama - Poland - Saudi Arabia	- Benelux (Belgium, Netherlands, Luxembourg) - Chinese Taipei - Cyprus - Germany - Greece - India - Indonesia - Italy - Jamaica - Lithuania - Malaysia - Moldova - New Zealand - Nigeria - Qatar - South Africa - Thailand - Vietnam	- Australia - Brazil - France - Israel - Libya - Republic of Korea	- China - Kazakhstan - Romania - United Kingdom and Ireland

Judges Portal

The Judges Portal is the tool used to track nominations, interviewers' notes, and selected finalists.

<https://my.firstinspires.org/Judging/> See the [Judges Portal Instructions](#) for more details.

Partner Access to the Portal

Program Delivery Partners have been granted access to the portal and should be able to view all of their events within the region. This will allow each partner to track the nominations, recruit enough volunteers based on the number of nominations, and ensure that notes have been submitted for each nomination.

Granting Access to Volunteers

In order to allow a volunteer access to the portal, they must first apply to the role of *FIRST* Leadership Award interviewer or *FIRST* Leadership Award reviewer in the [Volunteer Registration System](#). Once they have applied, they must be assigned by the PDP or volunteer coordinator to the role in the Volunteer Management System (VMS). The assignment in the VMS is what grants the Volunteer access to the Judges Portal.

Once the volunteer has been assigned to the role, they will only be able to access the event in which they have been assigned.

Note: If the Volunteer will be fulfilling the role at multiple events, they must be assigned to each event.

Recruiting Volunteers

Since partners have access to all nominations within their region, they should be sure to check the number of nominations when the nomination timeframe closes. Knowing how many nominations there are for an event is necessary to recruit enough volunteers to interview the semi-finalists.

FIRST Leadership Award Committee

A best practice for PDP's is to have a committee responsible for tracking nominations, recruiting volunteers, and who is charged with the logistics of completing student interviews.



Recommended/Optional Roles

- The *FIRST* Leadership Award Admin would be responsible for recruiting volunteers and overseeing the process of interview completion and Finalist selections.
- The technical/logistics assistant is a role that can assist the Admin with tasks such as:
 - Volunteer scheduling
 - Team scheduling
 - Coordination of conferencing tools/meeting setup
- Having someone responsible for award recognition would handle responsibilities such as:
 - Managing semi-finalist buttons
 - Printing certificates
 - Assistance with scripts/announcement of Finalists

Recruiting Interviewers

FIRST Leadership Award interviewers have two very important responsibilities: interviewing the semi-finalist and writing up notes after the interview. When recruiting for this position, keep in mind that the interviewer should have strong writing skills, and experience with interviewing is preferred. College admissions officers, or someone in a similar field, would make a great interviewer.

At a minimum, there must be two Interviewers conducting *FIRST* Leadership Award interviews. A panel of two interviewers should be able to interview up to 6 Semi-finalists. If there are more than 6 interviews, an additional panel of interviewers will be needed.

Here are some best practices when recruiting your interviewers:

1. Start recruitment early – don't wait until after the deadline passes to start recruiting at least some of the volunteers you'll need to complete interviews.
2. Communicate your interview windows ahead of time in order for the volunteers to block time off in their own calendars.
3. If possible, recruit volunteers from other regions. There are no rules that state a volunteer needs to be in your home region. This is also a great way to avoid any conflicts of interest.

Recruiting Reviewers

The reviewers have the important task of reading through multiple nominations, notes from the interviewers, and deciding which candidates should move to the next level of the award as finalists.

Ideally, the Reviewer volunteers are a new set of volunteers that are looking through the list of Semi-finalists with fresh eyes. This is most important for larger regions where there are multiple panels of interviewers. Unless there is representation from all panels during the review process, having some interviewers from some panels can create bias when reviewing all semi-finalists. There are no rules that state an interviewer cannot serve as a reviewer, however it's important to remind them to keep an open mind to all the candidates and choose the candidates that most closely match the award criteria.

There must be at least two reviewers assessing the candidate's essays and interview notes. Some regions choose to form a committee to work through all the nominations and make the decision on the Finalists.

Scheduling Interviews

Setting up the Interview Window

This step should have already been completed as part of the [FIRST Leadership Award Events – Editing Interview Dates](#). If you have not already done so, please make sure to follow those steps prior to scheduling interviews.

Creating the Interview Schedule

After the team nomination window closes in December, PDP's will be able to see how many nominations their region received in the Judges Portal. Once you have this number, you will have a better idea about the number of panels you will need to complete interviews for all the nominated students.

There are a few key pieces of information needed to determine how many time slots you will need to complete all of the interviews, but you'll want to make sure that you offer more time slots that necessary to accommodate both the students and the volunteers. Some things to consider:

Building the Interview Schedule	
Number of students nominated	Make sure to check the Judges Portal for the total number of students nominated in the region.
Number of volunteers required to complete interviews/number of panels	- Each panel should see no more than 6 students in one block of time/in a single day - Ideally, plan to recruit additional floater or fill in interview volunteers in case of emergency or in case makeup interviews are necessary - There MUST be two interviewers per panel
Number of panels	Determine how many panels of 2 Interviewers you will need to interview the number of students nominated
Session Duration	The session duration is how long the interview will take place. Interviews may be 6-10 minutes.
Time between the start of sessions	This is the session length including the interview time, as well as time for interviewers to converse after the interview. Plan to build buffer time outside of the 6-10 minute interview. When determining your session time, consider: - Additional time for any technology/connection issues - Additional time concluding each interview for volunteers to communicate with one another or start to write up their post interview notes
Number of session timeslots	- This is the total number of timeslots you will need to build into your schedule to complete the interviews in the region. - If possible, try to offer more slots than you need to accommodate schedules of volunteers and students

Time Windows	• This will be the dates and times determined to hold interviews. The time windows should be built to fit the time between the start of each session.
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Volunteer Scheduling

After you have determined the time and dates needed to complete the interviews, you'll need to have your recruited volunteers sign up for the timeslots. At this point, your volunteers should at least have an understanding of the window when interviews are taking place.

Make sure to create the volunteer schedule before scheduling students.

Tools like www.when2meet.com or Google Forms are a great way to collect volunteer availability in the interview window selected for your region.

Student Scheduling

Now that you have timeslots with available volunteers, you'll need to send out the timeslots to the lead contacts of the student's team to set up a time for the student to be interviewed.

Similar to volunteer scheduling, the best practice is to send out a form to the Lead Coach 1/2 contacts and have them work with the student to determine the time that works best. This can work on a first-come, first-served basis to get all of the students signed up for their interviews.

To locate the CSV file for coach contact information, please see [Contacts for Interview Setup](#) section of this document.

Interview Platforms

There are many tools that can be used to conduct remote interviews; from Google Meet, Zoom, Teams, etc.

The FTC Scoring System also has built in scheduling assistance with integrated conferencing options that allow multiple interviews to take place at once without having to use a single account. Please check out [Scoring System Scheduling Steps](#) section of this document for more information.

Recognition at Events

Semi-finalist Recognition

Students nominated as semi-finalists should be proud of their accomplishments and should be recognized for these accomplishments. Below are two ways to recognize semi-finalists at the event.

Semi-finalist Pins

FIRST has created semi-finalist pins to be given out to students who have been nominated for the award. These can either be provided after the interview, or if the PDP chooses, can be handed out at the closing ceremony to recognize the student in front of their peers.

NOTE: The pins will be mailed in December 2026 directly to the Program Delivery Partners. PDPs should arrange to have pins sent to their event hosts who have *FIRST* Leadership Award Semi-finalists at their event.

Closing Ceremonies Recognition

PDP's and event hosts are encouraged to invite their semi-finalists to the center stage for recognition at the closing ceremonies if time allows. This is a very public way for the student to be recognized for their nomination. Some events also choose to announce the names of the semi-finalists and have them stand in the audience for applause. This should only be done at qualifying tournaments or league tournaments. The awards scripts created for the Emcee include a script for the *FIRST* Leadership Award semi-finalists.

However, inviting students to the stage should **not** be done at a Regional Championship Tournament. Since Finalists are announced at the State/Region Championship, the Semi-finalist(s) that do not advance should not have to walk off the stage after not moving to the next level. Only do this at Qualifying Tournaments or League Tournaments.

Finalist Recognition Certificates

Each Finalist should receive a certificate in honor of their achievements. *FIRST* will send out the appropriate number of finalist certificates to each region along with certificate folders to present to the finalists at the award ceremonies. The event host or PDP will need to fill in the finalist's name and the date of the event prior to passing out the certificate. If you have not received blank certificates, please email FTC-LeadershipAward@firstinspires.org.

NOTE: The certificates will be mailed in December 2026.

FIRST Leadership Award FAQ's

Can a student be nominated for both *FIRST* Tech Challenge and *FIRST* Robotics Competition Leadership Award?

Both *FIRST* Robotics Competition and *FIRST* Tech Challenge students are eligible to be nominated as a *FIRST* Leadership Award semi-finalist within their program. There are no rules that state that a student that participates in both programs cannot be nominated for the *FIRST* Leadership Award for both programs.

Do Semi-finalists get a second interview at the Regional Championship?

No, semi-finalists for *FIRST* Tech Challenge will only have one interview before the regional championship tournament.

Do Finalists get a second interview at the *FIRST* Championship?

No. The *FIRST* Leadership Award Committee for *FIRST* Tech Challenge reviews all the finalists nominations essays and interviewer notes prior to the *FIRST* Championship. The winners of the award are selected prior to the event and announced at the *FIRST* Championship.

Can Submissions Be Made Past the Deadline?

There will be no exceptions to the deadline. *FIRST* Tech Challenge will not accept submissions after the deadline unless there is a verifiable issue with the Team's dashboard. Please forward any requests to FTC-LeadershipAward@firstinspires.org.

Who Submits the Nomination?

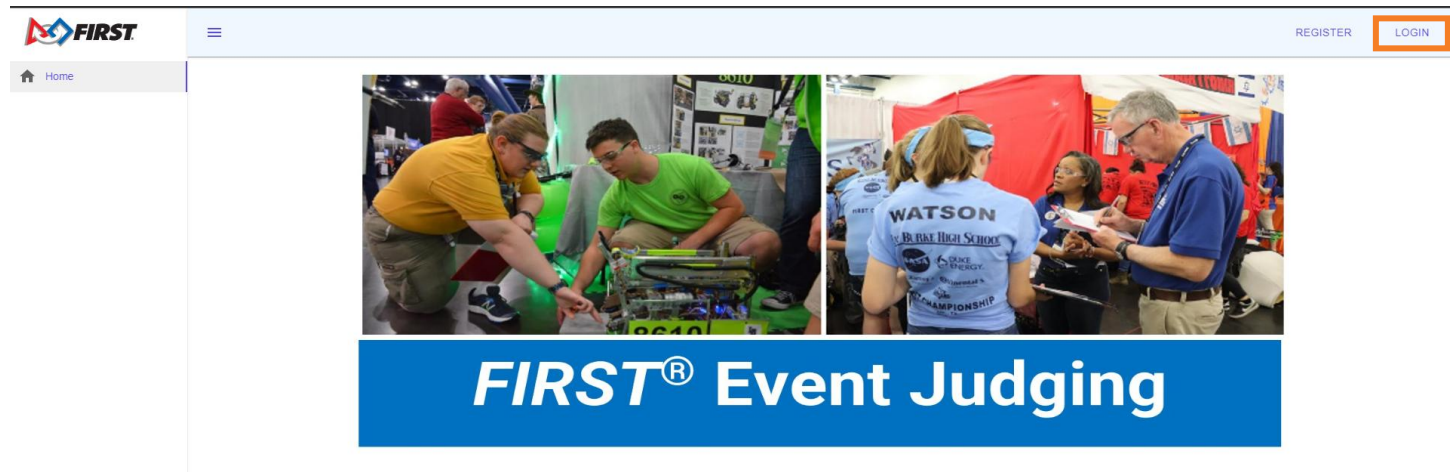
Please refer to the [FIRST Leadership Award Nomination Guide](#) for info on who can submit the nomination, as well as a walkthrough of submitting the nomination through the dashboard.

Judges Portal Instructions

Link to the judging portal: <https://my.firstinspires.org/Judging>

Review Nominations

1. Click "Login" at the upper righthand corner. This will redirect to the www.firstinspires.org login page.



2. Log in using your username and password for your www.firstinspires.org account.



Pick an account

Sign in to access FIRST Community


volunteer@firstpartners.org


Use another account



← volunteer@firstpartners.org

Enter password

Password

[Sign in](#)

Welcome to the all new *FIRST* Community Single Sign On, powered by Microsoft!

New User? [Create an account here.](#)

Existing User?

If you **last logged in before September 15, 2025**, you'll need to [reset your password](#) to access your account.

All users who have **logged in after September 15, 2025**, may follow the prompts above to sign in.

Forgot your password? [Reset your password here.](#)

Welcome to the all new *FIRST* Community Single Sign On, powered by Microsoft!

New User? [Create an account here.](#)

Existing User?

If you **last logged in before September 15, 2025**, you'll need to [reset your password](#) to access your account.

All users who have **logged in after September 15, 2025**, may follow the prompts above to sign in.

Forgot your password? [Reset your password here.](#)

- Once logged in, click “FTC – Leadership Award”



- Click “Edit/View” to access the nominations for the event.

FIRST Tech Challenge (FTC) FIRST Leadership Award System			
2026 FIRST Leadership Award Summary			
2026 FTC Events			
Event Name	Due Date	Winners / Finalists	
June			Start a capture
December			Back to top
NH Test Leadership Award Event <i>Interview Only</i> Nashua, NH USA	Dec 15, 2026	(interview-only event) 0 Completed Submissions	EDIT/ VIEW
Test FIRST Leadership Award CA <i>Interview Only</i> San Diego, CA USA	Dec 15, 2026	(interview-only event) 0 Completed Submissions	EDIT/ VIEW
April			Back to top

5. Click “Details” to access each individual nomination

Semi-Finalists to be Judged at this event			
Semi-Finalist	Team Number	Team Name	
John (Jack) Smith Concord, NH Modified:12-Oct-2023	8845	Trinity High School	Print All Contact Info Details
			Back to Event Summary

Preferred Name – If the student has a preferred name, it will be listed in parenthesis next to their legal name. If a preferred name is present, please use it when addressing the student during their interview.

6. The student information, along with the essay from the coach will be shown on this screen. Make sure to read through the nomination essay prior to interviewing each student.

View Submission

[Printable Page](#)

[Back](#)

2023 NH Test DLA Interview Only Event Remote - Team 8845 - John (Jack) Smith 12-Oct-2023			
Team			Unlock
Team Number	8845	# Student on team	
City,State	Concord, NH		
Dean's List Award Nominee			
First Name	John (Jack)	Last Name	Smith
Year of graduation	2025	How long has the student been involved in FIRST?	5 years
Judging Venue			
Judge Nominee At	NH Test DLA Interview Only Event Remote		
Submitter Contact Information			
Submitted By	Coach Name		
Phone	6036663906	Email	coach1@gmail.com
Explain how the student embodies the philosophies of <i>Gracious Professionalism</i> ® and <i>Coopertition</i> ® through the FIRST Core Values: Discovery, Innovation, Impact, Inclusion, Teamwork and Fun. Please provide examples.			
Essay Test 1			
How has the student increased the awareness of FIRST? Describe the student's interests and/or plans to continue to engage with FIRST beyond high school. Please provide examples.			
Essay Test 2			
How does the student's individual contribution to the team benefit the team as a whole? Please provide examples.			
Essay Test 3			
Describe the students' experience in areas of STEM. This could include but is not limited to skills in engineering, software, CAD, fabrication, etc. Please provide examples.			
Essay Test 4			
Explain the student's leadership to their fellow team members. How do they motivate others? What is their leadership style? Please provide examples.			
Essay Test 5			
Please share anything else you would like us to know about the student, including academic performance, specialized skills, or extracurricular activities.			
Specialized skills, extracurricular activities, etc.			

Contacts for Interview Setup

Either the PDP or the Interviewers will be responsible for contacting the students Lead Coach 1 and/or Lead Coach 2 to set up the interview. Follow these steps to get contact information for interview scheduling.

1. Once in the event in the Judges Portal, click the Contact Info button at the top right of the semi-finalist list.

Semi-Finalists to be Judged at this event			
Semi-Finalist	Team Number	Team Name	
John (Jack) Smith Concord, NH Modified:12-Oct-2023	8845	Trinity High School	Print All Contact Info
			Details
Back to Event Summary			

The Contact Info button is only available in the Interview Only event in the Judges Portal for the purpose of contacting Lead coaches for interview scheduling.

2. You will need to acknowledge that you are accessing personally identifiable information (PII).

 my.firstinspires.org

WARNING: This file contains personally identifiable data.

Your use of this data must comply with the *FIRST* Privacy Policy and the *FIRST* Data Protection Policy including, but not limited to, the following: 1. You must restrict access to this file and not share with any individual or entity unless you receive approval from *FIRST*, 2. You must secure this file properly, 3. You must destroy this file and any copies or downloads of it upon completion of the *FIRST* season or sooner if you no longer need the data, 4. If a breach occurs, you must notify the IT help desk immediately at helpdesk@firstinspires.org and cc: privacy@firstinspires.org

OK

CANCEL

3. A CSV file download will start, and will include the following information:
 - Team Number
 - Nominee First Name
 - Nominee Preferred Name
 - Nominee Last Initial
 - Nominee Consent and Release On File
 - Lead Mentor 1 First Name
 - Lead Mentor 1 Last Name
 - Lead Mentor 1 Email
 - Lead Mentor 2 First Name
 - Lead Mentor 2 Last Name
 - Lead Mentor 2 Email

Select Finalists

1. Locate the regional championship event from the Judges Portal and click "Edit/View".

2023 Dean's List Award Summary

2023 FTC Events			
Event Name	Due Date	Winners / Finalists	
September			▼
October			↑ Back to top ▼
November			↑ Back to top ▼
December			↑ Back to top ^
CA-LA DLA Test Championship Hybrid LA, CA USA	Dec 18, 2023	(not selected) 1 Completed Submissions	

2. The finalist must be selected in the portal to be reported to *FIRST*. Select each finalist from the dropdown and click "save".

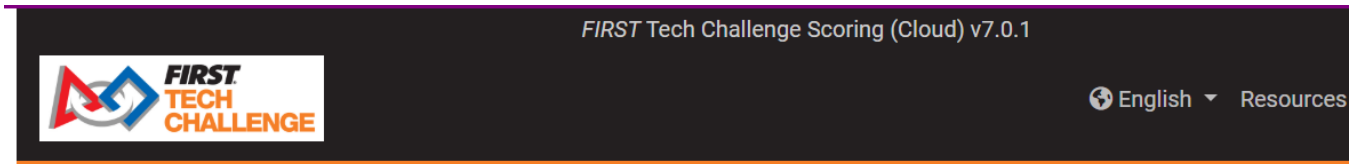
Assign Award			
Select Finalists			
Finalist Please Select ▼	Finalist Please Select ▼		

Finalists will receive a notification email from *FIRST* after the event has taken place, and after the student has been announced as a finalist at the regional championship.

FIRST Leadership Award Events – Editing Interview Dates

To edit the dates in your *FIRST* Leadership Award Interview event, follow these steps:

1. Log into <https://ftc-scoring.firstinspires.org>
2. Select your region using the hyperlink once you are logged in.



Regions

[Mississippi \(USMS\)](#)

3. Select your *FIRST* Leadership Award Interviews event from the event list. Note that prior to selecting your interview date window, this will show “Unscheduled”.

Code	Name	↑↓ Type	↑↓ City	↑↓ End Date	↑↓
USMSDL	Mississippi Dean's List Interviews	Dean's List Interview Only	Remote	Remote Event	⚠ Unscheduled ⚠

4. Once the *FIRST* Leadership Award Interviews event is selected, the following popup window will appear. Enter the interview start date, interviews end date, and your local time zone.

Some important things to consider when selecting your dates:

- a. If the date range is more than 7 days, only the last 7 days will be visible in VMS, Event Search Results, and in the Volunteer dashboard.
- b. Finalists are due to *FIRST* on February 15th. Make sure to provide enough time for interviews to be completed, and for the *FIRST* Leadership Award Reviewers to make Finalists selections prior to the deadline.

Edit Interview Dates and Timezone for Dean's List Event

×

If a date range of more than 7 days is chosen, only the last 7 days will be visible in VMS.

Interviews Start Date

mm/dd/yyyy

📅 !

Interviews must start no earlier than December 16.

Interviews End Date

mm/dd/yyyy

📅 !

Interviews must end no later than February 15.

Start date cannot be empty. End date cannot be empty

Timezone

-- Select Event Timezone --

! ▾

Cancel

Save

- Click "Save".

Edit Interview Dates and Timezone for Dean's List Event
×

If a date range of more than 7 days is chosen, only the last 7 days will be visible in VMS.

Interviews Start Date

01/19/2026
📅

Interviews must start no earlier than December 16.

Interviews End Date

02/01/2026
📅

Interviews must end no later than February 15.

Timezone

America/Chicago - Central (most areas)
▼

Cancel
Save

- If the interview dates selected are more than 7 days, only a 7-day window counting back from the end date will be shown

FIRST Tech Challenge
Mississippi Dean's List Interviews

EVENT LOCATION: -
Remote Event, MS

EVENT DATE(S):
01/26/2026 - 02/01/2026

SET UP DATE:
TBA

TEAR DOWN DATE:
TBA

VOLUNTEER

MISSISSIPPI DEAN'S LIST INTERVIEWS

Date: Jan 26 - Feb 1 2026

Event: Dean's List Interview Only Event Remote

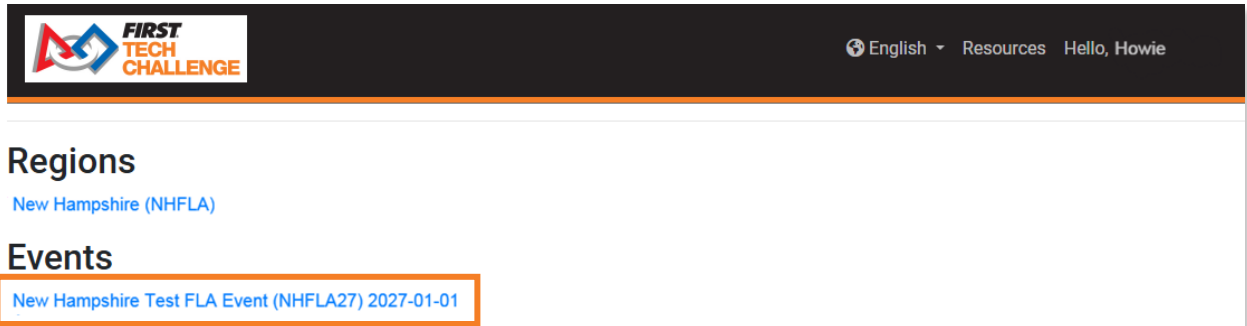
Program: FIRST Tech Challenge

Remote Event
Remote Event, MS 0 USA

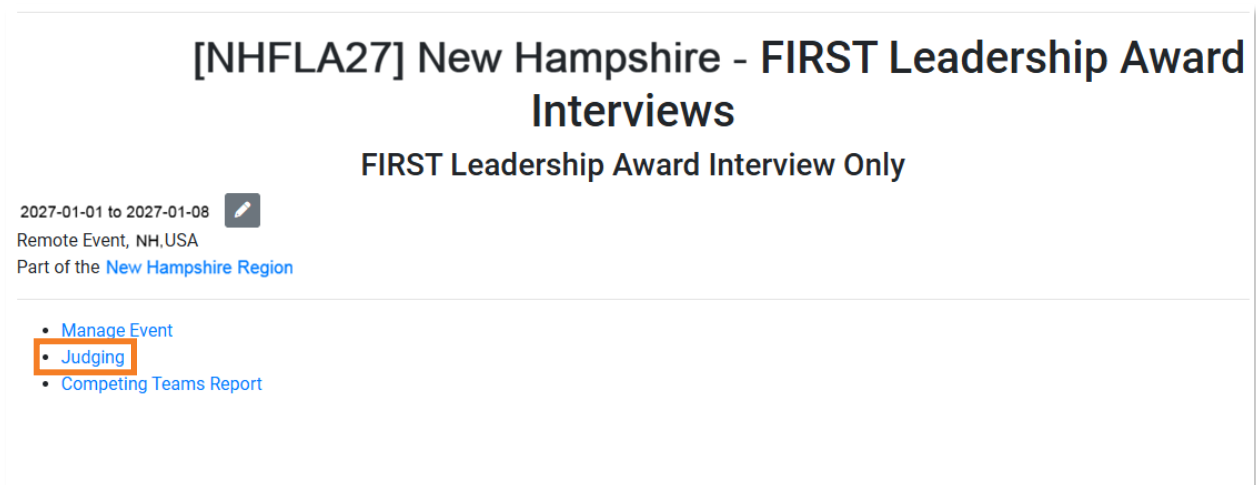
Volunteer Now!

Scoring System Scheduling Steps

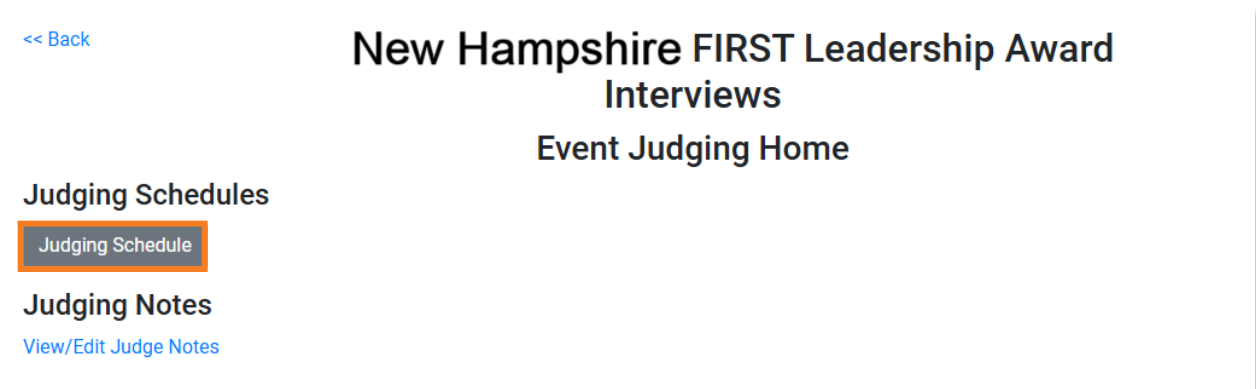
1. Log into ftc-scoring.firstinspires.org and click on the *FIRST* Leadership Award Interview Event.



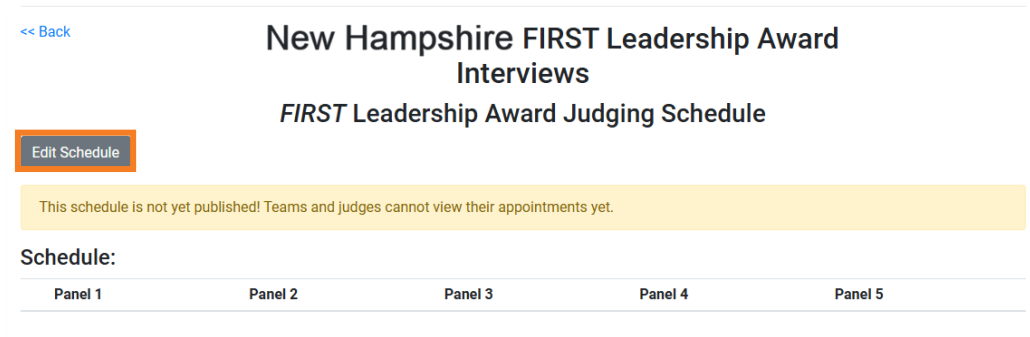
2. In the event page, click “Judging”.



3. Click “Judging Schedule”.



4. Click “Edit Schedule”.



<< Back

New Hampshire FIRST Leadership Award Interviews

FIRST Leadership Award Judging Schedule

Edit Schedule

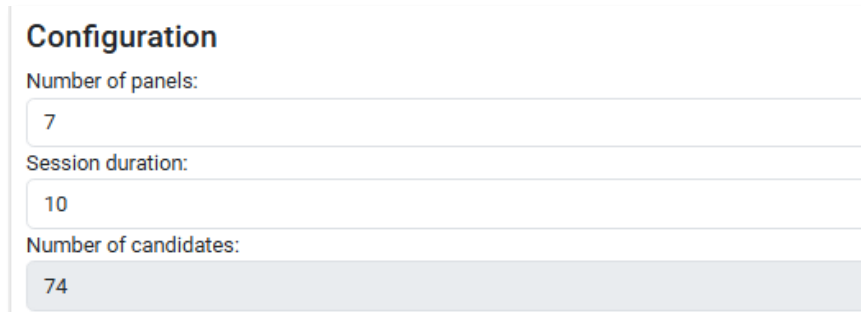
This schedule is not yet published! Teams and judges cannot view their appointments yet.

Schedule:

Panel 1	Panel 2	Panel 3	Panel 4	Panel 5
---------	---------	---------	---------	---------

5. To configure the event, you will need to know the number of interview panels needed to complete all of the interviews. You should have a general understanding of the number of panels, session durations, etc. after reviewing [Creating the Interview Schedule](#) in this document.

- Enter the number of interview panels
- Set the duration of the interviews
- The number of candidates is prefilled based on the number of semi-finalists nominated in your region



Configuration

Number of panels:

7

Session duration:

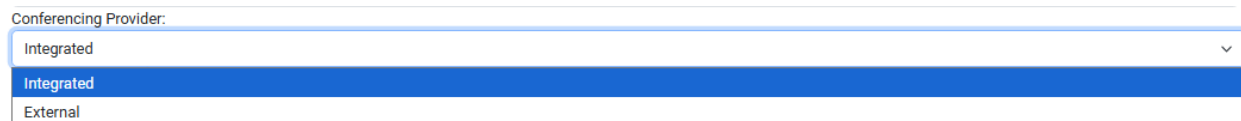
10

Number of candidates:

74

6. Select the conference provider:

- Integrated – the Scoring System will create join links and host the interview via the integrated conferencing software.
- External – This is for use of external video conferencing software such as Zoom, Teams, etc.



Conferencing Provider:

Integrated

Integrated

External

Using the Integrated conferencing software allows for both volunteers and teams to use single sign on (SSO) to access the Scoring System, and specifically the links to the video conference. The integrated software option also helps to ensure YPP guidelines are followed by ensuring that students cannot access the interview unless there are two screened adults present in the interview.

7. Set up your time windows based on the interview schedule you have created.

Time Window(s)

8 sessions spaced 30 minutes apart of 30 minutes each with 8 panels requires **4:00** for judging sessions.
You currently have scheduled 15:00.
This does not include any time at the end of any window shorter than a single session.

Window 1	January 12, 2026	5:00 PM	8:00 PM	
Window 2	January 13, 2026	6:00 PM	8:00 PM	
Window 3	January 14, 2026	5:00 PM	8:00 PM	
Window 4	January 15, 2026	4:00 PM	8:00 PM	
Window 5	January 16, 2026	8:00 PM	9:00 PM	
Window 6	January 17, 2026	1:00 PM	3:00 PM	

[Add window](#)

8. Once the windows are set, you will see the schedule of timeslots combined with the number of panels being used to complete the interviews.

Scheduling

Build automatic schedule: [Assign in ascending order](#) [Assign in descending order](#) [Assign in random order](#)

	Panel 1	Panel 2	Panel 3	Panel 4	Panel 5	Panel 6	Panel 7	Panel 8
1/12/2026, 05:00 PM – 05:30 PM								
1/12/2026, 05:30 PM – 06:00 PM								
1/12/2026, 06:00 PM – 06:30 PM								
1/12/2026, 06:30 PM – 07:00 PM								
1/12/2026, 07:00 PM – 07:30 PM								
1/12/2026, 07:30 PM – 08:00 PM								
1/13/2026, 06:00 PM – 06:30 PM								
1/13/2026, 06:30 PM – 07:00 PM								

58 candidates are not assigned a slot.

[Save](#) [Clear schedule](#)

9. To schedule the students for an interview window, select the timeslot. A dropdown will appear with a list of all of the semi-finalists.

- a. Note that you should already have a schedule built with

Scheduling

Build automatic schedule: [Assign in ascending order](#) [Assign in descending order](#) [Assign in random order](#)

	Panel 1	Panel 2	Panel 3	Panel 4	Panel 5	Panel 6
1/12/2026, 05:00 PM – 05:30 PM						
1/12/2026, 05:30 PM – 06:00 PM						
1/12/2026, 06:00 PM – 06:30 PM	6832					
1/12/2026, 06:30 PM – 07:00 PM	9386					
1/12/2026, 07:00 PM – 07:30 PM	9626					
1/12/2026, 07:30 PM – 08:00 PM	9626					
1/12/2026, 08:00 PM – 08:30 PM	13811					
1/12/2026, 08:30 PM – 09:00 PM	15083					
1/12/2026, 09:00 PM – 09:30 PM	15083					
1/12/2026, 09:30 PM – 10:00 PM	17011					
1/13/2026, 06:00 PM – 06:30 PM	17011					
1/13/2026, 06:30 PM – 07:00 PM						

Volunteer Access to Interviews in Scoring

1. Volunteer must log into <https://ftc-scoring.firstinspires.org>
2. Click on Judging.

[NHFLA27] NH - FIRST Leadership Award Interviews

FIRST Leadership Award Interview Only

2026-01-17 to 2026-01-18 

Remote Event, NH, USA
Part of the New Hampshire Region

- [Judging](#)
- [Competing Teams Report](#)

3. Click on Judging Schedule

Event Judging Home

Judging Schedules

Judging Schedule

Judging Notes

[View/Edit Judge Notes](#)

4. The link to join the interviews will show in their assigned panel.

FIRST Leadership Award Interview Schedule				
Schedule:	Panel 1	Panel 2	Panel 3 Join	Panel 4
1/17/2026 09:00 AM		1000	5000	11347

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



[FIRST Tech Challenge Website](#)



[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 customerservice@firstinspires.org or by [contacting support](#). Thank you!