

Lead Coach/Mentor 1 or 2
EVENT PREFERENCE SYSTEM
USER GUIDE

Updated 9/16/19

Welcome to the User Guide for the *FIRST* Robotics Competition Event Preference System!

This guide will provide you with a summary of the system and walk you through making your submission.

System Summary

Under this system, all *FIRST* Robotics Competition teams will have one week to enter their ranked event preferences. Teams will be able to enter and rank as many or as few eligible events as they like. There will be no advantage or disadvantage to entering preferences early or late during the open week, as long as preferences are in by the deadline. Also, teams will be able to change their preferences as often as they like before the deadline.

All teams will be randomly assigned a lottery number. Teams will keep this lottery number throughout the event selection process for the season. After the preference deadline, the system will go through each team in lottery number sequence, registering the team to the first event with available capacity in the order of the team's event preference list. If none of the events on a team's list has open capacity, the team will be waitlisted on the single event they have identified as being their preferred 'waitlist' event (or the first event on their list if they do not specifically designate a waitlist event). So, every team that has entered a preference list for this first round will either be registered for an event or waitlisted for an event.

Teams will then be notified of their first-round results. In round two, another one-week window will open for teams to use in selecting their second event preferences. Again, teams can enter as many or as few eligible events on this list they wish, along with selecting a single event on the list as their waitlist preference. Teams will also once more be able to make any changes they wish before the deadline. After this second preferences deadline, the system will once again assign events, but this time going in reverse lottery number sequence, from the largest lottery number to the smallest. This means teams who were at the bottom of the list for the first round are at the top of the list for the second. Teams are then notified of the results of this second round. Once more, every team that has entered a preference list for this second round will either be registered for an event or waitlisted for an event.

The third period of registration will be 'Unrestricted' Regional event registration and Additional In-District Event registration, followed by Additional Inter-District Event registration. These registration periods will follow a first-come, first-served method. This means that once the 'Unrestricted' Event Registration time opens, there is no longer a lottery process.

All events have 'reserved' slots. These slots allow Regional Directors and District Management to selectively move in teams on the waitlist for each event based on need. If you find yourself on a waitlist for an event and you have a clear and compelling reason why you can only attend that one event, please connect with the Regional Director or District Management. They will do their best to accommodate you.

You can find an FAQ on this system [here](#).

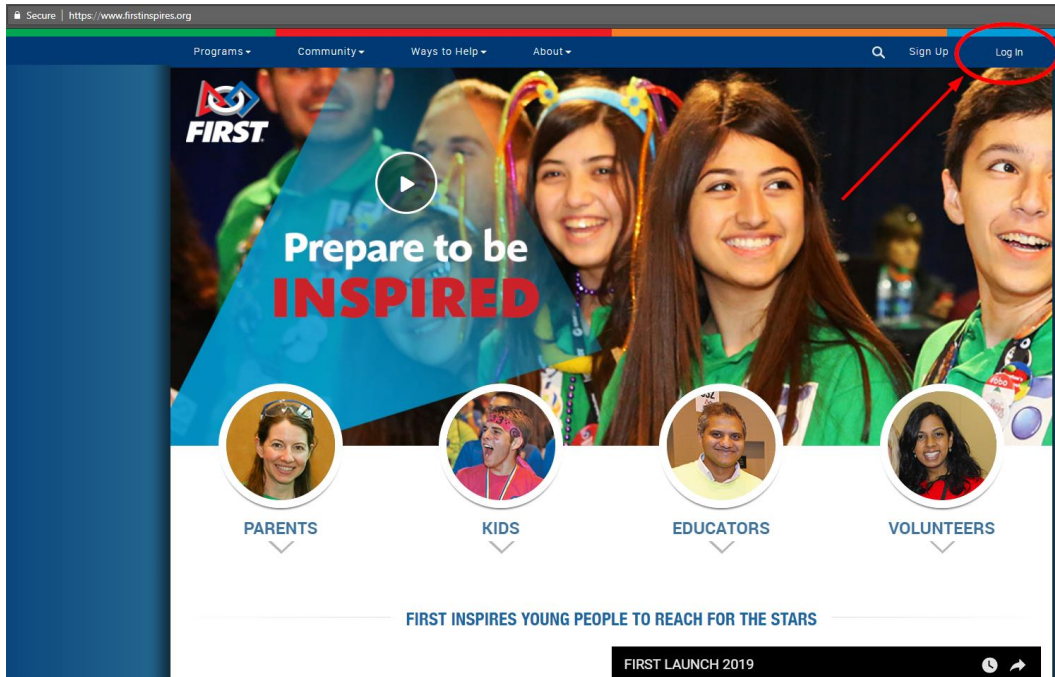
Key Points

These are some key points to keep in mind when using this system

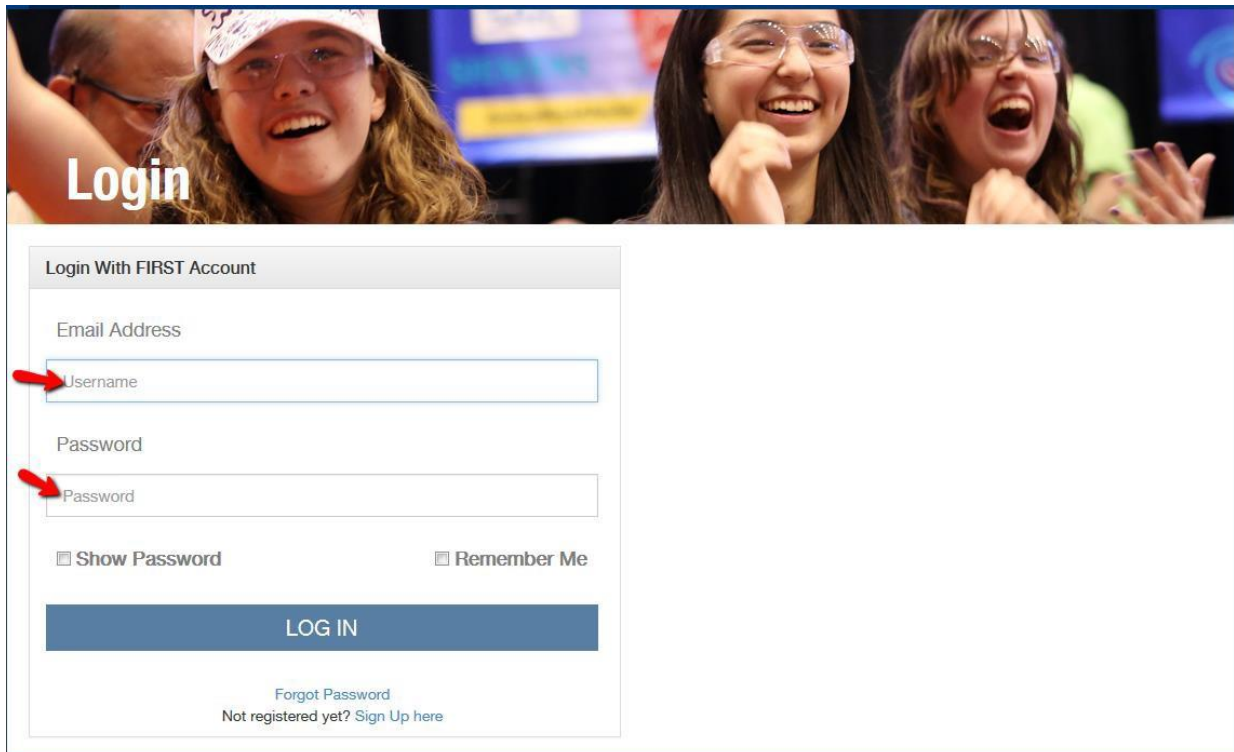
- There is no event assignment advantage or disadvantage to submitting your preferences early or late during the open week, but you must submit by the deadline to be part of the process.
- You can change your preferences as often as you wish before the deadline without penalty.
- You will only be assigned or waitlisted to events you list, but you could be assigned to any event you list.
- If you are waitlisted, you will only be waitlisted at the one (1) event you indicate as 'Allow Waitlist' on your preferences. This indication defaults to the first event you list, but you may change it as shown in these instructions.
- If you are only able to attend one event, you should put just that event on your preference list. You are guaranteed to be at least waitlisted for that event.
- If you are able to attend more than one event, you should add all events you are able to and wish to attend in your preference list. This increases the chance you will be immediately registered for an event, rather than experiencing the delay associated with waitlists.
- If you add more than one event on your preference list, make sure to set the 'Preference Level' on those events to match your priority. The system will attempt to find space for you in the event you list as Preference Level 1 before moving on to attempt to find space in the event you list as Preference Level 2, etc.
- The preferences you make during the first round of preferencing are independent of those you make during the second round of preferencing. Your preferences will be reset between the first and second rounds. During the second round, you will start with a clean slate.
- Only the Pacific NorthWest, Michigan, North Carolina, and Texas Districts use the 'home event' system. If you are not in one of those districts, you can ignore the discussion of home events in these instructions.

Instructions

Click Log In button on top right corner of www.firstinspires.org.



Login to your account.

A screenshot of the FIRST Inspires login page. The page features a background image of three young girls wearing safety goggles and smiling. The word "Login" is displayed in large white text on the left. The login form is titled "Login With FIRST Account" and contains the following fields and options:

- Email Address
- Username (indicated by a red arrow)
- Password (indicated by a red arrow)
- Show Password
- Remember Me
- LOG IN button
- Forgot Password
- Not registered yet? Sign Up here

Your team(s) will appear on the new Dashboard

DASHBOARD

MY TEAMS PARENT/GUARDIAN - YOUTH VOLUNTEER REGISTRATION MY RESOURCES

CREATE NEW TEAM(S) GIVE TO FIRST MISSION PAY FOR TEAM(S)

Teams List Sort by Team: Date ▾

▶ Jamee's North Carolina Testing Team	#201900298	FIRST® Robotics Competition	Rookie	Outstanding Team Tasks 1
▶ Jamee's PNW Testing Team	#201900297	FIRST® Robotics Competition	Rookie	Outstanding Team Tasks 1
▶ Jamee's Michigan Testing Team	#201900295	FIRST® Robotics Competition	Rookie	

Complete any "Outstanding Team Tasks" displaying in **RED**.

DASHBOARD

MY TEAMS PARENT/GUARDIAN - YOUTH VOLUNTEER REGISTRATION MY RESOURCES

CREATE NEW TEAM(S) GIVE TO FIRST MISSION PAY FOR TEAM(S)

Teams List Sort by Team: Date ▾

▶ Jamee's North Carolina Testing Team	#201900298	FIRST® Robotics Competition	Rookie	Outstanding Team Tasks 1
▶ Jamee's PNW Testing Team	#201900297	FIRST® Robotics Competition	Rookie	Outstanding Team Tasks 1
▶ Jamee's Michigan Testing Team	#201900295	FIRST® Robotics Competition	Rookie	

Click on or elect Team to expand for more information.

The screenshot shows a dashboard for "Jamee's Michigan Testing Team" with the following data:

Section	Item	Value
Team Finances	Balance Due	\$6,000.00
	Payment to FIRST	\$0.00
	Funds & Grants	\$0.00
	Credits	\$0.00
Team Contacts/Roster	Primary Contacts	2
	Youth Members	0
	Other Contacts	0
	Invite Contacts	0

The Team Events section shows "No registered events".

In far-right column "Team Events", click on "Event Options" drop down menu and select "View Team Events"

The screenshot shows the "Event Options" dropdown menu expanded in the "Team Events" section. A red arrow points to the "View Team Events" option.

- View Team Events
- Founder's Reception
- Kit & Kickoff

The Events screen will open. Click “Add Preference” button






The screenshot shows the 'EVENTS' page with a header containing a back button and the title 'EVENTS'. Below the header, there is a section for 'FIRST Robotics Competition Team' with a redacted name. This section contains information about 'FIRST® Robotics Competition' event preference registration dates for 2018 and 2019. Below this is a section titled 'First Event Preferences' with a red arrow pointing to a blue 'Add Preference' button. Further down, there are several paragraphs of text providing instructions on how to use the 'Add Preference' button, including details about event selection, waitlists, and contact information for customer support.

You will be directed to the Event Search screen. Events will display based on your team criteria. Regional teams will see Regional Events.



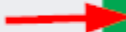


The screenshot shows the 'EVENTS' search screen. At the top, there is a search bar with a dropdown menu for 'Event Type' (set to 'Please Select or Type') and a text input for 'Event Name'. A blue 'SEARCH' button is to the right. Below the search bar is a table listing regional events. Each row includes the event name, date, location, status, and open capacity, with a right-pointing arrow in the final column.

REGIONAL	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY
Aerospace Valley Regional	4/3/2019	Lancaster, CA, USA	Open	2
Arizona North Regional	3/13/2019	Flagstaff, AZ, USA	Open	3
Arizona West Regional	4/3/2019	Phoenix, AZ, USA	Open	32
Arkansas Rock City Regional	3/6/2019	Little Rock, AR, USA	Open	50

District teams will see their District Events.

Event Type		Event Name			SEARCH	
Please Select or Type 		Event Name				
DISTRICT EVENT	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY		
FIM District Alpena Event	3/1/2019	Alpena, MI, USA	Open	2		
DISTRICT EVENT	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY		
FIM District Center Line Event	3/1/2019	Center Line, MI, USA	Open	5		
DISTRICT EVENT	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY		
FIM District East Kentwood Event	3/1/2019	Kentwood, MI, USA	Open	30		
DISTRICT EVENT	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY		
FIM District Escanaba Event	3/8/2019	Escanaba, MI, USA	Open	2		
DISTRICT EVENT	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY		

Michigan, Pacific North West, North Carolina, and Texas will see their “home event” at the top of the event list and highlighted in green.

Event Type	Event Name
Please Select or Type 	Event Name
 DISTRICT EVENT	DATE LOCATION
 PNW District Wilsonville Event [HOME EVENT]	3/7/2019 Wilsonville, OR, USA
 DISTRICT EVENT	DATE LOCATION
PNW District Auburn Event	3/29/2019 Auburn, WA, USA
 DISTRICT EVENT	DATE LOCATION
PNW District Auburn Mountainview Event	3/8/2019 Auburn, WA, USA

Find for the event you are searching for in the list, then click on blue arrow on far right

REGIONAL	DATE	LOCATION	EVENT STATUS	OPEN CAPACITY	
Istanbul Regional	3/6/2019	Bati Atasehir, 34, Turkey	Open	40	▶
Lake Superior Regional	3/6/2019	Duluth, MN, USA	Open	33	▶
Las Vegas Regional	3/27/2019	Las Vegas, NV, USA	Open	5	▶
Los Angeles Regional	3/20/2019	Los Angeles, CA, USA	Open	50	▶

Event Details pop-up will appear. Verify that this is the correct event. If yes, click “Add Preference” button. If no, click “Cancel” button.

Event Details

Lake Superior Regional

Registration Start:
Registration End:

CONTACT:

Local support contact link:
www.firstinspires.org/find-local-support

EVENT DETAILS:

Type: Regional

Event Start: 3/6/2019
Event End: 3/9/2019

Available Capacity: 33

[Event Registration Dates](#)

By clicking the register button, you are agreeing to *FIRST* Robotics Competition pricing structure and payment terms.

If your team can only go to one specific event, you should only preference that event.

First Event Preferences ?

Lake Superior Regional

Date: March 6, 2019

Status: Preference Choice

Preference Level: Waitlist Preference ?
[Allow Waitlist](#)

Registered & Waitlisted ?

Your first event preference will always default to "Allow Waitlist".

First Event Preferences ⓘ **Add Preference**

[Lake Superior Regional](#)
Date: March 6, 2019
Status: Preference Choice

Preference Level: Waitlist Preference ⓘ
Allow Waitlist

Registered & Waitlisted ⓘ

You can preference as many events as you would like.

First Event Preferences ⓘ **Add Preference**

[Lake Superior Regional](#)
Date: March 6, 2019
Status: Preference Choice

Preference Level: Waitlist Preference ⓘ
Allow Waitlist

[Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation](#)
Date: March 27, 2019
Status: Preference Choice

Preference Level: Waitlist Preference ⓘ

[Northern Lights Regional](#)
Date: March 6, 2019
Status: Preference Choice

Preference Level: Waitlist Preference ⓘ

[Minnesota North Star Regional](#)
Date: March 27, 2019
Status: Preference Choice

Preference Level: Waitlist Preference ⓘ

You can change the preference level selection by changing the number in the drop-down menu or by dragging and dropping events into the order you would like.

The screenshot displays the 'FIRST EVENT PREFERENCES' interface with four event preference cards arranged in a 2x2 grid. Each card contains the following information:

- Event Name:** Lake Superior Regional, Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation, Northern Lights Regional, Minnesota North Star Regional
- Date:** March 6, 2019 (for the first two events) or March 27, 2019 (for the last two events)
- Status:** Preference Choice
- Preference Level:** 1, 2, 3, or 4 (indicated by red arrows pointing to the dropdown menus)
- Waitlist Preference:** Allow Waitlist, Do not waitlist
- Buttons:** View Event and Remove

Important Note: The information you see on this screen is automatically submitted to the system. There is no 'Save' or 'Submit' button. If you change any information on this screen, those changes are saved automatically.

You can change the Waitlist Preference selection on any of your events with the selection in the drop-down menu. You will always show 'Allow Waitlist' for one event. The system will not allow you to select 'Do Not Waitlist' for all events.

The screenshot displays the 'FIRST Event Preferences' interface with four event cards. Each card shows the event name, date, status, preference level, and waitlist preference. Red arrows point to the 'Do not waitlist' option in the waitlist preference dropdown for three of the events.

Event Name	Date	Status	Preference Level	Waitlist Preference
Lake Superior Regional	March 6, 2019	Preference Choice	1	Allow Waitlist
Minnesota 10,000 Lakes Regional sponsored by Medtronic Foundation	March 27, 2019	Preference Choice	2	Do not waitlist
Northern Lights Regional	March 6, 2019	Preference Choice	3	Do not waitlist
Minnesota North Star Regional	March 27, 2019	Preference Choice	4	Do not waitlist

You may come back at any time while preferences are open to make changes to your preference selections.

Go Teams!

If you need assistance, please contact firstroboticscompetition@firstinspires.org or 1-800-871-8326 ext. 0.