

# Scorekeeper Manual

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## Overview

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**Roles Covered:** Scorekeeper

### Job Description

The *FIRST* Tech Challenge (FTC) Lead Scorekeeper (referred to in this manual as “the Scorekeeper”) helps the flow of the event through event management software, user tablets and displays. The Scorekeeper provides information to the teams and to the audience. Being prepared before and diligent during the event will help to provide a positive experience for all participants.

- Communicate with the FTC Scoring region or event admin to transfer the event data from FTC Scoring to FTC Live.
- Set up of the local scoring system FTC Live, displays, and user tablets.
- Make sure teams are added and their “Compete” status is correct (Matches and Judging, Judging Only, etc.).
- Use optional event management tools (example: pit map builder), as needed.
- Ensure that the scores input by scoring Referees are accurate before being committed and posted.
- Generate “Reports” at various stages of the event.
- Print scripts, advancements, playoff bracket, and schedules.
- Publish the event using the “Send Results to *FIRST*” button on the event dashboard.
- The Scorekeeper may also input awards from the Judges into FTC Live.

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

### Time Commitment

The Scorekeeper 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 is required.

## Attire

- Comfortable closed-toe, closed-heel shoes, much of the day will involve standing and walking.
- ANSI Z87.1 certified safety glasses are required in the pit and competition areas.
- As one of the event leaders, comfortable professional wear is encouraged.

## Training and Certification

Volunteers must create an account on [www.firstinspires.org](http://www.firstinspires.org) and apply to the role. If you apply to an event role requiring training and certification, the 'Roles Missing Certification' section will appear on your Volunteer Dashboard. Click on 'Review Outstanding Tasks', then click the 'Resolve' button. This will take you directly to the training site. Alternately, you may also click on the 'Trainings/Certification' button on the top right of the screen. If you have applied for a role but have not received access to the training, please email [FTCTrainingSupport@firstinspires.org](mailto:FTCTrainingSupport@firstinspires.org). A separate confirmation of the role assignment will come later.

Scorekeepers are required to complete the *FIRST* Data Protection and Privacy Training for volunteers, which is accessible through the [Volunteer Dashboard](#). This training provides information about how to properly handle personally identifiable information that may be received at events.

Make sure to speak with the Program Delivery Partner (PDP) or Event Director prior to the event to determine if there are additional responsibilities and time commitments to set up the scoring computers and displays. At some events, the Scorekeeper may be responsible for setting up the computers, displays, etc. There are many components that are required to be set up to run the FTC Live server and displays correctly.

A Scorekeeper must be confident and comfortable with the system to be able to reliably record results during the hectic pace of a *FIRST* Tech Challenge event. Learning the role and equipment ahead of time will go a long way towards keeping the event running smoothly and on time.

All volunteers are expected to read and comply with the [Volunteer Handbook](#).

## Roles and Responsibilities

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**FIRST is fun for all.** The most important role of a volunteer is to provide a safe, fun, and welcoming environment to 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.

### Scorekeeper

The Scorekeeper role is responsible for the event management software, FTC Live and hardware associated with it. The following gives an overview of responsibilities followed by an in-depth tutorial of how to use FTC Live features.

## Before the Event

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Event configuration is done 2-3 days prior to the event. Configuration requires that the event data has been transferred from FTC Scoring, the cloud-based system, to the Scorekeeper software, FTC Live. After the event data has been transferred the Scorekeeper can access the event and explore the event within the FTC Live software using “Test Mode” using the “Setup Process” below.

**IMPORTANT:** Make sure to “Exit Test Mode” before the live event.

If you would like to train as a Scorekeeper without an official event, login to FTC Live using “local” then go to “Event Admin”>Setup Event>Manual Setup>“ Offline Event” and enter details for the test event setup. This event setup will not connect to the cloud or transfer data outside your local software. This is a great way to familiarize yourself with the system and the season-specific software and display screens.

Make sure to check with the Event Director to see if they need help with set up before the event. Many events set up the fields and A/V equipment the night before, which may also include downloading FTC Live onto the scoring computer, configuring the event with *FIRST* Tech Challenge Scoring system (FTC Scoring), and setup of the display screens. Be sure the FTC Live software has loaded the most current version.

## Event Day

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### Report Time

The Event Director or Volunteer Coordinator will confirm the time you should arrive typically via email the week before the event. In most cases arriving as soon as the event opens will be required.

When do you arrive onsite check-in with the Volunteer Coordinator and report to the Field Supervisor.

## The Setup Process

This checklist must be done in sequential order.

- Check in with your FTA to make sure the network configuration is complete.
  - Check that FTC Live is on its own network. School networks are not recommended – see “Network Configuration” for more details.
- Launch the FTC Live software on the event laptop. The latest version will auto update when launched as long as it has been shut down since the last release.
- Once FTC Live is set up and connected, a “Data Download” can be performed if necessary to access registered teams.
- Check the Audience, Field, and/or Pit Displays – see “Audience Display” for more details.
- Make sure the real-time scoring tablets are ready – see “Real-time Scoring” for more details.
- Verify the printer is working correctly.

## Pre-Match Responsibilities

- Work with PDP or Event Director to establish when teams are declared “no show.”
- Work with PDP or Event Director to determine planning of the event, such as number of matches to be played, or the time schedule for the matches. The software will automatically establish breaks between matches
- Ensure that all team and sponsor information has been entered correctly.
- When all teams have checked in, update the team list in the software, as necessary.
- Generate the inspection schedule, if requested.
- Generate the judging schedule, if requested.
- After every team has passed inspection, generate the match schedule with “Run Matchmaker.”
- Communicate match schedules to key volunteers or give to pit admin to distribute.

## During the Match Play

The Scorekeeper will remain seated at the scoring system table. At this point in the event the emcee/game announcer or Head Referee will signal the “ready” to start the match timer clock prior to the start of the matches. The Scorekeeper will begin the match timer clock after the emcee/game announcer has verified that both alliances and the Scorekeeper are ready, or Head Referee will signal when the next match is ready and the series of buttons, including “Start Match” can be pressed. This process will repeat until the qualification matches are complete.

## Alliance Selection

For tournament level events, the Scorekeeper is in charge of the “Video Switch” options. Once prompted, the display will need to be changed to “Alliance Selection.”

## Generate Playoff Match Alliances

After all qualification matches have been played, the Scorekeeper will enter the formed alliances during alliance selection and generate matches for the playoff matches.

## Awards

Awards are a key component of *FIRST* Tech Challenge and each event’s closing ceremonies. Take care to maintain confidentiality throughout the awards process.

### Awards Process

Awards must be entered into FTC Live prior to the presentation of any awards. The awards can be entered into FTC Scoring by the region admin or Judge Advisor. An online event can synchronize that data though the awards can also be “Exported,” and that file can be “Imported” into the FTC Live “Awards Manager” to “Present Awards.”

The other option is for the Judge Advisor to give a list of awards and winners to the Scorekeeper to enter directly into FTC Live at the in-person event and those awards are entered into the “Awards Manager.”

Awards can be edited until the event is officially published using the “Send Results to *FIRST*” button on the event dashboard.

## Publish the Event

After all matches have been played and all scores have been recorded, the event score results and awards must be submitted to *FIRST* using the “Send Results to *FIRST*” button on the event dashboard.

Be careful to prevent wandering eyes from accessing the awards, make sure to pay attention to all warning boxes when entering or displaying awards, and do not post the awards nor submit them prior to their official announcement.

### 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. **Today is a 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 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	
<b><u>A</u>sk for an Adult</b>	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.
<b><u>B</u>e aware of the Environment</b>	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.
<b>(Offer a) <u>C</u>lear Explanation</b>	Explain the concern to the team and offer clear examples of the behavior that is concerning.
<b><u>D</u>iscuss any Questions</b>	Offer the opportunity for students and adults to ask clarifying questions
<b><u>E</u>xplain Next Steps</b>	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.

Be cautious about passing on any negative feedback about any teams directly to the Judges or Judge Advisor (JA), because it is not possible to know all the contributing factors around such a complaint or observation. If there are issues which are repeated or egregious follow the [Non-Medical Incident Reporting](#) process and inform the PDP. The Judge Advisor may seek feedback from the tournament director to determine if there is any relevant information to provide the Judges for their evaluation process.

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

## Emergencies

The PDP, 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
- 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. *FIRST* provides a few resources to help teams plan including:

- [Team Member Safety at Events](#)
- [Preparing to Safely Attend a \*FIRST\* Event](#)

Two important links to have handy are the issue reporting link and Youth Protection Policy pages:

**[Report a Concern](#)**

**[Youth Protection Policy](#)**



[www.firstinspires.org/report](http://www.firstinspires.org/report)



[www.firstinspires.org/ypp](http://www.firstinspires.org/ypp)

### **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](http://www.missingkids.com/CodeAdam)) are also a great resource.

### **Medical Incident Reporting**

Event volunteers are not responsible for diagnosing students, 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:

- Call 911 if there is any question that the injured person/persons require medical attention.
- Respond to the scene immediately. Bring a clipboard, pen, or a tablet 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	
<b>Be Calm</b>	Anyone handling incident reporting should have a calm demeanor. They should be able to collect information and talk to witnesses without assessing fault
<b>Be Concise</b>	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.
<b>Be Risk Conscious</b>	Do not imply liability or any payment, as no one knows for sure until all the facts are collected.
<b>Be Prepared</b>	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.

### Non-Medical Incident Reporting

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

As appropriate and if you feel safe doing to, speak directly to 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.

Ensure all issues are reported in a timely manner using the [FIRST Reporting Portal](#). Have the participant select the correct category for their report:

- **Youth Protection Concern:** 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. Must involve a youth participant otherwise use the 'other' category.
- **Other:** For issues which do not fall under the Medical or Youth Protection Concern Categories.

## 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 During the Match Play

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Publish the Event

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Be careful to prevent wandering eyes from accessing the awards, make sure to pay attention to all warning boxes when entering or displaying awards, and do not post the awards nor submit them prior to their official announcement.

Team Interaction and Support for the best ways to work with teams on making changes.

### **Safety Glasses and Closed Toe Shoes**

All volunteers, teams, coach/mentors, and spectators are required to have safety glasses and wear closed toe shoes while in the pit and competition 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.

## **Pit Spaces**

Specific rules governing what teams can have and do in their pit space are covered in the game 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 as long as they are not causing damage to the venue.
- Aisles, walkways, and doors should be clear of obstructions.
- Teams may set up practice spaces as long as they are fully within their designated space.
- No structure may be taller than 10.'

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## FIRST Tech Challenge Event Management System

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FTC uses two connected software products and a website to provide a full event management experience to the community.

1. [FIRST Tech Challenge Scoring \(firstinspires.org\)](https://firstinspires.org) is a cloud-based event management software that has multiple functions to allow input and tracks vital information during a hybrid, or traditional event. The PDP is the main user of this system is the FTC Scoring region admin. There is a separate training recommended for Scorekeepers for this system called FTC Scoring Event Admin Guide found here [FIRST Tech Challenge Volunteer Resources | FIRST \(firstinspires.org\)](#)
2. [FIRST Tech Challenge Live](#) is a downloadable Scorekeeper software that has multiple functions to allow you to input and track the event information. It works in coordination with the setup of events in the FTC Scoring system prior to an event through synchronizing the data to FTC Live. Once this sync occurs, the FTC Live software owns the event data until the event is complete.

The system allows a Scorekeeper to generate and track the following for a traditional event:

- Team information (Add/Edits for participation and eligibility)
- Sponsor information
- Match schedules
- Inspection schedules
- Judging schedule
- Match results (including an option for real-time score tracking)
- Alliance selection for playoff and final matches.

This manual will go through step-by-step instructions for FTC Live on how to run the software correctly and efficiently.

3. [FTC-Events](#) is the connected website that will display event information, event results, team information for events that have synchronized.

### System Hardware

#### System Requirements

The FTC Live software is available for the Windows and Mac platforms. It is a browser-based application, meaning that you interact with the system exclusively through a web browser. The system

supports real-time score tracking, inspection tracking, head ref notes and FTA notes. Live score data can be entered into the system using a tablet.

### **Windows**

- Windows 7 or 10
- Google Chrome version 80 and higher; Firefox is not supported.
- Support for Wi-Fi if connecting to a wireless network.
- Ethernet adapter if connecting to a wired network.

### **Mac**

- macOS Sierra or greater
- Java 8 SDK or higher (available from [www.java.com](http://www.java.com), only needed for the laptop running system software)
  - Note: Unlike the Windows environment, macOS requires the Java Development Kit (JDK) to run. Windows only requires the Java Runtime Environment (JRE) to run.
  - If you install the JDK software onto your Mac, you should not need to install the JRE software. The JRE should already be included as part of the JDK.
  - The JDK software can be downloaded from the following Oracle web link:
    - <https://www.oracle.com/technetwork/java/javase/downloads/index.html>

Overview Downloads Documentation Community Technologies Training

### Java SE Development Kit 8 Downloads

Thank you for downloading this release of the Java™ Platform, Standard Edition Development Kit (JDK™). The JDK is a development environment for building applications, applets, and components using the Java programming language.

The JDK includes tools useful for developing and testing programs written in the Java programming language and running on the Java platform.

See also:

- [Java Developer Newsletter](#): From your Oracle account, select **Subscriptions**, expand **Technology**, and subscribe to **Java**.
- [Java Developer Day hands-on workshops \(free\) and other events](#)
- [Java Magazine](#)

JDK 8u191 [checksum](#)  
 JDK 8u192 [checksum](#)

#### Java SE Development Kit 8u191

You must accept the [Oracle Binary Code License Agreement for Java SE](#) to download this software.

Accept License Agreement
  Decline License Agreement

Product / File Description	File Size	Download
Linux ARM 32 Hard Float ABI	72.97 MB	<a href="#">jdk-8u191-linux-arm32-vfp-hflt.tar.gz</a>
Linux ARM 64 Hard Float ABI	69.92 MB	<a href="#">jdk-8u191-linux-arm64-vfp-hflt.tar.gz</a>
Linux x86	170.89 MB	<a href="#">jdk-8u191-linux-i586.rpm</a>
Linux x86	185.69 MB	<a href="#">jdk-8u191-linux-i586.tar.gz</a>
Linux x64	167.99 MB	<a href="#">jdk-8u191-linux-x64.rpm</a>
Linux x64	182.87 MB	<a href="#">jdk-8u191-linux-x64.tar.gz</a>
Mac OS X x64	245.92 MB	<a href="#">jdk-8u191-macosx-x64.dmg</a>
Solaris SPARC 64-bit (SVR4 package)	133.04 MB	<a href="#">jdk-8u191-solaris-sparcv9.tar.Z</a>
Solaris SPARC 64-bit	94.28 MB	<a href="#">jdk-8u191-solaris-sparcv9.tar.gz</a>
Solaris x64 (SVR4 package)	134.04 MB	<a href="#">jdk-8u191-solaris-x64.tar.Z</a>
Solaris x64	92.13 MB	<a href="#">jdk-8u191-solaris-x64.tar.gz</a>
Windows x86	197.34 MB	<a href="#">jdk-8u191-windows-i586.exe</a>
Windows x64	207.22 MB	<a href="#">jdk-8u191-windows-x64.exe</a>

Figure 1 - Accept the License Agreement, then select the Mac OS X x64 version to download.

- Google Chrome 80 and higher
- Support for Wi-Fi if connecting to a wireless network.
- Ethernet adapter if connecting to a wired network.

#### Android Tablet (for real-time score tracking)

- Android Marshmallow (6.x) or greater
- Google Chrome 80 and higher
- Support for Wi-Fi

#### iOS Tablet (for Real-time Score Tracking)

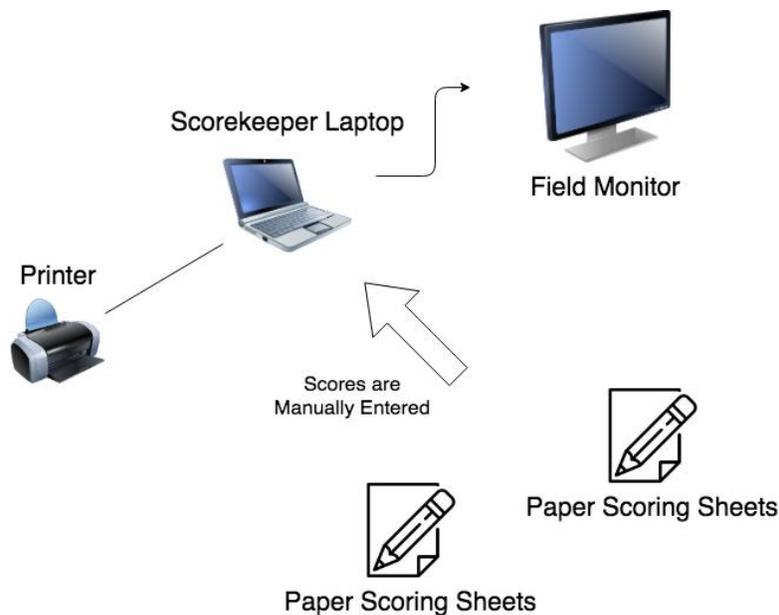
- iOS 15 or greater
- Google Chrome
- Support for Wi-Fi

## System Layout

The *FIRST* Tech Challenge Live software is flexible and can be used in a variety of configurations. This section provides an example of a basic configuration and an example of a more complex configuration. These configurations are supported by FTC tech support during events. There are other configurations that will not be supported due to too many variables, such as cellular data and school networks. Please work with your venue IT and FTA to determine which set up is best suited to your events.

### Basic Configuration with Paper Scoring

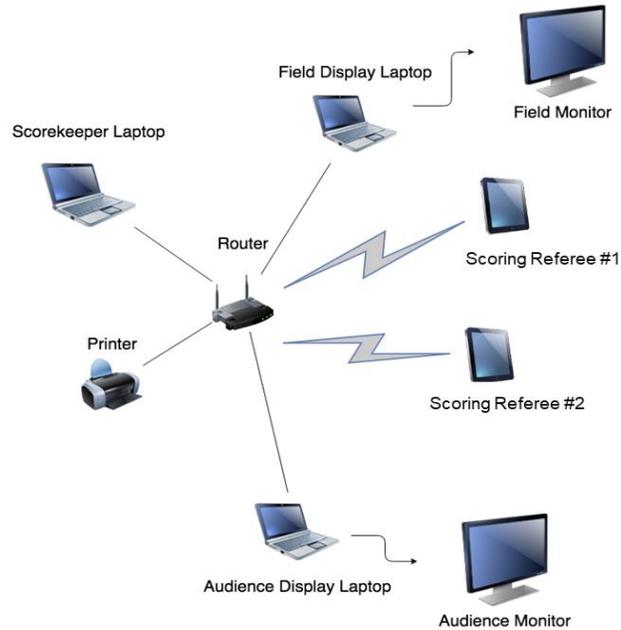
The most basic configuration requires a single laptop that will serve as both the Scorekeeper computer and as the field display computer. This configuration also includes an external monitor (to serve as a field side display), and a printer (to print match schedules and scoresheets).



*Figure 2 - A basic layout with paper scoring.*

## Most Commonly Used Configuration with Real-Time Scoring

The system also supports real-time score tracking using a pair of wireless tablets. 99% of events use this method.



*Figure 3 – An advanced configuration with support for real-time tracking.*

This advanced configuration includes the following components:

- Scorekeeper laptop – A laptop that has the FTC Live scoring software installed. This laptop acts as a server for the whole system. It is also used for match control and scorekeeping (such as reviewing, editing, and committing scores).
- Printer – Used to print match, judging and inspection schedules, reports, and other useful documents.
- Network Router with Wi-Fi support – Used to connect system components together.
- Field Display Laptop – A laptop that uses a web browser and a network connection (wired or wireless) to access the system server and display field-related information during an event. It is connected to a large screen monitor.
- Audience Display Laptop - A laptop that uses a web browser and a network connection (wired or wireless) to access the system server and display spectator-specific information during an event. It is connected to a large screen monitor.

- Scoring Referee Tablets (x2 per field) – Referees use these tablets to track, in real time, the score during a match. After a match is complete, Referees can review, edit, and submit their scores to the system. The tablets use a wireless connection and a web browser to access the system server.
- Additional tablets can be used for real-time inspections, Head Referee notes and FTA notes.

### **Important Tips:**

- You will need to know the IP address of your computer that is running the system software (i.e., the Scorekeeper laptop in this example). When another device, such as a Referee tablet or display computer, wants to access the system, the user must provide the IP address of the Scorekeeper laptop to the web browser to access the system functions. The server IP is shown in the header bar of every page of FTC Live. If the displayed IP does not work, consult with your IT administrator on what the IP address is for your server.
- Wireless activity for FTC Live should operate on a Wi-Fi channel that will not interfere with the control of the competition robots.
- Audio cues (such as the match start, or match stop sound effects) for a public announcement (PA) system can be pulled from any of the Display computers. A single computer should be used as the source of the PA audio (to avoid synchronization issues).

### **Best Practices:**

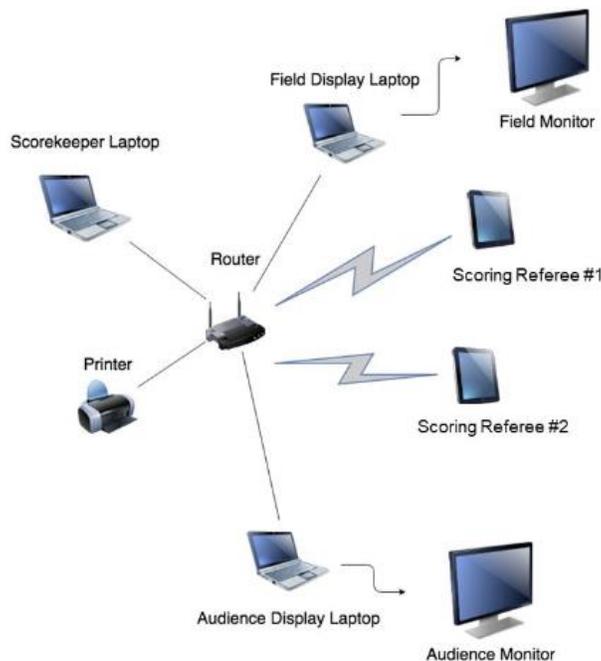
- Use a dedicated, standalone router.
- All displays and tablets should be on router's local LAN.
- If supported use a 5Ghz Wi-Fi channel.
- Disable all firewalls on the computer that will be running the server.
- Optional scorekeeping internet access should be bridged via a second ethernet adapter (USB Wi-Fi dongle).
- If doing so, ensure that scorekeeping server is picking up the right adapter's IP address.

### **Other Configurations NOT Supported by FTC Tech Support**

#### School Network

- May not always work.
- School networks often have aggressive internal firewalls.
- School networks often block traffic entirely from unknown devices.

- Organizers must work with school IT staff to set up and test the network prior to the day of the event.
- Day of event setup in an unfamiliar school very often results in failure and calls to the *FIRST* support line.
- *FIRST* cannot provide day of event network or setup support for setups that use a school network.



Cellular hotspots to provide connectivity that updates ftc-live with real time scoring:

- There are numerous reports that use of cellular hotspots has worked to push scoring to ftc-events for public availability.
- *FIRST* does not have the ability to test this configuration as there are numerous different phones with different capabilities. *FIRST* cannot provide day of event network or setup support for setups that use a cellular hotspot.

## Download and Installation

---

### Important Tips for Running the System Software

Here are some tips before you get started:

- Disable any firewall, or open appropriate ports, on the computer that will be running the server.

- Disable any ad blocking software on devices that will interface with the server. The ad blocking software occasionally misinterprets server resources as ads.
- Ensure that Google Chrome is installed and is the preferred browser.
- **Important note:** Firefox browser is not supported!

## Minimum Hardware Configuration

For most events, the hardware requirements to run the FTC Live scoring software are very modest.

### Scoring Server Minimum Requirements (Windows/Mac/Linux)

- Intel Core i5 Processor
- 4 GB of RAM
- 300 MB of available disk space
- CAT 5 Ethernet adapter (USB connected would be OK if built-in not available)
- 802.11 Wi-Fi adapter

**Note:** If you are running a large event, such as a dual division event, a higher performing computer might be warranted.

### Network Requirements

The selection and configuration of the network hardware can be more critical than the selection of the server hardware to the success of your live scoring event.

- Use a dedicated (i.e., not shared with other users or applications) local network to connect your scoring devices.
- To avoid latency issues, the scoring server should be local to your event (and not run through a remote Internet/Cloud connection).
- The scoring network should be on its own secure network (i.e., not open to the public). This should minimize the risk of malicious activity occurring towards FTC Live.
- Use a wired connection whenever possible (with the exception of the real-time scoring Referee tablets, which are typically wireless devices).
- If you need to use a wireless connection, work with your FTA and venue IT staff to make sure you select a wireless channel that does not interfere with the competition robots.

- Check with your venue’s IT staff to see if a Wi-Fi Blocker is present. If one is present, you will not be able to use wireless score tracking devices unless the staff disables this function.
- Use a modern (made within the past 5 years) switch/access point that is powerful enough to accommodate the number of devices needed at your event:
  - *FIRST* has received credible reports of older, “underpowered” switch/access points being unable to support a large enough number of devices operating on the FTC Live network.
  - Use an appropriately sized network device that will be able to accommodate all your scoring-related devices simultaneously.

## Downloading the Software Package

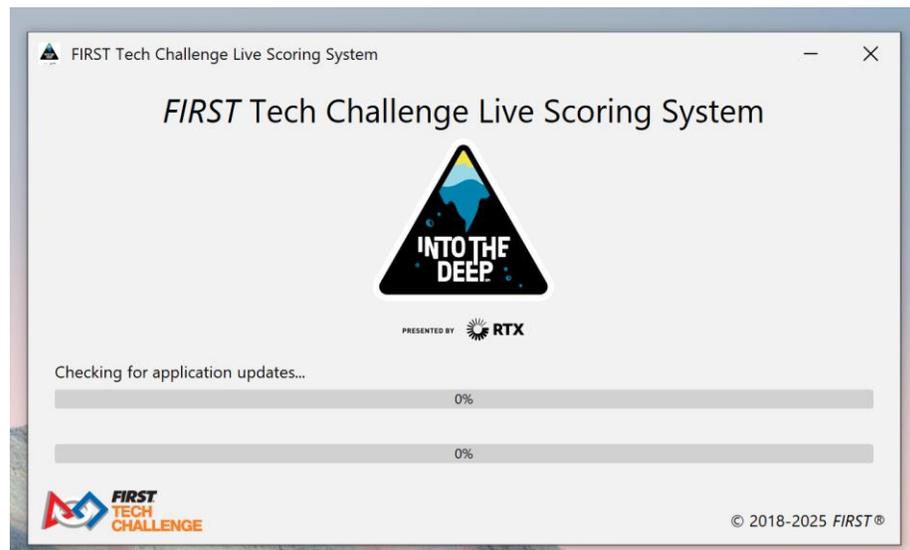
The installation method for the software package is a wizard .exe file that allows the software to auto update when launched.

The system can be downloaded from [FIRST Tech Challenge Scoring \(firstinspires.org\)](https://firstinspires.org)

- Previous seasons will remain available on GitHub releases.

The scoring system is now installed, rather than a ZIP you unpack. Thought the zip file is still available [FIRST Tech Challenge Scoring \(firstinspires.org\)](https://firstinspires.org)

- Databases are now stored in Documents/FIRST Tech Challenge Live/<season>.
- You only need to download and install the scoring system once per computer per season. When you launch the scoring system, it will automatically download any updates that are available if it is connected to the internet and has been shut down from a previous release.

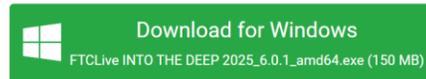


- The website will detect the platform you are running on and offer a button to download for that platform.

## Download Local Scoring System

### INTO THE DEEP (2024-2025)

► All platforms



- If you need to download for one system from another (e.g., the scoring computer runs Windows, but you are downloading on a Mac to put on a flash drive), other systems can be found by clicking on "All platforms."

## Download Local Scoring System

### INTO THE DEEP (2024-2025)

▼ All platforms

▣ Windows:

- x64: [FTCLive INTO THE DEEP 2025\\_6.0.1\\_amd64.exe](#) 150 MB

🍏 macOS:

Run `uname -m` in terminal to check your architecture

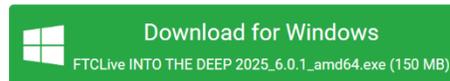
- Intel (`uname -m` prints `x86_64`): [FTCLive INTO THE DEEP 2025\\_6.0.1\\_amd64.dmg](#) 155 MB
- Apple Silicon (`uname -m` prints `arm64`): [FTCLive INTO THE DEEP 2025\\_6.0.1\\_aarch64.dmg](#) 154 MB

🐧 Linux:

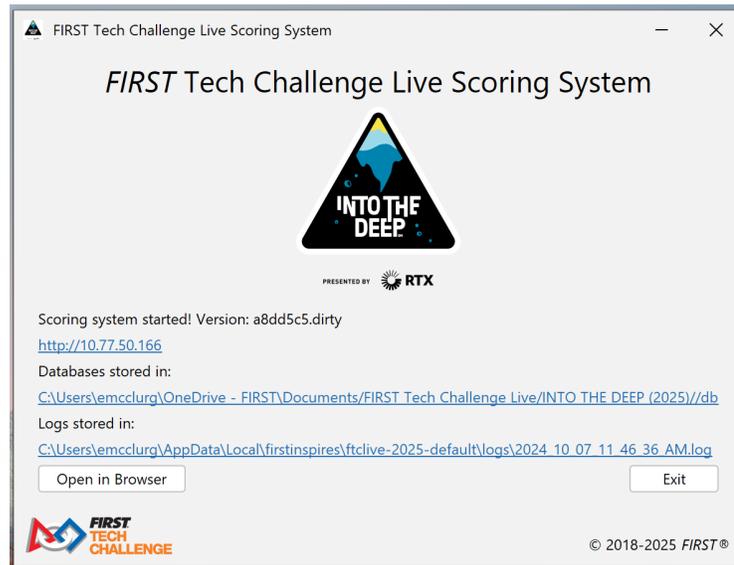
Run `uname -m` in terminal to check your architecture

- x86\_64 (Most regular computers): [FTCLive INTO THE DEEP 2025-6.0.1-linux\\_amd64.tar.gz](#) 161 MB
- arm (Most Raspberry Pis): [FTCLive INTO THE DEEP 2025-6.0.1-linux\\_aarch32hf.tar.gz](#) 156 MB
- aarch64: [FTCLive INTO THE DEEP 2025-6.0.1-linux\\_aarch64.tar.gz](#) 159 MB

► Advanced



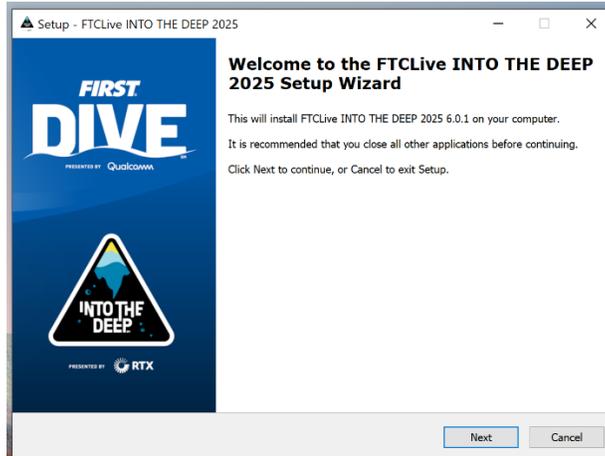
- While running, the scoring system will now show a splash screen instead of a terminal window.



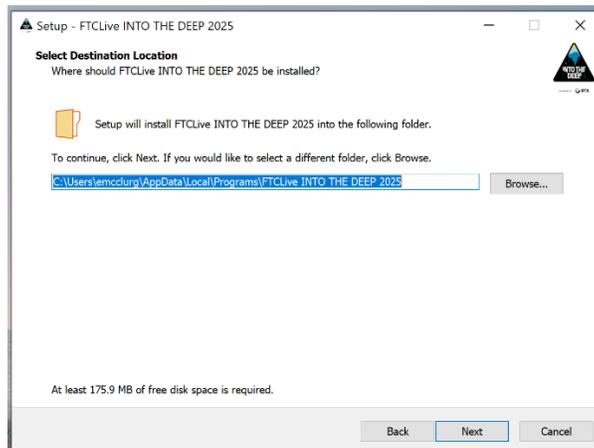
- To shut down the scoring system, close this window or click the Exit button.
- For additional information, see <https://github.com/FIRST-Tech-Challenge/Scorekeeper/wiki/FTC-Live-Installers>

## FTC Live Windows Wizard Setup

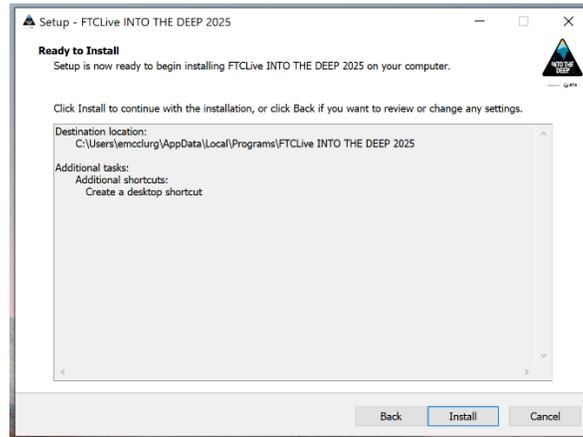
Download opens the windows installer:



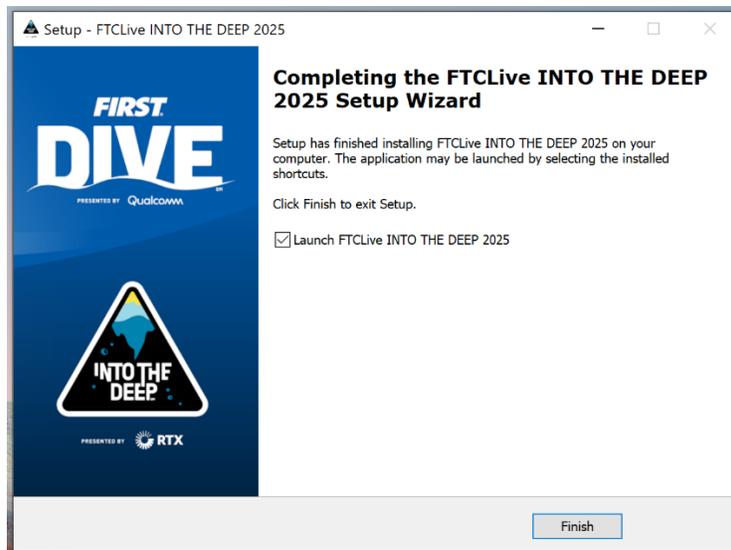
Be sure to choose a file folder location that is easily retrievable to the user.



Install the software on the computer. Once installed the software will appear open on your computer.



Check the box to launch the software, then Finish.



After the server is started, the batch file will launch your default web browser (which should be Google Chrome) and display the main webpage (web address of "localhost").

Active Events			
Code	Name	Status	Start-End

All Events			
Code	Name	Status	Start-End

Figure 9 – The software should launch your default browser and display the system’s main page.

## FTC Live macOS Installation

Download and open the DMG:

- Drag the application into the “Applications” folder, open the “Applications” folder, and open “FTC Live INTO THE DEEP.”
- After the server is started, the batch file will launch your default web browser and display the main webpage (web address of “localhost”).

Active Events			
Code	Name	Status	Start-End

All Events			
Code	Name	Status	Start-End

Figure 11 – The software should launch your default browser and display the system’s main page.

## Setting Up a Traditional Event

### Setting Up an Event

Setting up a traditional event requires the PDP/Admin to create the event in FTC Scoring. Most event setup and configuration MUST be done in the cloud-based FTC Scoring system before the event, and some setup can be made easier if done ahead of time.

**Event Creation:** All events are synchronized within the cloud-based FTC Scoring system ([FIRST Tech Challenge Scoring \(ftc-scoring.firstinspires.org\)](http://FIRST Tech Challenge Scoring (ftc-scoring.firstinspires.org))) automatically within a day of approval (Tuesdays and Thursdays). All official events must be created this way. Official events are then imported into FTC Live from FTC Scoring system within three (3) days of the event. After the event concludes, event results are uploaded from FTC Live through the “Send Results to *FIRST*” page which will post results to FTC official event results page [FTC Event Web : Home \(firstinspires.org\)](http://FTC Event Web : Home (firstinspires.org)).

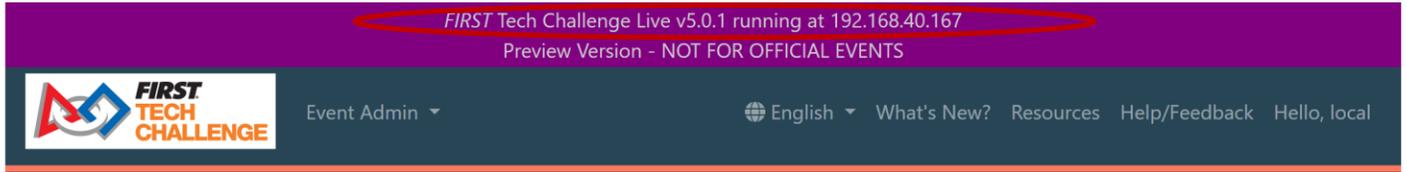
**Event Configuration:** Several parts of event setup MUST be done ahead of time in FTC Scoring system. The event configuration task (example # of teams advancing from a tournament to a regional championship) is the responsibility of the PDP or a designated administrator. A PDP can assign event creation to an event request manager and the event configuration process to the FTC Scoring region manager or event admin role. Prior to the event, data must be imported into the FTC Live version that will be running at the event. There are several ways to accomplish this, depending on who is present and the availability of internet access at the event venue.

Here is a summary table of which method is recommended for a given scenario:

Internet access at setup time?	Event Admin/PDP access to FTC Scoring system at set-up time?	Recommended method
YES	YES	Automatic Import (A)
YES	NO	Key-Based Setup (B)
NO	NO	Offline Setup (C)

### Getting the Version Number and IP Address

Start by opening FTC Live software. Due to software updates, it is useful to know the version number of the *FIRST* Tech Challenge Live software that you are currently running. It is also helpful to know the IP address of the scorekeeping server. This information can be obtained from the top of the browser screen when viewing the *FIRST* Tech Challenge Live pages.



## Setup Event

If you have internet access, you can setup an event by entering the Event Key found on the event's "Play Event Locally" page on the [online FTC Scoring System](#). If you do not have internet access, proceed to "Offline Setup".

Event Key

[Offline Setup >>](#)

Note: If you are testing the system please skip this step and continue to Offline Setup. If you do not have an Event key, ask your Program Delivery Partner or Event Manager. If they are not immediately available or does not have the key, you may skip this step for now. A key will be required to upload event results to FIRST after the event. Please remember to upload results from all official events, **especially League Meets**.

Figure 17 – The version # and IP Address appear in the top banner.

## Logging in to the System

- Select "Login" at the top-right corner of the screen.
- Log in with the username "local" and leave the password field blank to access the event admin access.

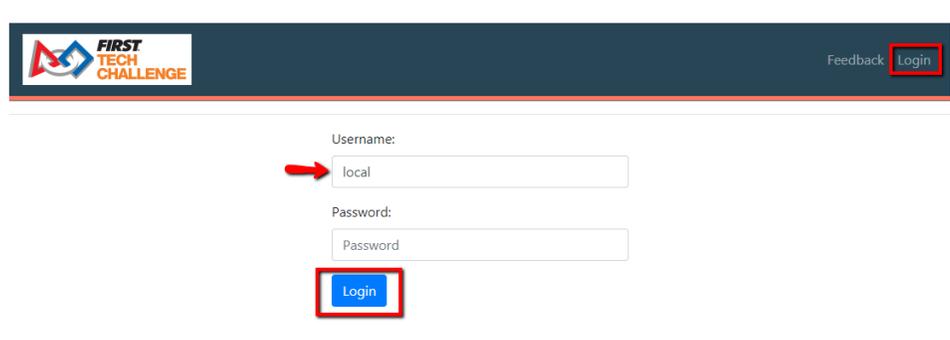


Figure 18 - Log in to the "local" account to gain access to the system.

**Important Note:** the “local” user account is the primary administrative account for the system. It is only available locally on the computer that is running the server application. Users should take care to secure this computer to make sure an unauthorized user will not access the “local” account.

## Logging in with Default Accounts

The default account has username `local` and no password.

Username:

Password:

Figure 19 - The login page allows for a default account.

## Navigating the System’s Home Screen

Once you have logged in to the system, the home screen should look like the following image:

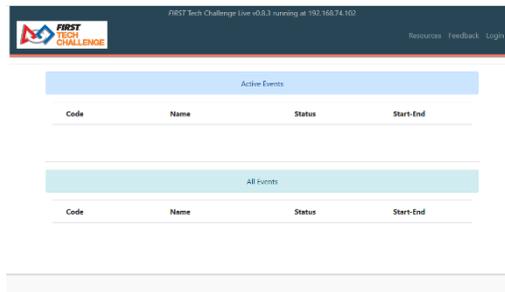


Figure 20 - Selecting the FIRST Tech Challenge logo (upper left-hand corner of window) will take you to the system’s home screen.

**Note:** If you do not have any events defined for your system, these lists will be empty.

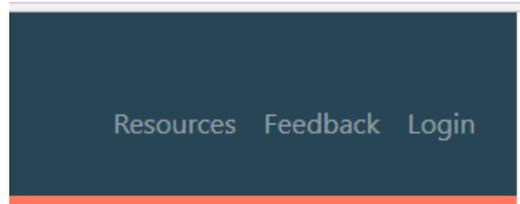


Figure 21 – Feedback, resources, and account info links are available in the upper right-hand corner of the home screen.

In the upper right-hand corner of the screen, you will find:

- **Resources:** Opens a directory of Scorekeeper-related documents, including printable scoresheets.
- **Feedback:** Submit your concerns to the *FIRST* Tech Challenge Live software developers.
- **Login:** User account information, you can also select the “Hello, local” link to get information about your current user account.

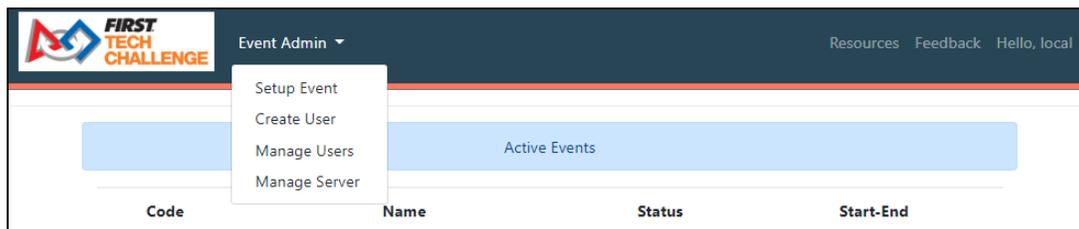


Figure 22 –After login, Event Admin appears.

There are options available in the “Event Admin” menu:

- **Setup Event:** This will allow you to create a single event using an event key found on the “Play Event Locally” page in the *FIRST* Tech Challenge Scoring system or to enter the .db file for an Offline Event or to hold an unlisted scrimmage.
- **Create User:** This gives you the option to create individual user accounts for users that may only require access to a subset of the software features.
- **Manage Users:** When you have a list of users for the events, this section will allow you to manage the users and their system access.
- **Manage Server:** This allows you to manage the server for an event.

The following “Set Up an Event” options are dependent on the availability of internet access. Most region admins choose to send a key or the automatic import option.

## Set Up an Event – Automatic Import

The FTC Scoring system will automatically import the event into FTC Live. This method requires internet access and event management access to the event on FTC Scoring system but is the easiest.

1. Run FTC Live. When the browser window pops up, login, but do nothing else.

(Top banner is **DARK BLUE**)

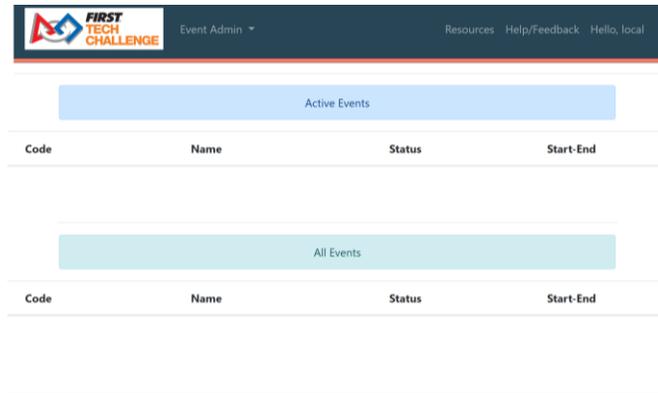
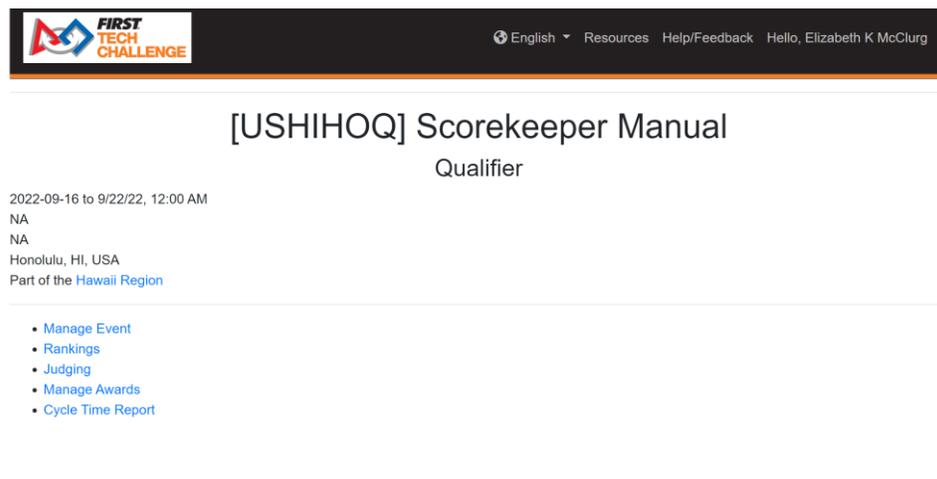


Figure 23 - Page once logged in.

2. Navigate to FTC Scoring system ([ftc-scoring.firstinspires.org](https://ftc-scoring.firstinspires.org)): (Top banner is **BLACK**)
  - a. Log into an account with Admin access (region admins (PDPs), region managers and FTC Scoring event admins) to the desired event.
  - b. Open the event’s home page, then select “Manage Event.”



Thank you to our sponsors!

Figure 24 - The selected event appears.

c. Select "Play Event Locally."

### USHIHOQ Dashboard

#### Scorekeeper Manual

Qualifier

Step	Action	Status
-	Feature Flags	
-	Event Info	
0	Event Users	Optional
1	Event Configuration	Optional
2	Add/Edit Teams	8 teams added
3	Add/Edit Event Sponsors	1 sponsors added
4	Add/Edit Event Announcements	Optional
5	Create Pit Map	Optional
6	Configure Judging/Inspection Tracking	Optional
7	Play Event Locally	Incomplete

Figure 25 - On selected event dashboard, select "Play Event Locally."

d. Under the "Automatic Setup" section at the top, select "Import This Event."


English Resources Help/Feedback Hello, Elizabeth K McClurg

[<< Back to Event Dashboard](#)

## Setup Local Play

### Automatic Setup

Found FTC Scoring System version v3.0.6

Import This Event

Note: This will redirect you to the local scoring system. Once this process is completed, edits can only be made in the local scoring system.

### Manual Setup

Give this Event Key to the Scorekeeper or FTA. This key can be entered on the "Setup Event" page of the local scoring system to setup the event. The local scoring system must have internet access. **DO NOT DISTRIBUTE TO ANYONE NOT RUNNING THE SCORING SYSTEM AT THIS EVENT**

Event Key: 6f75b9c2-586f-46b0-8aed-003829f29a9a

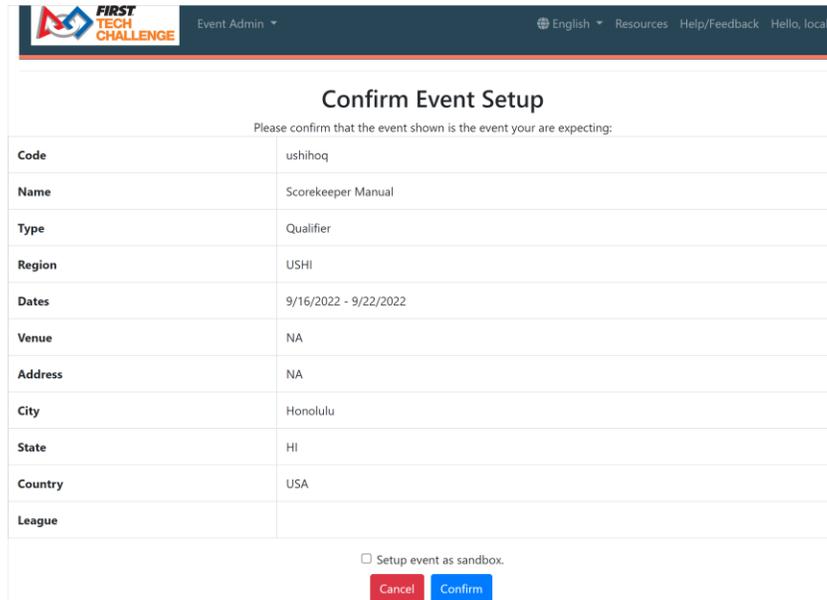
### Offline Setup

If the local instance does not have internet access, use button below to download an event file. Upload this file into the local scoring system using the "Offline Setup" page. **DO NOT DISTRIBUTE THIS FILE TO ANYONE NOT RUNNING THE SCORING SYSTEM AT THIS EVENT**

Download

Figure 26 - Automatic Setup select "Import This Event."

- e. This operation will open the FTC Live (**DARK BLUE** banner) software and require confirmation of the event setup from FTC Scoring.



Confirm Event Setup	
Please confirm that the event shown is the event you are expecting:	
Code	ushihq
Name	Scorekeeper Manual
Type	Qualifier
Region	USHI
Dates	9/16/2022 - 9/22/2022
Venue	NA
Address	NA
City	Honolulu
State	HI
Country	USA
League	
<input type="checkbox"/> Setup event as sandbox.	
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <span style="background-color: red; color: white; padding: 5px 10px; border-radius: 3px;">Cancel</span> <span style="background-color: blue; color: white; padding: 5px 10px; border-radius: 3px;">Confirm</span> </div>	

Figure 27 - Confirm event setup in FTC Live.

- f. Once confirmed, the Event Dashboard is transferred to FTC Live with in-person match play functions. Review the following dashboard options. Anything configured in FTC Scoring should transfer over to "localhost" FTC Live software. Some tasks must be done in FTC Live, like "Create Match Schedule."

[<< Back to Event Home](#)

doc Dashboard Qualifier		
Step	Action	Status
0	Configure HQ Sync	(Optional)
1	Edit Event	Done
2	Create Default Accounts	Done
3	Add/Edit Teams	8 teams added
4	Add/Edit Sponsors	0 sponsors added
5	Configure Judging/Inspection Tracking	(Optional)
6	Create Judging/Inspection Schedule (Optional)	Not Started
7	Assign Wifi Channels	(Optional)
8	Create Pit Map	(Optional)
9	Create Match Schedule	Not Started
10	Manage Awards	
11	Advancement Report	
12	Send Results to FIRST	
13	Download Archive File	

Figure 28 - Selected event dashboard in FTC Live

## Setting up an Event – Key-Based Setup

Using this method, someone with FTC Scoring system event admin permissions for the event gets a key from FTC Scoring and sends that key to the Scorekeeper running FTC Live. In this scenario, FTC Live must have internet access, but the Scorekeeper does not require FTC Scoring system permissions.

### A. Region Admin and Event Admin (FTC Scoring System):

1. Log into the FTC Scoring system ([ftc-scoring.firstinspires.org](http://ftc-scoring.firstinspires.org), **BLACK** banner) with an account with admin access.
2. Navigate to the event’s home page and click “Manage Event.”

## [USNHCALT] NH Test Trad

### League Tournament

2021-11-19 to 11/21/21, 12:00 AM  
 68 Healey Rd  
 Candia, NH, USA  
 Part of the [New Hampshire Region](#)

- [Manage Event](#)
- [Match List](#)
- [Rankings](#)
- [Judging](#)
- [Manage Awards](#)

Figure 29 - In FTC Scoring, select "Manage Event".

### 3. Select "Play Event Locally" in FTC Scoring.

[<< Back to Event Home](#)

## USNHCALT Dashboard

### NH Test Trad League Tournament

Step	Action	Status
-	<a href="#">Feature Flags</a>	
-	<a href="#">Event Info</a>	
0	<a href="#">Event Users</a>	Optional
1	<a href="#">Event Configuration</a>	Incomplete
2	<a href="#">Add/Edit Teams</a>	4 teams added
3	<a href="#">Add/Edit Event Sponsors</a>	0 sponsors added
4	<a href="#">Add/Edit Event Announcements</a>	Optional
6	<a href="#">Play Event Locally</a>	In Progress
7	<a href="#">Advancement Report</a>	Optional

Figure 30 - On the selected event dashboard, select "Play Event Locally".

### 4. Under "Manual Setup," copy the Event Key, and send it securely to the Scorekeeper or FTA via email. Do not give this key to anyone else.

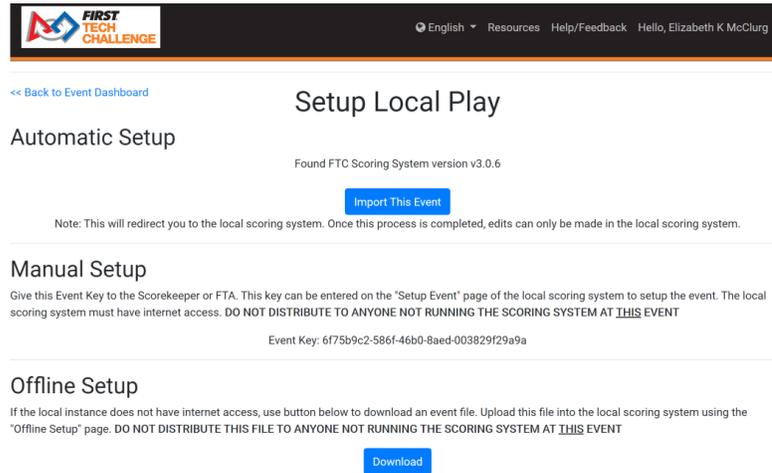


Figure 31 - Copy the event key, under "Manual Setup."

## B. Scorekeeper (FTC Live)

1. In FTC Live (**DARK BLUE** banner), login as local admin.
2. From the "Event Admin" dropdown menu at the top, select "Setup Event."

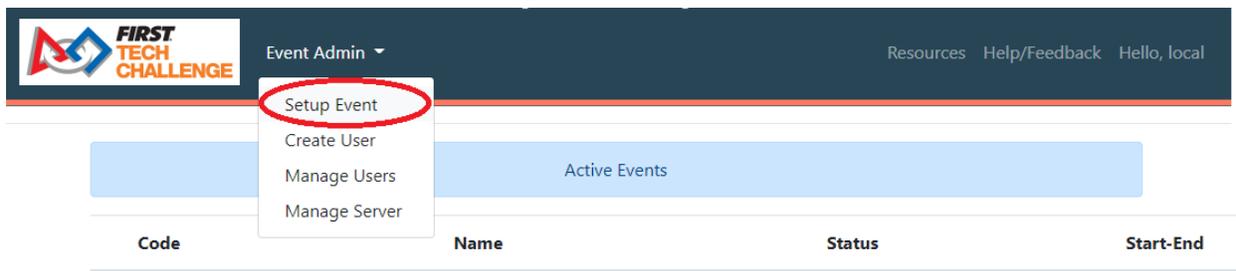


Figure 32 - Under "Event Admin," select "Setup Event."

3. Enter the Event Key and click "Submit."

## Setup Event

If you have internet access, you can setup an event by entering the Event Key found on the event's "Play Event Locally" page on FTC Cloud. If you do not have internet access, proceed to "Offline Setup".

Event Key

[Offline Setup >>](#)

Note: If you are testing the system please skip this step and continue to Offline Setup. If you do not have an Event key, ask your Program Delivery Partner or Event Manager. If they are not immediately available or does not have the key, you may skip this step for now. A key will be required to upload event results to FIRST after the event. Please remember to upload results from all official events, **especially League Meets**.

*Figure 33 - Event Key entry.*

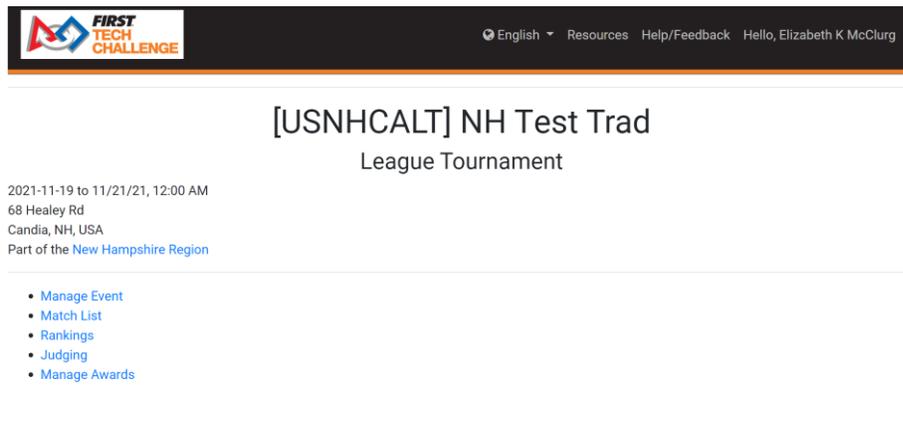
4. It will show the event details and ask for confirmation. Make sure this is the correct event, and then hit "Confirm."

### Set Up an Event – Offline Event

Using this method, an admin for FTC Scoring downloads a file from the FTC Scoring system and sends it to the Scorekeeper/FTA or brings it to the event. This method does not require internet access at the event.

#### Region Admin or Event Admin (FTC Scoring System):

1. Prior to the event, login to the FTC Scoring system (**BLACK** banner) with an admin account.
2. Navigate to the event's home page and click "Manage Event."



The screenshot shows the top navigation bar with the FIRST TECH CHALLENGE logo, language selection (English), and user profile (Hello, Elizabeth K McClurg). The main content area displays the event title "[USNHCALT] NH Test Trad League Tournament" and the following details: "2021-11-19 to 11/21/21, 12:00 AM", "68 Healey Rd", "Candia, NH, USA", and "Part of the [New Hampshire Region](#)". A list of management options is provided: "Manage Event", "Match List", "Rankings", "Judging", and "Manage Awards".

*Figure 34 - "Manage Event" for selected event.*

3. Select "Play Event Locally" in FTC Scoring.

[<< Back to Event Home](#)

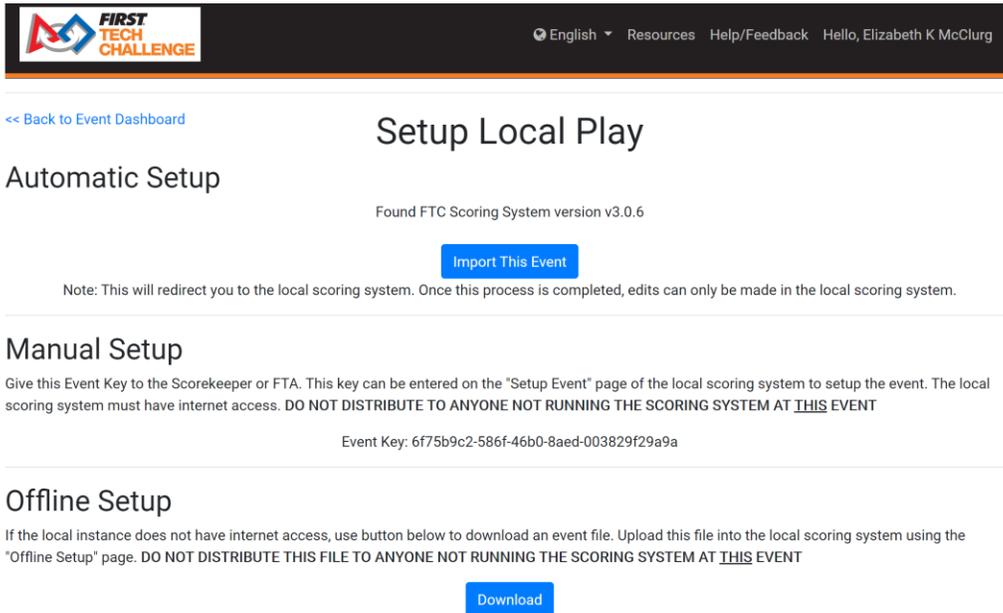
### USNHCAIT Dashboard

NH Test Trad  
League Tournament

Step	Action	Status
-	Feature Flags	
-	Event Info	
0	Event Users	Optional
1	Event Configuration	Incomplete
2	Add/Edit Teams	4 teams added
3	Add/Edit Event Sponsors	0 sponsors added
4	Add/Edit Event Announcements	Optional
6	Play Event Locally	In Progress
7	Advancement Report	Optional

*Figure 35 - On the selected event dashboard, select "Play Event Locally".*

4. Under "Offline Setup," select "Download." It will download a file to your computer. Send this file to the person running FTC Live or bring it to the event on a flash drive. Do not give this file to anyone not running FTC Live for this event.



[English](#) [Resources](#) [Help/Feedback](#) Hello, Elizabeth K McClurg

[<< Back to Event Dashboard](#)

## Setup Local Play

### Automatic Setup

Found FTC Scoring System version v3.0.6

[Import This Event](#)

Note: This will redirect you to the local scoring system. Once this process is completed, edits can only be made in the local scoring system.

### Manual Setup

Give this Event Key to the Scorekeeper or FTA. This key can be entered on the "Setup Event" page of the local scoring system to setup the event. The local scoring system must have internet access. **DO NOT DISTRIBUTE TO ANYONE NOT RUNNING THE SCORING SYSTEM AT THIS EVENT**

Event Key: 6f75b9c2-586f-46b0-8aed-003829f29a9a

### Offline Setup

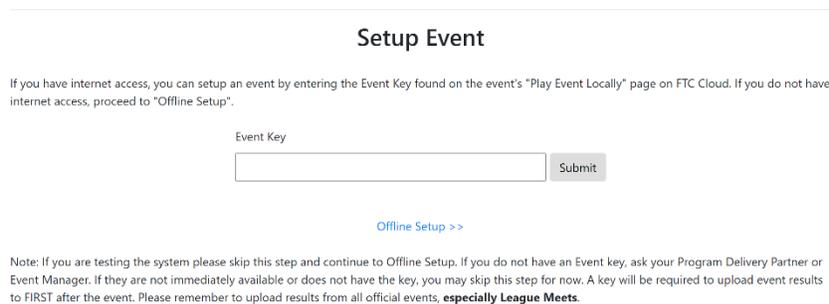
If the local instance does not have internet access, use button below to download an event file. Upload this file into the local scoring system using the "Offline Setup" page. **DO NOT DISTRIBUTE THIS FILE TO ANYONE NOT RUNNING THE SCORING SYSTEM AT THIS EVENT**

[Download](#)

Figure 36 - Download .db file and send to Scorekeeper.

## 1. Scorekeeper (FTC Live)

1. In FTC Live (**DARK BLUE** banner), login as local admin.
2. From the event admin, select Offline Setup.



## Setup Event

If you have internet access, you can setup an event by entering the Event Key found on the event's "Play Event Locally" page on FTC Cloud. If you do not have internet access, proceed to "Offline Setup".

Event Key

[Submit](#)

[Offline Setup >>](#)

Note: If you are testing the system please skip this step and continue to Offline Setup. If you do not have an Event key, ask your Program Delivery Partner or Event Manager. If they are not immediately available or does not have the key, you may skip this step for now. A key will be required to upload event results to FIRST after the event. Please remember to upload results from all official events, **especially League Meets**.

Figure 37 - In FTC Live, select the "Offline Setup" option.

3. The .db file upload page opens, select the Choose File option, then go to the location of the .db file (USB).

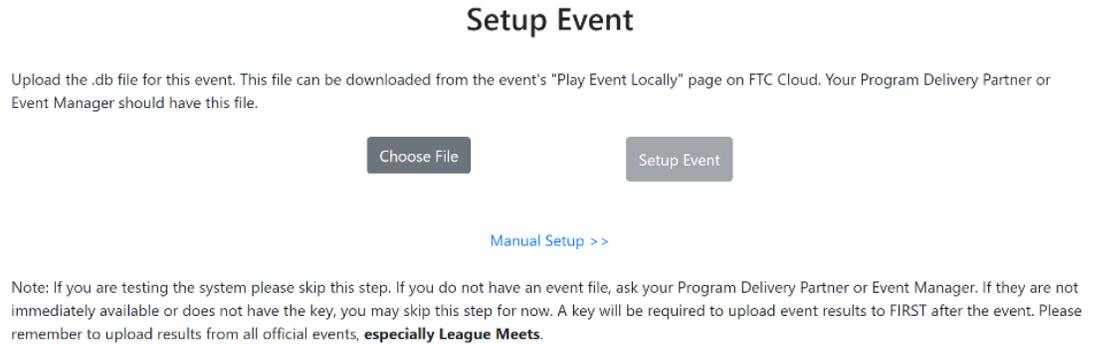


Figure 38 - Upload the .db file.

4. Once the file has been selected, select the "Setup Event" button to continue.

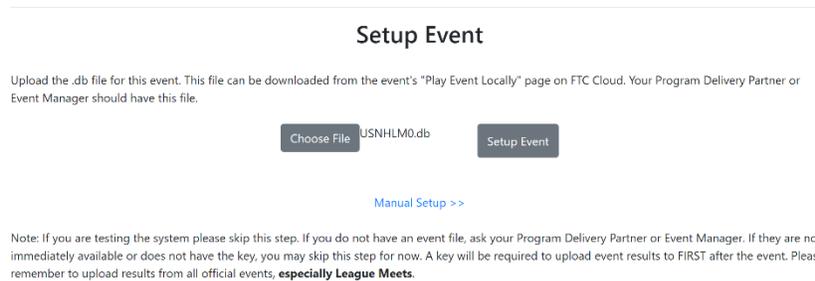


Figure 39 - Select "Setup Event"

5. Review the information for the selected event and "Confirm or Cancel" at the bottom to transfer the event data from FTC Scoring. The dashboard for the event should appear once "Confirm" is selected.


Event Admin ▾
Resources Help/Feedback Hello, local

### Confirm Event Setup

Please confirm that the event shown is the event you are expecting:

Code	usnhcalt
Name	NH Test Trad
Type	League Tournament
Region	USNH
Dates	Thu Nov 18 2021 - Sat Nov 20 2021
Venue	
Address	68 Healey Rd
City	Candia
State	NH
Country	USA
League	

Figure 40 - Confirm the details of the event are correct.

## Setting Up an Unlisted Event

If you are interested in testing the system outside of sandbox mode to experience the full features or plan to have unlisted practice matches that will not appear on [ftc-events.firstinspires.org](http://ftc-events.firstinspires.org) please use the following workflow for these purposes.

Note: This workflow does not include any syncing with the cloud-based FTC Scoring system.

1. Log into the downloaded version of FTC Live and login as the event admin using “local” as the username with no password.
2. Once logged in, go to the “Event Admin” drop-down to select “Setup Event.”

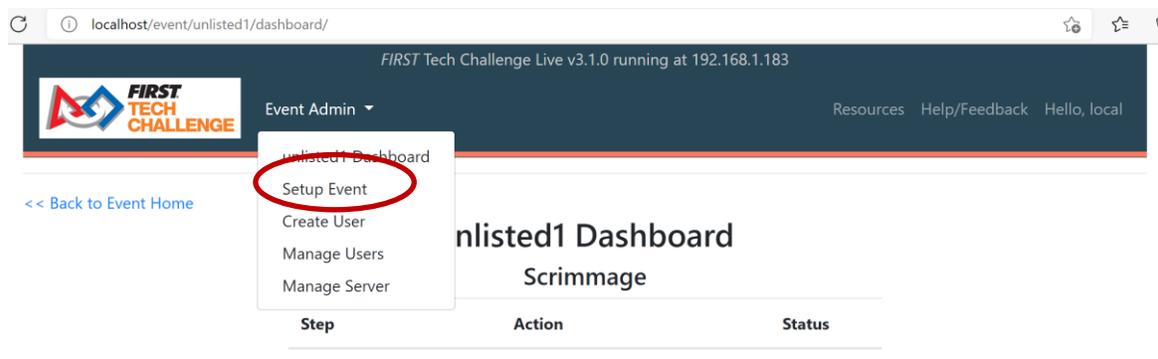


Figure 41 – Drop-down menu to select “Setup Event.”

3. Select the "Offline Setup" option and disregard the "Note."

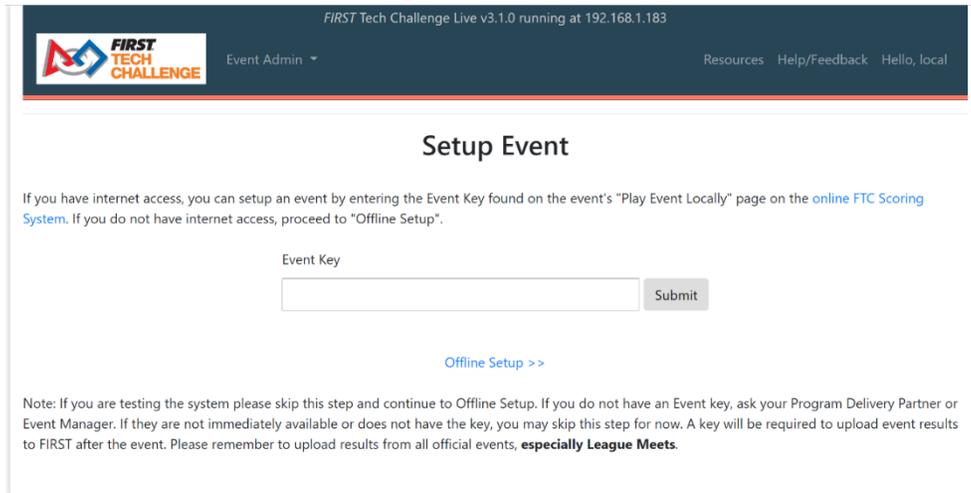


Figure 42 - "Offline setup" screen

4. On the next screen, select "Manual Setup" to continue the process.

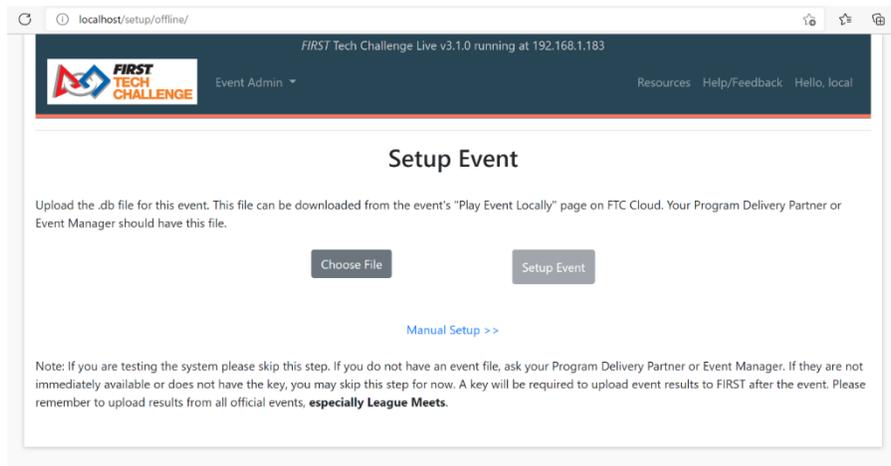
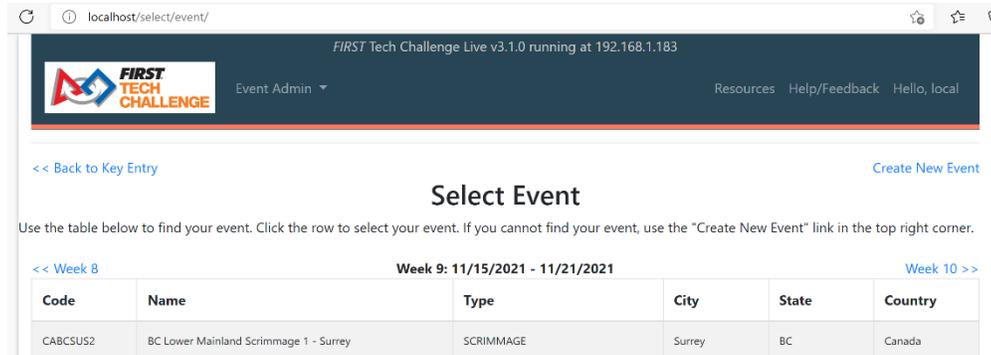
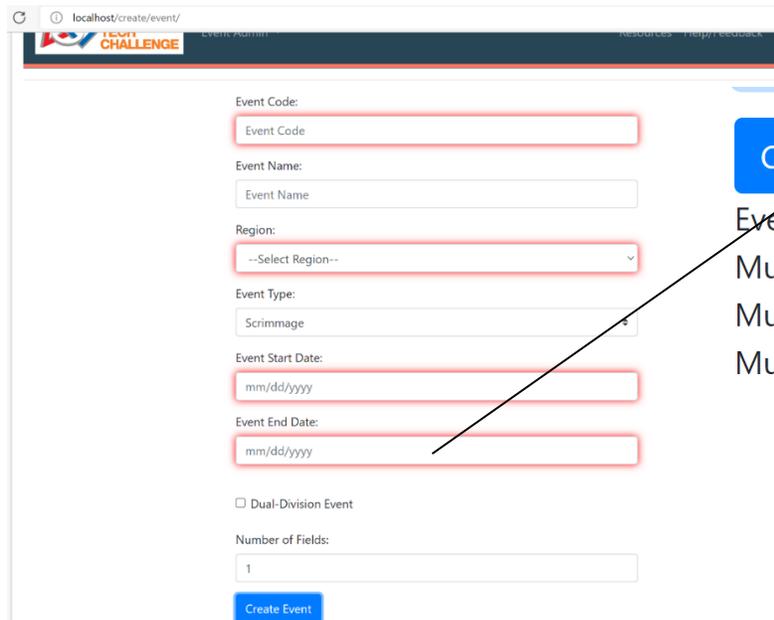


Figure 43 - "Manual setup" screen

- On the “Select Event” page, choose the “Create New Event” link.



- You will need to create an unlisted event that is not synchronized with the cloud FTC Scoring. The red highlighted screens denote the required fields. Once complete, select “Create Event.”



Event Code:

Event Name:

Region:

Event Type:

Event Start Date:

Event End Date:

Dual-Division Event

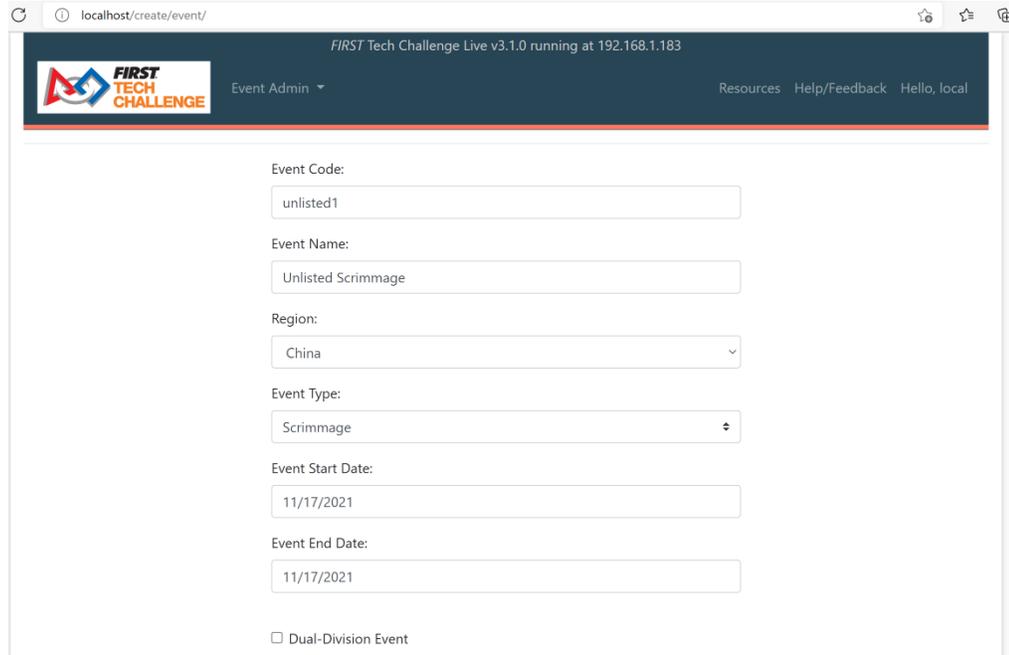
Number of Fields:

**Create Event**

Event code cannot be empty.  
Must specify start date.  
Must specify end date.  
Must specify region.

Figure 45 - Required fields.

7. Example of completed event information.



The screenshot shows a web browser window at localhost/create/event/. The page title is "FIRST Tech Challenge Live v3.1.0 running at 192.168.1.183". The header includes the FIRST Tech Challenge logo, "Event Admin", and links for "Resources", "Help/Feedback", and "Hello, local". The form contains the following fields:

- Event Code: unlisted1
- Event Name: Unlisted Scrimmage
- Region: China
- Event Type: Scrimmage
- Event Start Date: 11/17/2021
- Event End Date: 11/17/2021
- Dual-Division Event

Figure 46 - Completed event info.

8. Complete steps 2-7 to get started with your event. Once these are complete you can go “Back to Event Home” to begin using the Match Control page and other features. The following sections explain how to complete the dashboard steps and use the Match Control page.

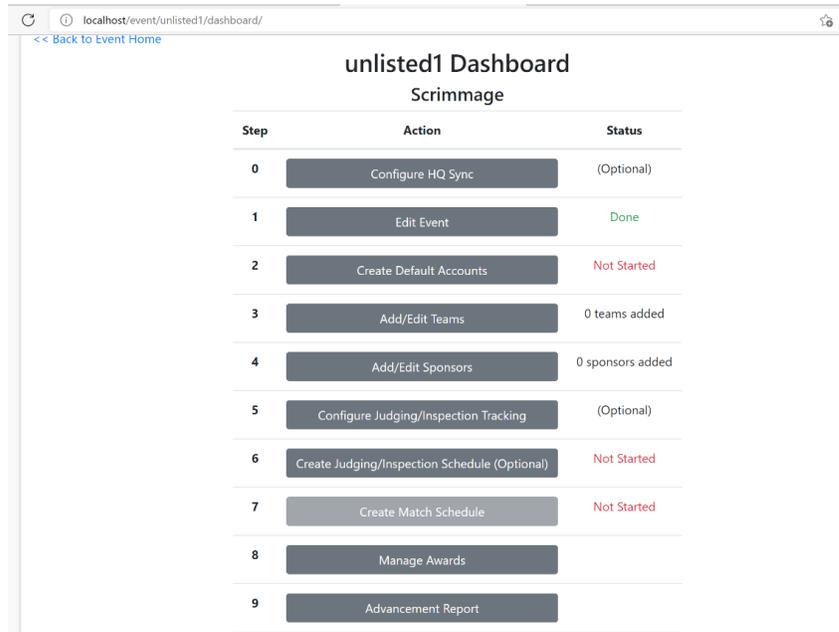


Figure 47 - Dashboard screen

Note: "Create Match Schedule" will be unavailable until teams have been added.

### Sandbox Mode Set Up During Event Transfer

If an event does not have official results or is for training purposes, use the sandbox mode or an unlisted event. Sandbox mode can be accessed during the Event Key or Offline event transfer to FTC Live.

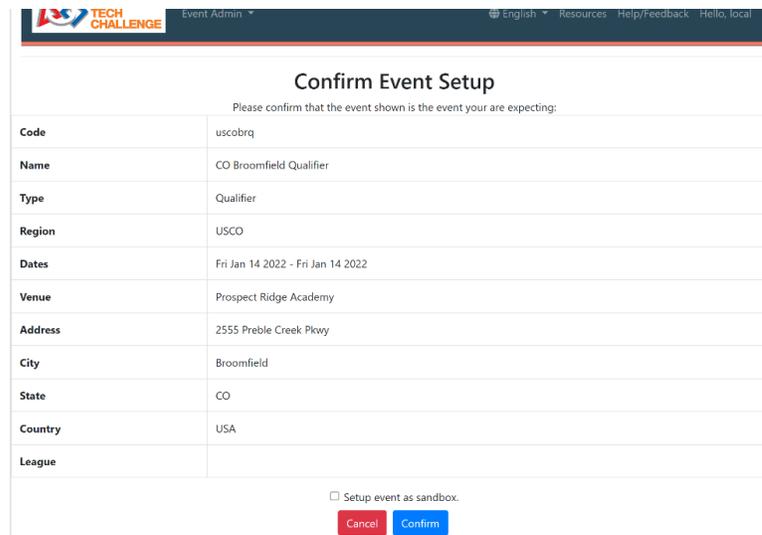


Figure 48 - Sandbox Mode option

## FTC Live Event Dashboard

Once you have imported an event, the local FTC Live system should display the Event Dashboard. You can also jump to the Event Dashboard for the event by selecting the event's "event code+Dashboard" option from the "Event Admin" drop down menu.

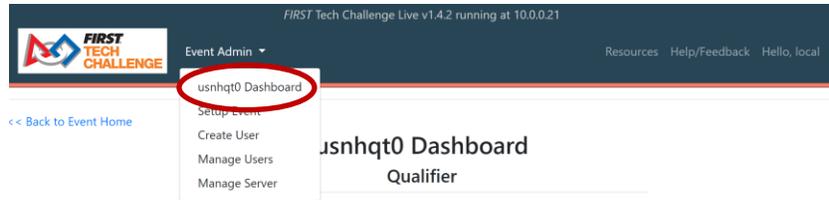


Figure 49 – You can use the Event Admin menu to navigate to the Dashboard if you have an event currently selected.

Each step has an action, and a status listed on the Event Dashboard. You can select a button to perform an action.

<< Back to Event Home

### doc Dashboard Qualifier

Step	Action	Status
0	Configure HQ Sync	(Optional)
1	Edit Event	Done
2	Create Default Accounts	Done
3	Add/Edit Teams	8 teams added
4	Add/Edit Sponsors	0 sponsors added
5	Configure Judging/Inspection Tracking	(Optional)
6	Create Judging/Inspection Schedule (Optional)	Not Started
7	Assign Wifi Channels	(Optional)
8	Create Pit Map	(Optional)
9	Create Match Schedule	Not Started
10	Manage Awards	
11	Advancement Report	
12	Send Results to FIRST	
13	Download Archive File	

Figure 50- Event Dashboard.

**Note:** Be sure to publish event results via Send Results to *FIRST* button on the dashboard at the conclusion of the event. Also, in the upper left-hand corner there is a “Back to Event Home” link. Selecting this link will take you to the home page for the currently selected event.

## Creating Default User Accounts

You will need to create a set of user accounts that your volunteers can use during the event to access their user tablet pages. These accounts will give scoring refs, inspectors, and other users such as the FTA access to specific tasks on a tablet. Select the “Create Default Accounts” button on the Event Dashboard to display the Default Accounts screen.



Figure 51 – Press the “Generate New Random Accounts” to create a set of accounts for the currently selected event.

Press the “Generate New Random Accounts” to generate a set of user accounts that can be used to provide limited access to the system for specific users for the selected event. This may take a few seconds. A QR Code functionality that allows users to scan the QR Code to set up their tablet for scoring, inspections, and other functions. NOTE: the tablet must have QR Code reader software installed for this function to work.

Press the printer icon in the upper right-hand portion of the screen if you want to print a hard copy of the list.

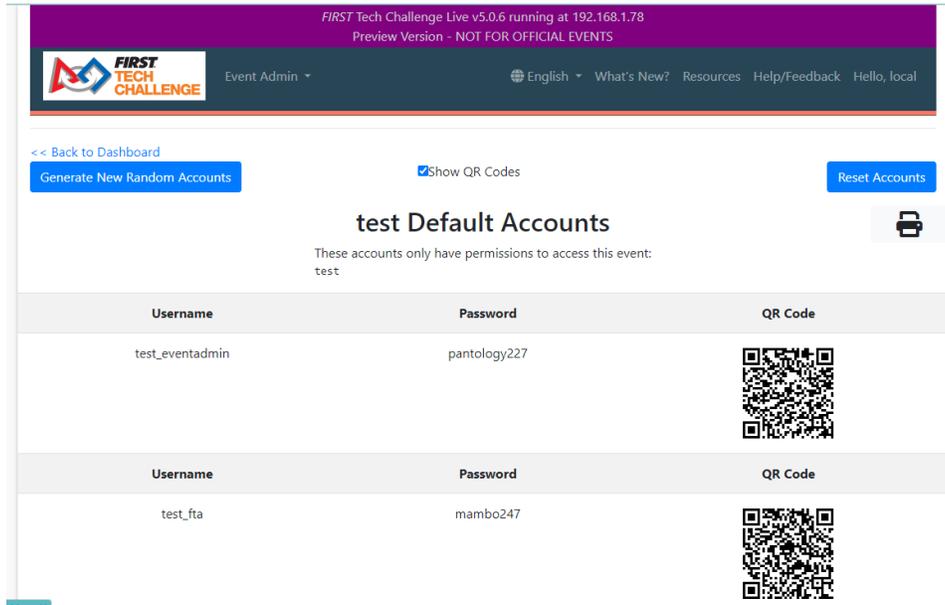


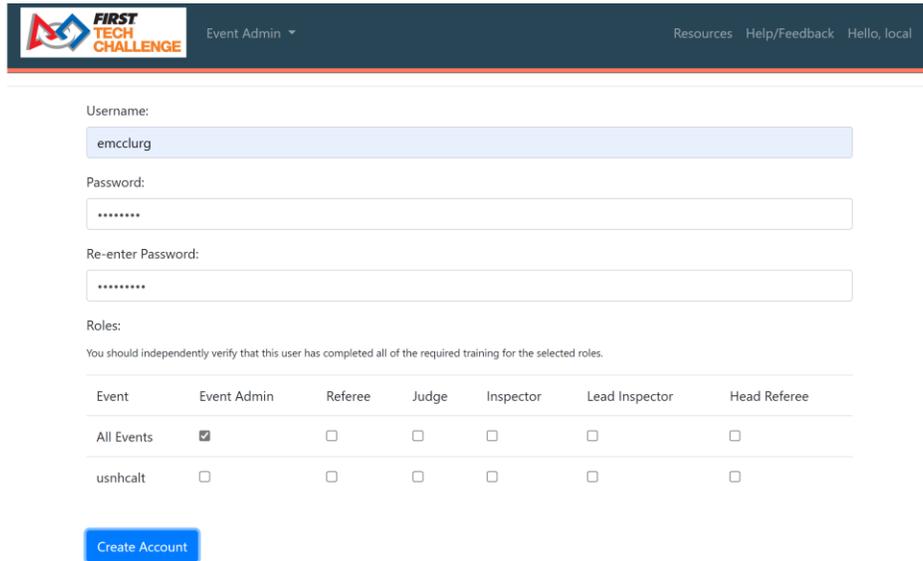
Figure 52 - Default user accounts generated by the system. Print a hard copy.

The password and access permissions for a user account can be changed by an event administrator by selecting the “Manage Users” item from the “Event Admin” menu and then using the resulting screen to review and modify information for the selected account.



Figure 53 - Manage Users to change a user account.

New users can be added by an event administrator by selecting the “Create User” item from the “Event Admin” menu. Select the “All Events” option (as shown) or select an individual event for the user. Note: one user can be selected for multiple user roles.



Event Admin ▾ Resources Help/Feedback Hello, local

Username:

Password:

Re-enter Password:

Roles:  
 You should independently verify that this user has completed all of the required training for the selected roles.

Event	Event Admin	Referee	Judge	Inspector	Lead Inspector	Head Referee
All Events	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
usnhcalt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 54 - Example of new user added.

When they are logged into the system, an individual user can also change his/her account password by selecting the “Hello” link in the upper right-hand corner. An event administrator can reset the accounts back to their originally assigned passwords by selecting the “Reset Accounts” button.

### Adding/Editing Teams for an Event

**Important Note:** Complete this step in the cloud-based FTC Scoring system NOT FTC Live, then transfer the event data to the local system. The process is almost the same for both systems, but the data should be stored in the cloud so that it will synchronize with [FTC Event Web : Home \(firstinspires.org\)](http://firstinspires.org)

If needed, add/edit teams in FTC Live for teams that arrive/no show at an event that were not added at the time of data transfer, and it will synchronize those teams when online.

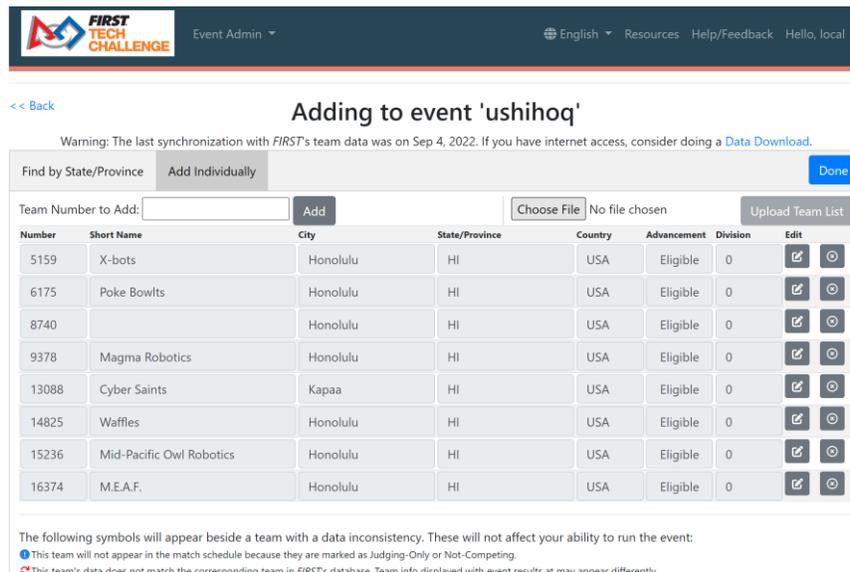
[<< Back to Event Home](#)

### doc Dashboard Qualifier

Step	Action	Status
0	Configure HQ Sync	(Optional)
1	Edit Event	Done
2	Create Default Accounts	Done
3	Add/Edit Teams	8 teams added
4	Add/Edit Sponsors	0 sponsors added
5	Configure Judging/Inspection Tracking	(Optional)
6	Create Judging/Inspection Schedule (Optional)	Not Started
7	Assign Wifi Channels	(Optional)
8	Create Pit Map	(Optional)
9	Create Match Schedule	Not Started
10	Manage Awards	
11	Advancement Report	
12	Send Results to FIRST	
13	Download Archive File	

Figure 55 - Event Dashboard

Select the “Add/Edit Teams” button on the Event Dashboard to add or edit teams for the selected event.



Warning: The last synchronization with FIRST's team data was on Sep 4, 2022. If you have internet access, consider doing a [Data Download](#).

Find by State/Province  Add Individually

Team Number to Add:    No file chosen

Number	Short Name	City	State/Province	Country	Advancement	Division	Edit
5159	X-bots	Honolulu	HI	USA	Eligible	0	
6175	Poke Bowls	Honolulu	HI	USA	Eligible	0	
8740		Honolulu	HI	USA	Eligible	0	
9378	Magma Robotics	Honolulu	HI	USA	Eligible	0	
13088	Cyber Saints	Kapaa	HI	USA	Eligible	0	
14825	Waffles	Honolulu	HI	USA	Eligible	0	
15236	Mid-Pacific Owl Robotics	Honolulu	HI	USA	Eligible	0	
16374	M.E.A.F.	Honolulu	HI	USA	Eligible	0	

The following symbols will appear beside a team with a data inconsistency. These will not affect your ability to run the event:  
 This team will not appear in the match schedule because they are marked as Judging-Only or Not-Competing.  
 This team's data does not match the corresponding team in FIRST's database. Team info displayed with event results at may appear differently.

Figure 56 - Add/Edit Teams

**Note:** The cloud-based system comes with a pre-populated list of FIRST Tech Challenge teams that are registered, paid, and have registered Lead Coach 1 and 2.

You may be prompted to do a “Data Download” (upper-right) to update the populated teams. Follow the prompts. You can also access this via “Manage Server” in the “Event Admin” menu.

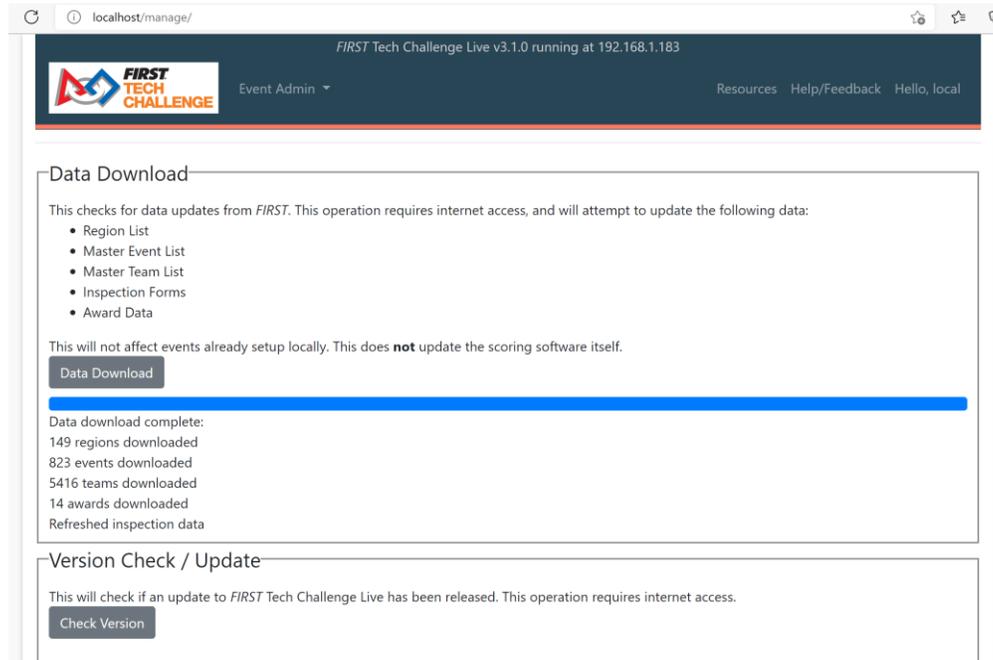


Figure 57 - Data Download

## Adding a Team Individually

Under the “Add Individually” tab, “Edit” a team’s event status: “Matches and Judging,” “Judging” and “Not Competing” or change any detailed information. This can only be done in “Add Individually.”

**Team 5159**

Short Name	X-bots		
City	Honolulu		
State	HI		
Country	USA		
Long Name (Affiliation)	Punahou School		
School			
Rookie Year	2011		
Robot Name			
Competing	Judging Only	Division	0
Advancement	Eligible		
Inspire	Eligible		

Figure 58 - Add a Team and update their status.

- In the “Team Number to Add” field, type in the number of the team(s) you would like to add.
- Press the word “Add” to the right of the “Team Number” to add the team to the event.

Find by State/Province	Add Individually
Team Number to Add: 8888	Add <input checked="" type="checkbox"/> Hi

Figure 59 - Enter Team Number and hit “Add”.

- If the system already has the team’s data prepopulated, the newly added team number will appear along with its team information. If the system does not have any data for the team, the remaining columns for the newly added team will need to be filled.
- You can remove a team by pushing the delete button towards the right side of a team listing.
- You can switch to “Find by State/Province” mode by selecting the “Find by State/Province” tab.
- When you are done adding and editing teams, press the “Done” button.

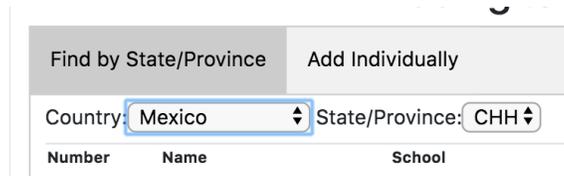
Find by State/Province	Add Individually	Done						
Team Number to Add:	Add <input checked="" type="checkbox"/> Hide Schools / Full Name	Upload Team List						
Choose File No file chosen								
Number	Name	City	State/Province	Country	Rookie Year	Advanced	Division	Edit
8888	Infinity Factor	Hollis	NH	USA	2014	<input type="checkbox"/>	0	<input checked="" type="checkbox"/> <input type="checkbox"/>
11482	MaverBITS	Bedford	NH	USA	2016	<input type="checkbox"/>	0	<input checked="" type="checkbox"/> <input type="checkbox"/>

Figure 60 - Use the Edit or Delete buttons to modify or remove a team.

## Adding Teams by State or Province

Another option is to select “Find by State/Province” tab to add teams:

- The system should display a list of available pre-populated teams by selected region.
- Use the Country and State/Province controls to select the country and state/province to display.



Find by State/Province | Add Individually

Country: Mexico | State/Province: CHH

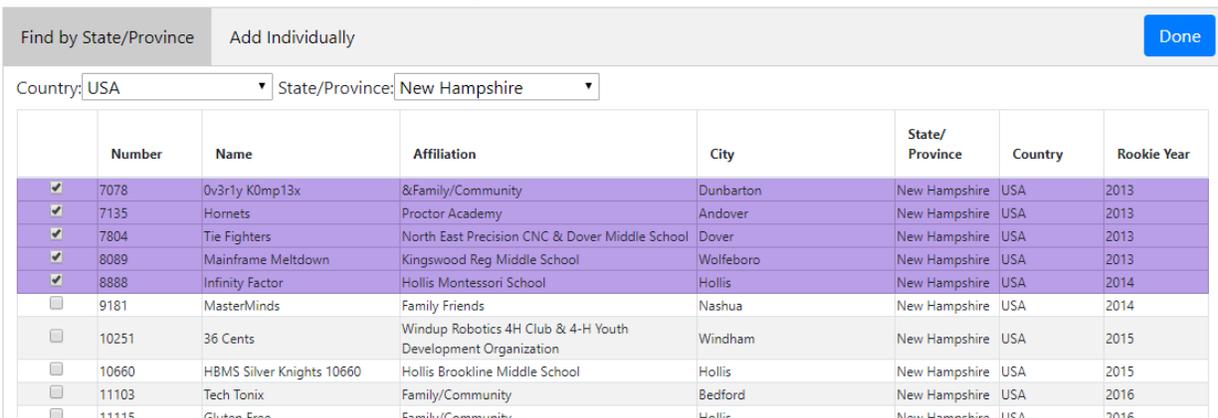
Number	Name	School
--------	------	--------

Figure 61 - Use the Country and State/Province controls to select your country and state/province.

- Check boxes to add teams to the event (turns purple).
- Select single teams with the “Add Individually” tab.
- When you are done adding and editing teams, press the “Done” button.

<< Back

## Adding to event 'test\_event\_1'



Find by State/Province | Add Individually | Done

Country: USA | State/Province: New Hampshire

	Number	Name	Affiliation	City	State/Province	Country	Rookie Year
<input checked="" type="checkbox"/>	7078	0v3r1y K0mp13x	&Family/Community	Dunbarton	New Hampshire	USA	2013
<input checked="" type="checkbox"/>	7135	Hornets	Proctor Academy	Andover	New Hampshire	USA	2013
<input checked="" type="checkbox"/>	7804	Tie Fighters	North East Precision CNC & Dover Middle School	Dover	New Hampshire	USA	2013
<input checked="" type="checkbox"/>	8089	Mainframe Meltdown	Kingswood Reg Middle School	Wolfeboro	New Hampshire	USA	2013
<input checked="" type="checkbox"/>	8888	Infinity Factor	Hollis Montessori School	Hollis	New Hampshire	USA	2014
<input type="checkbox"/>	9181	MasterMinds	Family Friends	Nashua	New Hampshire	USA	2014
<input type="checkbox"/>	10251	36 Cents	Windup Robotics 4H Club & 4-H Youth Development Organization	Windham	New Hampshire	USA	2015
<input type="checkbox"/>	10660	HBMS Silver Knights 10660	Hollis Brookline Middle School	Hollis	New Hampshire	USA	2015
<input type="checkbox"/>	11103	Tech Tonix	Family/Community	Bedford	New Hampshire	USA	2016
<input type="checkbox"/>	11115	Gluten Free	Family/Community	Hollis	New Hampshire	USA	2016

Figure 62 – Select teams and then select “Done” to add them.

## Importing a List of Teams

You can use the Add/Edit team page to add teams by selecting and uploading a team list file.

- The system can read team list files from past *FIRST* Tech Challenge seasons (prior to 2018-2019).
- An Event Admin can also create a simple text file with a team number on each line of the file and use that as a team list.

- Press “Choose File” and use the pop-up file browser to find and select your team list file.
- After you have selected the team list file, press the “Upload Team List” button to upload the list data.

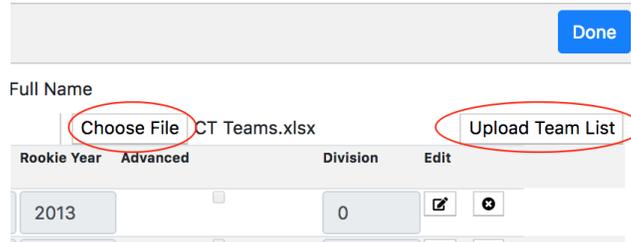


Figure 63 - Use the "Choose File" and "Upload Team List" buttons to select and upload a team list.

The uploaded teams should now be included in the team list for the currently selected event.

### Warning and Icon Meanings for Add/Edit Teams

There are a number of icons that appear beside a team with data inconsistency. NOTE: This does not affect your ability to run a traditional event using FTC Live. It may affect the match results shown on ftc-events.

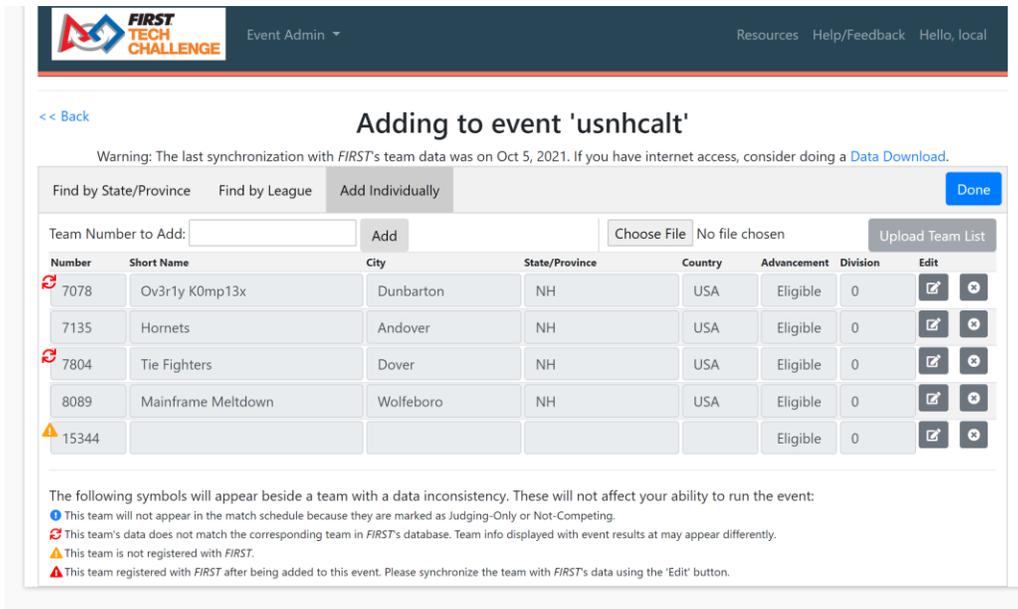


Figure 64 - Icons for Data Inconsistency

### Adding/Editing Sponsors for an Event

The software comes populated with the FIRST Tech Challenge Season Presenting Sponsor. That sponsor cannot be modified and needs to be displayed at every event. In addition to the above sponsor, you may add regional or event sponsors.

Select the Add/Edit Sponsors to create or edit a sponsor list for your event.

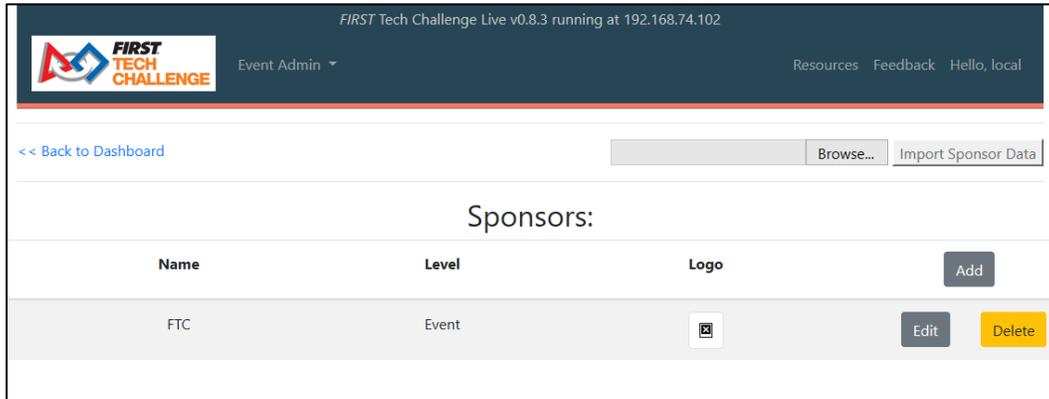


Figure 65 - You can add/edit sponsors for an event.

- Press the “Add” button to add a new sponsor for an event.
- Enter the name of the sponsor.
- Select the type of sponsor (Global, Regional, or Event).
- Select the “Create Sponsor” button to create the new sponsor.
- Use the “Choose File” and “Import Logo” buttons to import a sponsor data file. Note: .png logo files work well with the software, if available. You should always ask your sponsor for their official logo file.

[<< Back to Sponsor List](#)

Level:

Sponsor Name:

Sponsor Title:

Logo:  
 No file chosen

There are maximum size limits for the sponsor logo.  
 The image will shrink automatically if needed.

Figure 66 - When you add/edit a sponsor, you should specify the sponsor’s name and level of support.

Sponsor information can be displayed on Audience Displays by using the “Video Switch” tab of the Match Control Page (for details, see the section “How to Display Sponsor Information”).

### Optional Inspection Schedule and Tracking

Notice the Event Dashboard has been updated for the inspection schedules. “Configure Inspection Tracking” and “Configure Inspection Schedule.”

6	Configure Inspection Tracking (Optional)	(Optional)
7	Configure Inspection Schedule (Optional)	Not Started

Figure 70 - Optional Scheduling

### Configure Inspection Tracking

Check off any boxes that will be handled by a tablet. Activating the inspection tablets includes a new function for those tablets to do “automated robot inspection.” For more information about automated inspection read the Appendix. “Custom Tracking” can be added for additional processes.

[<< Back to Dashboard](#)

### Status Tracking Configuration:

#### Tracking Settings

- Check-In
- Judging
- Robot Inspection
  - Split Robot into Size & Hardware
- Field Inspection
  - Split Field into Tabletop & Robot Operation

Warning: Changing these parameters after starting inspection may lead to unexpected status results for Teams who have already started inspection. Inspection form checkboxes will remain correct.

#### Custom Tracking

Name	Abbreviation	Type*	Edit	Delete
------	--------------	-------	------	--------

Add Row

\*Form Type Statuses

- **Basic:** Not Started Passed
- **Basic with Timing:** Not Started Ready In Progress Passed Late Very Late
- **All:** Not Started In Progress Failed Passed Ready Late Very Late

#### State Settings

- Automatically Set Late Statuses
  - Mark team as Late  minutes after their slot expires.
  - Mark team as Very Late  minutes after their slot expires.

Note: For this functionality to work, you must use the “bind status” feature in the Activities List on the Judging & Inspection Schedule Generator Page.

Figure 71 - Inspection Tracking



## Configure Inspection Schedule

Once you select this event dashboard option, the Inspection Editor page will open the judging, robot, and field inspection.

### Time Periods

Add time periods to determine when you want judging, inspection, and other activities scheduled.

Day:

Start Time:

End Time:

Day	Start Time	End Time
X 10/04/2024	08:00 AM	11:00 AM

### Activities

Add activities to be scheduled during time periods. A judging activity and inspection activity are created by default.

Name:

Duration (minutes):

Stations:

Name	Duration (minutes)	Stations	Statuses	Bind Status
X Judging	30	3	<input type="checkbox"/>	<input type="checkbox"/>
X Robot Insj	15	3	<input type="checkbox"/>	<input type="checkbox"/>
X Field Inspi	15	3	<input type="checkbox"/>	<input type="checkbox"/>

### Generate Schedule

Sort teams by:

Figure 72 - Inspection Schedule Example

Generating the schedule will give you a list of teams, day and time for each team added to the event.

- Time Periods: allows you to break up the day into specific time blocks.
- Activities: You can also add additional event activities to the schedule using the “Activities” field on the right-hand side.
- The system sets default time and stations though this can be edited.

Note: You will need to select “Bind Status” if you want the system to flag when a team is late to a specific type of inspection, i.e., judging.

Note: Do not use FTC Live software to schedule judging for hybrid events. Hybrid event judging should be scheduled using the FTC Scoring cloud-based software, especially if you intend to use the embedded video conferencing capability.

**Generate Schedule**

Sort teams by:

Team Number	Team Name	Robot Inspection			Judging			Field Inspection		
		Day	Time	Station	Day	Time	Station	Day	Time	Station
5159	X-bots	21/9/2022	8:30 AM - 8:45 AM	2	21/9/2022	8:45 AM - 9:00 AM	2	21/9/2022	9:00 AM - 9:15 AM	3
6175	Poke Bowls	21/9/2022	9:00 AM - 9:15 AM	1	21/9/2022	8:30 AM - 8:45 AM	2	21/9/2022	8:45 AM - 9:00 AM	1
8740	'lobotics	21/9/2022	8:30 AM - 8:45 AM	3	21/9/2022	8:45 AM - 9:00 AM	3	21/9/2022	9:15 AM - 9:30 AM	1
9378	Magma Robotics	21/9/2022	8:30 AM - 8:45 AM	1	21/9/2022	8:45 AM - 9:00 AM	1	21/9/2022	9:00 AM - 9:15 AM	2
13088	Cyber Saints	21/9/2022	8:45 AM - 9:00 AM	1	21/9/2022	9:00 AM - 9:15 AM	1	21/9/2022	8:30 AM - 8:45 AM	1
14825	Waffles	21/9/2022	9:00 AM - 9:15 AM	2	21/9/2022	8:30 AM - 8:45 AM	3	21/9/2022	8:45 AM - 9:00 AM	2
15236	Mid-Pacific Owl Robotics	21/9/2022	8:45 AM - 9:00 AM	2	21/9/2022	9:00 AM - 9:15 AM	2	21/9/2022	8:30 AM - 8:45 AM	2
16374	M.E.A.F.	21/9/2022	8:45 AM - 9:00 AM	3	21/9/2022	8:30 AM - 8:45 AM	1	21/9/2022	9:00 AM - 9:15 AM	1

Team	Robot Inspection			Judging			Field Inspection					
	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00
5159		2 2 3										
6175		2 1 1										
8740		3 3 1										
9378		1 1 2										
13088		1 1 1										
14825		3 2 2										
15236		2 2 2										
16374		1 3 1										

Figure 73 - Generated schedule

### Creating the Match Schedule

If you have a list of at least four teams for your event, you can generate the match schedule. On the Event Dashboard, select the “Create Match Schedule”. The schedule has changed to include the required breaks between matches. You can also add a longer break for lunch or other activities at the event.

**Add Match Block**

**Monday, October 7, 2024**

8:00 AM - 8:50 AM:  Matches  
 50 minutes (Last match ends 2 minutes before end of block)  
 Start  End  Cycle Time  **Remove**  
 After this block, all teams will have played 3 matches.

---

8:50 AM - 9:20 AM: Break  
 30 minutes  
 Label  Show on Printable Schedule

---

9:20 AM - 9:55 AM:  Matches  
 35 minutes (Last match ends 3 minutes before end of block)  
 Start  End  Cycle Time  **Remove**  
 After this block, all teams will have played 5 matches.

**Add Match Block**

**Tuesday, October 8, 2024**

**Add Match Block**

*Create Match Schedule main screen.*

- You can edit the “Matches per Team” field (within the limitations set by the system) to adjust how many matches per team will be scheduled.
- You can edit the “Cycle Time” field to adjust the desired target cycle time for a match.
- You also have the option to create a more complex match schedule, with blocks of matches and breaks inserted in between.
  - Press the “Add Match Block” button to add a block of matches to the schedule.
  - Will also “Add Break” to add a break in between matches to the schedule.
  - Adjust the start and end times for the blocks and breaks and provide labels (such as “lunch,” “morning”) for the breaks.

Note: It is important to set the start time for match play and insert any planned breaks. This will be shown on the match schedule, which must be printed.

- Once you configured your match blocks and breaks, you can push the “Run Matchmaker” button to run Idle Loop’s [Matchmaker](#) software. A progress bar should appear with an estimate on how much time it takes to generate the schedule.
- There is an additional step to “Activate Qualification Schedule.” The schedule is not shown publicly, nor will the match control page load the schedule until it is activated.

[Preview](#)
[Save](#)
[Clear Matches](#)
[Activate Qualification Schedule](#)

Schedule has been generated, see below.

Condensed

### Documentation Schedule 🖨️

Teams: 8      Matches Per Team: 5      Matches: 10

Start	Match	Field	Red 1	Red 2	Blue 1	Blue 2
8:00 AM	Qualification 1	1	358	1622	596	542
8:08 AM	Qualification 2	1	3470	524	72	1138
5 minute break for consecutive match per T207						
8:16 AM	Qualification 3	1	72	596	358	3470
8:24 AM	Qualification 4	1	542	1138	1622	524
5 minute break for consecutive match per T207						
8:32 AM	Qualification 5	1	524	542	3470	596
8:40 AM	Qualification 6	1	72	358	1138	1622
5 minute break for consecutive match per T207						
9:20 AM	Qualification 7	1	524	72	542	358
9:28 AM	Qualification 8	1	596	1622	1138	3470
5 minute break for consecutive match per T207						
9:36 AM	Qualification 9	1	1622	3470	524	358
9:44 AM	Qualification 10	1	596	1138	542	72

MatchMaker Scheduling Software © 2007-2022 Idle Loop Software Design, LLC  
 FIRST Tech Challenge Live © 2018-2025 FIRST®

Push the "Run Matchmaker" button to generate the match list for your event. Press "Activate" for this to be official and public.

- Once the match list has been generated, it will appear towards the bottom of the screen.
- There are also checkboxes for a Condensed schedule view in the upper-right if the generated schedule.
- After you have approved the match schedule, press "Activate," you can use the "<< Back to Dashboard" link to return.

## Match Control and Scoring

If you successfully created a match schedule for your event, then you are ready to begin controlling (initializing, running, and scoring) the matches. Go to the "Back to Event Home" in the upper-left hand corner to return to the homepage. The event homepage includes all links needed for the event after the event dashboard setup is complete.

## Event Home Page

As the Scorekeeper, logged in as “local” you have full access to the event home page. Depending on your user account permissions, the home page will display categorized lists of features that are available from the server. As the “local” login the following display is shown.

- Event Info – These links display important event-related information. A Scorekeeper can review and print out information such as the match schedule and rankings for qualifications or playoffs; and match results using these links. Also, a pit display can be launched from a link in this category.
  - **This includes “Playoffs>Brackets” which can be printed for the event, MC and other volunteers.**
- Inspection – Inspectors use these links to access the inspection forms & tracking.
- Referee Score Tracking – A Referee would use these URL links to score for the red or blue alliance.
- FTA/CSA Tools – to track teams with tech issues and keep notes throughout the event.
- Displays – Access the display menu to select the appropriate options for your event displays.
- Judging – Takes you to Manage Awards to enter the awards. Note: this is also an option on the event dashboard.
- GA/MC – Allows for the alliance script to be auto populated during alliance selection.
- Event Administration – These links take the user to the event dashboard or the Match Control page.



Figure 74 - Event Home page

## Examples of Scoring Workflows

Before examining the details of the Match Control features that are available with the system, it is helpful to look at the workflow for scoring an event. The following live scoring with tablets.

### Scoring Using Wireless Tablets

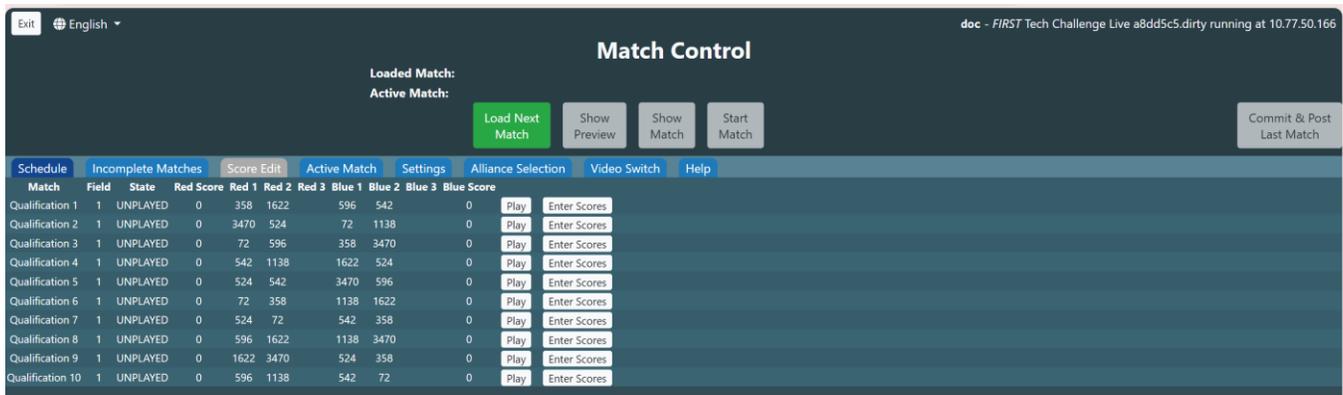
Wireless tablets can be used for real-time score tracking, robot, and field inspections. Enter the IP address of the FTC Live software into the Chrome browser on the tablet to access the software. Use the “generate random accounts” usernames and passwords. Have each role sign in with the correct login or use the tablet camera and QR code login function.

The workflow for the Scorekeeper is as follows:

- Load Match
- Show Match Preview
- Referees Submit Pre-Match Info
- Start Match
  - Referees track, then submit Autonomous.
  - Referees track, then submit Teleoperated.
  - Referees review, then finalize their scores.
- Commit and Post Results
- Display Results

## Match Control Page

Select the “Match Control Page” link to display the Match Control page.



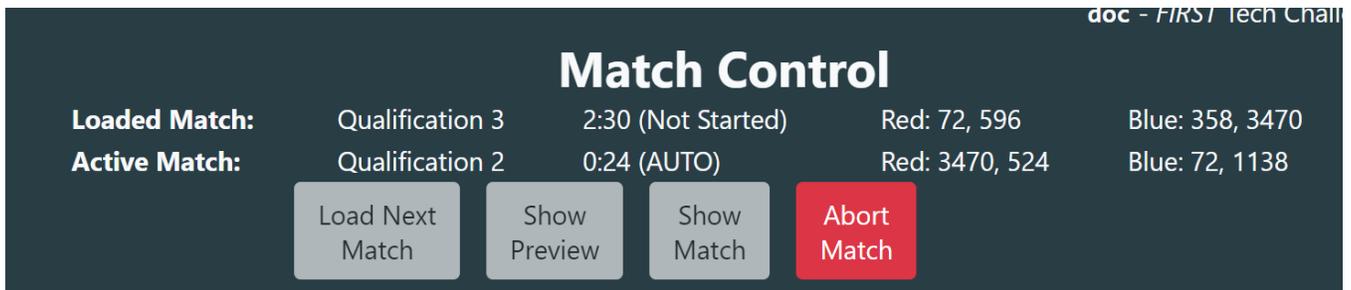
The screenshot shows the Match Control interface. At the top, there are buttons for 'Load Next Match', 'Show Preview', 'Show Match', 'Start Match', and 'Commit & Post Last Match'. Below these is a table with columns for Match, Field, State, Red Score, Red 1, Red 2, Red 3, Blue 1, Blue 2, Blue 3, and Blue Score. The table lists 10 qualification matches, all in an 'UNPLAYED' state. Each row has 'Play' and 'Enter Scores' buttons.

Match	Field	State	Red Score	Red 1	Red 2	Red 3	Blue 1	Blue 2	Blue 3	Blue Score
Qualification 1	1	UNPLAYED	0	358	1622	596	542	0	0	0
Qualification 2	1	UNPLAYED	0	3470	524	72	1138	0	0	0
Qualification 3	1	UNPLAYED	0	72	596	358	3470	0	0	0
Qualification 4	1	UNPLAYED	0	542	1138	1622	524	0	0	0
Qualification 5	1	UNPLAYED	0	524	542	3470	596	0	0	0
Qualification 6	1	UNPLAYED	0	72	358	1138	1622	0	0	0
Qualification 7	1	UNPLAYED	0	524	72	542	358	0	0	0
Qualification 8	1	UNPLAYED	0	596	1622	1138	3470	0	0	0
Qualification 9	1	UNPLAYED	0	1622	3470	524	358	0	0	0
Qualification 10	1	UNPLAYED	0	596	1138	542	72	0	0	0

Figure 75 - Match Control page

The Match Control page is where the Scorekeeper will spend most of their time. It is where the match timer is controlled and where scores are edited. It is recommended that the Match Control page be used in full screen mode, and that the user not navigate away from the Match Control page’s browser tab. If the user would like to have two or more active browser screens on their laptop (for example, if the user wanted to display the match control page and the field display page), it is recommended that user have two separate browser windows launched on their computer.

**Important Note:** Only one Match Control Page should be open per scoring server per event. More than one Match Control Page can result in confusion, and inaccurate and unpredictable match results.



The screenshot shows the Match Control interface with the following information:

Match Type	Qualification	Time	Red Score	Blue Score
Loaded Match:	Qualification 3	2:30 (Not Started)	72, 596	358, 3470
Active Match:	Qualification 2	0:24 (AUTO)	3470, 524	72, 1138

Buttons available: Load Next Match (grey), Show Preview (grey), Show Match (grey), Abort Match (red).

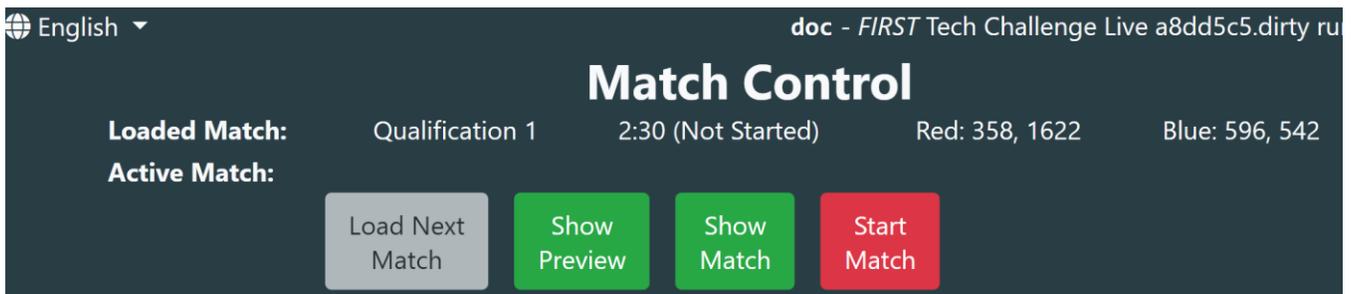
Figure 76 - Loaded Match and Active Match information.

At the very top of the Match Control page, lists information about the current “Loaded Match” and the current “Active Match.”

- Loaded Match is the next match to be played. The alliance lists turn green once the Referee has submitted initialization data for that alliance. When both are green, the match start button turns green to allow for the match to start.
- Active Match shows the match currently in progress and the time left. The buttons progress through the match flow, generally from left to right. Green buttons indicate the next steps, yellow buttons indicate repeated actions (that are allowed), and red buttons indicate non-standard match flow operations, but are still allowed. Grey buttons cannot be used at the time.

### Match Control Buttons

The buttons on the Match Control Page below Loaded and Active Match allow for the control of the match flow.



The screenshot shows the Match Control interface with the following information:

Match Type	Qualification	Time	Red Score	Blue Score
Loaded Match:	Qualification 1	2:30 (Not Started)	358, 1622	596, 542

Buttons available: Load Next Match (grey), Show Preview (green), Show Match (green), Start Match (red).

Figure 77 - Buttons allow for control of the match flow.

- Load Next Match - This button will load the next match in the schedule for play, allowing Referees to input initialization data. To load a different match, use the Play/Replay button on the schedule tab. If no matches exist, the button does nothing.
- Show Preview - Audience Displays will show the list of teams competing in the next match, and their current rank.

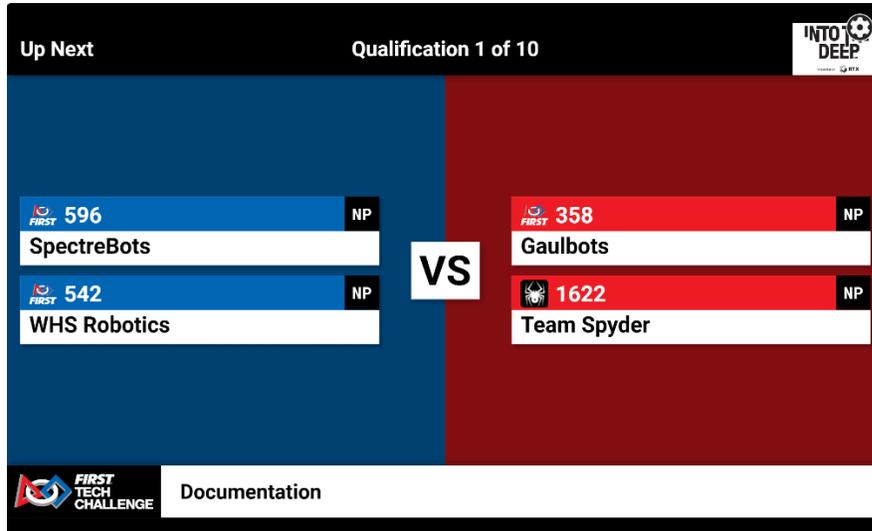


Figure 78 - Example of Show Preview

- Show Match - This prepares the displays for match start by showing the screen used during a match.

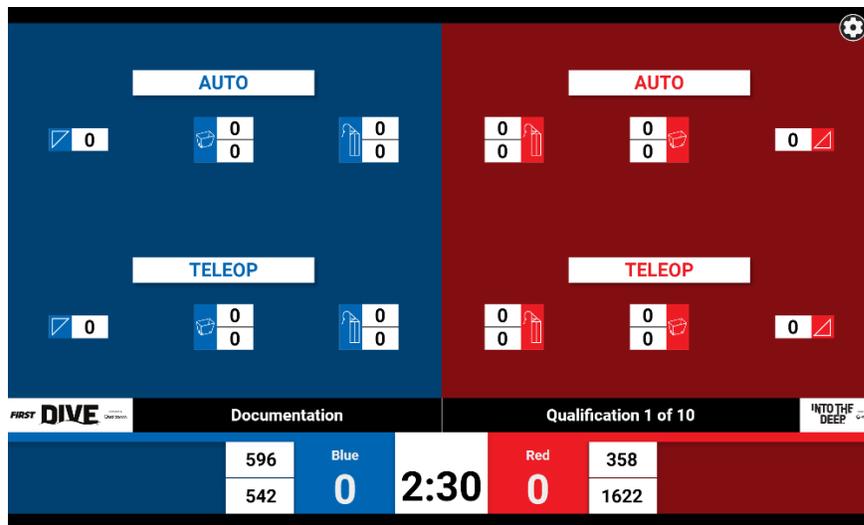


Figure 80 - Example of Show Match screen

- Start Match - Starts the match. It is red until both Referees have submitted initialization, but can still be clicked when red. After a match starts, it turns into an "Abort Match" button, which is used to reset the match timer. After an abort, the match returns to the Waiting for Init stage, and

Referees must refresh their pages and re-submit initialization before the start button turns green again.

- **Commit & Post Last Match** - This is a convenient button that is available once the previous match's scores have been submitted by Referees, and the next match has not yet started. It will both save the results of the previous match and show them on screen. This button should only be used after confirmation signal from the Head Referee that all data as entered by the Referees is correct and no cards need to be given. Otherwise, matches can be edited, committed, and posted from the schedule tab /edit scores tab.

### Match Control Tabs

The Match Control page has several tabs that can be used to switch the information displayed on the screen:

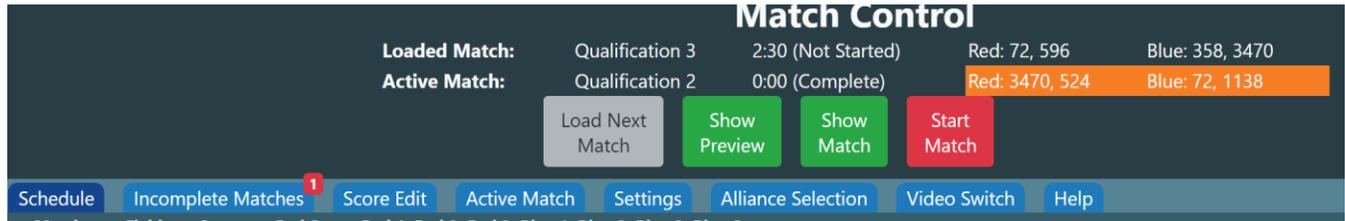


Figure 81 - Each tab changes the information displayed on the screen.

**Schedule** - Shows list of matches, their status, teams, and scores. From this tab, which match to play can be selected, and matches can be selected to edit or show results. (Schedule is shown)

**Incomplete Matches** - Shows the matches that have been started but not completed (committed to the database).

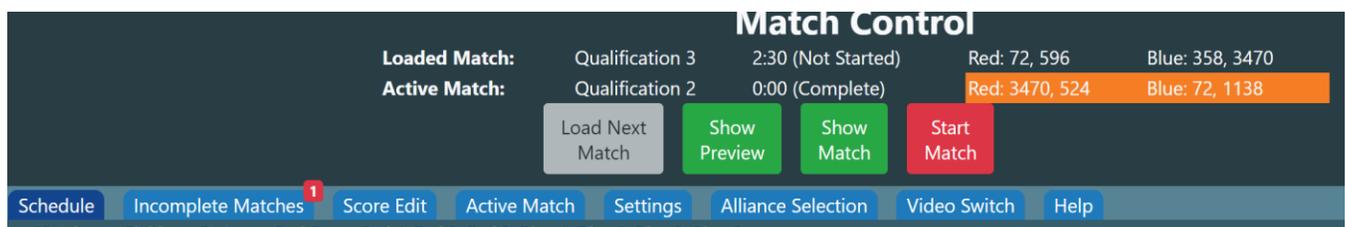


Figure 82 - Incomplete Match tab will highlight the complete unposted match in orange.

**Score Edit** - Used to edit scores or enter paper scoresheets. Click **Edit** on a match in the Schedule tab to load this tab.

**Active Match** - Shows the live scoring state of the match currently being played, or the last one played. Looks like the score edit tab but cannot be edited. After a match is complete, it provides a button to edit scores.

Match Control

Loaded Match: Qualification 3 2:30 (Not Started) Red: 72, 596 Blue: 358, 3470  
 Active Match: Qualification 2 0:00 (Complete) Red: 3470, 524 Blue: 72, 1138

Showing scores for previous match. Scores will clear at start of next match. [To Edit Click Here](#)

Red		Blue	
R	Y	NR	DQ
3470		72	
524		1138	

Score Breakdown

Category	Score
AUTO	0
PARK Points	0
SAMPLE Points	0
SPECIMEN Points	0
ASCENT Points	0
TELEOP	0
SAMPLE Points	0
SPECIMEN Points	0
PARK Points	0
ASCENT Points	0
FOUL	0

Score Breakdown

Category	Score
AUTO	0
PARK Points	0
SAMPLE Points	0
SPECIMEN Points	0
ASCENT Points	0
TELEOP	0
SAMPLE Points	0
SPECIMEN Points	0
PARK Points	0
ASCENT Points	0
FOUL	0

**AUTO**

SAMPLES		SPECIMENS	
HIGH BASKET	0	HIGH CHAMBER	0
LOW BASKET	0	LOW CHAMBER	0
NET	0		

Location	None	OBSERVATION ZONE	ASCENT Level 1
3470	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
524	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TELEOP**

SAMPLES		SPECIMENS	
HIGH BASKET	0	HIGH CHAMBER	0
LOW BASKET	0	LOW CHAMBER	0
NET	0		

Location	None	OBSERVATION ZONE	ASCENT Level 1	ASCENT Level 2	ASCENT Level 3
3470	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
524	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**AUTO**

SAMPLES		SPECIMENS	
HIGH BASKET	0	HIGH CHAMBER	0
LOW BASKET	0	LOW CHAMBER	0
NET	0		

Location	None	OBSERVATION ZONE	ASCENT Level 1
72	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1138	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TELEOP**

SAMPLES		SPECIMENS	
HIGH BASKET	0	HIGH CHAMBER	0
LOW BASKET	0	LOW CHAMBER	0
NET	0		

Location	None	OBSERVATION ZONE	ASCENT Level 1	ASCENT Level 2	ASCENT Level 3
72	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1138	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 83 - Active match not started.

- Settings
  - Test Mode – Switches the system into Test Mode, where test and training matches can be created and run.
  - Timeout options – described below.
  - Live Scoring toggle – Deselect if using paper scoresheets.
  - Control Page – Option to flip alliance layout.
  - Sync Settings – Allows you to change sync timing and test the HQ sync connection.
  - Reset Alliance Selection, if necessary.
- Alliance Selection – Shows teams ranking and selects alliances.
- Video Switch – Used to access display options. Show sponsors, playoff bracket, alliances, audience key, Wi-Fi reminder, rankings, and blank screen.

### How to Display Sponsor Information

You can display the list of sponsors on an Audience Display using the tabs that are available on the Match Control screen.

1. Select the Video Switch tab, then the “Show Sponsors” button.

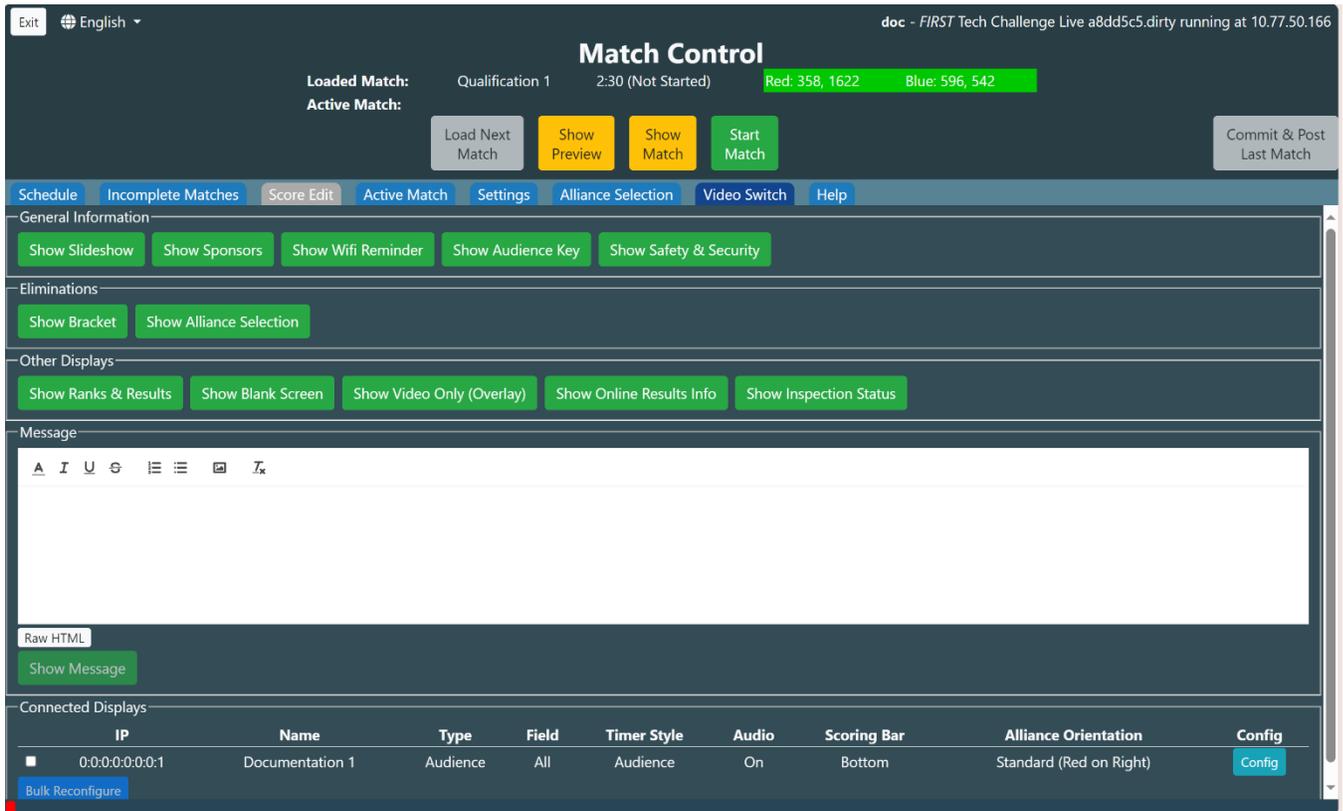


Figure 84 - Select the "Show Sponsors" button to display the sponsor information on Audience Displays.

2. Select "Show Sponsors" button to display the sponsor information on the Audience Displays.
3. The Audience Displays should automatically begin displaying the scrolling sponsors for your event.
4. Select the "Show Online Results Info" option to show a QR code and link that takes you to [FTC Event Web : Home \(firstinspires.org\)](https://firstinspires.org)

### How to Display the Audience Key

Select the Video Switch Tab and scroll-down to Other Displays:

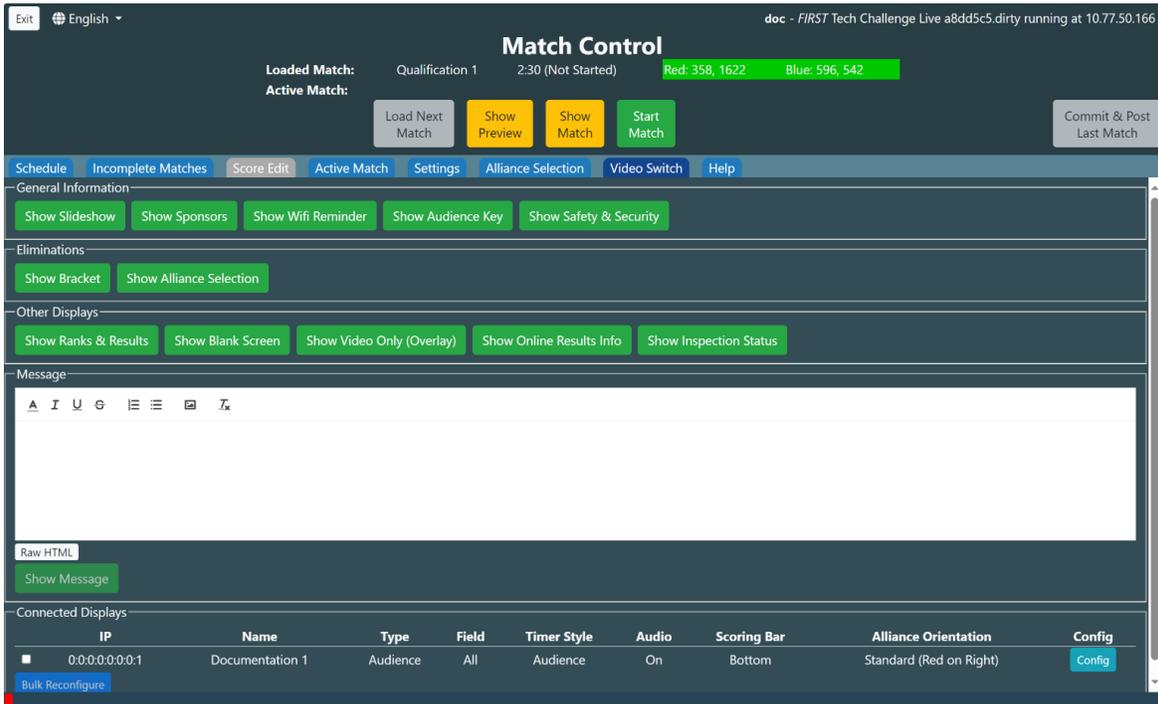


Figure 86 - Display option under Video Switch

Once you select the “Show Audience Key” the audience display will have an infographic explanation of the game elements and scoring icon changes for teams’ scoring tasks.

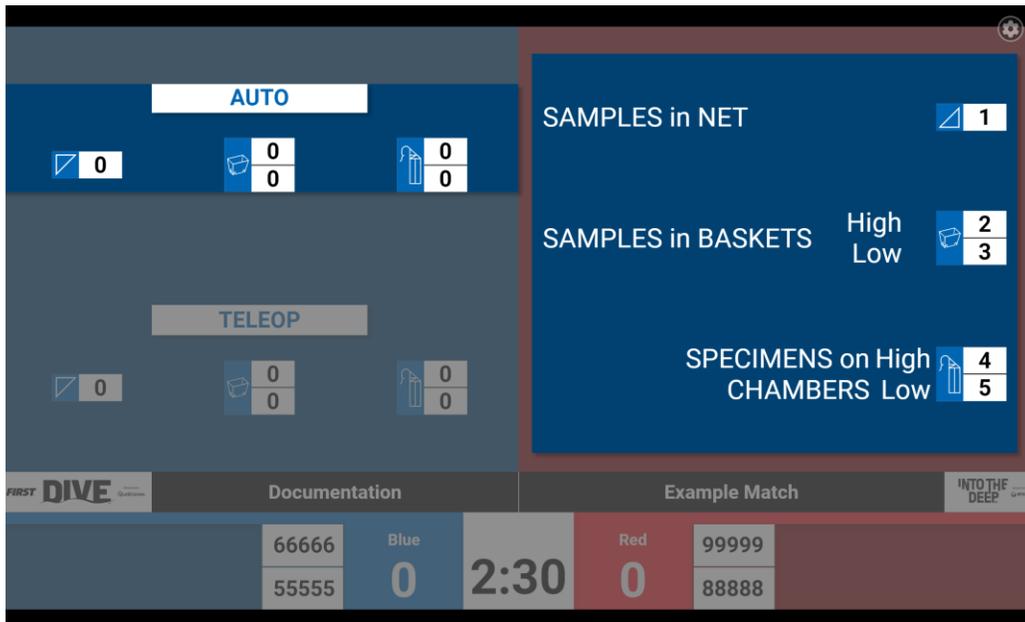


Figure 87 - Audience Key example

## Scoring/Timing Displays

A laptop or computer that is connected to the same network as the system server can be used to display scoring and timing information. The type of display can be changed from the gear in the upper-right hand corner of the display or from the event dashboard. For a list of all displays look [here](#).

- Field Display – The Field Display provides basic match and timing information for the teams and volunteers on an active competition field. If live scoring is enabled, it also provides live score information.

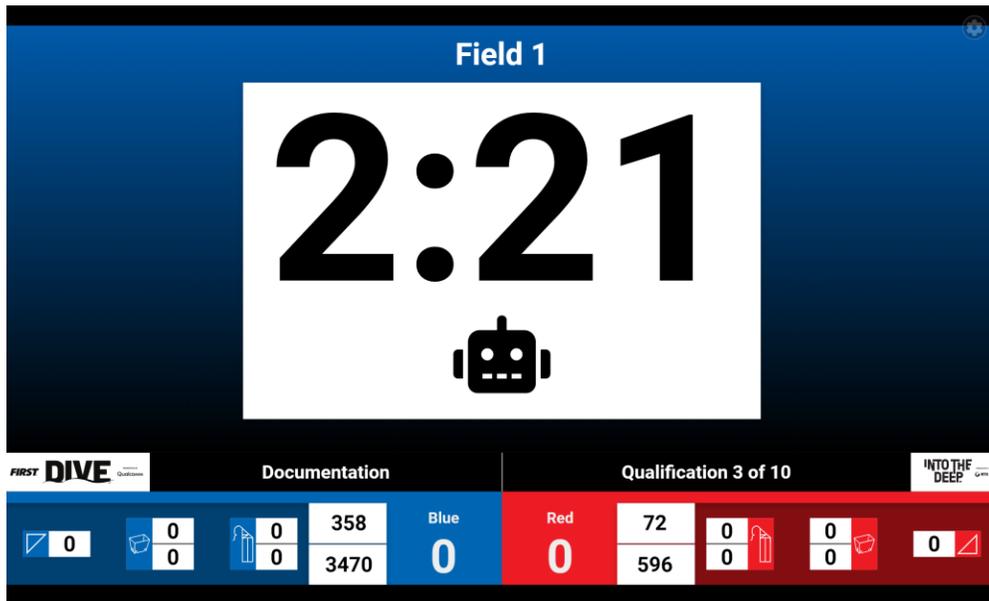


Figure 88 - Field Display

- Audience Display – The Audience Display provides match and timing information, formatted for spectators. When live scoring is enabled, it also provides score information including a graphical representation of the field's state during a match. When a match's results have been committed and posted, the results information should be shown on the audience displays.

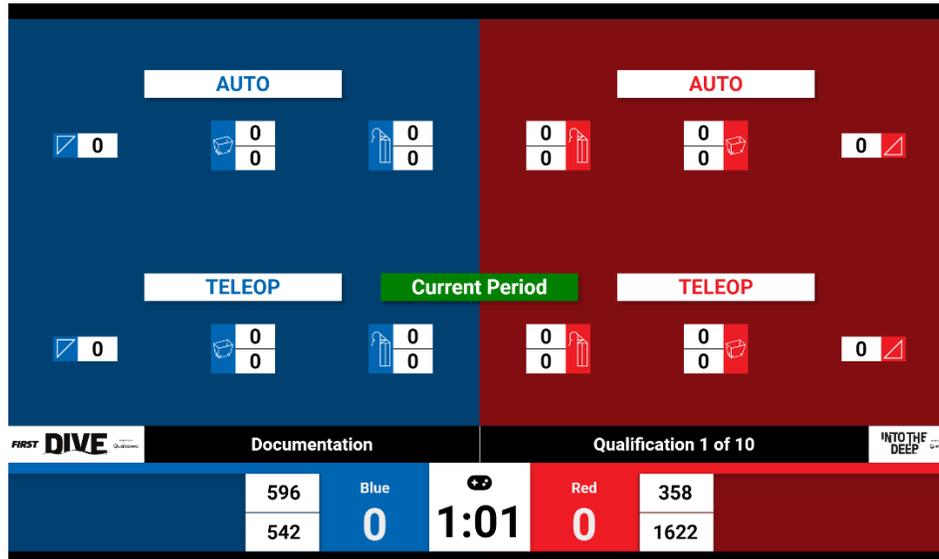


Figure 89 - Audience Display.

- Overlay Display –The blank portion of the screen is where a video feed (typically live camera footage of the match) can be overlaid onto the screen using chroma key technology.



Figure 90 - Overlay Display mode.

You can have multiple devices acting as Field or Audience Displays on your network. It is strongly recommended that these devices are connected to the server through a wired (Ethernet) network to avoid interfering with the wireless control systems of the robots. Or, if a wired connection is not convenient, a wireless connection can be used, but it should be configured so that it operates on a Wi-Fi channel that will not conflict with the wireless control systems of the robot.

## Setting up a Display

Before you can set up a Field or Audience Display, you will need to:

- Verify that you have the IP address of the system server.
- Launch the Google Chrome browser on your display computer. One display computer per display.
- Typing in the IP address to navigate to the system server.

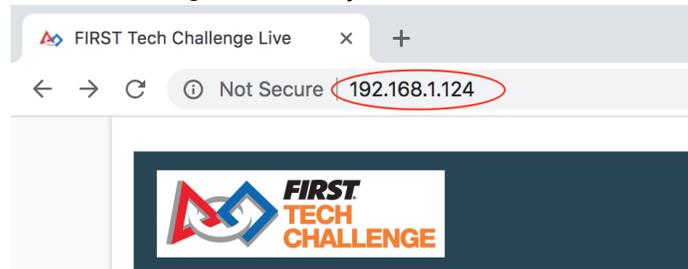


Figure 91 - Type in the IP address to navigate to your system server.

- In the event home page for your selected event, select the “Scoring/Timing Displays” link.
- On first load, the “Display Settings” is the default page. The “Display Type” allows you to choose an Audience, Field, overlay display, as well as binding the display to a field.

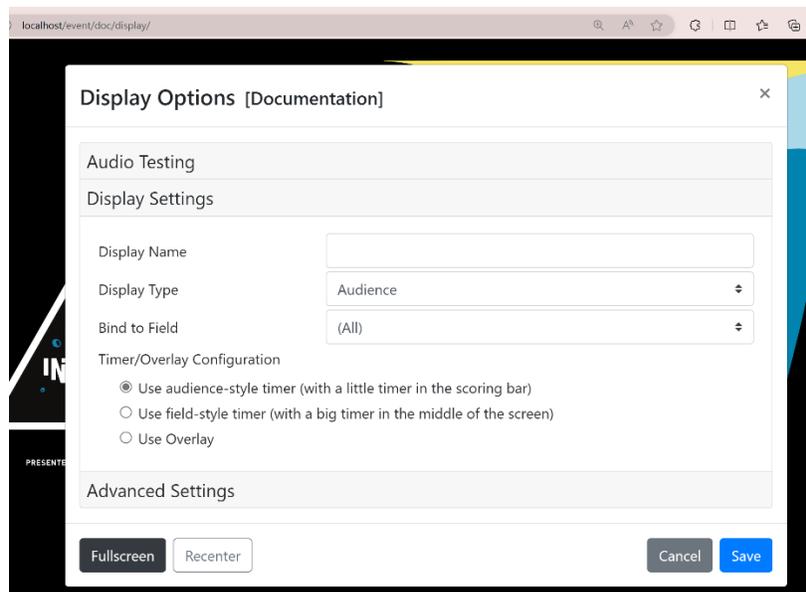


Figure 92 - Display Settings Dialog.

## Overlay Display

- Choose “Use Overlay” when a chroma is desired to allow overlaying live video with scoring data.

- The software DOES NOT accept input from video sources or do any mixing itself. This setting is used to format the audience display to allow third-party software (such as OBS Studio, vMix, or other audio/video mixing tools) to mix audio/video signals for production broadcast or displays.
- When “Use Overlay” is selected, a new “Overlay Settings” menu becomes available to select overlay settings.

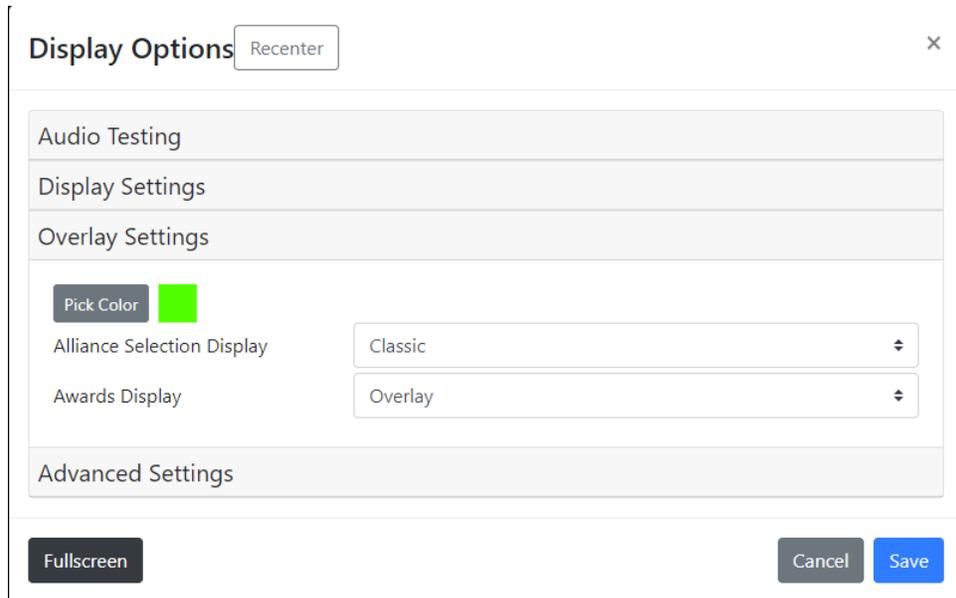


Figure 93 - Overlay Settings Dialog.

- Pick Color – This is used to select the chroma color. It is important to select a chroma color that is compatible with mixing tools and does not conflict with colors used in the scoring displays. Two chroma colors are recommended:
  - Lime Green (RBG color value #00ff00)
  - Fuchsia (RBG color value #ff00ff) - **staff favorite**
  - Other colors may be manually entered if required but be careful!
- Alliance Selection Display – Choose the type of display used for Alliance Selection. There are two options:
  - Classic – Alliance Displays will NOT contain chroma elements for mixing. Use this setting if your video mixing involves “chopping” the lower thirds of the display instead of applying an actual chroma.
  - Hybrid – Alliance Displays WILL contain chroma elements for mixing. Use this setting if your video mixing uses the chroma for mixing video and you WANT to use live video mixing during the Alliance Selection process. Note that the location and size of the chroma for Alliance Selection is different than during matches.

Use the “Set Audience Display” button on the “Alliance Selection” tab of the Match Control Page to test setup for this mode.

- Awards Display – Choose the type of display used for Awards mode. There are two options:
  - Classic - Alliance Displays will NOT contain chroma elements for mixing. Use this setting if your video mixing involves “chopping” the lower thirds of the display instead of applying an actual chroma.
  - Hybrid – Alliance Displays WILL contain chroma elements for mixing. Use this setting if your video mixing uses the chroma for mixing video and you WANT to use live video mixing during the Awards ceremony.
- The “Audio Testing” buttons at the top can be used to play the game audio cues to test the PA system.
- Select which Display Mode for the computer you are configuring.
- If you bind the display to a field, then it will only show events for the specified field.

### Advanced Settings”

- If you are not using real-time score tracking, disable the “Show Live Scores” option.
- The “Alliance Orientation” is also here. This can also be found under “Settings” on the Match Control Page.

Advanced Settings

Scoring Bar Location	Bottom <span style="float: right;">▾</span>
Alliance Orientation	Standard (Red on Right) <span style="float: right;">▾</span>
Rankings Font Size	Larger <span style="float: right;">▾</span>
<input checked="" type="checkbox"/> Show Live Scores <input type="checkbox"/> Mute <input type="checkbox"/> Mute Randomization & Results	

Fullscreen
Cancel
Save

Figure 94 - Disable Live Scores

- Displays must be shown in full screen.
  - Google Chrome is recommended.
- Note:** Test that Scoring/Timing Displays update automatically as the Scorekeeper changes the state of the active event.

## Scoring Using Paper Scoresheets

The system supports scorekeeping using paper scoresheets and a basic system configuration (shown in "Network Configs"). This configuration has a single laptop that functions as the FTC Live server, the Match Control laptop, *and* as the Audience Display. Referees use paper sheets to score the matches. These are found in the Resources folder or [Scoresheets](#) after a match is complete, the Scorekeeper manually enters the values through the Match Control page.

## Live Score Tracking Using a Tablet

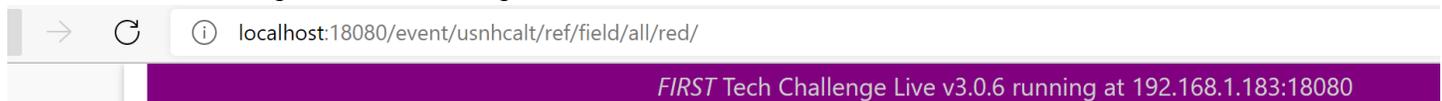
### Connecting a Tablet to the Server

A tablet running Google Chrome can be used to manually track scores during a match. Before you can begin live score tracking, you will need to know the IP address of the computer that is running the system server. Usually, this will appear on the FTC Live banner along with the version number. You also will need a user id and password that has Referee (i.e., scoring ref) permission for the event generated as a default account or access to the QR code for one of the default Referee accounts.

Note: that if you implement live score tracking using a pair of wireless tablets, make sure the operating Wi-Fi channel for the score tracking tablets will not conflict with the wireless control system of the robots.

To connect to the server, use the following steps:

- Verify that the tablet is connected to the same network as the FTC Live server.
- Launch the Google Chrome browser on the tablet and type in the IP address into the Chrome address/navigation bar to navigate to the FTC Live server.



*Figure 95 - Type in the IP address of the server in the browser's address bar.*

If you successfully connect to the FTC Live server, you will see the system home page. Select the upper right-hand, three bar menu icon to display the menu options for the home page. The "Resources" "Feedback" and "Login" links should appear towards the top of the screen.

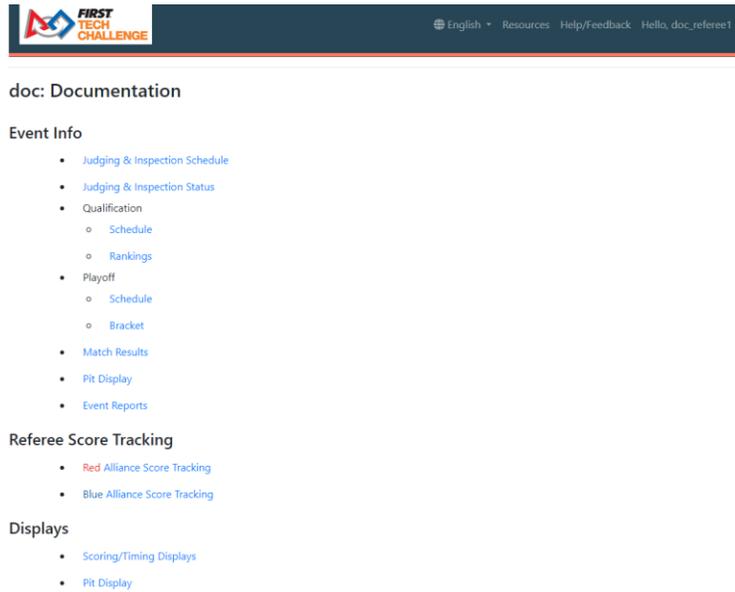


Figure 96 - Select upper right-hand menu icon to display the "Feedback" and "Login" menu options.

- Select the "Login" link and follow the onscreen instructions to login to the appropriate user account.

The default user has username `local` and no password.

[Click here to select a default user.](#)

Username:

Password:

Show Password

Login

Scan a default account QR code:

Scan QR

QR Help

- If you have successfully logged in, you should see the home page with a listing of Event Info and Referee Score Tracking.

### Event Info

- [Judging & Inspection Schedule](#)
- [Judging & Inspection Status](#)
- [Qualification](#)
  - [Schedule](#)
  - [Rankings](#)
- [Playoff](#)
  - [Schedule](#)
  - [Bracket](#)
- [Match Results](#)
- [Pit Display](#)
- [Event Reports](#)

### Referee Score Tracking

- [Red Alliance Score Tracking](#)
- [Blue Alliance Score Tracking](#)

### Displays

- [Scoring/Timing Displays](#)
- [Pit Display](#)

*Figure 97 - The specific event details will be shown for the specific user's access.*

- On the Event Home page, select the appropriate Referee Score Tracking link (Red Alliance or Blue Alliance).
- If prompted, select a field if you want to bind the tablet to a specific field or select “All Matches” if you would like to use this tablet to score all matches for this event.

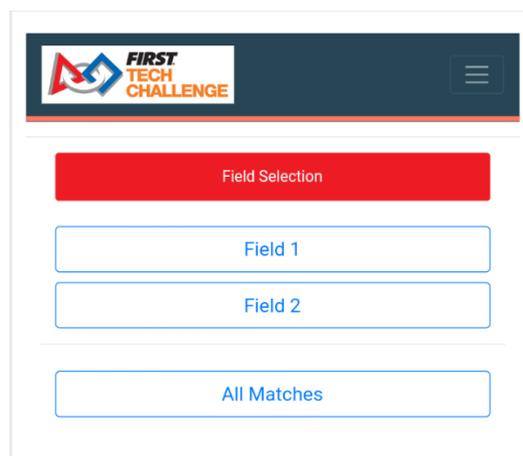


Figure 98 - Select a field if you want to bind tablet to a specific field or select "All Matches" to score all matches with this tablet.

- If there are no active matches yet, the tablet will display the following message. You will have to wait for the Scorekeeper to prepare a match to play before the screen will change.

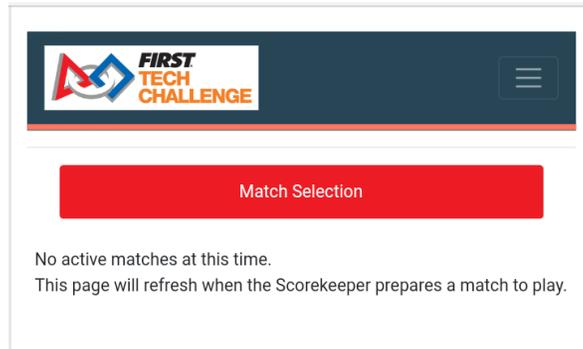


Figure 99 - If there are no active matches, then this message will appear.

### Step-by-Step Example: Scoring an Event with Wireless Tablets

In this section, we will go step-by-step through the process of scoring an event using wireless tablets for real-time score tracking. Scorekeeper is logged into the system with event admin privileges and has a browser window displaying the Match Control page for the selected event. The Referees who are score tracking for the event have connected their respective tablets to the server and are logged in with score tracking access. We also assume that there is a Field Display computer, and an Audience Display computer, and these devices are properly configured and connected to the server.

1. Scorekeeper selects the match that they want to score and pushes the "Play" button that appears next to its listing on the Match Control Page (or the Scorekeeper pushes "Load Next Match" if the next match in the schedule is to be played). The match should be listed as the "Loaded Match" near the top of the Match Control screen.



Figure 100 - Press "Load Next Match" or "Play" button to load a match. It will be listed as the "Loaded Match" near the top.

2. The Scorekeeper tablets should display the match (or matches) that are available for scoring. Both Referees (Red Alliance and Blue Alliance score Referees) should select the match that they will be scoring.

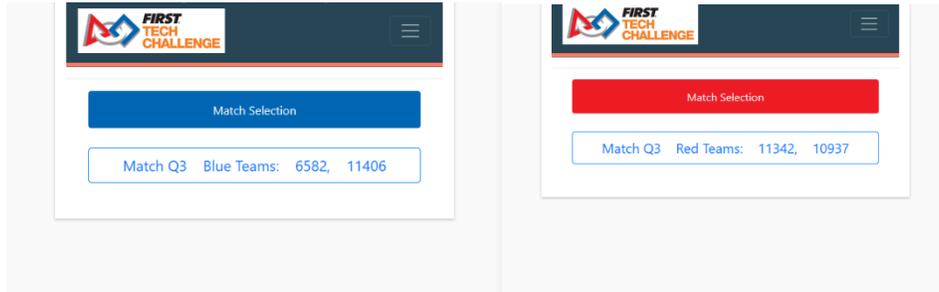


Figure 101– The red and blue alliance Referees should select the match they will scoring.

3. The Scorekeeper presses the “Show Preview” button on the Match Control Page. This should force the Audience Displays to display information about the upcoming match.

**Note:** On the Match Control Page, the “Show Preview” button should change from green to yellow after the button has been pressed.

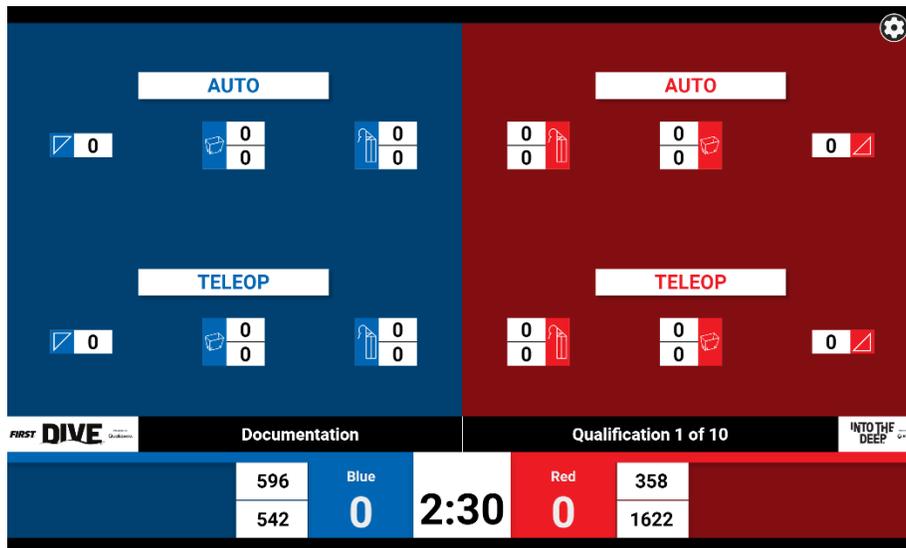


Figure 102 - The Audience Display should display match info after the "Show Preview" button has been pressed.

4. The score tracking Referees should see a screen that displays the Pre-Match Setup state for their alliance. Each Referee (red and blue) should use their tablet to update the Pre-Match Setup state to match the state on the field.
  - a. The system needs to know if each team is present.
  - b. The Referees should press the respective “Alliance Ready” buttons at the bottom of their screen after they have entered the current state of their Pre-Match field.

**Q1 Pre-Match Setup**

Team 358 Present: No Team No Robot Present

Team 1622 Present: No Team No Robot Present

Red Alliance Ready

Figure 103 – Each Referee should update the Pre-Match state information and then press the “Alliance Ready” button.

- Once the Pre-Match information has been entered, the Referee tablets will display a message that indicates that the system is waiting for the match to start.

**Wait For Match Start**

Waiting for match to start. This page will automatically load when the match has started.

Waiting for Match Q1

Red Teams:

358 1622

Edit Pre-Match Setup

- The Scorekeeper should press the “Show Match” button to show the match information on the Audience Displays and the Field Displays.



Figure 106 - The Audience and Field Displays should display the match information (Audience Display shown).

- When everyone is ready to begin, the Scorekeeper pushes the “Start Match” button to start the match.

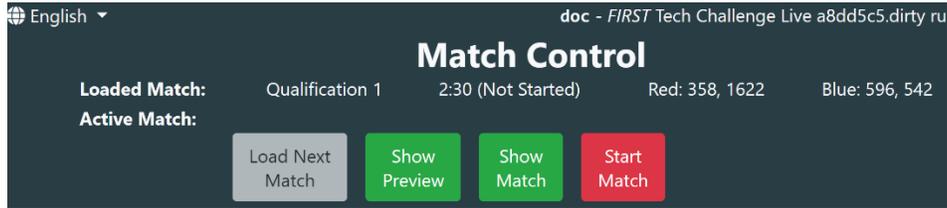


Figure 107 - Scorekeeper presses "Start Match" button to start the match.

8. During the autonomous phase, the Referees should enter the score data using their respective tablets.
  - a. While the scores are being entered, the score values on the Audience and Field displays will update with the current score tracking values.
  - b. The Scorekeeper can press the "Active Match" tab on the Match Control Page to monitor the score tracking data.
  - c. The match information (including the time remaining on the countdown timer and the state of the match) are listed for the "Active Match" at the top of the Match Control Page.

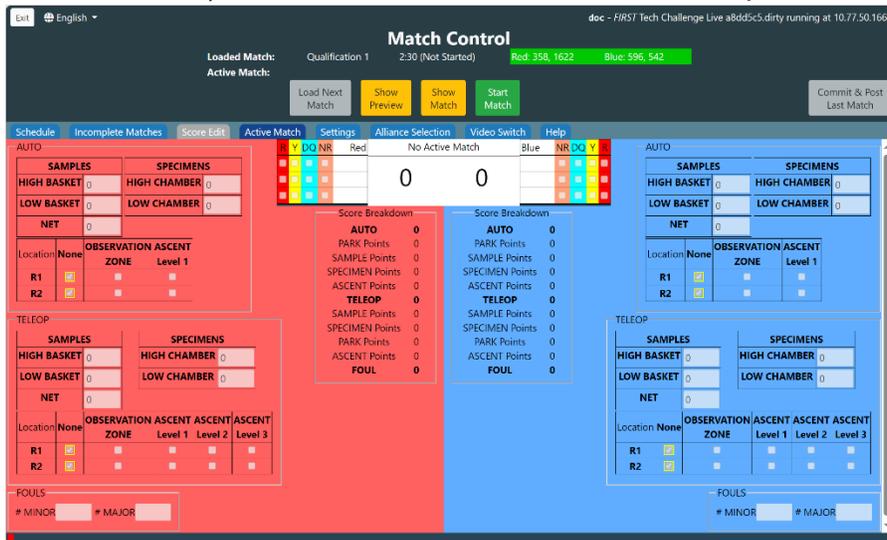


Figure 108 - The Scorekeeper can press the "Active Match" tab to display the active match information.

9. Once the autonomous phase is complete, the Referees should verify their autonomous scores and push the "Submit AUTO" button to submit the autonomous scores to the system.

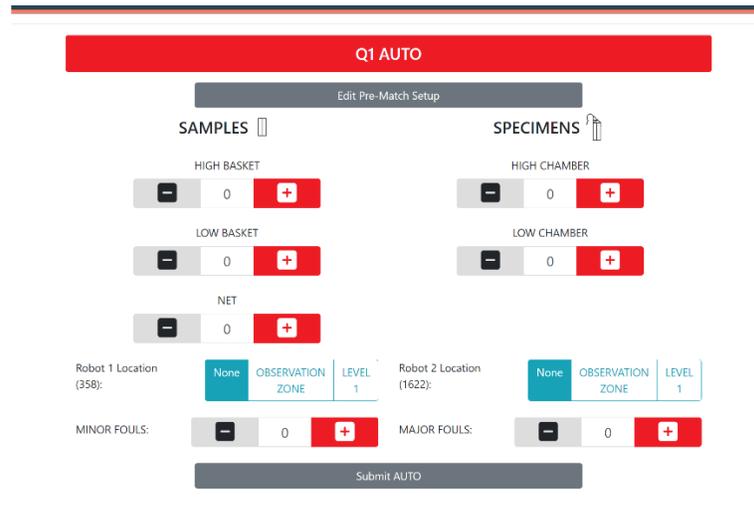


Figure 109 – Referees should push the “Submit AUTO” button to submit their autonomous scores.

10. During the teleoperated phase, Referees should enter the scoring data using their tablets.
11. Once the teleoperated phase is complete, Referees should quickly enter the state of any scoring done at the end of the match and then push the “Submit TELE” button to enter the review phase. Note that the scores will continue to update on the displays until the Referee enters review. Once in review, changes do not reflect on the displays.

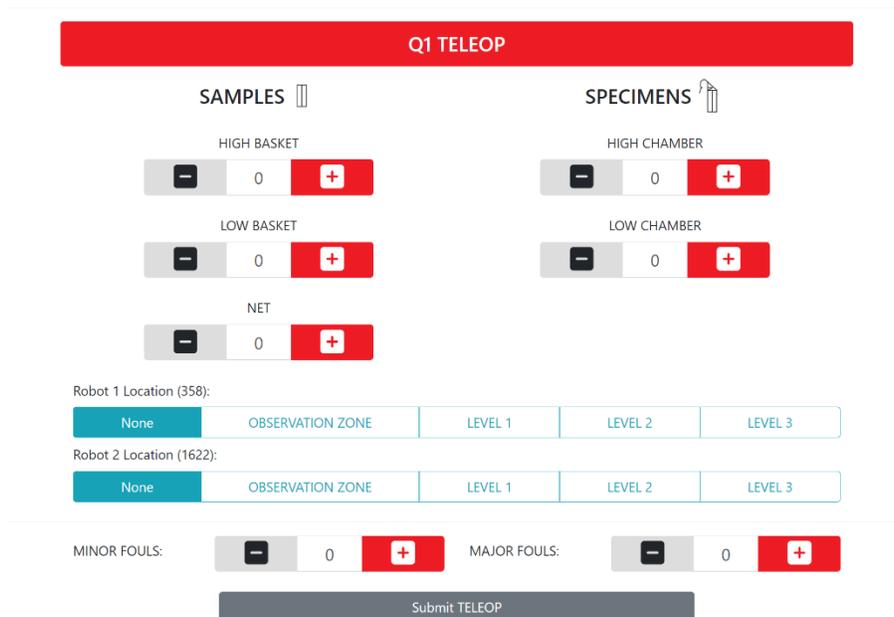
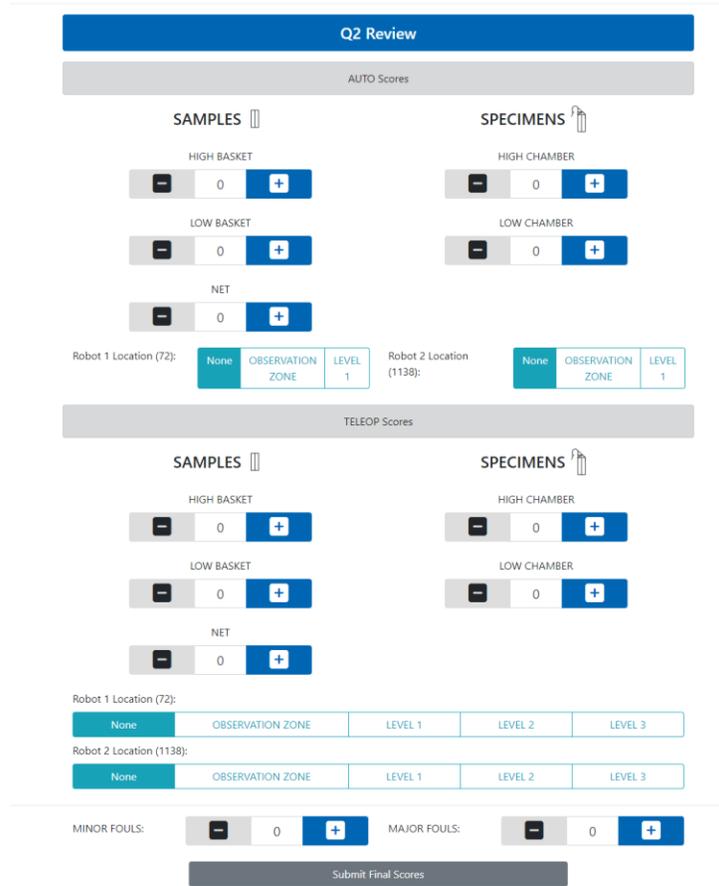


Figure 110 - Referees should push "Submit TELE" to submit their teleoperated scores.

12. After the Referees submit the teleoperated data, they have an opportunity to review and edit all the scoring data for the match that was just played.
- The Referees can adjust their scores if needed.
  - The Referees should each press the “Submit Final Scores” when they are ready to submit their final scores for a match.
- Note: If a scoring tablet has an error the scoring Referee will not be able to submit the final score for the match until the error is corrected.



The screenshot displays the 'Q2 Review' interface, divided into 'AUTO Scores' and 'TELEOP Scores' sections. Both sections feature score adjustment controls for 'SAMPLES' and 'SPECIMENS' across 'HIGH BASKET', 'LOW BASKET', and 'NET' categories. Each category has a minus button, a score display (currently 0), and a plus button. Below these are location selection buttons for 'Robot 1 Location (72)' and 'Robot 2 Location (1138)', with options for 'None', 'OBSERVATION ZONE', and 'LEVEL 1'. The 'TELEOP Scores' section includes additional location options 'LEVEL 2' and 'LEVEL 3'. At the bottom, there are 'MINOR FOULS' and 'MAJOR FOULS' counters, each with minus, 0, and plus buttons, and a 'Submit Final Scores' button.

Figure 111 - Referees can review the scores and then push the "Submit Final Scores" button.

13. After the Referees have submitted their final scores, under Schedule, the Scorekeeper has the option to edit the scores even further. To commit the scores, push the “Commit & Post Last Match” or the “Commit” button listed next to the match. Note: These can be edited until the end of the event.

Schedule		Incomplete Matches <sup>2</sup>		Score Edit	Active Match	Settings	Alliance Selection	Video Switch	Help				
Match	Field	State	Red Score	Red 1	Red 2	Red 3	Blue 1	Blue 2	Blue 3	Blue Score			
Qualification 1	1	COMMITTED	23	358	1622		596	542		8	Replay	Post	Edit
Qualification 2	1	SUBMITTED	0	3470	524		72	1138		0	Replay	Commit	Edit
Qualification 3	1	REVIEW	0	72	596		358	3470		0	View		
Qualification 4	1	UNPLAYED	0	542	1138		1622	524		0	Play	Enter Scores	
Qualification 5	1	UNPLAYED	0	524	542		3470	596		0	Play	Enter Scores	
Qualification 6	1	UNPLAYED	0	72	358		1138	1622		0	Play	Enter Scores	
Qualification 7	1	UNPLAYED	0	524	72		542	358		0	Play	Enter Scores	
Qualification 8	1	UNPLAYED	0	596	1622		1138	3470		0	Play	Enter Scores	
Qualification 9	1	UNPLAYED	0	1622	3470		524	358		0	Play	Enter Scores	
Qualification 10	1	UNPLAYED	0	596	1138		542	72		0	Play	Enter Scores	

Figure 112 - Scorekeeper can press the "Commit" button to commit the finalized scores.

14. Once the scores have been committed, the Scorekeeper can push the "Post" button to post the results to the Audience Displays.

- a. The Scorekeeper also has the option to "Replay" the match if the Referees determine that a replay is warranted.
- b. The Scorekeeper also has the option to "Edit" the scores for the match.

Note: If the match is complete and the Referees have not yet submitted their final scores, the Scorekeeper has the option to force an edit of the match score data.

- c. If this is done before the Referees submit their final scores, the Referees will not be able to submit final scores for the match (the Scorekeeper is overriding their scores).
- d. This option allows a Scorekeeper to enter score data from a paper scoresheet, if, for example, live scoring is not available during a match.
- e. In general, however, scores should be submitted by the Referees using their score tracking tablets.

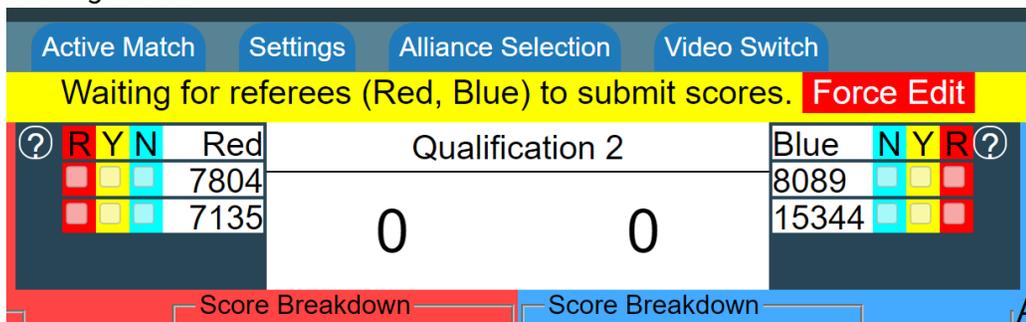


Figure 113 - Scorekeepers can edit/override the score data by selecting the Force Edit button.

Note: The Scorekeeper can abort the match by pushing the "Abort Match" button during the match.

- f. The system will prompt the Scorekeeper to verify that they really want to abort the match.
- g. If a match is aborted, Referees will need to manually refresh their tablet browsers to display the current state information for the match.
- h. After a match has been aborted, it can be replayed.

- Once this process has been completed, the Scorekeeper can press the “Load Next Match” button to start the process again for the next match in the schedule.

## Playoffs and Alliance Selection

### Alliance Selection

There are a few features available to improve the overall event experience during the playoff matches. The Scorekeeper must provide a view of the alliance selection process to the audience. There is also a script for MCs to use after alliance selection, view the Appendices for other enhancements available through FTC Live.

- Once the qualifying matches have been completed and committed, there is an option to display the playoff brackets on the Match Control page:
- The Scorekeeper must press the “Alliance Selection” tab on the Match Control page to begin the Alliance Selection process.

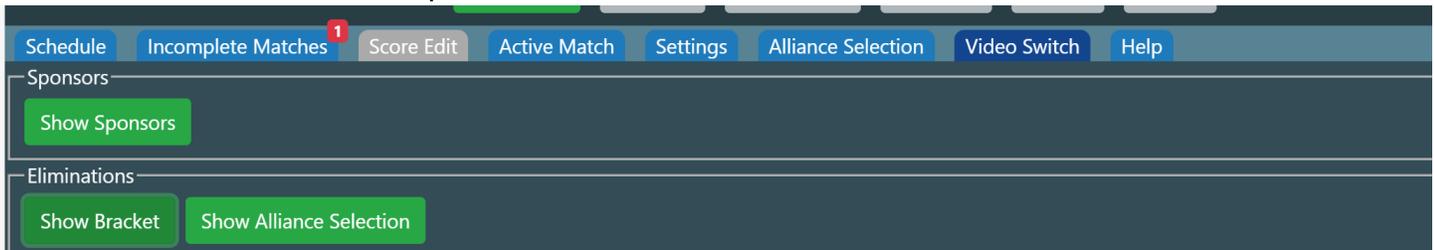


Figure 114 - Press the Alliance Selection tab to begin the selection process.

- Press “Start Alliance Selection” will display a ranked list of teams on the Match Control screen AND change the alliance number to the correct number of alliances.
- The Scorekeeper should push the “Set Audience Display” to toggle the Audience Displays to Alliance Selection mode. This can also be found in the “Video Switch” tab of the Match Control page.

Captain	1st Pick		
1	1622	1	1622
2		2	596
		3	72
		4	1138
		5	524
		6	542
		7	358
		8	3470

INTO THE DEEP Documentation  
RTX

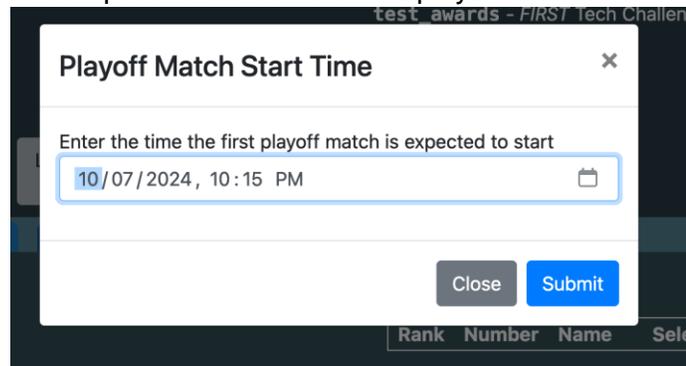
5. If a team is not competing in playoffs, you must mark them as “Unavailable.” This option appears once you click “Start Alliance Selection.” Do this before picking starts.



Rank	Number	Name	Select	Decline	Unavailable
1	5064	Aperture Science	Next Captain		Unavailable
2	731	Wannabee Strange	Accept	Decline	Unavailable
3	2827	Artificial Stupidity	Accept	Decline	Unavailable
4	2901	Purple Gears	Accept	Decline	Unavailable
-5	668	Art's Legacy	Accept	Decline	Unavailable
-6	3587	Unparalleled Processing	Accept	Decline	Unavailable
-7	3916	Apex Robotics	Accept	Decline	Unavailable
-8	4622	L.O.C.S.	Accept	Decline	Unavailable

Note: Do not remove them from the event’s team list.

6. The size of playoff bracket is decided by number of teams competing in playoffs, i.e., those who have “Accepted” and not marked “Unavailable.”
7. You will also be asked to input the start time of the playoff’s Match 1.



**Playoff Match Start Time** ✕

Enter the time the first playoff match is expected to start

8. Press the “Accept” button next to a team to designate the team as an Alliance captain. If an eligible team is unable to be an alliance captain (for example, if the team must leave the event early) press the “Decline” button in their listing to remove them from the selection process. Once an alliance captain is selected, their team number should appear as the Captain, and the list of available teams will be updated.

ection **Set Audience Display**

Rank	Number	Name	Select	Decline	Unavailable
1	1622	Team Spyder		Captain	
2	596	SpectreBots		Selected	
3	72	GarageBots		Next Captain	
4	1138	Eagle Engineering	Accept	Decline	
5	524	Boss Bots	Accept	Decline	
6	542	WHS Robotics	Accept	Decline	
7	358	Gaulbots	Accept	Decline	
8	3470	The Patriots	Accept	Decline	

- As the Captain makes their Alliance’s first invitation, the Scorekeeper can press the “Accept” or “Decline” button for the invited team to indicate whether the team accepted or declined the captain’s invitation. The Alliance Selection Displays will update as the buttons are pressed.
- Once the first alliance captain has made their initial selection, the process begins again for the team that is eligible to captain the second alliance.

Start Alliance Selection **Set Audience Display**

Alliance	Captain	1st Pick
1	1622	596
2	72	1138

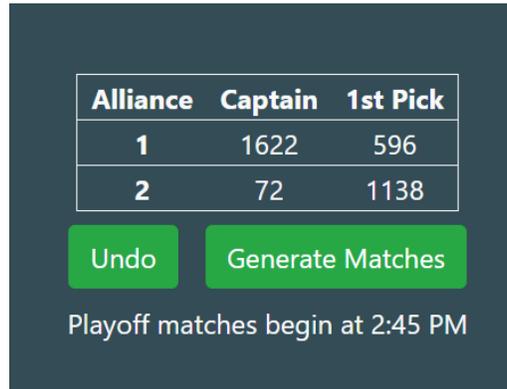
Undo Generate Matches

Playoff matches begin at 2:45 PM

Rank	Number	Name	Select	Decline	Unavailable
1	1622	Team Spyder		Captain	
2	596	SpectreBots		Selected	
3	72	GarageBots		Captain	
4	1138	Eagle Engineering		Selected	
5	524	Boss Bots			
6	542	WHS Robotics			
7	358	Gaulbots			
8	3470	The Patriots			

Note: The software will adhere to the Alliance Selection rules prescribed in the official Competition Manual when determining and displaying selection eligibility for the remaining teams.

The selection process is repeated until all alliances are finalized. If the Scorekeeper needs to undo the most recent alliance selection, then they can push the “Undo” button on the Match Control screen.



11. When the alliances are finalized, the Scorekeeper should press the “Generate Matches” button to generate the playoff match list. The system will prompt the user to verify the “start Time” of playoffs

## Playoff Match Play

1. . Once the playoff matches have been generated, the Scorekeeper can select the “Schedule” tab to view the playoff schedule. Once the playoff schedule is available, the Scorekeeper and Referees can run the matches in a manner similar to how the qualification matches are run.

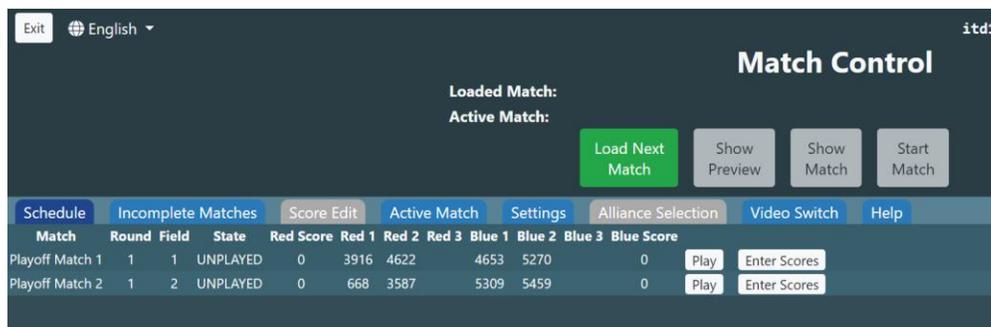


Figure 123 - The system will automatically generate the final matches after the semifinal matches are complete.

Once the final matches are complete, the Scorekeeper can post the final match results to the Audience Displays and display the winning alliance.

## Managing Awards

This section describes the judging features available in FTC Live. For remote judging used for Dean’s List interview and hybrid events, please make sure to also review the [FTC Scoring Event Admin Guides](#) on the website and consider certifying as an FTC Scoring event admin. Regional admin access is

restricted to PDPs and those they delegate. Judge Advisors can also access the remote judging features in FTC Scoring (cloud) software.

## Judging

Awards are now listed by the #of teams at an event. This is explained in detail in the Awards section of the [Competition Manual](#).

Tracking: Teams can be marked for status for their judging sessions (field and robot inspections) through the event home>" Judging and Inspection Status."

[<< To Event Home](#)

# Documentation Event

Projector Friendly:

1 column

2 columns

3 columns

## Inspection Status

100% Not Started

R	F	Team	Name
		7	Tactical Sheep
		194	ASPIRE 2 Ingenuity
		226	Oakton Cougar Robotics 226
		293	Dolphin Robotics
		354	ASPIRE 2 Innovate
		369	Oakton Cougar Robotics 369
		389	The Swarm
		392	ASPIRE 2 Imagination

Name	Robot Inspection	Field Inspection
Symbol	R	F

Status	Not Started	In Progress	Failed	Passed	Ready	Late	Very Late
Color							

Figure 141 – Team status (robot and field inspection shown)

If you are running an event that is not a league meet, then your Event Dashboard should include a step that allows you to manage awards for your event. Press the "Manage Awards" button to begin the awards management process. This can also be found in "Judging" on the event home page.

Manage Awards

Figure 142 - Press the "Manage Awards" process to start the awards management process.

When you first launch the Awards Manager, the system will default to the “Give Awards” screen (see figure below).

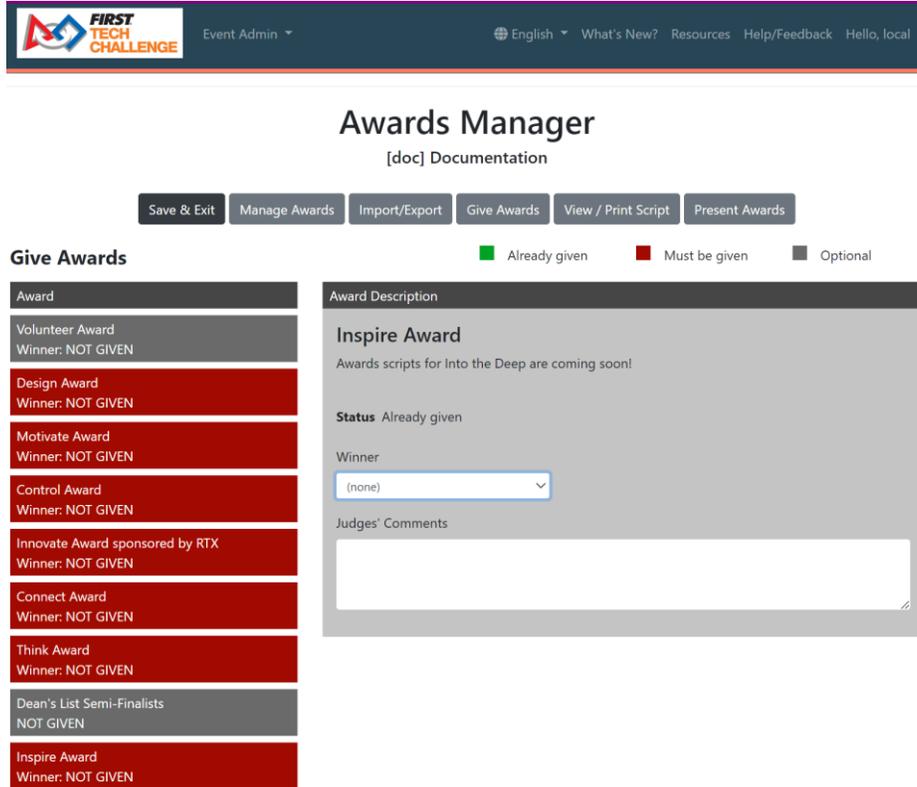


Figure 143 – “Give Awards” screen of Awards Manager.

The “Give Awards” screen lists all of the awards that are defined for the current event in the order that they are to be given. Awards that are highlighted in red must be given per [Judging Manual](#) rule on equitable distribution of awards. Awards that are highlighted in green have already been “given” (i.e., winners have been assigned).

### Giving an Award

When you are ready to give an award to a team, select it on the “Give Awards” screen. After you have selected the desired award, a drop-down of eligible team appears. Select a team from the list. You can also enter text to describe why the winner was selected in the “Judge’s Comments” section. This text will appear in the awards ceremony script.

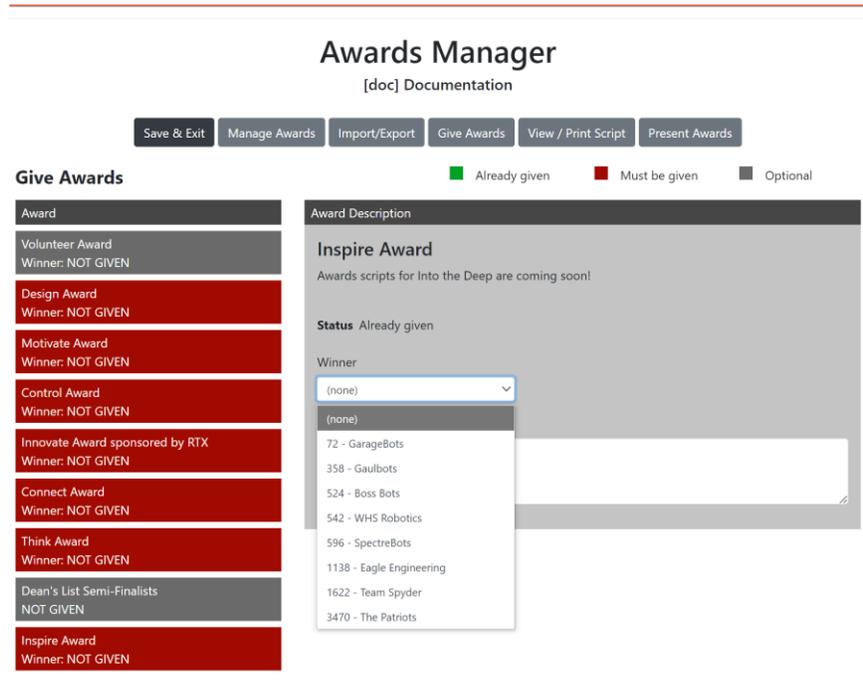


Figure 144 – Select the award, then choose the winner from the drop-down.

Press “Save” to save your changes.



Figure 145 - After assigning winners and providing justification text, press “Save” to save the award information.

## Managing the List of Awards

You can select the “Manage Awards” button to modify an optional award. You can also modify the order of the awards by selecting an award listing, and then using the mouse to drag it to its new location in the presentation order.

Note: The mandatory awards are supposed to be presented in the original order as listed by the system. Also note that the system will not let you edit or delete a mandatory award, you can only edit optional awards.

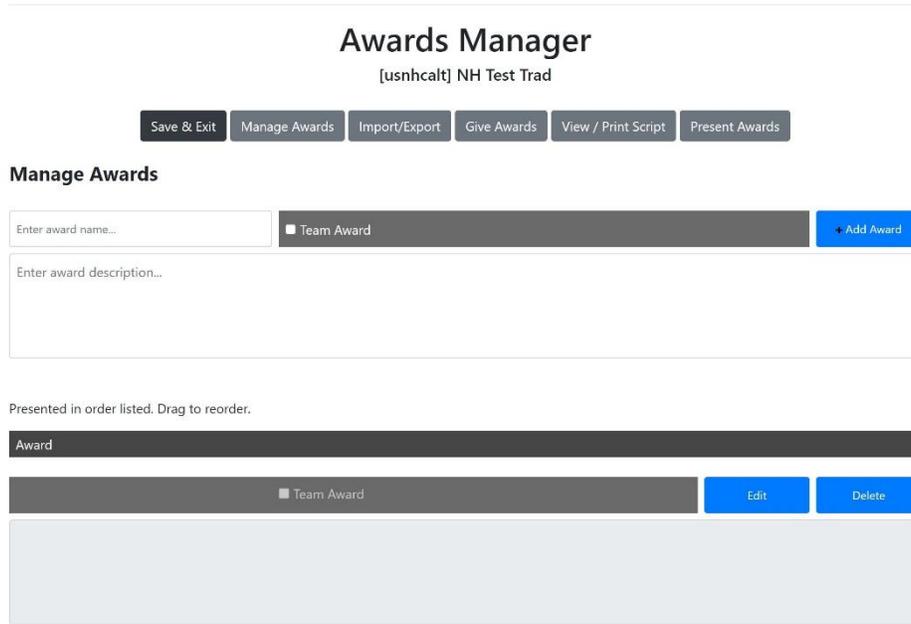


Figure 146 - You can edit optional awards. You can also reorder the awards by selecting and dragging the award name.

Once you have finished managing your awards, you can return to the “Give Awards” screen to continue giving the awards (i.e., assigning winners for the awards).

### Viewing / Printing the Awards Script

Once you have given out all the awards (i.e., once you have assigned winners to each award) the list on the “Give Awards” screen should be green. Press the “View/Print Script” button to view the award script. Press the “Print” button to print the script.

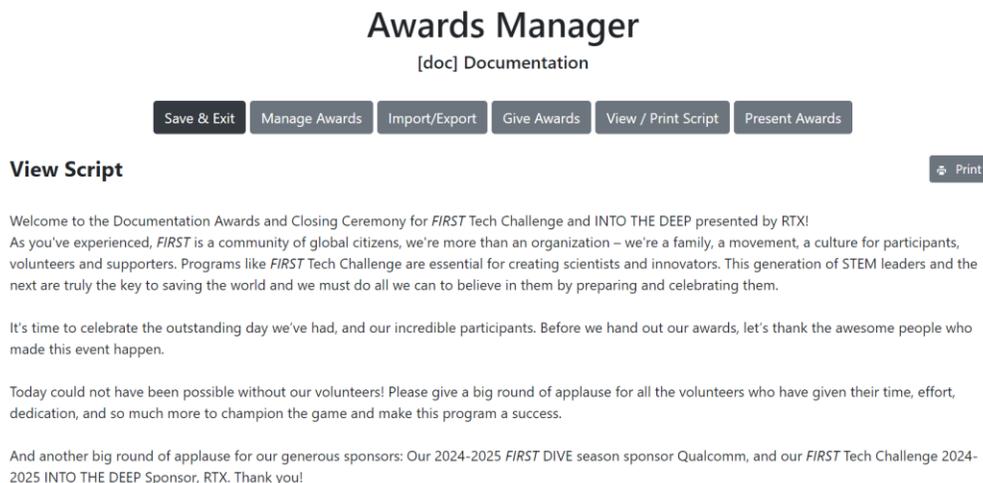


Figure 148 – Press the “View/Print Script” button to view the awards script.

## Presenting the Awards

Press the “Present Awards” button to begin the presentation process.



Figure 149 – Press “Present Awards” button to begin presenting the awards.

To reveal an award, simply select the Award name and the Audience Display should display the Award name (but not the users). For larger events, selecting the 3<sup>rd</sup> place winner will reveal the third-place winner on the Audience Display and selecting the 2<sup>nd</sup> Place winner will reveal the second-place winner on the Audience Display. Selecting the 1<sup>st</sup> Place winner will reveal the first-place winner on the Audience Display. If you would like to reveal all of the winners for the event, simply select the 1<sup>st</sup> Place winner.

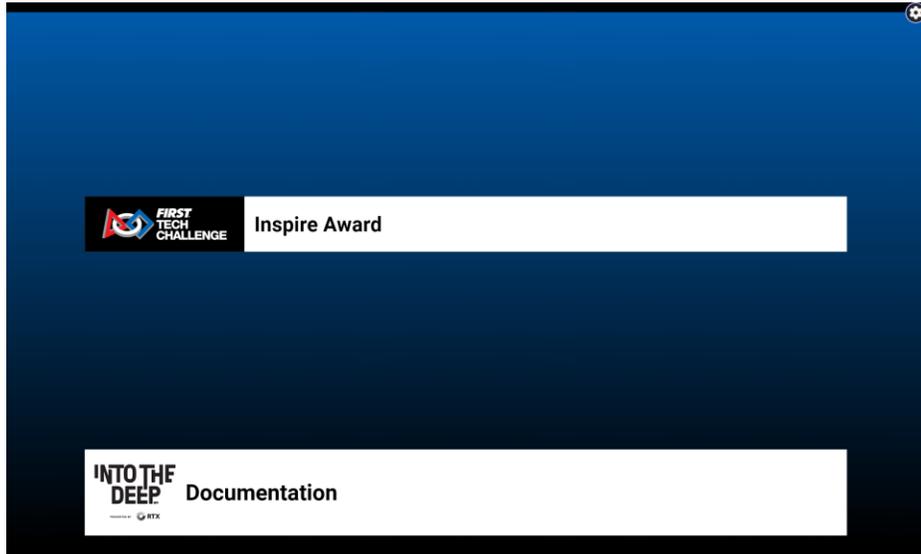


Figure 150 - As each winner is revealed, their team number and name are displayed on the Audience Display.

## Reviewing Match Results

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If you navigate to the event home page, you can select the “Match Results” link under the “Event Info” category to view the Match Results for the currently selected event.

### Event Info

- [Judging & Inspection Schedule](#)
- [Judging & Inspection Status](#)
- [Match Schedule](#)
- [Rankings](#)
- [Match Results](#)
- [Pit Display](#)
- [Event Reports](#)

Figure 151 - Select “Match Results” link to view match results for the currently selected event.

The Match Results page displays the available match results for the currently selected event. You can press the “Print” button to print these results.

[<< Back to Event Home](#)

Condensed

Keep Background on Print

## Documentation Match Results



Match	Result	Red	Blue	Score breakdown	History
Q1	23-8 R	358	596	<a href="#">Scoresheet</a>	<a href="#">View Match History</a>
		1622	542	<a href="#">Red</a> <a href="#">Blue</a>	
Q2	Unplayed	3470	72	<a href="#">Scoresheet</a>	<a href="#">View Match History</a>
		524	1138	<a href="#">Red</a> <a href="#">Blue</a>	
Q3	Unplayed	72	358	<a href="#">Scoresheet</a>	
		596	3470	<a href="#">Red</a> <a href="#">Blue</a>	
Q4	Unplayed	542	1622	<a href="#">Scoresheet</a>	<a href="#">View Match History</a>
		1138	524	<a href="#">Red</a> <a href="#">Blue</a>	

Figure 152 - You can view and print the match results.

You can also review the virtual scoresheets for a match by selecting the corresponding “Scoresheet,” “Red” or “Blue” link for the match under the “Score breakdown” column. “Scoresheet” shows the combined scoresheet (Red and Blue), while the “Red” and “Blue” links show the individual scoresheets.

You can also select the “View Match History” link to view how many times the scores for a match were modified and re-committed.

[<< Back to Match Results](#)

### doc History for Q1

Most Recent First

Record #	Type	Time	Winner	Red Score	Blue Score	Scoresheet
2	Commit	2024-10-07 02:12:06 PM	Red	23	8	<a href="#">Scoresheet</a>
1	Scorekeeper Edit	2024-10-07 02:12:06 PM	Red	23	8	<a href="#">Scoresheet</a>

Figure 154 - You can view how many times a match's scores were revised and re-committed.

## Uploading Event Data to *FIRST*

Once your event has concluded, all event data has been finalized and you have an Internet connection where you can send your results. Results for league meets are particularly important because teams' rankings are based on their previous event results.

- Scorekeepers and event admins will be receiving a reminder email for unpublished events five days after the event.
- If the event is not published within the week, a notice will go to the PDP for any unpublished events in the region.

On the Event Dashboard, select the “Send Results to *FIRST*” button:

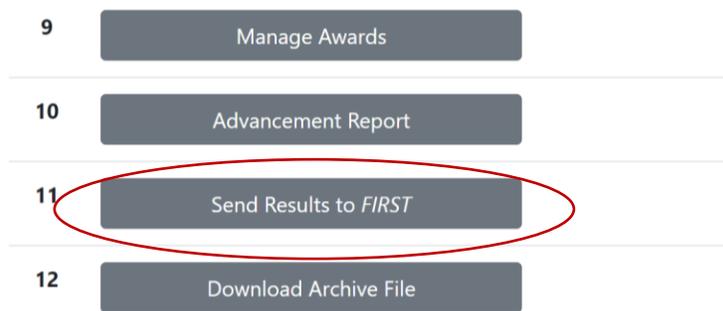


Figure 155 - Dashboard with Send Results to *FIRST* button.

Opens the Send Results to *FIRST* page, select “Submit Results.”

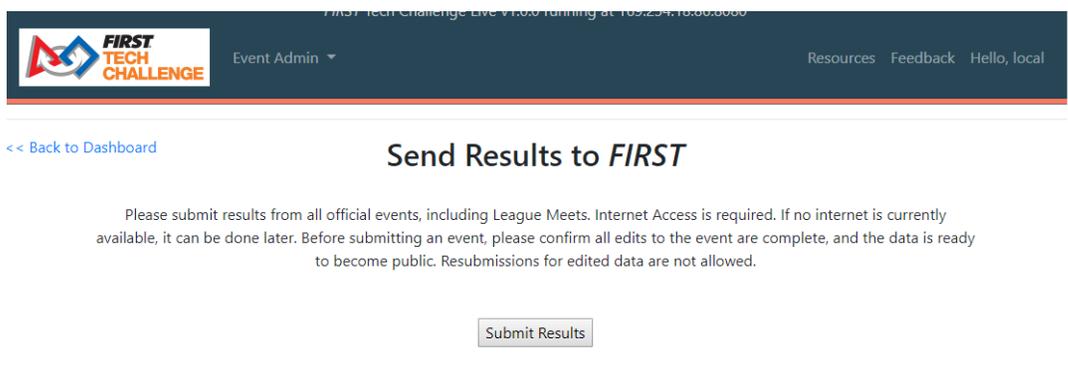


Figure 156 - Press the Submit Results button.

Successful submit will give a Submission ID. If you need to report any issues or bugs to Github, please include this number.

**Note:** Once you submit, an event cannot be resubmitted so make sure the event is complete, and all data is saved and correct.

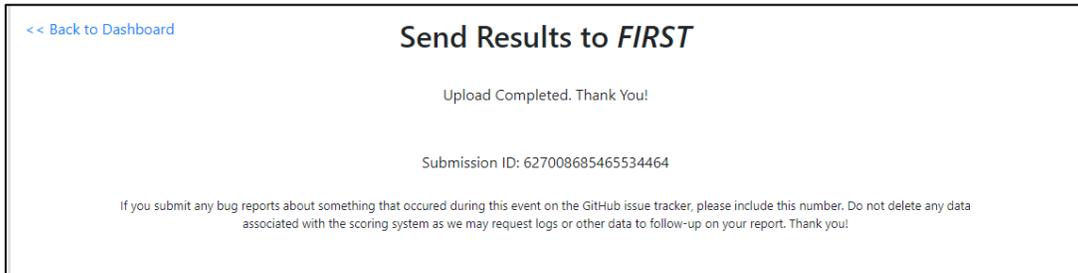


Figure 157 - Successful submission will give a Submission ID

If you skipped the Setup Event step, it would prompt you for a key now. It is required for this step.

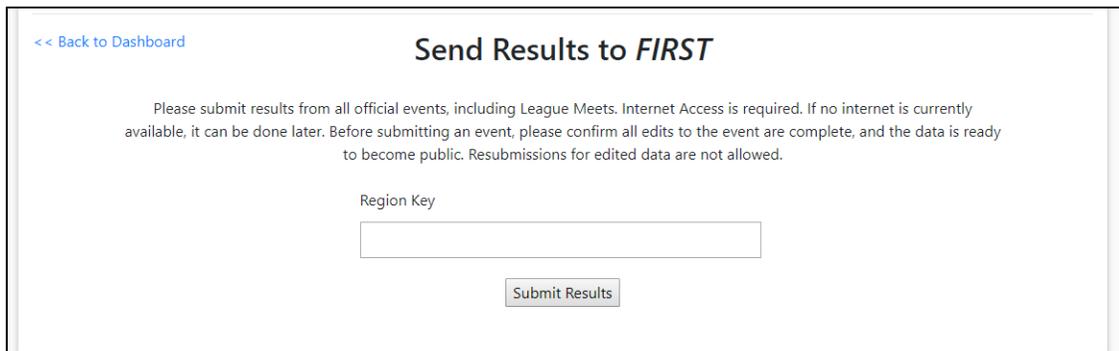


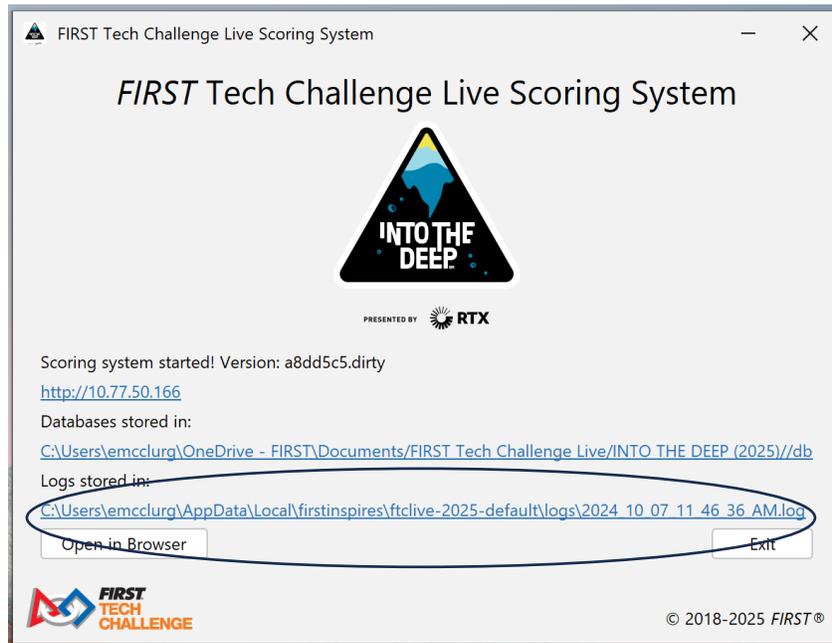
Figure 158 -Copy/Paste the region key.

If you cannot access this, send the database file for the event to [ftctech@firstinspires.org](mailto:ftctech@firstinspires.org). HQ staff will upload the event .db file for you.

## Troubleshooting the System

### Accessing the System Logs

It can be helpful to access the system logs and review messages from the *FIRST Tech Challenge* Live scorekeeping server. If you need support, please access and email log and .db files to [ftctech@firstinspires.org](mailto:ftctech@firstinspires.org). The output from the scorekeeping server is redirected to a text file in the top-level directory within the software directory. This can also be found on the app homepage on the laptop's Desktop.



Name	Date modified	Type	Size
bin	05-Sep-22 12:30 AM	File folder	
db	28-Sep-22 1:16 PM	File folder	
lib	05-Sep-22 12:22 AM	File folder	
logs	28-Sep-22 9:09 AM	File folder	
tmp	28-Sep-22 2:28 PM	File folder	
uploads	05-Sep-22 12:30 AM	File folder	
FIRST-Tech-Challenge-Live-UNIX	05-Sep-22 12:22 AM	File	1 KB
FIRST-Tech-Challenge-Live-Windows.bat	05-Sep-22 12:22 AM	Windows Batch File	1 KB

Figure 159 – Find the link on the app or open the Directory folder.

If you have run the software at least one time, then you should see at least one log file in the “logs” subdirectory. Double-click a log file to view its contents.

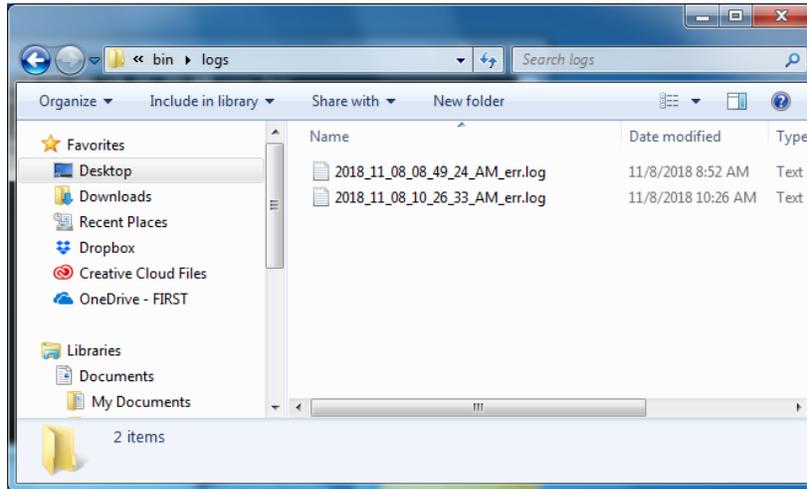


Figure 160 - You should see a listing of log files within the "logs" directory.

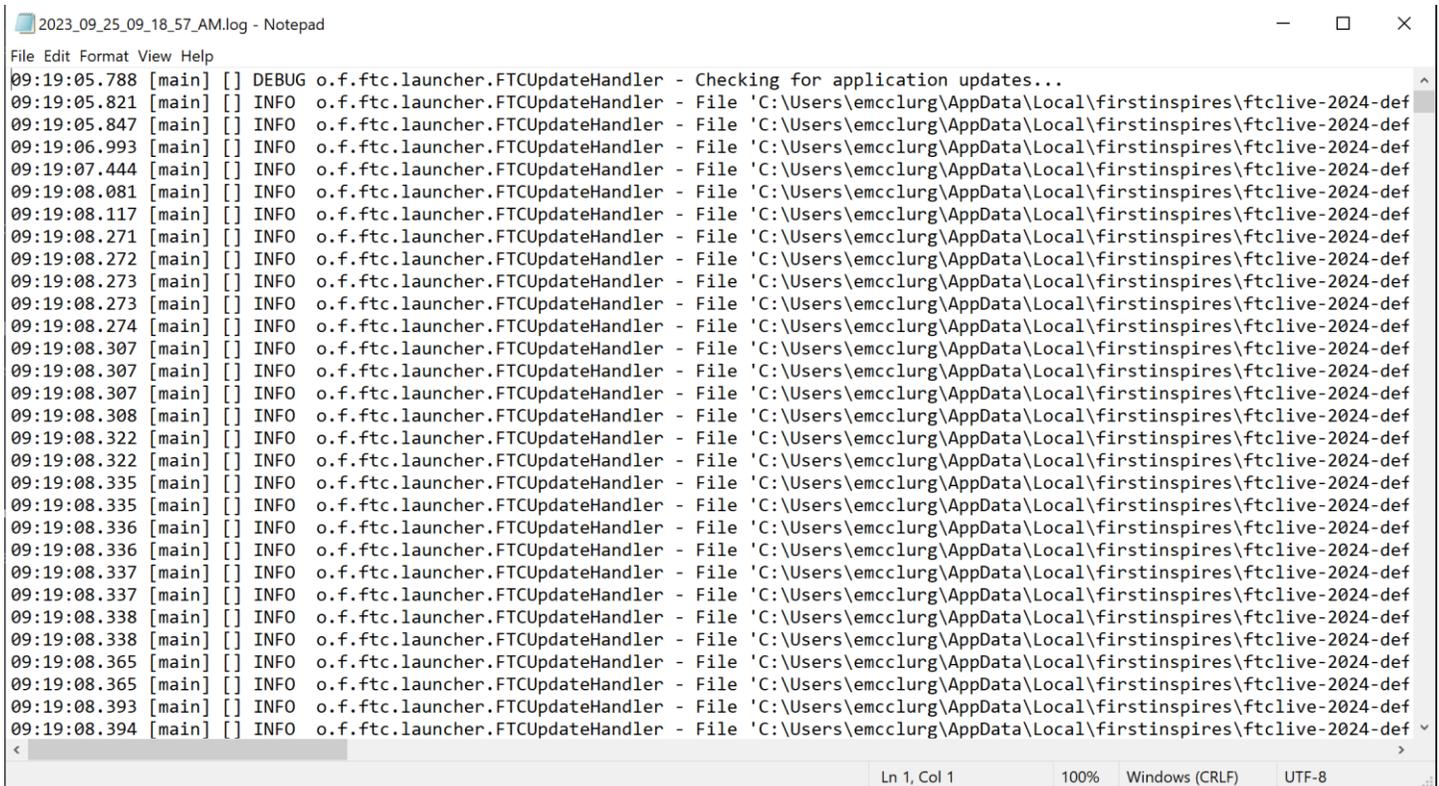


Figure 161 - Log files contain useful information for troubleshooting.

## Important Tools

### Public Schedule

The Program Delivery Partner or the tournament 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.

*Figure 3: Sample Public Schedule for a Typical FIRST Tech Challenge Event*

Time	Agenda
7:15am	Doors Open for Volunteers
8:00am	Doors Open for Teams
8:30am	Judging & Inspection Commences
10:35am	Inspection Deadline
10:40am	Opening Ceremony & Driver's Meeting
11:00am	Qualification Matches Commence
12:00am	Lunch Time
12:30pm	Qualification Matches Resume
3:15pm	Alliance Selection
3:45pm	Playoff Matches
5:30pm	Closing Ceremony, Awards and Advancement Announcement

On occasion things that happen out of the event's control may impact the schedule. In these cases, work closely with the tournament director to understand the updated agenda.

### Event Layout/Map

The Program Delivery Partner and Tournament 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)

## Judging Schedule

Provided by the Event Director or Judge Advisor. Awareness of this schedule and how inspections are scheduled will allow the FTA to help inform teams if questions are asked. In most cases, a judging session takes precedence over an inspection appointment.

The judging schedule can be created in the FTC Live software under “Judging/Inspection Schedule.” Please consider the timing of the judging panel presentation and interviews and time for the Judges to discuss.

Filter

- Robot Inspection
- Field Inspection
- Judging
- All Stations

Sort

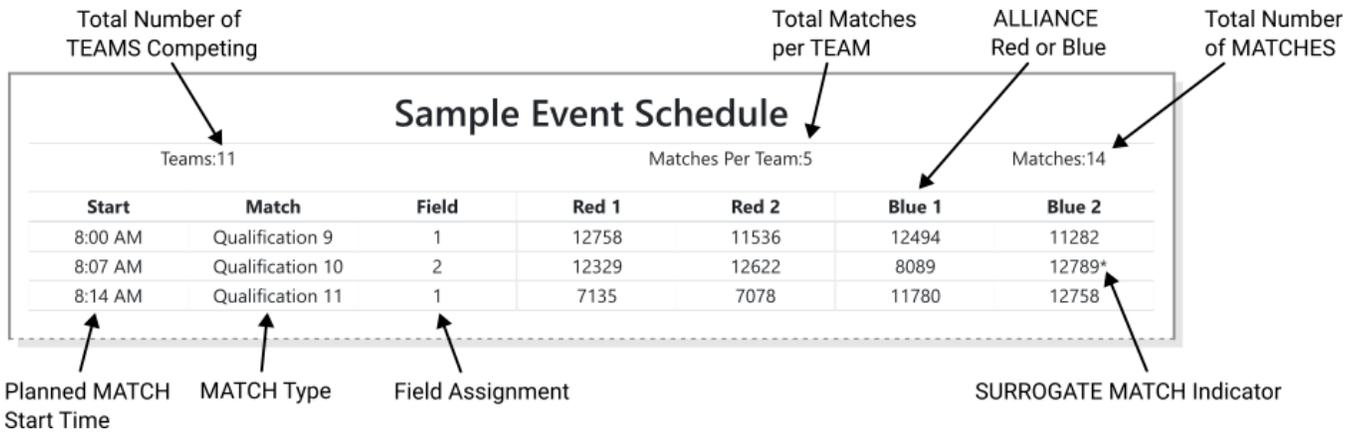
1. Judging Time
2. Field Inspection Time
3. <no sort>

Judging			
Team	Day	Time	Station
358	10/4/2024	8:00 AM - 8:30 AM	1
596	10/4/2024	8:00 AM - 8:30 AM	2
3470	10/4/2024	8:00 AM - 8:30 AM	3
72	10/4/2024	8:30 AM - 9:00 AM	3
1138	10/4/2024	8:30 AM - 9:00 AM	2
1622	10/4/2024	8:30 AM - 9:00 AM	1
524	10/4/2024	9:00 AM - 9:30 AM	1
542	10/4/2024	9:00 AM - 9:30 AM	2

Team	Robot Inspection			Field Inspection			Judging					
	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00
72	3	3	3									
358	1	1	1									
524	1	1							1			
542	2	2								2		
596	2	2	2									
1138	2	2	2									
1622	1	1	1									
3470	3	3	3									

## Match Schedule

The match list will be generated 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 see Figure 4. Some events will have more than one competition field and/or more than one division and each division will have its own schedule.



The diagram shows a 'Sample Event Schedule' table with several annotations. At the top, 'Teams:11' is annotated with 'Total Number of TEAMS Competing'. 'Matches Per Team:5' is annotated with 'Total Matches per TEAM'. 'Matches:14' is annotated with 'Total Number of MATCHES'. The table has columns for 'Start', 'Match', 'Field', 'Red 1', 'Red 2', 'Blue 1', and 'Blue 2'. The 'Blue 2' column has an asterisk on the value '12789\*', which is annotated with 'SURROGATE MATCH Indicator'. The 'Start' column is annotated with 'Planned MATCH Start Time', 'Match' with 'MATCH Type', and 'Field' with 'Field Assignment'.

Start	Match	Field	Red 1	Red 2	Blue 1	Blue 2
8:00 AM	Qualification 9	1	12758	11536	12494	11282
8:07 AM	Qualification 10	2	12329	12622	8089	12789*
8:14 AM	Qualification 11	1	7135	7078	11780	12758

Figure 4: Example Match Schedule

## Pit Map

Pit maps are typically provided by either the tournament 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. Below are two sample pit maps in Figure 5 and Figure 6:

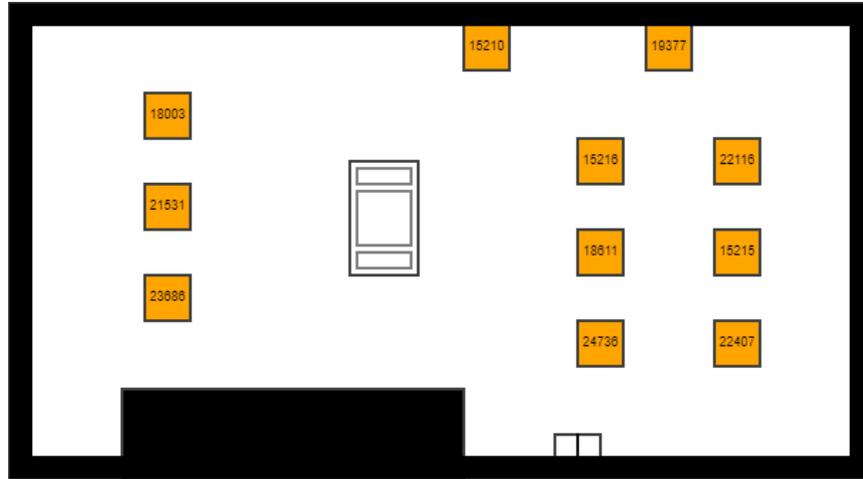


Figure 5: Example Pit Map for a small 12-team Qualifier Event

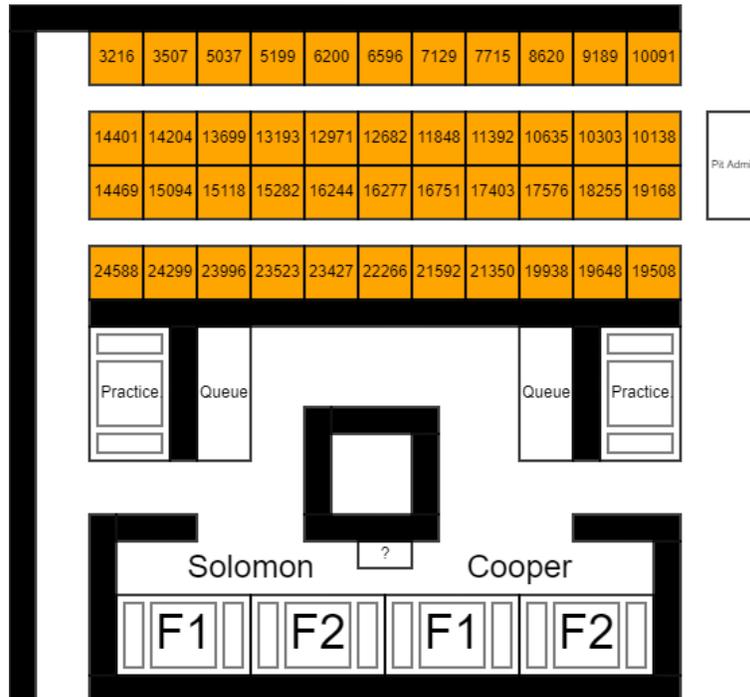


Figure 6: Example Pit Map for a typical Regional Championship

## 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:

### Pre-Event Support

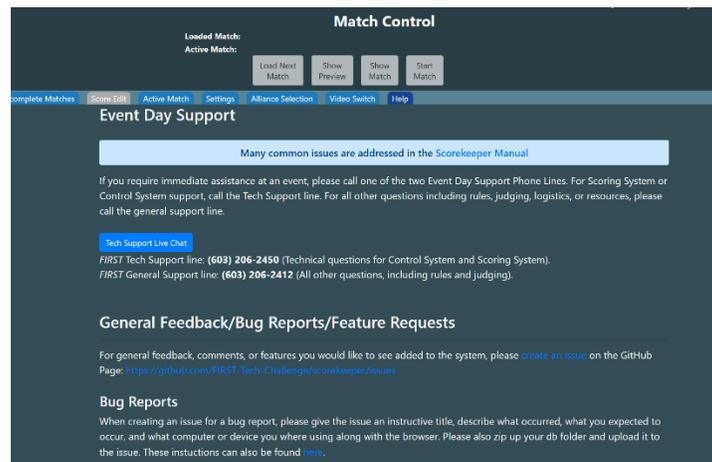
Mon – Fri 8:30am – 5:00pm Eastern Time (UTC-4 or UTC-5)

Phone: (603)666-3906

Email: [firsttechchallenge@firstinspires.org](mailto:firsttechchallenge@firstinspires.org)

### Online Tech Support Chat

For events that are online there is a support chat in FTC Live's Help/Feedback page:



The screenshot shows the Match Control interface. At the top, it says "Match Control" and "Loaded Match: Active Match". Below this are buttons for "Load Next Match", "Show Preview", "Show Match", and "Start Match". A navigation bar includes "Complete Matches", "Score Edit", "Active Match", "Settings", "Alliance Selection", "Video Switch", and "Help". The main content area is titled "Event Day Support" and contains a link to the "Scorekeeper Manual". It provides contact information for technical support: "FIRST Tech Support Line: (603) 206-2450" and "FIRST General Support Line: (603) 206-2412". It also includes sections for "General Feedback/Bug Reports/Feature Requests" and "Bug Reports", with instructions on how to report issues.

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## Program Resources



[FIRST Tech Challenge Website](#)



[Event Search](#)



[Game and Season Resources](#)



[FIRST Tech Challenge Blog](#)



[Volunteer Resources](#)



[Team Email Blasts](#)

## Feedback

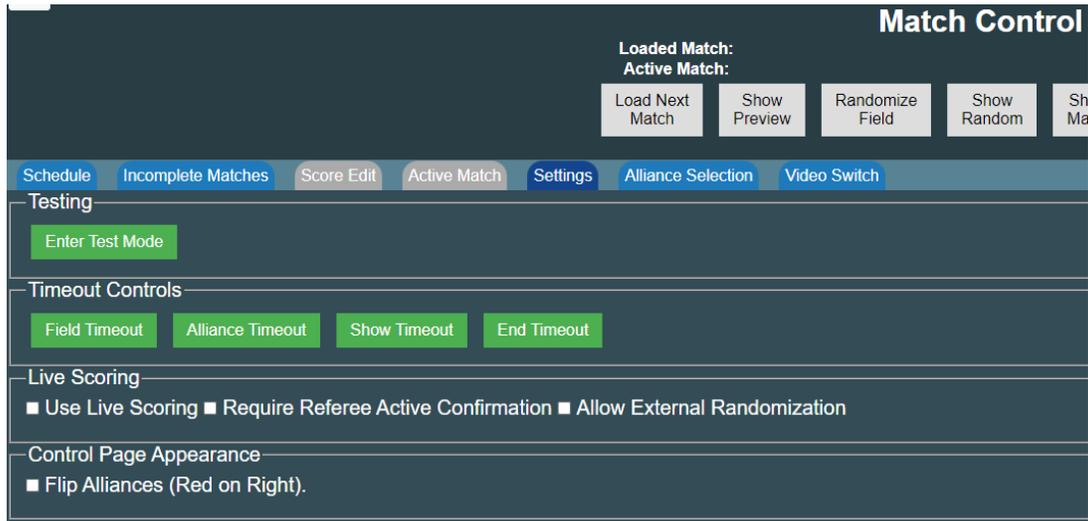
We strive to create support materials that are the best they can be. If you have feedback about this manual, please email [firsttechchallenge@firstinspires.org](mailto:firsttechchallenge@firstinspires.org). Thank you!

## Appendix A - Paper Scoring

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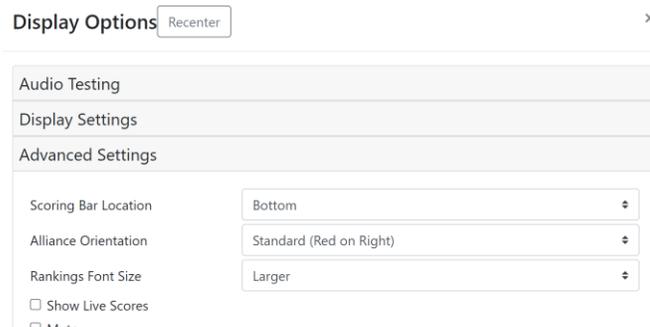
### Configuring the Event for Paper Scoring

On the Match Control Page, under the “Settings” tab, deselect the “Use Live Scoring” checkbox. This will simplify the match flow for paper scoring and will automatically set the displays to not show live scores.



## Configuring the Audience Display

On the laptop, the Scorekeeper should have two browser windows opened. One window should display the Match Control screen. The other window should be configured as an Audience Display with the “Show Live Scores” option disabled (see image below). Both browser windows should be logged in as the “local” user.



If the “Show Live Scores” option is disabled, then the Audience Display will only display match and timing information. No real-time scores will be displayed.

Note: The Audience Display browser window should be maximized in the externally connected HDMI monitor so that the teams and audience can see the timing and match information clearly.

## Step-by-Step Example: Scoring with Paper sheets.

1. Scorekeeper selects the match that they want to score and pushes the “Play” button that appears next to its listing on the Match Control Page (or the Scorekeeper pushes “Load Next Match” if the next match in the schedule is to be played). The match should be listed as the “Loaded Match” near the top of the Match Control screen.

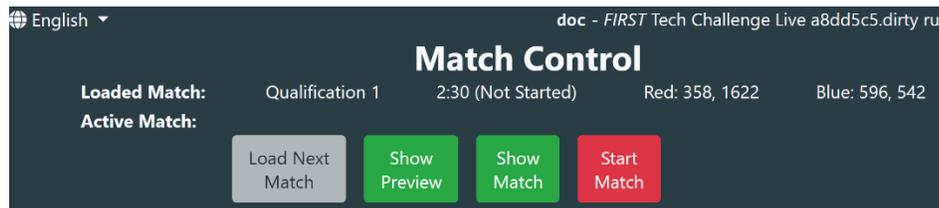
- The Scorekeeper presses the “Show Preview” button on the Match Control Page. This should force the Audience Displays to display information about the upcoming match.

**Note:** On the Match Control page, the “Show Preview” button should change from green to yellow after the button has been pressed.

- The Scorekeeper can push the “Show Match” button to show the match information, which for this scenario will include the alliance team numbers and the match clock.

- The Scorekeeper pushes the “Start Match” to run the match.

**Note:** The “Start Match” button might be colored red if the live scoring setting has not been disabled. Please disregard, because it is “waiting” for pre-match information from a score tracking tablet for live scoring.



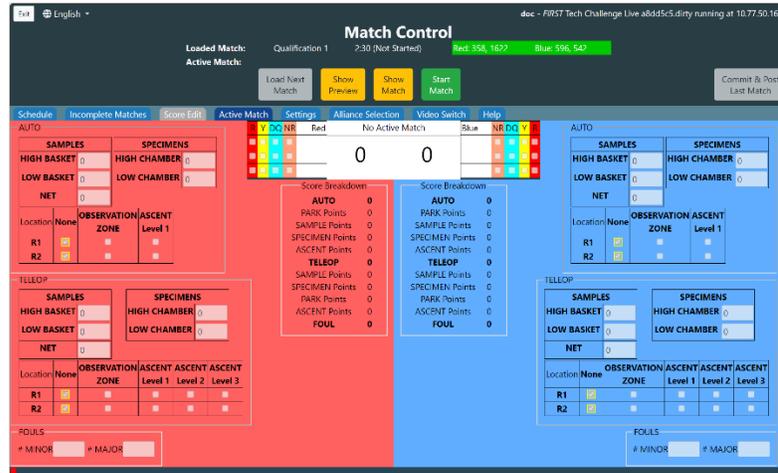
- After the match begins, the Audience Display should play the audio cue indicating that the match has begun and the countdown timer on the display should be active.

**Note:** that the Scorekeeper has the option to abort the match by pushing the “Abort Match” button while the match is active.

- After the match is complete, the Scorekeeper collects the paper scoresheets from the Referees and then selects the “Enter Scores” button next to the match to pull up the electronic version of the scoresheets on the Match Control screen.



- The Scorekeeper should manually enter in the score values through the Match Control Page. The Scorekeeper should then press “Save Edits.” When ready to show the scores, click “Commit” and then “Post Results.”



8. The Scorekeeper can repeat the process for subsequent matches.
9. There are prompts for inaccurate scoring within the system in case mistakes are made on the paper scoresheet.

## Appendix B – Dual Division

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Dual division events have a large team capacity that requires more than one division to run concurrently. The event has separate awards for each division and then playoff finals awards for the entire event. Dual division events are approved by *FIRST* Tech Challenge staff after the [Event Variance Form](#) has been completed. Dual division must be configured in the FTC Scoring system [FIRST Tech Challenge Scoring \(firstinspires.org\)](#) by the region admin as a dual division event with division names two weeks prior to the start date. The data transfer to the scorekeeper software FTC Live must take place within 3 days of the event.

After the event, once the division winners are identified, the divisions (event\_1 and event\_2) will need to be merged into the event\_0 or parent event within FTC Live to hold the finals and determine the winner of the event. This guide is intended to help you walk through the steps to successfully run and merge the divisions. This guide will not go into detail of the features of FTC Live or FTC Scoring. For more information on how to use FTC Live, please refer to the complete [Scorekeeper Manual](#).

### Important Notes:

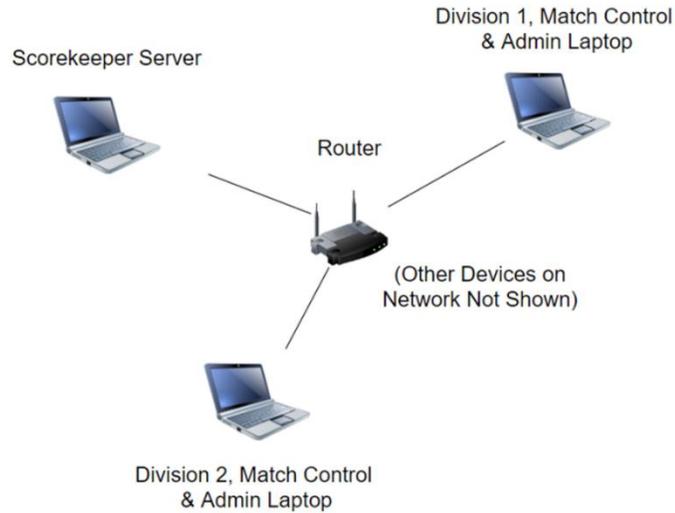
- A new dual division event requires explicit permission from *FIRST* headquarters. The PDP must apply for a new dual division event using the Event Variance application on [SharePoint](#).
- Creating a dual division event must be done in FTC Scoring, cloud, and use the official dual division release of FTC Live for the season.
- The event must be configured by a PDP or a designated admin in the cloud-based FTC Scoring System at least two weeks before the event. The data transfer to the FTC Live dual division release must be 2-3 days before the event start date.

System requirements for setting up a dual division event include:

- Single scorekeeper server running the event\_0 and both divisions
- Multiple Match Control/Admin laptops (one per division).
- Devices connected on the same private network.

NOTE: The system supports running separate servers for each division, then importing results back into a server, if necessary.

## System Configuration



## Dual Division Setup in Cloud-based FTC Scoring

### Create a Dual Division (DD) Event

PDP/Region Admin can request the event in FTC Scoring prior to approval of the dual division application. HQ suggests entering the event as soon as the date of the event is known. PDP/Admin needs to log into the *FIRST* Tech Challenge Scoring system to configure the event two weeks prior, as shown.

FIRST Tech Challenge Scoring (Cloud) v2.3.1-30-g089c427.dirty
Resources Help/Feedback Hello, test

[<< Back to Event Dashboard](#)

### [USTXCPELT1] TX FTC Central Pentaplex League Tournament HYBRID League Tournament

Run as Remote Event

*Note: This checkbox is only present for testing. For official events, this setting is configured by your Partner Service Manager.*

League:

Number of Fields:

**Important Note:** The “Convert to Dual Division” button only appears for regions that have HQ-approved DD events.

## Configure the dual divisions.

[<< Back to Event Dashboard](#)

### [USTXCPELT1] TX FTC Central Pentaplex League Tournament HYBRID

League Tournament  
Dual-Division Configuration

Running a Dual-Division Event requires explicit permission from *FIRST* Headquarters. By continuing, you affirm that you have obtained the necessary permission to run this event.

League  
pplx - Pentaplex

Division 1 Name:  
Franklin

Division 1 Abbreviation (4 characters max):  
FRNK

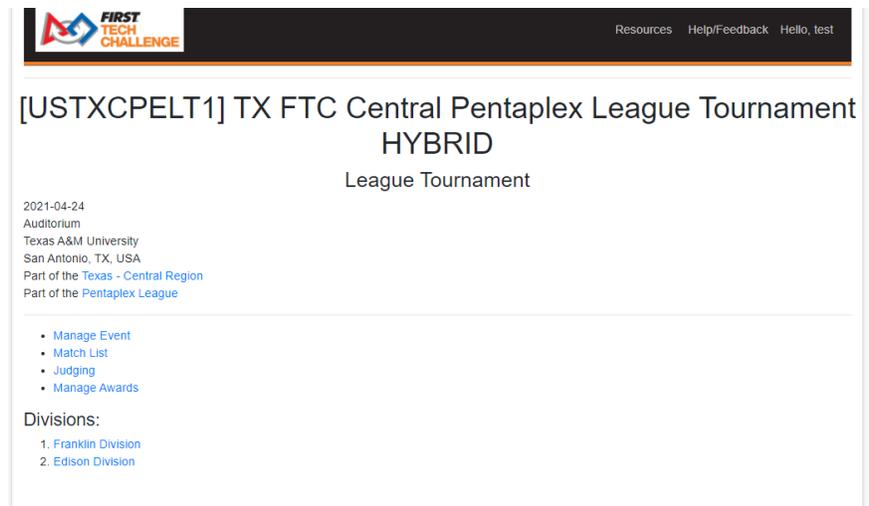
Division 2 Name:  
Edison

Division 2 Abbreviation (4 characters max):  
EDIS

[Save](#)

Note: Division abbreviations should be four (4) characters or less.

On the parent event dashboard (event name\_), each of the divisions appear.



The screenshot shows the parent event dashboard for [USTXCPELT1] TX FTC Central Pentaplex League Tournament HYBRID. The page includes the event title, date (2021-04-24), location (Auditorium, Texas A&M University, San Antonio, TX, USA), and navigation links for Manage Event, Match List, Judging, and Manage Awards. The Divisions section lists Franklin Division and Edison Division.

Add teams to the parent event (USTXCPELT1 in this example) in ftc-scoring. In the parent event, add teams to each division using the “Assign Divisions” button on the lower left-side of the page.

<< Back

### Adding to Event 'USTXCPELT1'

TX FTC Central Pentaplex League Tournament HYBRID

Find by State/Province From Region League Members Add Individually Download CSV Done

Team Number to Add:  Add Run Eligibility Check Choose File No file chosen Upload Team List

Number	Short Name	City	State/Province	Country	Rookie Year	Division	
10632	JECA RoboRaptors	Universal City	TX	USA	2015	0	✕
11338	JSTEM Lightning Blade	Converse	TX	USA	2016	0	✕
12115	Phoen-X	Universal City	TX	USA	2016	0	✕
12563	Bots of Glory	Universal City	TX	USA	2016	0	✕
12798	Gateway Robotics	San Antonio	TX	USA	2017	0	✕
12820	Wagner TRILOBYTES	San Antonio	TX	USA	2017	0	✕
14861	Guardian Robotics	New Braunfels	TX	USA	2018	0	✕

Showing 1 to 7 of 7 entries

[Assignment Algorithm Info](#)

Assign Divisions Clear Division Assignments Publish Division Assignments

Division Assignments are not yet visible to Teams

To edit the division, select the team Add/Edit. Edit the "Division" field.

Team 10632

Short Name

City

State

Country

Long Name (Affiliation)

School

Rookie Year

Robot Name

Advancement  Division

Eligible for Inspire?  Competing?

Cancel Save

**Important Note:** If you select a division to assign teams to that particular division, they will be added to both the parent event and the division. Add and remove teams from the parent event. There is a note highlighted in blue that explains this note.

<< Back

## Adding to Division 'USTXCPELT1FRNK'

TX FTC Central Pentaplex League Tournament HYBRID - Franklin Division

This is the team list for one division of a dual-division event. Adding a team will assign them to this division, and removing a team will only remove them from this division, not from the entire event. It is recommended all team list edits be performed in the main event's team list editor. Making concurrent edits in the main event and in a division may result in undefined behavior.

Find by State/Province
From Region
League Members
At Event
Add Individually
Download CSV
Done

Team Number to Add:  Add
Choose File No file chosen
Upload Team List

Number	Short Name	City	State/Province	Country	Rookie Year	Division	✕
10632	JECA RoboRaptors	Universal City	TX	USA	2015	1	✕
11338	JSTEM Lightning Blade	Converse	TX	USA	2016	1	✕

Showing 1 to 2 of 2 entries

To run the event, go back to the parent event dashboard (event\_0). Select the “Play Event Locally” button to transfer to FTC Live. This transfer of data is explained [here](#).

### Manage the event in FTC Live

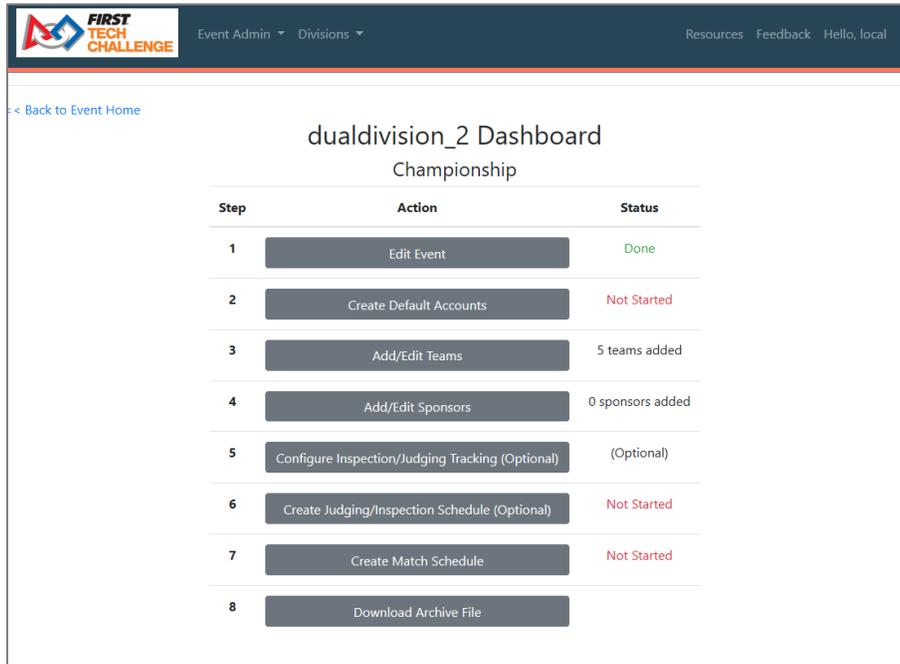
Once the data has been transferred to FTC Live on the scoring server laptop, all edits (teams, sponsors, etc.) to the event need to take place in FTC Live.

- Make sure all three events (parent, both divisions) are open on the scorekeeper server computer.
- Make sure each division also has a dedicated laptop.
- Make sure each division laptop only has one division event in the browser.

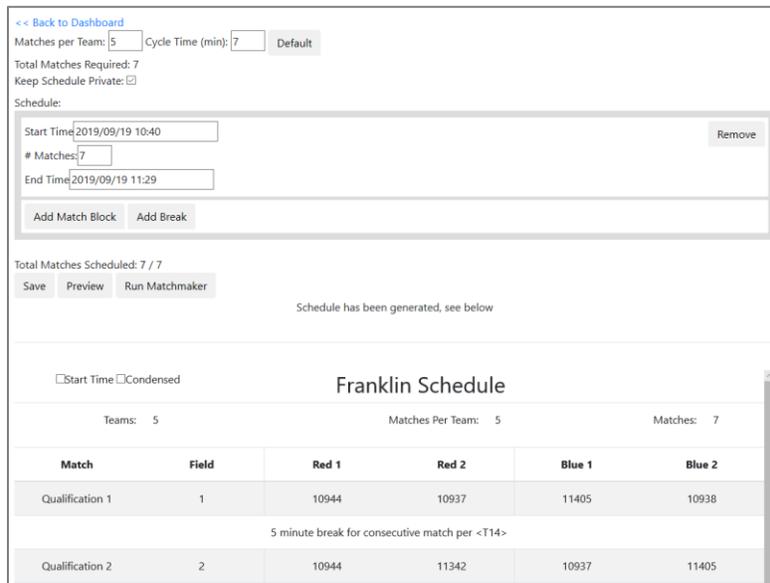
### Generate Matches for Each Division

Once the teams participating have been assigned to a division, generate the matches:

1. Select the Division dropdown to each division.
2. Opens the division’s dashboard, in this example it displays either dualdivision\_1 Dashboard or dualdivision\_2 Dashboard.
3. Select “Create Match Schedule.” This will have to be done in both divisions (events).



4. Select Run Matchmaker to create a division’s schedule.

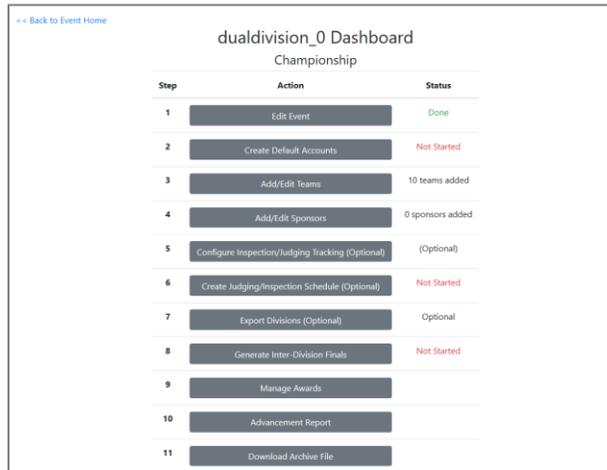


Match	Field	Red 1	Red 2	Blue 1	Blue 2
Qualification 1	1	10944	10937	11405	10938
5 minute break for consecutive match per <T14>					
Qualification 2	2	10944	11342	10937	11405

Each division will have its own Match Control Page. Each division must be scored in the correct division’s Match Control Page to show the results of the dual division in the parent event’s “Generate Interdivisional Final” section. This will save the matches between the divisions for the interdivisional final.

## Generate the Interdivisional Final

Enter scores for both divisions before generating the interdivisional finals. Once the scores are input, the interdivisional match will be listed on the parent event, Match Control Page (dualdivision\_0).



Step	Action	Status
1	Edit Event	Done
2	Create Default Accounts	Not Started
3	Add/Edit Teams	10 teams added
4	Add/Edit Sponsors	0 sponsors added
5	Configure Inspection/Judging Tracking (Optional)	(Optional)
6	Create Judging/Inspection Schedule (Optional)	Not Started
7	Export Divisions (Optional)	Optional
8	Generate Inter-Division Finals	Not Started
9	Manage Awards	
10	Advancement Report	
11	Download Archive File	

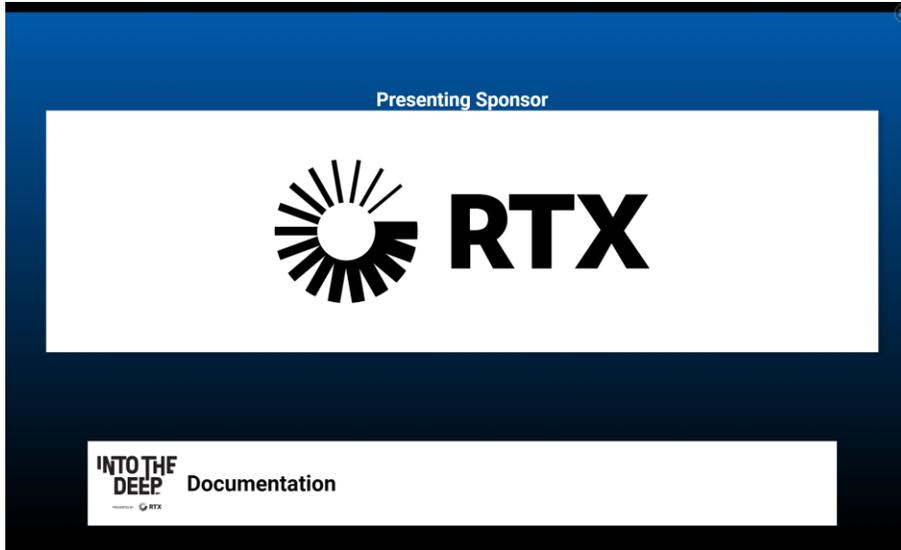
**Note:** If the scores have not been completed in the Match Control Page, the Generate Inter-Division Finals button will not work. Results will appear on ftc-events [FTC Event Web : Home \(firstinspires.org\)](http://FTC Event Web : Home (firstinspires.org)) as the parent event and the divisions to display the winners in each division.

## Appendix C – Display Screens

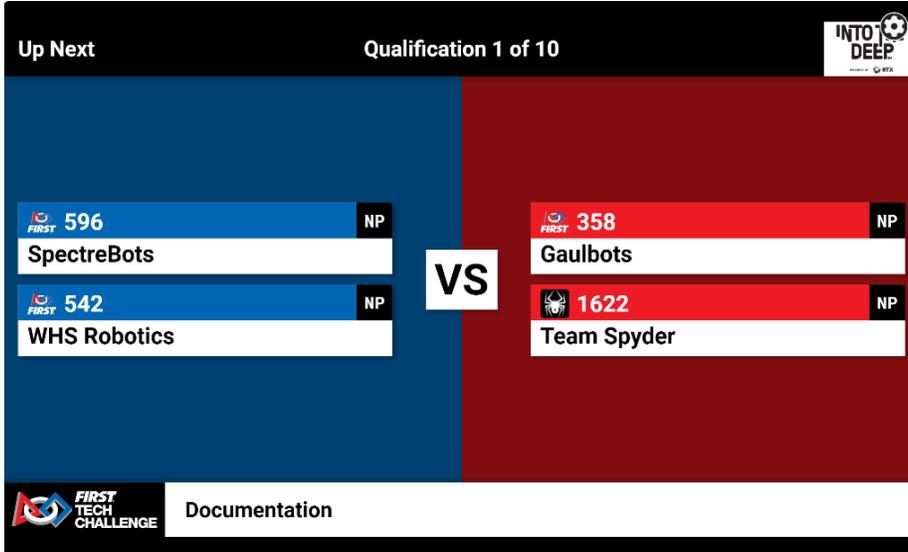
---

The following display screens are all option for the visually messaging the audience throughout the event.

### Default Display



### Audience Display during "Show Match"

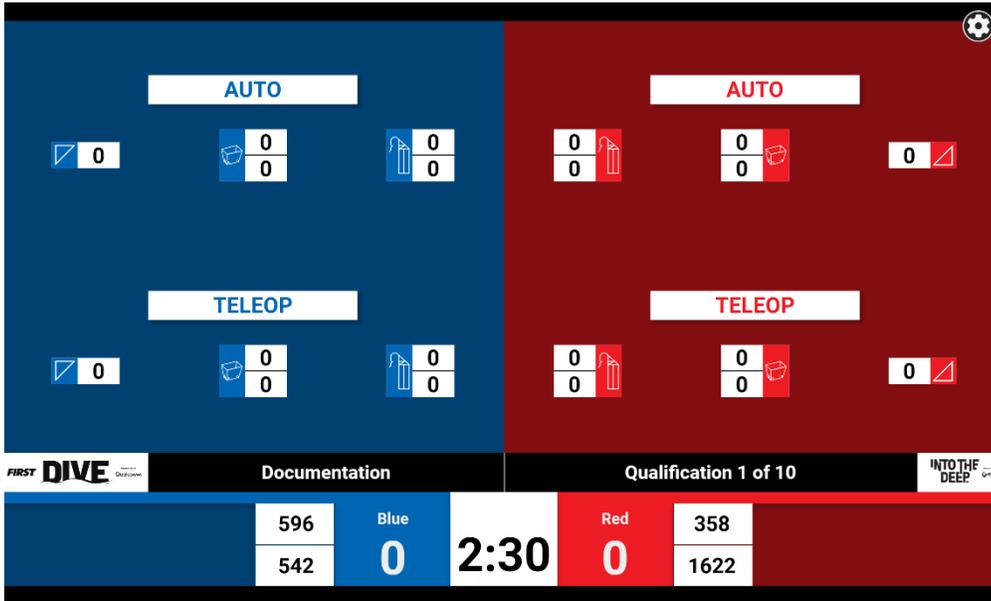


Up Next Qualification 1 of 10 INTO THE DEEP

596 SpectreBots NP	VS	358 Gaulbots NP
542 WHS Robotics NP		1622 Team Spyder NP

Documentation

### Audience Display during "Show Matches."

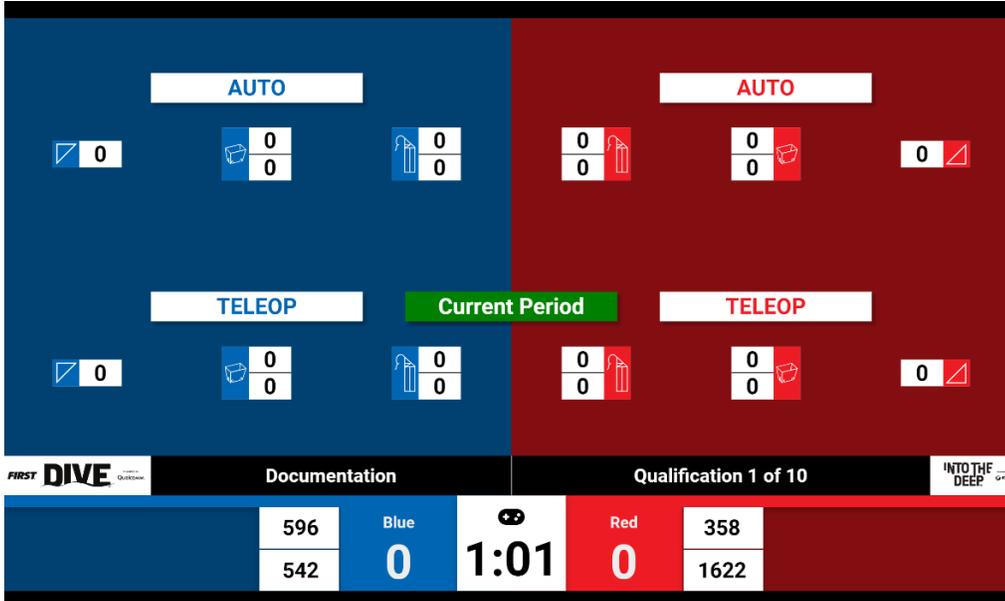


AUTO		AUTO	
0	0	0	0
0	0	0	0
TELEOP		TELEOP	
0	0	0	0
0	0	0	0

FIRST DIVE Documentation Qualification 1 of 10 INTO THE DEEP

596	Blue	2:30	Red	358
542	0		0	1622

### Audience Display during "Play Match"



### Pit Display

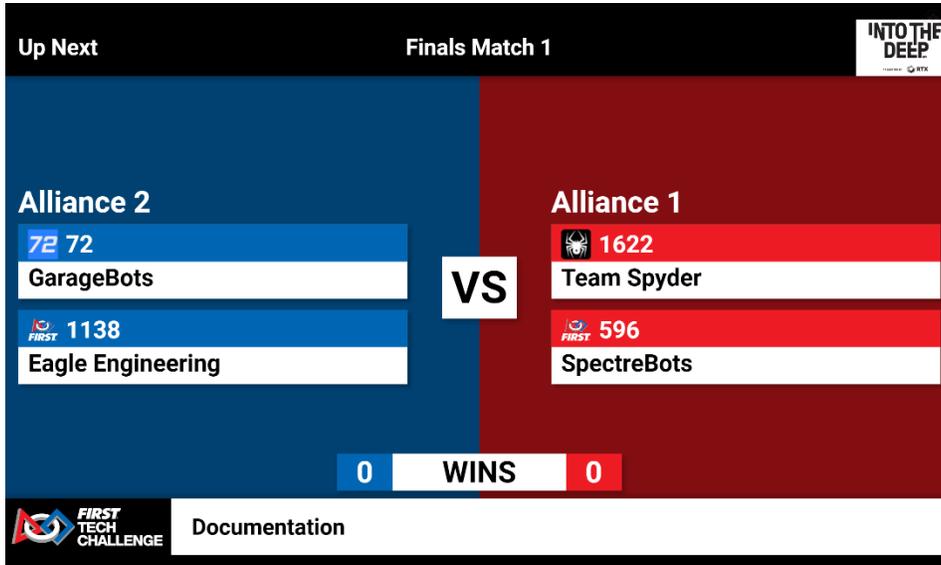
Rank	Team	RS	AUTO	ASCENT	Plays
1	1622	2.00	13.00	0.00	1
2	358	2.00	13.00	0.00	1
3	542	0.00	0.00	0.00	1
4	596	0.00	0.00	0.00	1
NP	72	--	--	--	0
NP	524	--	--	--	0
NP	1138	--	--	--	0
NP	3470	--	--	--	0

Q1 23 358 596 8  
1622 542

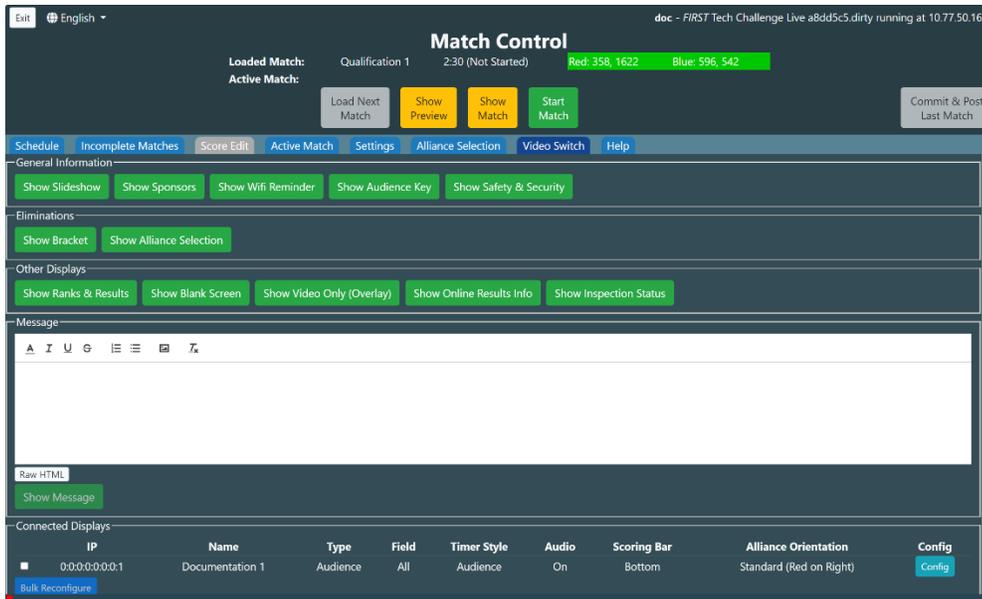
5 matches per team 1 / 10 matches played

INTO THE DEEP Documentation

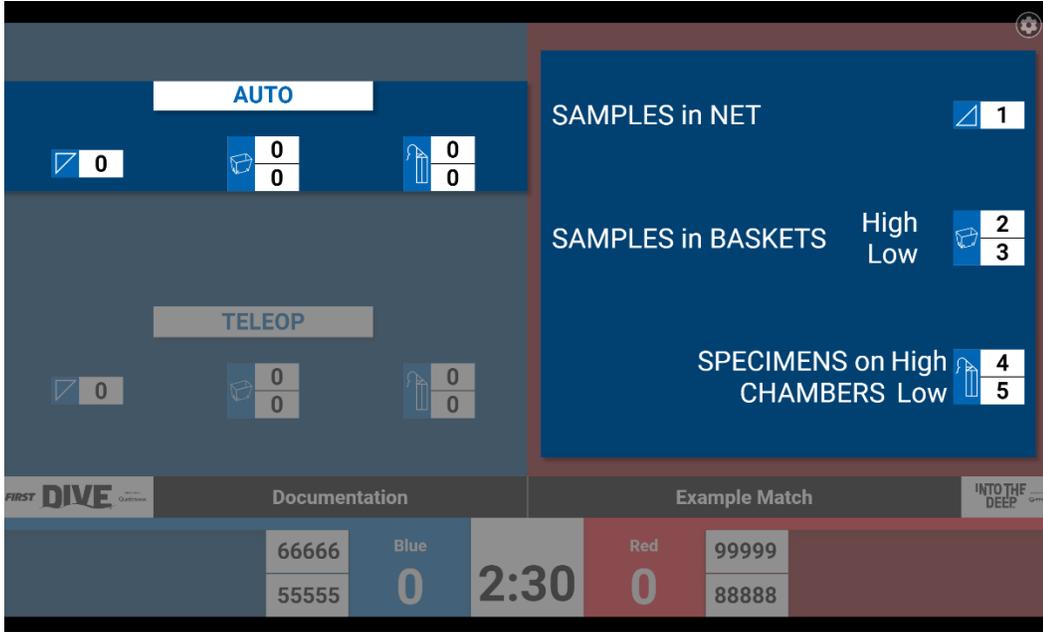
## Audience Display during Alliance Selection “Set Audience Display”



The “Video Switch” option on the Match Control page provides multiple display options including a “Wi-Fi Reminder,” custom message and an “Audience Legend.”



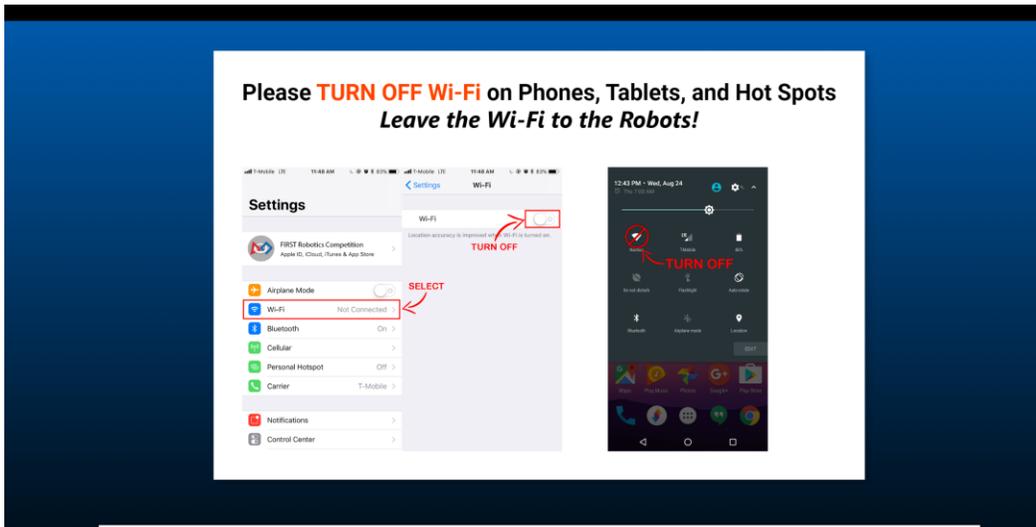
## Audience Legend



The Audience Legend interface displays the following information:

- Mode:** AUTO (selected) and TELEOP (deselected).
- Scoreboard:**
  - Blue: 66666 (top), 55555 (bottom)
  - Red: 99999 (top), 88888 (bottom)
  - Time: 2:30
- Match Statistics:**
  - SAMPLES in NET: 1
  - SAMPLES in BASKETS: High 2, Low 3
  - SPECIMENS on High CHAMBERS: High 4, Low 5
- Navigation:** Documentation, Example Match, INTO THE DEEP.

## Wi-Fi Reminder

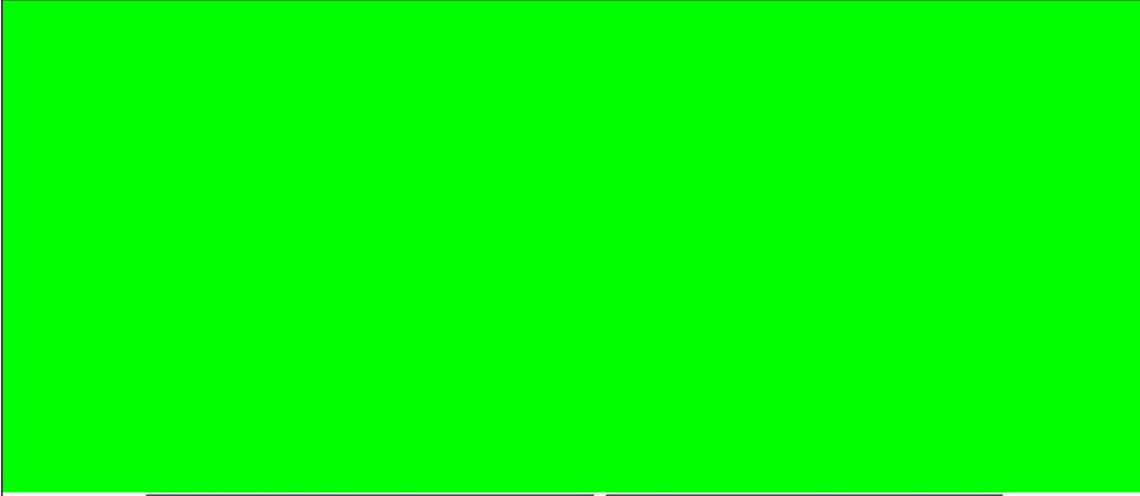


Please **TURN OFF Wi-Fi** on Phones, Tablets, and Hot Spots  
*Leave the Wi-Fi to the Robots!*

The reminder includes two screenshots with instructions:

- Left Screenshot (iOS Settings):** Shows the Settings app with 'Wi-Fi' selected. A red box highlights the 'Wi-Fi' toggle, with a red arrow pointing to it and the text 'TURN OFF'. Another red box highlights the 'Wi-Fi' option in the settings list, with a red arrow pointing to it and the text 'SELECT'.
- Right Screenshot (Android Settings):** Shows the Settings app with 'Wi-Fi' selected. A red box highlights the 'Wi-Fi' toggle, with a red arrow pointing to it and the text 'TURN OFF'.

## Overlay



## Appendix D - Field Inspection Automation

---

Starting with version 8.0.0 of the FTC SDK, the Driver Station's Inspection Report will display a QR at the bottom of the page that can be scanned by Field Inspectors using FTC Live. This QR contains information that allows the scoring system to automatically check 18 of the checkboxes on the Field Inspection form. On the Field Inspection page, there is a "Scan QR" button. Tapping it will open the native camera app. Take a picture of the DS with the QR in focus and the scoring system will read the QR data and apply the checks it can validate.

Note: this does not "scan" the QR - it will not automatically detect the QR and take the picture; please ensure that the QR is in focus so that it can be read once the picture is taken.

Team Number: 4902

Scan QR

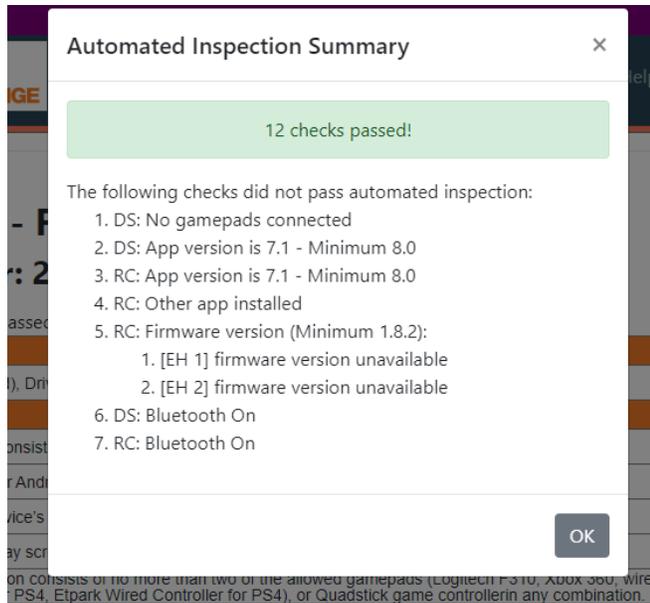
QR Help

Mark In Progress

Highlight Missing

		FIELD – OPERATOR CONSOLE Rules	Rule #
✓		The OPERATOR CONSOLE consists of only of one Android device (Circle): Motorola Moto G4 Play, Motorola Moto G5, Motorola G5 Plus, Motorola Moto E4, Motorola Moto E5, Motorola Moto E5 Play, or REV Driver Hub. If team is not from North America and has an alternate smartphone, circle here. Not Selected	R901
		The touch display screen of the DRIVER STATION device is accessible and visible to FIELD STAFF.	R902
		No more than one (1) optional COTS USB external battery connected to the REV Driver Hub USB-C port, no more than one (1) USB hub connected to the smartphone Android Device.	R903
		The OPERATOR CONSOLE consists of no more than two of the allowed gamepads.	R904
		Does not contain more than 1 external USB hub.	R905.A
		Does not contain non-decorative electronics not otherwise required.	R905.B
		Does not exceed 3ft wide, 1ft deep and 2 ft tall (91.4cm by 30.5cm by 61.0 cm) excluding any items that are held or worn by the DRIVE TEAM during a MATCH.	R905.C
DS	RC	OPERATOR CONSOLE and ROBOT CONTROLLER Software Rules	Rule #
		Communication between the ROBOT CONTROLLER and DRIVER STATION is only through the official RC and DS applications over the ROBOT CONTROLLER Wi-Fi.	R706
		Android smartphone(s), REV Driver Hub, and REV Control Hub are named with the official team number followed by an optional -A (or other letter) and -DS or -RC as appropriate.	R707
		Android smartphones (if used) have airplane mode & Wi-Fi enabled, and Bluetooth disabled.	R718.B, C
		All remembered Wi-Fi Direct Groups and Wi-Fi connections on Android devices (smartphones and REV Driver Hub) have been removed, only ROBOT CONTROLLER Wi-Fi remains.	R718.D
NA		ROBOT CONTROLLER Wi-Fi is set to the correct channel (if required by the competition).	R710
NA		REV Control Hub (if used) has Wi-Fi turned on, Bluetooth is turned off, and the password is different than the factory default value of "password" as seen in ROBOT Self-Inspect	R718.A,C
		FIELD – Power-On Operation	Rule #
		ROBOT CONTROLLER device properly connects with the DRIVER STATION device.	N/A
		ROBOT starts and stops when commanded by the DRIVER STATION device. Specifically, stop button must be able to immediately interrupt both AUTO and TELEOP OpModes.	G401, G406
		FIELD - General Notifications and Acknowledgements	Rule #
		Team understands that they must promptly proceed to the ARENA for their scheduled MATCH time as indicated on the MATCH schedule. It is the team's responsibility to monitor for schedule changes.	G301
		Team knows that they are responsible for attaching the correct ALLIANCE specific ROBOT SIGN on two sides of their ROBOT before they approach the ARENA.	G303
		The team understands how to disable their ROBOT, if instructed to do so by a REFEREE.	G414
		Team understands no programming is allowed in the ARENA, including MATCH queue areas.	R706
		Team understands that troubleshooting or programming assistance from FIELD STAFF will be limited if team is not using at least the recommended minimum versions of SDK and device software.	R713

After scan, it will provide a summary of how many items were checked, and what items were not able to be checked:



Prior to scanning, ensure the robot is on & connected, and the gamepads are plugged in to the Driver Station. If scans fail, try backing the camera away from the QR, or increase the DS brightness, or set the DS to portrait mode.

There is an alternate page for QR scanning outside the scope of an inspection form. It is made to be

more phone-friendly and allows scanning of any team. The alternate workflow is accessed from the Field (Tabletop) Inspection Team Select. Events can consider using this workflow when:

1. An event is scanning the QRs at a different location from Tabletop Inspection (either as a stop on the way to Field Inspection or a mobile inspector in the pits)
2. The event's (or inspector's) devices do not have cameras. In this scenario, a phone is used to scan the QR, then the form is opened on the tablet to do the rest of inspection, either by the same or a different inspector/location.

When scanned from the alternate workflow, the checkboxes are still checked, but the team's inspection status is not affected (not set to IN\_PROGRESS). It can also be used as a report of teams that have scanned:

Team	Scan Result	Scan
731	No Scan	 Scan QR
1533	No Scan	 Scan QR
2901	13 ✓	 Scan QR
16837	No Scan	 Scan QR
18185	No Scan	 Scan QR

## Appendix E - FTA Notes

ussm: Scorekeeper Manual

### Event Info

- [Judging & Inspection Schedule](#)
- [Judging & Inspection Status](#)
- [Match Schedule](#)
- [Rankings](#)
- [Match Results](#)
- [Pit Display](#)
- [Event Reports](#)

### Inspection

- [Robot Inspection](#)
- [Field Inspection](#)

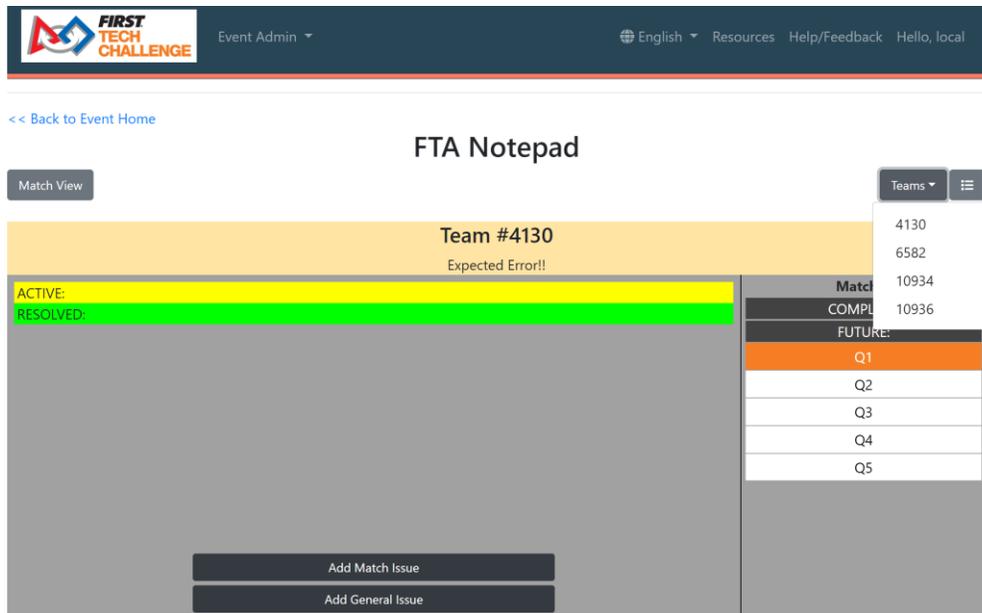
### Referee Score Tracking

- [Red Alliance Score Tracking](#)
- [Blue Alliance Score Tracking](#)

### FTA / CSA Tools

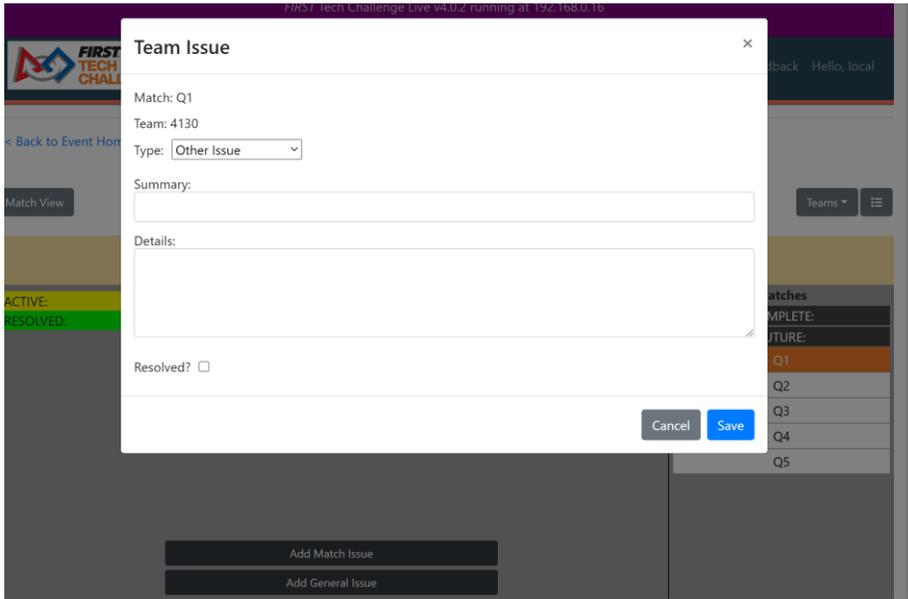
- [FTA Notepad](#)

Select a team to open the Team notes screen or choose a team from the drop-down.



The screenshot shows the 'FTA Notepad' interface. At the top, there is a navigation bar with the 'FIRST TECH CHALLENGE' logo, 'Event Admin', and links for 'English', 'Resources', 'Help/Feedback', and 'Hello, local'. Below the navigation bar, there is a '<< Back to Event Home' link. The main content area is titled 'FTA Notepad' and features a 'Match View' button. The central focus is on 'Team #4130' with the status 'Expected Error!!'. To the right, a 'Teams' dropdown menu is open, displaying a list of team numbers: 4130, 6582, 10934, and 10936. Below the team list, there are sections for 'MATCH', 'COMPLETED', and 'FUTURE:'. The 'FUTURE:' section includes a list of quarters: Q1, Q2, Q3, Q4, and Q5. At the bottom of the interface, there are two buttons: 'Add Match Issue' and 'Add General Issue'.

Add notes for each team, as needed, for the event.



## Options for "Issue Type"

### Team Issue

Match: Q1

Team: 4130

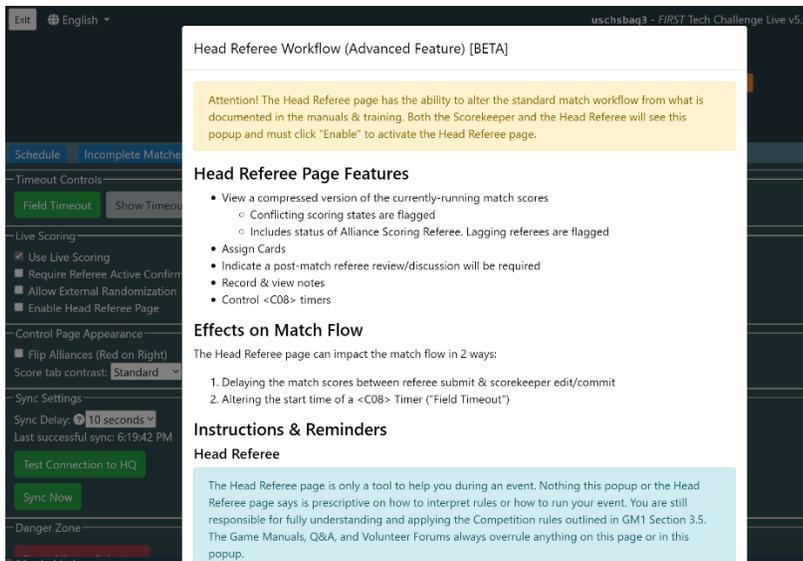
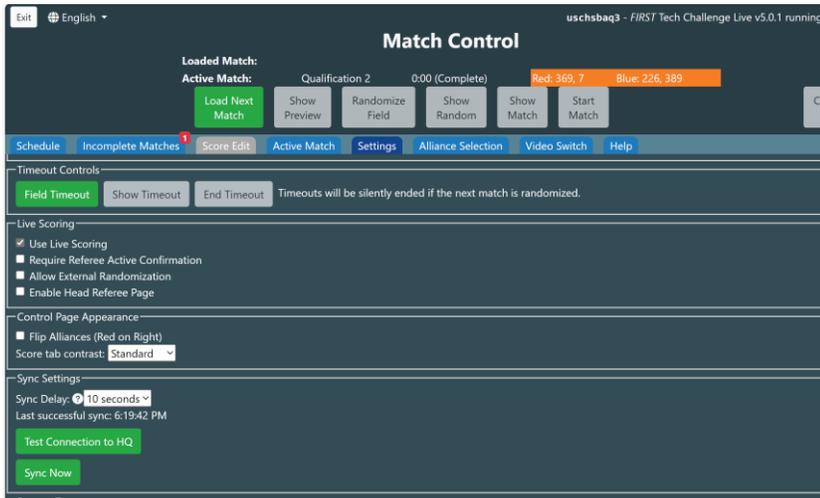
Type: Other Issue

- Summary:
- Details:
- DS Issue (Phone)
  - DS Issue (Hub)
  - RC Issue (Phone)
  - RC Issue (Hub)
  - No Robot
  - Configuration Issue
  - Robot Power Issue
  - Connection Issue
  - Electrical Issue
  - Other Robot Issue
  - Other Issue

Resolved?

## Appendix F - Head Referee Page

This can be enabled on the “Settings” page. Once open, there is documentation for usage.



## Appendix G - Leagues

---

### Managing League Events (Regions with Leagues)

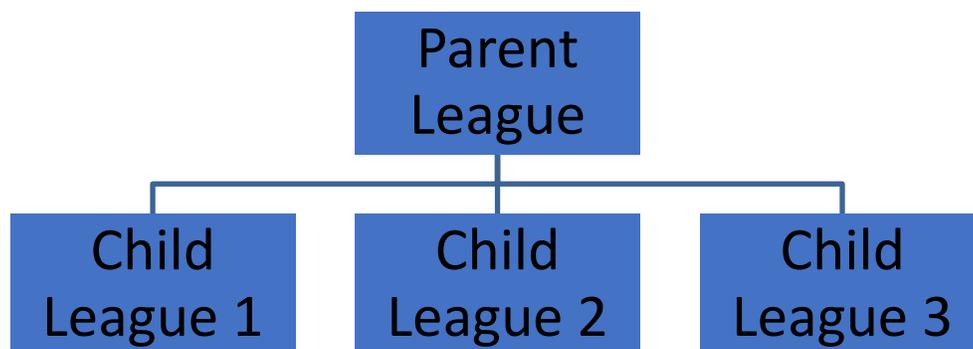
Important Note: League setup MUST be done in the cloud based FIRST Tech Challenge Scoring (FTC) by a PDP/admin including adding teams, parent/child leagues.

- Leagues can no longer be created in the downloadable FTC Live software.
- There are three league structure options for FIRST Tech Challenge.
- League data has been centralized in the FTC Scoring system, so terminology has been standardized.

### Overview of Leagues

**League** - A group/association of teams in a specific geographic location. This group of teams competes in meets, and then a league tournament. Each league tournament is associated with exactly one league. All teams that compete at a league tournament must be members of one league.

**Child League** - An optional subset of a league (the “parent” league) that competes together before joining the rest of the parent league’s teams at the league tournament. All teams in a child league are also members of the parent league. This structure exists for regions that run large league tournaments and wish to divide teams up to help organize meets.



**League Meet** - Meet is a one-field competition that uses the same field and game elements as other FIRST Tech Challenge tournaments. However, for a league meet, the event is abbreviated, and only

includes qualification matches (but no judging sessions, awards, or playoff matches). Results carry forward to future meets and the league tournament.

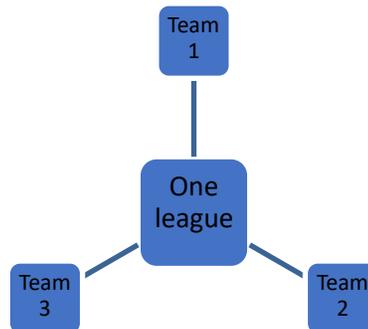
**League Tournament** - The final event in league play. Each league tournament is associated with exactly one league. Team rankings incorporate performance in matches from league meets. League tournaments include judging and awards. Teams advance from a league tournament to a super qualifier or regional championship.

## League Configurations

In previous seasons, leagues have been managed in different regions using different terminologies. Data has been centralized into FTC Scoring system, so the terminology has been standardized. Below are examples of how to transition from prior systems into the FTC Scoring system league set up. In all cases, the outcome is functionally equivalent to the prior season experience.

### Standalone League Model

Regions that run single-league events and league tournaments with no inter-league play. Follow the steps in the section: [Creating Leagues for Your Region](#).



### Inter-League Model

Regions that ran leagues where multiple leagues may have been present at a single event, for example, inter-league tournaments (ILTs) or other inter-league play.

This model follows the standalone league model until the league tournament, where multiple leagues play in the same league tournament. In this model, the leagues are usually isolated until the ILT, but some variants may exist where teams play in meets with teams from other leagues. To enter this format into the system, first create a league (parent) that includes all teams that will play at a single ILT. Then, you can create a child-league to split the teams into the same groupings as you would have previously.

### Example Scenario:

In a previous season, league A and league B each had 20 teams. The two leagues played separate meets but played together at a 40 team ILT.

Scoring System: Create one league with all 40 teams. Then, create a Child League A and a Child League B. Add the appropriate teams to each child league. All child league meets can be associated with their respective child league, but the ILT must be associated with the parent league.

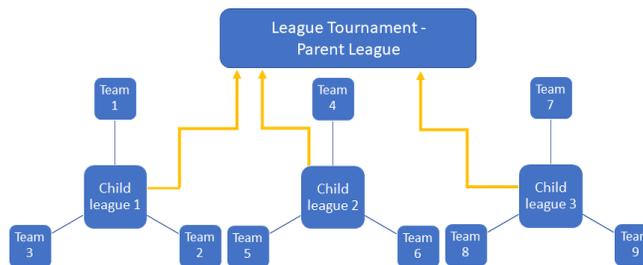
## League Structure – Inter-League Model

*How to Create an Inter-League: Add all teams to a parent league, then add teams to child leagues.*



## League Structure – Inter-League Model

*Inter-League Tournament Structure*



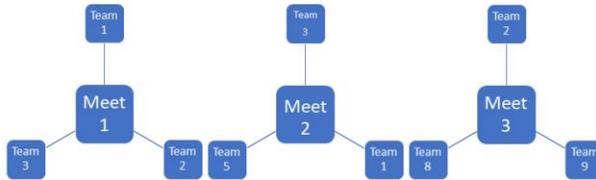
### Metro League Model

In this model, league inter-play is common. Teams may play in any meet, and data is aggregated from the various meets at the League Tournament. Teams or events may be grouped into multiple leagues but can play in any meets.

To enter this format, create one league and add all teams participating. Create a meet for group of teams playing at a specific meet (Meet 1). For example, Meet 1 and Meet 2 (shown below) may take place on the same day and should be considered separate events for the purpose of team rankings within the parent league. You may create Child-Leagues if desired. Ensure that no team plays in a meet associated with a different Parent league. It is OK if they play with a different Child League, but not a different Parent League.

## League Structure – Metro League Model

How to Create an Metro League: Add all teams to a parent league. Teams play at different meets within the parent league.



## League Structure – Metro League Model

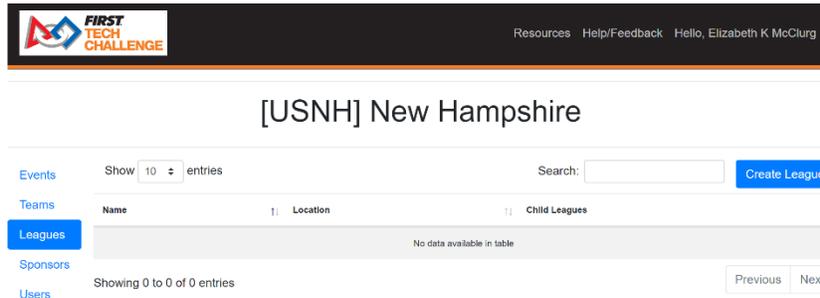
Metro League Tournament Structure



## Creating Leagues for Your Region

League creation and setup MUST be done in the cloud-based FTC Scoring system by a person with Region Administration Rights. It CANNOT be done in FTC Live. Similarly, the association of an event to a league MUST be done in the FTC Scoring system.

1. Log in to the FTC Scoring system with your FIRST dashboard login.
2. Select your region. This takes you to the main Region page with a list of options: Events, Teams, Leagues, Sponsors and Users. To set up a league go to Leagues, then Create League.



[USNH] New Hampshire

Resources Help/Feedback Hello, Elizabeth K McClurg

Events Show 10 entries Search:  Create League

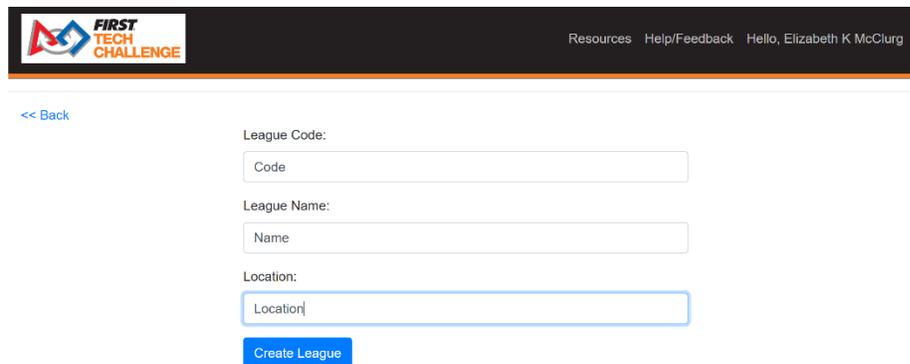
Teams

Leagues  No data available in table

Sponsors Showing 0 to 0 of 0 entries Previous Next

Users

3. Specify a unique League Code, following the same rules as event codes (all lowercase letters and numbers and underscores, no whitespace, preferably one word).
4. Specify the League Name and the Location.
5. Select "Create League."



<< Back

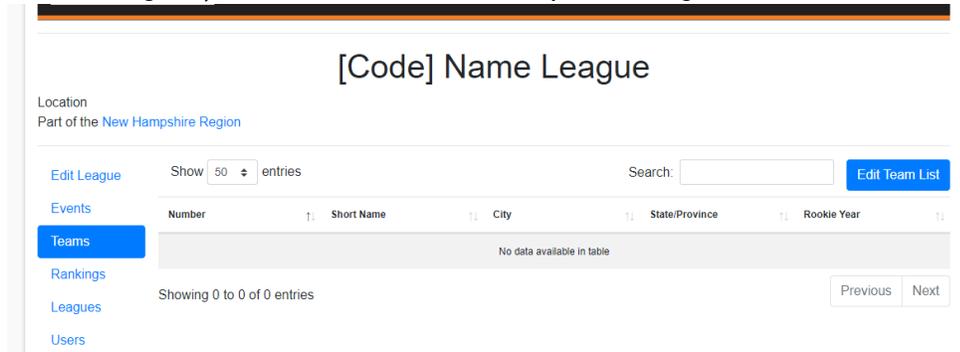
League Code:

League Name:

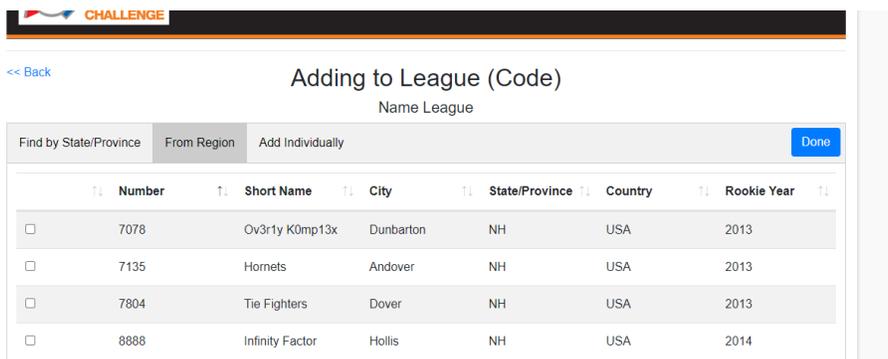
Location:

Create League

- For your newly created parent League, you will add all the teams for the league (and child leagues). Select "Teams" from the parent league dashboard.



- Add the teams to the parent league by selecting them from the region list:



**Important Note:** Verify that teams have been added to the league prior to the event.

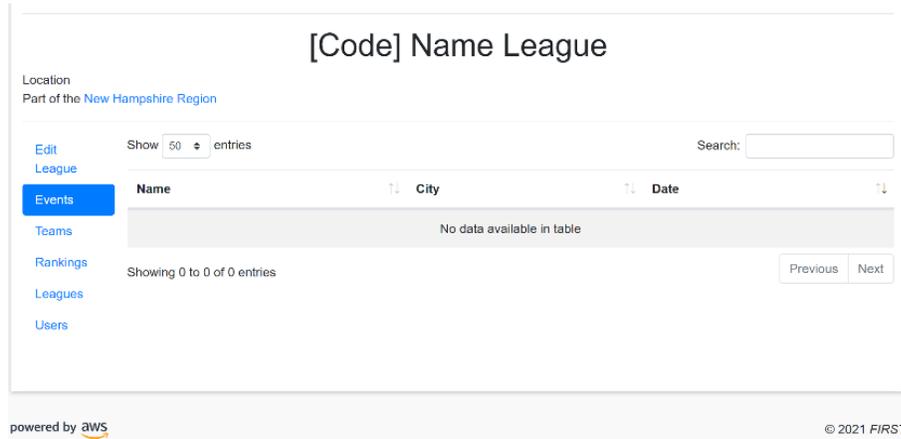
Note: Yes, you can add teams to events in FTC Live. If the event has been configured the team data will synchronize with FTC Scoring and appear on ftc-events.

Alternatively, you can click on add individually and use a text file with a list of the team numbers to add all the teams in the league.



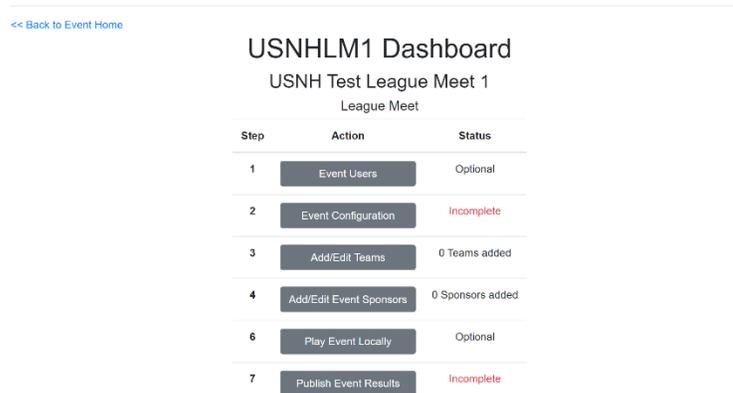
## Manage Teams for League Events

1. In FTC Scoring, League Admins or the Event Admins should add teams to a league event. Go to the league's home page, then select "Events." Go to the "Manage Event" option.



The screenshot shows a web interface for managing a league. The title is "[Code] Name League". Below the title, it says "Location: Part of the New Hampshire Region". There is a sidebar on the left with navigation options: Edit, League, Events (highlighted in blue), Teams, Rankings, Leagues, and Users. The main content area shows a table with columns for Name, City, and Date. The table is currently empty, displaying "No data available in table". Above the table, there is a search bar and a "Show 50 entries" dropdown. At the bottom of the page, it says "powered by AWS" and "© 2021 FIRST".

2. Select the "Add/Remove Teams" button.



The screenshot shows the "USNHLM1 Dashboard" for "USNH Test League Meet 1". It features a progress table with the following steps:

Step	Action	Status
1	Event Users	Optional
2	Event Configuration	Incomplete
3	Add/Edit Teams	0 Teams added
4	Add/Edit Event Sponsors	0 Sponsors added
6	Play Event Locally	Optional
7	Publish Event Results	Incomplete

- a. You can add/edit teams with four different options: Find by State/Province, From Region, League Members, Add Individually.

<< Back

### Adding to event 'USNHLM1'

USNH Test League Meet 1

Find by State/Province	From Region	League Members	Add Individually	Done	
↑↓	↑↓	↑↓	↑↓	↑↓	
Number	Short Name	City	State/Province	Country	Rookie Year
<input type="checkbox"/> 11780	B.L.U.E Box	Windham	NH	USA	2016
<input type="checkbox"/> 14590	Prometheus	Hopkinton	NH	USA	2018
<input type="checkbox"/> 15772	Brady Goats	Concord	NH	USA	2018
<input type="checkbox"/> 16169	Banana Box	Windham	NH	USA	2018

Showing 1 to 4 of 4 entries

3. Selected teams will appear in purple, when finished, click "Done".
  - b. Select "Back" in the top-left corner to return to the selected league event dashboard.
  - c. Repeat steps for each additional league and events for your region.

## Create a Child League

1. To create child leagues, you will first need to create the parent league. Then select the "Leagues" tab and the "Create Child League" appears.

### [test] Test League

TestNH  
Part of the [New Hampshire Region](#)

[Edit League](#)
Search: 
Create Child League

Name	Location
No data available in table	

Showing 0 to 0 of 0 entries

[Leagues](#)
[Users](#)

2. Enter the "League Code," "League Name" and the "Location" and save the edits.

<< Back

League Code:

League Name:

Location:

Create League

## Add Teams to the Child League

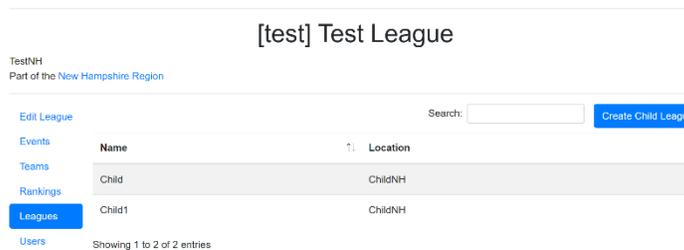
- Go to “Teams,” select “Edit Team List” to choose teams for the child league.



- Just like parent league set up, choose from 4 options to add/edit teams then select “Done”.



- Once you are done creating child leagues, go back to the parent league, then select “Leagues” to view the child league(s).



## Rankings for Parent/Child Leagues

League Rankings will appear on the “Rankings” tab.

[test] Test League

TestNH  
Part of the [New Hampshire Region](#)

[Edit League](#) Show  entries Search:

[Events](#)

[Teams](#)

**[Rankings](#)**

[Leagues](#) Showing 1 to 1 of 1 entries Previous **1** Next

[Users](#)

Rank	Number	Name	RP	TBP1	TBP2	HS	Played	Counted
1	51250	Test Team 51250	--	--	--	--	--	--

Note: As an administrator, you will see the league rankings from unpublished events, so they may differ from other sources until an event’s results are published. A child league’s home page will also show league Rankings; however, those rankings are for fun. They have no competitive meaning at the League Tournament and may not reflect the full rankings shown in the parent league’s ranking.

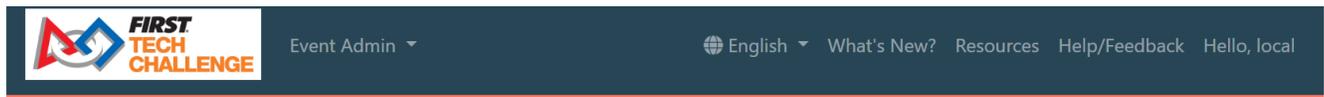
**Important Note:** Scorekeepers at meets should not edit the league team list unless instructed to do so. If they believe the list is wrong, they should leave it and notify the League Manager after the event. An incorrect league team list will not affect match data, as long as the event's team list is correct.

## Appendix H - Event Reports

---

On the Event Home page is a link to Reports. Here you will find several useful reports to assist specific volunteers at the event. Explore each option, talk to the Field Supervisor, and Event Director to determine what will be needed before the event.

The Announcer Report and Competing Teams Report can be very useful to the MC and Event Director. The Field Supervisor and Event Director will get the most use out of the Cycle Time Report to determine future event cycle times.



[<< Back to Event Home](#)

### Documentation Reports

- [Announcer Report](#)
- [Competing Teams Report](#)
- [Cycle Time Report](#)
- [FTA Notes Form](#)
- [Match Observer Judge Sheets](#)
- [Pit Map Report](#)
- [Referee Card Report](#)