



Lead Mentor 1 or 2 Event Preference System User Guide

FIRST® is a global robotics community that prepares young people for the future.



Event Preference System Summary

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

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

Teams will then be notified of their first-round results. In round two, another one-week window will open for teams to use in selecting their second event preferences. Again, teams can enter as many or as few eligible events on this list they wish, along with selecting a single event on the list as their waitlist preference. Teams will also once more be able to make any changes they wish before the deadline.

After this [second preferences deadline](#), the system will once again assign events, but this time going in reverse lottery number sequence, from the largest lottery number to the smallest. This means teams who were at the bottom of the list for the first round are at the top of the list for the second. Teams are then notified of the results of this second round. Once more, every team that has entered a preference list for this second round will either be registered for an event or waitlisted for an event.

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

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

Teams can also check out the [Event Registration FAQ](#).

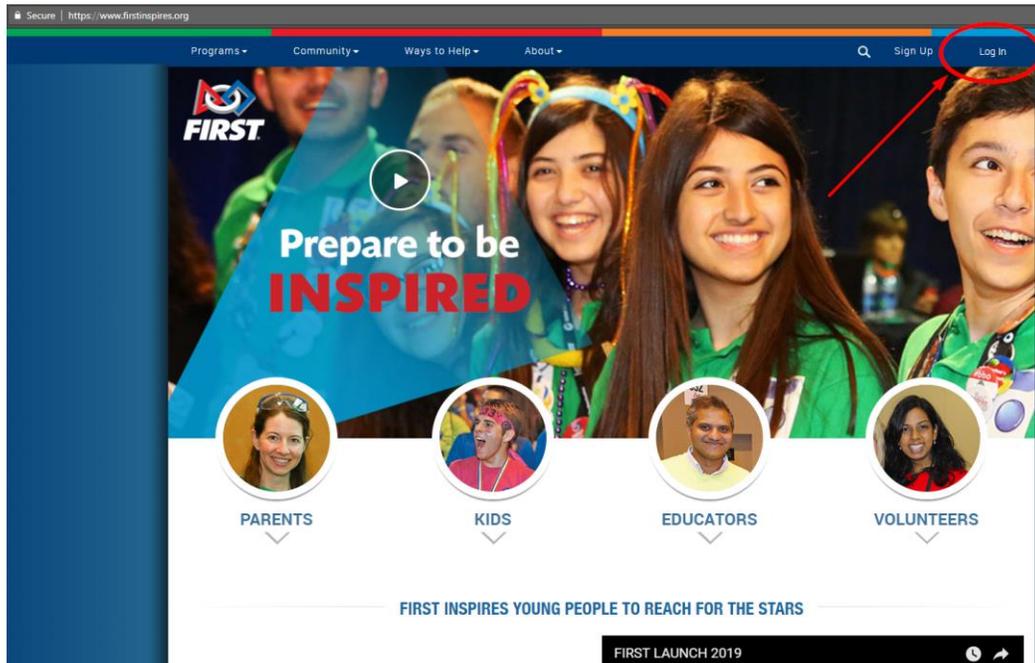
Key Points

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

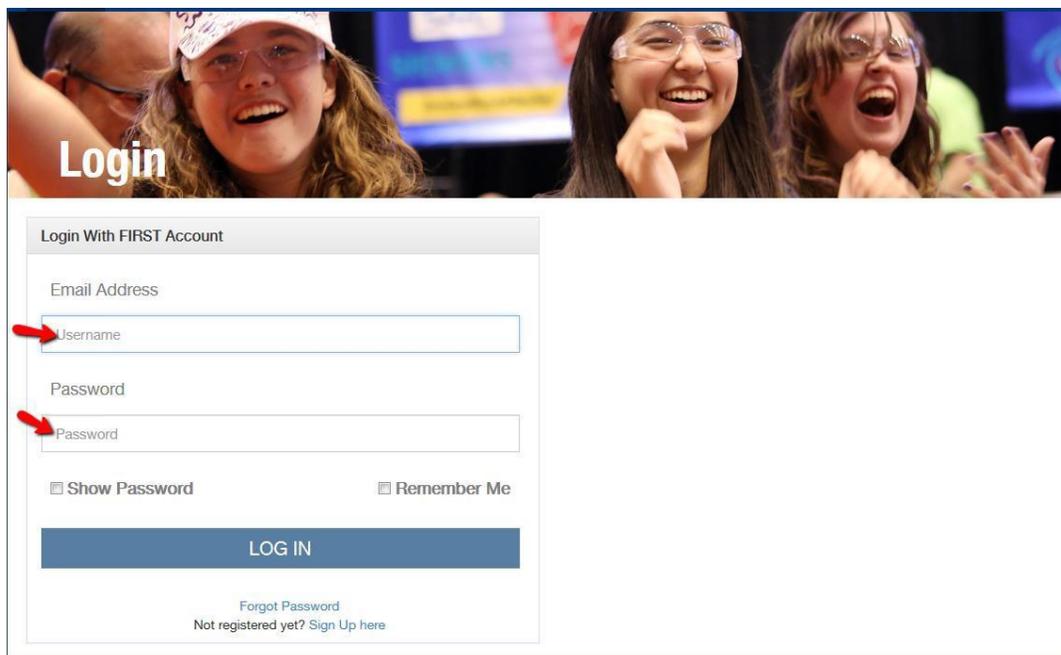
- There is no event assignment advantage or disadvantage to submitting your preferences early or late during the open week, but you must submit by the deadline to be part of the process.
- You can change your preferences as often as you wish before the deadline without penalty.
- You will only be assigned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

Instructions

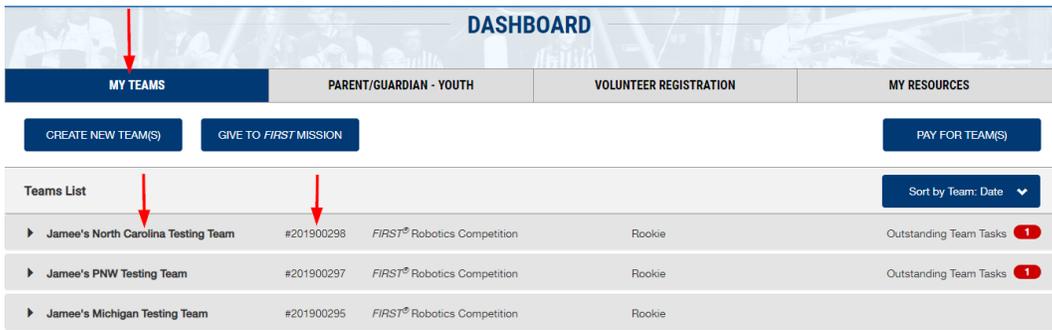
1. Click Log In button on top right corner of www.firstinspires.org.



2. Login to your account.



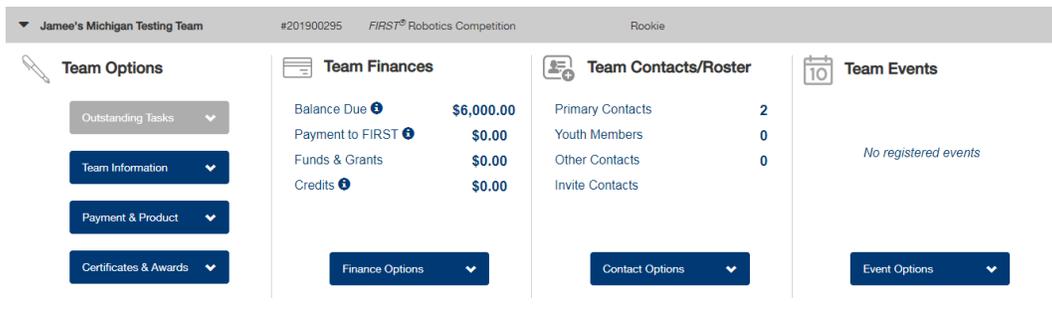
3. Your team(s) will appear on the Dashboard under “My Teams”



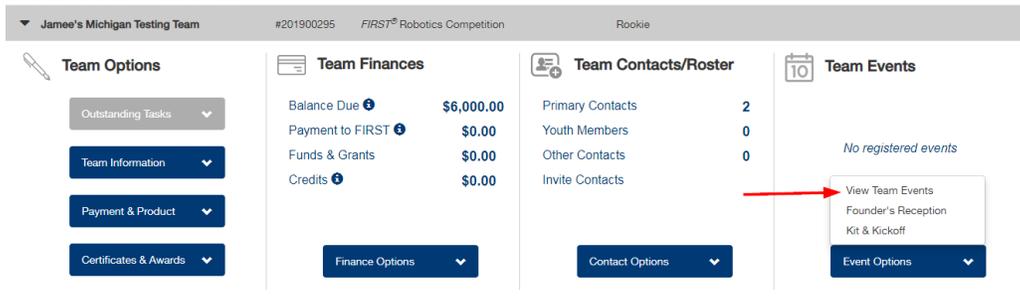
4. Complete any “Outstanding Team Tasks” displaying in RED.



5. Click on or select a team to expand for more information.



6. In far-right column “Team Events”, click on “Event Options” drop down menu and select “View Team Events”



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

< Back to Dashboard

EVENTS

FIRST Robotics Competition Team: [REDACTED]

FIRST® Robotics Competition: Event Preference Registration (1st Regional and 1st District events) will be open September 20, 2018 NOON Eastern Time through September 27, 2018 NOON Eastern Time.

Event Preference Second Registration (2nd Regional and 2nd District events) will be open October 11, 2018 NOON Eastern Time through October 18, 2018 NOON Eastern Time.

First Event Preferences  **Add Preference**

In First Event Preference, click on Add Preference button. Search for event and click on right arrow. A pop-up box will appear with the Event Details. Click on Add Preference button. The event will be added to your preference list. Repeat steps to preference additional events.

The first event added will default to Allow Waitlist. Teams must have one event marked as Allow Waitlist. Teams can change Allow Waitlist to any preferred event.

FIM, FYI, NC, and PNW Teams- Home Event Registration Home events are marked for FIM, FYI, NC, and PNW teams. Follow the same steps and process outlined above to preference events.

Teams will only be assigned to events they have put on their preference lists. Teams should consider carefully the events they preference, and be able and interested in attending any event they preference.

Note: If your team can truly only go to a single event, you should put just that event on your list, and you are guaranteed to at least be waitlisted for that event. If you are waitlisted for the event after the assignment process is run, you should then reach out to your Regional Director or District Management explaining your situation and ask to be moved into the event.)

If you have any questions, please contact our Customer Support team at firstroboticscompetition@firstinspires.org

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

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EVENTS

Event Type:

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

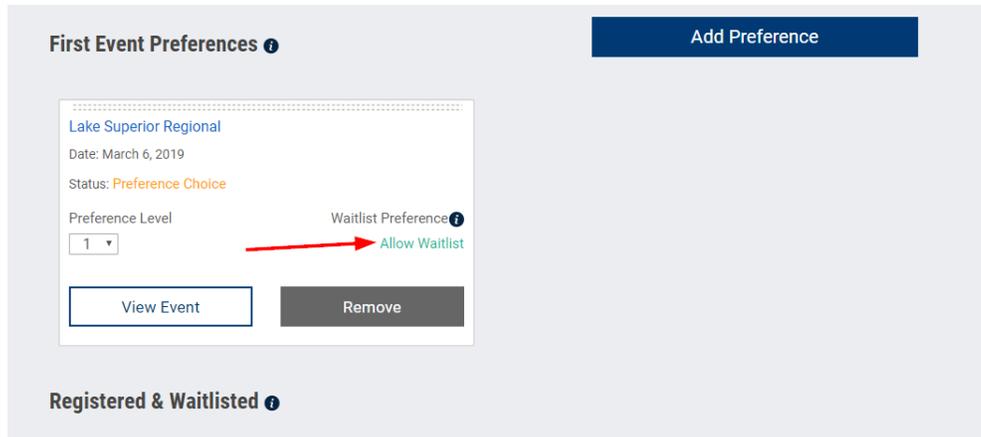
b. Districts will see District Events

Event Type	Event Name	SEARCH			
DISTRICT EVENT	FIM District Alpena Event	3/1/2019	Alpena, MI, USA	Open	2
DISTRICT EVENT	FIM District Center Line Event	3/1/2019	Center Line, MI, USA	Open	5
DISTRICT EVENT	FIM District East Kentwood Event	3/1/2019	Kentwood, MI, USA	Open	30
DISTRICT EVENT	FIM District Escanaba Event	3/8/2019	Escanaba, MI, USA	Open	2
DISTRICT EVENT					

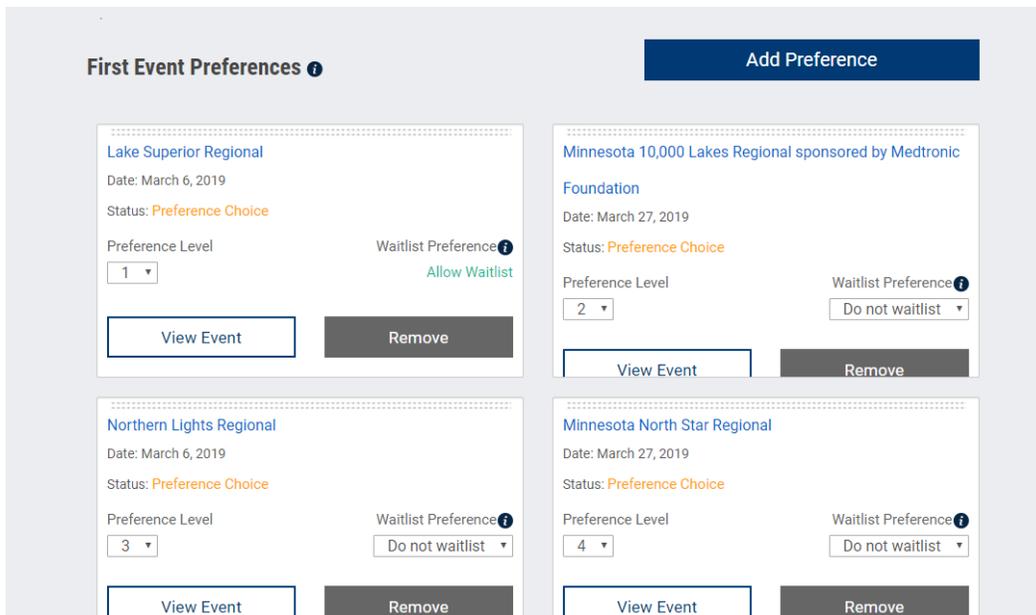
c. Michigan, Pacific Northwest, and North Carolina will see their “home event” at the top of the event list and highlighted in green.

Event Type	Event Name
DISTRICT EVENT	PNW District Wilsonville Event [HOME EVENT]
DISTRICT EVENT	PNW District Auburn Event
DISTRICT EVENT	PNW District Auburn Mountainview Event

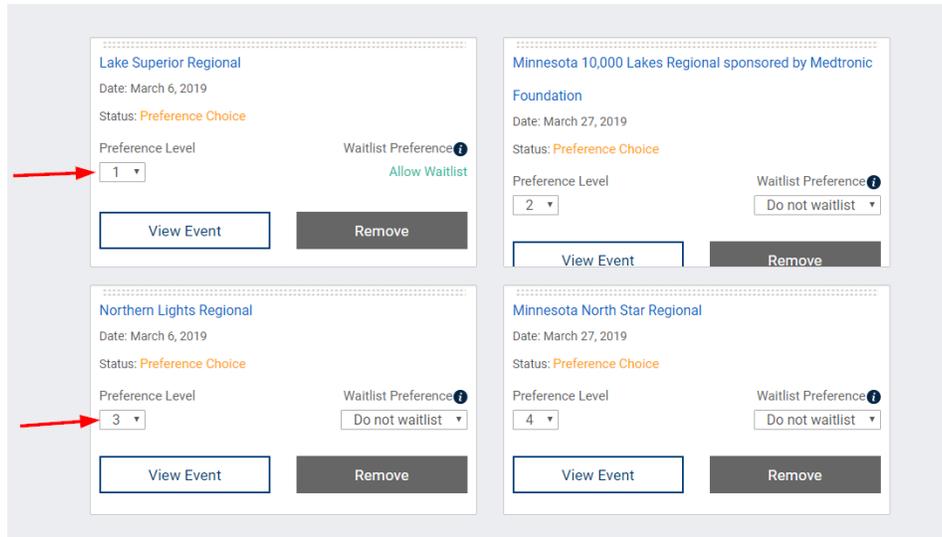
11. Your first event preference will always default to “Allow Waitlist”.



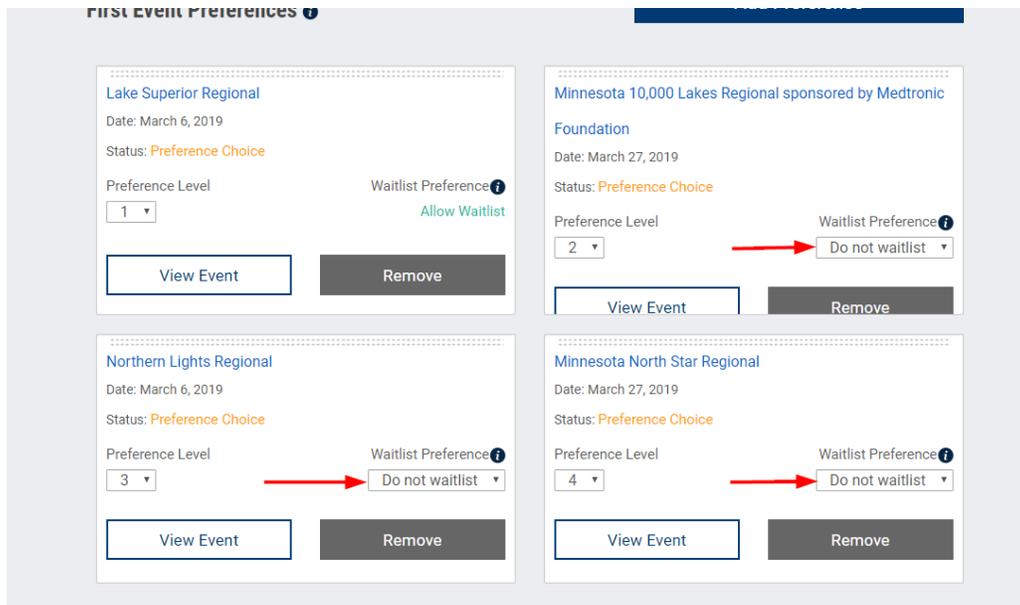
12. You can preference as many events as you would like.



13. You can change the preference level selection by changing the number in the drop-down menu or by dragging and dropping events into the order you would like. The information you see on this screen is automatically submitted to the system. There is no 'Save' or 'Submit' button. If you change any information on this screen, those changes are saved automatically.



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



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

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