

Scorekeeper – Step by Step at an FRC Event

Day 0 – Wednesday

- 1) Check in with FTA and find out if Field Management System has been setup
- 2) Once FMS is setup. Load Event Management, Audience, and Pit software; download/install any necessary updates (this will require an Internet connection).
- 3) Run Match Test and confirm all field components operate correctly. This process should be coordinated with the FTA and the IFI representative.
- 4) Coordinate with FTA and A/V crew to ensure that all game sounds are playing correctly
- 5) Verify that the printer is working correctly.
- 6) Generate Practice Match schedule and print out sufficient copies to distribute to teams. In some venues, the Pit Admin may only need a single copy of the schedule and they'll go and make copies. Work with Event Manager and FTA to ensure that Practice Match schedule works within the overall timeframe of the event (start/end times, lunch period, etc.)

Day 1 – Thursday

- 1) Check in with FTA.
- 2) Load Event Management, Audience, and Pit software; download/install any necessary updates
- 3) Run Match Test and confirm all field components operate correctly. This process should be coordinated with the FTA and the IFI representative. This may be an abbreviated version of the test conducted on Day 0 depending on the desired thoroughness of your FTA and IFI rep.
- 4) Setup up event using Event Wizard tool. Check with Event Registration and make any necessary changes (add/delete) to the list of participating teams.
- 5) **Lunch Break – Day 1:**
 - a. Generate Qualification Match schedule and print out sufficient copies to distribute to teams. In some venues, the Pit Admin may only need a single copy of the schedule and they'll go and make copies. Work with Event Manager and FTA to ensure that Qualification Match schedule works within the overall timeframe of the event (start/end times, lunch period, etc.).
 - b. ***RETURN TO EVENT WIZARD AND MAKE THE PRACTICE MATCH SCHEDULE ACTIVE AGAIN!*** This is necessary in order to continue playing through the practice schedule.
- 6) **End of Day 1:**
 - a. Use Event Wizard to backup Practice Match results database.

Day 2 – Friday

- 1) Check in with FTA.
- 2) Load Event Management, Audience, and Pit software; download/install any necessary updates
- 3) Run Match Test and confirm all field components operate correctly. This process should be coordinated with the FTA and the IFI representative. This may be an abbreviated version of the test conducted on Day 0 depending on the desired thoroughness of your FTA and IFI rep.
- 4) Generate and print Announcer's Report
- 5) Print Qualification Match Schedule
- 6) **End of Day 2:**
 - a. Use Event Wizard to backup Qualification Match results database.
 - b. Input Friday Award winners using Event Wizard. BE SURE TO CLICK "SAVE", then "UPLOAD AWARDS", verify that Award winners have been uploaded to FIRST website.

Day 3 – Saturday

- 1) Check in with FTA.
- 2) Load Event Management, Audience, and Pit software; download/install any necessary updates
- 3) Run Match Test and confirm all field components operate correctly. This process should be coordinated with the FTA and the IFI representative. This may be an abbreviated version of the test conducted on Day 0 depending on the desired thoroughness of your FTA and IFI rep.
- 4) Continue running Qualification Schedule
- 5) **End of the Qualification Matches:**
 - a. Backup Qualification Match results
 - b. Print out Ranking Report (at least 2 copies)
- 6) Enter Elimination Alliances
- 7) Generate Elimination Schedule
- 8) Print Announcer's Report
- 9) Print Elimination Match Schedule
- 10) **End of Day 3:**
 - a. Input Saturday Award winners using Event Wizard. BE SURE TO CLICK "SAVE", then "UPLOAD AWARDS", verify that Award winners have been uploaded to FIRST website.
 - b. Use Event Wizard to backup Qualification Match results database.