# Robot Inspector Manual

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


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# Overview

## Roles Covered: Robot Inspector

## Job Description

The Robot Inspector is responsible for inspecting robots before match play to ensure they are safe and legal. All events have an experienced Lead Robot Inspector that oversees a Robot Inspection crew. Some events have an Inspection Manager who helps with the administrative part of the inspection.

| Requirements: | |
|---|---|
| Technical | Medium |
| Physical | Low |
| Administrative | Medium |
| Communication | High |
| Pre-event Training | Medium |

## Time Commitment

A Robot Inspector should expect to spend 1–2 hours at a full day event. Because robot inspections happen at the beginning of the tournament, Robot Inspectors may serve in another volunteer role once inspections are complete. If a Robot Inspector has indicated in their application that they are available for the full day, the Event Director may assign them to another role once inspections are complete. Approximately 4–6 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 or regional equivalent certified safety glasses are required in team pits and competition areas.

## Training and Certification

Read and complete all tasks listed in the `Pre-Event Training` section.

Any volunteer who applies to a role will be able to get into the Learning Management System (LMS) using the '*FIRST* Training' button. Roles with the training required will appear in the 'roles missing certification' area. For more help, you can read more about how to access your training.

If you have applied for a role but have not received access to the training, please email training@firstinspires.org. A separate confirmation of the role assignment will come later.

Robot Inspectors should speak to the Lead Robot Inspector to find out what additional requirements, such as meetings before the event or run-throughs of the space before the event are required.

All Volunteers are expected to read and comply with the Volunteer Handbook.

# Roles and Responsibilities

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

## Core Responsibilities

Robot Inspectors ensure that every robot follows the guidelines outlined in the *FIRST* Tech Challenge Competition Manual and is ready & safe to compete on the playing field. The inspection process involves filling out a checklist for every robot and marking the robot as passed inspection via the inspection tablets or on the inspection checklist. In addition, highly successful Robot Inspectors must demonstrate:

- strong assessment skills and attention to detail,
- active listening to student questions and feedback from other volunteers, and
- empathetic and clear communication with volunteers and participants of all ages.

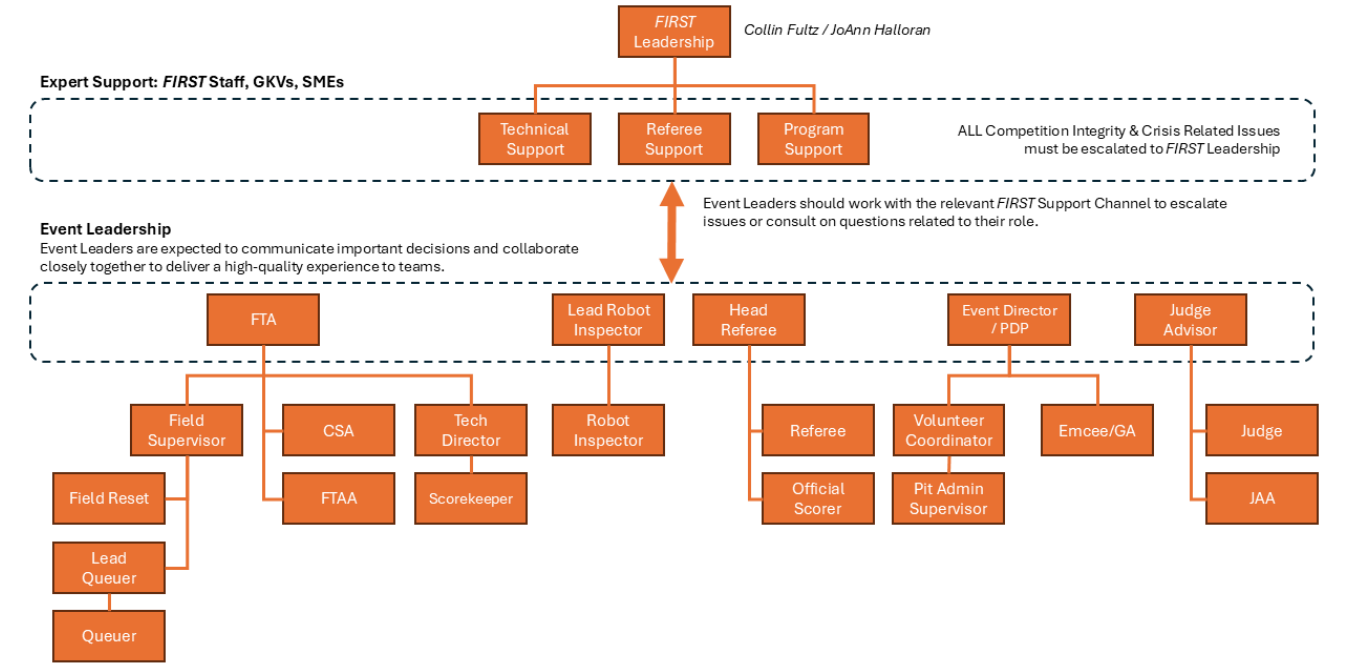
## Prerequisites for Robot Inspectors

- Prior *FIRST* experience is preferred
- Must be 16 years of age or older

## Reporting Structure

The Robot Inspector reports to the Lead Robot Inspector.

### FTC 2026-2027 Decision Authority Matrix



# Before the Event

*FIRST* Tech Challenge tournaments squeeze a lot of activity into one day. One of the keys to running a smooth and successful event is for teams and volunteers to show up prepared. Teams spend countless hours preparing for competition day and we ask our volunteers to prepare for tournament day as well. Robot Inspectors must participate in training before volunteering at an event. They also must pass a certification test. Training and the certification test are provided by *FIRST* Headquarters.

## Pre-Event Training

Required reading for training and certification:

| Robot Inspector Pre-event Training List | |
|---|---|
| **Requirement** | **Resource** |
| **Required** | Welcome to FIRST |
| **Required** | The Robot Inspector Volunteer Manual (this document) |
| **Required** | The Competition Manual, specifically<br>• Section 3 Competition Eligibility and Inspection<br>• Section 12 ROBOT Construction Rules |
| **Required** | Team Updates - Combined<br>• Team Updates are posted on a weekly basis. These releases occur on Thursdays around noon (US Eastern Time).<br>Robot Inspectors are required to read the team updates throughout the season and are encouraged to sign up for the Team Update notification emails to help stay up to date. |
| **Required** | Robot Inspection Checklist |
| Encouraged | Inspection Quick Reference |
| **Required** | Complete the Robot Inspector Test in the *FIRST* Learning System; click on "***FIRST* Training**" in the left navigation "**Quick Links**" section to access this training.<br>(For volunteers outside of North America without a *FIRST* Dashboard Account use the PDF to self-certify) |

## Additional Information & Resources

| Robot Inspector Additional Resources | |
|---|---|
| **Resource** | **Description** |
| Competition Manual, specifically:<br>• Section 9 – ARENA<br>• Section 10 – Game Details<br>• Section 11 – Game Rules<br>• Section 13 – Tournament | Optional additional competition manual sections which might provide context relevant to your role as a Robot Inspector. |

| Robot Inspector Additional Resources | |
|---|---|
| Volunteer Q&A System | The Q&A serves as a space for these volunteers to ask questions and receive official answers from *FIRST* Staff and our Global Key volunteers about the Competition Manual and its expected implementation.<br>To access the Q&A volunteers must have an active *FIRST* Dashboard account, have applied to volunteer in the specific role for the current season, and have a signed consent and release form. |
| FTC Team Q&A | This is a resource for teams; however, you may also find these useful to understand the questions teams ask. |
| Robot Inspector Volunteer Calls | Monthly optional volunteer calls to provide support for Robot Inspectors and Lead Robot Inspectors. |
| Volunteer Slacks | Optional community of other volunteers to network and share best practices. Robot inspection is part of the Technology Volunteers Slack Workspace. |

# Event Day

## 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, Robot Inspectors will need to arrive at the event as soon as the event opens for volunteers to ensure the robot inspection tables are setup up, and inspection staff are in place when teams start arriving for inspections. In rare cases, robot inspections might begin the day before the event and continue into the next morning in cases where teams weren't inspected the day before.

When Robot Inspectors and Inspection Managers arrive onsite, check in with the Volunteer Coordinator and report to the Lead Robot Inspector.

## Set-up

After checking in, the inspection staff should check to make sure they have the appropriate resources and tools needed to complete robot inspections. Some items that are needed for robot inspection include:

Supplies:

- An 18in. x 18in. x 18in. (45.70 cm x 45.70 cm x 45.70 cm) robot sizing tool
- Inspection tablet or inspection checklists*
  - Robot Inspection checklist
- Pens
- Tape measure
- Robot Sign Templates (US Letter | A4)
  - These are to assist teams that may show up to the event without their own robot signs.

Supporting documentation:

- Robot Inspector Manual (this document)

- Inspection Quick Reference
- Copies of the Competition Manual
    - Digital copies of the competition manual are accessible through the Robot Inspectors' tablet, which is the preferred method to access the manual. This ensures the inspectors are viewing the most current version of the manual.

Most events will provide a tablet to the Robot Inspectors. This tablet is used for the Robot Inspector to indicate which teams have passed inspection, and which teams are currently in the process of completing inspection. For those events not using tablets, paper copies of the checklists will be used for each team.

# Robot Inspection Process

A typical robot inspection crew has a Lead Robot Inspector (LRI) and several Robot Inspectors. Larger events may also have an Inspection Manager. The Lead Robot Inspector will explain the overall inspection process for the event and is the robot rule expert. Please ask the Lead Robot Inspector about unfamiliar robot parts and for help with inspections. On-call *FIRST* Tech Challenge staff are available on event day to aid Lead Robot Inspectors.

It is the responsibility of the **Robot Inspector** to:

- Greet the team. Inspectors are generally one of the first volunteers a team will interact with.
- Go through the inspection checklist with the team. Provide guidance to the team on how to address any issues with inspection.
- Identify potential concerns of entanglement (loose cables) or safety.
- Be fair and apply the same thoroughness for every team.
- Treat all teams with *Gracious Professionalism*®.

Always keep in mind that as a Robot Inspector your role is not to fail a team. You are well-positioned and empowered to help teams pass inspection while ensuring a fair competition.

It is the responsibility of the **Inspection Manager** to:

- Provide as-needed assistance to the Lead Robot Inspector.
- Report inspection progress to the Lead Robot Inspector and ensure team inspection status is up-to-date and prominently displayed.
- Ensure the reasons for incomplete inspections are recorded for each affected team.
- Help sequence teams for inspection and manage inspection queueing volunteers if present.
- Manage the inspection station while the LRI is away.

Although not an all-inclusive list, the below sections will cover some best practices for robot inspection.

## Inspection Schedule

Some events may schedule inspections and give each team a time slot when they should inspect their robot. Other events may have a start time, and teams can queue up and do their inspection at any time. Work with your Lead Robot Inspector and Event Director to understand which your event is using. Often times teams are completing other tasks at the same time as inspections such as judging interviews or practice matches. Please be considerate of the team's time and remember inspection is often the most

flexible activity. The inspection can be paused and picked back up if a team needs to do another scheduled activity, such as attend a judging session, or needs a break.

## Inspection Checklist

Inspectors should follow the inspection checklist which will guide the inspector and team through the process. Following the checklist exactly ensures the team will know what to expect before they arrive to ROBOT inspection and ensures all teams will have a consistent inspection experience. There are many more rules in the Competition Manual than are included in the Inspection Checklist. This is by design, and only the rules on the checklist should be checked during inspection.

Inspectors should complete as much of the checklist as possible when the team comes to inspection. If the team is not compliant with an item skip it and continue checking off the rest of the items on the checklist.

Once the checklist is filled out, congratulate the team for passing inspection or clearly describe any rule violations and work with the team to find acceptable solutions. It is best if the team leaves inspection with a remediation plan that has received preliminary approval from an inspector.

End the inspection session on a high note by complimenting the team or robot. Ask the team if they have any questions about the inspection process.

## Starting Configuration Inspection – R102

The robot sizing tool is the official gauge of whether a robot has met the STARTING CONFIGURATION of 18 in. x 18 in. x 18 in. (45.70 cm x 45.70 cm x 45.70 cm). Sizing tools can differ from event to event. Some events may use a box to inspect the size of the robot. Other events might come up with sizing tools that slide over the robot. Either method is okay.

If a sizing box is used, slide the robot into the open end of the sizing tool. Robot contact with the sides and top of the sizing tool is allowed; however, the sizing cube may not be used to hold the robot in its starting configuration. There should be no undue pressure on any of the sides or back of the sizing tool. Slide a flat plate or yardstick over the open side of the tool to verify compliance at the opening of the sizing tool.

Robots are required to demonstrate compliance with the STARTING CONFIGURATION; robots may be powered on and initialized to comply with the 18 in. x 18 in. x 18 in. (45.70 cm x 45.70 cm x 45.70 cm) limit.

## Horizontal Extension Limit Inspection

If the current season's game has horizontal extension limits, some events may have a sizing tool for the specific extension limit; otherwise use a tape measure or meterstick (or some other means of marking the limit) and have the team demonstrate the robot's maximum mechanical extension and fit within the limits. It's important to note whether or not software limits are sufficient to demonstrate maximum extension, or if a hardware/mechanical limit is required.

## Vertical Extension Limit Inspection

If the current season's game has vertical extension limits, some events may have a sizing tool for the specific extension limit; otherwise, use a tape measure or meterstick (or some other means of marking the limit) and have the team demonstrate the robot's maximum mechanical extension and fit within the limits. It's important to note whether or not software limits are sufficient to demonstrate maximum extension, or if a hardware/mechanical limit is required.

## Robot Signs

Robot signs are vital for match play and are sometimes overlooked by teams. Each team must have a minimum of two robot signs with their team number as outlined in rule R401. Additionally, teams will need two sets of robot signs as the robot signs indicate the team's alliance for a given match, per rule R402. It may be helpful to have copies of the robot sign template (US Letter, A4) available as a resource for teams to help get them through the inspection process.

As noted in the orange box on R401, robot signs should be robust enough to withstand the rigors of match play. However, there is no specific guidance on what is robust enough. Teams should make a good faith effort with whatever they have available, and inspectors should always error on the side of "let the team play." For example robot signs made out of paper are acceptable, as long as the team is prepared to replace them once they become damaged.

## Robot Safety Inspection

### Sharp Edges

Inspectors are required to check for sharp edges on a robot that could pose hazards to the arena, team members, or field staff. While rule R201 is important to assess, it's equally important that Inspectors are safe while evaluating a robot for sharp edges. If an Inspector identifies a potential sharp edge that may violate the rule, they may use other tools such as a piece of paper or a spare soft tile to evaluate how sharp the edge is. If either the paper or the tile is sliced on the sharp edge, guide the team to file the edge or cover with tape. It's also important to remember that these are robots and unfinished edges (or even sharp edges due to the nature of making metal extrusion) are a fact of life. Evaluate these sharp edges and corners from a perspective of risk; is there an imminent danger to the arena, team members, or field staff attempting to manage this robot?

## Inspection Troubleshooting

### Repeated Failures

If a team repeatedly fails inspection, identify the team to the Lead Robot Inspector and ask that they find someone to work directly with the team.

If a team cannot pass inspection, even with help. The Lead Robot Inspector, *FIRST* Technical Advisor, Event Director and/or Program Delivery Partner must decide how to proceed.

> The goal of the inspection process is to ensure all robots are safe and have no unfair advantage during the competition. Within these bounds, the Lead Robot Inspector is empowered to deprioritize some robot construction rules to allow a team to participate.

### Re-inspection

If a team makes significant changes to their robot during the day, they must undergo another inspection. It is not unusual for a team to ask for a re-inspection of their robot.

The Head Referee may ask for a re-inspection of a robot based on observations on the playing field. The (Lead) Robot Inspector will re-inspect the robot and report the results to the Head Referee. If the (Lead) Robot Inspector and Head Referee disagree, the (Lead) Robot Inspector should cite the

supporting rule(s) and reason for the ready or not ready recommendation. The Head Referee has the final authority over allowing a robot to compete.

> It is unusual for late-season events to require many re-inspections. If a large number of re-inspections are occurring, it may be necessary for the Lead Inspector and Head Referee to work with the FTA (and potentially FIRST staff) to ensure event rules are consistent with global standards.

### End of the Day

The role of the Robot Inspector generally ends once inspections have been completed, which is prior to the start of matches. Therefore, some Robot Inspectors choose to leave the event once inspections have been completed. However, some Robot Inspectors may choose to fill another role during the event and will be present for the duration of the event. If possible, Robot Inspectors may assist other volunteers with the teardown of the event.

## 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 very stressed about everything working out as they have planned. **Today is a very big deal for the team and we are here to help!**

While it's our job to help guide the teams to a successful event, it's 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 work with your Lead Robot Inspector to address the issue.

Teams may only be completely disqualified from awards consideration for very 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 Program Delivery Partner, 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. Here are some team-focused recommendations for Preparing to Safely Attend a *FIRST* Event.

#### 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) are also a great resource.

**Medical Incident Reporting**

Event volunteers are not responsible for diagnosing student injuries, 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 whether the injured person/persons require urgent medical attention.
- Respond to the scene immediately. Bring a clipboard, pen, or a electronic device to complete the incident report on the *FIRST* Reporting Portal.
- Complete the incident report for the injured party.

www.firstinspires.org/report

The Event Director or Pit Administration volunteers are responsible for completing incident reports.

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.

**Youth Protection Reporting**

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

www.firstinspires.org/report

As appropriate and if you feel safe doing to, speak directly with 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. Youth Protection Concerns 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.

### Reporting Other Issues or Concerns

Feedback about issues such as game play, rule changes, awards, and event management (other than medical/safety issues) are considered program related concerns and not youth protection issues and should be shared with FIRST via customerservice@firstinspires.org or by contacting support.

Please note that match results and award results are final and that we will not review match videos.

help.firstinspires.org/s/contactsupport

## 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's 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 `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 competition areas and in the pit when robots are active or situations require the use of safety glasses (using high speed drills, etc). 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 spare safety glasses to pass out. Other events may not have spares to provide.

# Important Tools

## Public Schedule

The Program Delivery Partner or the Event 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.

| Time | Agenda |
|---|---|
| **7:15 am** | Doors Open for Staff & Key Volunteers |
| **7:30 am** | Judges and Inspectors Report |
| **8:00 am** | Doors Open for Teams |
| **8:30 am** | Judging & Inspection Commences |
| **10:15 am** | Team Check-in Hard Deadline (Check the Competition Manual) |
| **10:30 am** | Match schedule is generated and distributed to teams. (Check the Competition Manual)<br>*Note to Scorekeeper: 6 Matches total* (Check the Competition Manual) |
| **10:40 am** | Drivers' Meeting with Head Referee & Opening Ceremony |
| **11:00 am** | Qualification Matches 1 - 8<br>*Note to Scorekeeper: 7-minute cycle-time* |
| **12:00 pm** | Lunch |
| **12:45 pm** | Qualification Matches 9 - 45<br>*Note to Scorekeeper: 5-minute cycle-times* |
| **3:50 pm** | Qualification Matches Projected End |
| **4:00 pm** | Alliance Selection |
| **4:20 pm** | Double Elimination Rounds 1 - 4 |
| **5:10 pm** | Award Ceremonies Start & Double Eliminations Round 5 |
| **6:20 pm** | Projected End of Event |
| **7:00 pm** | Doors Close |
| *Occasionally things that happen out of the event's control may impact the schedule. In these cases, work closely with the Event Director to understand the updated agenda.* | |

SAMPLE

*Figure 1: Example Schedule for a 30 Team Event*

## Registered Teams List

The Program Delivery Partner may provide a list of teams registered for the event or the scorekeeper can export a report of all the registered teams for the event. Sometimes this list may change the day of the event based on which teams show up. The Scorekeeper report will have the most accurate information about who is competing at an event. Notes that teams may be competing only in the judging portion of the event and not have a robot present.

### Test Event Teams

| Number | Team Number | Name | Affiliation | City | State | Country | Rookie Year |
|---|---|---|---|---|---|---|---|
| 1 | 1 | Team Unlimited | PTC & FTC1 Team Unlimited 4-H Club | Sharon | MA | USA | 2007 |
| 2 | 7 | Tactical Sheep | TechBrick Education/DoD STEM&TechBrick Education | Aberdeen Proving Ground | MD | USA | 2007 |
| 3 | 16 | bigskyrobotics | | missoula | MT | USA | 2007 |
| 4 | 18 | Techno Chix | Girl Scouts Heart of the Hudson | Port Chester | NY | USA | 2007 |
| 5 | 22 | 100 Scholars | 100 Black Men of Atlanta/Georgia Power/Johnson Research and Development/NCR/Lockheed Martin & 100 Black Men of Atlanta, Inc. | Atlanta | GA | USA | 2007 |
| 6 | 25 | Rock N' Roll Robots | Girl Scouts of Greater Los Angeles/NASA&Girl Scouts | Pasadena | CA | USA | 2007 |
| 7 | 99990 | Off-Season Demo Team | Off-Season Demo Team | | | | 1992 |
| 8 | 99991 | Off-Season Demo Team | Off-Season Demo Team | | | | 1992 |
| 9 | 99992 | Off-Season Demo Team | Off-Season Demo Team | | | | 1992 |
| 10 | 99993 | Off-Season Demo Team | Off-Season Demo Team | | | | 1992 |
| 11 | 99994 | Off-Season Demo Team | Off-Season Demo Team | | | | 1992 |
| 12 | 99995 | Off-Season Demo Team | Off-Season Demo Team | | | | 1992 |
| 13 | 99996 | Off-Season Demo Team | Off-Season Demo Team | | | | 1992 |

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*Figure 2: Competing Team Report*

## Volunteer Roster

The Volunteer Coordinator or the Program Delivery Partner will have access to a list of applied and assigned volunteers for the event.

## Event Layout/Map

The Program Delivery Partner and Event 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)

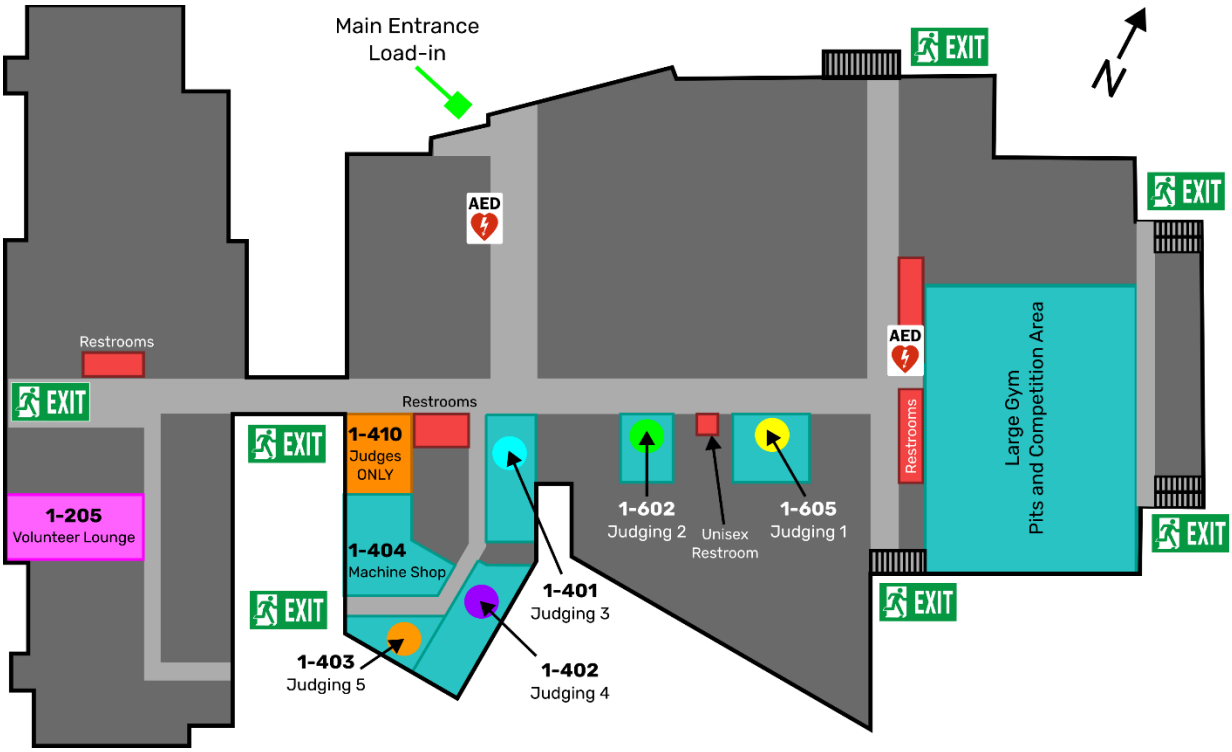



*Figure 3: Example Event Map*

## Judging Schedule

| | Panel 1<br>*Room 1605* | Panel 2<br>*Room 1602* | Panel 3<br>*Room 1401* | Panel 4<br>*Room 1402* | Panel 5<br>*Room 1403* |
|---|---|---|---|---|---|
| **08:30 AM –** | 22077<br>Marcus Minions | 8204<br>Blue Machine | – | 27534<br>RoboChargers - Yellow | 25783<br>Tech Titans |
| **08:50 AM –** | 13542<br>RoboChargers - Blue | 21171<br>ITKAN Robotics - M12 | 27532<br>RoboChargers - Orange | 23344<br>Technical Turbulence | 27536<br>RoboChargers - Gold |
| **09:10 AM –** | 26300<br>Anomaly | 27533<br>RoboChargers - Purple | 20482<br>Wylie E. Robote | 12430<br>Dub East | 26693<br>Triad Robotics |
| **09:30 AM –** | 23434<br>Cristo Rey Dallas Robotics | 7172<br>Technical Difficulties | 18871<br>RoboChargers - Green | 18227<br>Area 52 | 19991<br>Chuckleheads |
| **09:50 AM –** | 26542<br>Apex Genesis | 13537<br>RoboChargers - Red | 19564<br>ITKAN Robotics - MAS | 19990<br>Marcus de-TECH-tives | 13552<br>RoboChargers - Pink |
| **10:10 AM –** | 27531<br>RoboChargers - Cyan | 24563<br>Flower Mound Firewall | 26722<br>Tech Support | 27535<br>RoboChargers - Silver | 20483<br>Wall East |

*Figure 4: Example Judging Schedule*

## Match Schedule

The match list will be generated on 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 5. Some events will have more than one competition field. Some events will have more than one division, in which case each division will have its own schedule.

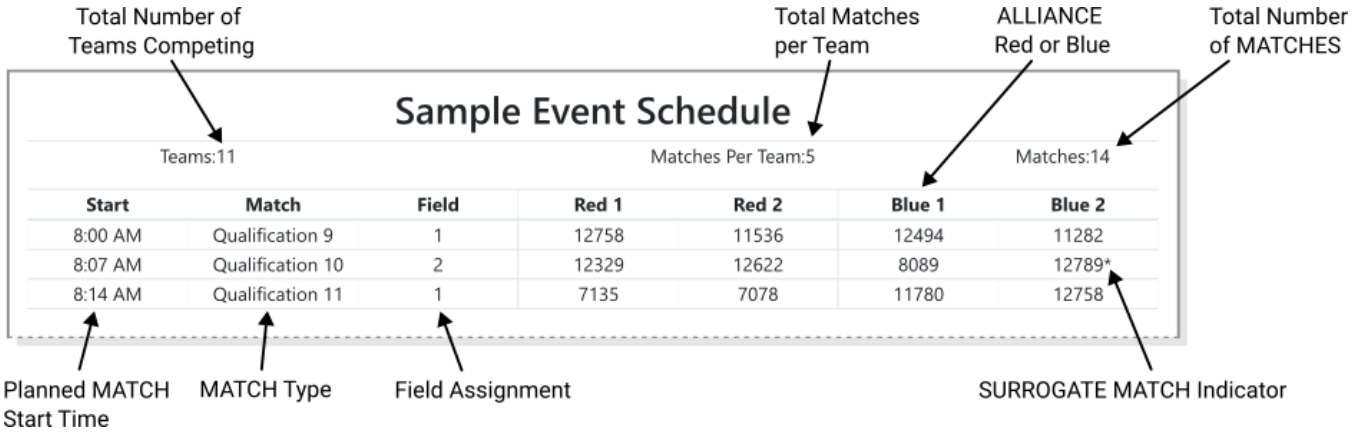



*Figure 5: Example Match Schedule*

## Pit Map

Pit maps are typically provided by either the Event 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 6 and Figure 7. Pit Maps created in the *FIRST* Event Portal will appear on the FTC Events page.

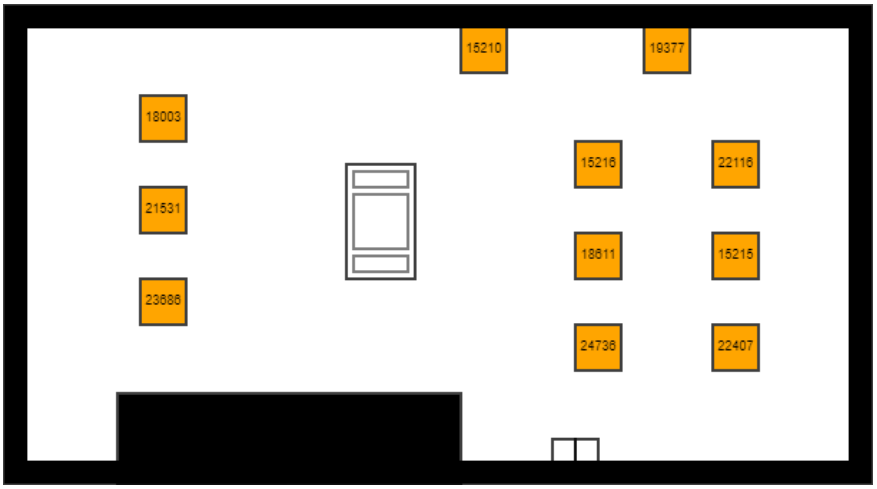



*Figure 6: Example Pit Map for a small12-team Qualifier Event*

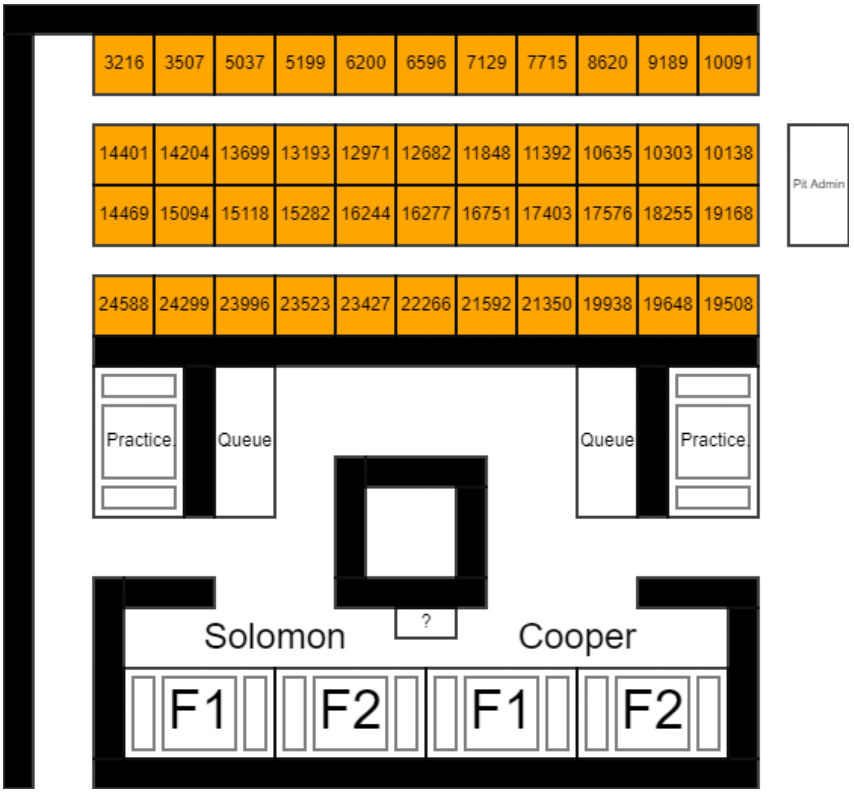



*Figure 7: Example Pit Map for a Typical Regional Championship Event*

# Useful Links and Information

## On-Call Support Numbers

These numbers are for *volunteer support only*. Teams should not use these numbers to call about rulings or technical assistance.

| | |
|---|---|
| Administrative, Judge, Referee and Non-Technical Issues: | (603)206-2412 |
| Scoring System (FTC Live) or other Technical Issues: | (603)206-2450 |

Call or use the **built-in chat feature on FTC Live** available for events with internet access

## Pre-Event Support

Mon – Fri 8:30am – 5:00pm Eastern Time (UTC-4 or UTC-5)
Contact Support including live chat or email customerservice@firstinspires.org

## Program Resources

| | |
|---|---|
| Event Search<br>ftc-events.firstinspires.org | Game and Season Resources<br>ftc-resources.firstinspires.org/ftc/game |
| *FIRST* Tech Challenge Blog | Event Resources<br>ftc-resources.firstinspires.org/ftc/event |
| *FIRST* Tech Challenge Website<br>firstinspires.org/robotics/ftc | Volunteer Resources<br>ftc-resources.firstinspires.org/ftc/volunteer |

## Feedback

We strive to create support materials that are the best they can be. If you have feedback about this manual, please email customerservice@firstinspires.org or by contacting support. Thank you!