



Presented by  education & The LEGO Foundation

2022-2023 *FIRST*[®] LEGO League

User Guide for Partners and Event Admins

September 30, 2022

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Challenge Division Sponsors



Revision History

Revision	Date	Description
1	10/28/2021	Initial Release
2	09/30/2022	SUPERPOWERED™ Season Update

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Introduction

What is FIRST® LEGO® League?

To learn more about FIRST® LEGO® League and other FIRST® Programs, visit firstinspires.org or firstlegoleague.org.

FIRST Core Values

We express the FIRST® philosophies of *Gracious Professionalism®* and *Coopertition®* through our Core Values:

- **Discovery:** *We explore new skills and ideas.*
- **Innovation:** *We use creativity and persistence to solve problems.*
- **Impact:** *We apply what we learn to improve our world.*
- **Inclusion:** *We respect each other and embrace our differences.*
- **Teamwork:** *We are stronger when we work together.*
- **Fun:** *We enjoy and celebrate what we do!*

Gracious Professionalism®

FIRST® uses this term to describe our programs' intent.

Gracious Professionalism® is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community.

This guide shows the workflow for the Challenge Division, but most functions apply to Explore and Discover as it relates to event setup, team and room assignments and completing review sheets. If you do not currently have access to Event Hub, ask your Field Operations Manager or Partner Manager to add you.

What you will do and learn in this guide:

- How to create an account and edit a profile
- How to change profile preferences
- How to add an event
- How to add teams
- Scheduling meetings
- Set up and schedule judging
- Set up and schedule robot game matches
- Using the ranking dashboard and Official Judging Spreadsheet (OJS)
- Assigning awards
- Publishing your leaderboard and event

It should be noted that for most of the functions on Event Hub that use lists of information, like teams and volunteers, can easily be inputted into Event Hub by using a CSV file, or comma-separated values file. This is simply a spreadsheet file saved as a CSV file or most text files, that contain a comma after each piece of data.

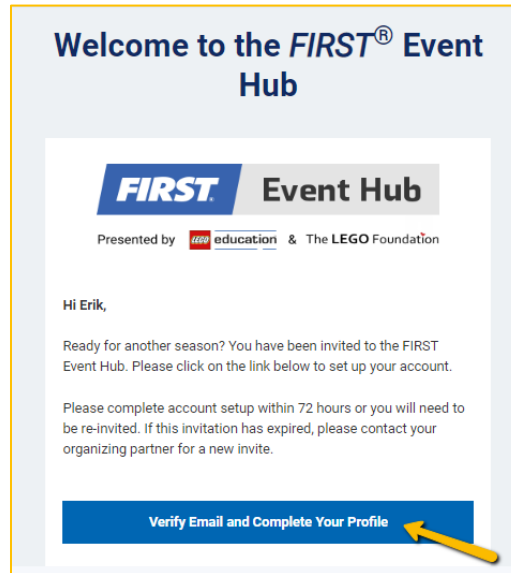
User Role Permissions

NOTE: While roles cannot be renamed in the FIRST Event Hub, PDPs or Event Admins can assign additional volunteers to specific roles to divide up responsibilities by permission type (e.g., Technical Director = Event Admin). Keep in mind what data each role will have access to and limit any unnecessary access to data.

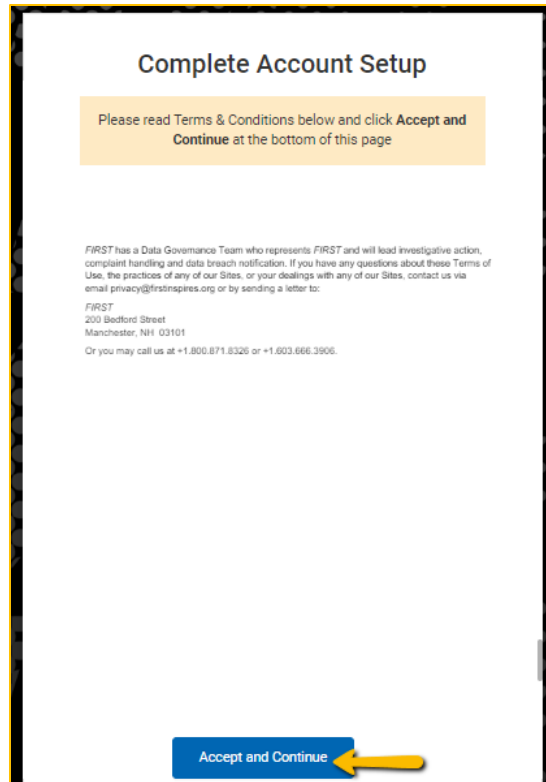
	FIRST/LEGO Admin	PDP Admin	Event Admin	Coach	Judge Advisor	Judge	Head Referee	Referee
Create Events	✗	✓	✗	✗	✗	✗	✗	✗
Manage Event Schedule	✓	✓	✓	✗	✗	✗	✗	✗
Invite PDP Admin	✓	✗	✗	✗	✗	✗	✗	✗
Assign Event Admin to Event	✓	✓	✗	✗	✗	✗	✗	✗
Invite Event Admins	✓	✓	✗	✗	✗	✗	✗	✗
Invite Volunteer Coordinators	✓	✓	✓	✗	✗	✗	✗	✗
Invite Coaches	✓	✓	✓	✗	✗	✗	✗	✗
Assign Roles to Volunteers	✓	✓	✓	✗	✗	✗	✗	✗
Invite Judge / Judge Advisors	✓	✓	✓	✗	✗	✗	✗	✗
Invite Referee / Head Referee	✓	✓	✓	✗	✗	✗	✗	✗
Assigning Judges to Rooms	✓	✓	✓	✗	✓	✗	✗	✗
Assigning Referees to Tables	✓	✓	✓	✗	✗	✗	✓	✗
View Registered User Data	✓	✓	✓	✗	✗	✗	✗	✗
Complete/Edit Rubric or Scoresheet for assigned rooms or tables	✓	✓	✓	✗	✓	✓	✓	✓

Registering your account

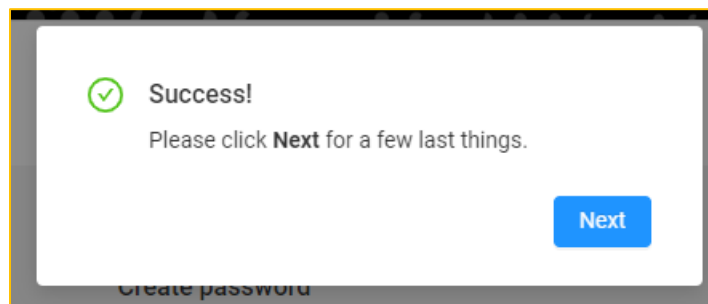
- Registration begins with receiving the invitation via email, as shown below.



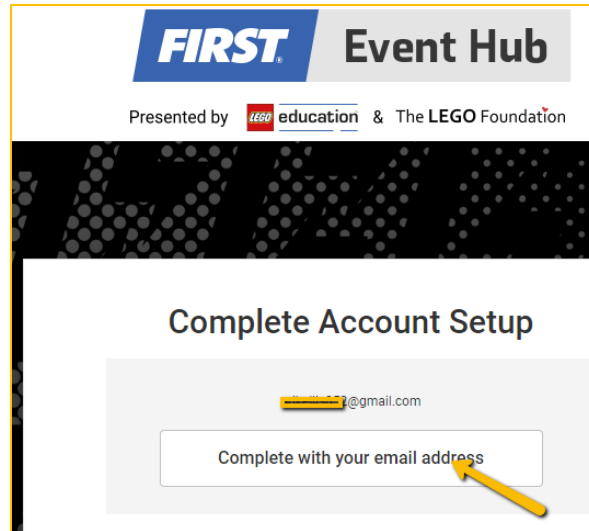
- When accepting the terms and conditions be sure to scroll up in the window to check all of the boxes.



Once those are accepted, you'll see the following window.

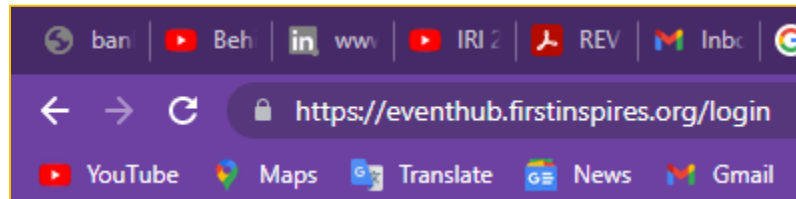


- After clicking *Next*, your registration is complete.

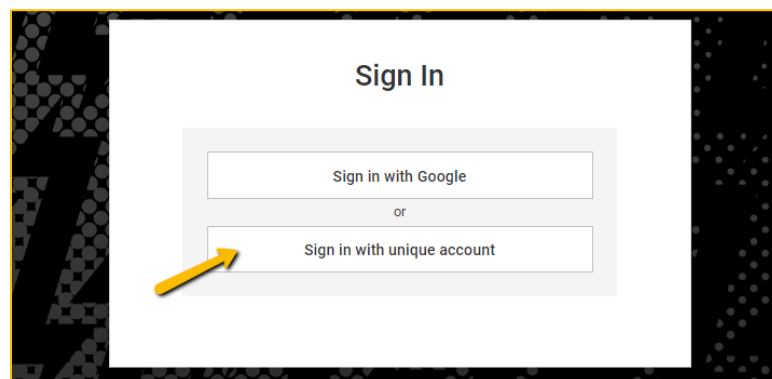


Logging on to Event Hub

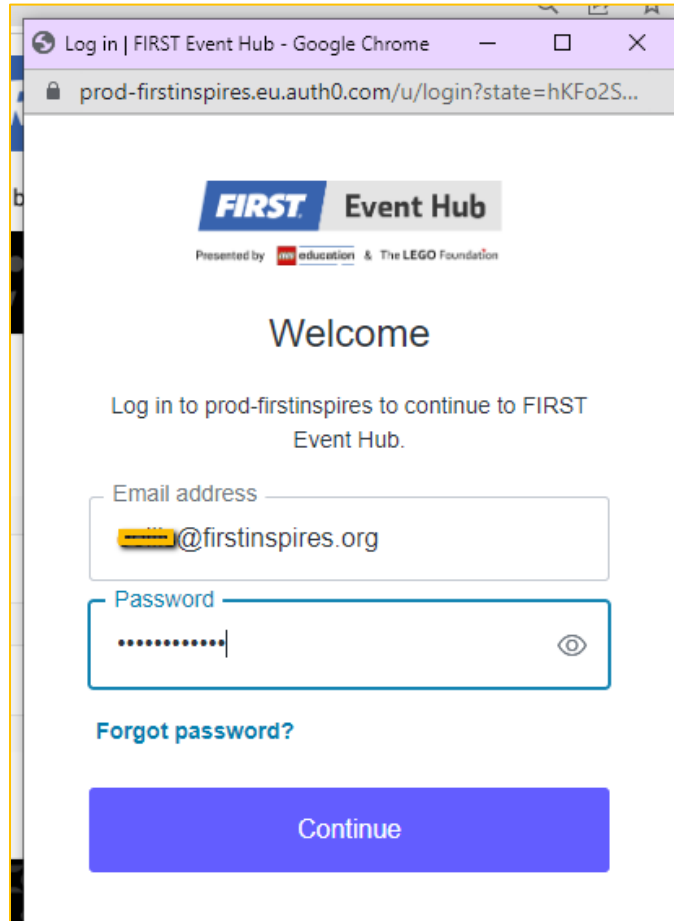
- If you already have an account, you can log in at the Event Hub's URL. [EventHub.firstinspires.org](https://eventhub.firstinspires.org)



- A popup window appears, and you are asked to input the email address and password that you registered when you set up your account. And the password you set while registering. **Note:** Users in the US and Canada should use the same email they used to be screened for Youth Protection.



- You are asked if you want to sign in with a Google account or via a unique email. In this instance, choose a unique email



Log in | FIRST Event Hub - Google Chrome

prod-firstinspires.eu.auth0.com/u/login?state=hKFo2S...

FIRST Event Hub

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Welcome

Log in to prod-firstinspires to continue to FIRST Event Hub.

Email address

[redacted]@firstinspires.org

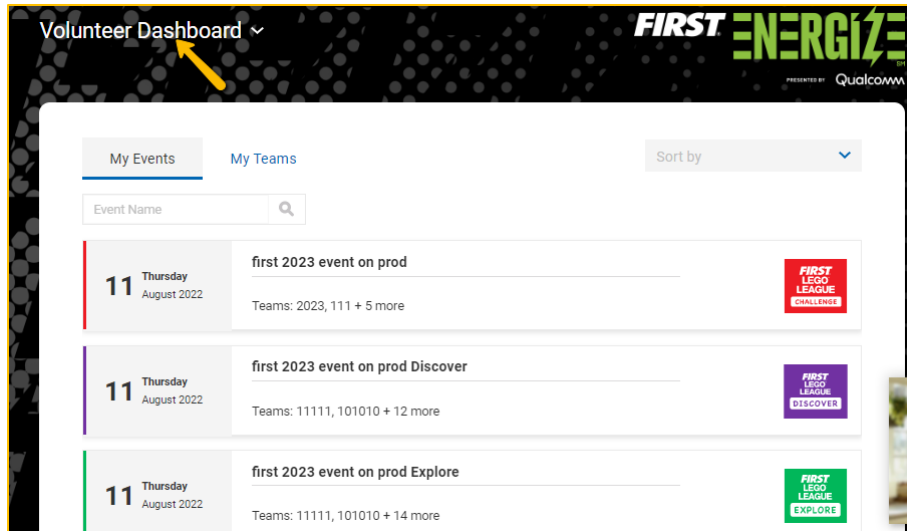
Password

.....

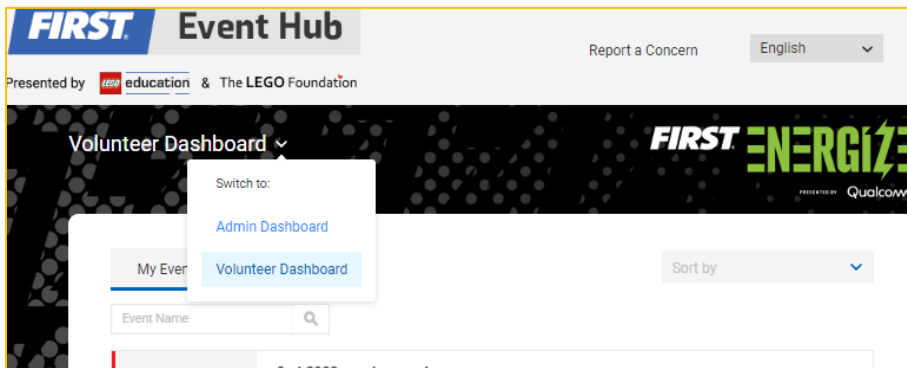
[Forgot password?](#)

Continue

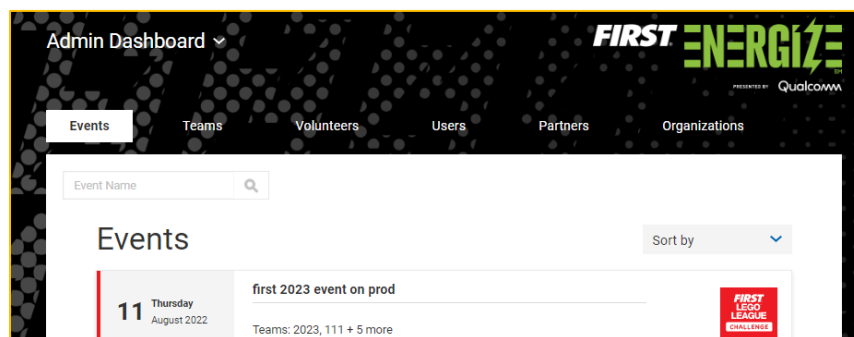
- Once logged in, you will be presented with the Volunteer Dashboard by default.



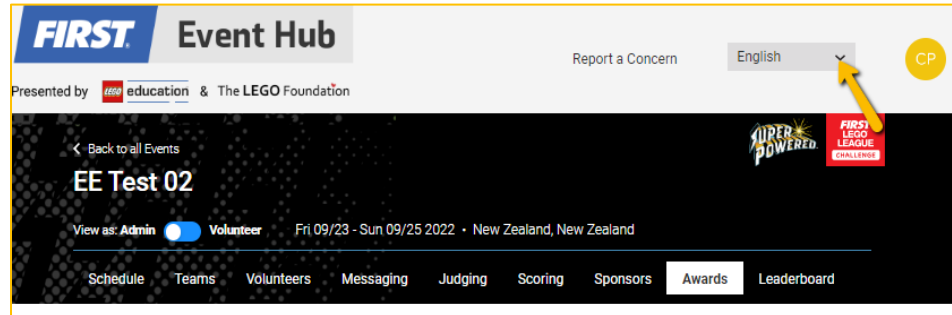
- Click on the dropdown symbol beside the Volunteer Dashboard



- If you have permissions granted choose Admin Dashboard. It is from this dashboard that you will create events and invite other users, such as an Event Admin who will then be able to manage all other tasks.

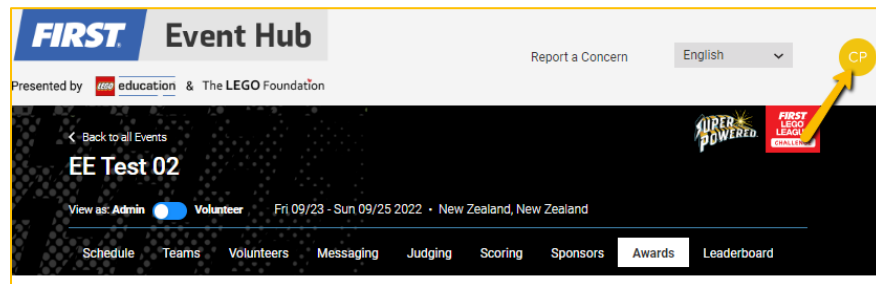


- You can select your preferred language from the list on the dropdown menu.

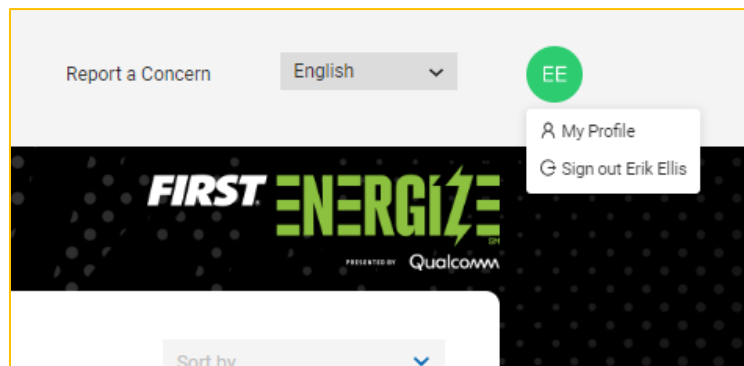


Changing profile preferences

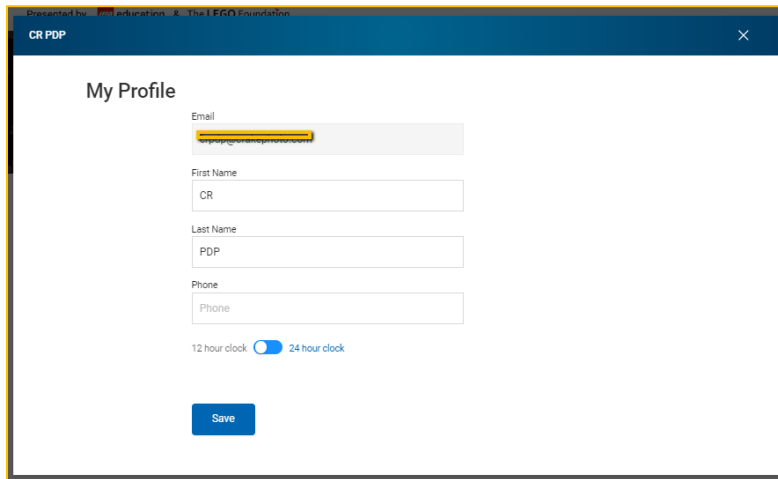
- You can choose to change your profile settings and details when hovering over the profile icon (note: the initials in the icon will be based on your name used when registering)



- Use this same icon to log off from Event Hub.



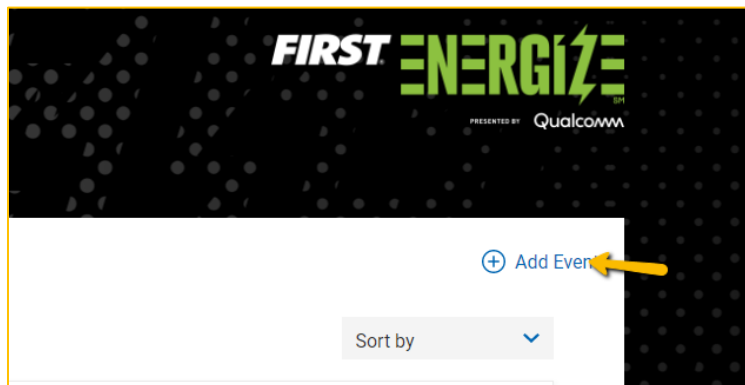
- Select *My Profile* to change basic profile preferences, such as name, phone number, and time view.



The screenshot shows a web browser window titled 'CR PDP'. Inside, there's a 'My Profile' section with the following fields: Email (with a yellow highlight on the text), First Name (containing 'CR'), Last Name (containing 'PDP'), and Phone (containing 'Phone'). Below these fields is a toggle switch for '12 hour clock' (selected) and '24 hour clock'. At the bottom is a blue 'Save' button.

Adding an Event

- If you are a Program Delivery Partner (PDP)—you can add an Event from the Admin Dashboard. Select *Add Event*. **Note:** Only PDPs have permission to add events and only for their assigned region.



- On the next window you can choose either an in-person or remote event. **This cannot be changed after selecting.**

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New Event

Add Event

Choose event type:
Once added (saved), this cannot be undone.

Remote In-Person

Event Title
Event Title

Program
Program

Dates
Start Date ~ End Date

Time zone
America/New York

Region

- Enter the details of your event.

Add Event

Choose event type:
Once added (saved), this cannot be undone.

Remote In-Person

Event Title
Test EE 30 Teams

Program
FIRST® LEGO League Chall...
FIRST® LEGO League Challenge
FIRST® LEGO League Discover
FIRST® LEGO League Explore

Dates
09-30-2022 ~ 10-02-2022

- Click *Add*.

Region

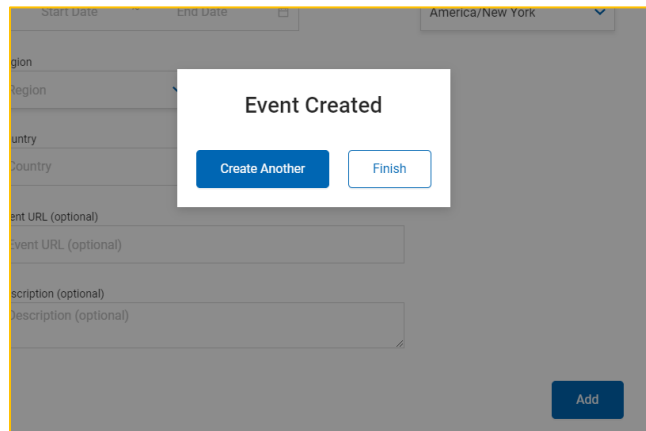
Country
New Zealand

Event URL (optional)
Event URL (optional)

Description (optional)
Description (optional)

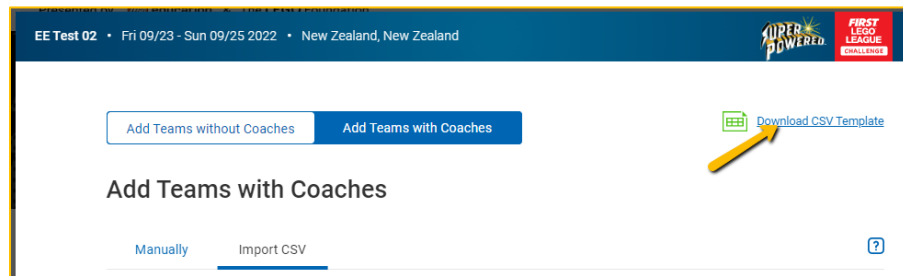
Add

- You will receive a confirmation that your Event has been created, and the option of creating another event at this time or can click *Finish*.



Adding Teams

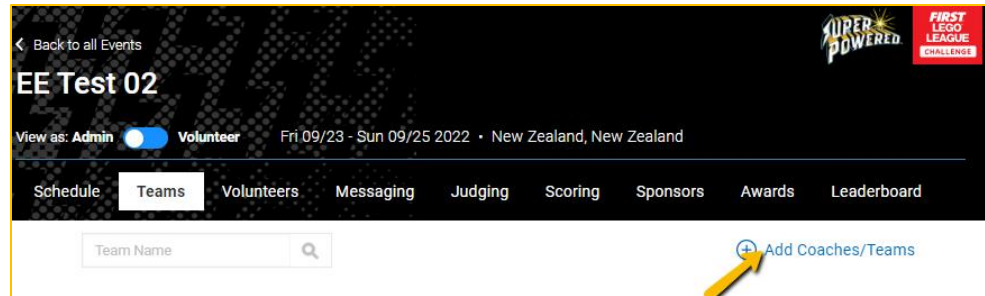
You can add teams to an event by importing a CSV-type file. If you don't already have a CSV file, use the link to download a template as shown. For this guide, we are going to first open the teams CSV template, and then import a CSV file with thirty teams.



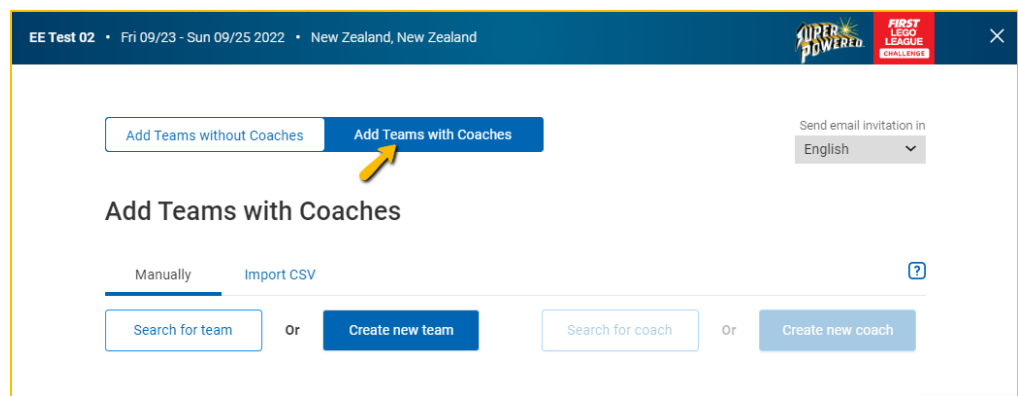
- Examine the data needed for the file in the template.

	A	B	C	D	E	F	G	H	I
1	CoachEmail	CoachFirstName	CoachLastName	CoachPhone	TeamName	TeamNumber	TeamCountry	TeamRegion	
2	coach@gmail.com	coachname	coachlastname	3122346186	newTeam	111111	USA	New York - Utica	
3	coach1@gmail.com	coachname1	coachlastname1		newTeam	222222	USA	New York - Utica	
4									

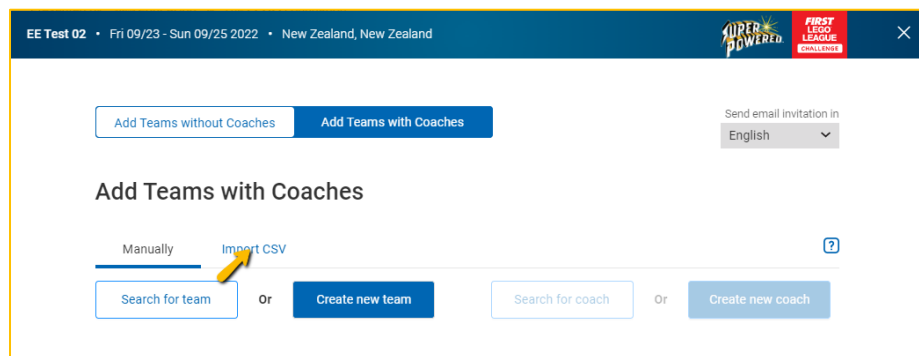
- In the guide, we will use a CSV file to add the teams with a coach. Click on **Add Coaches/Team**.



Select *Add Teams with Coaches*.

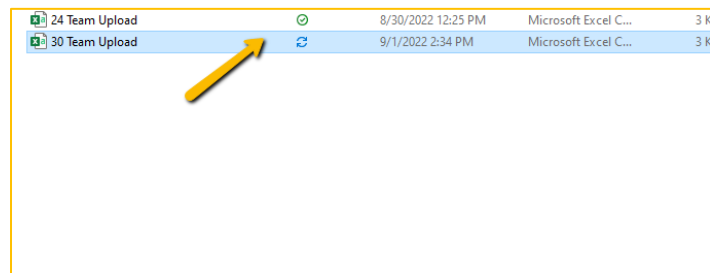


- Then, click on *Import CSV*.

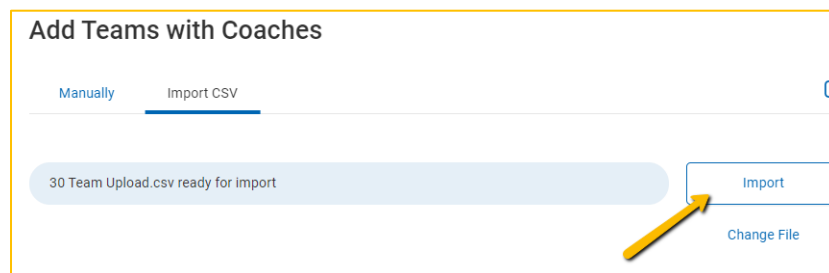




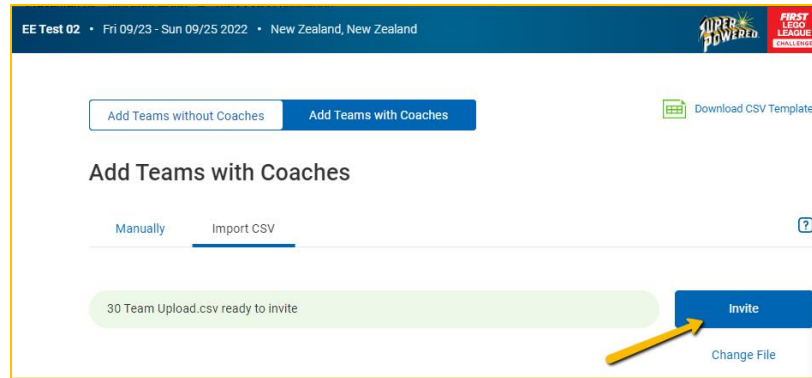
- Navigate to your own CSV file and select it.



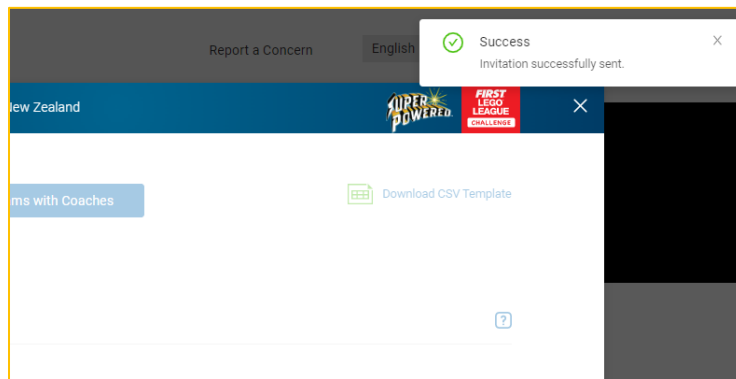
- Select *Import* if the correct file is chosen.



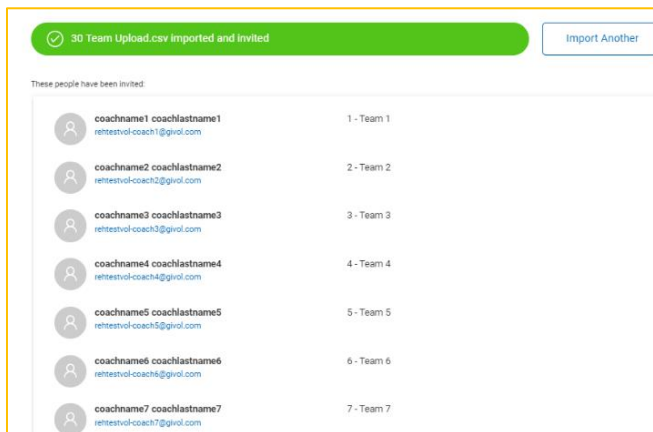
-
- Once the file has uploaded, you can select *Invite* to invite the teams.



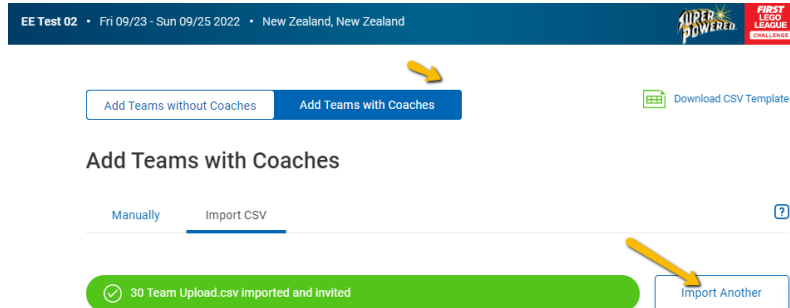
- After selecting *Invite*, you should receive a confirmation.



- Confirm that the correct coaches and teams appear in the list. **Note:** Any teams with errors will appear in red. Confirm that all data is correct and re-import the file or manually re-add the team. The system will prevent duplicate teams from being added as long as all field content matches.

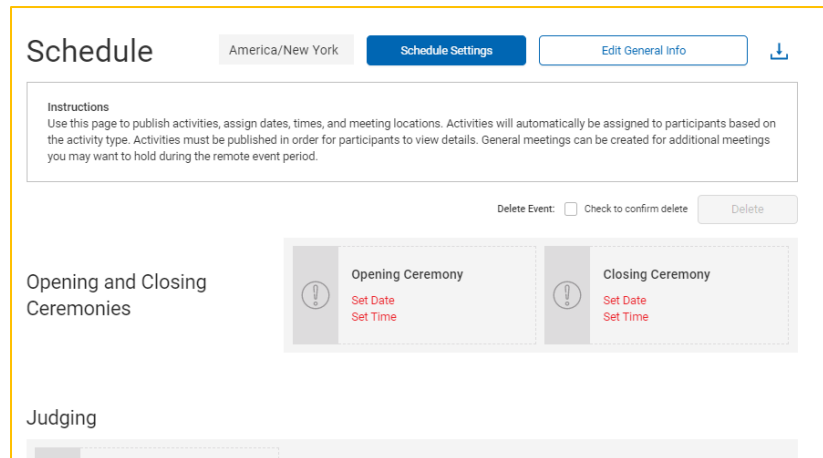


- At this time, users are given confirmation of this task and asks if you want to import another file.

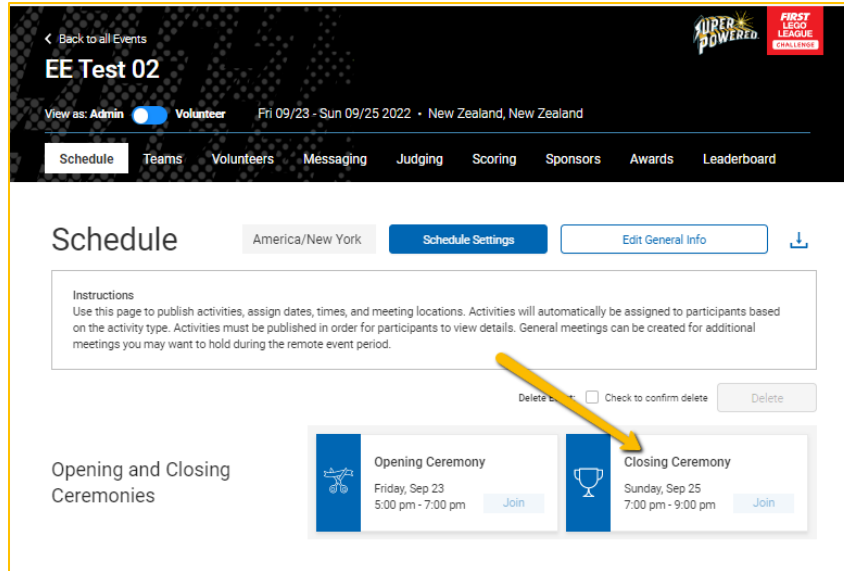


Creating meetings and ceremonies at events

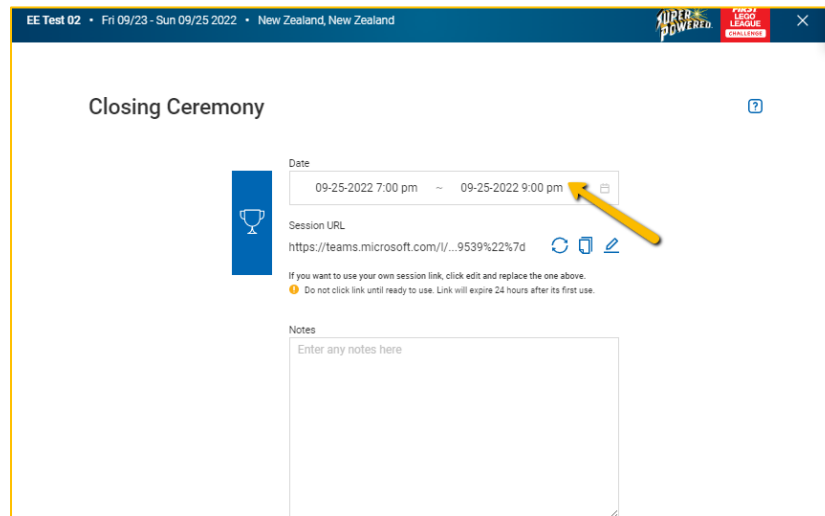
To begin, select the event for which you want to create meetings. You'll notice that by default each event has opening and closing events already slotted.



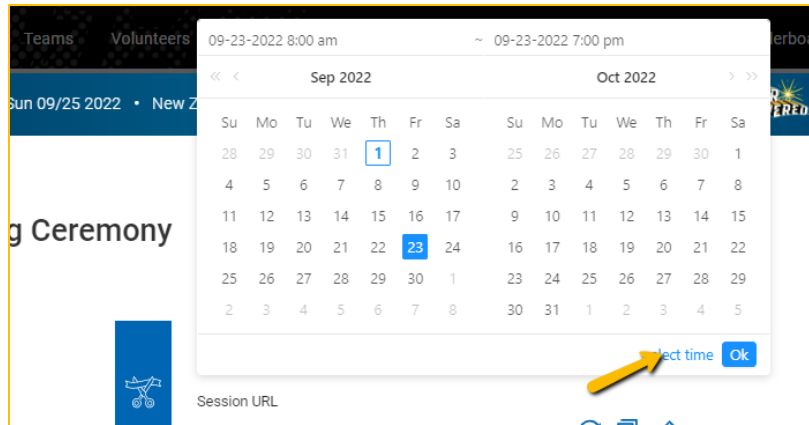
- The following screen shots show how to schedule a Closing Ceremony. The same process is used for scheduling the Opening Ceremony.



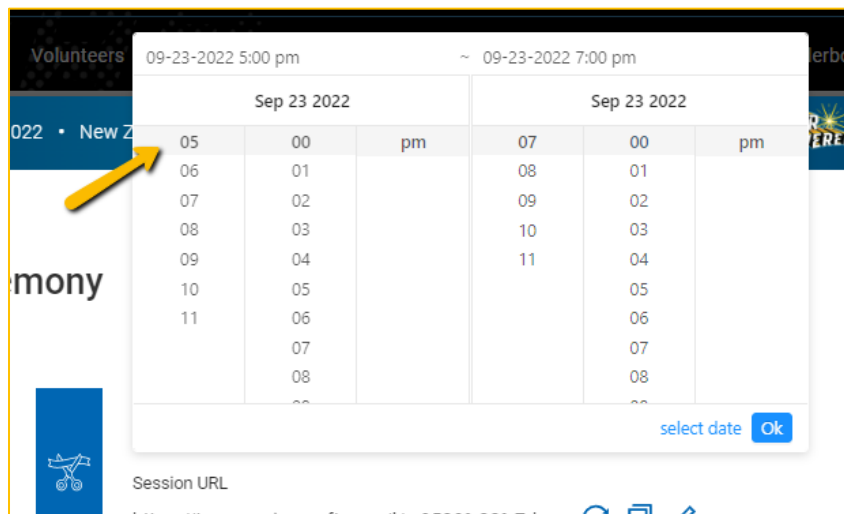
- To begin or edit, click on the ceremony box. A pop-up window will appear showing the details of the schedule. (Note: The ceremony in this example event has already been scheduled, but this shows that the meetings and ceremonies can be edited.) To add or change the date and time, click on the text field shown.



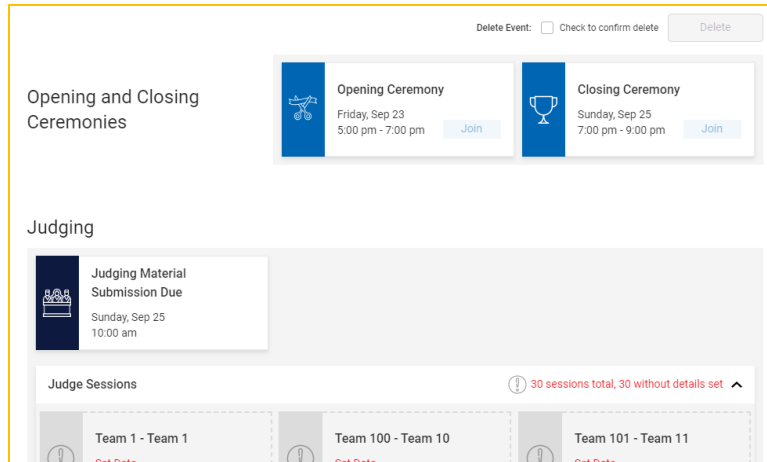
- Select the correct date from the calendar. Select arrows at the month and year header to adjust the month and year. Click on *Select time* to toggle from date to time.



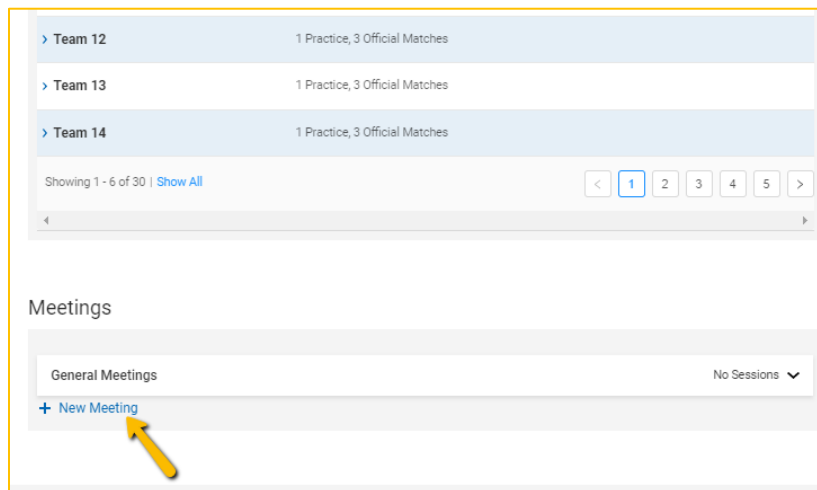
- Select the hour and minutes for starting and ending times, then *ok*.
Note: Times will show as either am/pm or 24-hour clock depending on how you set up your profile.



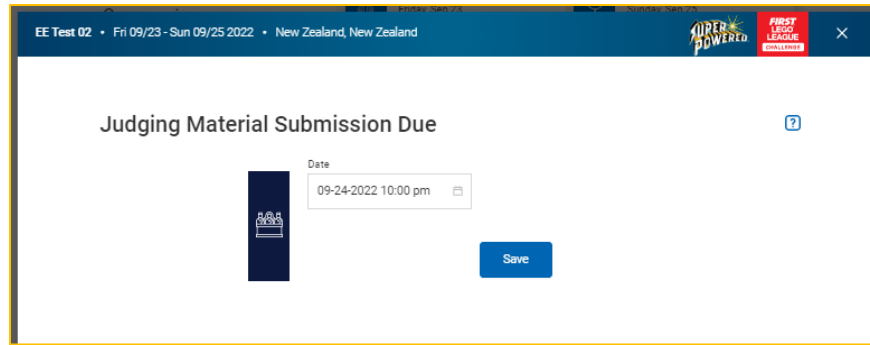
- Now, see how the date and time of the ceremonies are displayed on their respective icons.



- And then, with the event selected, notice there is the option to add a new meeting in the lower left. All meetings can specify attendees by role, so this can be used for coach, referee or judging meetings.



- If you choose to have teams submit any materials related to judging in advance, or in the case of a remote event, you can also schedule due dates for these materials. **If not needed, leave the date and time blank and the coaches will not see this in their team(s) schedules.**

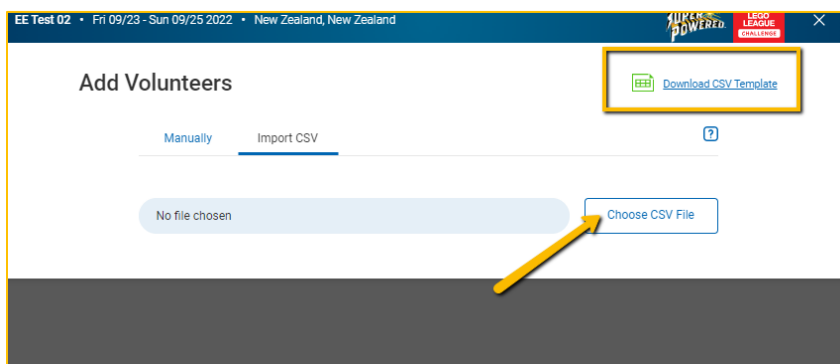


Adding and managing Volunteers

Adding volunteers is easy if you have a CSV file, but even adding them manually is relatively easy.



- From the Admin Dashboard, select the *Volunteers* tab.

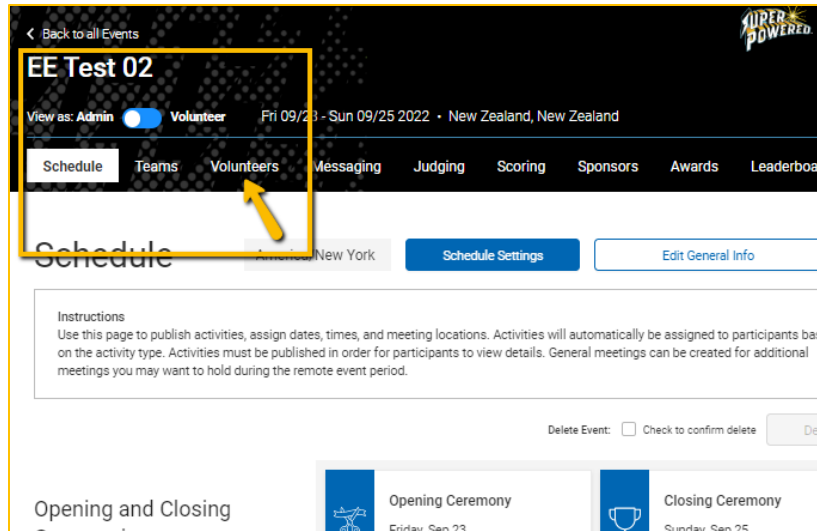


- Review the CSV template file and see that the only required information required are the volunteer's full name, email address, and phone number. If you choose a manual input, there is a series of checkboxes for the various volunteer positions, and a way that issues an invitation. Note: If you know what role the volunteer will be assigned, you can also add it to the CSV and it will be checked off in the volunteer's profile card. By clicking on a volunteer and opening the card, you can add or delete them from the roles. These are the only roles in the system, so if you have other roles, select the one that most closely gives that volunteer the permissions you would like them to have.

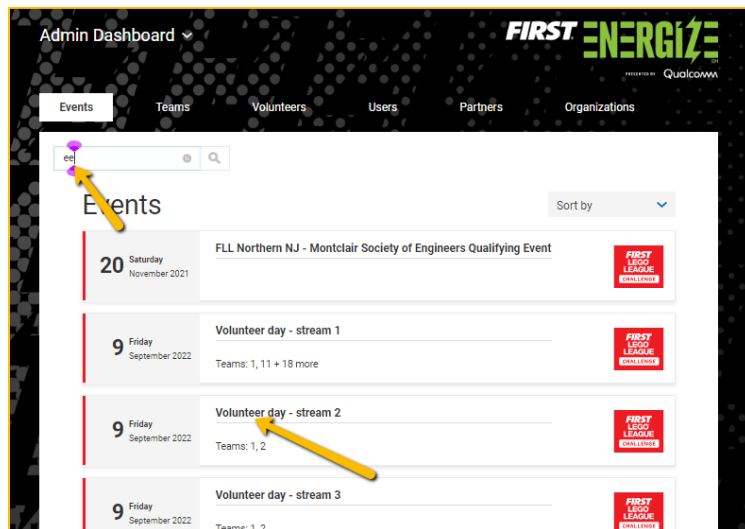
- If you do have a CSV file, choose *Import CSV*. If you are adding a single entry or don't have a CSV file, choose *Manually*.

Searching for Events

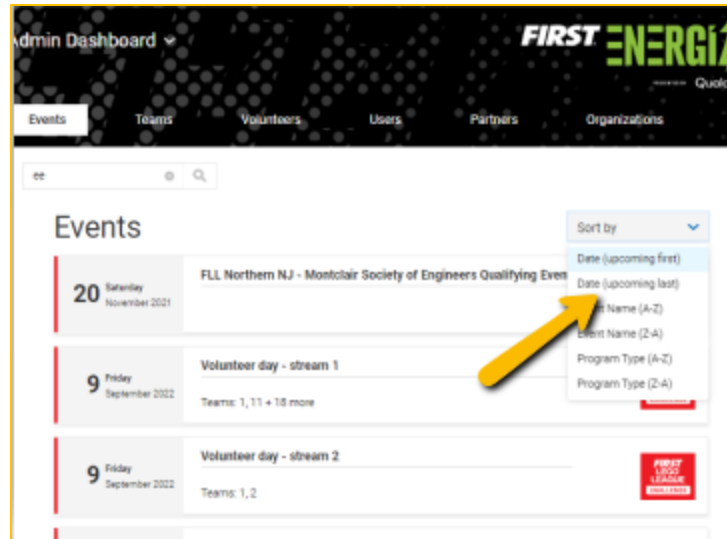
If you leave the Event Hub and return later to add to the event, you can use the sort function or drop down menu. Be sure you are in the Admin view, or you will only see what your volunteers see if in Volunteer view, and they can only edit according to their role.



- Notice how the ee typed into the search field has returned the search result that contain the ee anywhere in the name.

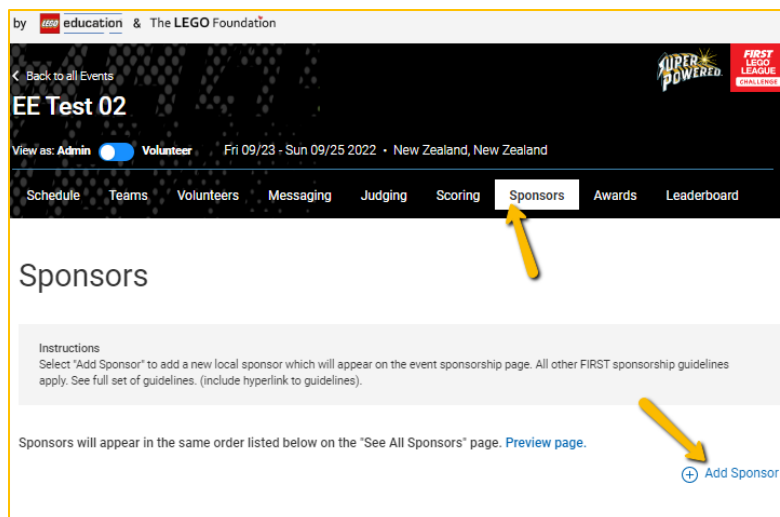


One can sort by utilizing the *Sort by* using the drop-down menu.



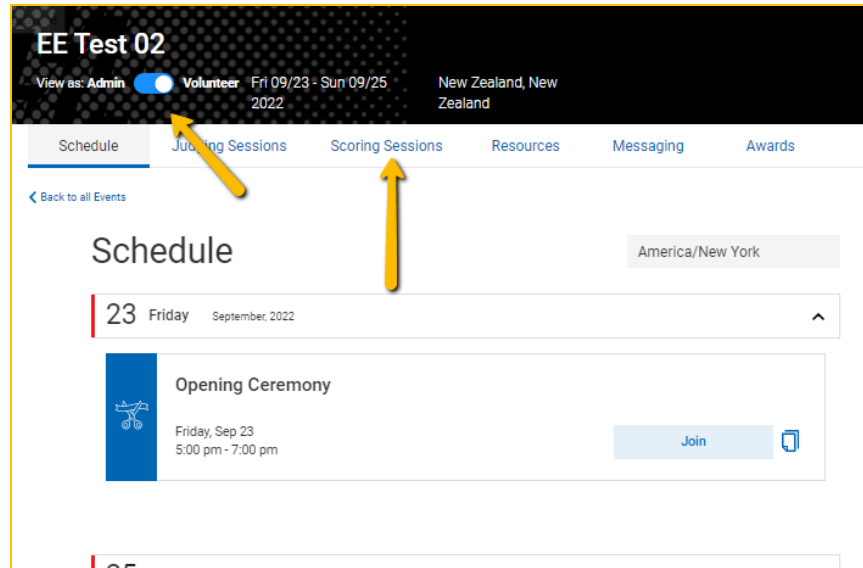
Sponsors

- Event Hub has a way that you can feature local sponsors. Select the *Sponsors* tab and add new sponsors in the lower right of the window.

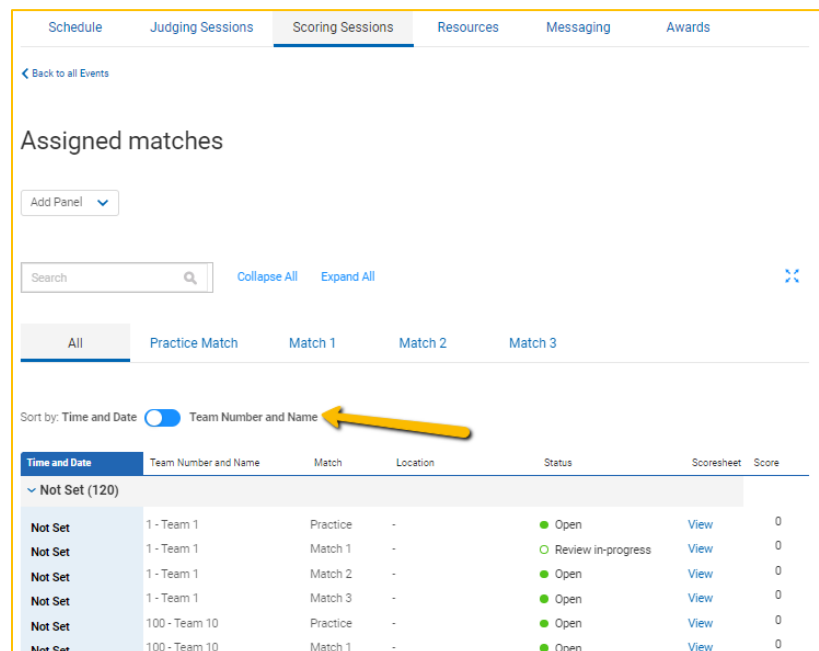


Scoring

For Scoring, with your event selected, be sure select the Volunteer Dashboard and then select the Scoring Sessions tab.



- You are presented with a list of matches, and a switch to view the matches by time and date, or by match and team name. Each team has a scoresheet each for three matches and a practice session. **Note:** Partner Admins, Event Admins and Head Referees will see all teams and all tables. Referees will only see the tables to which they are assigned.



- For this guide we will view the scoring list from by team name and number. Note that in this view, the matches are separated by column. You can view only the current match or all matches together.

<div> All Practice Match Match 1 Match 2 Match 3 </div>					
Sort by: Time and Date <input checked="" type="checkbox"/> Team Number and Name					
Time and Date	Team Number and Name	Match	Location	Status	
▼ 1 - Team 1					
Not Set	Not Set	1 - Team 1	Practice	-	Review in-progress

- Let's look at the scoresheet that a referee will be working with. Click on *View*.

All

Practice Match

Match 1

Match 2

Match 3

Sort by: Time and Date ☒ Team Number and Name

Time and Date	Team Number and Name	Match	Location	Status	Scoresheet	Score
▼ 1 - Team 1						
Not Set	Not Set	1 - Team 1	Practice	Open	View	0
Not Set	Not Set	1 - Team 1	Match 1	Review in-progress	View	0
Not Set	Not Set	1 - Team 1	Match 2	Open	View	0
Not Set	Not Set	1 - Team 1	Match 3	Open	View	0
▼ 100 - Team 10						
Not Set	Not Set	100 - Team 10	Practice	Open	View	0
Not Set	Not Set	100 - Team 10	Match 1	Open	View	0

- The scoresheet for that team and that match will open up.

1 - Team 1
Fri 09/23 - Sun 09/25 2022
New Zealand, New Zealand

Assigned Matches for this Event
Save and Exit
Publish Scoresheet

Official Match 1: 1 - Team 1
Review in-progress
Score: 0

Scoresheet

M00
EQUIPMENT INSPECTION

All team equipment fits in one launch area and under 12 in. (305 mm):

No
Yes

M01
INNOVATION PROJECT MODEL

The Innovation Project model is:

- Made of at least two white LEGO® pieces.
- Measures at least as long as 4 LEGO studs in some direction.
- Is at least partly in the hydrogen plant target area.

No
Yes

M02
OIL PLATFORM

- The scoresheet items default to a not scored status, so if a mission is not attempted or successfully completed, it will default to the lowest or zero score for that mission.

Assigned Matches for this Event

Save and Exit Publish Scoresheet

Official Match 1: 1 - Team 1

Review in-progress

Score:

M01 INNOVATION PROJECT MODEL

The Innovation Project model is:

- Made of at least two white LEGO® pieces.
- Measures at least as long as 4 LEGO studs in some direction.
- Is at least partly in the hydrogen plant target area.

No Yes

M02 OIL PLATFORM

Number of fuel units in the fuel truck:

0 1 2 3

The fuel truck is at least partly over the fueling station target:

No Yes

- Go from item to item, scoring the indicated team's entry for the match. In the masthead menu bar be sure to save your progress by selecting the button labeled *Score* with the refresh icon. Scores will not appear until this is completed.

Assigned Matches for this Event

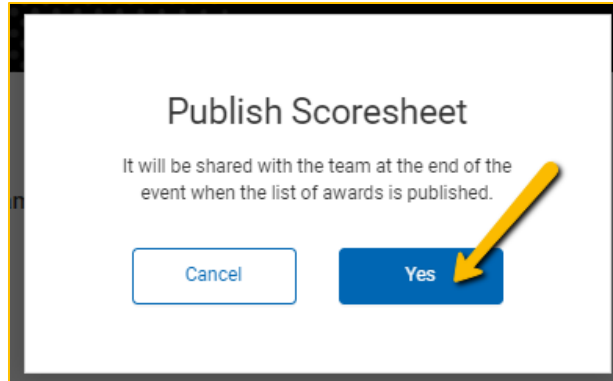
Save and Exit Publish Scoresheet

Official Match 1: 1 - Team 1

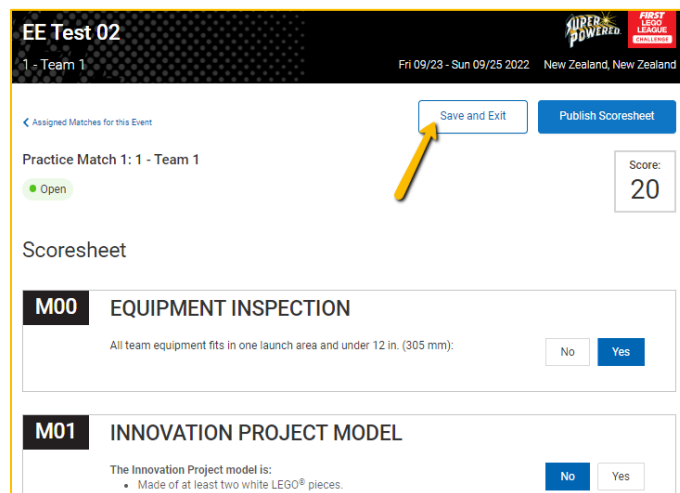
Review in-progress

Score:

- When done, select *Publish Score*. The following pop-up window will be displayed. Select *Yes*. This means that the scoresheet is published to the Official Judging Scoresheet (OJS) and its corresponding dashboard and ranked as matches are completed. **Note: This will not show on the leaderboard until the Head Referee or Event Admin publishes the leaderboard.**



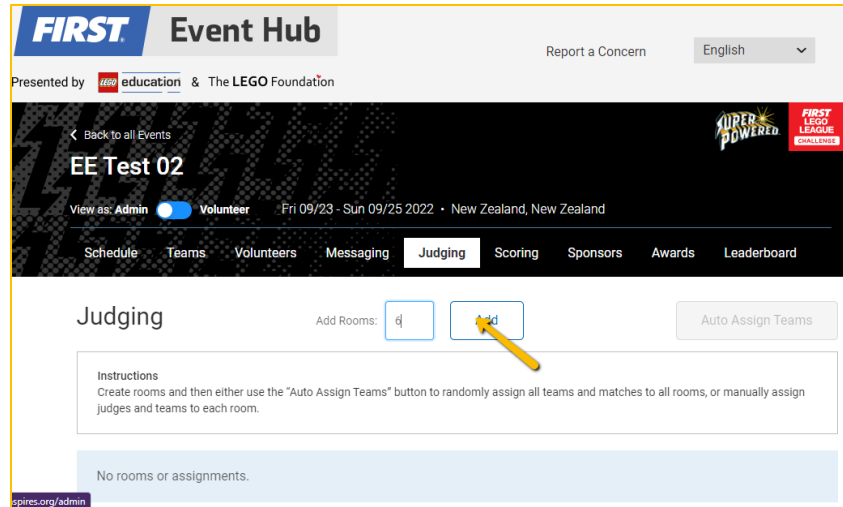
- Select *Save and Exit*.



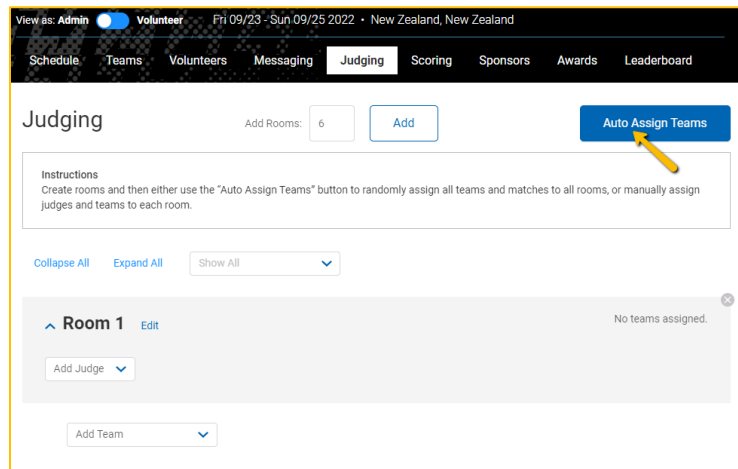
Adding and scheduling Judges

We will now schedule the Judging portion of the event.

- Under the Admin Dashboard, select the event, and then select the judging tab. The judging portion of events is calculated by inputting the number of rooms or pods that will be used for judging teams. For this example, we will use six (6) rooms. After typing in the numeral "6", select the button *Add*.



- Next, select the button *Auto Assign Teams*. You also have the option to manually assign teams to specific rooms using the *Add Team* drop down.



- After auto assigning the teams, you can scroll through the Rooms and find that the 30 teams we've added in the example before are distributed throughout the six rooms (5 teams are assigned per room). At this point, you can also move teams from one room to another if there are any conflicts of interest you are trying to avoid.

Room 6 Edit 5 teams assigned.

Add Judge

- 105 - Team 15
- 203 - Team 23
- 108 - Team 18
- 9 - Team 9
- 3 - Team 3

Add Team

English

FIRST Event Hub

Presented by **education** & The LEGO Foundation

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Judge view

Schedule Judging Sessions Scoring Sessions Resources Messaging Awards

[Back to all Events](#)

Assigned Judging Sessions

Room 1

Room 1
testname5 testlastname5

Search

[Collapse All](#) [Expand All](#)

Sort by: Time and Date ☒ Team Number and Name

Time and Date	Team Number and Name	Location	Status	Rubric
Not Set (5)				
Not Set	102 - Team 12	Room 1	Waiting for evidence	Rubric
Not Set	106 - Team 16	Room 1	Waiting for evidence	Rubric
Not Set	202 - Team 22	Room 1	Waiting for evidence	Rubric
Not Set	204 - Team 24	Room 1	Review in-progress	Rubric
Not Set	8 - Team 8	Room 1	Waiting for evidence	Rubric

- Judges will see only the teams and room to which they are assigned. From there they will select the rubric for the team they are judging.

Gracious Professionalism® - "Doing your best work while treating others with respect and kindness - It's what makes FIRST, first."

Core Values 6 Questions

CV1 Discovery

Team explored new skills and ideas.

1 2 **3** 4

CV2 Innovation

Team used creativity and persistence to solve problems.

1 2 3 **4**

Justification (Required)

Clear evidence of several iterations leading to a preferred solution.

- The head judge in the room should complete the rubric for all judges so they do not risk overwriting one another. If a 4 is selected, the judge is required to provide a comment.

[Back to judging assignments](#) Save and Exit Submit Feedback

Judging Session: 102 - Team 12

● Waiting for evidence

Award Eligibility: ☐ Breakthrough Award ☒ Rising All-Star Award ☐ Motivate Award

Core Values

- Once the rubric is completed, additional award eligibility can be selected. The judges can *Save and Exit* if they plan to return to the rubric, or *Submit*

Feedback, which saves the rubric and feeds the data to the Official Judging Spreadsheet (OJS).

Assigned Judging Sessions

Room 1
Room 1
testname5 testlastname5

Search
Collapse All
Expand All

Sort by: Time and Date
Team Number and Name

Time and Date	Team Number and Name	Location	Status	Rubric
▼ Not Set (5)				
Not Set	102 - Team 12	Room 1	● Completed	Rubric
Not Set	106 - Team 16	Room 1	● Waiting for evidence	Rubric
Not Set	202 - Team 22	Room 1	● Waiting for evidence	Rubric
Not Set	204 - Team 24	Room 1	○ Review in-progress	Rubric
Not Set	8 - Team 8	Room 1	● Waiting for evidence	Rubric

- If a rubric has been started and saved, it will show *Review in-progress*. It will stay in this status until the judge selects *Submit Feedback*. If it has not been started, it will say *Waiting for evidence*. Teams will not see the rubric until the Event Admin publishes the event at the conclusion of the Awards Ceremony.

Awards

Once all official scoresheets and judging rubrics are published for each team, the Judge Advisor can work on assigning awards. There four Official Judging Spreadsheet (OJS) files are there for backup, but all results are recorded in the Awards tab dashboard.

Instructions
Download the Aggregated scoring/judging spreadsheets to view results across all teams. Nominate teams to be considered for each award. After further evaluation assign a winner and runners-up for each award

[Match Results \(csv\)](#)
[Innovation Judging Results \(csv\)](#)
[Core Values Judging Results \(csv\)](#)
[Robot Design Judging Results \(csv\)](#)

Results and Rankings

[Collapse All](#)
[Expand All](#)
 Sort by: Robot Game Rank

Team Information		Robot Game	Judging			Overall					Award & Advancement		
Team Number	Team Name	Robot Game Rank	Core Values Rank	Innovation Project Rank	Robot Design Rank	Champion's Score	Rank	Breakthrough	Rising All-Star	Motivate	Award	Place	Advance?
> 202	Team 22	1	2	1	1	5	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	-	<input type="checkbox"/>
> 7	Team 7	1	2	1	1	5	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	-	<input type="checkbox"/>
> 2	Team 2	1	2	1	1	5	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	-	<input type="checkbox"/>

- Clicking on *Expand All* displays each team with each individual match. From this view you can also drill down into individual rubrics or scoresheets if needed.

Results and Rankings

[Collapse All](#)
[Expand All](#)
 Sort by: Robot Game Rank

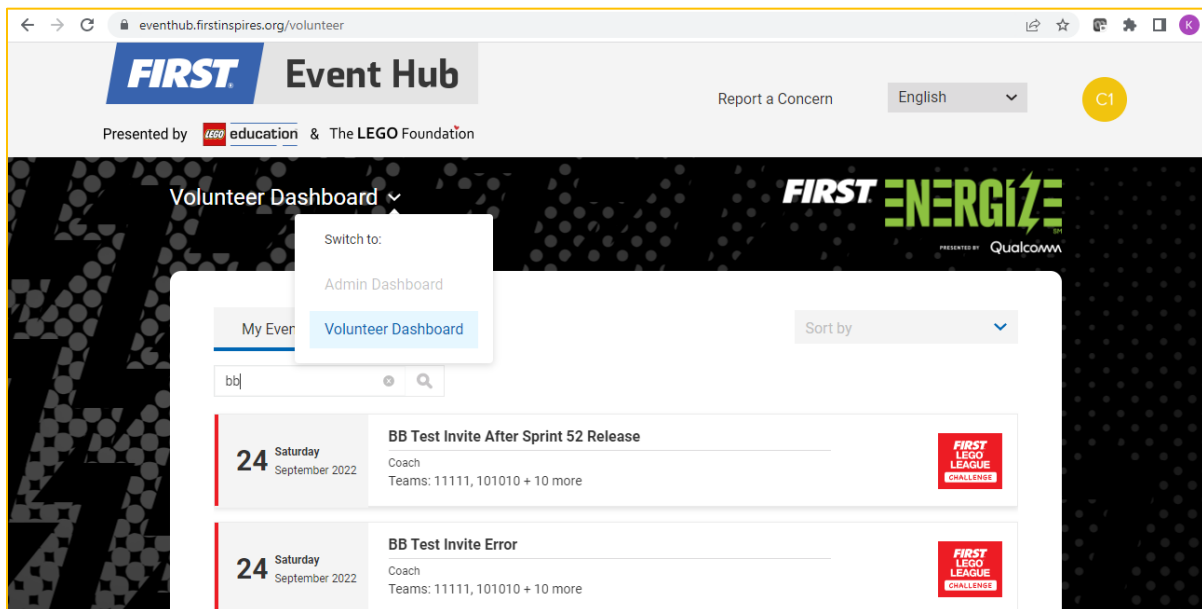
Team Information		Robot Game	Judging			Overall					Award & Advancement		
Team Number	Team Name	Robot Game Rank	Core Values Rank	Innovation Project Rank	Robot Design Rank	Champion's Score	Rank	Breakthrough	Rising All-Star	Motivate	Award	Place	Advance?
▼ 202	Team 22	R1: 0 R2: 0 R3: 0 Max: 0	2	1	1	5	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add	-	<input type="checkbox"/>
▼ 7	Team 7	R1: 0 R2: 0 R3: 0 Max: 0	2	1	1	5	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add	-	<input type="checkbox"/>
▼ 2	Team 2	R1: 0 R2: 0 R3: 0 Max: 0	2	1	1	5	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add	-	<input type="checkbox"/>

- After deliberations, the Judge Advisor can assign awards and their place value in the Awards & Advancement column. **Note:** You can assign multiple of the same place if you want the awards to be equal in rank.
- Mark which teams qualify for the next level of competition.
- Submit Awards. **Note:** If changes need to be made, you can withdraw the submission, before the event has been published by the Event Admin.

Once an event has been completed and the awards ceremonies are held so that teams know who won, the Event Admin publishes the entire event. This then allows coaches to log in and see their scoresheets and rubrics.

How Coaches use the Event Hub

Coaches log into the event hub like all other users (see [How to register an account](#) and [Change profile Settings](#))



- Coaches will only have a volunteer dashboard and will see any events to which their teams have been invited.

The screenshot displays the 'Schedule' tab of the FIRST LEGO League Event Hub. The top navigation bar includes links for Schedule, Matches & Scoring, Judging, Resources, Messaging, and Leaderboard. A 'Back to all Events' link is also present. The main heading is 'Schedule', and the location is set to 'Pacific/Chatham'. The date is '12 Saturday November, 2022'. The schedule lists three sessions:

- Opening Ceremony**: Saturday, Nov 12, 9:00 am - 9:30 am. The Join button will become active 22 hours before this session begins.
- Judging Session**: Coach 1, Saturday, Nov 12, 10:10 am - 10:40 am. The Join button will become active 22 hours before this session begins. A yellow box highlights the 'Waiting for evidence' status and the 'View Materials' button.
- Practice Robot Game Match Session**: 5656 - Coach 1, Saturday, Nov 12, 12:55 pm - 1:00 pm. The Join button will become active 22 hours before this session begins. A yellow box highlights the 'View Matches' button.

- Coaches will see their schedule and be able to drill into their match results once an event is published. **Note:** There are many links and references to uploading materials. This is not required for in-person events, but the links remain in case an event needs to switch to remote. Coaches should receive communications from their Tournament Host if they will or will not require uploads in the case of a remote event.

The screenshot shows the 'Judging' tab selected in the top navigation bar. The interface includes a 'Back to all Events' link, a team profile for 'Team 5656' (Coach 1, New Zealand, New Zealand), and instructions for uploading judging materials. A 'Judging Material Submission Due' box shows an 'Invalid date'. A 'Judging Session' box shows 'Saturday, Nov 12' from '10:10 am - 10:40 am'. A 'Results & Feedback' section states 'Your judging results will appear here when ready'. Below this is a 'Documents & Materials' section with a 'Coach/Mentor Award Nomination Form' (Optional) and a 'Choose file' button highlighted by a yellow arrow.

- On the Judging tab, Coaches will see their time for judging, if completed by the Event Admin prior to the event, and if required, the date any materials are due.
- Teams will also be able to see the Leaderboard when logged in use the link to the Public Leaderboard once it has been published by the Head Referee or Event Admin.
- Coaches may also be instructed by the Tournament Host to upload their Coach Mentor nominations here. **Note:** Since only screened coaches can use the Event Hub, the students can go to the second coach to log in and submit the team's nomination for the first coach.

Rubrics and feedback

Upon completion of an event, the Event Admin will publish the event. Coaches can then log in and see their team's rubrics and feedback comments.

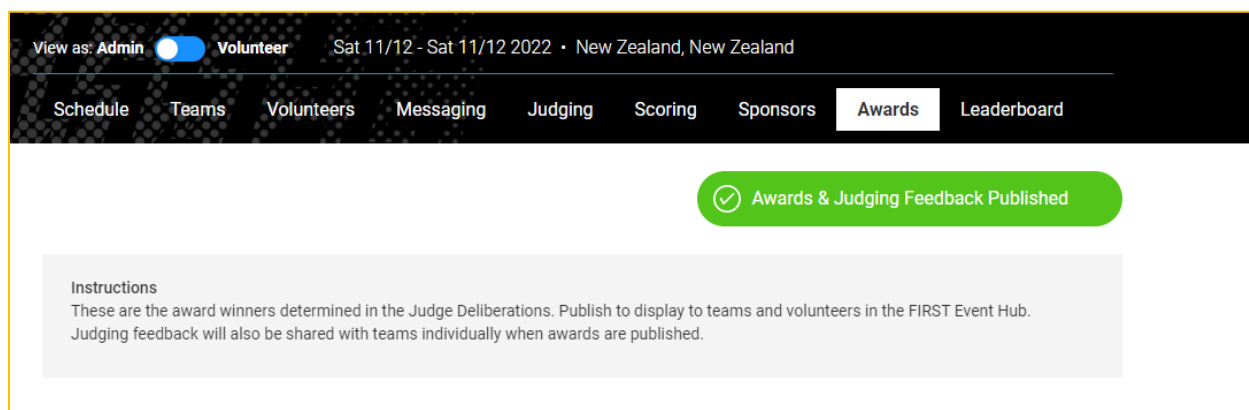
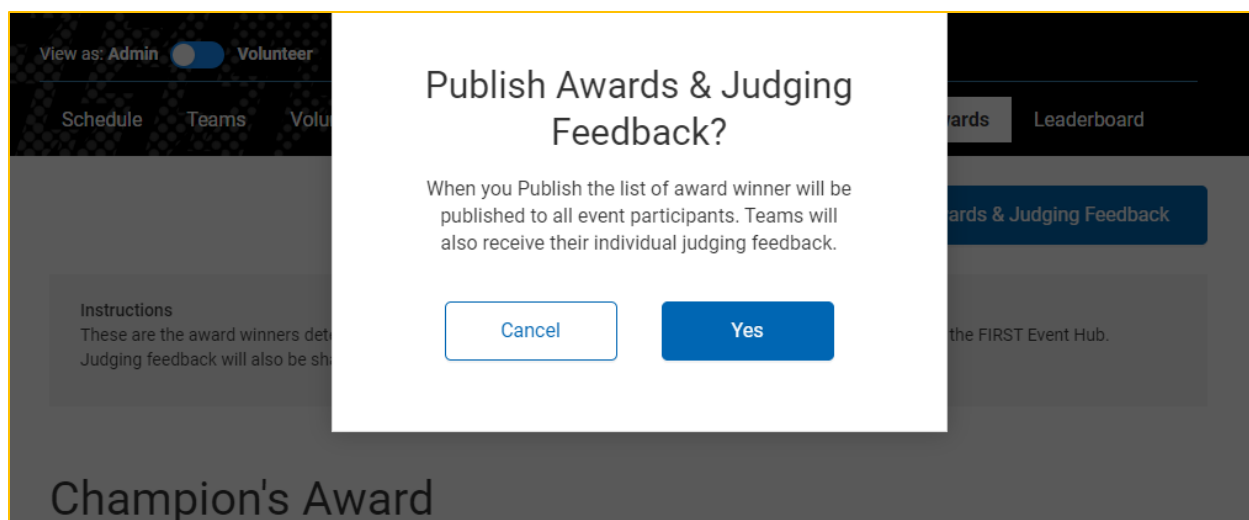
The screenshot shows the 'Judging' tab selected in the navigation bar. The header displays 'Team: 5656 - Coach 1', 'Sat 11/12 - Sat 11/12 2022', and 'New Zealand, New Zealand'. The main content area includes a 'Judging' title, team details, and a 'Back to all Events' link. A grey box provides instructions on uploading materials and lists accepted file types. Below this, there are two cards: 'Judging Material Submission Due' (marked as 'Invalid date') and 'Judging Session' (Saturday, Nov 12, 10:10 am - 10:40 am). To the right, a 'Results & Feedback' section shows three rubric cards for 'Core Values', 'Innovation Project', and 'Robot Design'.

- Click on the individual rubrics to see the scores.

Publishing the event

In order to have coaches see their rubrics and the list of awards given for the event, the Event Admin needs to publish the event. This is the last stage and should be done after the awards ceremony since it will make all awards visible to users in the Event Hub.


The screenshot shows the 'Awards' tab selected in the navigation bar. The header displays 'View as: Admin' (with a toggle switch), 'Volunteer', 'Sat 11/12 - Sat 11/12 2022', and 'New Zealand, New Zealand'. The main content area features a large blue button labeled 'Publish Awards & Judging Feedback'. Below this, an 'Instructions' box states: 'These are the award winners determined in the Judge Deliberations. Publish to display to teams and volunteers in the FIRST Event Hub. Judging feedback will also be shared with teams individually when awards are published.'



- Check the from the Admin Dashboard that the Awards are displayed to confirm they posted. If you do not see them, a refresh of your browser will push them through.

View as: Admin ☒ Volunteer
Sat 11/12 - Sat 11/12 2022 • New Zealand, New Zealand

Schedule Teams Volunteers Messaging Judging Scoring Sponsors **Awards** Leaderboard

 Awards & Judging Feedback Published

Instructions

These are the award winners determined in the Judge Deliberations. Publish to display to teams and volunteers in the FIRST Event Hub. Judging feedback will also be shared with teams individually when awards are published.

Champion's Award

1	777 - Test Team 7
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Coach/Mentor Award

1	222 - Test Team 2
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Report Technical Issues

Please use the SmartSheet form at this [link](#) to report any technical issues. Privacy or Youth Protection issues are reported from within the Event Hub.