

# **VEX IQ Robotics Competition (VIQRC) - Nelson Team Grants**

## **League Session Checklist (for leagues with 24 **or 36** teams)**

### **Before a new league starts, LeRoy Nelson provides:**

- 4 **or 6** full fields
- 4 **or 6** Game and Field Element Kits for current game (first year only)
- Wi-Fi Router and Tablets with chargers for mobile scoring
- Charging station with 12 outlets for team robot batteries, phones, and laptops
- Robot Sizing Tool(s) with base(s) for Robot Inspection
- Raspberry Pi computers if needed for Pit Displays

### **Before the first league session:**

- Clear and clean (if necessary) 4 **or 6** full fields
- Order and assemble 4 **or 6** Game and Field Element Kits for current game
  - Save 1/3 of registration fees received for this and other expenses next year
- Order trophy pack and additional trophies, award plates, and date plates as needed
  - Trophy pack discount provided by RECF does not include shipping
  - All leagues need to add **Innovate Award**.
  - Some leagues chose to add **Volunteer of the Year Award**.
  - **Large events also need to add Teamwork 2<sup>nd</sup> Place Award**

### **Before each league session:**

- Set up tables and chairs for teams in pit area
  - Team signs can be printed in Tournament Manager
- Set up tables and chairs for
  - Volunteer and Team Check In
  - Robot Inspection and Queuing
  - Event Control
- Set up audience seating with barriers to keep audience at least 3' from fields
- Set up 2 **or 3** VEX IQ Robotics Competition (VIQRC) competition fields
- Set up 2 **or 3** VIQRC practice fields
- Set up Robot Sizing Tool(s) and base(s) at Inspection Station(s)
- Set up Charging station for robot batteries, phones, and laptops

## League Session Checklist (for leagues with 24 or 36 teams)

- Set up and test **required** equipment to run the league:
  - Extension cords and power strips for all equipment
  - Event Computer with **Tournament Manager installed and updated**
    - Tournament Manager works best on Windows computers.
    - Macs have problems connecting to RobotEvents.com
  - Wi-Fi Router connected to Event Computer
    - Router should not be connected to the LAUSD network
    - The school Wi-Fi network can be used instead of the Wi-Fi Router
      - Devices must be authorized to connect to school Wi-Fi network
  - Local laser Printer connected to Event Computer or router
    - Need to print 30-40 pages of match schedules quickly to start matches
  - Audience Display: Projector and screen/blank wall or Smart Board connected to Event Computer
  - PA system with microphone(s) for Emcee(s)
  - Audio connection from computer to PA system or separate speakers for match sounds
  - Tablets with chargers for mobile scoring
    - Charge tablets with less than 80% charge
    - Tablets need to be Authorized in Tournament Manager
    - Tablets may need to be Reenabled after a match schedule is generated
    - Smartphones can be used instead of tablets
- Set up **optional** event equipment and facilities:
  - Pit Display: Projector and screen/blank wall, monitor, or Smart Board for pit display
    - Essential if Tournament Manager cannot connect to RobotEvents.com
    - Can be connected to Wi-Fi Router via Raspberry Pi
    - Rankings, match scores, and upcoming matches
  - Live Video: Camera and Projector and screen/blank wall or Smart Board
    - Most hosts use iPads as live video cameras
    - Helpful if competition fields are not easily viewable by audience
  - Webcasting
    - Webcasting of live video is essential if audience is restricted or not permitted
  - Local hotspot to enable **VEX Via** during events and/or to upload results afterwards
    - Only needed if Tournament Manager cannot access RobotEvents.com
    - May need to change Wi-Fi priority above Ethernet priority
    - Stephen Stein might bring his hotspot, or a smartphone can be used
  - Audience Display monitor for fields or Field monitors for each competition field
    - Helpful if teams cannot see Audience Display from competition fields
    - Field monitors with speakers can provide game sounds for fields

# League Session Checklist (for leagues with 24 or 36 teams)

## After each league session:

- Backup results from Tournament Manager to USB drive(s). Disconnect safely.
- Upload results from Tournament Manager to RobotEvents.com
  - Do not finalize the results until the final session
  - From Macs, copy the Tournament Manager file to a Windows computer
  - Use a local hotspot if needed
- Shut down the equipment safely before disconnecting power
- Store the equipment securely so that it can be reused for the next session

## After the last league session:

- Finalize the Results and Awards while Uploading results from Tournament Manager
- Return tablets and Raspberry Pi computers to LeRoy Nelson so that they can be used at Championships and updated for the next season
- Provide Game and Field Element Kits that are no longer wanted to LeRoy Nelson so that they can be used at Championships

## Volunteers

- Leagues need at least 7 or 9 trained volunteers that can attend all four sessions plus a trained backup available for each position
  - 1-2 or 2-3 Robot Inspectors, Queue Crew (one adult, others can be students)
  - 2 or 2-3 Head Referees (certified, age 16+)
  - 2 or 3 Scorekeeper Referees (age 15+)
  - 1-2 Emcees, 1 VEX TM Computer Operator
- Each team is asked to provide one volunteer for at least one session:
  - 1-2 or 2-3 Check-in, Queue Crew (one adult, second can be student)
  - 1-2 or 2-3 Field Reset (students)
  - 1-2 Practice Field Official (one adult, second can be student)
  - 6-9 or 9-12 Remote Judges (adults, before Championship Session only)
  - 2-3 In-person Judges (adults, Championship Session only)
- Volunteers can be scheduled prior to or at the first League Session.
- A brief overview of the volunteer roles is available online at:  
<https://kb.roboticseducation.org/hc/en-us/articles/4969327789207-Volunteer-Roles-Available>
- Other volunteers are welcome. Please contact the Event Partner or Event Sponsor.