



Presented by  & The LEGO Foundation

**2022-2023 FIRST<sup>®</sup> LEGO League**

**User Guide for Coaches**

September 30, 2022

## Thank You to Our Generous Sponsors

FIRST® LEGO® League  
Global Sponsors

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The LEGO Foundation



Challenge Division Sponsors

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## **Introduction**

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### **What is FIRST® LEGO® League?**

To learn more about FIRST® LEGO® League and other FIRST® Programs, visit [firstinspires.org](http://firstinspires.org) or [firstlegoleague.org](http://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.

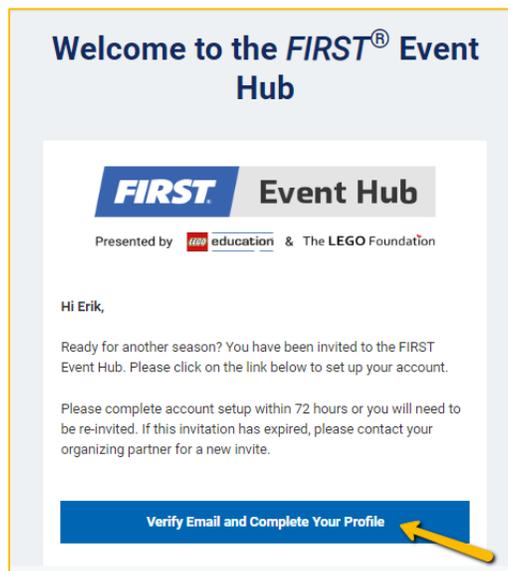
*Gracious Professionalism®* is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community.

This guide shows the workflow for the Challenge Division, but most functions apply to Explore and Discover as it relates to coaching. If you do not currently have access to Event Hub, you will receive it the first time you are invited to an event.

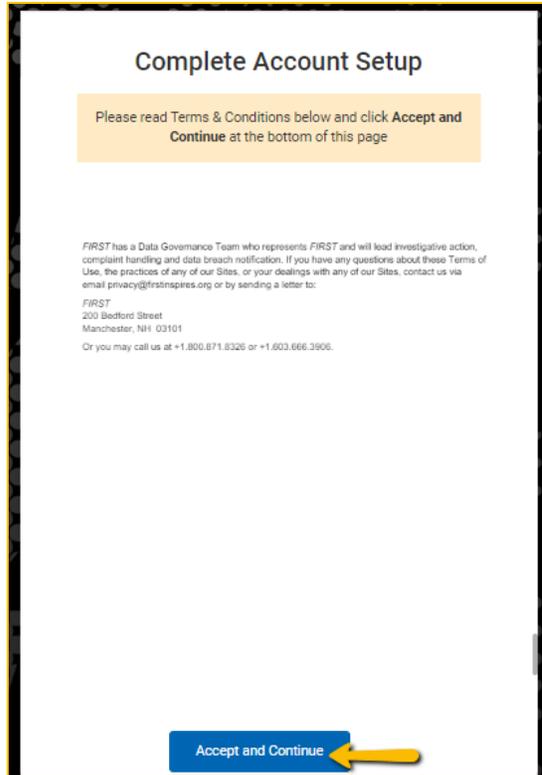
### ***What you will do and learn in this guide:***

- How to create an account and edit a profile
- How to change profile preferences
- View and understand your schedule
- View your team's rubrics and scoresheets at the conclusion of the event

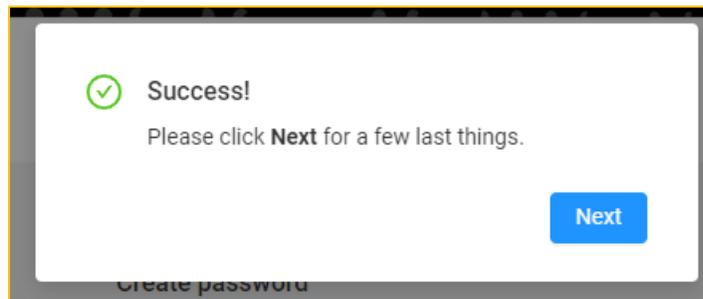
Registration begins with receiving the invitation via email, as shown below.



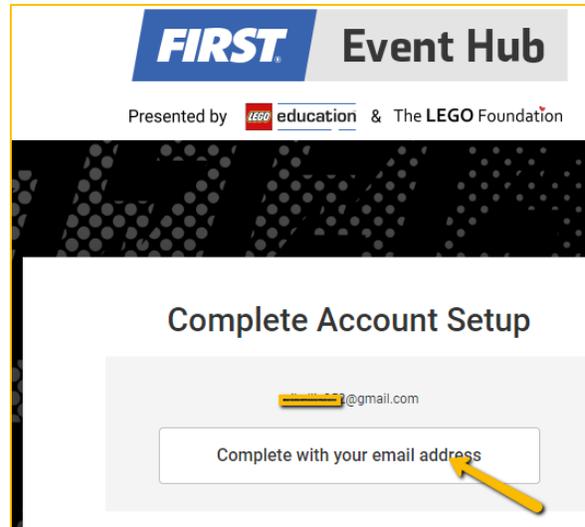
- When accepting the terms and conditions be sure to scroll up in the window to check all of the boxes.



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

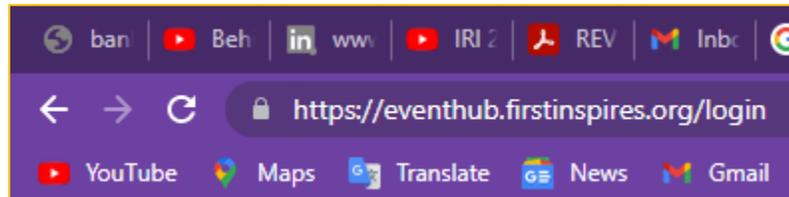


- After clicking *Next*, your registration is complete.

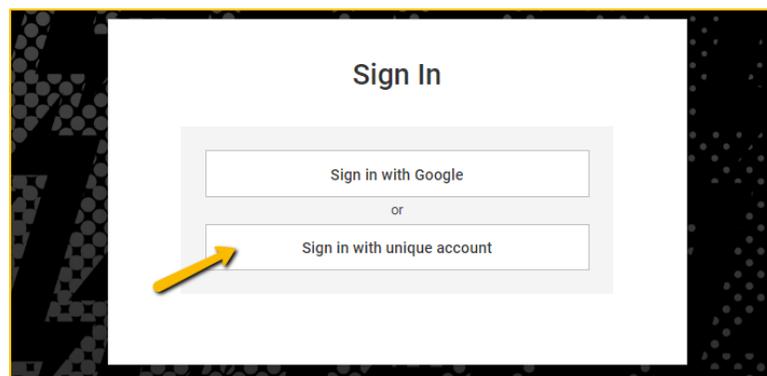


### Logging on to Event Hub

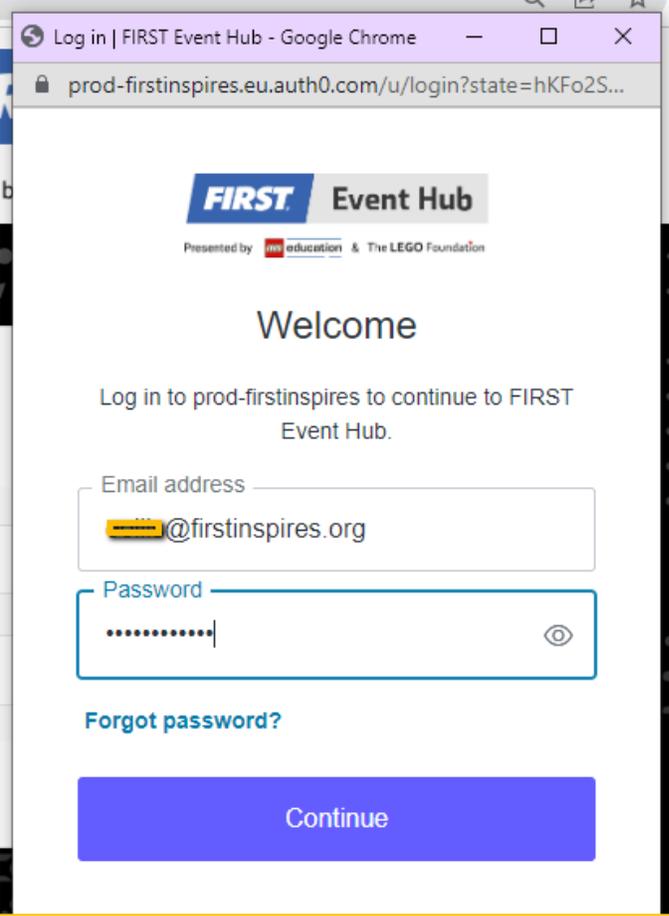
- If you already have an account, you can log in at the Event Hub's URL, [EventHub.firstinspires.org](https://eventhub.firstinspires.org)



- 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

Presented by education & The LEGO Foundation

Welcome

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

Email address

redacted@firstinspires.org

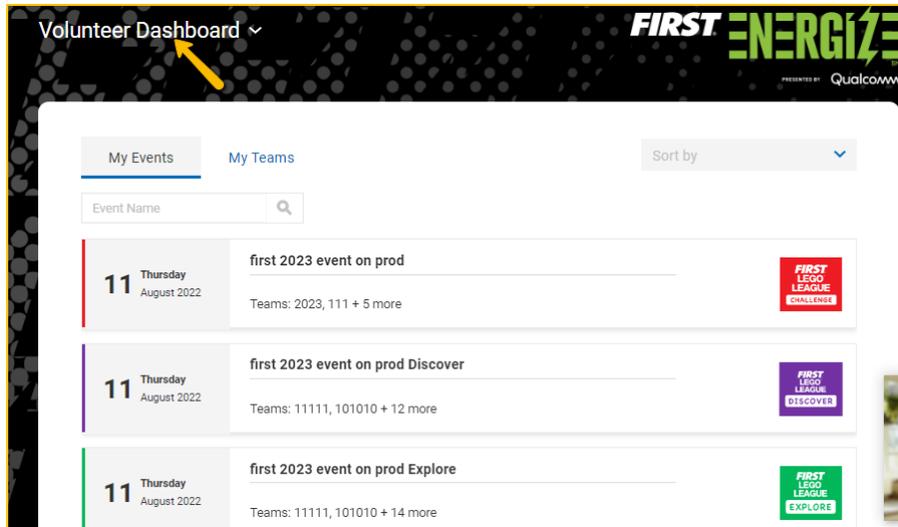
Password

.....

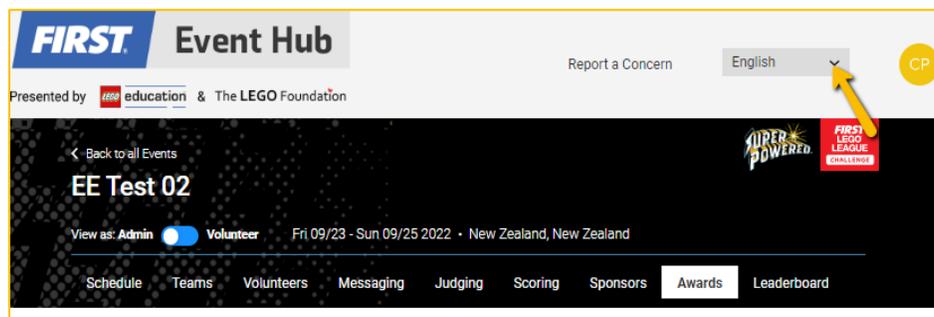
[Forgot password?](#)

Continue

- Once logged in, you will be presented with the Volunteer Dashboard by default. **Note:** If you are a Coach at one event and a different type of volunteer at another event, you will have different views for each event. This guide takes you through the coach views. See your Tournament Director/Event Admin for instructions regarding other roles.

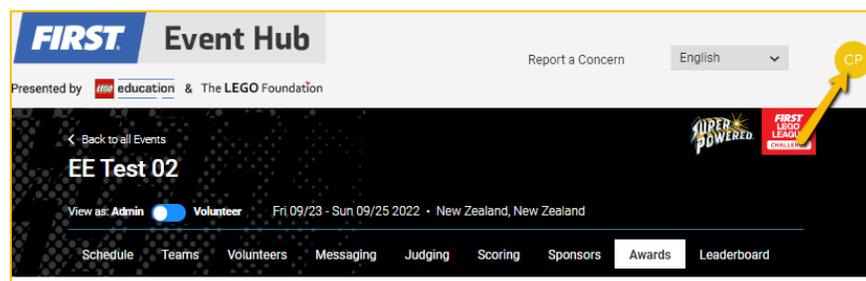


- You can select your preferred language from the list on the dropdown menu.

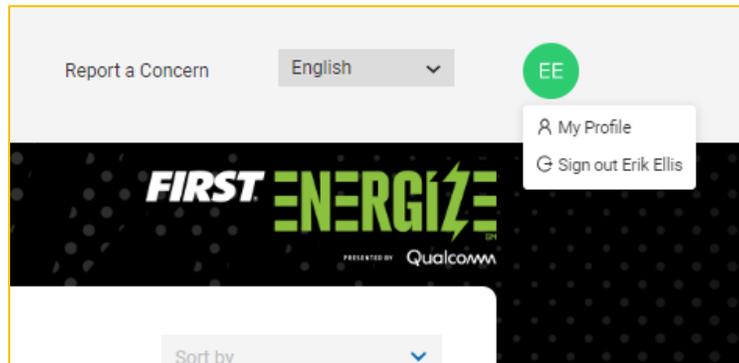


## Changing profile preferences

- 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)



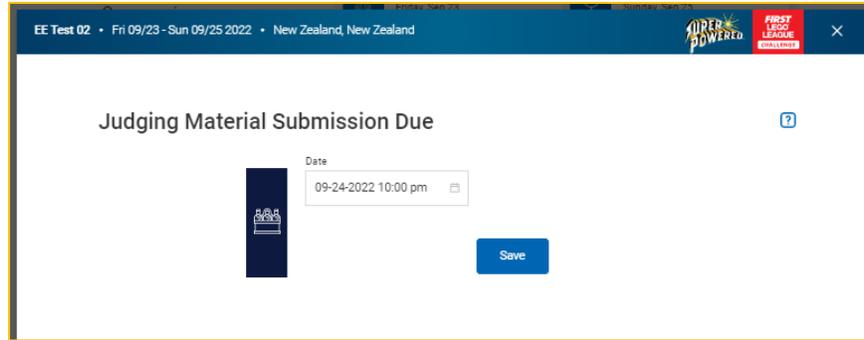
- Use this same icon to log off from Event Hub.



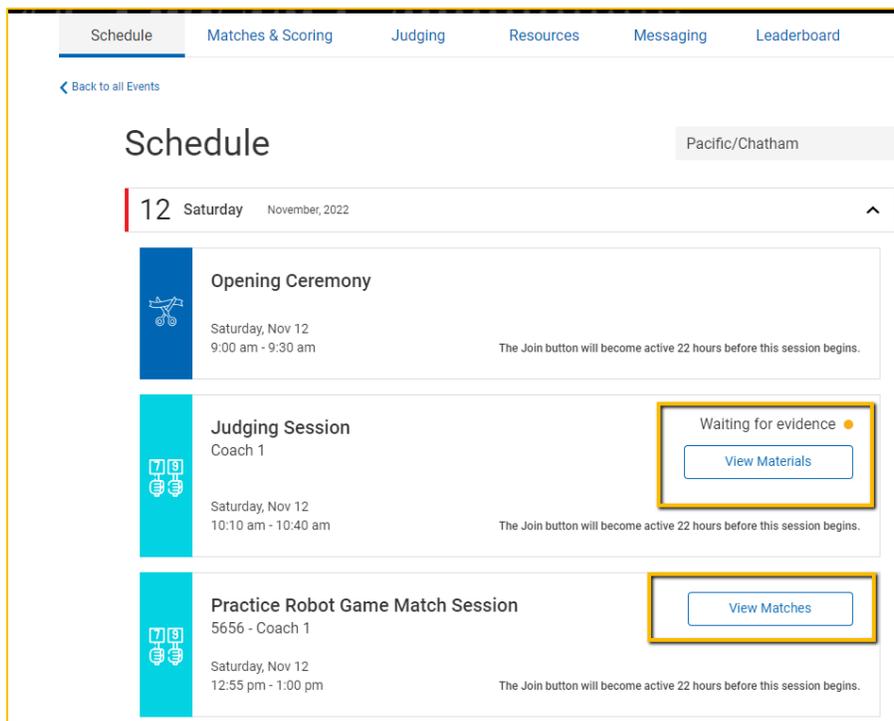
- Select *My Profile* to change basic profile preferences, such as name, phone number, and time view.

A screenshot of the "My Profile" form in the Event Hub. The form is titled "My Profile" and contains several input fields: "Email" (with a yellow highlight), "First Name" (containing "CR"), "Last Name" (containing "PDP"), and "Phone" (containing "Phone"). Below these fields is a toggle switch for "12 hour clock" (which is turned off) and "24 hour clock" (which is turned on). A blue "Save" button is located at the bottom of the form.

- If your region chooses to have teams submit any materials related to judging in advance, or in the case of a remote event, you will see due dates on your team's schedule. **If not needed, the date and time will be blank.** Watch for communications from the Tournament Host for any changes.



## Team Schedule view



- Coaches will see their schedule and be able to view any materials the tournament host may have required and edit the files up until the designated due date. **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.

Schedule Matches & Scoring **Judging** Resources Messaging **Leaderboard**

[← Back to all Events](#)

## Judging

Team 5656  
Coach 1  
New Zealand, New Zealand

Upload materials for judging prior to the judging session. You may update and re-upload materials until the Judging Materials Submission due date and time

Accepted file types include PDFs, image files (.png, .jpg, .bmp, .tiff, .gif) and video files (.mp4, .mov, .avi, .wmv, .webm)

**Judging Material Submission Due**  
Invalid date

**Judging Session**  
Saturday, Nov 12  
10:10 am - 10:40 am

**Results & Feedback**

Your judging results will appear here when ready

## Documents & Materials

**Coach/Mentor Award Nomination Form** Optional

Choose file

- 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' page for Team 5656, Coach 1, in New Zealand, New Zealand, for the event on Sat 11/12 - Sat 11/12 2022. The page has a navigation bar with tabs for Schedule, Matches & Scoring, Judging (selected), Resources, Messaging, Awards, and Log out. A 'Back to all Events' link is visible. The main content area is titled 'Judging' and includes the team name, coach name, and location. A grey box provides instructions: 'Upload materials for judging prior to the judging session. You may update and re-upload materials until the Judging Materials Submission due date and time. Accepted file types include PDFs, image files (.png, .jpg, .bmp, .tiff, .gif) and video files (.mp4, .mov, .avi, .wmv, .webm)'. Below this, there are two cards: 'Judging Material Submission Due' with an 'Invalid date' status, and 'Judging Session' for Saturday, Nov 12, from 10:10 am to 10:40 am. A 'Results & Feedback' section contains three thumbnails for 'Core Values', 'Innovation Project', and 'Robot Design' rubrics.

- Click on the individual rubrics to see the scores.

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

- Coaches will be able to see the Awards for any event they have attended on the Awards tab for the remainder of the season.
- The Leaderboard tab will display the match results throughout the event and after the event is published for the remainder of the season