

## USING THE TEAM DASHBOARD

**This guide assumes you already have a BEST Robotics Registry account and are currently logged in. It also assumes you are a teacher or mentor for a school.**

The Team Dashboard is the entryway for teachers and mentors into the Registry. In the team dashboard you can perform several functions. Each of these will be described below or in other help guides available in the Registry.

### **REGISTER A TEAM**

See the guide “Teacher’s Registering a School/Team for Current Season”.

### **REGISTERING AS A SECONDARY TEACHER**

See the guide “Registering as a Secondary Teacher”.

### **LAUNCHING THE TEAM WORKFLOW**

1. Click on the ACTION BUTTON beside the name of the team you wish to access.
2. Click on LAUNCH TEAM WORKFLOW

### **EDITING A SCHOOLS PROFILE**

Editing a school’s profile allows you to change contact and school related information. This information is retained year to year and should be updated by the team’s teacher each season.

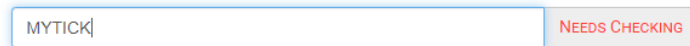
1. Click on the ACTION BUTTON beside the name of the team you wish to access and then click on EDIT SCHOOL.
2. On the Edit School page, modify any field you need to change.
3. Click SAVE button.

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### ASSIGNING A TICKER

Ticker's are a unique identifier for your team which can be the same every season or changed every season. The ticker must be unique throughout the entire BEST universe. We recommend using these for your social media posts.

1. Click on the ACTION BUTTON beside the name of the team you wish to access and then click on ASSIGN TICKER.
2. If you have a ticker it will be displayed. If not, the field will be blank. Edit or type a TICKER in the box. Tickers are limited to 6 characters.



MYTICK| NEEDS CHECKING

Check Availability

Claim Ticker

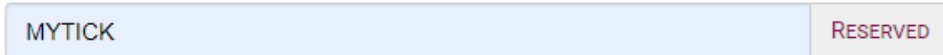
Cancel

3. Click CHECK AVAILABILITY button.
  - a. If the name is AVAILABLE, the box at the end of the field will say AVAILABLE in green. Click CLAIM TICKER button to claim the ticker.



MYTICK AVAILABLE

- b. If the name is NOT AVAILABLE, the box at the end of the field will say RESERVED in purple. YOU CANNOT USE THIS NAME. Type a new name and repeat step 3.



MYTICK RESERVED

To cancel without changing, click the CANCEL button.

### MANAGING THE TEAM ROSTER

See the guide "Teacher's Managing the Team Roster".

## REQUESTING MENTORS

As a teacher you can request mentor help through the Registry.

1. Click on the ACTION BUTTON beside the name of the team you wish to access and then click on REQUEST MENTOR.
2. On the request page, type the “Number of mentors needed”.
3. Select the assistance (skills) needed by your team. The number you select may be more or less than the number of mentors you are looking for since some skill sets overlap.

NUMBER OF MENTORS NEEDED

3

ASSISTANCE REQUESTED

- ROBOT DESIGN AND CONSTRUCTION
- ROBOT PROGRAMMING
- MARKETING PRESENTATION DEVELOPMENT/EXECUTION
- TEAM EXHIBIT DESIGN, CONSTRUCTION, INTERVIEWS
- SPIRIT/SPORTSMANSHIP PLANNING
- COMMUNITY AWARENESS ACTIVITIES
- ENGINEERING NOTEBOOK DEVELOPMENT
- WEB DESIGN OR APP DEVELOPMENT
- NONE APPLY

4. Click UPDATE REQUEST button.

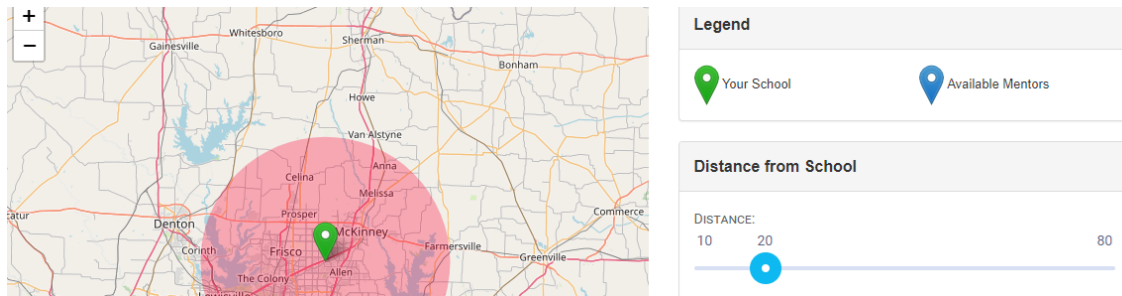
At any time, you can return to this page and change your teams needed. If you already have needed listed, the page will load with these values completed. To alter the entry, change another field and click the UPDATE REQUEST button.

If at anytime you want to remove **ALL REQUESTS**, click the CANCEL REQUEST button.

## VIEWING AVAILABLE MENTORS

You may choose to view mentors who are currently available in your area.

1. Click on the ACTION BUTTON beside the name of the team you wish to access and then click on AVAILABLE MENTORS.
2. By default, a radius of 20 miles is selected. The center is based on your school address. Your school is denoted with a green SCHOOL MARKER. Available mentors are denoted with a blue MENTOR MARKER.



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To select a mentor:

1. Click on the blue MENTOR MARKER.
2. The mentors contact information will be shown on the right. PLEASE CONTACT THIS PERSON BEFORE YOU ADD THEM TO YOUR TEAM and ensure they are the right individual for your needs.
3. To add them, click ADD button.

### MANAGING FILES

See the guide “Managing Team Files”.