

WORKING WITH THE TEAM WORKFLOW

This guide assumes you already have a BEST Robotics Registry account and are currently logged in. It assumes you are either a teacher, an approved mentor, or a student with a student login.

UPCOMING EVENTS

The upcoming event panel contains details about your teams upcoming events. This includes Kickoff, Practice Day, and Game Day. Other information may be added by your hub such as training events, etc. Each of the main events contains the start and end time, location and map. To view the map, click the (?) icon. For driving directions, click the blue address. A green status bar below the events indicates the percent of time elapsed from kickoff to game day.

Upcoming Events

Post Season Survey Available 4/11/2020

<p>? Kickoff Day ↓ 3/7/2020 9:00am ↑ 3/7/2020 2:30pm</p>	<p>? Practice Day ↓ 6/20/2020 9:00am ↑ 6/20/2020 4:00pm</p>	<p>? Game Day ↓ 6/26/2020 6:00pm ↑ 6/27/2020 5:00pm</p>
BEST Online Events	No Practice Day Event	BEST Online Events

100%

TEAM INFORMATION

Team information is an overview of your team's profile. It includes hub, school address, and school demographics. Students, teachers, and mentors can edit their team information.

Team Information

School Sleep Hollow High School Edit Team Info

Team Name Sleep Hollow High

Website

Hub East Alabama BEST (AL)	NCES No. 112233445566	Student Registered 4
☎ (205) 111-1820	Grade Levels K-12	Post Season Survey
Sleep Hollow Lane	Team Number 100	Completed 4
Tarrytown, NY	Team Ticker HDLSS	

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To edit the information, click EDIT TEAM INFO. Here you can change your team’s information. Only the Team Name is required. The other fields including website, Instagram, twitter, and Facebook are optional. If you are a Texas team, the Registering for UIL Competition and UIL District will be available.

<p>TEAM NAME</p> <input type="text" value="Bellville High School"/>	<p>FACEBOOK</p> <input type="text" value="f"/>
<p>WEBSITE</p> <input type="text"/>	<p>REGISTERING FOR UIL COMPETITION</p> <input type="checkbox"/> <input checked="" type="checkbox"/>
<p>INSTAGRAM</p> <input type="text"/>	<p>UIL DISTRICT</p> <input type="text" value="4A"/>
<p>TWITTER</p> <input type="text"/>	<input type="button" value="Cancel"/> <input type="button" value="Update"/>

Click the UPDATE button to save your changes. Clicking CANCEL button will collapse the information without making changes.

TEAM SOFTWARE LICENSES

The team software licenses section gives details on software available to your team and how it can be acquired. Each software title is listed in the table. For installation details, click the ACTION BUTTON (+). Instructions for the software title will be expanded below the name.

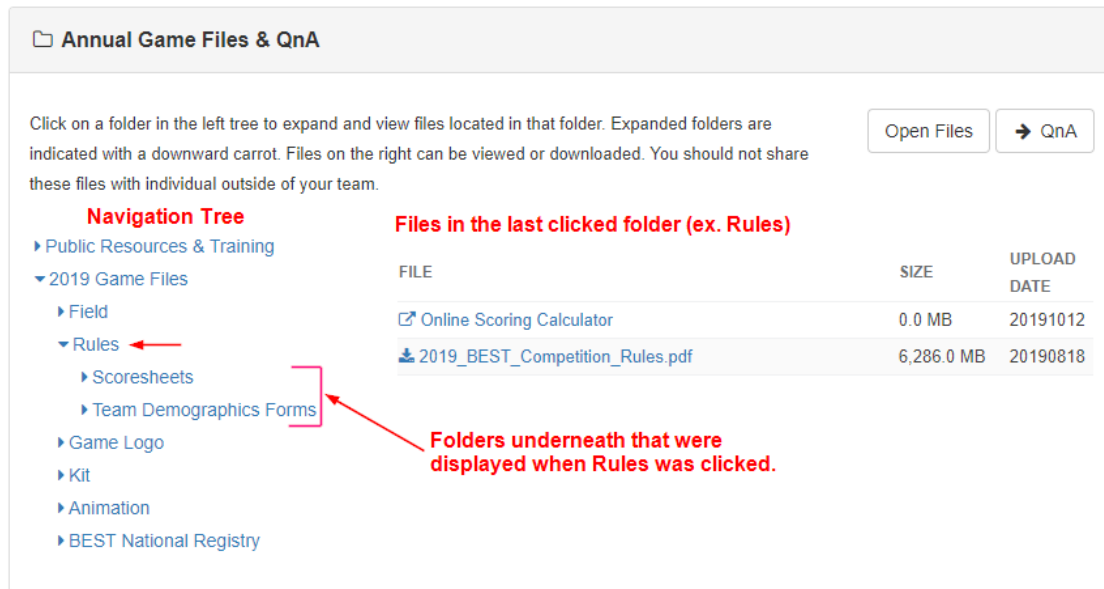
Team Software Licenses		
COMPANY	LICENSE TYPE	LICENSE KEY IF REQUIRED
- Solidworks	Request Software	
<p>You may choose Solidworks Desktop or the 3DEXperience Platform (cloud version). Follow the appropriate link in the announcement. Fill out the web application form. Select "BEST Robotics" as the competition.</p>		
+ Mathworks	Request Software	
+ Intelitek easyCV6	Request Software	[REDACTED]
+ Wolfram	Request Software	Students Use: [REDACTED] Teachers Use: [REDACTED]

ANNUAL GAME FILES & QNA

The annual game files and Q&A panel gives you direct access to game files and the official question and answer system after kickoff. Before kickoff you will see a yellow alert “Available after your hub’s Kickoff”. After kickoff you will be able to click both the OPEN FILES and QNA buttons.

To browse files:

1. Click OPEN FILES. A navigational tree will appear on the left.
2. To expand a folder, click the blue folder name. Any content inside that folder will be displayed on the right of the screen and any folder(s) underneath that folder will be displayed inset to it on the left.
3. Continue navigating in this manor until you locate the file you need.
4. To download a file, click the blue file name on the right side.



The screenshot shows the 'Annual Game Files & QnA' interface. At the top right, there are two buttons: 'Open Files' and 'QnA'. Below the buttons, there is a navigation tree on the left and a table of files on the right. The navigation tree is titled 'Navigation Tree' and includes folders like 'Public Resources & Training', '2019 Game Files', 'Field', 'Rules', 'Scoresheets', 'Team Demographics Forms', 'Game Logo', 'Kit', 'Animation', and 'BEST National Registry'. The 'Rules' folder is expanded, and its contents are shown in the table on the right. The table is titled 'Files in the last clicked folder (ex. Rules)' and has columns for 'FILE', 'SIZE', and 'UPLOAD DATE'. The files listed are 'Online Scoring Calculator' (0.0 MB, 20191012) and '2019_BEST_Compensation_Rules.pdf' (6,286.0 MB, 20190818). A red arrow points from the 'Rules' folder in the navigation tree to the table, and another red arrow points from the 'Scoresheets' and 'Team Demographics Forms' folders to the table, with a red text box stating 'Folders underneath that were displayed when Rules was clicked.'

Annual Game Files & QnA

Click on a folder in the left tree to expand and view files located in that folder. Expanded folders are indicated with a downward carrot. Files on the right can be viewed or downloaded. You should not share these files with individual outside of your team.

Open Files → QnA

Navigation Tree

- ▶ Public Resources & Training
- ▼ 2019 Game Files
 - ▶ Field
 - ▼ Rules
 - ▶ Scoresheets
 - ▶ Team Demographics Forms
- ▶ Game Logo
- ▶ Kit
- ▶ Animation
- ▶ BEST National Registry

Files in the last clicked folder (ex. Rules)

FILE	SIZE	UPLOAD DATE
Online Scoring Calculator	0.0 MB	20191012
2019_BEST_Compensation_Rules.pdf	6,286.0 MB	20190818

Folders underneath that were displayed when Rules was clicked.

To open Q&A:


1. Click QNA button

FILES SHARE BY YOUR HUB

Your hub can share files with you. These files are either shared with everyone or just with our team. The name and description provide insight into the file’s intent. The last column PERMISSION let you know if the file was shared with everyone (PUBLIC) or just your team (PRIVATE).

To download a file, click the DOWNLOAD button. The file will be downloaded to your browsers default download folder.

Some items listed are “virtual files” or links to other resources. These can be spotted when a DOWNLOAD button is no available in the first column. These items have a link (denoted with a chain icon) in the DESCRIPTION column. Click the link to access these resources.

Files shared by your Hub				
	NAME	DESCRIPTION	DATE UPLOADED	PERMISSION
	Information	Online Competition - What Does it Mean?	9/4/2020 4:00pm	public
	Link	eDrawings Viewer - easily view our available CAD models for kit parts https://www.edrawingsviewer.com/	9/25/2020 9:57pm	public

DELIVERABLES AND DUE DATES

The right-side panel Deliverables and Due Dates list all “activities” scheduled and required by your hub. This could include any type of deadline that your team should be aware of. Not all deliverables will require uploads. Some items listed may be more of a reminder of goals you should have reached by a certain period in the competition. Deliverables with required file uploaded and scheduled tasks will check themselves off your list when you complete that action. Other items should be checked by a team member when completed.

To check off an item:

1. Click the CHECKBOX next to the deliverable and due date in the list (click again to toggle off)

	DATE DUE ▼	COMPLETED ON	DELIVERABLE	TEAM REQD.	UPLOAD REQD.
<input checked="" type="checkbox"/>	9/24/2020 11:30pm	9/24/2020 11:09pm	BESTMania Quiz Week1 Complete The team completes weekly skills quiz (any number of students)	✓	
<input type="checkbox"/>	10/1/2020 11:30pm		BESTMania Quiz Week2 Complete The team completes weekly skills quiz (any number of students)	✓	
<input type="checkbox"/>	10/8/2020 11:30pm		BESTMania Quiz Week3 Complete The team completes weekly skills quiz (any number of students)	✓	

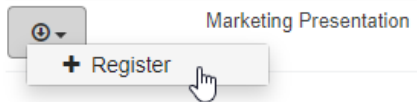
SCHEDULE ACTIVITIES

This panel allows your team to register for scheduled activities within the competition (i.e. robot practice times, marketing presentations, etc.). Each hub may use the scheduled activities differently; however, the functionality will remain the same. All available activities will be listed in the Scheduled Activities panel. The Available Date and Time will be shown along with a short description of the activity. The final column indicated whether your team has signed up and if so, what time slot or slots (if multiple are allowed) that your team has registered for.

REQD	ACTIVITY	REGISTER BY	AVAILABLE DATE & TIME	DESCRIPTION	REGISTERED TIMES
<input checked="" type="checkbox"/>	Marketing Presentation	6/13/2020 12:00am	6/26/2020 1:00pm 6/26/2020 4:00pm	Team present to judges (Register by 6/13/2020 12:00am)	No reservation

To register for a scheduled activity:

1. Click the ACTION BUTTON next to the activity and select REGISTER.



2. All timeslots will appear in the list. Time slots that are already taken by another team will display the team's name without a SIGNUP button. Time slots which are unavailable (as determined by the hub) are lined through. Available time slots are shown with a SIGNUP button. Determine the slot(s) you want and click the SIGNUP button. The page will take a second to refresh and claim your slot.

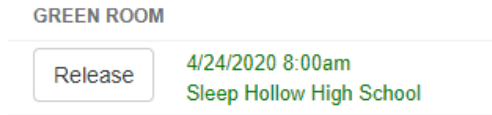
Your team can register for 1 times.

Close

VIRTUAL ROOM 301 HTTP://WWW.ZOOM.COM/ABCDEF	VIRTUAL ROOM 302 HTTP://MEET.GOOGLE.COM/12345	VIRTUAL ROOM 303 HTTP://MYHUB.WEBEX.COM
Signup 6/26/2020 1:00pm	Signup 6/26/2020 1:00pm	Signup 6/26/2020 1:00pm
Signup 6/26/2020 1:30pm	Signup 6/26/2020 1:30pm	6/26/2020 1:30pm Bogus High School
Signup 6/26/2020 2:00pm	Signup 6/26/2020 2:00pm	Signup 6/26/2020 2:00pm
Signup 6/26/2020 2:30pm	Signup 6/26/2020 2:30pm	6/26/2020 2:30pm Bellville High School

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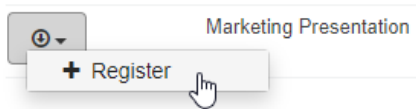
- The slot you registered for will show your team name in green.



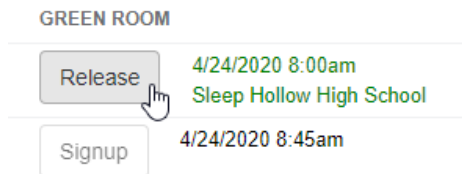
- Click CLOSE to exit the scheduled activity.

Changing your registered time slot

- Click the ACTION BUTTON next to the activity and select REGISTER.



- Click the RELEASE button next to your team's name.



- Select a new slot and click the SIGNUP button.


Always monitor your Schedule Activities time slots. Your hub has permission to move teams to different time slots as needed. You should be notified by your hub leadership if such a change is necessary.

TEAM FILES

Team files are displayed on the Workflow for a quick download link. To download a file, click the DOWNLOAD button. The file will be downloaded to your browsers default download folder. To upload files into the manager, click the MANAGE FILES button. For information on the use of the file manager, see the guide "Managing Team Files".

Primary files are shown below. To view all files and upload/delete files, use the Manage Files button. Only files marked as Primary will be available to your hub.

Manage Files

FILE NAME	CONTEXT	VISIBLE TO HUB	UPLOADED BY	DATE UPLOADED
Logo				
 our-robot.jpg	Logo	✓	Teacher, Susan	2020-09-28 23:01:38

TEAM ROSTER

The team roster is a view only into the Teacher's Team Roster. From this panel, you can click the DOWNLOAD button to export the roster to an Excel or PDF file. No other actions are permitted with the Team Roster from the Workflow. To access all functionality, see the guide "Teacher's Working with the Team Roster".

EXHIBITION

In 2020, your team can host an online virtual exhibit. Before you can begin, you must create your exhibit.

1. Click SETUP EXHIBIT. A popup will appear. Do not leave the page until the popup disappears.

Virtual Exhibit

Your team has online space to create your virtual marketing exhibit. You must create the exhibit before you can access it

Setup Exhibit

2. Your virtual exhibit information should be displayed. If not, please refresh the page.

Virtual Exhibit

Site

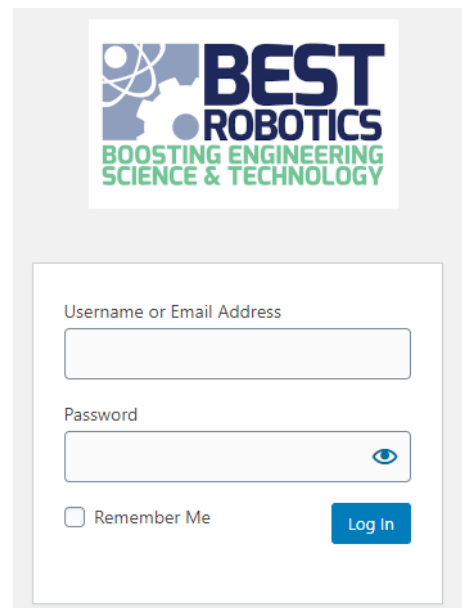
<https://exhibits.bestrobotics.org/0499/>

Admin

<https://exhibits.bestrobotics.org/0499/login>

Bogus High School created your exhibit on 7/4/2020. Your exhibit was last updated 9/23/2020 5:45pm

The SITE link will take you to the PUBLIC view of your exhibit. The ADMIN link will take you to the administrative section where you can develop your site. When you click this link, you will be prompted to login again to access the WordPress platform.



The screenshot shows the BEST Robotics login interface. At the top is the BEST Robotics logo with the tagline "BOOSTING ENGINEERING SCIENCE & TECHNOLOGY". Below the logo is a login form with the following elements:

- A text input field labeled "Username or Email Address".
- A text input field labeled "Password" with a toggle icon (an eye) to the right.
- A checkbox labeled "Remember Me".
- A blue "Log In" button.

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For your exhibition, you can create a time where you will be available to take questions live. To create this online virtual meeting space:

1. Click the CREATE LIVE EXHIBITION button.

Live Exhibition

You have not yet created a live online exhibition time for your exhibit.

Create Live Exhibition

2. Enter a start time and end time that you will be available.

START DATE AND TIME

END DATE AND TIME

Save

3. Click the SAVE button.

The page will refresh with a link to your online meeting space and the times you choose. You can modify the times at any time by clicking the “click here” link in the text, changing the date/times and clicking SAVE again.

Live Exhibition

Live Exhibition Link

<https://game.bestrobotics.org/conference/?confId=8f0d05dc>

Your live online exhibition is scheduled between **1/1/2020 8:00am** and **1/1/2020 10:00am**. To modify this time, [click here](#).

DRIVERS SCHEDULE

See the guide “Working with the Driver Schedule”.

WEBSITE DESIGN (MANAGER)

If you have questions on the Website Manager, please contact support@bestrobotics.org