Robotics Coach,

Thank you very much for registering for the ***Cedarville VEX IQ Ringmaster Tournament***. It's hard to believe that the tournament is only a week and a half away! Below you will find detailed information to help your team prepare for the event. Please carefully review this document at your earliest convenience. If you have any questions please let me know. We look forward to creating a fun & educational environment for your team!

Please respond to the following questions: (more details below in RED.)

1. How many students are coming?
2. How many coaches are coming?
3. Will your team be traveling in a school bus?
4. Would your team like to pre-order lunch meals? If yes, how many?
5. Is your team bringing Engineering Notebooks for the Design award? If yes, how many?
6. Is your team planning to do presentations for the STEM award? If yes, how many?

Pre-Event Preparation

Payment
If you still need to pay for your team's entry fee, please do so ASAP. You can either mail a check directly to Cedarville Elementary School or pay using the **RobotEvents website**. Price is $30.00, and direct checks can be made out to Cedarville Elementary School.

Preparation & Tips
Please carefully review all details of the **Tips for Teams to Prepare for VEX IQ Challenge Events** *prior to attending the event*. The sooner you do this, the more time you will have to contact us with any questions you may have.

Paperwork
VEX requires teams (coaches & students) to have a filled out '**Participant Consent Form'** turned in the morning of the competition. Please make sure to bring these filled out forms. They can be downloaded from the Robot Events website. Here is the direct link: **https://www.robotevents.com/robot-competitions/vex-iq-challenge/RE-VIQC-17-3051.html.**

Batteries
Please have your batteries fully charged and **labeled with your team number** prior to the event. We will have as many power strips for charging stations as we can fit into the pit area.

Venue
This event is hosted at Cedarville Elementary School. ***Click here*** for directions. **Please let me know if your team will be bringing a bus, so that we can direct you as to where to park.** Teams need to enter the building through **Door #7** located on the southeast side of the building. Spectators are to enter through **Door #16** located on the North side of the building. We are going to keep both the competition and the pit area in our gym. There should be plenty of seating for spectators in the bleachers. We will have assigned classrooms for your team to keep personal belongings, as well as to eat lunch. Concessions will be available all day, in the cafeteria and the snack bar, which are both on the map.

Day of Event

Agenda*
8:00 am - 9:00 am Team Check-In and Inspection
9:00 am - 9:15 am Driver and Coaches Meeting
9:15 am - 9:30 am Introduction and National Anthem
9:30 am – 11:45 pm Teamwork Matches, Skills Matches, STEM Presentations
11:45 pm – 12:45 pm Lunch Break
12:45 pm – 1:30 pm Teamwork Matches, Skills Matches
1:30 pm – 2:00pm Finals & Awards
subject to change

Since 24 teams are competing, this is a state qualifying event! We will be running 3 fields for competition, with only one event at a time. All teams will get to compete 8 times in the qualification rounds. The finals in the afternoon will be for the top 16 teams based on the qualifying rounds.

Check-In and Inspection
Your team will enter and Check-In at **DOOR 7**, where you will receive your team packet and pit assignment, as well as drop off your Engineering Notebooks. The first thing your team should do after checking-in and finding your pit table, is to take your robot to Inspection. Inspection is from 8:00am - 9:00am. It is strongly recommended that an adult inspect your team's robot prior to the event so that there are no surprises to your team during the event. *No robot will be permitted to compete until inspected.* Here is a link to the Inspection Guide.

Driver and Coaches Meeting
All coaches and drivers will meet briefly with the Event Lead to review expectations for the day.

Introduction
A brief introduction to welcome all guests and teams will be followed by the National Anthem to kick off the event.

Match Schedule and Queuing
Once all teams have been checked in, each team will receive a match schedule at their pit area. This schedule will outline, by team number, the exact time that each team is scheduled to compete. (This is also the time for your team to pick a time slot for presenting if doing a STEM Presentation). Each team should get 8 matches. 2 drivers from each team should arrive to the Queuing area with their fully working robot 5 minutes prior to their scheduled match time. Queuing will begin at 9:15am. Once the matches begin, things will move very quickly. If a driver needs to leave queuing for any reason, they must return by their scheduled match time (there are no time-outs).

Breakfast/Lunch
There will be two **cash-only** concession stands available all day with options for breakfast, lunch, snacks, & beverages. For lunch we will be offering a meal deal (hot dog or slice of pizza - pepperoni or cheese, chips, drink, & cookie for $4.00). Your students can order this on their own the day of the tourney, but another option is to pre-order the meals for your team. If you would like to order lunch for your team to be delivered to your team area during the lunch break, it is $4.00 per person and includes hot dog or slice of pizza (pepperoni or cheese), water, chips, and a cookie. Please let me know if your team is in need of these lunches and how many you will need. If your school would like to write one check to cover these lunches, that is ok as well. Your team is also more than welcome to bring their own packed lunches, or have parents go get fast food - there are two Subway restaurants, a Taco Bell, an Arby's, and

a Burger King within a five-minute drive. (The first three are located just East of the I-69 / Dupont Road interchange. There is another Subway in Leo, just 5 minutes East on State Road 1.) As a reminder, we only have an hour scheduled for a lunch break, so pre-planning is beneficial and you may want to remind your students to bring cash to the event.

Awards
The following seven awards will be given out at our event:
(2) **Teamwork Champion Awards**
(1) **Design Award**
(1) **Excellence Award**
(1) **Robot Skills Award**
(1) **STEM Research Project Award**
(1) **Sportsmanship Award**

Bad Weather Policy
In case of bad weather conditions or possible cancellations please visit the event on Robotevents.com where I will post updates about the event status as needed in the General description. Please feel free to contact me by phone 260-446-7929 if you are going to be late to the event.

We look forward to seeing all of you soon. Let me know if you have any questions. Happy Roboting!

Larry W. Linson