Robotics Coach,

Thank you very much for registering for the ***Avilla VEX IQ Ringmaster Tournament***. 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 us 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?

## 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 Avilla Elementary School or pay using the **RobotEvents website**. Price is $20.00, and direct checks can be made out to Avilla 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/robotcompetitions/vex-iq-challenge/RE-VIQC-18-4942.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 Avilla Elementary School. ***Click here*** for directions. **Please let us 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 #17** located on the southeast side of the building. Spectators are to enter through **Door #15 or #16** located on the 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.

## 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 Competition
11:45 pm – 12:45 pm Lunch Break
12:45 pm – 1:30 pm Teamwork Matches & Skills Competition
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. 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. 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). The top 16 teams will advance to the Final Round.

**LUNCH**
Concessions will **NOT** be available. There are several restaurants in town, the St. James Restaurant, Avilla Pizza and Sub, Testimonies Bakery (coffee/danish), Subway, and McDonalds. Your team is also more than welcome to bring their own packed lunches.

**Awards**
The following awards will be given out at our event:
(2) **Teamwork Champion Awards**

**Bad Weather Policy**
In case of bad weather conditions or possible cancellations please visit the event on

Robotevents.com where we will post updates about the event status as needed in the General description. Please feel free to contact either of us by phone Jo Smith (260) 242-1026 or Larry Linson (260) 446-7929, if you are going to be late to the event.

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

Jo Smith and Larry W. Linson