VEX TM Operator

Volunteer Role

Overview

This document provides an overview of the VEX Tournament Manager (TM) Operator volunteer role, including expectations, skills required, and recommended training. VEX TM Operators are responsible for using Tournament Manager Software to initiate matches, record scores, and display match results and awards information at appropriate times.
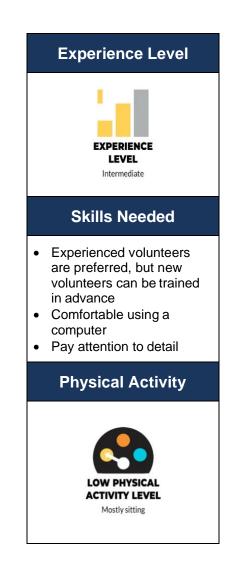
Responsibility

- Understand if field control is separate from scorekeeping or combined.
- Confirm the event has been properly set up in the TM software.
- Verify the system is operating properly.
- Verify the proper information is on the proper display.
- Maintain sight lines with the Emcee for all program levels.
- For VRC, start autonomous portion of the match and resume driver control portion on cue from the Emcee.
- For VRC, record autonomous winner.
- For all program levels, confirm the score from the score tablets or paper score sheets after each match and coordinate with the Emcee on displaying match results at appropriate times.
- For VEX IQ, create Finals matches. For VRC, perform the alliance selection process and create Finals matches.
- For all program levels, fill and display award slides.
- Be cognizant of the time cycle of matches and work closely with the rest of the field team to stay on schedule.

Experience Level

EXPERIENCE LEVEL

Intermediate

Skills Needed

- Experienced volunteers are preferred, but new volunteers can be trained in advance
- Comfortable using a computer
- Pay attention to detail

Physical Activity

LOW PHYSICAL ACTIVITY LEVEL

Mostly sitting

Training & Preparation

- Get familiar with how matches are run. It is helpful to attend a local event prior to volunteering.
- Review the [Tournament Manager User Guide](), [Tournament Manager Mobile User Guide](), and all online training materials, which may include documents, examples, and training videos.

On Event Day

Dress Code: Wear comfortable team-neutral clothing appropriate for a school related event, closed toe shoes, and a volunteer shirt (if provided).

Arrival: Sign in at Volunteer Check-in, then report to the Field Manager in the game field area for your assigned field.

Location: Report to your game field at least 30 minutes before the practice and qualification matches begin.

Review: A short on-site training may be provided by the Field Manager to coordinate match flow with the Emcee and Head Referee and discuss other match related procedures.

VEX TM Operator Process

Before matches begin, work with your **Field Manager** to set up and prepare. You will need to print the match list once the Field Manager gives the go-ahead that the team list is final. Determine how many match lists you need to print, and who gets them (**Emcees** each get a copy, and others may need copies as well).

During each match, use Tournament Manager software to initiate matches. Work with the **Emcees** to coordinate when you are ready so they can call the start times for both Autonomous and Driver Control periods for VRC. After each match, record scores collected from the **Referees** for all programs.

Coordinate with the Emcees on displaying of match results at appropriate times between matches.

Take direction from the **Field Manager**. Take match start/stop queues from the **Emcee** or **Head Referee** as designated by the **Field Manager**.

- Pay close attention at the start of a match in case a match must be aborted.
- Remember the sequence of posting appropriate information on the different screens that the system is controlling (on-deck, current match, match results, rankings, etc).
- Be cognizant of the match cycle time being run at this event. During the early matches focus on this to prevent time being lost needlessly. Once the team working the field finds its rhythm, things should progress smoothly.

After the qualification matches are completed:

- Print Qualification and Skills Rankings for **Judges**.
- **VIQC:** Create Finals matches using the number of alliances set by the **Field Manager**.
- **VRC:** Coordinate with the Emcee and Field Manager to run the alliance selection process. The **Field Manager** will indicate the number of alliances based upon the current VRC Game Manual instructions. Create Elimination matches after the alliance selection process is complete.
- Run Finals/Elimination matches (similar to running Qualification matches).

After Finals/Elimination matches are completed:

- Coordinate with the **Head Judge Advisor** to fill in judged award winners in the Awards tab. Use the "Auto-fill" button to fill in performance-based award winners.
- Create the appropriate Award slides in the Awards tab. Coordinate with the **Emcee** and **Field Manager** to display Award slides during the awards ceremony.

After the event, save the Tournament Manager file and coordinate with the **Field Manager** to upload the results to RobotEvents.com.