

# 2025 *FIRST* Robotics Competition Greater Pittsburgh Regional

## HANDBOOK FOR TEAMS AND VOLUNTEERS



PRESENTED BY   
Gene Haas Foundation

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## Welcome

### **Welcome to the *FIRST*® Robotics Competition Greater Pittsburgh Regional**

We are delighted to have all of you - students, parents, teachers, sponsors, volunteers, and spectators - with us for this special occasion, our twenty-third year of the FIRST Robotics Competition in Western and Central Pennsylvania.

This handbook will guide you through the event's activities and answer many of the questions you may have regarding lodging, meals, parking, schedules, etc. The Table of Contents is set up "in order of appearance." Please use the .pdf search tool to quickly find something specific.

The Greater Pittsburgh Regional is free and open to the public. We invite everyone to join us to cheer for our students as they put into play the lessons and the skills learned over the past several months. Watch them compete on the arena floor. Visit them in the pits. Talk to them and congratulate them! They are all winners! They are our future.

On behalf of the leadership of FIRST Western & Central, PA we wish all participating team members great success, volunteers amazing fun, and spectators super charged excitement! Best of luck to everyone!

The *FIRST*® Greater Pittsburgh Regional Planning Committee

## Contact Us

Please note: The schedule, activities, team participation, and items in this handbook are subject to change. All times are estimated based on flow of rounds. We'll do our best to keep you informed of changes or additions.

Please contact Daphne Frownfelter, Regional Director, with general questions or concerns at [dfrownfelter@firstinspires.org](mailto:dfrownfelter@firstinspires.org), 610-401-4310.

Please contact Sarah Withee, Volunteer Coordinator, with volunteer questions or concerns at [firstwcpavolunteers@gmail.com](mailto:firstwcpavolunteers@gmail.com), 816-200-0044.

## Mentors Meetings before the Event

Regular bi-weekly Coach/Mentor meetings will be held beginning Tuesday, January 21, 2025, through Tuesday, March 18, 2025, 7:00 p.m., Eastern Standard Time to answer questions about the event and discuss topics that are relevant to this year's game. These meetings will not be recorded, are not mandatory, and all are welcome to attend. [Click here to join the meeting.](#)

## Event Rules Manual

[Click here](#) for the official 2025 *FIRST* Robotics Competition Event Rules Manual

## Event Location

[David L. Lawrence Convention Center](#) (map link)

1000 Fort Duquesne Blvd.

Pittsburgh, PA 15222 USA

Venue website: [David L. Lawrence Convention Center](#)

*FIRST* Western & Central PA Website: [FIRST Western & Central PA](#)

## Pittsburgh Attractions

Nearby Pittsburgh attractions, Parking, dining, lodging and nearby Pittsburgh attractions may be found at [www.visitpittsburgh.com](http://www.visitpittsburgh.com).

## Lodging

Room blocks with reasonable lodging rates are available: [Greater Pittsburgh Regional Lodging](#). Please contact Daphne Frownfelter at [dfrownfelter@firstinspires.org](mailto:dfrownfelter@firstinspires.org) if you are booking rooms and receive a notice that the room block is full.

Many other hotel accommodations are available nearby and may be found through an online search.

## Wifi Availability

Wifi is available for purchase through ShowNets, our internet provider at [the Western & Central PA FIRST Robotics Competition](#) page of their website. Please refrain from using wifi hotspots during the event.

## Load-In

The load in process will take place 6:00 p.m. to 8:00 p.m. Wednesday evening and 7:45 a.m. to 9:00 a.m. Thursday morning. Please allow for extra travel time as there may be heavier city traffic in the evening and morning than during the rest of the day.

Please remember your Gracious Professionalism® and be courteous to others who are trying to load-in or out as well.

Refer to the [David L. Lawrence Convention Center Plan Book](#) for floor plans and more information about the venue. The entrance to the loading dock is on a busy street. Drivers may need to circle the block at heavy load-in times.

Using page 7 of the Plan Book for reference, enter the load-in ramp to the Convention Center on the northwest corner of the building (top left). Choose the right ramp at street level to Level Two. Once inside the building, turn left and follow the directions of the Load-In volunteers. The event will be in Hall A of the Convention Center. You will be unloading at Hall A – Loading Bays 221-224.

Some teams with smaller vehicles may choose to park in the David L. Lawrence Convention Center and carry in their gear. Participants will be unable to carry items up the loading ramp due to safety reasons. Please use the main entrance of the Convention Center when carrying in gear. Elevators are available near the escalators and are encouraged for transporting large items.

**Vehicles may not remain at the loading dock while teams set up their pits.** Once unloaded, the vehicle should leave the Convention Center area by turning around and exiting the building in the same direction that was entered.

Buses may use the curb area at the Convention Center entrance to wait for team members provided the driver remains with the vehicle.

Only five members per team will be allowed in the Convention Center for load-in. The standard *FIRST* safety rules will be in effect at the time of setting up the pit area. Please see the [FIRST Robotics Competition Game Manual](#) for more information. Five wrist bands will be disbursed per team whether loading from the loading dock or from the main entrance at the time of arrival.

Teams are encouraged to use the Wednesday Evening load-in times, from 6:00 p.m. to 8:00 p.m. Teams that are unable to load-in Wednesday night may begin loading in their tools, materials, and robot through the Loading Area beginning Thursday morning, 7:45 a.m.

- Teams may only send in five people for load-in – **Remember safety glasses!**
- At least one person must be an adult.
- Teams are encouraged to bring two adults as one adult needs to move the vehicle before loading in team materials.

- Please have all materials ready for load-in. Boxes, totes, etc. are much easier to move than individual items.

Thursday morning, the rest of the team members may be dropped off at the Convention Center Entrance. Referring to page 5 of the Plan Book, the best drop off is Tenth Street South under the second level of the building. When viewing the page, you will notice the Convention Center Parking garage to the right of the Drop Off.

**During Load In, teams may begin to set up their pits and work on the robot. Robot weighing and bumper inspection is also available. The venue closes promptly at 8:00 p.m. Wednesday evening when teams must exit the building.**

## Parking

The [Convention Center Parking Garage](#) is the closest available parking. The rate is \$15.00 up to 15 hours and is available for all passenger vehicles, small trucks, and vans. Other nearby lots are [Alco Eleventh & Smallman](#) and [Alco Eleventh & Waterfront](#) across the street from the Convention Center.

The [Grant Street Transportation Center](#) on the corner of Eleventh Street & Penn Avenue is the least expensive transportation center downtown for passenger vehicles, small trucks, and vans. This center is one block from the Convention Center.

**Oversized vehicle parking** is available for buses, tractor trailers, box trucks, and truck/trailer combinations at the Waterfront Lot C, 16<sup>th</sup> & Waterfront, Pittsburgh. The charge is \$25.00 per day plus a one-time \$10.00 fee for a lease card & hang tag to grant unlimited entry and exit from the lot on the days specified. The hang tag needs to be displayed either from the interior rear-view mirror or on the dashboard of the vehicle.

The lot is a few short blocks from the Convention Center near the Strip District. Please print and complete the form on the next page of this handbook and follow the instructions to secure parking for oversized vehicles. The gates will be up, and you may enter and exit the lot as many times you wish for the days you are assigned.







## Safety Glasses

Please remember to have your safety glasses handy when you load in Wednesday evening or Thursday morning, not have them packed away. You will need them to get into the pits.

Safety glasses are required to be worn on and around the playing field and in the pit area per the Event Rules Manual. The pit area includes all of Hall A from the curtain behind the Pitt Admin table to the north wall of the Convention Center. **FIRST volunteers will not distribute safety glasses to teams. Please bring an adequate supply of safety glasses for your team and visitors you invite.** Those without safety glasses are asked to enjoy the event in any areas where safety glasses are not required.

Team members will be allowed a 10-minute grace period to retrieve their safety glasses from their pits at the start of pit opening or load-in. Please note: This grace period is just to retrieve safety glasses. If robot work or pit set-up is being done, safety glasses must be worn, with no exceptions.

## Personal Safety

According to the Event Rules Manual E101, Personal Safety Comes first. Please refer to the event rules manual for personal safety guidelines including; wear closed toed/heeled shoes, tuck in loose clothing, tie back long hair while working on or around a robot or robot related materials, be mindful that exposed skin is a potential area for injury, wear appropriate clothing, and walk while in the venue.

## Gender Diversity

Gender diversity is welcome here. Please use the restroom that best fits your gender identity or expression.

## Accessibility and Accommodation

*FIRST*® is committed to Equity, Diversity, and Inclusion and as such, *FIRST* strives to make reasonable accommodations for persons with disabilities that request accommodation. If a participant needs accommodation for an event, we ask that they talk to a volunteer at the event or contact [dfrownfelter@firstinspires.org](mailto:dfrownfelter@firstinspires.org) before the event so they can ensure the accommodation is provided. Reasonable accommodation is a change, exception, or adjustment to a rule, policy, practice, service, or environment that may be necessary for a person with disabilities to have an equal opportunity to participate. Accommodation is determined reasonable given they do not create undue hardship or cause safety concerns.

## Participants of The Greater Pittsburgh Regional

The Team list may be found in the Program Book or on [bluealliance.com](http://bluealliance.com) - [The 2025 Greater Pittsburgh Regional](#).

Please look at two Facebook Pages that are a great way for you to communicate with other local teams and the teams who will be attending the Greater Pittsburgh Regional.

- [FIRST Western and Central PA Robotics](#)
- [The Steel City Robotics Alliance](#)

## Team Check-In

ALL teams must submit their printed roster from Event Registration to ALL regional competitions they attend.

- Either the Main or Alternate mentor may check in the team at Pit Admin.
- Team check-in is available either Wednesday evening or Thursday morning when your team arrives.
- Please **REMEMBER to bring a printed roster** that includes all attendees who are associated with your team indicating a Signed Consent and Release Agreement for each mentor and student team member. While electronic indication of a signed Consent and Release Agreement is preferred, paper copies of the CURRENT YEAR Consent and Release Agreement are acceptable under certain circumstances.
- When submitting your roster, please cross off any names on the roster of individuals who will not be attending the event. Leave the names on the roster even if the attendees will be at the event for a portion of the total time, such as Friday morning only.
- Double check that all names on the roster have completed the Consent & Release form electronically. This will be indicated by a checkmark to the far right of the name.
- Please include a phone number on the roster where the two lead adults of the team may be reached in the event of an emergency, such as a mobile number rather than an unattended school number. Also please check that a voice mail message may be left, and the mailbox is not full.
- Once the information is verified, we will count the number of adults and the number of students for your group and give wristbands to the representative of your team to be worn at the event. Different colors of wristbands will be used each day. You will receive all wristbands for your team at the same time.
- Please be sure all attendees associated with your team wear wristbands for all days of the event. This will be especially important for quick access to the building each morning.
- Wristbands will be checked throughout the event by Safety Attendants beginning 10:00 Thursday morning to give teams enough time to disburse the wristbands to

the members of the group. Parents, team guests, and other participants will receive wristbands at the door when they arrive if they have not travelled with the team.

- During check-in, you will receive an event packet specific to your team such as the team's media pass as well as other information about the event.
- You will receive a brief Team Information Update Sheet in your event packet that includes information about your team. Please make any changes to the sheet and return it to Pit Admin by Thursday, 2:00 so the Game Announcers may change the information they have about your team.
- You will receive a brief Team Demographic Sheet in your event packet that includes demographic and logistic information about your team. Please return the sheet to Pit Admin by Friday morning. This information is important for the continued support of *FIRST*.

## Electronic Consent and Release Forms Required

**Participants of the Greater Pittsburgh Regional MUST register using the Express Enrollment application or the *FIRST* Dashboard.**

We invite you to take advantage of our new youth registration process as you work on adding youth participants to your team roster in the *FIRST*® Dashboard! Through the new Express Enrollment application, you can generate web links or QR codes in the [FIRST Dashboard](#) to share with parents and guardians of youth participants to invite them to register for *FIRST* and join the team roster. To access the team roster and Express Enrollment application, two team lead coaches/mentors need to have completed and passed the [FIRST Youth Protection Screening](#). Learn more and view support resources on the [Youth Registration System Walkthrough page](#).

The Express Enrollment Youth Registration application for team use through the *FIRST*® Dashboard is open for the 2024-2025 season. As a reminder, **the paper version of the Consent and Release Form is only allowed in cases of demonstrable hardship where electronic registration is not possible.** These hardship cases may include:

- No device
- No internet or data access
- Language barrier that can be simplified or facilitated by a hard copy form

## Venue Floor Plan

Please see the [Floor Planning Guide](#) of the David L. Lawrence Convention Center for more information.

## Machine Shop

A machine shop provided by NASA will be available near the Hall A loading dock.

## Practice Field

A practice field will be located in the pit area, Hall A. The field will be available on a first-come, first-served basis. **The practice field closes when Alliance Selection begins.**

Please refer to the Practice Field Section 14.6 of the [Event Rules](#) for specific Practice Field rules.

# Team Pre-Order Meals

The deadline for ordering is no later than 5:00 p.m. February 28, 2025. Dietary restrictions may be noted on the form when ordering or please contact Cailin Calub, the Catering Sales Manager at 412-325-6194, [cailin.calub@levyrestaurants.com](mailto:cailin.calub@levyrestaurants.com) for assistance.

Western & Central PA FIRST Robotics Competition 2025 Boxed Lunch Order Form <i>Price: \$23.00 inclusive of tax and service</i>		
Options 1,2,3 boxed lunches come with whole fruit, bag of chips, a chocolate chip cookie and a bottle of water		
Day 1 - Th. March 20	Day 2 - Fri. March 21	Day 3 - Sat. March 22
<b>Option 1:</b> Ham, Cheese, Lettuce & Tomato on Italian Bread- Mayo and Mustard on the side	<b>Option 1:</b> Chicken, Bacon, Ranch Wrap- Grilled Chicken, Bacon, Lettuce, Tomato, Cheese and Ranch	<b>Option 1:</b> Grilled Chicken Caesar Wrap
<b>Total:</b>	<b>Total:</b>	<b>Total:</b>
<b>Option 2:</b> Mixed Green Salad—Ranch or Balsamic Dressing	<b>Option 2:</b> Vegan Wrap—White Bean and Basil Spread with Fresh Veggies	<b>Option 2:</b> Caesar Salad
<b>Total:</b>	<b>Total:</b>	<b>Total:</b>
<b>Option 3:</b> Two Uncrustables Sandwiches (Peanut Butter & Grape Jelly)	<b>Option 3:</b> Two Uncrustables Sandwiches (Peanut Butter & Grape Jelly)	<b>Option 3:</b> Two Uncrustables Sandwiches (Peanut Butter & Grape Jelly)
<b>Total:</b>	<b>Total:</b>	<b>Total:</b>
<b>Option 4:</b> Two Slices of Cheese Pizza, Whole Fruit, Cookie and Bottled Water	<b>Option 4:</b> Two Slices of Cheese Pizza, Whole Fruit, Cookie and Bottled Water	<b>Option 4:</b> Two Slices of Cheese Pizza, Whole Fruit, Cookie and Bottled Water
<b>Total:</b>	<b>Total:</b>	<b>Total:</b>
<i>Notes : Please add any dietary restrictions</i>		
<b>Total:</b>		

**SERVICE INFORMATION**

Team Name: \_\_\_\_\_  
 Onsite Contact Name: \_\_\_\_\_  
 Onsite Contact Phone Number: \_\_\_\_\_

**PAYMENT INFORMATION**

In order to ensure PCI-DSS compliance, **Levy cannot accept credit card details through email.** Please provide us with the following information and a Levy team member will email you a secure link to the credit card payment portal to complete your order.

Contact Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Contact E-Mail Address: \_\_\_\_\_

Return form to Cailin Calub,  
 Catering Sales Manager  
*no later than  
 February 28th, 2025.*  
 cailin.calub@levyrestaurants.com  
 P: (412) 325-6194

Signature Approving Purchase: \_\_\_\_\_

Date: \_\_\_\_\_



# Team Onsite Meals

The Convention Center Concession stand is card only – no cash sales and will be open:

Thursday, 9:00 a.m. to 5:00 p.m.  
 Friday, 9:00 a.m. to 5:00 p.m.  
 Saturday 9:00 a.m. to 5:00 p.m.

The Rooftop Terrace and The South Terrace will be open for you to enjoy your Pre-Order or Concession Stand meals outdoors.

Please note: **Outside food and drink are NOT allowed at the venue.** Likewise, no heat sources such as coffee pots, microwave ovens, etc., are allowed in the pits.

Menu selections and **pricing are subject to change.** Prices do not include 7% sales tax.

BBQ Pork.....	\$10.00 ea
Chicken Tenders with Fries .....	\$12:00 ea
Hot Dog.....	6.50 ea
Hamburger/Cheeseburger .....	\$10.00 ea
Burger Combo.....	\$15.50 ea
Blackbean Burger with Slaw .....	\$10.00 ea
Entrée Salad .....	\$8.00 ea
Side of French Fries.....	\$6.00 ea
Bavarian Pretzel.....	\$7.00 ea
Cheese Cup.....	\$2.00 ea
Giant Chocolate Chip Cookie.....	\$4.00 ea
Assorted Candy .....	\$3.50 ea
Fountain Soda – 16 oz.....	\$4.75 ea
Fountain Soda – 22 oz.....	\$5.25 ea
Bottled Water – 20 oz. ....	\$5.00 ea
Juice – Bottled .....	\$5.50 ea
Sports Drink.....	\$6.00 ea
Large Coffee/Hot Tea .....	\$4.50 ea
Regular Coffee/Hot Tea .....	\$3.50 ea

## Team Offsite Meals

Many reasonably priced meals are available within walking distance of the convention center.

## Volunteering

Volunteering at the Greater Pittsburgh Regional is a great way to get to know the details of the *FIRST* Robotics Competition. Simply follow the prompts on your [firstinspires.org](http://firstinspires.org) dashboard and register. We ask volunteers to be available for Thursday, Friday, and Saturday and Judges to be available Friday and Saturday. Many positions are available for those who may be arriving with a team Thursday morning. Limited one-day assignments are also available. Please add the note to your registration when you volunteer if you would like to volunteer for only one day, but do not have a preference which day.

Parking validation for the Convention Center Parking Garage is available for each day a volunteer is assigned to a role through their [firstinspires.org](http://firstinspires.org) dashboard. Please visit the Volunteer Check-In table to have your ticket validated.

### FIRST Robotics Competition Volunteer Event Roles

Some roles that are great for those who will arrive with their teams. While volunteer check-in is at 7:00 to be sure you have some breakfast and are in place when the teams arrive, some roles do not require a 7:00 arrival. Please contact Sarah Withee, our Volunteer Coordinator for more information about individual roles and arrival times at [firstwcpavolunteers@gmail.com](mailto:firstwcpavolunteers@gmail.com).

We ask that you plan to volunteer from Thursday 7:00 a.m. through Saturday closing for these roles:

- Control System Advisor
- Disc Jockey
- Emcee
- Field Supervisor
- *FIRST* Technical Advisor
- *FIRST* Technical Advisor Assistant
- Game Announcer
- Head Referee
- Judge (Friday through Saturday)
- Judge Advisor
- Judge Advisor Assistant (Friday through Saturday)
- Lead Queuer
- Lead Robot Inspector
- Official Scorer
- Pit Administration Supervisor
- Referee
- Robot Inspector
- Safety Manager
- Scorekeeper
- Student Ambassador Coordinator
- Webcast Operator
- Event Photographer



These roles are available for one or more days:

- Field Assembly: A Wednesday afternoon role that requires minimal mechanical ability for beginners. We have a lot of knowledgeable volunteers to help you get started.
- Field Disassembly: You would be a part of the tear-down crew, always welcome at the end of the event.
- Field Resetter: A wonderful opportunity to be in the middle of the sport and see some other roles close at hand.
- Inspection Manager: A great role for someone who is organized and keeping the paperwork for the Robot Inspectors.
- Load-in Wednesday evening, Thursday morning, Load-Out Saturday: We can always use some extra hands.
- Pit Administrator: Consider combining this role with Volunteer Check-in to round out the day.
- Practice Field Attendant: A fun way to watch robots perform when they are not on the competition field.
- Quiet Room Attendant: Great if you want one or more days to stop the world, grab a book, catch up on paperwork, or some knitting, and just chill.
- Safety Attendant: Working with the Safety Manager to be sure the attendees are safe.
- Spare Parts Attendant: Distribute and log spare parts right next to Pit Admin. Spend the day right next to Norm, our Pit Supervisor Extraordinaire.
- Student Ambassador: This is the only role that has shifts less than a day. Sign up for the entire day or a few hours to share your knowledge with guests and VIP's.
- Team Queueing: We would like the Red and Blue Alliance Queueers to be present for the entire event for its continuity to give the teams the best experience. We also have queueers who help teams to the field, that is a great day job.
- Volunteer Check-in: You would begin outside the Volunteer Lounge in the morning, then join us in Pit Administration for the rest of the day.
- Welcome Attendant: We are looking for a team of people to disburse wrist bands. The Welcome Attendant is a great day-role that will require 4 people when it's busy and less when it's not so busy. We will switch out volunteers when it is not-so-busy, so you may enjoy your team and the event throughout the day. Because of the flexibility, consider volunteering for more than one day.

## Team Ambassadors

If your team has students who would be great talking with people, please have them sign up on their [firstinspires.org](https://firstinspires.org) dashboard or at Pit Admin. Each ambassador will have a name tag that signifies they are an ambassador. The Ambassadors will wear their team T-Shirts to show off their team spirit, take our VIP's and other guests on tours of the pits, and should be prepared to answer questions about themselves, their team, and this year's competition. The ambassador's welcome table will be in the front entry of Hall A, Friday and Saturday. Students will staff the table in shifts and won't be on duty for the whole competition.

## Media Passes

- The team will be issued one media badge at the beginning of the competition.
- The Team Media person MUST queue up with the team.
- The badge must be visible.
- Only one Team Media person may be on the field.
- The Team Media person may move about the perimeter of the field outside of the carpet, except for the section in front of the scorekeepers when the team is on the playing field.
- At no time will the media be allowed on the field during matches or otherwise.
- The Team Media person is asked to be mindful of others, to keep out of the way of traffic, or may be asked to leave the area.
- The Team Media person may not coach others.
- The Team Media person is asked to please be mindful that Referees need to see the field and will move around the field.
- The Team Media person needs to leave the area immediately following the match.
- The removal of a badge may be determined by the Head Referee or FTA if rules are not followed.

Several “Step and Repeat” and other floor banners will be placed throughout the exhibit halls showcasing the logos of the sponsors. Please take photos of your teams in front of these banners and tag our local sponsors with a note of appreciation.

We are asking each Team Media Person to submit 20 or so of their best images by 8:00 a.m. Saturday morning. Email the Regional Director at [dfrownfelter@firstinspires.org](mailto:dfrownfelter@firstinspires.org).

Please Identify your images with your team number.

## Reserved Seats for VIP's

Reserved seats in mid-field are intended for VIP seating to have a view of the competition field. This area will be used by the Judges during opening and closing ceremonies. A few other seats will be reserved for Judge Match Observers. Please respect the judge seating reservations.

**No other seats may be saved at any time. Seat saving devices will be removed.**

## Dean's List and Impact Awards Signup

Sign-up sheets with prescheduled team and student time slots for the Dean's List and Impact Awards will be available at Pit Admin. beginning Thursday 1:00 p.m. Time slots may be switched with another team or individual with agreement by both parties. See Pit Admin for details.

## 2025 Greater Pittsburgh Regional Activity Schedule

### Competition Schedule

<b>Wednesday</b>	
6:00PM-8:00PM	5 Team Reps to Load In and Set Up Pits, Robot Inspection Weigh-In

<b>Thursday</b>	
7:45AM-9:00AM	5 Team Reps to Load In
8:30AM	Pits, Machine Shop, Registration and Inspection Open
8:30AM-8:00PM	Quiet Room 337 Open
9:00AM-11:00AM	Driver's Meeting, Field Open for Measurement and Calibration
11:00AM-12:00PM	Lunch
12:00PM-6:00PM	Practice Matches
6:30PM	Pits and Machine Shop Close Teams exit the building

<b>Friday</b>	
8:00AM	Pits and Machine Shop Open
8:00AM-6:00 PM	Quiet Room 337 Open
8:30AM-8:50AM	Opening Ceremony
8:50AM-12:00PM	Qualification Matches
12:00PM-1:00PM	Lunch
1:00PM-5:45PM	Qualification Matches
5:45PM-6:15PM	Awards Ceremony
~6:30PM**	Pits and Machine Shop Close Immediately Following Awards Ceremony. Teams exit the building.

<b>Saturday</b>	
8:00AM	Pits and Machine Shop Open
8:00AM-5:00 PM	Quiet Room 337 Open
8:30AM-8:50AM	Opening Ceremony
8:50AM-12:00PM	Qualification Matches
~12:00PM-12:30PM	Alliance Selections begin 8 minutes after the end of Qualification Matches
12:30PM-1:30PM	Lunch
1:30PM-5:00PM	Playoff Matches and Awards Ceremony
~5:30PM	Pits Close 30 Minutes Following Awards Ceremony. Teams exit the building.

### Team Activities Schedule

<b>Thursday</b>	
8:30AM-8:00PM	Mentor's Lounge Room 338 Open
11:00AM(Approx.)	Safety Captain's Meeting Immediately Following Driver's Meeting, At NASA Machine Shop
11:00AM-12:00PM	<i>FIRST</i> Ladies Meet-Up, Room 334

<b>Friday</b>	
8:00AM-6:00 PM	Mentor's Lounge Room 338 Open
8:00AM-6:30PM	T-Shirt Memories, Near Pit Admin
10:00AM-4:00PM	Scholarship Row, Exhibit Hall A
12:00PM	Senior Photo, Playing Field
12:15PM-1:00PM	Mentor's Meeting, Mentor's Lounge, Room 338, Bring your Lunch

<b>Saturday</b>	
8:00AM-5:00PM	Mentor's Lounge Room 338 Open
8:00AM-6:30PM	T-Shirt Memories, Near Pit Admin
10:00AM-4:00PM	<i>FIRST</i> LEGO League Explore, <i>FIRST</i> LEGO League Challenge, and <i>FIRST</i> Tech Challenge Demonstration, Exhibit Hall A
10:00AM-1:00PM	Scholarship Row, Exhibit Hall A
12:10PM-12:15PM	Mascot Parade, Playing Field

## Activities

### Quiet Room

The Quiet Room is a monitored, quiet, relaxing space intended to help team members and adults with lower sensory limits to unwind from the competition, located on Level Three, Room 337. Please see the Greater Pittsburgh Regional Schedule for times.

### Mentor's Lounge

The Mentor's Lounge is a quiet, relaxing space intended as a place for mentors to take a break from the competition. Who are we kidding, it's the adult homework room tucked away in a quiet space down the hall from the Event Volunteer Lounge. We know you won't always be able to leave work behind when you are having fun with robots and kids. Located on Level Three, Room 338, we ask to enjoy this room with the adult mentors, parents, and bus drivers travelling with the team. Coffee will be provided 8:00 a.m. to 4:00 p.m.

### A Tribute to Woodie Flowers

A full-size color cutout of Woodie, wearing his famous signature denim shirt will be displayed at the Regional near Pit Admin. To carry out the tradition of Woodie's shirt signing, a denim shirt will be near the cutout for YOU to sign. Once you sign the shirt, you are committing to carry on Gracious Professionalism in all that you do. Woodie loved to talk to you and share your excitement for *FIRST*, but more importantly he wanted you to get the most out of the *FIRST* experience by behaving as though your grandmother was watching! We hope that by signing the shirt you will honor the legacy that Woodie established.

### Safety Captains' Meeting

The Safety Captains' Meeting will be held by the Safety Manager immediately following the Driver's Meeting, near the NASA Machine Shop Hall A. Please plan to have your designated Safety Captain attend the mandatory meeting. The Safety Manager will give the Safety Captains important safety information and will let them know more about the Safety All Star Award.

## Homework Study

We understand your sacrifice as a student to be at *FIRST* Robotics Competitions during school hours and realize your efforts to juggle your schedules. The Convention Center has many quiet places for students to study. Please use Gracious Professionalism when you see students studying.

## FIRST Ladies Meet-Up

Team 3504, Girls of Steel, is hosting the *FIRST* Ladies Meet-up, Level Three Room 334, Thursday, 11:00 a.m. - 12:00 p.m. Tables will be available for you to bring your lunch. All are invited to attend a discussion featuring STEM professionals who will participate in a discussion about their experiences and give advice for students pursuing STEM careers.

## Local Sponsor Visits

Local program Sponsors will visit the teams in the pits and throughout the event. The busiest time is expected to be Saturday from 8:00 a.m. to 4:00 p.m. Consider becoming a student ambassador to show off what *FIRST* is all about. Plan to enjoy some conversations with our local sponsors, and request to have your photos taken at their banners, share bling, and extend thank you's.

## Scholarship Row

Please join us at Scholarship row in Exhibit Hall A. More than \$80 million of scholarship funds is available to *FIRST* members. Meet some of the colleges who offer these scholarships as well as gather information on other scholarship opportunities. Days and times may be found on the schedule.

## T-Shirts

T-Shirts and other event apparel will be available next to the Pit Admin tables.

## Mentor's Meeting at the Event

The Mentor's Meeting at the event is scheduled for Friday, 12:15 p.m. to 1:00 p.m. in the Mentor's Lounge Level Three Room 338. Tables will be available for you to bring your lunch for a "Town Hall" meeting. Mentors, coaches, and parents of all teams are welcome to attend. This meeting is not mandatory and is intended as a check-in around the middle of the event to address your concerns, comments, and suggestions to enhance your visit.

## [FIRST Cross Program Demonstrations](#)

Area teams from *FIRST* LEGO League Explore, *FIRST* LEGO League Challenge, and *FIRST* Tech Challenge will host a demonstration of this season's robots in Event Hall A, Saturday, 9:00 a.m. to 4:00 p.m. After the demonstration they are invited to join the fun, walk through the pits, and watch the rest of the event. We welcome these teams to see what we do in the *FIRST* Robotics Competition.

## [Mascot Parade](#)

The Mascot Parade is scheduled for Saturday around 12:10 p.m., around the playing field between Qualification Matches and Alliance Selections.

## [Senior Photo](#)

The Senior Photo will be taken soon after Qualification Matches end Friday morning around 12:00 p.m., on the playing field.

## [Load-Out](#)

Staging your gear and loading out may begin right after alliance selection. During Load-out, Teams will need to have all their materials staged and ready to load before having their vehicle pull up to the loading dock. If the team isn't ready to load out when the vehicle is next in line, we will ask the driver to circle back for another position in line. Once your gear is loaded out, please join us for the Combined Elimination Matches and Award Ceremony.

## [Team Survey](#)

A team survey will be sent to you after the event. Please complete the survey before the deadline. We want to hear from you to address your concerns and improve our event.

# Volunteers

## Before the Event

Once you are assigned a role, please take a look at the [Volunteer Event Roles and Training](#) found on the [firstinspires.org](http://firstinspires.org) website for more information about your role, the training that may be necessary, and information on other roles as well. You will receive information from your Volunteer Coordinator either before the event or in your event packet when you arrive at the venue.

## Volunteer Check-In

Wednesday volunteers are to report to the field at 10:00 a.m. for field setup and at the Pit Admin at 5:30 p.m. for team load-in. Lunch for field setup will be provided at no charge from 11:00 a.m. to 1:00 p.m. Dinner will be provided at no charge from 4:30 p.m. to 6:30 p.m.

Judges are scheduled to arrive at 7:00 a.m. Friday and Saturday and check in at the volunteer table, Level Three of the Convention Center. Judges will then be directed to the Judges' Deliberation Room #336 for danish, juice, and coffee Friday and a hot breakfast Saturday. Please check in each day you are assigned a role. Judges will receive a judge shirt. If you already have a judge shirt from past events, please wear it proudly to the venue. They have not changed from previous years.

Other Volunteers are scheduled to arrive 7:00 a.m. Thursday, Friday, and(or) Saturday outside the Volunteer Lounge, Level Three of the Convention Center, Room #333 for volunteer check-in and for danish, juice, and coffee Thursday and Friday, and a hot breakfast Saturday. Please check in each day you are assigned a role. When you check in, you will be given a volunteer T-Shirt, information about your position, and other goodies. The Volunteer Lounge is a secure place for you to put your coats, backpacks, and other items.

Arriving at the scheduled time allows for instructions before teams arrive. Please let us know if you will not be available at the time you are scheduled so we may be sure your role is covered.

## Parking Validation

Parking validation for the Convention Center Parking Garage is available for each day a volunteer is assigned to a role through their [firstinspires.org](http://firstinspires.org) dashboard. Please visit the Volunteer Check-In table to have your ticket validated.

## Volunteer Meals

Meals will be provided buffet style to you at no charge in the Volunteer Lounge or Judge's Deliberation room each day you are scheduled to volunteer. Some volunteer positions may have staggered lunches. The position lead or Volunteer Coordinator will be sure you don't miss a meal. Other volunteers, such as those on the playing field, will all eat at the same time according to the public schedule. Judges will eat their meals in the Judges' Deliberation room.

### **Volunteer Meal Schedule**

#### **Wednesday**

Coffee	8:00 a.m. to 12:00 p.m.
Lunch	11:00 a.m. to 1:00 p.m.
Dinner	4:00 p.m. to 6:00 p.m.

#### **Thursday**

Breakfast (Juice, Coffee and Danish)	7:00 a.m. to 9:00 a.m.
Lunch	11:00 a.m. to 1:00 p.m.

#### **Friday**

Breakfast (Juice, Coffee and Danish)	7:00 a.m. to 9:00 a.m.
Lunch	11:00 a.m. to 1:00 p.m.

#### **Saturday**

Breakfast	7:00 a.m. to 9:00 a.m.
Lunch	11:00 a.m. to 1:00 p.m.

### **Judge Meal Schedule**

#### **Friday**

Breakfast (Juice, Coffee and Danish)	7:00 a.m. to 9:00 a.m.
Lunch	11:00 a.m. to 1:00 p.m.

#### **Saturday**

Breakfast (Hot meal)	7:00 a.m. to 9:00 a.m.
Lunch	11:00 a.m. to 1:00 p.m.

Please note: **Outside food and drink are NOT allowed at the venue.**



## Hydration

The events days are long. Please be mindful to be hydrated throughout the day. Water stations are available in the Judges' Deliberation Room, the Volunteer Lounge, at the scoring table, and at the EMT table. The water stations are from a continuous water supply. You may use your own refillable water bottles for a fill-up.

## Safety Glasses for Volunteers

Please remember to bring your safety glasses. Safety glasses are required to be worn on and around the playing field and in the pit area per the Event Rules Manual. You will not need to wear safety glasses when you are outside of the Field area, Practice Field Area, or the Pit Area. Please see the Volunteer Coordinator if you need a pair of safety glasses.

## Personal Safety

According to the Event Rules Manual E101, Personal Safety Comes first. Please refer to the event rules manual for personal safety guidelines including; wear closed toed/heeled shoes, tuck in loose clothing, tie back long hair while working on or around a robot or robot related materials, be mindful that exposed skin is a potential area for injury, wear appropriate clothing, and walk while in the venue.

Please be mindful of social sensitivities and respect personal space of other volunteers and team participants regarding touching and basic interaction.

## Volunteer Attire

Please dress comfortably and wear your Event T-Shirt and comfortable shoes. Judges will wear their Collared Judge Shirts. Shoes must have closed toes and heels. Crocs or similar sling-back sandals are not acceptable. For health and safety reasons, volunteers are required to wear long pants including casual dress pants, jeans, and/or leggings. Referees will wear the white and black striped referee shirt. Black pants for referees are preferred but not required.

## Key Volunteer Meetings

If you have a Key Volunteer Role, please join us for a brief Key Volunteer Meeting Thursday, Friday, and Saturday morning at 7:15 in the RPC Room #335 near the Volunteer Lounge. Key Volunteers are those who supervise other volunteers. They are:

- Emcee
- Field Supervisor
- *FIRST* Technical Advisor
- Game Announcer
- Head Referee
- Judge Advisor (Not required to be at the meeting)
- Lead Queuer
- Lead Robot Inspector
- Pit Administration Supervisor
- Regional Planning Committee Chair
- Safety Manager
- Student Ambassador Coordinator
- Volunteer Coordinator

We will discuss the schedule for the day as well as the recap of the day before. Feel free to bring your breakfast to the meeting.