



Autodesk Oregon Regional Event  
March 25-26, 2011 - Memorial Coliseum



# Welcome to OR FRC Tournament

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# Welcome to OR FRC Tournament

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Volunteer Coordinator



[www.oregonfrc.org](http://www.oregonfrc.org)

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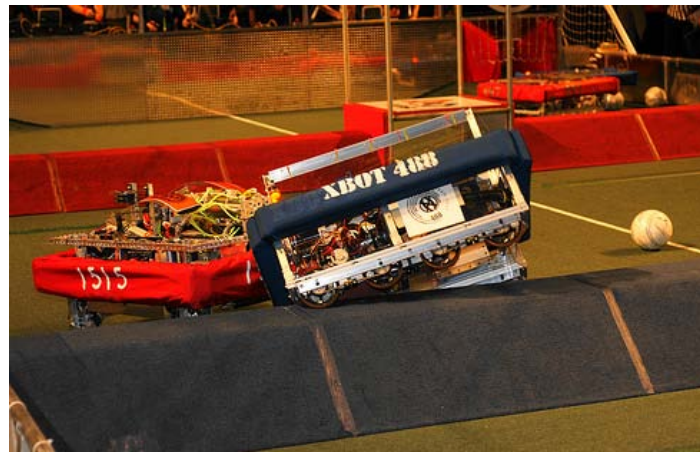


# Logistics of GotoWebinar

- This presentation is going to move very quickly!
- Your microphone is muted by default.
- Feel free to ask questions by typing so that we stay in the 30 minute time frame
- We will attempt to summarize and answer similar questions in mass.
- These slides will be posted on [www.oregonfirst.org](http://www.oregonfirst.org)

# Overview of Briefing

- Schedule overview
- General Logistics: Parking/Busses/Food
- Wednesday night / Thursday morning Load-In
- Thursday specifics
- Friday & Saturday High-Level Schedules
- Contact info





# Event Schedule Overview

Date	Activity
Wednesday 4:30 – 8 pm	Robot and pit supply load in
Thursday	Team Arrival, Inspections & Practice
Friday	Qualification Matches
Saturday AM	Qualification Matches
Saturday PM	Final Rounds / Team Departures

Agenda on [www.oregonfirst.org](http://www.oregonfirst.org)

# Logistics: Parking

**Benton Lot** – free for queuing during load in/out

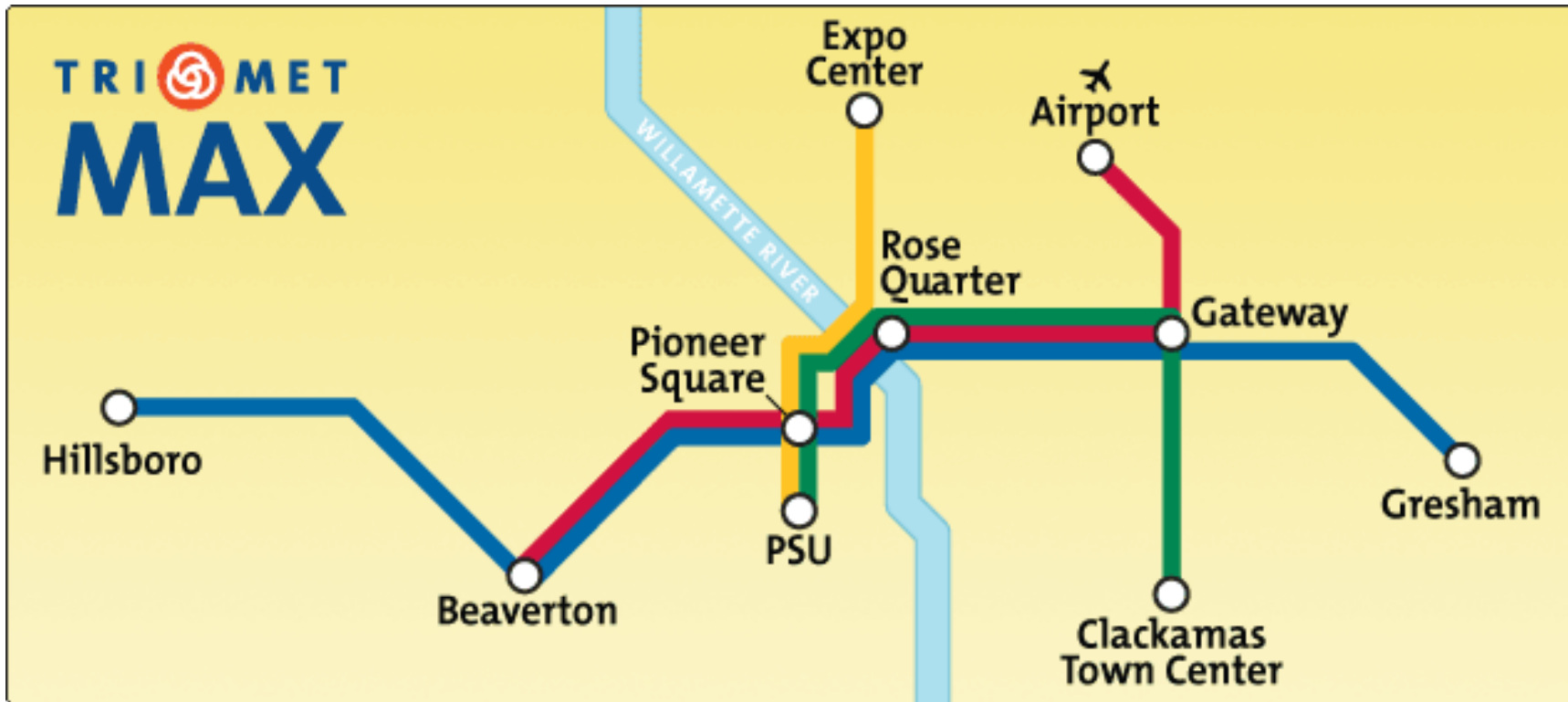
\$10 – 20/day during event

Cannot leave your car unattended in lot



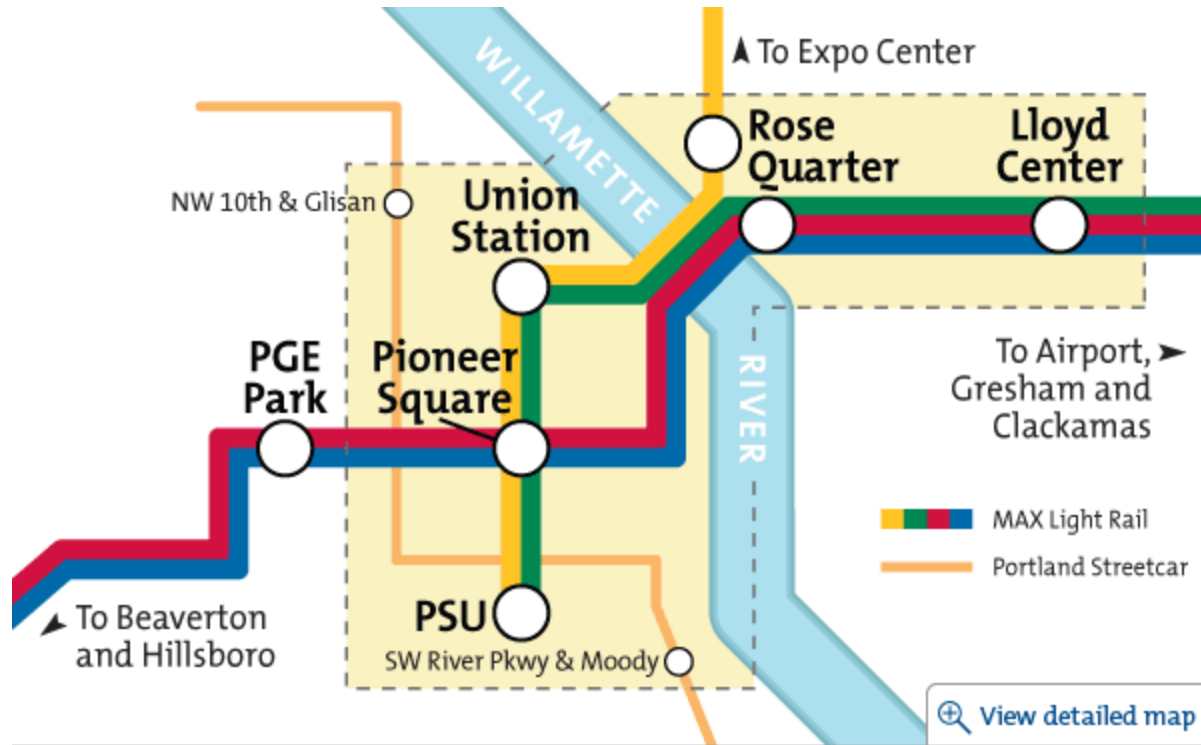


# Logistics: Arriving by Mass Transit



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# Free Rail Zone





# Logistics: Food

- Concessions during pit hours
  - Subway cart: sandwiches, chips, and beverages.
  - Espresso cart : pastries, popcorn, snacks, hot dogs, and ice cream.
- Bring Water or water bottles for your team
  - Dehydration is a concern!
- Box Lunches order online at \$7.95 each with vegetarian options – **order by March 16**
- [http://www.usfirst.org/uploadedfiles/robotics\\_programs/frc/events/2011/2011\\_OR\\_Lunch.pdf](http://www.usfirst.org/uploadedfiles/robotics_programs/frc/events/2011/2011_OR_Lunch.pdf)
- No food in the pit
- Teams can tailgate in the parking ramps if they do not order concessions or boxed lunches
- Please clean up after yourself



# Load-In – 4:30 -8:00 PM

WEDNESDAY

- When: Wednesday 3/23 4:30-8:00 pm (unless otherwise arranged)
- If late please call Brenda Troisi at 503 780-2070
- Pack for quick load/unload - large bins not loose items
- Pit materials larger than a briefcase/backpack should be delivered in this window – only 1 shot at the delivery dock
- Safety glasses NOT required for load in
- **Don't leave safety glasses in pit** you need them to enter pit Thurs
- <= 5 people delivering your robot.
- **Caution: Bags make great sails in the back of a p/u (they lost one on the freeway – sailed out of the truck in OK). I imagine the flapping bag could also beat delicate parts. Not to mention shredding the bag which will then be a problem at check-in.**

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WEDNESDAY

## Load In

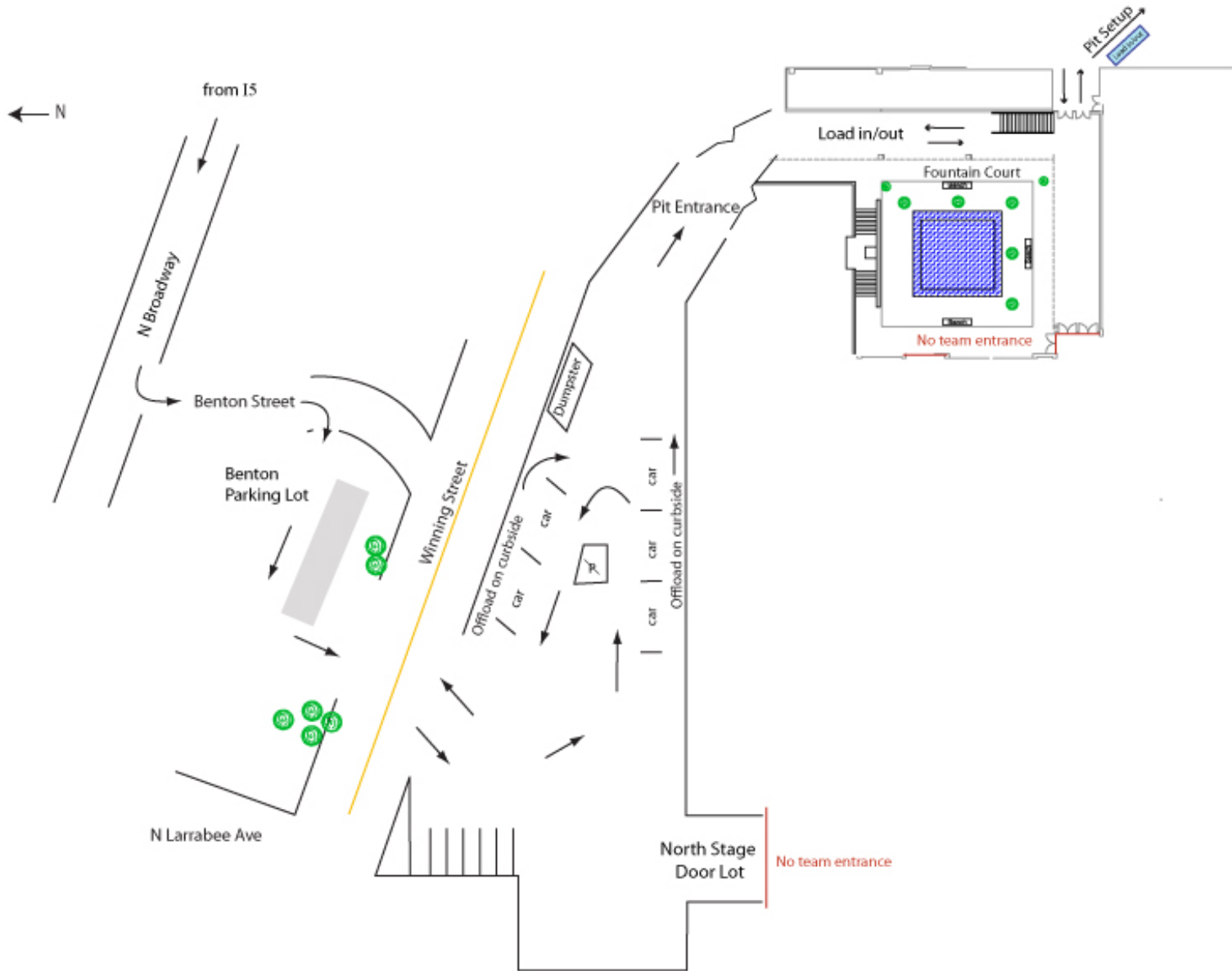
- Enter Benton Parking Lot E side, Q at S exit
- Cross Winning St to North Stage lot when directed
- Parallel park near Curb - keep center clear for turns
- Off load on curbside
- Driver **immediately** relocates to Benton Lot where they remain with their vehicle **WHILE:**
- Equipment is trundled down the ramp

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# Load-In – 4:30 -8:00 PM

WEDNESDAY



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# Load In Process

WEDNESDAY

- Take to Robot Check-in Q:
  - Robot **in** its bag
  - BagNTag paperwork
  - minibot
  - 30# withholding allowance

Everything else goes directly to your pit slot

You may NOT setup your pit area.

- Inspector will scrutinize bag and paperwork
  - You **must** have your paperwork with the robot
- After inspection, equipment goes to your pit slot
  - Robot remains in bag until Thursday 8:30am
- Thursday am delivery people must vacate pit until 8:30



WEDNESDAY

# Load In Questions

- What if my robot is in a crate?  
You'll uncrate your robot on Wed night and take it in its bag to the Robot check-in queue
- Is there a forklift available onsite?  
We do NOT have a forklift for your use.
- Do I need to bring a crate?  
No, if you are advancing, you take the robot home and send it from there by the following Tuesday.
- Where can I park a trailer?  
Benton Lot – \$10 – 20/day estimate

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# Load-In - 7:45 AM

THURSDAY

- See Wednesday Load In – instructions are the same
- We need to load in 8+ teams in 45 minutes

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# Schedule Overview:

aka (Final Robot Build Day)

THURSDAY

- 7:45 am Load in for teams who drive in Thursday morning
- 8:30 am Pits and Machine Shop Open
- 8:30 – noon Registration and Inspection
- 10:00 am Safety Captain’s Meeting
- 10:00 – 5:00 Practice Rounds
- 12:00 – 1:00 Lunch box lunches – preorder by **March 16**
- 2:00 pm Drivers’ meeting – arena floor
- 2:00 pm Student Tour Guide Meeting – VIP Georgia Pacific Room
- 4:00 pm Lead Mentor meeting– near Machine Shop
- 8:00 pm Pits and Machine Shop Close

**SHARP**

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# Safety Glasses

- Teams bring your safety glasses!
  - Including for your guests
  - No dark lens glasses-- must be able to see eyeballs
- Safety glasses in the Pits!
- Mentors sign out safety glasses for team members who need
- Used to have 500 glasses per venue – this year have 150 for VIPs and Visitors only

# Pits Open: 8:30 AM

THURSDAY



You **MUST** have safety glasses on your face over your eyes!

Nothing larger than a back pack to be carried down the entrance stairs. All items are to come in via the load in process. This is for safety.





## Team Registration: 8:30 AM

THURSDAY

- 8:30am Lead mentors go to pit admin desk to check in
- Required forms!!!
  1. Printed Team Roster from TIMS with hand written additions as needed.
  2. Consent forms for all team members (students, adults, mentors) not on roster from TIMS

# Inspection process

Wayne Matulich  
Lead Robot Inspector



THURSDAY

- A Robot Inspectors will be assigned to your aisle in the pits. See them if you have any questions. Their job is to get you Competition ready
- If you are ready to be inspected; Sign-up for an inspection at the Inspection Desk
  - Do Not bring your robot when you are signing up to be inspected
  - The Weight / Size station open -- If you want to Check Early
- Inspections will start some time after 9:00 am (Inspection time 30 - 40 minutes)
- Inspection Checks will Include
  - Physical inspection at your pit
  - Size and weigh-in at the inspection station
  - BOM (bill of materials) USB key drive – details next page
  - Control system inspection at the CSA station
  - Connection to the field controller
  - Have someone (a student) available that can explain all systems (power, mechanical, pneumatics, electronics) and how you plan to play the game



# Thursday – Inspection Details

THURSDAY

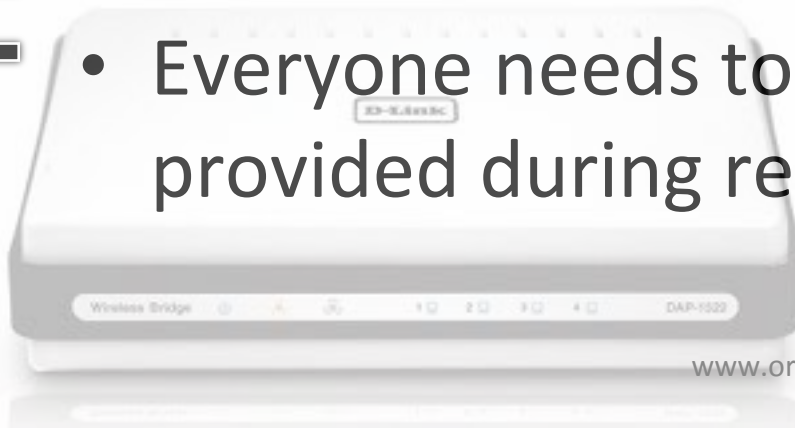
- Thursday Goal: pass robot inspection by the end of the day!
  - Do your own Pre-inspection of your bot and minibot -- Be ready for the official inspection
  - Bot -- use inspection sheets from FIRST site
    - [http://www.usfirst.org/uploadedFiles/Robotics\\_Programs/FRC/Game\\_and\\_Season\\_Info/2011\\_Assets/2011FRCInspectionChecklistRevX.pdf](http://www.usfirst.org/uploadedFiles/Robotics_Programs/FRC/Game_and_Season_Info/2011_Assets/2011FRCInspectionChecklistRevX.pdf)
  - Minibot – use inspection sheets from FIRST site
    - [http://www.usfirst.org/uploadedFiles/Robotics\\_Programs/FRC/Game\\_and\\_Season\\_Info/2011\\_Assets/2011FRCMinibotInspectionChecklistRevA.pdf](http://www.usfirst.org/uploadedFiles/Robotics_Programs/FRC/Game_and_Season_Info/2011_Assets/2011FRCMinibotInspectionChecklistRevA.pdf)
  - NOTE: It may take several passes before official inspection sign-off
- Have BOM (Bill of Materials) Ready on USB Drive to transfer onto the Inspection Computer! (assign this task to an individual)
  - **Must** USE FIRST format
  - **Must** fill out completely, including parts used from KOP!
    - [http://www.usfirst.org/uploadedFiles/Robotics\\_Programs/FRC/Game\\_and\\_Season\\_Info/2011\\_Assets/2011%20Inspection%20BOM%20Template.xls](http://www.usfirst.org/uploadedFiles/Robotics_Programs/FRC/Game_and_Season_Info/2011_Assets/2011%20Inspection%20BOM%20Template.xls)

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# WPA Key Assignment

THURSDAY

- Every robot will be assigned a unique security key.
- The field REQUIRES you to set your WPA key.
- All are required to have the new Dlink white radio.
- Everyone needs to follow the instructions provided during registration carefully.





# Connecting to the field: Final Step

THURSDAY

- If you run a practice match during the day, the field computer will remember that as your last step of the inspection process.
- If you are unable to make a practice match, we are going to ask you to take your robot and control system out to the field for a quick 5 minute test to insure your system can connect to the field. Your robot will not be on the field, we will simply connect it to the field while sitting on your cart.
- THIS IS A MANDATORY STEP!
- Many simple issues are solved by doing this on Thursday that would otherwise cause you problems when it really counts!



# Inspection Reminders

THURSDAY

- Inspectors are your friend! Their goal is to help get you on the field safely and fairly and able to compete. They will help you pass inspection.
- Some robots pass inspection on first attempt. This is rare. Be prepared for several attempts before passing.
- PLEASE: If you are ready - Get inspected early. The inspector can help locate an issue that may take time to fix.
- If you have a problem – see an Inspector – They will help you find a solution
- Teams must connect to field controller on Thursday.
- MUST use FIRST BOM template.
- Bring BOM on USB key drive to transfer to Inspection computer, (Assign this to a person on your team to make sure it is complete)
- You MUST pass inspection to earn qualifying points.

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# Word to the Wise

THURSDAY

- Please get an inspection scheduled by 3pm on Thursday, or there is a chance you won't get inspected by Friday.
- Best to have some inspection done, multiple attempts okay, do not wait till the last minute.
- Ask for help. We have all been there before, even veteran teams!
- The inspectors leave the building at 7:45PM on Thursday. Appointment inspections after 6:30pm may not get done. See first bullet item.

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# Machine Shop Open: 8:30 AM – 8:00 PM

THURSDAY

- We have a volunteer machine shop onsite to help you fabricate replacement parts.
- The shop has a small mill, lathe, and various other tools.
- **ONLY AUTHORIZED MACHINE SHOP VOLUNTEERS MAY USE THESE TOOLS!**
- We have excellent volunteer machinists. However, there are limits to what they can do for your team.
- We also have a TIG welder.
- The machine shop has request forms for your team. It will be located next to the Machine Shop entrance
- In general, the machine shop will NOT loan you tools.

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# Safety Captain Meeting – 10 AM

THURSDAY

- Safety briefing for all Safety Captains – upper concourse of arena.
- Meet Lead Safety Advisor Daniel Deatherage
- Approximately 20 minute briefing.
- Cover expectations for each Safety Captain and their teams for the entire three days.

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# Practice Rounds: 10:00 AM – 5 PM

THURSDAY

- Practice rounds schedule Thursday. Each team has 3 scheduled practice matches.
- Practice matches are scheduled, and will run until 5:00PM
- You do NOT have to pass inspection to run a practice match.
- Priority will given to scheduled teams and/or to teams who have not been on the field at least once. Use Gracious Professionalism if you get bumped for a higher priority team.
- Some teams may not to be ready for their scheduled practice round. Teams who desire to use an unscheduled practice round check in with the lead Queue Manager to get on the list.

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# End of Thursday

THURSDAY

- The pits close at 7:45 PM on Thursday.
- You **MUST BE OUT OF THE BUILDING** before 8PM. Key Arena closes at 8PM.
- We dislike doing it, but we will come lead you out of the building starting at 7:45PM.
- No exceptions.



Willie & Alex Tenca  
Pit Admin



FRIDAY

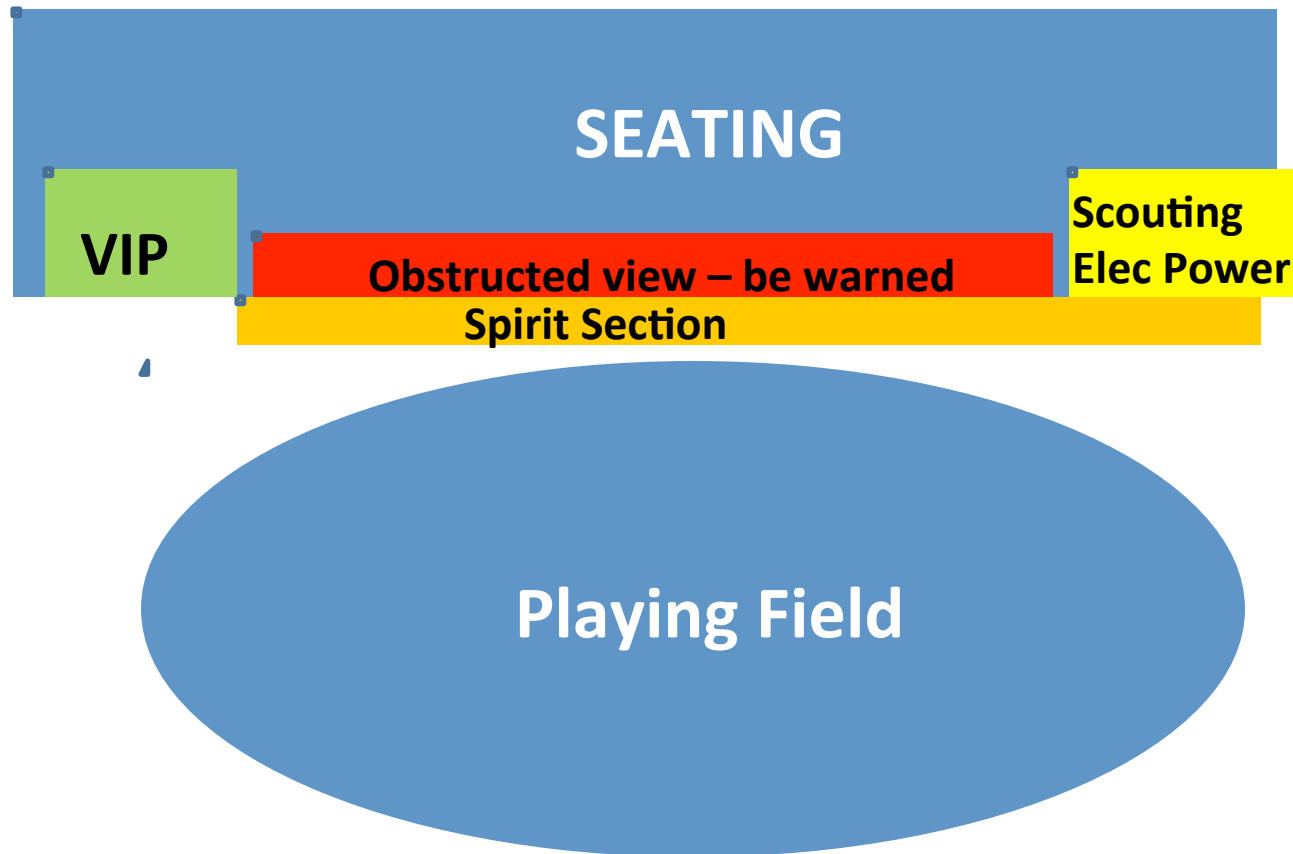
- 8:00 am Pits and Machine Shops open
  - 8:15 am Driver's Meeting – arena floor
  - 8:50 am Mascot Parade
  - 9:00 am Opening Ceremonies with VIPs in attendance
  - 9:30- 6:00ish Seeding Matches
  - 12:00 – 1:00 Lunch
  - 1:00 pm Autodesk Animation Award Ceremony & Gov. Kitzhaber followed by seeding matches
  - 2:00 pm Autodesk High School Summer Internship Opportunities –Autodesk Lounge
  - ~6:00 pm Everyone to Arena for Awards Ceremony
  - 6:30 - 8:30 pm Team social (following closing ceremonies)
- Purchase tickets ahead of time**

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# Scouting Area – Seating Rules

- limited power outlets need to share
- no seat saving – NO Wi-Fi





**Team Social 6:15 – 8:15ish**  
**After closing ceremonies on Friday**  
**\$15/ student**

**FRIDAY**



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# SATURDAY

7:30 – 8:00	<b>Mentor/Teacher Autodesk Appreciation Breakfast – (4 per team)</b>
8:00 am	Pits and Machine Shop open
8:50 am	Mascot & <b>Mentor Parade</b>
9:00 am	Opening Ceremonies with Oregon Legislators in attendance
9:30 am- 11:30	Seeding Matches
11:45 – 12:00	Alliance Selections
12:00 – 1:00	Lunch
1:00 – 4:15	Final Rounds
4:30 pm	Everyone to Arena for Closing ceremonies
6:00 pm	Pits Close

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## Load OUT – Saturday

- Rebag robot and complete the paperwork
- Move your packed gear to the holding area near pit exterior door
- Obtain parking lot pass from Load-out coordinator
- Driver presents parking pass at N Stage Lot entrance
- THEN trundle your gear up to the parking lot ASAP

SATURDAY

# Thanks for attending

- These slides are on [www.oregonfirst.org](http://www.oregonfirst.org)

