TABLE OF CONTENTS

1. COMMUNICATION

1.1 OVERVIEW

This section provides teams with necessary information for contacting FIRST staff, using the FIRST logo, and other information regarding such topics as the Yearbook Page.

1.2 FIRST - CONTACT INFORMATION

You can reach FIRST via phone, fax, mail, and e-mail, or get information from our website. The office is open Monday through Friday from 8:30 a.m. to 5:00pm, EST. Refer to the sections below for the appropriate help resource. *Be sure to provide your team number on all communications.*

Mailing Address: FIRST 200 Bedford Street Manchester, NH 03101	Team Support e-mail address frcteams@usfirst.org	Phone: (603) 666-3906 or (800) 871-8326 Fax: (603) 666-3907

1.3 TEAM SUPPORT

E-mail Address: frcteams@usfirst.org

Phone: 603 666 3906 or 800 871 8326 – Phone option 2, then option 1or just dial Operator.

The Operations group is ready to help your team. Please use the information below to contact one of our staff members with regard to administrative concerns. Please bear in mind that our program requires many requests in writing, so e-mailing may be your best resource.

NOTE: We ask that you do not copy multiple persons about the same problem as we are a small group and try hard to avoid duplicating efforts. We can usually answer questions or requests within one working day.

1.3.1 E-mails and Subject Lines

This may be the best way to get a quick answer to your question. E-mails save money, time, and provide information for a researched, more accurate answer. Include your team number and short reference in the subject line, please. E-mail detailed questions or concerns to frcteams@usfirst.org.

1.3.2 Phone/Competition Questions

Call 603-666-3906 or 800-871-8326 for help and answers to questions regarding administrative or team concerns. If you leave a voice mail, make it short but detailed and include your team number, name, e-mail address, and phone number. Team Support will research the question and return your call or e-mail you an answer.

1.4 GETTING ANWERS TO YOUR QUESTIONS

First will utilize an on-line Competition Manual that includes a web-based question and answer system. To submit a question to FIRST, you will have to log in with a password. Each team can obtain its password within its team record in the Team Information Management System (TIMS).

To ask a question, you will have to specify the section of the Manual for which you need clarification. Teams will be able to view questions and answers sorted by date or Manual section. (The Game, The Robot, etc.)

Access the question and answer system at http//www.usfirst.org/robotics/2005/qa.htm

> 1. Please ask one question at a time.
> 2. Questions are limited to 240 characters.

1.5 TEAM INFORMATION MANAGEMENT SYSTEM (TIMS)

The Team Information Management System (TIMS) is the on-line way to register your team and provide information to FIRST as the season progresses. When teams use the system properly, the system provides FIRST with necessary, up-to-date:

1. Team names: Official, Nickname, and 21 letter Short Name for the scoreboard
2. Team Contact information for important, team messages, shipments, and FIRST e-mail blasts
3. Team Partner (Sponsor) information
4. Event attendance information for each team (Kickoff, Competition Events, Team Socials, Forums)
5. Team's FedEx or UPS shipping account number
6. Robot shipment verification
7. Team Yearbook Page area (Judge Info)

This system also provides an area to input:

a. Teams willing to mentor other teams
b. Teams wanting mentoring
c. Team website address

1.5.1 Main Contact and TIMS

Your adult Main Contact is responsible for accessing the TIMS, our registration and on-line information update system, keeping the information current and providing necessary information by the set deadlines. The Main Contact for your team has the password and logon ID to enter the system and make necessary additions and changes as they occur. Keeping the system up-to-date is critical for the team.

1.5.2 "Off Season" and Current Contact Information

Each team contact is responsible for informing the Main Contact of changes and additions to his/her record. If your phone numbers and addresses are incorrect, you will not receive information or materials. This is especially crucial during school vacations. Be sure to provide the Main Contact with a secondary address, home and cell phone numbers, and e-mail addresses so we can reach you during the event travel season, vacations, school weather closures, and/or the summer.

If any of the contacts leaves the team, either replace his/her information with new contact information, or delete the contact from the system.

1.5.3 Team Names for Competition Scoreboard

Once you have established your team partners (sponsors), remember to adjust your twenty-one (21)-letter maximum "short team name." Whatever you put in this field will appear on the scoreboard at each event. Remember, sponsors like and expect the recognition.

1.6 FIRST WEBSITE

Visit FIRST at its World Wide Website at http://www.usfirst.org/robotics/ to check deadlines and dates, find team-sponsored events as well as FIRST event information, fundraising support materials, and to find answers to administrative concerns.

1.6.1 Team Website Links

The website also provides links to FRC teams home pages. If you have a team-related web page, you can post it via our Team Information Management System (TIMS) as part of the registration / maintenance process. Remember to keep your website up-to-date.

1.6.2 Team Updates

Team Updates provide rules updates, important information about parts, administrative reminders, or deadlines. Check for Team Updates often, especially on *Tuesdays and Fridays*.

Teams often put someone in charge of printing Team Updates and passing them to relevant team subdivisions. To find the updates on the FIRST Robotics website, do the following:

- Click the "Documents and Updates" button on the left side of the page

- Choose "Team Updates"

Our schedule to publish Team Updates is:

- Tuesday by 5PM and Friday by 10AM. We work hard to meet these commitments. Unexpected circumstances may, on occasions, delay their publication.
- Additional updates may be released if required.
- Occasionally, FIRST will publish revisions to this manual. .

1.6.3 Team Recruitment Materials

You can find information on the FIRST website to enhance your team's rec

ruitment efforts. Visit "About FIRST" for statements about the Impact of FIRST, testimonials, and FIRST financial information; and visit the "FRC Resource Center" for access to the documents you need to recruit new sponsors and volunteers.

1.7 EVENT-SPECIFIC INFORMATION

We post specific information pertaining to Regional and Championship events on the website regarding site directions, team socials, and shipping and drayage. You will be able to download this information for the events you plan to attend. To find this information, do the following:

On the FIRST Robotics page, click on Regional Events or Championship, find your event, and click on "Site Info." Provide information to the proper people on your team:

a. Print the document
b. Distribute the document to relevant team members
c. Place it in your FRC Manual behind your "Events" tab

1.8 CONTROL SYSTEM-SPEED CONTROLLERS: INNOVATION FIRST, INC.

Contact Innovation First, Inc. for help with items such as: Operator Interface, Robot Controller, Radios, Speed Controllers, and Relay Modules. Remember to give them your team number.

Phone: (903) 454-1978.

E-mail: To contact them via e-mail, visit the website: http://www.innovationfirst.com

1.9 ENGINEERING

Contact Engineering for technical issues, playing field construction information, and game rules.

Please do *NOT* contact FIRST Robotics if you are having technical problems with the Innovation First components. See above for Innovation First contact information.

1.10 MENTORING & TEAM ORGANIZATION

Sign up to mentor or receive mentoring through our on-line Registration / Team Information Management System (TIMS). Make sure your Main Contact opens his TIMS record and clicks "yes" to the question "Share this address with other teams?" Find this in his/her primary address area.

Under "Team Information," make sure you answer the questions regarding mentoring by clicking the appropriate box regarding the following:

We are willing to be a mentor for other teams

We would like another team to be our mentor

This process uses the event map on the website for mentoring information and connections.

1.11 PROVIDING CORPORATE SPONSORSHIP TO FIRST

Please contact Charlie Clement, Director of Development, for information at 603 666 3906 or 800-871-8326, Extension. 412. His e-mail address is clement@usfirst.org.

1.12 HOTEL INFORMATION - THE THS COMPANY

Each FIRST team must designate one person as the Team Travel Coordinator to manage this process. The THS Company handles all hotel reservations for FIRST Robotics Competition events. All reservations are made on line at http://www.ths-frc.com/ and confirmations will come directly from THS.

The THS Company	866-536-6966
306 High Street	888-536-TEAM
Hackettstown, NJ 07840	http://www.thsweb.com

1.13 USING THE FIRST LOGO

You can find the FIRST Logo with this url http://www.usfirst.org/4vol/FLLresourcectr/graphics/index.html

We encourage teams to develop and promote team identity. It is a great way to help FIRST judges, announcers, and audiences recognize your team at the competitions, and it is also a way to help you create a "buzz" about your team in your community.

You have numerous creative opportunities in terms of designing your own identity. Every year we see great examples of how teams "brand" their efforts with websites, incredible team logos on robots, t-shirts, hats, banners, fliers, and giveaways.

These branding activities are a wonderful way to include students from art, communications, computer, and language arts classes in your team effort. As you manage your own promotion, you may want to incorporate the FIRST logo in what you do. Because our mark is registered, both the name and the geometric logo, we have a few guidelines for you to follow when using the FIRST logo:

Positive Promotion:	Use our logo in a manner that is positive and promotes FIRST.
Unmodified:	Use the FIRST logo without modification. This means that you will use our name and the triangle, circle and square as you see it on our website or letterhead. You can use it in red, blue, and white, or in black and white. Refer to the FIRST logo standards for additional details including placement, size, and color specifications and incorrect logo usage.
Obtaining the Logo and Standards:	You can download the FIRST logo from our website in JPEG (for electronic applications) or eps (for printed applications) format. Go to www.usfirst.org and click on FRC Resource Center in the Quicklinks menu. Select the "Graphics" Section.
Advertising Use Approval:	All teams and sponsors must obtain approval from FIRST prior to incorporating our logo in any advertising. E-mail approval requests to Marian Murphy, murphy@usfirst.org or phone 800-871-8326, ext. 409.

1.14 JUDGES' YEARBOOK PAGE

The Yearbook Page is a team overview page. Teams enter the information via TIMS and it is your opportunity to share valuable information about your team with FIRST. The collected data helps track important statistics such as the cost to participate in the competition, the population of the team (e.g., male/female students, teachers, parents, non-technical professionals) and class breakdown. This information is helpful in our efforts to procure funding.

Judges use these at the Regional and Championship events. Each event has a Yearbook Page compilation so judges can learn important details about your team such us the history, goals and strengths, and challenges your team has overcome. *Judges take all of this into consideration when they make decisions about team awards!* Please note that we may use the robot photos you submit in the Awards Ceremonies.

Enter this data via the Team Information Management System. Simply log in as you did to register your team for events. Once in, you will see the "Judge Info button that will lead you to the three pages. The on-line area will close on February 23rd, at 5:00 pm EST.

Customer Service Note: Last year, many teams waited until the deadline date to start inputting their information. Unfortunately, some teams had last-minute problems that could not be resolved by closing time. Since we are against a strict printing deadline, we urge you to start and complete these pages ahead of the deadline date. This way if you have any problems or questions, Team Support will have enough time to help you. We have about 1000 teams this year, and we want to be sure that each of you get the help you need.

IMPORTANT FIRST cannot grant time extensions to complete the information because of printing time constraints. All yearbook pages must be completed by the deadline (see Section 2.14.4).

1.14.1 Required Information for TIMS - "Judge Info"

To prepare for this project, you may want to gather information about your team. As you gather the data, put it in your TIMS record. The following is an idea of the type of information you will need for the 3 sections:

Miscellaneous Tab
- Number of years involved
- Name of the Student Leader
- Team Budget for the year
- Photo

Team Demographics Tab
- Number of female and male students, engineers and technicians, teachers, parents on the team
- How many freshman, sophomores, juniors, seniors
- Teacher/Mentor dynamics
- Percent of your school's student population receiving free or reduced-price lunch

Essay Tab – This section requires short written descriptions of the following:
- Team History
- Team Goals
- FIRST impact on the team/community
- Community Description
- Team Strengths
- The most significant challenge the team overcame
- Robot game and strategy
- Team is most competitive for which awards this year?
- Funding sources
- Reasons for public awareness of your team

1.14.2 Purpose

The Yearbook Page submission is a tool that:

- Provides a common starting point for judging each team
- Helps provide judges with some insight into each team's workings, history, and robot
- Makes the judging more efficient
- Provides team data for FIRST and its archives

1.14.3 Requirements / Deadline

Photo: Insert a single digital photo of the robot, or the team and robot in the designated spot. This will provide a visual recollection for the judges as well as a picture we can archive on disc to use for media coverage and the awards ceremony at the competitions.

Format: The Main Contact for each team will receive instructions and required format for filling out the form via the website. To ensure proper archiving, carefully follow the specific guidelines.

1.14.4 Submission Deadline

The submission deadline is 5 p.m. Eastern Time, February 23, 2005.

1.15 HOW TO VOLUNTEER FOR FIRST

Each Competition event depends on an abundance of volunteers with a broad spectrum of talents to support operating needs and competition demands. If you have time, we can use your help. Please use our website for information about volunteering and on-line signup.