FIRST® Robotics Competition

To submit for the Chairman's Award, the Woodie Flowers Award and the Website Award:

1. Student team members must have an account in the **Student Team Members & Parents/Legal Guardians Information System**. https://my.usfirst.org/frc/goteams/site.lasso
    a. Students who do not wish to complete an electronic Consent & Release Form via the Student Team Members System may create an 'awards only account.' To learn more about the information collected, please review the FAQ Document.
    b. Students who have previously established accounts in the Student Team Members System *do not* need to create an additional 'awards only account.'
2. In **FRC TIMS**, the Main or Alternate team contact must accept the students' application to join the team, and then assign up to four students as student award submitters. https://my.usfirst.org/frc/tims/site.lasso
    a. To designate students as award submitters, the Main or Alternate contact will need to do the following:
        - Log in to the Team Account in FRC TIMS
        - Click "Edit" on the Team List page
        - Scroll down to the "Student Team" field, and click "Edit/View"
        - Check the "Awards Submitter" box next to the student(s) name on the Team Roster

3. After being assigned as an award submitter, selected students will have access to award submission forms within the **Student Team Members System** site. To submit for the Chairman's and/or Woodie Flowers Award(s). students will:
    - Log in to their account in the Student Team Members System
    - Click "Edit/View" next to the desired award category

- The next page will display a summary of the various fields; click "Edit details" at the bottom of the page to proceed with submission
- Be sure to fill in all of the required fields. When finished, locate and click the "Submission Complete" or "Save" button depending on which award you are submitting for. ***Note:*** When submitting for the Chairman's Award, the "Submission Complete" button will not appear until all of the required data has been entered. To save an incomplete submission to complete later, click "Save" and then "Cancel" to return to the Summary page. When submitting for the Woodie Flowers Award, students will only click "Save" to submit.

a. To submit for the Website Award, click the "Edit/View" button, and then click "Edit Details." If your Main or Alternate contact has already input a website URL into TIMS, it will appear on the following screen. You will then either confirm that this is the correct URL, or update the text field with the correct URL and click "Save" to submit the URL for evaluation.

4. Students may edit the submissions up until the closing deadline. To edit any part of an award submission, students will:
   - Log in to their account in the Student Team Members System
   - Click "Edit/View" next to the desired award category
   - The next page will display a summary of the various fields; click "Edit details" to proceed with edits
   - When finished editing, click "Save" to submit changes
5. No incomplete submissions will be considered for an award (i.e.: any awards submissions that are lacking information in required fields will not be eligible). *The deadline to submit/edit awards is February 17th, 2011 @ 12 NOON EST*.

Related Links:

- Awards Info: http://usfirst.org/roboticsprograms/frc/content.aspx?id=440
- Student Team Members & Parents/Legal Guardians Information System Info: http://usfirst.org/roboticsprograms/frc/content.aspx?id=8128

- Student Team Members Information System (Log In):

  https://my.usfirst.org/frc/goteams/site.lasso

- FRC TIMS: https://my.usfirst.org/frc/tims/site.lasso

- For questions about Awards Criteria or FRC TIMS: frcteams@usfirst.org

- For questions about the Student Team Members & Parents/Legal Guardians Information System: frcteammembers@usfirst.org