

Jackson County Robotics

Platform Quick Start & User Reference Guide

Season 2026–2027

 Portal: <https://ilsrobotics.com/jc/>
 Support: dallas@goecker.com

⚡ 5-Minute Quick Start Workflow

1

Register Account

Sign up with your school email. Educational domains are auto-approved instantly.

2

Setup School

Confirm your school number, facility address, and add assistant coach staff.

3

Build Teams

Add team letters (A-K), set division (ES/MS/HS), nicknames, and mentor leads.

4

Enter Events

Browse schedule, filter by division, and 1-click register your teams or waitlist.

5

Bill & Print

Print itemized invoices for treasurers; download payment receipts when paid.

Coach Capabilities

Roster & Billing Hub

- **Account Registration & Access:** Self-service signup with auto-whitelisting for school domains, secure password reset, and mobile number updates.
- **Manage School Programs:** Maintain official school profile, physical address, primary contact, and school registration numbers.
- **Multi-School Affiliation:** Coach multiple schools from a single account; designate a primary school and toggle dashboards seamlessly.
- **Staff & Mentor Invites:** Invite assistant coaches and robotics mentors to your school staff roster via email.
- **Team Roster Management:** Create and edit teams using approved competition letters (**A-K**, omitting **I, O, S, L**), specify Grade Division (Elementary ES, Middle MS, High School HS), and assign team nicknames.
- **Tournament Exploration:** Browse active tournaments, view entry fees, open spots, cutoff dates, and division eligibility.
- **1-Click Team Registration:** Register multiple teams in seconds; automatic queueing on the waitlist if tournament capacity is full.
- **Dedicated "My Events" Hub:** Filterable dashboard of only the events your school's teams are registered or waitlisted for.
- **Live Calendar Integration:** Subscribe once to your rolling **.ics** calendar feed on iPhone/Android; 1-click add to Google Calendar.
- **Organization Financial Ledger:** Transparent tracking of registration debits, verified payments, credits, and net balance.
- **Itemized Invoices:** Download and print formal itemized invoices for school treasurers, bookkeepers, and purchase orders (PO).
- **Verified Payment Receipts:** Once payments are recorded by tournament hosts, 1-click print official receipts with zero balance confirmation.
- **Emergency Preparedness:** Keep mobile numbers updated so tournament hosts can reach coaches at competitions.



Event Partner (EP) Capabilities

Tournament Operations

- **Create & Publish Tournaments:** Set tournament date, doors-open time, awards conclusion, venue location, capacity, fee per team, and divisions.
- **The EP Management Console:** 6-section sidebar organizing tournament operations: *Overview*, *Roster*, *Waitlist*, *Day Ops*, *Financials*, and *Settings*.
- **Roster Administration:** View all registered teams with real-time payment status badges (**PAID** / **UNPAID**), manual entry tools, and withdrawal processing.
- **Waitlist Queue Management:** Prioritized waitlist with 1-click promotion to active roster and automatic fee assessment.
- **Interactive Front-Desk Check-In:** Mark teams checked-in on any phone, tablet, or laptop on tournament morning with live counter.
- **Interactive Robot Inspection:** Pass/fail robot inspection tracking to ensure all robots meet sizing and safety rules before matches begin.
- **Printable EP Emergency Contact Sheet:** 1-click print master check-in sheet with coach mobile numbers and check-in checkboxes.
- **Printable Pit Signs & Badges:** 1-click batch print professional 8.5×11 landscape pit table signs with team numbers, nicknames, and schools.
- **Tournament Manager (TM) Export:** Export official CSV formatted specifically for direct import into Tournament Manager scoring software.
- **Tournament Fee & Payment Ledger:** Record payments received on-site or by mail (School Check, Cash, Card, PO, Fee Waiver).
- **Public Spectator Dashboard:** Tokenized public link (e.g., **E26001-BETA.html**) for families showing live check-in and inspection progress without private coach data.

Portal URL Navigation & Shortcut Cheat Sheet

Portal Section	Direct URL / Route	What You Can Do Here
Coach Dashboard	/jc/dashboard	Executive summary of your active schools, registered teams, upcoming tournament dates, and organization billing balance.
My Schools	/jc/my-schools	Manage school program details, physical addresses, invite assistant coaches, set primary school, and join other schools.
My Teams	/jc/my-teams	Add new teams, assign team letters (A-K), specify Elementary (ES), Middle (MS), or High School (HS), and assign mentor leads.
Tournaments Schedule	/jc/events	Browse all open robotics competitions, view field capacity gauges, filter by division, and submit team registrations.
My Events	/jc/my-events	Filterable list of only tournaments your school's teams are registered or waitlisted for, with payment badges and direct links.
Interactive Calendar	/jc/calendar	Visual monthly and weekly competition calendar; 1-click add to Google Calendar and download individual event .ics files.
Live Calendar Feeds	/jc/my-calendar-feed.ics	One-time calendar subscription feed for Apple Calendar, Outlook, and Android. Automatically refreshes as dates update.
Financial Ledger & Invoices	/jc/balance	Review debits, verified payments, and account balance; download printable itemized invoices and paid receipts.
EP Management Console	/jc/event/{CODE}/manage	Event Partner central console: Overview, Roster, Waitlist, Day Ops (check-in/inspection), Financials, and Settings.
Print Pit Signs	/jc/team_pit_signs.php?event_id=...	Batch-print 8.5×11 landscape signs for all team pit tables with large team numbers and school affiliations.
Print EP Contact Sheet	/jc/event_ops_print.php?id=...	Printable front-desk check-in roster with coach cell phone numbers and inspection pass/fail verification columns.
Tournament Manager CSV	/jc/export_tm_csv.php?event_id=...	Export official CSV file ready for instant import into Tournament Manager match scheduling software.
User Manual & Help	/jc/help	Interactive documentation viewer with downloadable 15-page User Manual PDF and quick navigation links.
Beta Feedback Hub	/jc/feedback	Structured tester reporting tool that automatically formats bug reports and feature ideas into AI execution prompts.

Annual Season Cutoff Rule: Jackson County Robotics operates on a strict **July 1st** annual cutoff. Tournaments held in June belong to the concluding school season, while events in July onward belong to the new academic year.

Common Tasks & How To Do Them

How do I print an invoice for my school treasurer?

Go to [Account Balance](#) → click [Download Itemized Invoice](#). Use your browser's Print dialog to save as PDF or print on paper.

How do I print a receipt after paying?

Once the host records your payment, go to [Account Balance](#) → click [Print Receipt](#) next to the verified payment entry.

How do I register multiple teams for a tournament?

Navigate to [Tournaments](#) → open the event → check all eligible teams under *Register Your Teams* → click [Submit Registration](#).

How do I print pit signs on tournament morning?

Open the tournament in the [EP Console](#) → select the [Day Ops](#) tab → click [Print All Pit Signs](#).