

OFFICIAL DOCUMENTATION

Jackson County Robotics Platform User Manual

Complete Operational Guide for Coaches, Event Partners, and Administrators

This comprehensive manual covers day-to-day operations for robotics coaches and event coordinators: roster registration, multi-school management, tournament operations, live day-of-event check-in, official pit signs, automated billing invoices, and calendar feeds.

Jackson County Robotics League

Host Domain: <https://ilsrobotics.com/jc/>

Season 2026–2027 Edition

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1 Platform Overview & Core Architecture

The Jackson County Robotics Platform (JC) is an integrated event management, team roster tracking, and financial reconciliation portal built specifically for youth robotics leagues and regional inter-school competitions. It serves as a single source of truth for coaches, event partners, school administrators, and tournament directors.

Core Design Principles

Deterministic Season Accounting

The system enforces an annual season cutoff on **July 1st**. Events occurring in June belong to the concluding school season, while July onward starts the new season cycle.

Audit Trail & Event Sourcing

All core actions (registrations, scratches, payments, check-ins, fee waivers) are written to an immutable `action_logs` table capable of full deterministic replay.

Multi-School Affiliation

Head coaches and traveling robotics mentors can easily administer multiple schools and programs from a unified coach dashboard without juggling logins.

1-Click Day-of-Event Tooling

EP check-ins, hardware inspection tracking, printable team pit signs, emergency contact sheets, and Tournament Manager (TM) CSV exports are instantly accessible.

User Roles & Permissions

Role	Capabilities & Access Scope
Coach	Manages school profiles, creates/edits teams, registers teams for tournaments, accesses organization financial ledgers, downloads invoices, and subscribes to calendar feeds.
Event Partner (EP)	Includes all Coach capabilities, plus creates and hosts tournaments, manages registration rosters and waitlists, oversees day-of-event check-ins, logs incoming payments, and prints tournament day ops sheets.
Administrator	Full platform supervision: approves coach accounts, maintains email whitelist rules, executes database resets, audits system logs, and manages global school master numbers.
Public Spectator	Unauthenticated guest access via tokenized URLs (e.g. <code>E26001-BETA.html</code>) displaying real-time team lists, schedules, and live check-in statuses without access to coach personal data.

2 Coach Account Management & Registration

Coach accounts are strictly guarded to protect student roster privacy and event operational security. Registration is open to authorized educators and robotics mentors.

Account Registration Workflow

1. Navigate to the portal homepage and click [Register as Coach](#).
2. Provide your Full Name, School/Work Email Address, Mobile Phone Number, and a secure password.
3. Select your primary school affiliation or select "Independent / Unlisted School" if establishing a new program.
4. **Automated Domain Whitelisting:** If your email matches an approved educational district domain (e.g., [@*.k12.in.us](#), [@goecker.com](#)), your account is automatically approved and activated immediately.
5. **Manual Admin Review:** For unlisted private or club domains, the account enters a [pending](#) status until reviewed by an administrator. An email notification is sent upon approval.

Pro Tip: Profile Contact Information

Keep your cell phone number up to date in [My Profile](#). Event Partners print an *Emergency Contact Sheet* on tournament mornings; your mobile number is how event staff reach you if a team's robot table is called or an emergency occurs.

3 Schools & Multi-School Affiliations

Schools represent the physical institutions or charter clubs fielding competitive teams. Each school is assigned a permanent, unique school number (e.g., #99 Mirage Valley Elementary).

School Profiles

Visiting [My Schools](#) displays all educational institutions under your supervision. The school profile tracks:

- **Official School Name & Number:** Used in official scoring, awards, and Tournament Manager exports.
- **Physical Address:** Street address, city, state, and ZIP code.
- **Lead Coach / Primary Contact:** The primary point of contact for tournament billing, official notices, and league communications.
- **Active Teams:** Summary count and list of active Elementary, Middle, and High School teams.

Multi-School Coaching & Invitations

Many districts employ itinerant STEM specialists who coach teams across multiple buildings (e.g. both the middle school and high school).

- **Affiliation Requests:** In [My Schools](#), a coach can click *"Join Another School"* to submit an affiliation request. The primary school coach can approve or reject the request with a single tap.
- **Coach Staff Invitations:** Existing head coaches can invite assistant coaches by entering their email address. The system dispatches an invitation link automatically.

4 Team Rosters & Letter Assignments

Teams represent individual robot entries competing in regional robotics tournaments. All teams are tied to a parent school number.

Team Identification Rules

A team identifier consists of the parent **School Number** followed by an alphabetical **Team Letter** (e.g., School 99 fields teams **99A**, **99B**, **99C**).

Important: Standard Team Lettering Rules

In adherence to competition standards, letters **I**, **O**, **Q**, and **S** are automatically omitted to prevent visual confusion with numbers **1**, **0**, and **5**.

Creating & Editing Teams

1. Go to **My Teams** and click **+ Add New Team**.
2. Select the Parent School and choose an available Team Letter.
3. Enter a creative **Team Nickname** (e.g., "Cyber Strikers").
4. Select the **Grade Division**:
 - **Elementary School (ES)** — Grades K–5
 - **Middle School (MS)** — Grades 6–8
 - **High School (HS)** — Grades 9–12
5. Assign a designated Team Coach from the school's authorized staff.

5 Tournament Browsing, Registration & Waitlist

The tournament schedule lists all approved competitions for the active season. Coaches can browse events, inspect capacity, and register teams seamlessly.

Event Codes

Every tournament has a standardized 6-character code (e.g., **E26001**). The first two digits denote the competition season (e.g., **26** corresponds to the 2026–2027 season).

Registration Process

1. Click **Tournaments** in the navigation header to view upcoming dates.
2. Filter by division (**Elementary** , **Middle** , or **High**) or date range.
3. Click on the tournament card to open the event overview.
4. Under **Register Your Teams**, select the checkboxes for eligible teams.
5. Click **Submit Registration** . Registration fees are automatically posted to your school's billing ledger.

The Automated Waitlist Engine

When a tournament reaches maximum capacity (e.g., 16/16 spots filled):

- Subsequent team registrations are automatically placed on the **Waitlist Queue** with an exact timestamp.
- Waitlisted teams are not charged an entry fee until promoted.
- If an active team withdraws or the Event Partner expands the field capacity, the EP can promote waitlisted teams with a single click, automatically billing the entry fee.

6 Interactive Calendar, iCal & Google Calendar Sync

Never miss a tournament check-in deadline! Jackson County Robotics provides deep calendar synchronization for smartphones, laptops, and family calendars.

Interactive Web Calendar

Navigate to [Calendar](#) to view all scheduled events in a visual monthly or weekly grid. Clicking any event reveals tournament times, location maps, registered team counts, and direct links.

Subscribing to Live Rolling .ics Feeds

Recommended: One-Time Calendar Subscription

Instead of downloading separate calendar files, subscribe to the live feed URL once. Your iPhone, Android, or Outlook calendar will automatically update whenever tournaments are added, rescheduled, or canceled!

Feed Scope	Feed URL Endpoint	Ideal For
My Teams Feed	/jc/my-calendar-feed.ics	Coaches and parents who only want to see events their specific teams are registered for.
Full League Feed	/jc/calendar_feed.ics	Event partners and directors who want the complete regional competition schedule.
1-Click Google Calendar	Click + Add to Google Calendar on any event page	Instantly adds event times, venue location, and reminders to your personal Google account.

7 Financial Accounts, Ledger & Itemized Invoicing

The platform provides full transparent accounting between participating schools and tournament hosts, eliminating paper checks lost in transit and billing disputes.

The Organization Ledger

Visit [Account Balance](#) to view your school's current financial position. The ledger tracks:

- **Total Debits:** Cumulative registration fees incurred for enrolled tournaments.
- **Total Credits:** Payments received and verified by tournament hosts.
- **Outstanding Balance:** Net balance due or account credit available.

Itemized PDF/Print Invoices

School bookkeepers and district treasurers require itemized documentation before releasing funds.

1. On the [Account Balance](#) page, click [Download Itemized Invoice](#).
2. The system generates a print-ready invoice complete with School Information, Invoice Number, Billing Date, Itemized Event Breakdown (\$ fee per team), and Remit Payment Address instructions.
3. Click *Print Invoice* to produce a physical hardcopy or save as PDF for school purchase orders.

Payment Methods Supported

- [School Check](#) — Physical district checks (check number recorded in ledger).
- [Purchase Order \(PO\)](#) — District purchase order commitments.
- [Cash](#) — On-site payment at tournament morning check-in.
- [Fee Waiver / Credit](#) — Event partner discretionary waivers or hosting fee credits.

8 Event Partner (EP) Tournament Setup

Coaches with Event Partner privileges can host tournaments at their home facilities. Creating a tournament takes less than two minutes.

Creating a New Tournament

1. In the top menu, select **+ Create New Event**.
2. **Event Title:** Enter a recognizable competition name (e.g., *"Error 404 Academy Invitational"*).
3. **Host School:** Select the organizing school.
4. **Date & Times:** Set competition date, doors open time, and expected awards ceremony conclusion.
5. **Venue Location:** Physical address and room description (e.g., *"Main Gymnasium, Enter Door 4"*).
6. **Capacity & Pricing:**
 - Maximum Team Capacity (e.g. 16 or 24 teams).
 - Registration Fee per Team (e.g. \$29.00).
7. **Divisions Permitted:** Select allowed divisions (ES, MS, and/or HS).
8. Click **Publish Tournament**. The event is immediately listed in the public directory and assigned an event code.

9 The EP Management Console (6-Section Sidebar)

Managing a tournament involves numerous simultaneous tasks. To prevent information overload, the EP Management Console (</jc/event/{CODE}/manage>) organizes tournament control into a streamlined **6-section vertical sidebar**:

Sidebar Navigation Layout

Section	Key Controls & Functionality
1. Overview	High-level tournament KPIs: total registered teams, field capacity gauge, revenue projection, public spectator link, and quick links.
2. Roster	Complete list of active team entries with coach contact details, payment status tags (PAID / UNPAID), manual team registration, and scratch/remove buttons.
3. Waitlist	Queue of teams registered after maximum capacity was reached. Includes 1-click Promote to Active button with automatic fee assessment.
4. Day Ops	Interactive morning tournament desk: Live team check-in toggle, hardware inspection pass/fail toggle, printable emergency contact sheet, team pit signs, and Tournament Manager CSV export.
5. Financials	Tournament revenue reconciliation: Record incoming payments (Check, Cash, Card, PO, Waive), generate individual team receipts, and review outstanding school balances.
6. Event Settings	Edit tournament parameters (capacity, entry fees, venue address, start times) or execute an emergency tournament cancellation notice.

Pro Tip: Sidebar Collapse for Mobile / Tablets

When using an iPad or smartphone at the check-in desk, click the « collapse button on the sidebar to maximize screen space for your team list!

10 Tournament Day Operations

The morning of competition requires rapid, error-free execution. The **Day Ops** tab gives the Event Partner specialized tools:

1. Interactive Check-in & Inspection Tracking

At the entrance desk, volunteers can use any phone, tablet, or laptop to mark teams:

- Click **Check In** when a team arrives. The counter instantly updates (e.g. *14 of 16 Checked In*).
- Click **Pass Inspection** as robots clear sizing and safety inspection.

2. EP Check-in & Coach Emergency Contact Sheet

Click **Print EP Check-in Sheet** to produce a formatted paper roster for the front desk. It lists each team number, team name, lead coach name, and emergency phone number with dedicated checkboxes for Check-in, Inspection, and Payment verification.

3. 1-Click Printable Team Pit Signs & Badges

Robotics teams need clearly labeled pit tables in the cafeteria or gymnasium:

- Click **Print All Pit Signs** to batch-print professional 8.5×11 inch landscape signs for every registered team.
- Each sign prominently features the large Team Number (e.g. **96A**), School Name, Team Nickname, and Tournament Header.
- Signs feature clean page breaks so an entire 24-team tournament can be printed in one click.

4. Tournament Manager (TM) CSV Export

Running official match scoring in Tournament Manager?

1. Click **Export Tournament Manager CSV**.
2. The system generates an official **.csv** formatted with **Team Number**, **Team Name**, **School**, **City**, and **State**.
3. In Tournament Manager, navigate to *File > Import > Import Teams from CSV* to populate your match schedules in seconds.

11 Public Spectator Portal & Token Access

Parents, grandparents, and school supporters want to track their students' events without having to create an account or log into the coaching system.

Secure Public URL Tokens

Every tournament has a randomized public spectator token:

<https://ilsrobotics.com/jc/E26001-BETA.html>

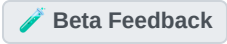
This public page provides:

- Tournament venue address, door opening time, and division info.
- Real-time roster of participating schools and teams.
- Live Check-in and Inspection status indicators.
- *Privacy Protection:* Coach phone numbers, billing details, and internal notes are strictly omitted from public views.

12 Beta Testing & AI-Ready Feedback System

During pre-season beta testing, coaches and tournament volunteers are encouraged to report glitches, confusing workflows, or ideas for improvement.

Submitting Feedback

1. Click the gold  button in the top navigation bar.
2. The form automatically captures your current page URL, browser, and screen size.
3. Fill out the 4 structured prompts:
 - *Goal / Intent*: What were you trying to do?
 - *Actual Behavior*: What actually happened or errored?
 - *Steps to Reproduce*: 1. Click here... 2. Tap this...
 - *Suggested Fix*: Your recommendation for ideal behavior.
4. Click  .

AI-Optimized Synthesis

The system instantly converts your submission into an AI-ready evaluation prompt and alerts the engineering team. On the confirmation screen, you can click  to paste the exact bug report directly into an AI assistant.

13 Frequently Asked Questions & Troubleshooting

How do I change which school is my "Primary School"?

Go to [My Profile](#) and select your preferred institution in the *Primary School* dropdown. Your primary school is used as the default for new team registrations and quick dashboard shortcuts.

What happens if a team withdraws after paying?

When a team is scratched from an event, the registration fee is credited back to your school's organization ledger. You can apply that credit toward a future tournament or request an account refund from the Event Partner.

Can I print pit signs on cardstock?

Yes! In the Day Ops tab, click *Print All Pit Signs*. In your browser's print dialog, select heavy cardstock paper in your printer settings. The CSS styles are optimized for standard 8.5×11 inch paper.

Why did my calendar feed not update immediately?

Apple Calendar and Google Calendar check subscribed [.ics](#) feeds periodically (typically every 1 to 12 hours depending on device battery settings). To force an immediate refresh in Apple Calendar, press Cmd + R.