



2022 Kickoff Checklist

Check	Kickoff Prep Item	Link/References for Hubs	Notes
	Team Registration Setup	National Registry Hub Page	Create Season events
	Event Insurance	Insurance Request Form	Submit 1 form for each event. Send form directly to insurance agency by email.
	All Teams Registered	National Registry	All participating teams must register in the National Registry. All competition management is done through the Registry.
	Setup Tasks, Deliverables and Scheduled Activities	National Registry Hub Page Recommended List	Setup all of your hubs deliverables and scheduled activities to be visible on the Team Workflow. Include recommended Tasks/Milestones (if you wish) to guide your teams' progress.
	Hub Logistics Document	Template File	A document that you modify for your specific hub logistics details.
	Game Animation	2022 Game Files/Animation	An animation of the 2022 game and objectives. The animation IS NOT RULES and should NOT be treated as such. It is a depiction of the game only.
	Hub Guides	2022 Game Files/Rules/For Hubs Only/Guides	There are hub guides for competition formats.
Information to Communicate to Teams at Kickoff			
	Student Registration Requirement	BNR Student Registration Training	Guidance for parents on how to register students for the team.
	Game Day Participation, Driver Schedule	BNR Workflow Training	For Classic Competition: All teams must complete the Driver Schedule on the BNR Team Workflow.
	Student Participation Survey	Instructions	All students must complete the Student Participation Survey to complete Robot Compliance Check.
	IR Kits (2 total)	IR Kit Training (documentation & videos)	Electronics Workshop content. Recorded videos for Soldering instruction and IR Sensor Assembly/Testing.
	BEST Competition Rules Documents	2022 Game Files/Rules	All rules and judging documents are available through the Team Workflow. If you desire to print hardcopies for distribution, you can access the files through the BRI File Manager.
	Hub Logistics Document	See Prep Item, Hub Logistics Document	Post this hub-specific document for team viewing using the BEST National Registry HUB FILES.
	Special Passcodes & Access Codes	1. Simulink Award submission 2. Team Score Calculator (both via Team Workflow)	Simulink Award passcode is available in the Software Licenses panel. Team Score Calculator access code is available in the Annual Game Files under the Rules folder.
	Guides	2022 Game Files/Guides	There are guides for some activities and an activities website that teams can reference for guidance.
	Various Online Training	2022 Training Calendar	Make sure that your teams know about the Training Calendar. It provides access to recorded training sessions as well as registration for upcoming training sessions for all constituents.

NOTE: All 2022 Game Files are ONLY accessible by teams from their Team Workflow page. The links in the table for "2022 Game Files" folders will not work for team access; they are for hub reference only.