

## New Hubs Checklist

Check	What To Do & How To Do It	When To Do It?
	<p><b>BRI Dashboard &amp; Google account setup</b></p> <ol style="list-style-type: none"> <li>1. Request initial hub account setup and password from <a href="mailto:bestops@bestinc.org">bestops@bestinc.org</a></li> <li>2. The hub and Hub Director account should be created for you after your hub sanctioning has been approved.</li> <li>3. Login to BRI Dashboard at <a href="http://www.bestinc.org">www.bestinc.org</a>.</li> <li>4. Take some time to review the Dashboard HELP page (click HELP in upper right corner of Dashboard); there are some useful training videos there.</li> <li>5. Review the recent email posts in the Dashboard Message Center.</li> </ol>	Q1
	<p><b>Review Hub District, District Rep and Regional Championship</b></p> <p>When logged into the BRI Dashboard you can review what District your hub is assigned to, who your district rep to the BRI board is, and what regional championship your teams will attend. It is important to know this information.</p>	Q1
	<p><b>Create hub personnel accounts in BRI Dashboard</b></p> <ol style="list-style-type: none"> <li>1. Login to BRI Dashboard at <a href="http://www.bestinc.org">www.bestinc.org</a></li> <li>2. Select "Users" from pull-down menu under "Hub Profile". Click GO button.</li> <li>3. Add all hub personnel; DO NOT use the "USER" class. Use only "Trusted User" or "Hub Director" class. Only 1 hub director per hub please.</li> </ol>	Q1
	<p><b>Read Hub Operations Handbook</b></p> <p>The Hub Operations Handbook should be used as your guide for using various systems we employ in the BEST Robotics family. You can access the handbook in the BRI File Manager at <a href="#">MAIN / Hub Operations</a></p> <ol style="list-style-type: none"> <li>1. Read the handbook.</li> <li>2. Follow the instructions in the handbook for setting up and using the systems.</li> </ol>	Q1
	<p><b>Private Hub File Folder + Password</b></p> <p>Dedicated hub private folders are located in the BRI File Manager at <a href="#">MAIN / Private Hub Folders</a></p> <ol style="list-style-type: none"> <li>1. Choose your password &amp; email to <a href="mailto:webmaster@bestinc.org">webmaster@bestinc.org</a></li> <li>2. Access the folder via BRI File Manager: Private Hub Folders/&lt;your hub&gt;</li> </ol>	Your Leisure
	<p><b>Donated products ordering (Iigus, etc.)</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Hub Management: Ordering Sys</b> button from BRI Dashboard.</li> <li>2. Enter quantity (estimated team count) and valid shipping addresses.</li> <li>3. Click SAVE ORDER Button.</li> </ol>	By Apr 1
	<p><b>VEX buyer account setup</b></p> <ol style="list-style-type: none"> <li>1. Create an account at <a href="http://www.vexrobotics.com">www.vexrobotics.com</a>. (or one will be created for you)</li> <li>2. Update your account profile to include organization name and shipping address. Use your &lt;hub name&gt; for organization and include the keyword "BEST" in the name (e.g., Capitol BEST, War Eagle BEST).</li> <li>3. Email the account username (email address) to <a href="mailto:bestops@bestinc.org">bestops@bestinc.org</a> to enable wholesale access.</li> <li>4. Once notified that wholesale access is granted, access the BEST (ordering) product pages by logging in at <a href="http://www.vexrobotics.com">www.vexrobotics.com</a>.</li> </ol>	March

	<p><b>Eventbrite account setup (for team registration)</b></p> <p>Review Event Setup instructions in Hub Operations Handbook. Instructions for Teams can be found in BRI File Manager at <a href="#">MAIN / Hub Operations / Team Registration</a></p> <ol style="list-style-type: none"> <li>1. Update the google group to add those members that need to receive/manage team registration information.</li> <li>2. You will receive an email from <a href="mailto:bestrobotics@bestinc.org">bestrobotics@bestinc.org</a> regarding your hub's Eventbrite account setup or password reset. Follow the link to set your account password.</li> <li>3. Create/manage events &amp; event registrations through BRI Dashboard <b>Hub Management: Teams/Events</b> button. See Dashboard HELP link for training videos.</li> <li>4. You can also create/manage team registration (and events) by logging into <a href="http://www.eventbrite.com">http://www.eventbrite.com</a> using the username provided to your hub: &lt;hub-abbrev&gt;-events@bestinc.org.</li> </ol>	<b>March</b>
	<p><b>Register for Protogame Weekend (required attendance by 1 hub rep)</b></p> <p>Follow the link in the email announcement or the notification in the BRI Dashboard Message Center.</p>	<b>March</b>
	<p><b>Review BRI Calendar for the year</b></p> <ol style="list-style-type: none"> <li>1. Login to <a href="http://www.bestinc.org">www.bestinc.org</a> BRI Dashboard.</li> <li>2. BRI Calendar shown on Dashboard.</li> <li>3. Click on Agenda, scroll through calendar events, click "find more" to see more events.</li> </ol>	<b>Q1</b>
	<p><b>Secure venues &amp; competition dates</b></p> <ol style="list-style-type: none"> <li>1. Select your competition dates and secure your venues early in the year.</li> </ol>	<b>Q1</b>
	<p><b>Complete volunteermatch.org setup (for volunteer recruiting)</b></p> <ol style="list-style-type: none"> <li>1. Login to BRI Dashboard, select EMAIL. Confirm your email address on the request from volunteermatch.org.</li> <li>2. Login to <a href="http://www.volunteermatch.org">www.volunteermatch.org</a> with the BRI account login.</li> <li>3. Edit the volunteer listing created for your hub. Title starts with &lt;hub name&gt;. Select your email from the "WHO TO CONTACT" pull-down. Edit any other information and publish the listing.</li> </ol>	<b>Q2</b>
	<p><b>Venue insurance requests entered</b></p> <ol style="list-style-type: none"> <li>1. Enter your event details into BRI Dashboard by selecting "Events" from the pull-down menu under "Hub Profile".</li> <li>2. Enter insurance information through BRI Dashboard on the "Events" page or by selecting "Insurance" from pull-down menu in "Hub Profile" section.</li> </ol>	<b>Before Aug 1</b>
	<p><b>Kit ordering XLS</b></p> <ol style="list-style-type: none"> <li>1. Read the "BEST Kit Ordering" instructions in the BRI File Manager at: <a href="#">MAIN / Hub Operations / Kits</a></li> <li>2. Download and become familiar with the Kit components. /YYYY Game Files/Kits/YYYY Consumables &amp; Returnables.xls.</li> <li>3. Utilize the XLS to aid in ordering kit parts.</li> </ol>	<b>Q2</b>

	<b>Hub Logo</b>	<b>Year 1</b>
	<ol style="list-style-type: none"> <li>1. Create a hub logo.</li> <li>2. Upload your logo (e.g., to your Hub Private folder), Edit your Hub Profile from the BRI Dashboard and enter the URL path to the logo.</li> </ol>	
	<b>Create Hub Website</b>	<b>Year 1</b>
	<p>Create &amp; host your own hub website wherever you'd like or use Google Sites through BRI Dashboard to create a hub website.  Add the website URL to your hub profile. Click (edit) link next to Hub Profile on the BRI Dashboard.</p>	
	<b>Establish 501c3 organization/affiliation</b>	<b>Year 1</b>
	<ol style="list-style-type: none"> <li>1. BEST hubs are required to establish their own 501c3 organization or establish affiliation with an existing 501c3 organization (e.g., a university, a school district, etc.)</li> <li>2. Ask for assistance from your mentor hub.</li> </ol>	