

Creating the day schedule

The day schedule is the backbone of your event. It shows when and where each team has to be with the judges, which table it plays at, and when there are breaks or other activities. The schedule is used in many places in FLLTools: for the referees (filling in the team automatically), on the info screens, on the public team pages and in the exports.

There are two ways to create a schedule:

1. Let FLLTools generate it (recommended)
2. Import a schedule you created with an external tool

The schedule is only visible when the **Schedule Module** is switched on. The button to generate a schedule appears when the **Schematic Generator Module** is on as well. See the page [Settings and modules](#).

Before you start

The schedule is built from the data you have already entered. So first check that it is complete:

- All teams are in the system (see [Entering teams into the system](#)).
- The rounds have been created, with ascending priorities starting at 1 (see [Creating the rounds and the tables](#)).
- All table pairs have been created, numbered from 1.
- All juries have been created, numbered from 1 (see [Juries and rubrics](#)).
- The tournament has the correct start and end time, match length and judging session length (see [Creating the tournament](#)).

Does a team arrive later, leave earlier, need extra time or not attend judging? You can set this per team on the team's page, in the **Scheduling** block (*Needs extra time*, *Does not attend judging*, *Available from* and *Available until*). The generator takes this into account.

The schedule overview

Dashboard

Robot Match

Judge

Teams

Check-in

Schedule

Scoreboard

Game results

Competition Results

Judging results

Remarks

Announcements

Wizard

Setup

FIRST LEGO LEAGUE

FLL@THE LEGO HOUSE

THIJS TOPS

Schedule

GENERATE SCHEDULE

CHECK SCHEDULE

IMPORT SCHEDULE

EXPORT PDF

+ ADD SCHEDULE ITEM

Legend

Robot matches

Judging sessions

Info / breaks

Team events

Selected team

<

>

Today

February 10, 2024

Timeline

Grid

Tables & Juries	9:30am	9:45am	10:00am	10:15am	10:30am	10:45am	11:00am	11:15am	11:30am	11:45am
Table 1			10: 10:	10:	10:	10:	10:	10:	10:	10:
Table 2			10:	10:	10:	10:	10:	10:	10:	10:
Table 3			10:	10:	10:	10:	10:	10:	10:	10:
Table 4			10:	10:	10:	10:	10:	10:	10:	10:
Table 5			10:	10:	10:	10:	10:	10:	10:	10:
Table 6			10:	10:	10:	10:	10:	10:	10:	10:
Table 7			10:	10:	10:	10:	10:	10:	10:	10:
Table 8			10:	10:	10:	10:	10:	10:	10:	10:
Table 9			10:	10:	10:	10:	10:	10:	10:	10:
Table 10			10:	10:	10:	10:	10:	10:	10:	10:
Table 11			10:	10:	10:	10:	10:	10:	10:	10:
Table 12			10:	10:	10:	10:	10:	10:	10:	10:
Panel Alpha			Demo Team 39 Panel Alpha			Flowerbed Panel Alpha			Demo Team 29 Panel Alpha	
Panel Bravo			Gearheads Panel Bravo			Demo Team 34 Panel Bravo			Demo Team 35 Panel Bravo	
Panel Charlie			Demo Team 27 Panel Charlie			Demo Team 28 Panel Charlie			Demo Team 13 Panel Charlie	
Panel Delta			Demo Team 19 Panel Delta			Demo Team 42 Panel Delta			Demo Team 15 Panel Delta	

- Go to **Schedule (1)** in the menu.
- **Generate schedule (2)**: Let FLLTools create a schedule (see below).
- **Check schedule (3)**: Check that every team has all its matches and its judging session.
- **Import schedule (4)**: Import a schedule from an external tool.
- **Export PDF (5)**: Download the complete schedule as a PDF, showing for each time which team is at which table and with which jury.
- **Add schedule item (6)**: Add a single item to the schedule yourself.
- The **Legend (7)** shows what the colours mean: blue are robot matches, purple judging sessions, green info and breaks, and orange other team activities.
- Use the arrows and **Today (8)** to move between days. Handy if your event spans several days.
- **Timeline / Grid (9)** switches between a timeline (tables and juries below each other) and a grid (tables and juries next to each other).

Following a team

Click a block in the schedule once. All items of that team are then highlighted in orange, so you see the team's whole day at a glance.

Tables & Juries	9:30am	9:45am	10:00am	10:15am	10:30am	10:45am	11:00am	11:15am	11:30am	11:45am
Table 1			10: 10: 10:		10: 10:		10: 10: 10:		10: 10: 10:	
Table 2			10: 10:		10: 10:		10: 10: 10:	10: 10: 10:	10: 10: 10:	
Table 3			10: 10: 10:	10: 10: 10:			10: 10:		10: 10: 10:	
Table 4			10: 10: 10:		10: 10:		10: 10: 10:		10: 10:	
Table 5			10: 10: 10:	10: 10: 10:			10: 10:		10: 10: 10:	
Table 6			10: 10:		10: 10:		10: 10:		10: 10: 10:	
Table 7			10: 10: 10:	10: 10:			10: 10: 10:	10: 10: 10:	10: 10: 10:	
Table 8			10: 10: 10:		10: 10:		10: 10: 10:		10: 10: 10:	
Table 9			10: 10: 10:		10: 10:		10: 10: 10:		10: 10: 10:	
Table 10			10: 10: 10:		10: 10:		10: 10: 10:		10: 10: 10:	
Table 11			10: 10: 10:	10: 10:			10: 10: 10:	10: 10: 10:	10: 10: 10:	
Table 12			10: 10: 10:		10: 10:		10: 10: 10:		10: 10:	
Panel Alpha			Demo Team 39 Panel Alpha			Flowerbed Panel Alpha			Demo Team 29 Panel Alpha	
Panel Bravo			Gearheads Panel Bravo			Demo Team 34 Panel Bravo			Demo Team 35 Panel Bravo	
Panel Charlie			Demo Team 27 Panel Charlie			Demo Team 28 Panel Charlie			Demo Team 13 Panel Charlie	
Panel Delta			Demo Team 19 Panel Delta			Demo Team 42 Panel Delta			Demo Team 15 Panel Delta	

Moving items and changing times

- Drag a block to another time, or to another table or jury.
- Drag the edge of a block to make it longer or shorter.
- Double-click a block to see its details. Here you can also enter an exact start and end time if you want to place an item outside the 5-minute grid. Then click **Save**.

Event Details

Team ID: 1001

Team Name: Flowerbed

Location:

Start time

10/02/2024, 10:16

End time

10/02/2024, 10:20

Set exact times here to place the event off the 5-minute grid.

CLOSE SAVE

At the top you see an overview of what goes into the schedule: the number of teams, rounds, juries and table pairs. Not right? Then first adjust the teams, rounds, juries or tables.

The times are taken from the tournament by default. You can change them here:

Match length (1): The length of a robot match in minutes.

Judging length (2): The length of a judging session in minutes.

Match buffer (3): Extra minutes between two matches at the same table, for example to reset the table.

Judging buffer (4): Extra minutes between two judging sessions, for example for the judges to discuss and fill in the forms.

Simultaneous matches (5): How many matches are played at the same time. This can be at most the number of table pairs.

Min. travel between activities (6): The minimum number of minutes a team has between two items, to walk from the judges to the table (or the other way round).

Extra time for flagged teams (7): How many extra minutes teams get that have *Needs extra time* switched on.

Start time (8) and End time (9): The start and end of the schedule.

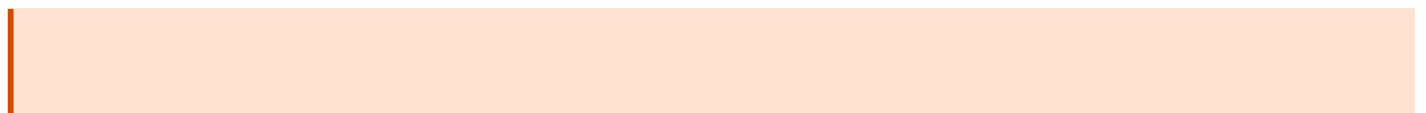
Seed (10): Optional. With the same seed you get exactly the same schedule. Leave this empty if you don't know what to do with it.

Breaks (11): Click **Add break** to add a break, such as lunch or the opening ceremony. Fill in the name, the start and the duration, and choose under *For* who the break applies to: *ALL* (everyone), *TABLE* (only the robot matches) or *JURY* (only the judges).

Custom team events (12): Click **Add event** for an extra activity every team has to attend once, for example a pit visit or the team photo. Fill in the name, an optional location, the duration, the buffer and the number of *Stations* (how many teams can be there at the same time). Optionally you specify from when until when the activity takes place.

Clear & regenerate (13): Is there already a schedule? Tick this box to replace the existing schedule. Only this tournament's schedule is replaced.

Click **Generate (14)**. After a few seconds you return to the schedule overview with the new schedule. Couldn't all teams be scheduled? Then you end up on the **Check schedule** page (see below).



As soon as scores or judging forms have been entered, a new schedule can no longer be generated, because those results are linked to the schedule. You then see this message:

Tournament overview

42 teams 1 practice + 3 scored rounds 8 juries 6 table pairs

The generator lays out every team's judging session and one match per round without conflicts, using the tournament's teams, rounds, juries and tables.

✖ This tournament already has results recorded. Generating a new schedule would delete data those results depend on, so it has been disabled.

CANCEL

Still want to change something? Then adjust the schedule by hand in the schedule overview.

Checking the schedule

Check schedule shows how many matches and judging sessions each team has. Teams with something missing are highlighted.

Check Schedule

➦ ADD MISSING EVENTS

📅 BACK TO SCHEDULE

⚠ 24 of 42 teams are missing events. Rows highlighted below are short of the expected 4 matches or their judging session. Use **Add missing events** to create placeholders at the end of the schedule, then drag each into a free slot.

#	Team	Matches	Judging	Status
1001	Flowerbed	2 / 4	1 / 1	⚠
1002	Gearheads	2 / 4	1 / 1	⚠
1003	Circuit Breakers	3 / 4	1 / 1	⚠
1006	Cog Wheels	2 / 4	1 / 1	⚠
1009	Byte Brigade	2 / 4	1 / 1	⚠
1012	Demo Team 13	3 / 4	1 / 1	⚠

- Click **Add missing events** to create a block at the end of the schedule for every missing item.
- Go back to the schedule and drag these blocks to a free spot.

Adding an item yourself

Use **Add schedule item** to add a single item. First choose the type:

Add Schedule Item

The form consists of several input fields and buttons. Callout 1 points to the 'Type of Schedule Item' dropdown menu, which currently shows 'Team Event'. Callout 2 points to the 'Start time' field, which includes a clock icon. Callout 3 points to the 'End time' field, also with a clock icon. Callout 4 points to the 'Team' dropdown menu. Callout 5 points to the 'Event name' text field. Callout 6 points to the 'Location (optional)' text field. Callout 7 points to the 'SAVE' button, which is blue and located next to a 'CLOSE' button.

- **Info Block:** A general block, such as the opening ceremony, lunch or the awards ceremony. You enter a type, a text and a category (*Jury*, *Table* or *All*), and choose whether the end time is shown.
- **Jury Session:** A judging session. You choose the jury and the team.
- **Robot Match:** A robot match. You choose the round, the table and the team.
- **Team Event:** Another activity for a team, such as a pit visit. You choose the team and fill in the name and optionally the location.

For each type, fill in the **Start time** and **End time** and click **Save**.

Importing a schedule

Created the schedule with an external tool? Then you can import it through **Import schedule**.

- The import page has a link to the schedule generator at <https://koenvanwijk.github.io/fll-schedule/>.
- Fill in your event's details there and download the file.
- On the import page, choose **Paste JSON** and paste the contents of the file, or choose **Load from URL** and enter the web address of the file.
- Click **Import schedule**.

The import is a BETA feature and will probably not be developed further. Preferably use the built-in generator. When importing, the rounds (priority), tables and juries must be

numbered from 1, or loading will fail.

The schedule for the head referee

<https://yourevent.flitools.nl/schedule/headReferee> has an overview especially for the head referee: for each time you see which team should be at which table. A dash means the table is free. Replace "yourevent" with the name of your event.

Schedule

Time	Table 1	Table 2	Table 3	Table 4	Table 5	Table 6	Table 7
10:00	1024 Demo Team 25	-	-	1011 Kernel Panic	-	-	-
10:04	-	1028 Demo Team 29	1032 Demo Team 33	-	1021 Demo Team 22	1023 Demo Team 24	1015 Demo Te
10:08	1034 Demo Team 35	-	-	1020 Demo Team 21	-	-	-
10:12	-	1019 Demo Team 20	1030 Demo Team 31	-	1036 Demo Team 37	1033 Demo Team 34	1039 Demo Te
10:16	1001 Flowerbed	-	-	1007 Servo Squad	-	-	-
10:20	-	-	1009 Byte Brigade	-	1017 Demo Team 18	-	1025 Demo Te
10:28	-	1032 Demo Team 33	1015 Demo Team 16	-	1022 Demo Team 23	1028 Demo Team 29	1021 Demo Te
10:32	1020 Demo Team 21	-	-	1023 Demo Team 24	-	-	-
10:36	-	1008 Torque Titans	1014 Demo Team 15	-	1034 Demo Team 35	1039 Demo Team 40	1030 Demo Te
10:40	1010 Spark Plugs	-	-	1004 Brick Layers	-	-	-
10:44	-	-	1031 Demo Team 32	-	1040 Demo Team 41	-	-
10:56	1011 Kernel Panic	-	-	1029 Demo Team 30	-	-	-
11:00	-	1034 Demo Team 35	1014 Demo Team 15	-	1018 Demo Team 19	1030 Demo Team 31	1023 Demo Te
11:04	1003 Circuit Breakers	-	-	1012 Demo Team 13	-	-	-
11:08	-	1026 Demo Team 27	1031 Demo Team 32	-	1006 Cog Wheels	1024 Demo Team 25	1032 Demo Te
11:12	1039 Demo Team 40	-	-	1037 Demo Team 38	-	-	-
11:16	-	1015 Demo Team 16	-	-	-	-	1002 Gearhe
11:24	-	1013 Demo Team 14	1029 Demo Team 30	-	1020 Demo Team 21	1021 Demo Team 22	1018 Demo Te
11:28	1007 Servo Squad	-	-	-	-	-	-
11:32	-	1031 Demo Team 32	1000 Nibble	-	1024 Demo Team 25	1006 Cog Wheels	1032 Demo Te

The public schedule

Teams, coaches and visitors can view the schedule through **Schedule** in the menu of the public website, at <https://yourevent.flitools.nl/home/schedule>. Nothing can be changed there. In addition, each team sees its own day schedule on its team page (see [Team features](#)).

Schedule

Legend

Robot matches

Judging sessions

Info / breaks

Team events

Selected team

<

>

Today

February 10, 2024

Timeline

Grid

Tables & Juries	9:30am	9:45am	10:00am	10:15am	10:30am	10:45am	11:00am	11:15am	11:30am	11:45am	12:00pm	12:15pm	12:30pm
Panel Alpha			Demo Team 39 Panel Alpha			Flowerbed Panel Alpha			Demo Team 29 Panel Alpha			Pauze	
Panel Bravo			Gearheads Panel Bravo			Demo Team 34 Panel Bravo			Demo Team 35 Panel Bravo			Pauze	
Panel Charlie			Demo Team 27 Panel Charlie			Demo Team 28 Panel Charlie			Demo Team 13 Panel Charlie			Pauze	
Panel Delta			Demo Team 19 Panel Delta			Demo Team 42 Panel Delta			Demo Team 15 Panel Delta			Pauze	
Panel Echo			Cog Wheels Panel Echo			Byte Brigade Panel Echo			Demo Team 36 Panel Echo			Pauze	
Panel Foxtrot			Demo Team 30 Panel Foxtrot			Demo Team 37 Panel Foxtrot			Circuit Breakers Panel Foxtrot			Pauze	
Panel Golf			Demo Team 14 Panel Golf			Demo Team 18 Panel Golf			Demo Team 24 Panel Golf			Pauze	
Panel Hotel			Demo Team 38 Panel Hotel			Demo Team 26 Panel Hotel			Demo Team 17 Panel Hotel			Pauze	
Tafel 1			10: 10: 10:		10: 10:		10: 10: 10:		10: 10: 10:			Pauze	
Tafel 2			10: 10:		10: 10:		10: 10: 10:	10: 10: 10:				Pauze	
Tafel 3			10: 10: 10:	10: 10: 10:			10: 10:		10: 10: 10:			Pauze	
Tafel 4			10: 10: 10:		10: 10:		10: 10: 10:			10: 10:		Pauze	
Tafel 5			10: 10: 10:	10: 10: 10:			10: 10:		10: 10: 10:			Pauze	
Tafel 6			10: 10:		10: 10:		10: 10:		10: 10: 10:			Pauze	

Revision #3
Created 21 October 2026 21:40:15 by Thijs Tops
Updated 22 October 2026 15:29:54 by Thijs Tops