

OJS Instructions for Judge Advisors

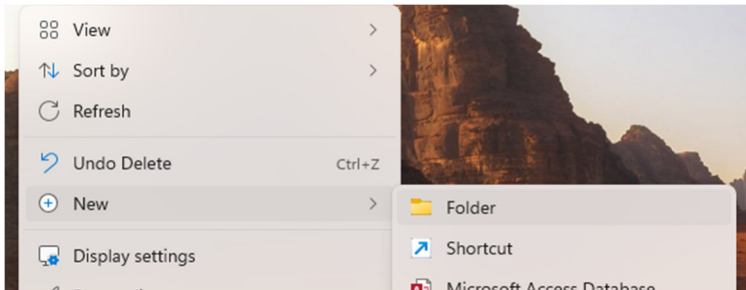
DESIGNED FOR USE IN MICROSOFT EXCEL (DESKTOP APP).

SOME FUNCTIONALITY WILL BE LOST IN WEB OR OTHER APPLICATIONS.

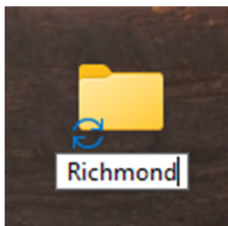
Before Tournament Day

Download files

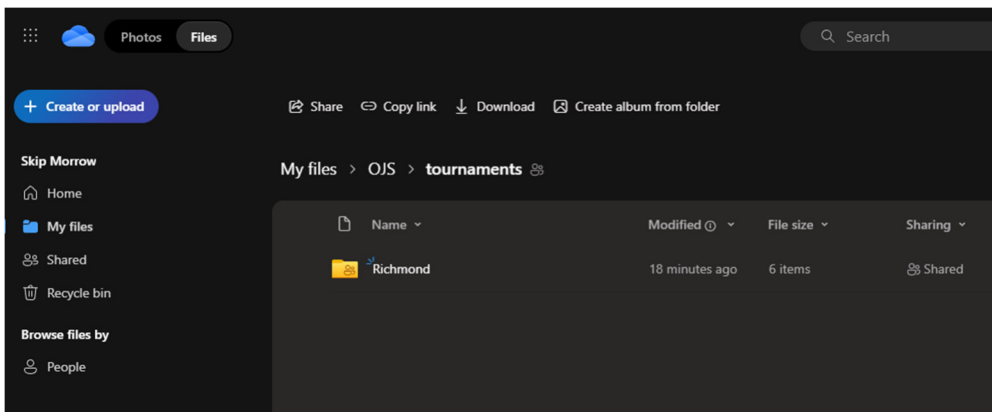
1. Create a folder where you plan to save all of the files. Your Windows Desktop is a great option. Right-click on an empty part of the desktop and choose “New > Folder”



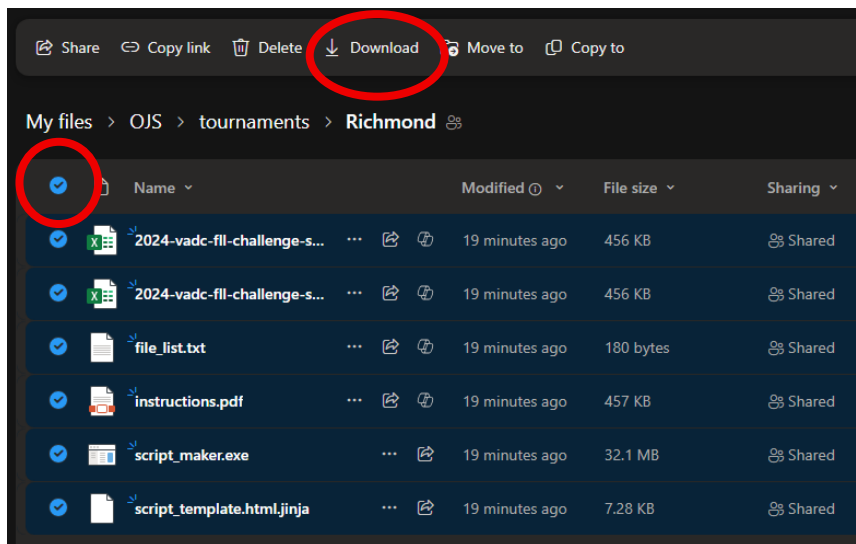
2. Give it a name



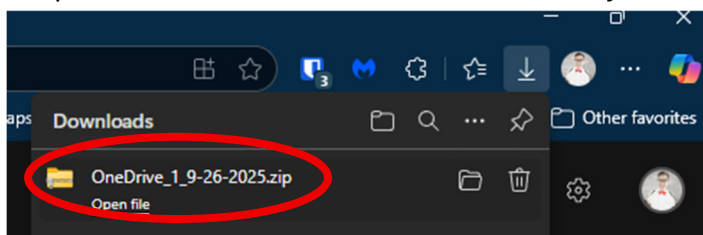
3. Use the OneDrive link provided to browse to your files for your tournament



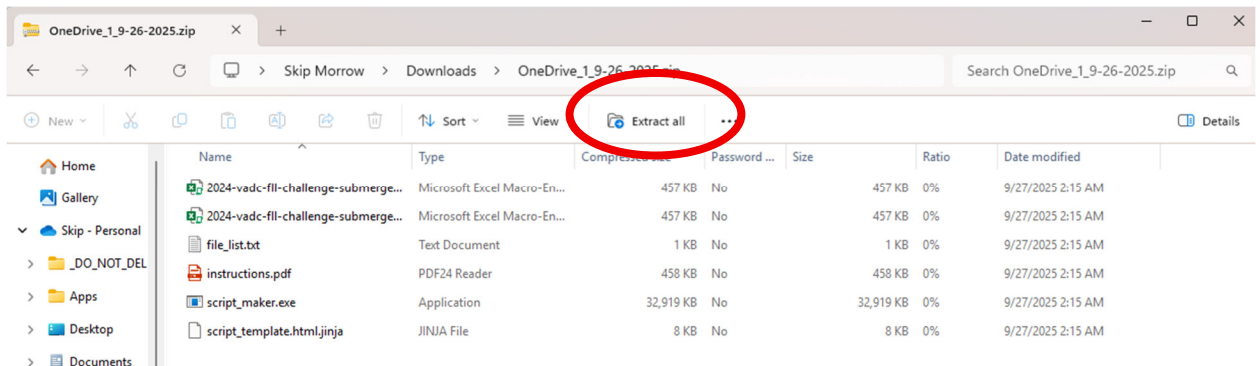
4. Open your folder and select all of the files. Then click “Download”



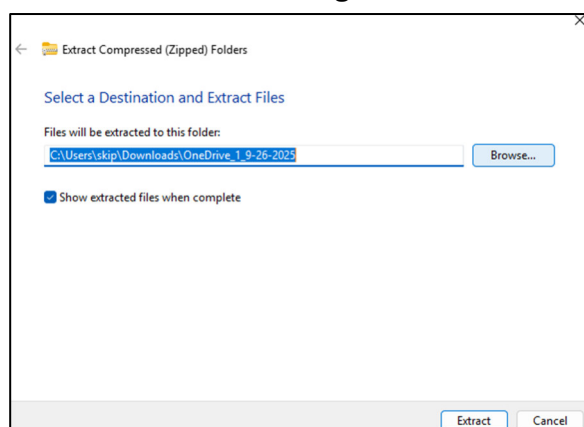
5. A zip file will be created and downloaded to your computer



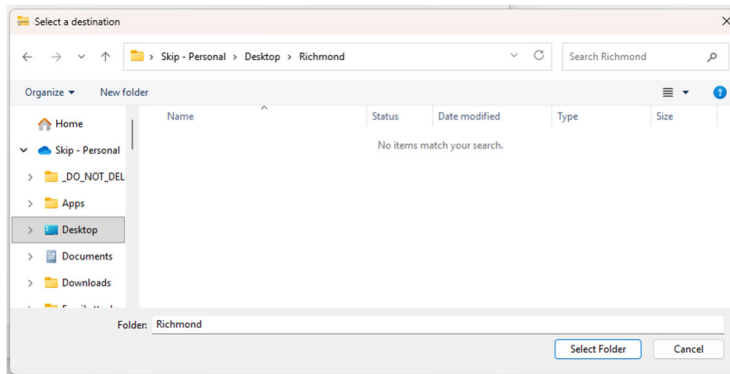
6. Open the file (click on “Open file”). Then click “Extract all”



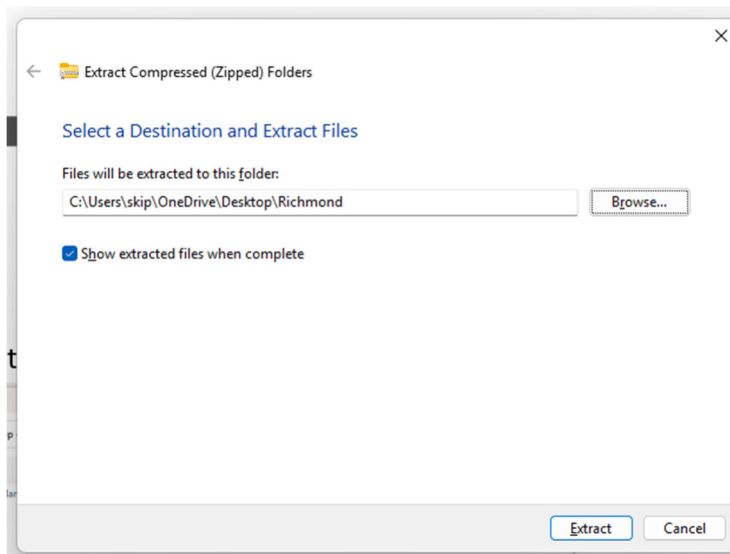
7. Click “Browse” and navigate to the folder created in step 2 above.



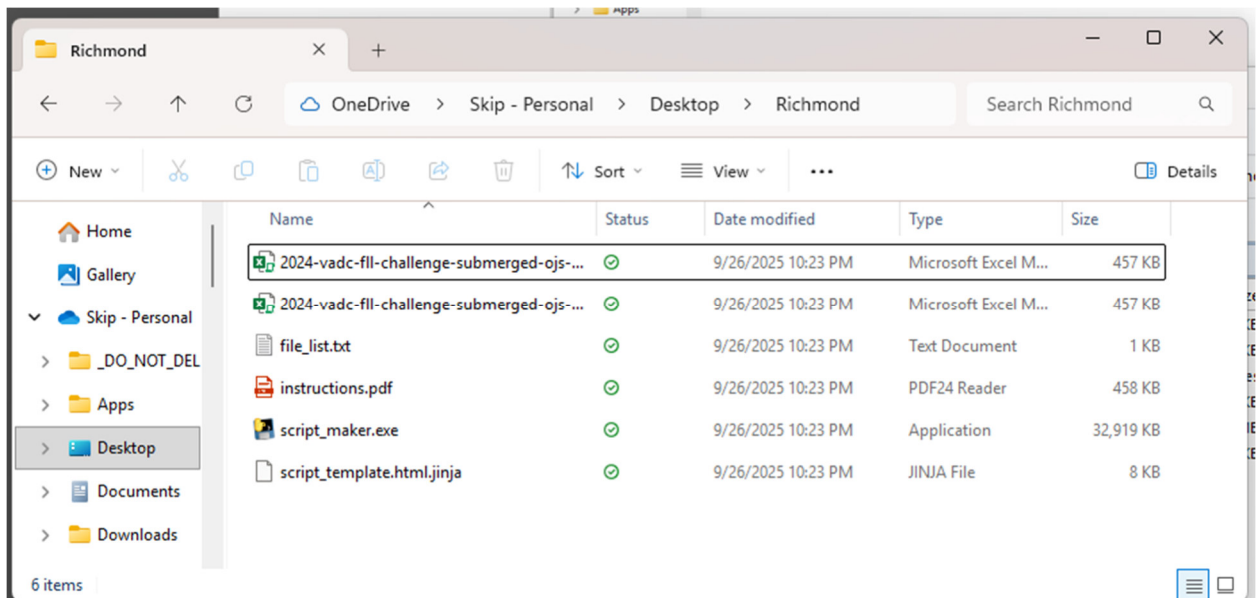
8. Click “Select Folder”



9. Then click “Extract”



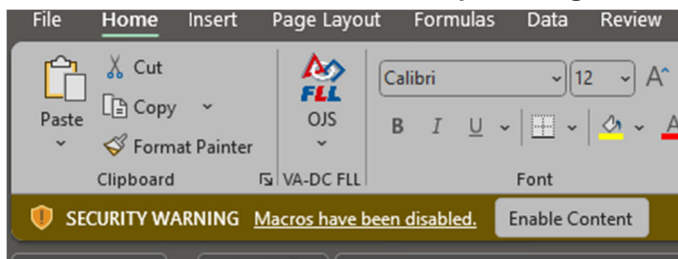
10. The folder should open with your files



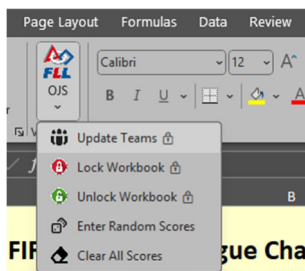
11. See the section below on Windows Security to unblock the script_maker.exe

OJS Familiarization (do this before tournament day)

1. Open one of the OJS files by double-clicking it.
2. Enable macros if you want. You do not have to enable macros to use the OJS, but there are some options that you may want to use that require macros enabled. In fact, we recommend that you do not enable macros on tournament day, just to reduce the chance of accidentally running a macro.



3. If you have enabled macros, there are two actions in the FLL OJS menu button that you can use. Note that some of the actions are password protected, but those actions would rarely, if ever, be needed by a judge advisor



4. Before tournament day, it is strongly recommended that you open the OJS files to get familiar with the different worksheets. You can also practice using the OJS by using the “Enter Random Scores” menu option. Macros must be enabled to use this. Tournament Day. If you have entered random scores, skip to the “Awards Selection” section below. When you are done practicing with the random scores, either delete the OJS files and redownload them from the OneDrive, or you can click on the FLL OJS menu and choose the “clear scores” option.

Tournament Day

1. Do not enable macros if prompted.
2. On tournament day, collect the rubric scores from the judges and the robot game scores (including Gracious Professionalism® scores) from the referees throughout the event and enter the data into the corresponding pages of this spreadsheet. Pro tip: have someone watch you as you enter the scores. It’s a lot of entries and very likely that you could easily make a mistake.

3. Core Values scores, except Gracious Professionalism scores from the robot game, are populated automatically from the other rubric scores - no score information should be added to columns D-M on the 'Core Values Input' page. But you will enter the GP scores in columns N-P.

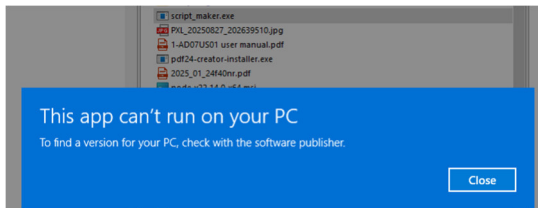
Awards Selection

4. When all the data has been entered, go the 'Results and Rankings' page to view all of the information in one place.
5. You are now ready to allocate your awards based on your rankings using the “Awards and Allocations” document in the judging toolkit.

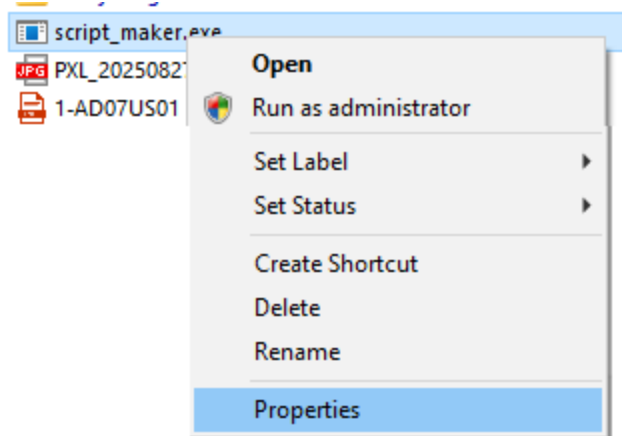
IMPORTANT - Windows Security

1. Windows may block you from running the script_maker.exe program. It is usually very easy to unblock it though. This is one good reason to test everything before tournament day. You do not want to deal with this on tournament day

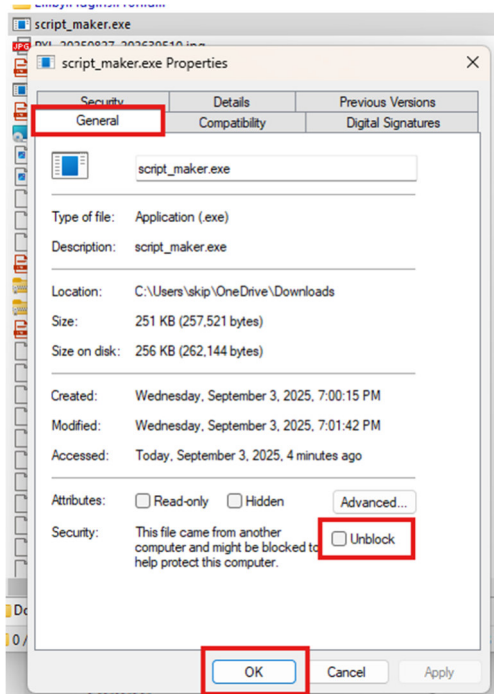
This is one way it may appear when blocked. Different windows versions have different presentations



Right click on the file and choose “Properties”



Click the check box to unblock the file and hit OK



2. When you have entered all scores and selected the awards and advancing teams, you can run the script_maker.exe program to generate a closing script. While this program works pretty good for most tournaments, it is always a good idea to have a backup with paper scripts. It does a lot of error checking, so pay attention to any error messages that appear.
3. Your closing script will be saved in the same folder with your OJS files.

Useful Tips

- If you are copying data into the Input pages please remember to use the 'Paste Values' or 'Use Destination Formatting' option (This stops the formatting and formulae being overwritten)
- As you work with the OJS you should save your spreadsheet regularly in case of IT issues.
- If your event uses more than 3 official robot game matches, you can unhide columns F-G in 'Robot Game Scores' and columns P-Q in 'Core Values Input' for Gracious Professionalism scores.
- If referees hand in printed scoresheets, robot game scores will need to be calculated using the 'Official Scoring Calculator' tool (online).
- You may use the excel filter option to adjust the rows that are seen, but the sort function is disabled.
- If you need to delete an award from a team, just select the cell and tap the delete key

1 Champions 1st Place	No

1	Champions 1st Place
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1	
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1. Identify the award to delete.

2. Select the cell

3. Tap the delete key