

OJS Instructions for Judge Advisors for Windows

Scroll down for Mac OS instructions

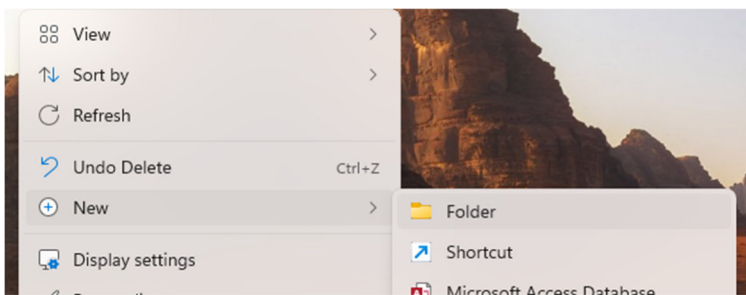
DESIGNED FOR USE IN MICROSOFT EXCEL (DESKTOP APP).

SOME FUNCTIONALITY WILL BE LOST IN WEB OR OTHER APPLICATIONS.

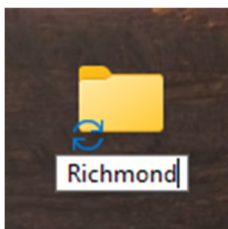
Before Tournament Day

Download files

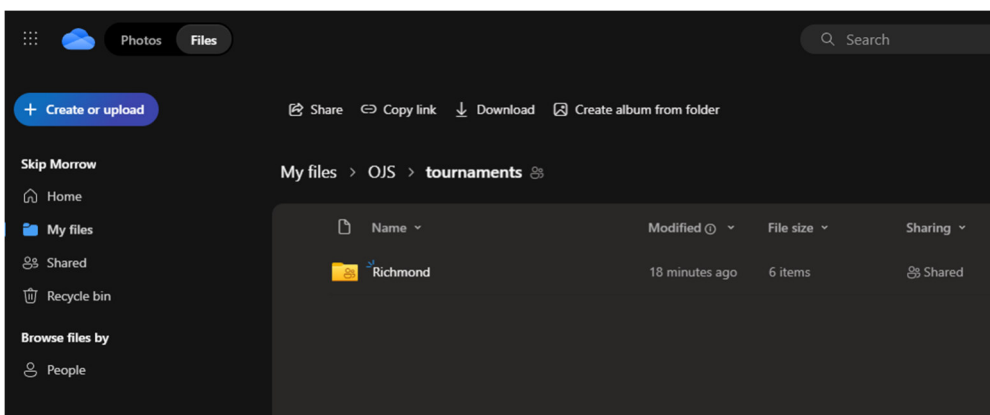
1. Create a folder where you plan to save all of the files. Your Windows Desktop is a great option. Right-click on an empty part of the desktop and choose “New > Folder”



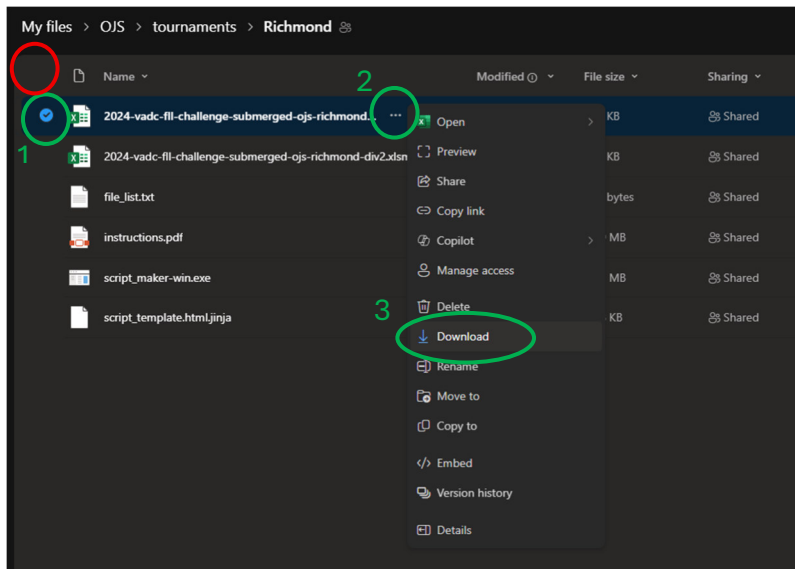
2. Give it a name



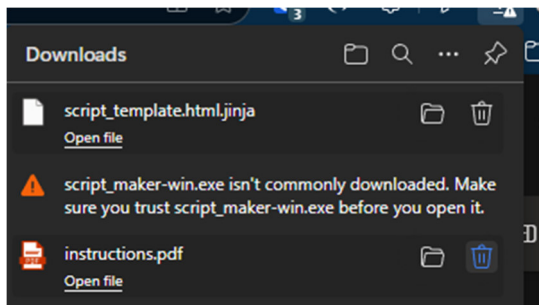
3. Use the OneDrive link provided to browse to your files for your tournament. Screenshots below are from MS Edge, but other browsers are similar and can be used.



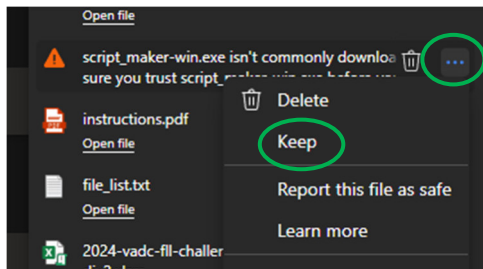
4. Open your folder and select the first file (green circle). Then the three dots for that file, then click “Download”. Repeat those steps for each file in your tournament folder. Note that the screenshot below shows where there may be an option to select all files and download all at once in a zip file (red circle). You may or may not have that checkbox. The instructions below show how to proceed by downloading each file one at a time. If you are comfortable with zip files and you have that option, feel free to use that. Also note that you do not need to copy the script_maker-macos file



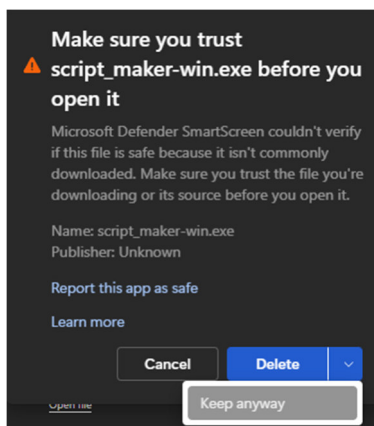
5. When downloading the script_maker-win.exe file, Windows security will try to prevent you from actually downloading it.



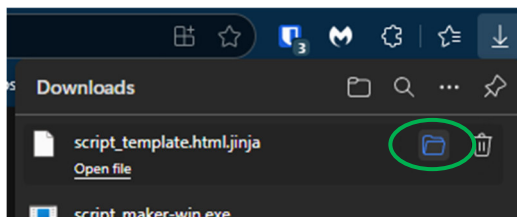
6. When you hover your mouse over that message, you will see three dots. Click that and you will see an option to Keep the file.



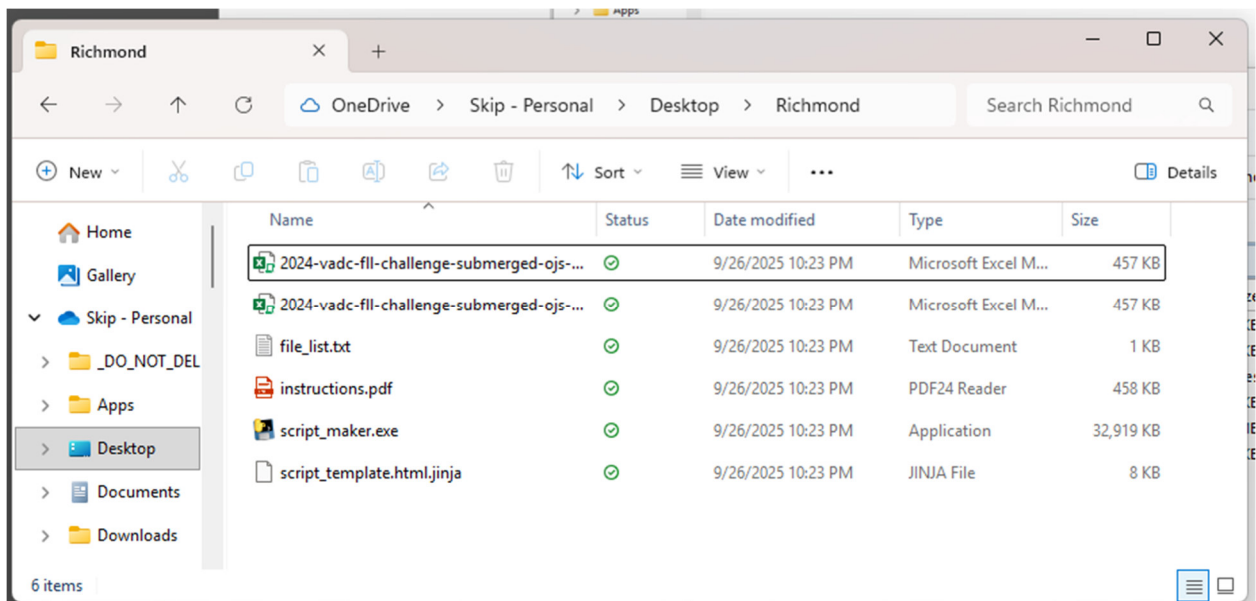
7. Another warning will appear to remind you to be sure you trust the file. Click on the drop-down arrow next to “Delete” (don’t hit Delete or you will have to start over), and then click on “Keep anyway”. It appears grayed-out and disabled, but you can click on it.



8. After you have downloaded all of the files, you can then open the folder where you saved them all by hovering your mouse over the download notification list and clicking on the folder icon.



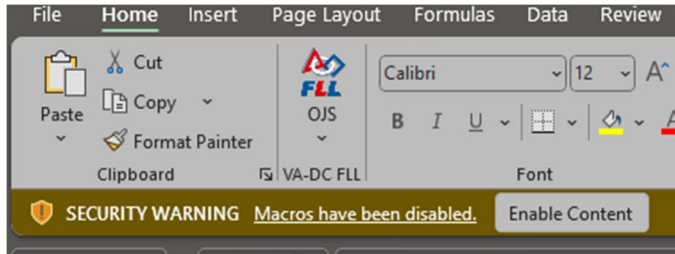
9. The folder opens and we can copy the files to the folder you created in steps 1-2 above.



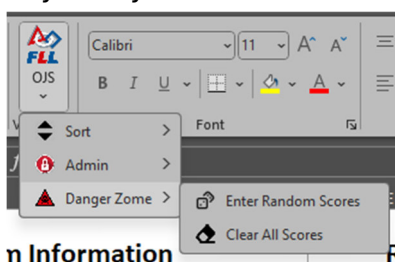
10. See the section below on Windows Security to unblock the script_maker-win.exe

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.



3. If you have enabled macros, there are some actions in the FLL OJS menu button that you can use. Note that the options under Admin are password protected, but those actions would rarely, if ever, be needed by a judge advisor. The two options you will use are Sort and "Danger Zone". Danger Zone menu items would only be used for practicing and should not be used on tournament day. Sort menu items can be used any time you want.



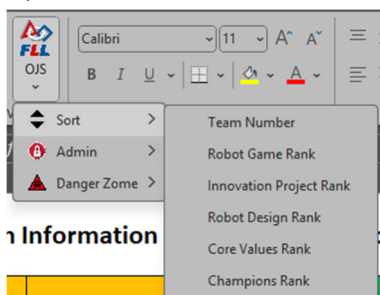
4. Before tournament day, it is strongly recommended that you open the OJS files to get familiar with the different worksheets. You can also practice using the OJS by using the “Enter Random Scores” menu option under Danger Zone. Macros must be enabled to use this. If you have entered random scores, 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 (under Danger Zone).

Tournament Day

1. Enable macros if you want to enable sorting on the Results and Rankings worksheet.
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.
4. DO NOT TRY TO USE THE RANDOM SCORES ON TOURNAMENT DAY! You would not want to overwrite any scores you have already entered. Similarly, do not use the “Clear scores” either.

Awards Selection

5. When all the data has been entered, go the 'Results and Rankings' page to view all of the information in one place.
6. You are now ready to allocate your awards based on your rankings using the “Awards and Allocations” document in the judging toolkit.
7. Feel free to sort the Results and Rankings worksheet as needed using the OJS Menu options.

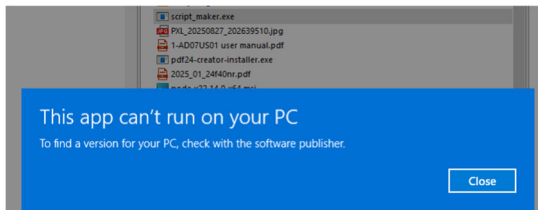


8. Once you have selected all awards and advancing teams, run the “script_maker-win.exe program by double clicking on it. If you entered everything correctly, you should get an html file with the closing script.

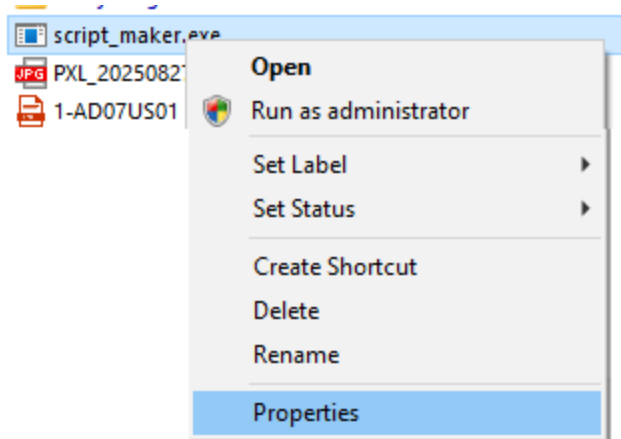
IMPORTANT - Windows Security

1. Windows may block you from running the script_maker-win.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

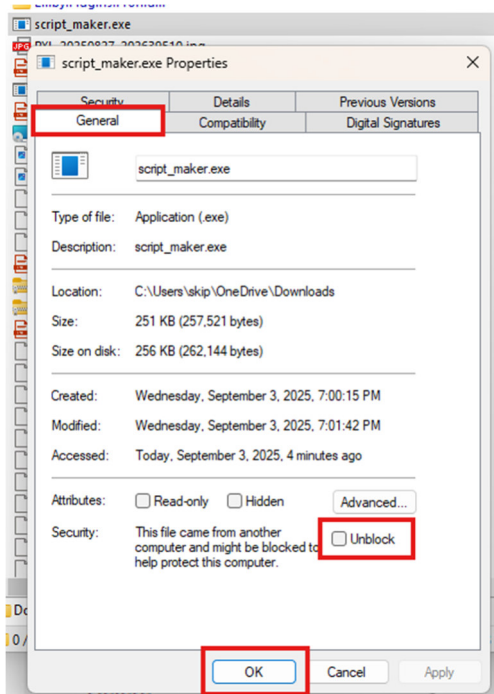
This is one way it may appear when blocked. Different windows versions have different presentations



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-win.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
---	---------------------

1	
---	--

1. Identify the award to delete.

2. Select the cell

3. Tap the delete key

OJS Instructions for Judge Advisors for Mac OS