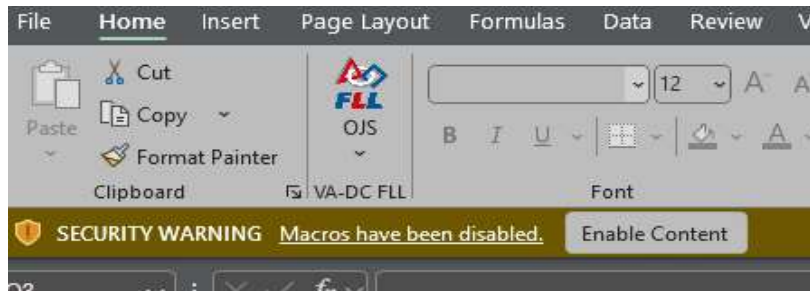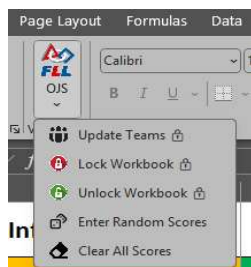# Judge Advisor Instructions

DESIGNED FOR USE IN MICROSOFT EXCEL (DESKTOP APP).
SOME FUNCTIONALITY WILL BE LOST IN WEB OR OTHER APPLICATIONS.

1. 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 accidentaly running a macro.

2. 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

    Enter Random Scores: If you want to practice using the OJS, you can fill the OJS with random scores. Don't worry about messing things up. If you make some kind of terrible mistake, you can always just re-download the OJS file from where you got them.
    Clear all scores: Does exactly what it says. Clears all scores (even the random ones if you used that.
    Obviously both of these would be dangerous to use if you accidentally overwrote any REAL scores that you may have already entered.

3. 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.

    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. 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.

6. 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.

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)
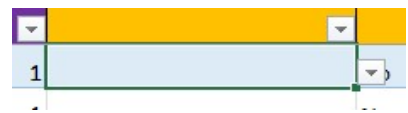
As you work with the OJS you should save your spreadsheet regularly in case of IT issues.

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 calclulated 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