

## APPENDIX 1.4 – VIRTUAL SCORESHEET INSTRUCTIONS – FOR JUDGES

### Using Scoresheet for Judges

Once you open the link provided to you, you can begin to look around the scoresheet.

**Everything saves automatically. You do not have to save any changes.** Only work in the yellow boxes. *Changing information anywhere else in the document may lead to errors in calculations.*

Things to familiarize yourself with:

- Know which Judge number you are. This will coordinate with the scoresheet tabs along to bottom.
  - Judge 1
  - Judge 2
  - Judge 3
- Click the link to your Google Sheet
  - Make sure your Google Sheet contains the correct age category that you will be judging.
- Click on your appropriate Judging Tab along the bottom of the Google Sheet
  - You will only work in this tab. You do not have to enter information anywhere else.
- Enter your scores in the appropriate boxes for each speaker. See the example for more information.
  - You only need to input information in the yellow boxes
  - *All the calculations will be done automatically.*
  - *The speaker's overall score will be an average of all three judges' scores. This will be calculated automatically and added to the coordinator's tab along the bottom.*
- Write your overall constructive comments under each scoring section again in the yellow boxes.
  - You will not be able to make paragraphs. Type everything as one long paragraph.
  - Try to keep it brief with a maximum of 3 to 5 sentences.
- You will be able to work on the same Google Sheets page at the same time as the other judges, but ensure that you only work in your own tab at the bottom.