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APPENDIX 4.4.1 – VIRTUAL SCORESHEET INSTRUCTIONS AND LINK TO ONLINE GOOGLESHEET (FOR COORDINATORS)

You can view the scoresheet created by 4-H Saskatchewan at this link:

[Public Speaking Judges Scoresheet - Club Use](#)

NOTE: *You will not be able to edit this version.*

To use this for your club you will need to **make a copy for yourself onto your google drive account.**

You can make a copy of this document by

1. Opening the above link
2. Click 'File'
3. Click 'Make a copy'
 - a. You will need to be logged in to your google account to save this file
 - b. You will need to make 4 copies, one for each age category.
4. You will then have the editing power of your own files.
5. You can access your files from your google drive account by going to <http://drive.google.com> and logging in to your account if you are not already.

Once you have made copies for yourself, you can edit the documents. **Everything saves automatically. You do not have to save any changes.**

Change the name of the google sheet to "Club Name Public Speaking Age Category Judges Results". After that, you can prepare your google sheet for your event. Only work in the yellow boxes. Changing information anywhere else in the document may lead to errors in calculations.

You will need to add the following details:

- Event Title (ex: Haroldville 4-H Homecrafts Club Public Speaking)
- Age Category (this will change on each file)
- Name of each member along the top of each section
 - These names will automatically transfer onto the judges' tabs at the bottom of the sheet. You will only have to enter names once.
 - All calculations will be done automatically including the score averages from all three judges on the master tab at the bottom.

When you have your sheets prepared, you can share the file with your judges. Each of your judges will not need to have their own login information if you set up your sharing in the following way:

1. Click the green **Share** button at the top right
2. Click the blue text 'Change to anyone with the link'
3. Click the dropdown list currently set to 'Viewer' and change to 'Editor'
4. Copy the link above the change you just made

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5. Click the blue **Done** button.

Your google sheets are ready to go!

Things to prepare for your judges and send to them:

- Choose which judge is going to be assigned what number
 - Judge 1
 - Judge 2
 - Judge 3
- Let your judges know:
 - What link to follow to get to the correct Google Sheet
 - Which judge number they are
 - That they only have to enter their numbers in their judges tab at the bottom of the sheet. *All the calculations will be done automatically.*
 - Write their overall constructive comments under each scoring section for the proper member
 - Each of your judges can work on the same Google Sheets page at the same time but ensure that each judge is working on their own tab at the bottom.

After your event, click the tab at the bottom that is titled 'Print after event'.

- All of the information from the member's name to the judges' comments will automatically be transferred over to this sheet. You will not have to add any information.
- While you have this tab open, click the printer icon located on the left under the 'File' link.
- Click the blue **Next** button at the top right corner and follow your personal printer's settings.
 - Each member's information and comments will be printed on a separate sheet of paper.
- After they have printed each sheet can be given to the member after the event.

Certificates can be made by following this link: <https://www.4-h.sk.ca/tools-for-clubs.html>

Scroll down to the 'Templates' section where you will find placing and participation certificates for your members.