

Creating the exports

The available exports can differ per event. For special requests, there may be more or fewer options on the page. The example below assumes a standard regional final.

All exports are created with the data in FLLTools at that moment: team names, team numbers, the schedule and the results. So only create the exports once the teams and the schedule are complete.

The exports page

Go through **Setup** to **Exports**.

The screenshot shows the 'Exports' page in FLLTools. At the top, there is a dropdown menu for 'Tournament' with 'FLL@The Lego House' selected, marked with a red circle 1. Below this is the 'Generate Exports' section, which includes a note: 'Generate export files for the selected tournament. It can take a few minutes to generate this export'. To the right of this section is a 'GENERATE' button marked with a red circle 2. Below the 'Generate Exports' section are five export cards, each with a title, description, status bar, and a 'DOWNLOAD' button. The cards are: 1. 'Judge Rubrics' (red circle 3): 'This export contains all the rubrics sheets, with special marks for digital processing. This uses the Teams as they are in the FLLTools system.' Status: 'Not generated yet' (red circle 8). 2. 'Match List' (red circle 4): 'Download the list of robot game matches for this tournament.' Status: 'Not generated yet'. 3. 'Judge List' (red circle 5): 'Download the list of judging sessions for this tournament.' Status: 'Not generated yet'. 4. 'Team Table Indicators' (red circle 6): 'Printable table signs for each team.' Status: 'Not generated yet'. 5. 'Teams4Teams Cards' (red circle 7): 'Printable Teams4Teams cards for each team.' Status: 'Not generated yet'.

- Choose the **Tournament (1)** at the top. By default this is the tournament you are working in at that moment. All exports on this page use this tournament.
- Click **Generate (2)**. The PDFs are then created in the background. This can take a few minutes.
- Each card shows the **status (8)**: *Not generated yet*, *Generating...* or *Ready* with the time the file was created. As soon as a file is ready, the **Download** button on that card

becomes active. You don't need to refresh the page.

Changed something after generating, such as a team name or the schedule? Click **Generate** again. The existing files are then replaced by new ones.

Explanation of the exports:

- **Judge Rubrics (3):** All judging forms (rubrics). The team names and team numbers are already filled in. If you use the **Judge Forms Scanner**, these forms are required, because the scanner uses the markers on the forms.
- **Match List (4):** An overview for the referees showing when each team should be at which table.
- **Judge List (5):** An overview of the times when each team has to appear before which jury.
- **Team Table Indicators (6):** Name cards for the tables: one A4 page (landscape) per team with the team number, team name and organisation.
- **Teams4Teams Cards (7):** Printable Teams4Teams cards for every team.

Judging results and OJS

Below the generated exports are two more cards. These files are created immediately when you click them; you don't need to press **Generate** first.

The screenshot shows two side-by-side cards from the FLLTools website. The left card is titled 'Judging Results' and contains the text 'Download the rubrics the judges filled in for this tournament.' It features three download buttons: 'SPREADSHEET (.xlsx)' with a red circle containing the number 1, 'SCORE MATRIX (.xlsx)' with a red circle containing the number 2, and 'FEEDBACK SHEETS (.pdf)' with a red circle containing the number 3. The right card is titled 'Official Judging Sheet Export' with a red circle containing the number 4. It contains the text 'Creates various export files for OJS from the FLLTools website.' and a blue 'DOWNLOAD' button with a red circle containing the number 5.

Judging Results: The judging forms the judges filled in digitally (see [Judges' briefing](#)). There are three downloads:

- **Spreadsheet (.xlsx) (1):** All completed rubrics in one Excel file, with one line per team, rubric and judge, including the scores and the feedback.
- **Score matrix (.xlsx) (2):** An Excel file with one tab per rubric. Each row is a team, each column an assessment criterion, containing the chosen score (1 to 4).
- **Feedback sheets (.pdf) (3):** The completed rubrics as a PDF, one form per page, sorted by team number. You can hand these to the teams at the end of the day.

Official Judging Sheet Export (4): Download (5) gives you an Excel file with all robot game scores and the Gracious Professionalism scores. You create this export at the end of the competition day. How to put this data into OJS is explained in the *Judges' deliberation* chapter on

the page [FLLTools export to OJS](#).

Your own PDFs

When the *Custom PDF Templates* module is switched on, you also see the **Custom PDF Templates** block at the bottom of the page. With it you create, for example, certificates or badges with your own design. This is explained on the page [Custom PDF templates](#).

The PDF exports can't be customised. Want an export with your own design? Use the custom PDF templates, or contact thijs@flltools.nl.

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