Preparing OJS

OJS (Official Judging Spreadsheet) is the official Excel file from *FIRST* in which the judging and robot scores come together and which is used to decide the awards. Whether you need OJS depends on how you do the judging.

Do you need OJS?

- **Digital judging in FLLTools:** if the judges fill in the rubrics in FLLTools, FLLTools calculates the rankings itself on the **Competition Results** page. There you see for each team the robot scores, the rankings for Core Values, Innovation Project and Robot Design, and the Champion's score. OJS is then not needed. See the page Competition Results: determining the results in the Judges' deliberation chapter.
- **Judging on paper:** if the judges only use paper forms, or your operational partner asks for OJS, prepare OJS as described below. You get the robot scores and the Gracious Professionalism scores from FLLTools later, see FLLTools export to OJS.

> Not sure which way your region works? Ask your operational partner or e-mail thijs@flltools.nl.

Preparing OJS (a few days before the event)

- Download the OJS spreadsheet for the current season from the volunteer resources page of *FIRST*. Always use this season's version.
- Open the file in Microsoft Excel. Features can get lost in other programs.
- Fill in the **"Team and Program Information"** tab with all teams beforehand. Use the same team numbers as in FLLTools, so you can easily paste the scores later.
- Put the file on the scoring desk laptop and make a backup, for example on a USB stick.
- Also download the **"Awards and Allocations"** document from the judging toolkit; you'll need it during the judges' deliberation.

How to work with OJS during the judges' deliberation is explained on the page Working with OJS.

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