**Competition Director Directions**

1. If you do not have a google account (email or drive) -
   https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp&nogm=true

2. On a PC or MAC, Sign into your google account then click on the spreadsheet link -
   https://docs.google.com/spreadsheets/d/1F7DNXLW8uRzWe42PfyyKmypRVcCspE7DmtQdSY7KLY0/edit?usp=sharing

3. Go to “File” and select “Make a Copy”

4. Name the New Scoresheet with Your competitions name
   a. Check Copy Comments box (do not select Share it with the same people)

5. Before the competition enter the names of the teams and the divisions in the order they will be competing. **Leave an empty line between each division**, especially if you have 2 panels. Always group divisions together.

6. To set up for the competition:
   a. On the new copy, your competition score sheet(s), Select “Share”
   b. Enter the email addresses of all judges that need to have the spreadsheet and give them the ability to “EDIT”
   c. Send the invite
   d. Judges are NOT required to bring a laptop or tablet but may choose to bring one. If they do not, have the following available:
      i. The first laptop/tablet is for the safety judge(s)
      ii. The second laptop/tablet is for Judges 1/2
      iii. The third laptop/tablet is for Judges 3/4
     iv. Note: Tablets may need the google spreadsheets app to function.
   e. On the laptop/tablets, the judges should sign into their email and sign into their google account to open the spreadsheet on the laptop/tablet and go to the sheet that corresponds to their judging assignment. Judges must have a google account to edit the spreadsheet.
   f. Directors can also open the link on another laptop or tablet and monitor the scoring progress throughout the competition. This also gives you access so you have placements for awards.
      i. Note: Placements should be entered in the placement column on the **Results sheet only**. They will auto populate on the Detailed Results Sheet.

7. After the competition, you can share the results by:
   a. Option 1: Sending a link to View
      i. Sign into your account and go into your copy of the spreadsheet
      ii. Selecting “Share” in the spreadsheet
      iii. Select “Get Shareable Link”
      iv. On the “Anyone with this link” dropdown select “Can View”
      v. Copy the link then email to the coaches or post on your website
     vi. Note: This includes access to all tabs including deductions
   b. Option 2: Print and hand out
      i. Sign into your account and go into your copy of the spreadsheet
      ii. Highlight all cells used on the **Detailed Results Sheet**
      iii. Go to “File” then “Print”

If you need any technical assistance please email rulesinterpreter.nyscja@gmail.com
iv. In the print options and change “current sheet” to “Selected Cells” then print
   a. Note: depending on your printer you may need to adjust the margins
to narrow and change the scale to custom percentage to fit the
information on a single page.

v. Repeat the entire process for the **Deductions Sheet** and include the
   comments in your highlighted cells, if any were entered.