

Judges' List Update Procedures and Other Information for Judging Contacts



GENERAL INFORMATION

- 1) Have each attendee at Judging School verify their mailing and email address, phone numbers on the current Judges' List
- 2) Persons attending a Judging School from outside of your District
 - If a person is attending a Judging School from outside of your District - the information should be recorded on the "Judges List" for their **own** District and **not** the District where they attended the Judging School.
 - Please ensure that anyone from outside your District that attends your Judging School completes the "Out of District Judging School Record" and someone from your District signs the form.
 - The participant is responsible for submitting the form to their home district who should then add that information to their District Judges List.
Form - https://www.ontarioagsocieties.com/images/2019/OAAS_Out_of_District_Judging_School_record_July2019_fillablepdf.pdf
- 3) 'Judges' and Instructors' Code of Conduct and Code of Ethics' forms
 - All Apprentice and Certified Judges and Instructors must sign an "OAAS Judges' and Instructors' Code of Conduct and Code of Ethics" form once during their Judging career. If a year is not listed in the 'Code of Conduct' column on the 'Judges' List', have them complete one.
 - Any Apprentice or Certified Judges that have not signed the form will need to sign it at the next Judging School they attend.
 - Districts should keep a copy of the form and send a copy to the OAAS Office at manager@oaasfairs.com . The copy sent to the OAAS Office can be an electronic or paper copy of each individual signed form.
 - Column for "Judges' and Instructors' Code of Conduct and Code of Ethics" forms (for office use only) – the OAAS Manager will input the year the Judge signs the form on the District Judges' List spreadsheet.
Form - https://www.ontarioagsocieties.com/images/2019/OAAS_Judges_and_Instructors_Code_of_Conduct_F14.pdf
- 4) Information related to the Judging Program is found on the www.ontarioagsocieties.com website under the 'AG SOCIETY INFO' tab and the 'Judging Program Information' and 'Judges Lists, Judging Schools and District Directors Information' dropdowns.
- 5) Updating the 'Judges' List' spreadsheets
 - See page 3 - 'Instructions for Updating Judges' List Spreadsheet for general instructions for updating the 'OAAS Judges' Lists'.
 - Starting on Page 5 - specific instructions for adding, moving, or removing Judges from the spreadsheet.
 - a) Judges' List spreadsheet format
 - Must be submitted as an Excel spreadsheet with .xls or .xlsx format We cannot accept any other format such as.PDF, .doc(Word table), or .numbers(MAC)

- **DO NOT CHANGE** the spreadsheet format, titles, column spacing, page size, font size, etc. **in any way** when updating the spreadsheet.
- The spreadsheet is formatted on legal size paper due to the number of columns – **do not change it to letter size**. If you need it printed on letter size, there are instructions on the OAAS website on how to print it on letter size.
https://www.ontarioagsocieties.com/images/2017/How_to_print_Judges_List_on_Letter_size_paper.pdf

IMPORTANT: if you are not entirely comfortable with Excel – we have included a simpler way to input or delete information in the spreadsheet with each step of the process. Those instructions are marked **TIP**.

b) When to submit updated Judges' List

- **An updated 'Judge's List' should be submitted:**
 - a. Within 30 days of each judging school or
 - b. when there are changes to a Judge's information on the list or
 - c. Apprentice Judges that have completed the requirements for a specific category **and submitted** the 'OAAS Apprentice Judge Form' to the District can be moved from the '**Apprentice**' section for that category to the '**Certified**' section for that category.

Form - https://www.ontarioagsocieties.com/images/2019/OAAS_Apprentice_Judge_Form_2019_fillablepdf.pdf

Note: due to the manager's workload it may take a couple of weeks to upload updated spreadsheets to the website. Prior to uploading your updated spreadsheet to the OAAS website, we need to reformat them to remove blank pages, add titles at the top of each page and correct any issues.

NOTE: If you are submitting a couple of changes to a judge's contact information (does not apply to the updates submitted after a judging school), please list their name(s) and the changes made in the body of the email. i.e. John Doe – new email; Jane Deer – updated phone number.

You may also highlight in colour the specific field(s) **that is to be changed** but do not highlight all the fields for that individual.

Due to the time involved in reformatting a new spreadsheet, it is faster and easier for us to update the previous spreadsheet if there are only a couple of changes than to reformat the new spreadsheet.

- If you have sent out queries to a number of judges to verify their information, **we would appreciate it if you waited until you have received all the responses prior to sending in the updated spreadsheet.** (i.e. Please do not send in a spreadsheet with a couple changes and then a week later a couple more changes and then more changes in a couple weeks.)

EXCEPTION – if you become aware that a Judge has passed away or wishes to be removed from the Judges List for illness or unavailability, please forward those updated spreadsheets as soon as you become aware, and we will try and update the list as quickly as possible.

NOTE: if I have returned a 'Judges' List' to you to verify information, your 'Judges' List' will not be posted to the website until I receive your response.

- ****NEW**** Please endeavour to include an email address for all Apprentice & Certified Judges so that the District and/or the OAAS can contact them in a timely manner.
 - If they have not provided an email address they **MUST** have a phone number (preferably both email and phone #) or mailing address listed on the Judge's List so they can be contacted.

- If no contact information is provided, the Judge must be moved to **Section 3 - "OTHERS"** and will not be listed on the OAAS website.

c) 'OTHERS' section on the Judges' List.

There is a section at the bottom of the spreadsheets for people who are not active Certified or Apprentice Judges but have attended Judging Schools.

This section would include but not limited to:

- 1) current Certified or Apprentice Judges that have asked to be removed temporarily from the List (i.e. would prefer not to judge at this time, illness or other commitments for the year) or removed just from specific categories (i.e. allergies)
- 2) Apprentice Judges who do not feel they are ready to apprentice yet
- 3) Certified or Apprentice Judges that do not provide any contact information For example – did not provide an email address, or a phone number or a mailing address
- 4) people that are participating in Judging School just for the information and aren't interested in becoming a Judge at this time.

This information in section 3 will be available for the Districts and the OAAS office but will not be included on the spreadsheet on the OAAS website.

Instructions for Updating the Judges' List Spreadsheet

- 1) Enter/update the date that the spreadsheet was submitted and who it was submitted by in this area - see area highlighted in gray.

Name	Home Fair	Mailing Address	H:	Phone
		Email Address	C:	Phone
Homecraft Judges Information updated July 2018 submitted by Vince Brennan				
CERTIFIED JUDGES				

- 2) Verify current Judges' information – are their address, email and phone numbers correct? Do they match the information submitted when they attended the Judging School?
- 3) Enter each Judging School attendee under '**Certified**' and/or '**Apprentice**' Judges or '**Other**' section.
NOTE: Certified Judges who are also Apprentice Judges in other Categories must be entered in both sections for the specific categories. i.e. see "Mother Goose example below.
- 4) Input the year for attendee under the Category for the Judging School(s) you are adding to the Judges' List.
- 5) This spreadsheet has 2 rows for every entry – ensure you input all required information.
IMPORTANT- See instructions below for specific information on adding, moving, or removing entries.
- 6) **Please do not remove extra lines at the bottom of the list or blank pages from the spreadsheets** – we will remove whatever needs to be removed when we format the sheets to post on the website.

7) Save and send this spreadsheet to 'manager@oaasfairs.com' in **Excel** format only! (PDF or .number format are **not** acceptable and will be returned to you)

NOTE: If you have any questions about how to complete the spreadsheets or when to submit them, please contact the manager at 'manager@oaasfairs.com'

 District # 99 OAAS Homecraft Certified & Apprentice Judges' List NOTE: All Certified and Apprentice Judges must meet the OAAS Requirements - please see https://www.ontarioagsocieties.com/images/2019/Requirements_for_OAAS_Certified_and_Apprentice_Judges_February_2019.pdf					Antiques	Art	Baking	Canning	Crafts	Junior / School	Knitting / Crochet	Needlecraft	Organized Groups Display	Photography	Quilts	Sewing	Woodwork	Willing to Apprentice	Other		
Name	Home Fair	Mailing Address	H:	Phone																	
		Email Address	C:	Phone																	
Homecraft Judges Information - updated mmm dd yyy - submitted by xxxxxx																					
CERTIFIED JUDGES					Input two (2) most recent years X = year unknown																
Bunnig, Bugs	Acme	771 Broadway St., Acme, ON H1H 1H1 bb@yoohoo.fun	H:	999-111-1234			2015	2015	2016	X	2016	2016	2013		2016	2016	2013			YES	
Duck, Donald	Acme	123 Runway Rd, Acme, ON H1H 1H1 dduck@yoohoo.fun	H:	999-111-2345			X	X	X	X	X	X			X	X					
Goose, Mother	Thorn	3 Peach St., Thorn, ON H0H 1H1 mgoose1@yoohoo.fun	H:	999-222-2345				2011	2011												
Lincoln, Abe	Balloon	32 Jump St., Balloon, On A2A 2B2 jlincoln4@yoohoo.fun	H:				2015	2015	2016	2012	2016	2016	2013			2016	2013			YES	
			C:	847-000-1234																	
APPRENTICE JUDGES					Input two (2) most recent years X = year unknown																
Apple, Gaila	Vine	3 Orchard St, Vine, ON gapple@yoohoo.fun	H:	999-111-9876					2013	2013	2013			2013	2013	2013					
Goose, Mother	Thorn	3 Peach St., Thorn, ON H0H 1H1 mgoose1@yoohoo.fun	H:	999-222-2345							2013	2013			2013	2013					
			C:	847-999-0909																	

Filling in the Certified or Apprentice Judges information:

- Input Judges under the correct category – Certified or Apprentice

IMPORTANT – All Apprentice & Certified Judges **MUST** have either an email and/or phone number(preferably both) or mailing address listed on the Judge’s List so they can be easily contacted by the Fairs and the OAAS. If a Judge does not provide any Contact info, they must be moved to Section 3 - “OTHERS” and will not be listed on the OAAS website

- 1) Column A – Name: Insert Judge’s name in the following format - **Last Name, First Name.**
- 2) Column B – Home Fair: input the Judge’s home fair – not mandatory
- 3) Column C – Mailing address: input Judge’s full mailing address including street name & number or civic address, town, postal code
 - Email address: input Judge’s email address. ***NEW*** - please endeavour to add email addresses for all judges.
- 4) Column E – Home phone – input home phone **including area code**, in the following format 999-999-9999
 - Cell phone – input cell phone **including area code**, in the following format 999-999-9999

- 5) Columns F to T – Judging Categories – please input the year(s) that the Judge completed a judging school in that category.– i.e.

There are two spaces in each column for entering the years that a person has attended Judging Schools in that Category.

If there is one year listed - when the person attends another Judging School - add the 2nd school in the second space - **don't remove the previous year**. When they attend a 3rd Judging School - you can remove the oldest date and add the new one.

2013
2011

The categories in the template are listed in the same order as they are listed in the ‘**Homecraft**’ and ‘**Agriculture & Horticulture**’ Judging Standards handbooks.

NOTES: If a person is a Certified Judge and an Apprentice Judge, they need to be entered in **both** sections under the specific Categories.

A) ADDING A NEW JUDGE:

The lists are sorted in alphabetical order by Last name.

There are two ways to add a Judge – see instructions below for each method

- 1) Insert the new Judge in alphabetical order
- 2) Add the new Judge at the bottom of the section **TIP**

1)To add new Judges in alphabetical order, you must insert an additional 2 rows per entry.

To add additional rows - Please **DO NOT** right click and click ‘**Insert**’ – this will only add a single row not the double row that is required.

a) To input entries in a specific spot in the list, add blank rows by using the following method:

This method retains all the grid lines and formatting.

- Go to a blank section near the bottom of the table
- Left click and hold the button on the first number in the section, side down and select the number below as well. This should highlight **both** rows.
- Right click and select “**Copy**”.

The entry- 'English, Ivy' - should now be in the correct place above the 'Franklin, Ben' entry. Update entry information if required.

Note: if the entry does not copy properly click the 'undo arrow' at the top left of the screen and start the process over.

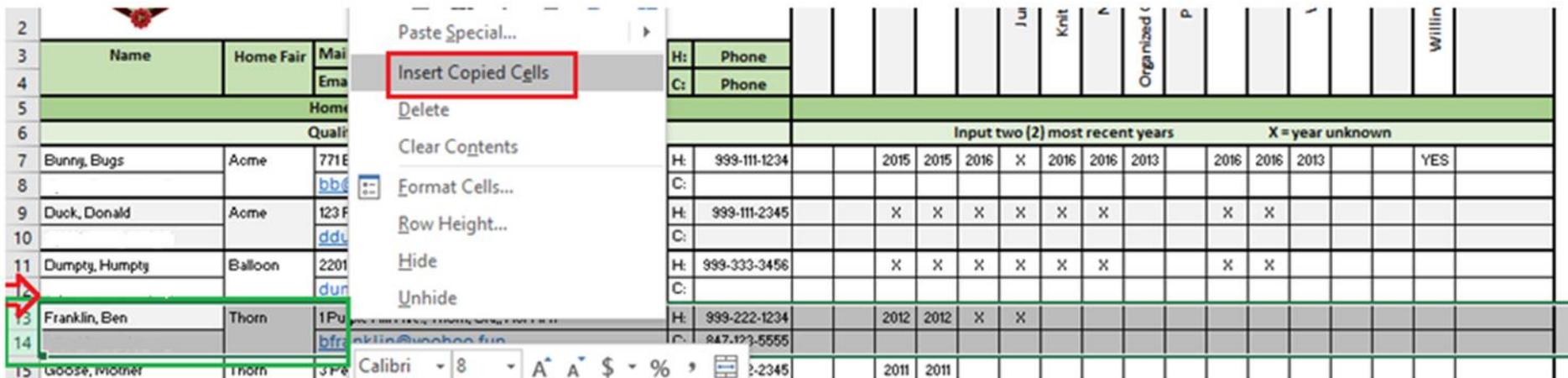
11	Dumpty, Humpty	Balloon	22011 Mail Rd ,Balloon, ON A2A 2B2	H:	999-333-3456			X	X	X	X	X	X						
12			dump@yoohoo.fun	C:															
13	English, Ivy	Vine	1 Green Ave, Vince ON	H:				2015	2015										
14			Englishivy@yoohoo.fun	C:	847-111-0909														
15	Franklin, Ben	Thorn	1 Purple Hill Ave., Thorn, ON, HUH1H1	H:	999-222-1234			2012	2012	X	X								
16			bfranklin@yoohoo.fun	C:	847-123-5555														

2) **Copy the Judge from the original section and insert in the new section for a specific category(ies)** - for example – an Apprentice Judge is being moved to Certified Judge section for some of the categories they are listed for and are still considered an Apprentice Judge for other categories.

a) Highlight the entry (i.e. English, Ivy) you wish to move, right click and select 'Copy'. Ensure you have selected both lines of information

32	Apple, Gaila	Vine		H:	999-111-9876			2013	2013	2013			2013	2013	2013				
33				C:															
34	English, Ivy	Vine	1 Green Ave, Vince ON	H:				2015	2015										
35				C:	847-111-0909														
36	Franklin, Ben	Thorn		H:	999-222-1234			2013					2013						
37				C:	847-123-5555														

- b) Go to the location in the table where you wish to insert the Judge (i.e. between 'Dumpty, Humpty' and 'Franklin, Ben') and left click the 1st number in the entry that is directly BELOW where you want to input the copied information. While holding the left button, slide down and select the number below as well – this should highlight both rows. i.e 13 & 14.
- c) Right click and select "Insert Copied Cells". DO NOT use the 'Paste' option.



The entry- '*English, Ivy*' - should now be in the correct place above the '*Franklin, Ben*' entry. Update entry information if required.

Note: if the entry does not copy properly click the '**undo arrow**' at the top left of the screen and start the process over.

d) **IMPORTANT:** Since you copied the lines from the Apprentice section you must update the years in both the Certified and Apprentice Judges entries

- Current entry in Apprentice Judges' section – remove the years for the category(ies) that they are now Certified Judges
- New entry in Certified Judges' section – remove the years for the category(ies) that they are still Apprentice Judges

3) **To add the new Judge at the bottom of the section** **TIP** –go to the blank section at the end of the Judges' list you want to update.

We have left blank lines at the end of the lists if you wish to input the new judges' information at the end of the list rather than inserting blank lines as per the instructions above.

- Ensure that you input the required information in both lines.

Note: We will copy and input the lines into the correct position in the spreadsheet.

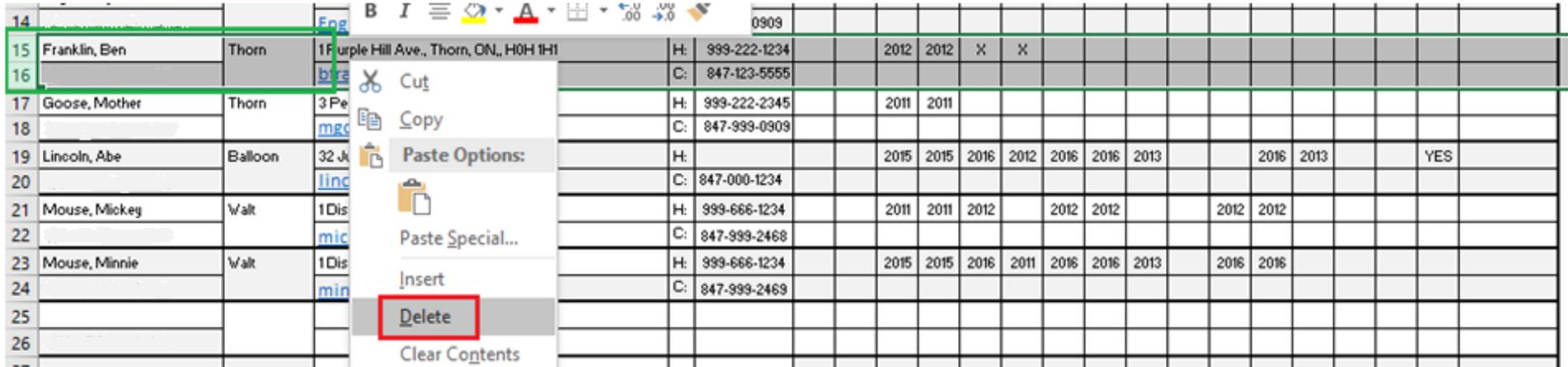
C) REMOVING A JUDGE FROM THE TABLE:

There are 3 methods for removing a judge from the table.

- 1) Remove the cells/rows and information
- 2) Remove information and leave blank rows **TIP**
- 3) Option 3: Highlight the cells in a different colour **TIP**

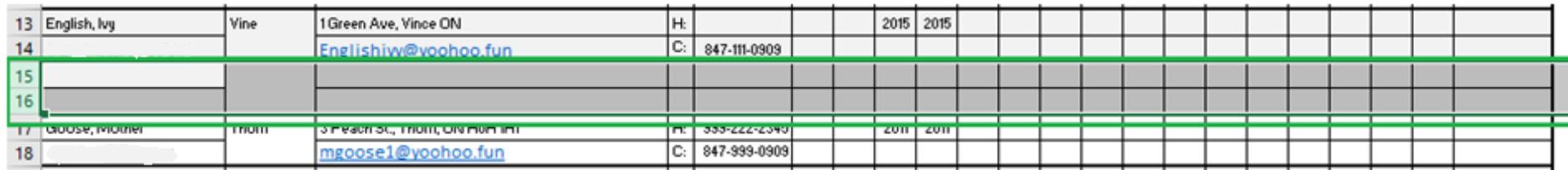
1) Remove the cells/rows and information

- a) Left click and hold the button on the first number in the section, side down and select the number below as well. This should highlight both rows.
- b) Right click and select the **'Delete'** option. This will remove the rows and the information.

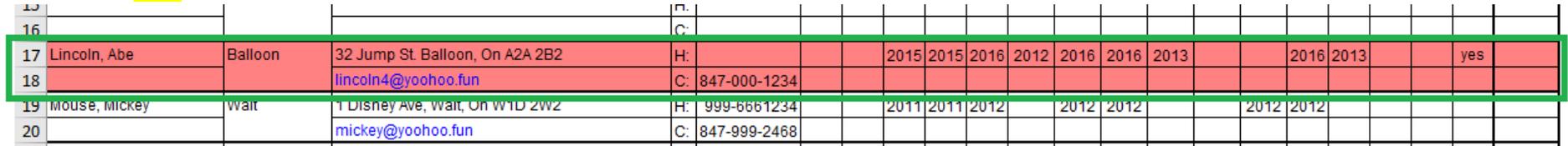


2) Remove information and leave blank rows TIP

- a) Highlight the two rows and click **'Delete'** button on your keyboard



3) Highlight the cells in a different colour and indicate in your email that the entries highlighted in *<input colour used>* are to be deleted. TIP



NOTE: We will remove the blank and/or coloured lines the spreadsheet

EXCEL TIPS

Extra lines and Pages

Please do not remove extra lines at the bottom of the list or blank pages from the spreadsheets – we will remove whatever needs to be removed when we format the sheets to post on the website.

Gray and White Background colour

Don't worry about updating the gray and white colouring in alternate rows of the spreadsheet – we will update that before the spreadsheet is uploaded to the website.

Alphabetical order

We will move new entries into the correct alphabetical order or remove blank lines when we reformat the spreadsheets prior to uploading them to the website.