Science Olympiad Scoring System Score Counseling Directions

Go to the following site:	http://state.soss.floridascienceolympiad.org
Enter the following information	
USERNAME:	«Username»
PASSWORD:	«PASSWORD»

1. After logging in, click on **Confirm** on the *Black Navigation Bar* at the top.
2. Click on the **Event** that you will be checking.
   a. Those in green are events that are currently scored and verified.
   b. Those without a clickable link have not yet been completed by the Event Supervisor.
3. Click on the **Place** column to sort the column from top to bottom. The event supervisor will read back the team results in order of RANK.
4. Click in the **Checkbox** to *Confirm* when the **Score**, **Tier**, **Tie Break**, and **Place** are correct. *All boxes must be checked prior to Submitting.*

5. If a change needs to be made, enter the correct results. Confirm with the event supervisor
6. Row will be *yellow* after a change occurs. It will go clear after the row has been saved online.
   a. Enter scores as defined by the rules. Only raw scores are entered.
   b. Enter **P** if team could not complete the event, but they made an attempt. (THIS IS RARE.)
   c. Enter **NS** if team did not show up to compete in the event.
   d. Enter **DQ** if team was disqualified for misbehavior. Notify HQ if this happens.
7. If a tie occurs, the tied teams will appear as red rows. A new dropdown box will appear.
   a. Select **1** for the team that won the tie. Select **2** for the team that was second in the tie, and so on.
   b. Lines will not appear as ties if it is below the number of teams that are ranked. For example, if only 20 teams are scored out of 42 and a tie occurs at 20th place, it will not show a tie and no dropdown will appear.
8. If a team is ranked in lower tier, enter the **Tier** in the Tier column. Tiers are defined in the event rules. Tier 1 is a more favorable ranking as compared to Tier 4.
9. Data is saved automatically.
10. *Whenever a pop up screen appears, DO NOT chose the option to hide the message. Always allow these messages to appear.*
11. CLICK ON **SUBMIT AND LOCK** ONLY AFTER ALL TEAMS HAVE BEEN CONFIRMED. *If this is done accidentally, please notify a scoring lead.*