



Poetry Out Loud Digital Score Sheet Instructions for Organizers

- To prepare for your virtual POL contest, fill out the Excel Performance Contest Evaluation Sheet and Accuracy Score Sheet.
- Each row represents one student recitation.
- Fill in the Student Name, Poem Name/Author Name/Translator Name (if applicable), and Poem URL in each row.
 - The poem URL should lead to each poem's text on poetryoutloud.org.
 - Performance judges should read the poem before judging the recitation, which is why the organizer should include the Poem URL in the appropriate column. Accuracy judges use the Poem URL to read the poem as they are watching the recitation.
 - For video submission competitions, the organizer may want to consider asking their student competitors to upload each of their recitation video(s) to YouTube and choose the "Unlisted" privacy setting. The students then can send the URL(s) to the organizer, and the organizer can add a column to the Excel Performance and Accuracy score sheets with the Recitation URL next to the Poem URL column.
- Navigate the tabs on the bottom of the spreadsheet to fill in the information for each student for each round of competition (depending on the contest level, there may be 1-3 rounds).
- Once you have created the Excel Performance Judge Contest Evaluation Sheet, make copies of it for each of your judges, including their name in the file name. Send the filled Excel Accuracy Score Sheet to your accuracy judge.
 - For video submission contests, email it to them along with a deadline to complete the judging process.
 - Remind judges to save often so they do not lose their work.
- When you receive all the performance and accuracy score sheets, you may start tabulating the results! We recommend using the Sample Tally Sheet found on the [Organizing a Contest page at poetryoutloud.org](http://poetryoutloud.org).