Directions for Using the UHSAA SCORING SPREADSHEET

for Region and State Theatre Meets:

*The following instructions are for Microsoft Excel 2010. Not all instructions may work for other versions of Excel.*

**If you have any questions, please email Joshua Long at** [**joshua.long@canyonsdistrict.org**](mailto:joshua.long@canyonsdistrict.org)

* Each school should be assigned a letter code (ie. A, B, DD, etc…). You can type in which school belongs to which code on the Sweepstakes page of the score sheet.
* You can type in student names and piece titles next to their assigned number on each of the event pages.
* If a school does not bring a full slate of pieces, just don’t enter titles or scores for the extra pieces. DO NOT delete that row from the score sheet…it will mess up the formulas.
* As scores come in to the tabulation room, enter their respective rank (1,2,3, or 4) and select the rating (S,E,G, or F) from the mini drop-down menu. The spreadsheet should do all of the math for you from there.
* Once you have all of your scores in and you need to determine which pieces will go to the final medals round, click on the medals round tab at the bottom of the spreadsheet. There is one for each event. Click on the Rank drop-down menu (column B). Unselect 0 from the list of optional scores, and then click on “Sort Smallest to Largest.” The first 5-8 pieces (see rule II.12) will be the pieces you will send to the final medals round. You should enter their rankings from their 3 Medals Round judges in the columns provided. Once the scores are entered, you can click on the “Total MR Score” drop-down menu (column F) and click on “Sort Smallest to Largest” and the 1st, 2nd and 3rd should go to the top (see rules II.13-14).
* The top two sweepstakes scores will automatically be highlighted on the Sweepstakes tab, so that’s how you will know who your 1st and 2nd Place will be.
* Please note the new drop-down menus for time violations. If a piece goes over or under time, you can just select the number of rounds that occurred in and the spreadsheet will do all the math for you. It will also strike out any piece that has a time violation in more than 1 round. This means it is ineligible to move on to State or go to Medals Round. (see rules II.17 and III.10).
* PLEASE NOTE: On the State spreadsheet, it now automatically drops the lowest score on the sweepstakes tab if a school has 4 entries in an event. You won’t have to do anything. This feature is not in the Region scoresheet, so make sure you’re using the correct one.