Computing Judging Contest Scores in Excel

A. Preparing the File

1. Open the Excel file "Judging Scoring Template."

2. Enter Title, place and date of the event.

3. Do a "Save As" and rename the file. This will assure you keep the template intact.

B. Entering Judges' Information

1. Enter names of the classes.

2. Enter judges' placing and cuts (this information is provided by each class judge).

    a. Judge placing must be in numbers (a mix of 1, 2, 3, 4).

    b. Cut must be in whole numbers.

    PS. The total of all three penalties (cuts) cannot exceed 15. If the total is 15, the middle number cannot be larger than 5. If the total is 14, the middle number cannot be larger than 8. An error message will show in cells E12 - L 12 if the cut is incorrect. Contact judge for correct cut.

C. Entering Results

1. Enter Contestant name and county.

2. Enter Contestant results. Use the <u>letter</u> related to the numeric sequence marked in the scoring card. Do not write anything in the yellow lines.

3. Enter Written and Oral reasons scores – (given by the judges, in the back of the scoring card).

4. The Grand Total and Ranks will be shown.

D. Organizing Scores and Ranks

There are two ways to do that: Manually or using the Excel spreadsheet.

1. Manually:

    a. Write down the results in the scoring blocks area in the Judging Scoring Card (bottom of the card).

    b. Sort cards according to Rank Placing.

    c. Find the score gaps and decide on the break cut for White and Red Ribbons.

2. Using the Excel spreadsheet:

     a. Select and copy the results at the Grand Total Column (Column X):

     b. Go to a clean area in the spreadsheet and paste. Use <u>Paste Special</u> and choose <u>Values</u>.

     c. Go to <u>Sort and Filter</u> (usually on the top bar right end). Choose <u>Sort Largest to Smallest</u>.

     If there are any ties in the scores, you may choose your preferred method to tie break.

E. Choosing Ribbons

1. Use your method to find point cuts for Blue, Red, and White.

a) For example: Blue: 85% and above

                     Red: 70 – 84%

                     White: 69% and below.

2. Enter highest number for Red at Cell <u>AC26</u> and highest number for White Ribbons at Cell <u>AD26</u>.

3. Select and copy the Columns X (Grand Total), Y (Rank), Z (Ribbon) and AA (name). You don't need to copy the Grand Total if you prefer not to show the points.

4. Go to <u>Results Tab</u> (The tab on the right of the senior tab) and paste. Use <u>Paste Special</u> and choose <u>Values</u>.

5. Go to <u>Sort and Filter</u> (usually on the top bar right end). Choose <u>Sort Largest to Smallest</u>.

6. Organize the cells

7. Print the results.

     a. If you want to print the main spreadsheet (the one with the placing) click on the filter drop down (a little arrow) at the top of column Q. Uncheck the boxes next to "0" and "." this will eliminate unused rows from the print job.

PS. If you need to unhide Columns use password 1234 to unlock the sheet. (Just use this feature if you are an advanced Excel user and know what you are doing).