

How to Complete the Master Score Sheet – my examples are done on a Mac, windows will be slightly different.

Setting it Up

Page 2 – Entering Competitors

Page 3 – Changing games names

Page 4 – Adding total finds

Page 5 – Save the workbook

Page 6 – What can go Wrong

Entering Results

Page 7 – Entering the results

Page 8 - Sorting the places for each game

Page 11 – Ties in Games

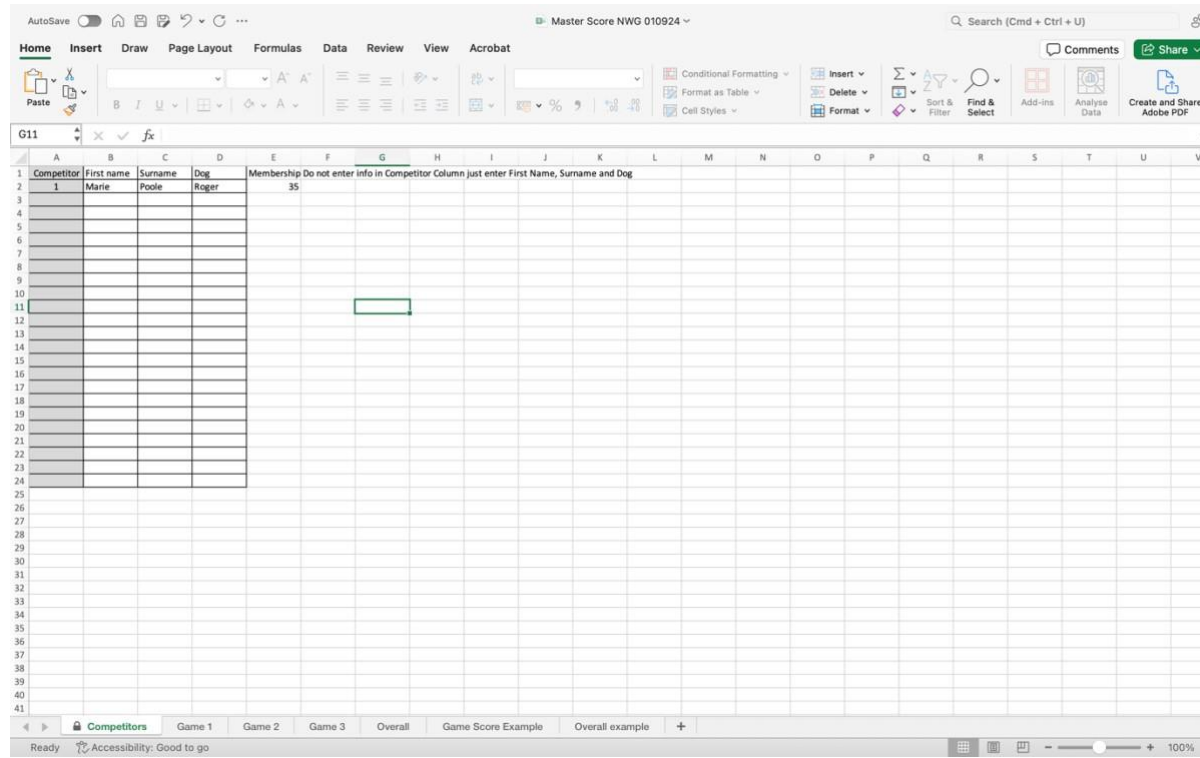
Page 12 – Disqualification

Page 13 – Overall Placings

Page 14 – An Overall tie

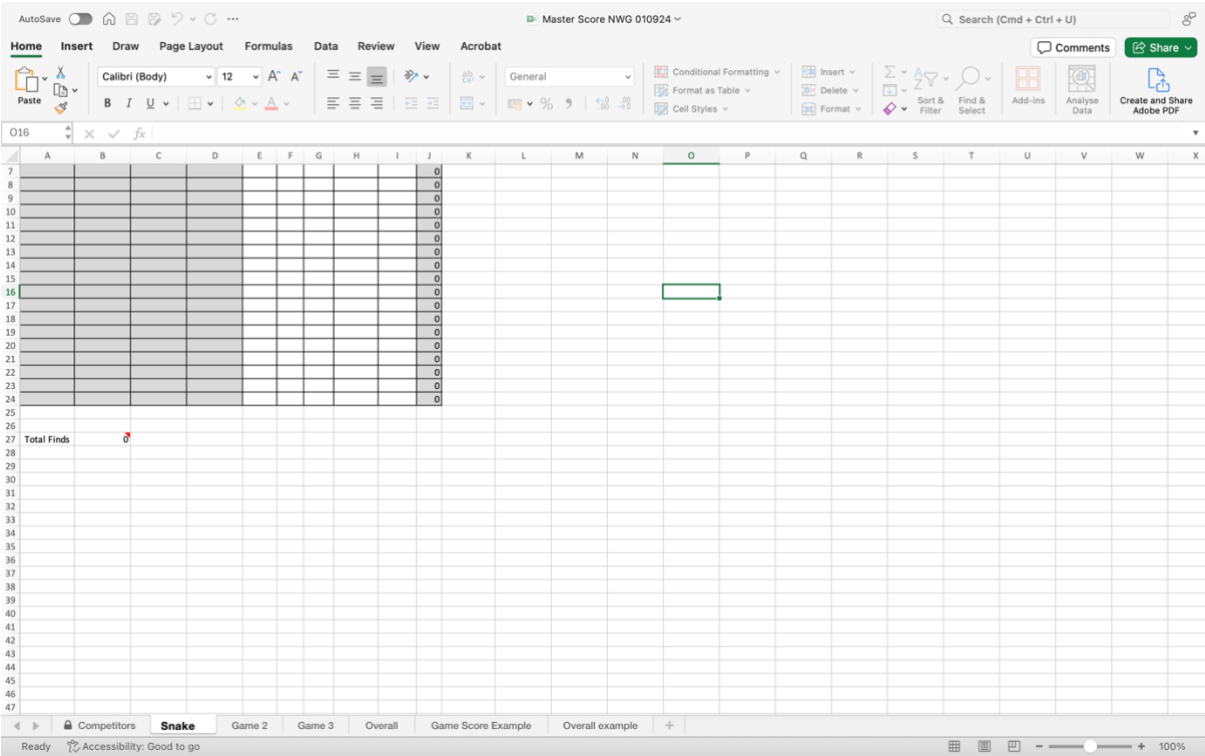
Page 16 - A win in individual game but no place overall

Competitors



Add competitors first name, surname, dogs name and if level 2 or above membership number. Don't put a number in the competitor cell, this will be done automatically. Any changes to names etc should be made here.

Games names



Double Click on Game 1, Game 2 & Game 3 in turn and change the names to the games you are running. These should be in the order that you plan to run them on the day.

Total Finds

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G32

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Competitor	First name	Surname	Dog	Overall	Finds	WA	1st Find	Final 1st	total														
2	12	Judy	Mays	Ruby	14	30		6.95	40.19	30														
3	11	Kim	Bristow	Evie	13	30		14.76	47.1	30														
4	1	Sue	Ellis	Delphi	12	30		26.12	69.43	30														
5					11	30		15.98	80.33	30														
6	2	Allan	Wood	Missy	10	30		9.11	90.39	30														
7	5	Jo	Stocks	Beryl	9	30		31.47	93.02	30														
8	7	Deborah	Gilbody	Eric	8	30		30.72	93.75	30														
9	6	Karen	Spinks	Saffie	7	30		7	99.23	30														
10	10	Helen	Belcher	Buddy	6	30		16.18	99.97	30														
11	13	Dawn	Smith	Sky	5	30		12.74	103.17	30														
12	3	Jane	Prince	Hector	4	30		12.01	110.32	30														
13	8	Caroline	Lea	Ice	3	30		12.35	115.37	30														
14	9	Linda	Jones	Jess	2	30		67.15	127.34	30														
15	14	Lynne	White	Johan	1	30		16.84	142.32	30														
16										0														
17										0														
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19										0														
20										0														
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30 Total Games points

Ready Accessibility: Good to go - 100%

Fill in the box for total games points for each game. This should be the total score so 4 finds are 40, not 4. If you have a game such as no going back where points are awarded for clearing an area you would add 10 for each area. Where a bonus is achieved. For example, 2 finds and 2 clear areas would require you to put 40 in this box. When you complete this the sheet will calculate your 80% qualifiers.

Save the Workbook

Click on

File

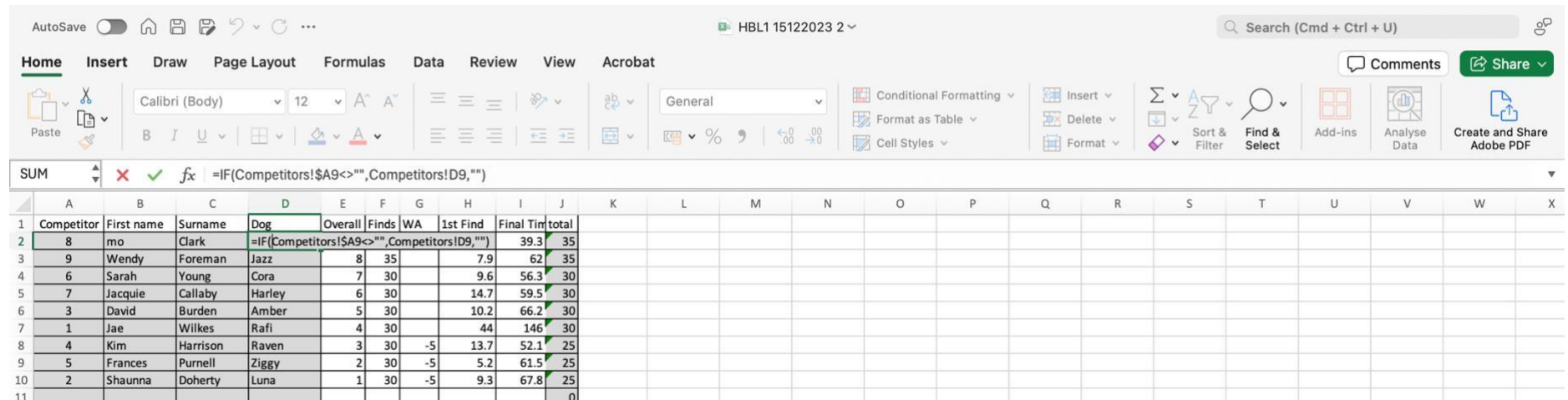
Save As

And save the file in the format initials Level date

For example, me running a Level 2 on 14th July 2024 is MPL2140724.

What can possibly go Wrong!

Excel sheets work by having formulae in the cells and those formulae are what enables information to go from one page to another. It is like instructions as to what happens to the data as you enter it. If you use clear contents or delete you end up also deleting the formula in the cells. This means the workbook won't work the way you want it to. If you need to change an entry just highlight the text and delete it. If you accidentally get the formulae coming up just click the green tick and then make sure you only highlight the text you want to delete.



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The formula bar displays the formula: `=IF(Competitors!$A9<>"",Competitors!D9,"")`. The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Competitor	First name	Surname	Dog	Overall	Finds	WA	1st Find	Final Tim	total														
2	8	mo	Clark	=IF(Competitors!\$A9<>"",Competitors!D9,"")					39.3	35														
3	9	Wendy	Foreman	Jazz	8	35		7.9	62	35														
4	6	Sarah	Young	Cora	7	30		9.6	56.3	30														
5	7	Jacque	Callaby	Harley	6	30		14.7	59.5	30														
6	3	David	Burden	Amber	5	30		10.2	66.2	30														
7	1	Jae	Wilkes	Rafi	4	30		44	146	30														
8	4	Kim	Harrison	Raven	3	30	-5	13.7	52.1	25														
9	5	Frances	Purnell	Ziggy	2	30	-5	5.2	61.5	25														
10	2	Shaunna	Doherty	Luna	1	30	-5	9.3	67.8	25														
11										0														

Entering Your Results

[illegible]

In finds enter the total score for finds, plus any bonuses such as calling an area clear.

In WAs put a – (minus) in front and then -5 for a false alert or -2 for any deductions such as dropping food.

Then time to 1st find to 2 decimal points and final time to 2 decimal points.

If a team has gone into training mode remember to record the time as the total allocated time for the game not the actual time they asked to go into training mode. They will be given the points for any finds etc. before they went into training mode.

Sorting the places for each game

AutoSave MPL2140724 Search (Cmd + Ctrl + U)

Home Insert Draw Page Layout Formulas Data Review View Acrobat

Paste Calibri (Body) 12 A⁺ A⁻ B I U General Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Filter Find & Select Add-ins Analyse Data Create and Share Adobe PDF

A1 Competitor

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Competitor	First name	Surname	Dog	Overall	Finds	WA	1st Find	Final Tim	total														
2	1	Marie	Poole	Roger		40	-5	21.79	240	35														
3	2	Marney	Wells	Chutney		45		11.62	82.1	45														
4	3	Doreen	Jevons	Maya		40		32	176.4	40														
5	4	Pete	Tuck	Minnie		20		21.6	111.7	20														
6	5	Rosie	Reid	Tide		30		17.7	239	30														
7	6	Fiona	Firth	Theo		20		11.4	240	20	TM													
8										0														

Select all the cells on the sheet where you have added information.

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A1 Competitor

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Competitor	First name	Surname	Dog	Overall	Finds	WA	1st Find	Final Tim	total														
2	1	Marie	Poole	Roger		40	-5	21.79	240	35														
3	2	Marney	Wells	Chutney		45		11.62	82.1	45														
4	3	Doreen	Jevons	Maya		40		32	176.4	40														
5	4	Pete	Tuck	Minnie		20		21.6	111.7	20														
6	5	Rosie	Reid	Tide		30		17.7	239	30														
7	6	Fiona	Firth	Theo		20		11.4	240	20	TM													
8										0														

With the info still selected hit the data tab.

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A2 =IF(Competitors!\$A2<>"",Competitors!A2,"")

	A	B	C	D	E	F	G	H	I	J
1	Competitor	First name	Surname	Dog	Overall	Finds	WA	1st Find	Final Time	total
2	1	Marie	Poole	Roger	40	-5	21.79	240	35	
3	2	Marney	Wells	Chutney	45		11.62	82.1	45	
4	3	Doreen	Jevons	Maya	40		32	176.4	40	
5	4	Pete	Tuck	Minnie	20		21.6	111.7	20	
6	5	Rosie	Reid	Tide	30		17.7	239	30	
7	6	Fiona	Firth	Theo	20		11.4	240	20	
8									0	
9									0	
10									0	
11									0	
12									0	
13									0	
14									0	
15									0	
16									0	
17									0	
18									0	
19									0	
20									0	
21									0	
22									0	
23									0	
24									0	
25									0	
26									0	
27	Total Finds		40							

Sort

Add levels to sort by: ☒ My list has headers

	Column	Sort on	Order	Colour/icon
Sort by	total	Values	Largest to Smallest	
Then by	Final Time	Values	Smallest to Largest	
Then by	1st Find	Values	Smallest to Largest	
Then by	Competitor	Values	Smallest to Largest	

+ - Copy Options... Cancel OK

Select Sort and then OK

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A1 Competitor

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Competitor	First name	Surname	Dog	Overall	Finds	WA	1st Find	Final Time	total														
2	2	Marney	Wells	Chutney		45		11.62	82.1	45														
3	3	Doreen	Jevons	Maya		40		32	176.4	40														
4	1	Marie	Poole	Roger		40	-5	21.79	240	35														
5	5	Rosie	Reid	Tide		30		17.7	239	30														
6	4	Pete	Tuck	Minnie		20		21.6	111.7	20														
7	6	Fiona	Firth	Theo		20		11.4	240	20	TM													
8										0														

Your competitors are then sorted into their places

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N14

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Competitor	First name	Surname	Dog	Overall	Finds	WA	1st Find	Final Tim	total														
2	2	Marney	Wells	Chutney	6	45		11.62	82.1	45														
3	3	Doreen	Jevons	Maya	5	40		32	176.4	40														
4	1	Marie	Poole	Roger	4	40	-5	21.79	240	35														
5	5	Rosie	Reid	Tide	3	30		17.7	239	30														
6	4	Pete	Tuck	Minnie	2	20		21.6	111.7	20														
7	6	Fiona	Firth	Theo	1	20		11.4	240	20	TM													

Add in the overall points bottom team gets 1 point and then carry this up to the top dog that in this example gets 6 points in overall. This will then populate on your overall sheet.

Ties in Games

Ties in individual games are usually caused when teams have gone into training mode before getting any finds but can sometimes occur for other reasons. You need to check and sort out ties, the sheet won't do these automatically.

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Competitor	First name	Surname	Dog	Overall	Finds	WA	1st Find	Final Time	total														
2	3	Doreen	Jevons	Maya	6	35		11.4	121	35														
3	1	Marie	Poole	Roger	5	35		17.8	239	35														
4	2	Marney	Wells	Chutney	4	30		23.6	116	30														
5	6	Fiona	Firth	Theo	3	30		18.5	150.4	30														
6	4	Pete	Tuck	Minnie	1.5	0			240	0														
7	5	Rosie	Reid	Tide	1.5	0			240	0														
8										0														

In this example Pete and Rosie both ended up with no finds before going into training mode, they therefore have no 1st find and no other score. It isn't possible to sort them into individual places, so they share the overall points. Last and second to last would have got 1 point and 2 points respectively. I add 1 and 2 together and then divide it by 2. This gave me 1.5 and that is what I enter in the overall column.

Disqualifications

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Competitor	First name	Surname	Dog	Overall	Finds	WA	1st Find	Final Time	total														
2	4	Pete	Tuck	Minnie	6	45		3.6	221	45														
3	2	Marney	Wells	Chutney	5	40		19.7	182	40														
4	6	Fiona	Firth	Theo	4	30		5.8	240	30														
5	3	Doreen	Jevons	Maya	3	30	-5	11.6	240	25														
6	5	Rosie	Reid	Tide	2	0		2.7	240	0														
7	1	Marie	Poole	Roger	DQ					0														

Roger was disqualified in this game. He therefore gets 0 points in the overall column. Although he scored the same as Tide she wasn't disqualified so still gets her 2 points in the overall column.

Overall Placings

You now need to sort your overall page to get your final places. Highlight all the cells as shown below.

AutoSave

CBL32508261

Home

Insert

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Page Layout

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Data

Review

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Automate

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Refresh All

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Geography

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Advanced

Text to Columns

Analyse Data

What-if Analysis

Group

Ungroup

Subtotal

Comments

Share

Analysis Tools

A1

Competitor

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Competitor	First name	Surname	Dog	Game 1	Game 2	Game 3	Total	If tie least WA's then time to 1st find	Place	80% score 2 point bonus		110						
2	11	Kim	Bristow	Evie	12	10	13	35			Q	110	100						
3	12	Judy	Mays	Ruby	8	12	14	34			Q	110	100						
4	3	Jane	Prince	Hector	11	14	4	29			Q	110	100						
5	4	Helen	Hepple	Marcus	13	3	11	27			Q	110	100						
6	5	Jo	Stocks	Beryl	5	11	9	25			Q	110	100						
7	8	Caroline	Lea	Ice	14	8	3	25			Q	110	100						
8	2	Allan	Wood	Missy	10	2	10	22			Q	110	100						
9	7	Deborah	Gilbody	Eric	3	9	8	20			Q	110	100						
10	10	Helen	Belcher	Buddy	7	7	6	20			Q	110	100						
11	13	Dawn	Smith	Sky	9	6	5	20			Q	110	100						
12	1	Sue	Ellis	Delphi	6	1	12	19			Q	95	86.36364						
13	14	Lynne	White	Johan	2	13	1	16			Q	105	95.45455						
14	6	Karen	Spinks	Saffie	4	4	7	15			Q	110	100						
15	9	Linda	Jones	Jess	1	5	2	8			Q	100	90.90909						
16								0					0						
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41																			

Competitors

Go To Source

Distance

No Going Back

Overall

Game Score Example

Overall example

+

Ready

Accessibility: Good to go

Average: 37.65381084

Count: 166

Sum: 3727.727273

100%

Then click data, sort and OK. This will sort the sheet with finds 1st then skills (this is the old total)

[illegible]

On this sheet we wouldn't need to do anymore, there are no ties in the skills column, for the top 4.

If I change that and take Helen Hepple out. You can see we now have 2 dogs tying on skills, Beryl and Ice. I need to check for wrong alerts, do not include deductions such as fouling or dropping food. The team has already been penalised. Neither dog has any so I go to time to 1st find in 1st game.

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Get Data (Power Query)

Refresh All

Queries & Connections Properties Workbook Links

Stocks Currencies Geography

Sort Filter Advanced

Clear Reapply

Text to Columns Analyse Data

What-if Analysis

Group Ungroup Subtotal

Analysis Tools

Comments Share

I6 4th 6.62

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Competitor	First name	Surname	Dog	Game 1	Game 2	Game 3	skills	If tie least WA's then time to 1st find	Place	80% score 2 point bonus	finds	110						
2	11	Kim	Bristow	Evie	12	10	13	35		1	Q	110	100						
3	12	Judy	Mays	Ruby	8	12	14	34		2	Q	110	100						
4	3	Jane	Prince	Hector	11	14	4	29		3	Q	110	100						
5								0					0						
6	5	Jo	Stocks	Beryl	5	11	9	25	4th 6.62		Q	110	100						
7	8	Caroline	Lea	Ice	14	8	3	25	Q plus 2 11.3		Q	110	100						
8	2	Allan	Wood	Missy	10	2	10	22			Q	110	100						
9	7	Deborah	Gilbody	Eric	3	9	8	20			Q	110	100						
10	10	Helen	Belcher	Buddy	7	7	6	20			Q	110	100						
11	13	Dawn	Smith	Sky	9	6	5	20			Q	110	100						
12	6	Karen	Spinks	Saffie	4	4	7	15			Q	110	100						
13	14	Lynne	White	Johan	2	13	1	16			Q	105	95.4545455						
14	9	Linda	Jones	Jess	1	5	2	8			Q	100	90.9090909						
15	1	Sue	Ellis	Delphi	6	1	12	19			Q	95	86.3636364						
16								0					0						
17								0					0						
18								0					0						
19								0					0						
20								0					0						
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39																			
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41																			

Competitors

Go To Source

Distance

No Going Back

Overall

Game Score Example

Overall example

+

Edit Accessibility: Good to go 100%

I just need now to add in any teams that have got a first place in a game but not been placed overall by writing Q plus 2 next to them. Any points are awarded regardless of whether a team have qualified or not.

