



WE UNITED SPEED SCORING FORM

This guide is a companion to the WE United Speed Scoring Form. This guide will provide you with information on how to enter the necessary information and print forms.

The WE United Speed Scoring Form is an excel (.xlsx) file. This file will not calculate scores. But, this form can be handy to enter competitors and then print out for judges to score. This is sometimes more legible than handwriting the information since the lines are small on the form in the rules.

Step by Step Instructions:

1. One file can be used for all classes by simply creating tabs.
2. Open the file. It should open to the *Template* tab. It should be the only tab when you open it.

CREATE THE TEMPLATE

1. You are going to create a tab for each class. But, before you do that you want to get your template set up. Enter the appropriate information to the right of the field descriptor.
 - a. *Competition*: Enter the name of the show in the field below *Competition*.
 - b. *Date*: Enter the date of the speed trial will run.
 - c. *Judge*: Enter the judge's name. If more than one, the President of the Jury is Judge 1.
2. Hint: If your courses are all built upon one another, e.g. Advanced has obstacles 1-13, Intermediate 1-12, Novice 1-11, then create the highest level obstacle list on the template tab first. After setting up the template, then you can save, make a copy of the tab, and use that for the next lower level by just deleting the unused obstacles.
 - a. There is a descriptor *OBSTACLE PERFORMED* to the right of the judges names. To the right of that is a series of blank fields where you will enter the names of the obstacle in their order. The text will enter sideways.
 - b. List each obstacle in order with the name of the obstacle. The rules have the proper names that should be used, though some get long and may need to be abbreviated to fit in the small boxes.
 - c. Remember, if the *Remove a Pole from a Drum*, *Skewering a Ring with a Pole*, and the *Placing a Pole in a Drum* obstacles are in sequence with no obstacles between any two, they are entered as a single obstacle. This might get long so you might want to abbreviate a little. For example:
 - i. *Pick up Pole/Skewer Ring/Place Pole*.

CREATE THE CLASS TABS

1. You will create a tab for each class (level/division).

- a. Right click on the *Template* tab which will open a pull down menu. Select *Move or Copy...* .
- b. This will bring up a dialogue box.
 - i. At the bottom left is a check box *Create a copy*. Check that box.
 - ii. Go the menu options in the dialogue box and click on *(move to end)*.
 - iii. Then click *OK*.
- c. This will create a new tab. Right click on the new tab and select *Rename* in the pull down menu.
 - i. Save the tab as something unique. You will have as many of these tabs as you have classes. Class number, or Level-Division name, or a combination of the two works well. For example:
 1. 148-Novice A Open
- d. Once you have created the tab, enter the appropriate information to the right of the field descriptor.
 - i. *Level*: Enter the level to which the tab/scoresheet corresponds.
 - ii. *Division*: Enter the division, i.e. *Open, Amatuer, Youth, or Young Horse*. If it is not designate it is Open and *Open* should be entered.
- e. Then enter the obstacle information per the instructions under item 2 under *CREATE THE TEMPLATE* in these instructions. If you did this previously, make any edits or deletions as necessary for the level/class.
- f. Then list the competitors.
 - i. It is extremely helpful, some judges might say necessary, for the entries to be listed in the order of go. Thus you don't want to enter the competitor information until that has been determined.
 - ii. *Entry*: Enter the Back # of the competitor.
 - iii. *Rider*: Enter the rider's name.
 - iv. *Horse*: Enter the horse's name.
- g. When you have finished a tab, be sure to save. Remember the golden rule with computers: "Save early and often."
- h. Repeat these steps to create tabs for each class.
- i. Now print the forms for the judge to score the trial. The file is set up to print on up to three pages, depending upon how many competitors are in the class. If you have 38 or fewer competitors on the sheet, print only page one. You can choose to print just page 1 by going to the *Pages* option when you go to print. Put "1" in both fields.
- j. This should print fine, however some printers have large non-print margins and may not print the pages split. If this happens to you, there are a couple of ways around this if this happens to you.
 - i. Print to .pdf, then print the .pdf *Fit to Printable Area*.
 - ii. If you can't print to .pdf, then:
 1. In the print window for excel, go to the *Scaling* options. It should say *No Scaling* as the file is set up that way. Open the pull down menu for the scaling options.

2. Select *Custom Scaling Options* at the bottom. This will bring up a new dialogue box with four tabs. Select *Page* if it is not already selected.
3. Here you can reduce the scaling percentage. It should say *100* when you open it. Try entering *95*, click *OK*, then see if the preview shows it printing to just two pages. If not, go back and try a smaller percentage until it does.