



WE UNITED PLACINGS WORKSHEET GUIDE

SINGLE JUDGE

This guide is a companion to the WE United Placings Worksheet for a single judge. This guide will provide you with information on how to enter the necessary information and print reports.

The WE United Placings Worksheets are excel (.xlsx) files with embedded formulas to make the task of figuring out places in each trial as well as the overall competition easy and seamless. There are two versions of the form, one for Children and Introductory levels without the Speed Trial, and one for Novice through Masters level which includes the speed trial. They will accommodate up to 60 riders per class.

Step by Step Instructions:

1. A separate form must be used for each class. You can't put Novice A Open and Novice A Amateur on the same form as it will not separate the classes.
2. Select the form appropriate for the level of the class. Open the file. It should open to the *Calculation* tab.
3. Save the file as something unique. You will have as many of these files as you have classes. Class number, or Level-Division name, or a combination of the two work well. For example:
 - a. 148-Novice A Open

CALCULATION TAB

1. Enter the competition information. There are six fields to complete, and you will type the information in the field to the right of the descriptor:
 - a. *Class*: This field may or may not be used. Enter the class number if there is one.
 - b. *Level*: Enter the name of the level, e.g., Novice A, Advanced, etc.
 - c. *Division*: Enter Open, Amateur, Youth, or Young Horse. If not specified it is an Open Division and "Open" should be entered.
 - d. *Competition*: Enter the name of the show.
 - e. *Date*: Enter the beginning date of the show.
 - f. *Judge*: Enter the judge's name.
2. Enter the competitor's information.
 - a. Enter all information on each competitor in the following five fields, all on the same line for each competitor.
 - i. *Back #*: This is required. The programming uses this field to determine if there is a competitor so it cannot be left blank for a competitor. You must assign a number, or short letter combination.
 - ii. *Rider*: Enter the rider's name as indicated on their WE United membership.

- iii. *WE United Member #*: Enter the rider's WE United membership number.
 - iv. *Horse*: Enter the horse's proper name. Do not enter barn names. This should match the name under which the horse is recorded with WE United.
 - v. *WE United Horse #*: Enter the horse's WE United recorded horse number. Recording a horse w/ WE United is free, quick, easy, and painless.
 - vi. CAUTION: You can not copy clip and directly paste this information, even from the same type of form. If you must copy clip data in, you must use *paste values* so that formatting does not come in. Otherwise, data is confused and you will get errors.
- b. Enter the competitors in numerical order of their back #. This makes it easy to find the proper line to enter scores. Once entered you cannot sort or add rows on this tab, so it is best to enter them in order.
 - c. When all entries are entered, be sure to save. Remember the golden rule with computers: "Save early and often."
3. Enter the Scores as they come in.
- a. Dressage:
 - i. Enter the percentage score in the *Dressage score FINAL* field. It is best to enter to three decimal places when possible.
 - ii. Enter the collective mark total score in points in the *Collective Marks* field. This field is required as it is a tie breaker. The programing does not work properly unless entered.
 - iii. If the competitor scratches from the trial, enter "SC" in the *Dressage score FINAL* field, not the *Collective Marks* field. It must be just the two letters for the programming to work correctly.
 - iv. If the competitor is disqualified from the trial, enter "DQ" in the *Dressage score FINAL* field, not the *Collective Marks* field. It must be just the two letters for the programming to work correctly.
 - v. If the competitor is eliminated from the competition during this trial, enter "EL" in the *Dressage score FINAL* field, not the *Collective Marks* field. It must be just the two letters for the programming to work correctly.
 - vi. You cannot enter anything in the *Place* or *Points* columns. These are locked and will be automatically calculated based upon the numbers you enter for the score and collective marks.
 - b. Ease of Handling:
 - i. Enter the percentage score in the *EOH score FINAL* field. It is best to enter to three decimal places when possible.
 - ii. If the competitor had any zero marks in their EOH trial, enter the letter "Y" in the "*O*" *Score?* field. If the competitor did not have any zeros enter the letter "N" in the "*O*" *Score?* field. This field is required since in EOH placings a competitor w/ a 0 can not finish ahead of a competitor without 0s. The programing does not work properly unless an N or a Y is entered for each competitor.

- iii. Enter the collective mark total score in points in the *Collective Marks* field. This field is required as it is a tie breaker. The programming does not work properly unless entered.
 - iv. If the competitor scratches from the trial, enter the letters “SC” in the *EOH score FINAL* field, not the *Collective Marks* field. It must be just the two letters for the programming to work correctly.
 - v. If the competitor is disqualified from the trial, enter the letters “DQ” in the *EOH score FINAL* field, not the *Collective Marks* field. It must be just the two letters for the programming to work correctly.
 - vi. If the competitor is eliminated from the competition during this trial, enter the letters “EL” in the *EOH score FINAL* field, not the *Collective Marks* field. It must be just the two letters for the programming to work correctly.
 - vii. You cannot enter anything in the *Place* or *Points* columns. These are locked and will be automatically calculated based upon the numbers you enter for the score and collective marks.
- c. Speed: You will not have this on the Children/Introductory version of the file.
- i. Enter the course time (from the timer) in seconds in the *Course Time* field. You must convert minutes & seconds to seconds. Enter as many decimal places as are available. Most stop watches go to two decimal places. Photo-electric timers typically go to three decimal places.
 - 1. If you need to convert from minutes & seconds to seconds, you may use the fields in columns AA through AC. Enter the minutes in column AA, the seconds in column AB. The converted time into seconds only will be in column AC. You cannot copy clip this or move it to under the speed column. Type it in.
 - ii. Enter the total amount of time penalties in the *Speed Penalties* field. This too must be in seconds only.
 - 1. You must enter a value, even if it is 0.
 - 2. This field is a penalty. If the competitor only had the 10 second bonus and no penalties, it would be entered as a negative number, i.e. -10.
 - iii. If the competitor scratches from the trial, enter the letters “SC” in the *Speed Penalties* field, not the *Course Time* field. It must be just the two letters for the programming to work correctly.
 - iv. If the competitor is disqualified from the trial, enter the letters “DQ” in the *Speed Penalties* field, not the *Course Time* field. It must be just the two letters for the programming to work correctly.
 - v. If the competitor is eliminated from the competition during this trial, enter the letters “EL” in the *Speed Penalties* field, not the *Course Time* field. It must be just the two letters for the programming to work correctly.

- vi. You cannot enter anything in the *Total Speed Time, Place, or Points* columns. These are locked and will be automatically calculated based upon the numbers you enter for the course time and penalties.
4. As you entered this information, you should have seen magic happen with the places, points, and total time. If you entered all the information properly, it will self-calculate. It will even tell you where everyone is placed even part way through the trial. Now, ain't that cool?

REPORTS

1. The calculation tab is where most of the magic happens. It is locked down so you cannot change the formulas that make that magic happen. But, you cannot sort the calculation tab because it is locked. Wouldn't it be nice if you could sort by place? Well, we have made it so that you can. There are five report tabs (four for the Children/Introductory version).
 - a. *Dressage Results*: After the dressage trial is complete, go to this tab to sort placings for the dressage trial.
 - b. *EOH Results*: After the ease of handling trial is complete, go to this tab to sort placings for the ease of handling trial.
 - c. *Comp Standings after EOH*: After the ease of handling trial is complete, go to this tab also to sort the overall placings to that point in the competition. This is useful since the order of go for the speed trial on the following day is the inverse of the competition placings after the ease of handling trial.
 - d. *Speed Results*: After the speed trial is complete, go to this tab to sort placings for the speed trial.
 - e. *Final Results*: After the speed trial, the competition is complete and you can go to this tab to sort for the final order of placings for the competition.
2. The reports are not locked files so that you are able to sort them. But, there are still formulas there so you have to be careful so that you don't overwrite formulas or only sort part of the data. Do not enter ANY information on the results tabs. NEVER. They get all their information from the *Calculation* tab. All you want to do is sort.
 - a. It is a little more complicated than entering the information in the calculation tab, but the following instructions walk you through. Give it a try and then compare back to the calculations tab to be sure they match. If they don't, you changed something you shouldn't have. Remember, save before you try and sort so that if it goes awry, you can close without saving and reopen to the good file to try again. If you have not done anything else, you can also use the *undo* button.
3. Reports Sorting/Printing
 - a. All the report tabs work the same way.
 - b. Go to the tab, and you should see all the information relevant to the particular report that was entered in the *Calculation* tab. It will also be in the same order. You want to sort it for order of placings.

- c. First, you want to select the data to sort. This will include the information on row 5 (#, Rider, ...) down to the last data that you see below and to the right. There are two ways to select the data.
 - i. The first is safer. Put your cursor over “#” on row 5. Left click then release. Scroll to the last piece of data to the right and below. Hold down the shift key, then left click on the field with that data and release.
 - ii. Some people like to drag, though. Again, left click on “#” on row 5 but don’t release. Drag your cursor to the last piece of data to the right and below and release the left button.
- d. With either method you should see the identifying headers (#, Rider, ...) and all your data highlighted with a contrasting color. If it is not all highlighted and nothing extra you need to repeat to get it all and nothing extra.
- e. When it is all properly highlighted, then you want to go to the *Data* menu tab in Excel (at the top toward the right). Click on the tab.
- f. In the middle left you will see a button that is identified *Sort*. Click on the button.
- g. A dialogue box will come up. On the upper right of the box is a check button for *My data has headers*. You need to make sure it is checked. If it is not, left click on it.
- h. Then go to the *Sort by* pull down menu. This will give you a list of options that matches the identifiers (#, Rider, ...) and in the same order. You need to select the appropriate option for the particular tab.
 - i. Dressage Results: Select *place*.
 - ii. EOH Results: Select *place*.
 - iii. Comp Standings after EOH: Select *overall place*.
 - iv. Speed Results: Select *place*.
 - v. Final Results: Select *overall place*.
- i. Then make sure your order (right side of the dialogue box) is *Smallest to Largest*. If it is not, click on the Order pull down menu and select *Smallest to Largest*.
- j. Click *OK*.
- k. You should see your data in order of placings, first place on row 6, and subsequent placings following below.
- l. To print:
 - i. Go to the print menu under *File*, or use *ctrl+p*.
 - ii. This should give you a print menu with a print preview. It should be set up to print for you and you can simply press the print button.
 - iii. However, if you have fewer than 48 entries for *Dressage* or *EOH* or *Speed*, 31 for *Comp Standings after EOH*, 33 for *Final Results*, it will print a ‘blank’ second sheet. You can choose to print just page 1 by going to the *Pages* option. Put “1” in both fields.
 - iv. The *Dressage*, *EOH*, and *Speed* reports will print 8.5x11 portrait. The *Comp Standings after EOH* and the *Final Results* will print 8.5x11 landscape so the text is not too small to read.

