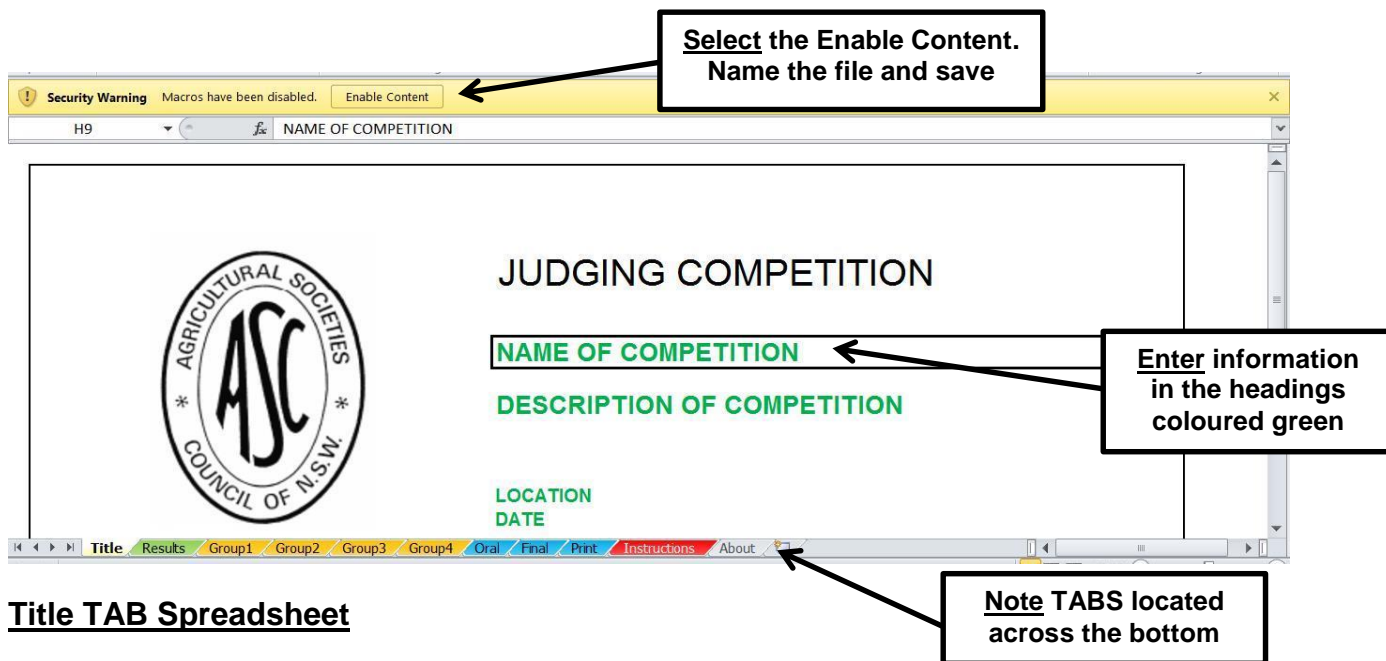


HOW TO USE THE COMPUTER SCORING PROGRAM

The Computer Scoring Program is relatively easy to use. The Program adds up the scores of the Competitors and provides the Data Reader Steward with the order of placings for the Championship. A Results Page can be printed and distributed to Competitors.

INSTRUCTIONS FOR USE OF THE PROGRAM:

1. Data can only be **entered** into selected spreadsheets and cells. All other cells are locked. It does not matter what order the data is entered into any of the spreadsheets. Calculations may not show until all relevant scores are entered.
2. A number of cells are automatically filled in through their connections with other TABS and therefore cannot be changed.
3. When the Program is first opened there will be a Security Warning. Select *Enable Content*. The FILE TYPE is an 'Excel Macro-Enabled Workbook'. To continue saving as a macro-free workbook, **click YES**. The File will need to be **named** and **saved** to a selected destination. Save the File on a regular basis.
4. TABS located across the bottom of the Program allow data to be entered. An Instruction TAB is also included.



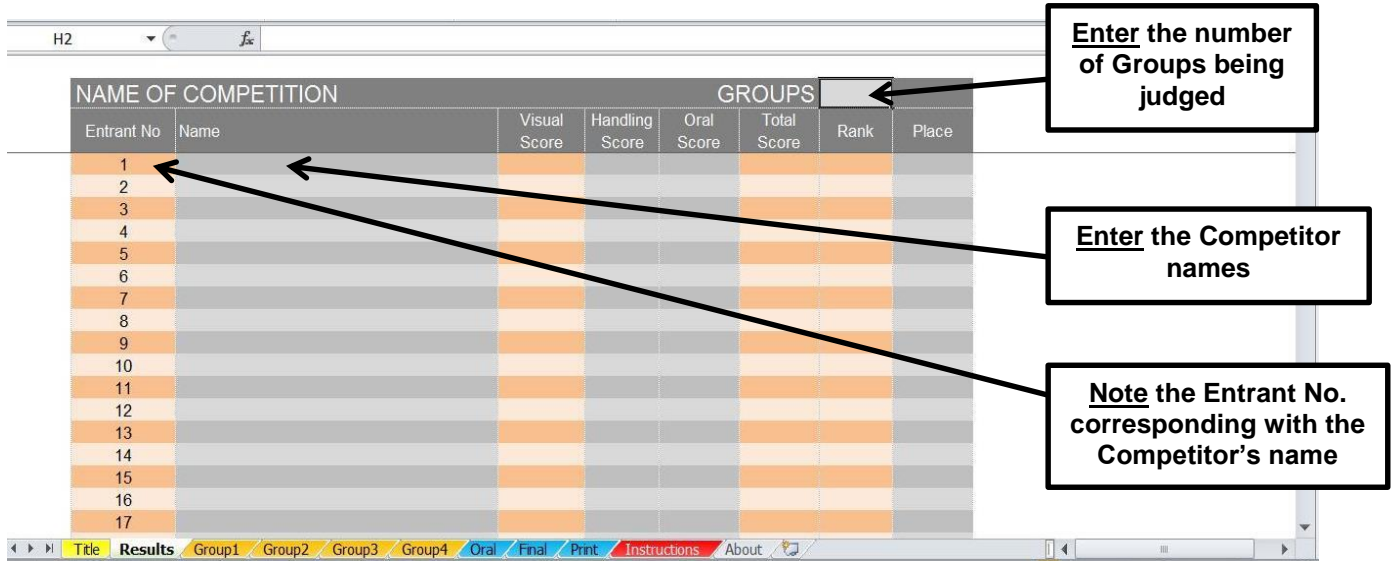
5. *Title TAB:*

Under the **headings coloured green** enter the name of the Championship/ Competition, location (Agricultural Show) and date of Championship/ Competition.

Agricultural Shows Australia Handbook

6. Results TAB:

At the top right of the spreadsheet enter the number of '**Groups**' being judged, e.g. if there are three (3) Classes of cattle being judged then write in three (3). If there are two (2) Classes of merino fleece being judged then write in two (2).



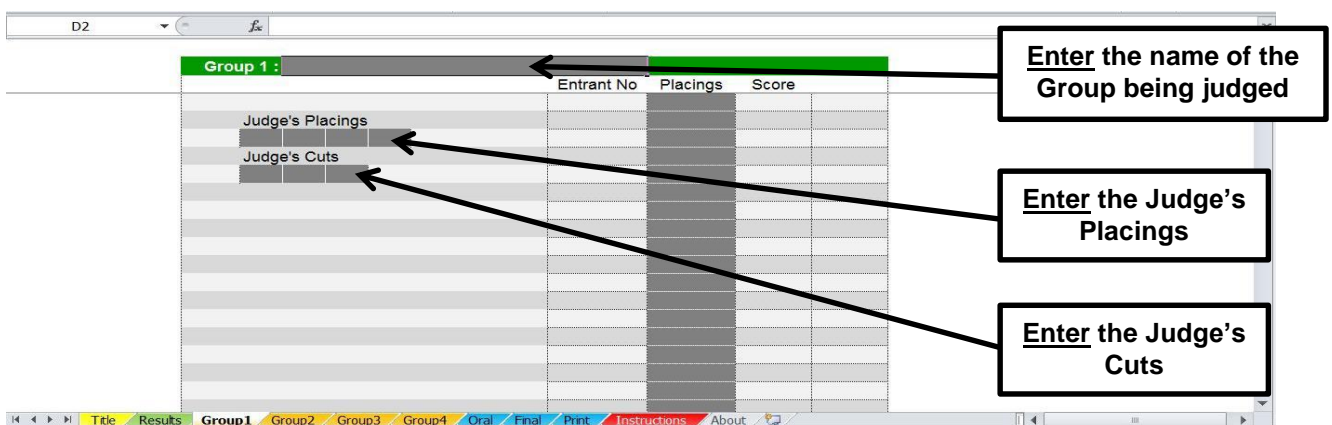
Results TAB Spreadsheet

In the '**Name**' column enter each Competitor's name. The '**Entrant No**' is the Competitor's identification number for the particular Championship being judged.

Where a Competitor does not turn up for the Championship then either delete the Competitor's name that may have been entered or leave the '**Name**' column blank.

Group One (1) TAB:

At the top of the spreadsheet under **Group One (1)** enter the name of the Group being judged, e.g., Angus, Jersey, Merino, Poll Dorset, etc.



Group One (1) TAB Spreadsheet

'**Judge's Placings**' is where the Championship judge's placings are entered, e.g. three, one, two, four (3 1 2 4) or two, four, one, three (2 4 1 3) or one, three, two, four (1 3 2 4), etc.

Agricultural Shows Australia Handbook

'**Judge's Cuts**' is where the Championship judge's cuts are entered. The total of the three (3) numbers of the cuts/ gaps should not be more than fifteen (15) or less than three (3). If the total cut equals fifteen (15), the middle cut must not be more than eight (8) or if the total cut equals fourteen (14) the middle cut must not be more than eight (8). A **Warning** will appear if these conditions are not met. The Championship judge must adjust the cuts to meet these conditions.

Note that the '**Entrant No**' will appear automatically once a Competitor's name has been entered next to a number on the '**Results TAB**' spreadsheet, e.g. if Fred Smith's name has been entered in the '**Results TAB**' spreadsheet as the third (3rd) Competitor, then a three (3) will appear under the '**Entrant No**'.

Once each Competitor has completed their placings and have handed in their placings, enter their information in order under '**Placings**' e.g. three, one, two, four (3 1 2 4) or two, four, one, three (2 4 1 3) or one, three, two, four (1 3 2 4), etc.

Note that the score will automatically be calculated and can be seen under '**Score**'.

7. **Group Two (2) TAB:**

The process for Group Two (2) spreadsheet is the same as for '**Group One (1) TAB**'.

8. **Group Three (3) TAB:**

The process for Group Three (3) spreadsheet is the same as for '**Group One (1) TAB**'.

9. **Group Four (4) TAB:**

If a Group Four (4) is required, then the process for Group Four (4) spreadsheet is the same as for '**Group One (1) TAB**'.

10. **Oral TAB:**

This spreadsheet lists all of the Competitors and their scores to date. For the Oral part and depending on what order the Championship judge chooses, the Competitors can be asked to speak in order of their score.

The screenshot shows a spreadsheet titled "SORTING ENTRANTS FOR ORAL PARTICIPATION". The spreadsheet has columns for NO, NAME, VISUAL TOTAL, HANDLING SCORE, PRE-ORAL SCORE, and RANK. The rows are numbered 1 through 17. A blue arrow points to the 'NO' column, and a green arrow points to the 'RANK' column. Two callout boxes provide instructions: "Select the blue arrow to place Entrant No. in order" and "Select the green arrow to place Entrant score in rank order".

NO	NAME	VISUAL TOTAL	HANDLING SCORE	PRE-ORAL SCORE	RANK
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

Oral TAB Spreadsheet

The blue arrow on the left puts the Competitors in order of their '**Entrant No**'.

The green arrow on the right puts the Competitors in order of their '**Score**', in Rank Order from highest to lowest score.

Agricultural Shows Australia Handbook

When the Championship judge has listed each Competitor's Handling Score then the scores can be entered on the '**Results**' **TAB** spreadsheet.

Note:

In the Championships where there are no Handling scores, e.g. Beef Cattle Judging Championship and Dairy Cattle Judging Championship, a Zero (0)' should be entered against each Competitor. Handling scores only apply to Meat Breeds Sheep Judging Championship, Merino Fleece Judging Championship, Merino Sheep Judging Championship and Poultry Judging Championship.

11. Scoring Oral And Handling Scores:

Once the Championship judge has given the Competitor their Oral and Handling scores (where applicable), then enter these scores in the '**Results**' **TAB** spreadsheet.

Note that these scores then carry through to the remaining TABS.

NAME OF COMPETITION		GROUPS					
Entrant No	Name	Visual Score	Handling Score	Oral Score	Total Score	Rank	Place
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

Enter the Oral score when available

Enter the Handling Score if/ when available

Results TAB Spreadsheet

12. Final TAB:

This spreadsheet contains all of the scores that allow the Competitors to be sorted into '**Entrant No**' order or '**Placing**' order.

NO	NAME	VISUAL TOTAL	HANDLING SCORE	ORAL SCORE	TOTAL SCORE	RANK
2						
1						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Note the Total score allows sorting for final ranking

Agricultural Shows Australia Handbook

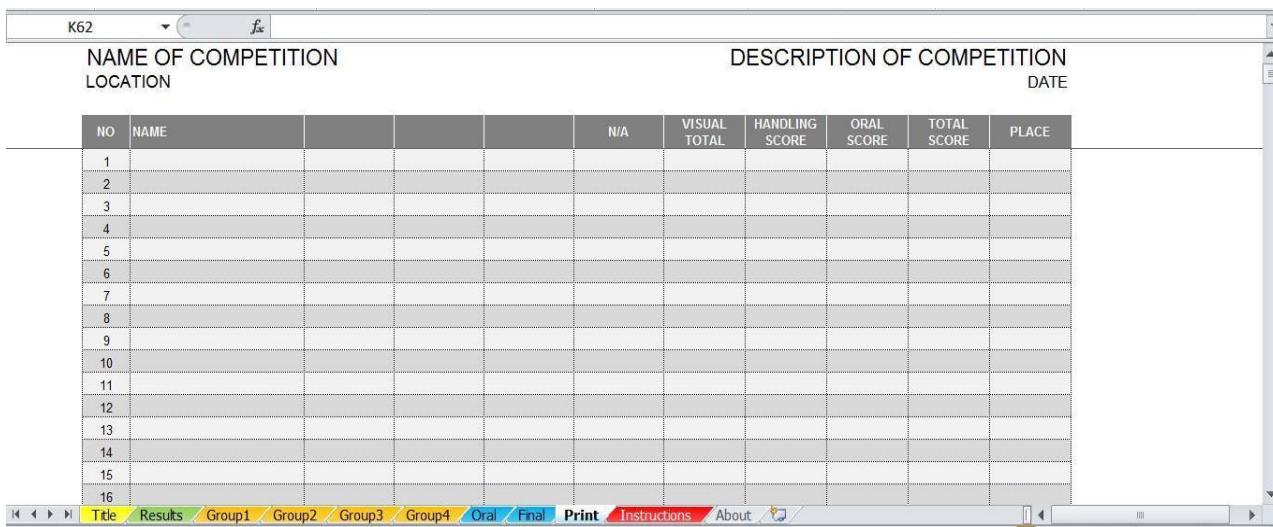
Final TAB Spreadsheet

If there are any ties then go to the 'Final' TAB spreadsheet and click the green arrow. This will list the Competitors in Rank Order. Use this information, the Championship Rules, Regulations and Procedure to determine the 'Placings' if ties are not permitted. There will be a need to go to the 'Final' TAB spreadsheet and enter the placings in the 'Placings' column.

13. **Print TAB:**

This spreadsheet has all of the information that has been provided in the previous TABS. To get the 'Place' column completed, there is a need to go back to the 'Results' TAB spreadsheet and enter the top three placings under 'Place'. This is easily known via the 'Rank' column which is located to the left.

The entered information will then automatically transfer through to the 'Print' TAB spreadsheet.



The screenshot shows a spreadsheet window with the following structure:

NAME OF COMPETITION		DESCRIPTION OF COMPETITION								
LOCATION		DATE								
NO	NAME				N/A	VISUAL TOTAL	HANDLING SCORE	ORAL SCORE	TOTAL SCORE	PLACE
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

The spreadsheet window includes a menu bar with 'Title', 'Results', 'Group1', 'Group2', 'Group3', 'Group4', 'Oral', 'Final', 'Print', 'Instructions', and 'About'. The 'Print' tab is currently selected.

Print TAB Spreadsheet

Where print facilities are available, print off the 'Print' TAB spreadsheet and distribute the Championship results to Competitors.

A copy of the Championship final results should be retained for the Agricultural Shows Australia Secretariat.

14. **Save file:**

DON'T FORGET TO SAVE THE FILE.