

Competitive Cheer Scoring Program Instructions

YOU MUST ENABLE MACROS FOR THIS PROGRAM TO RUN!
in Excel go to Tools/Macros/Security to enable.

1. Save a copy of this template on your computer. Use copies of template for each pool of teams. i.e Varsity Div 1 Pool A, Varsity Div 1 Pool B, etc. you can have many spreadsheet opened at one time.
2. Input school names, comp name, class, etc. on the "Schools" worksheet.
3. Input the judges ID numbers on the "Judges" worksheet.
These will propagate throughout the individual team sheets.
4. After team names have been added they will now appear on the "Totals" sheet. This sheet is called "VarsityA1" on the high school spreadsheet & "7th Div 1" on the middle school spreadsheet. DO NOT change any names on the worksheet tabs. The team names now on the "Totals" sheet are hyperlinks to the team sheet. Click on team name and you will be taken to that teams score sheet. The red "BACK" button at the top-left of team page will take you back to "Totals" page. "Totals" sheet is not protected. Do not change anything on this sheet.
5. Only add scores to the team pages. In the HS R2 (Middle School R1), under the date put in the number of competitors in this round. Found at top of each judges sheet.
Multiplier will automatically be changed to the proper value. The compulsory round skills must be performed in order, so there are drop down lists where you can choose each skill. Skill multiplier factor will auto-update. General Impression score is not included with the multiplier and is added to sub-total score per MHSAA rules.
6. Use "Print" button at top of pages to print each round after scores have been added. This sets all page setup information for properly printing the round scores to your default printer.
7. On "Totals" page, "Sort & Print" button, does just that. Sorts all scores and prints out results. If there is a tie in the Grand Total score, program will sort next by Round 3 score per MHSAA rules. After "Sort & Print" this sheet will return to it's "pre-sorted" status.
8. All Compulsory Round (HS - R2 & MS - R1) must be calculated to the nearest thousandth of a point (.000)
9. Clear Scorsheet button will clear all scores on the sheet. Use caution when clicking this button!