



## **Host Club Information**

### *Producing & Using the Print Competition Scoresheet*

**Note: This document relates solely to the use of the Print Competition Scoresheet Form. Please refer to the *Host Club Procedures* on the SLF website for details of all procedures that host clubs must follow.**

As print competitions usually involve a number of clubs, a *Print Competition Scoresheet Form* has been developed to assist the host club to collate print titles from participating clubs and produce a scoresheet for the competition. This scoresheet provides the showing order of prints on the night. It is also used to record scores & certificates and produce totals for each club at the competition. The *Print Competition Scoresheet Form* is an Excel template that will create a spreadsheet that should run with all current versions of Excel on Windows.

To produce a scoresheet for a print competition:

- If you have not already done so, download the *Print Competition Scoresheet Form* from the SLF website. Note: You may find that the file you download has a .xls extension rather than a .xlt extension. Just use it anyway.
- Go into the *Print Competition Scoresheet Form* and from the *Start Here* work sheet:
  - Select the relevant competition from the dropdown list. This will be used to check that the incoming entries are for the correct competition. Check that your details are shown correctly.
  - Set the *Presentation Order* to 'Random'.
  - For **each** club participating in the competition, use the *Load Club Entries* button to import the print titles from the club's *Print Title Entry Form*. As you do this, the scoresheet will build up on the *Score sheet* work sheet.
  - Go to the *Score Sheet* work sheet and check that all print titles have loaded correctly. If there are any errors, go back to the *Start Here* work sheet and *Clear All Entries* before re-loading the print titles from scratch.
  - When the scoresheet is complete and checked, go back to the *Start Here* work sheet and click on the *Save* button at the bottom of the form (**not** the save option on the menu bar) to save it with a new name. The latest version of the spreadsheet suggests a name such as *FSLPS 2013-14 Gp2 CP Scores.xls* for the Group 2 colour print competition in the 2013-14 season.
- Email the saved scoresheet to the participating clubs before the competition. Provide spare paper copies on the night of the competition.

**NOTE: Once the scoresheet has been issued, DO NOT go back into it and re-generate it - this will produce a second random order!**

## Using the Scoresheet at the Competition:

- Use the scoresheet to record all marks. Half marks must be entered as **.5** (eg 7.5). *Note: It is advisable to save the spreadsheet regularly during the competition. This can be done using the usual **Save** (Ctrl-S) icon in Excel.*
- As a number of prints are likely to be held back for marking at the end, there is a column for flagging those prints. For anything that the judge wishes to hold back, enter an **'h'** into the **Held/Cert** column. The **Sort Held/Cert to Top** button at the top of the scoresheet will allow you to quickly identify all prints held back. *Note: to return to the showing order, click the **Show Normal Order** button.*
- Record all Certificates awarded by placing a **'c'** into the **Held/Cert** column. The **Sort Held/Cert to Top** button at the top of the scoresheet will allow you to quickly identify all certificated prints.
- Make sure you press **Enter** after the final mark has been typed in (otherwise the totals will not be updated!).
- Resolve **all** tie-breaks as they determine which Semi-final or Plate Round a club is placed in. At the bottom of the scoresheet, mark the judge's preferred tie-break print with a **1**, the 2<sup>nd</sup> choice print with **2** etc.
- At the end of the competition, **Save** the scoresheet. This can be done with the usual Save (Ctrl-S) icon in Excel.

## Using Excel

Some tips on using Excel:

The Entry Form spreadsheet will only run on Windows or Windows emulation on a Mac.

**Macros:** The spreadsheet uses macros and on many machines this facility is disabled unless you do something about it. To allow macros to be used in Excel versions before Excel 2007 do the following:

1. Start **Excel**
2. Go to **Tools > Macro > Security**
3. Select **Medium**

Once you have done this, you will be asked each time you open one of the FSLPS spreadsheets if you want to enable macros. Click **Enable Macros**.

Excel 2007 deals with this in a different way and you will probably be asked each time you open one of the FSLPS spreadsheets if you want to enable the content. Click **Enable This Content**. If you get a different response and are unable to use the spreadsheets, let Steve Wilbur know and he'll look into the problem – email: [steve.wilbur@btinternet.com](mailto:steve.wilbur@btinternet.com) .

**Locked Cells:** Only the cells that you can use are enabled. All other cells on the entry form should be locked. Thus, you will not be able to change the No., Code or Image/Author columns.

**Saving Spreadsheets prior to the competition:** After you have loaded print titles into the entry form, ALWAYS use the **Save** button on the sheet to save your spreadsheet. It will suggest the appropriate name and the correct file format for maximum compatibility (.xls). At this point, **DO NOT use File > Save, File > Save As, Ctrl-S, or any floppy disk icons to save your spreadsheets. If a dialogue asking if you want to save the spreadsheet is shown when you try to close Excel, click Cancel in the dialogue box and use the Save button on the sheet, and then close Excel.**

On competition night, the normal **Save** (Ctrl-S) icon in Excel can be used as the file will already be in the correct .xls format.