# USPC Games Excel Scoresheet Overview

Below is a written overview on how the USPC Games Excel Scoresheet operates and how you will need to input information into the file.

If you are utilizing a spreadsheet for an upcoming competition, we recommend filling out the information at least a week before so the only thing that is needed the day of competition are the scores.

If you need help in learning how to score a Games competition, please visit the USPC Games Rulebook.

## Spreadsheet Contents

The spreadsheet has 11 tabs titled, Instructions, Div 1, 2, 3, 4, 5, 6, 7, 8, 9, and Team Placings, and can house up to 20 teams on each "Div" tab.

It is important to fill out all white cells as many won't calculate the scores UNTIL information is placed in a cell.

All white cells are editable. Grey or purple cells lock in formulas or formatting. Please do not manipulate the colored cells as it could adversely affect the scoring of the program.

### Objectives and Functions

- Instructions – General layout and overview of how to fill out the spreadsheet
- Div 1 – All team information and scores for Division 1
- Div 2 – All team information and scores for Division 2
- Div 3 – All team information and scores for Division 3
- Div 4 – All team information and scores for Division 4
- Div 5 – All team information and scores for Division 5
- Div 6 – All team information and scores for Division 6
- Div 7 – All team information and scores for Division 7
- Div 8 – All team information and scores for Division 8
- Div 9 - All team information and scores for Division 9
- Team Placings – Split by division, houses overview of scores and ranking within divisions.

## Instructions

The instructions tab is the very first tab of the scoresheet. On this tab it will walk you through the general layout and how to input scores in the scoresheet. There will also be several key pieces of information you will need to fill in on this tab.

### Name of Rally

The rally name will be pulled from this location and placed on all remaining sheets (except for the placings spreadsheet) of the excel file.

| Rally Name |
| --- |
| National Office Test |

### Rally Divisions

Enter the Divisions for the rally in the white spaces below. This information pulls on the corresponding "Div" tabs and places a division on each of the tables in the "Team Placings" tab.

For more information on Divisions, please visit the USPC Games Rulebook.

| Rally Divisions | |
| --- | --- |
| Division 1 | Youth Intermediate |
| Division 2 | Junior Inermediate |
| Division 3 | Senior Open |
| Division 4 | |
| Division 5 | |

## Club/Center

Enter in the clubs/centers that are participating in the spaces provided. This will be used as a dropdown for each of the teams.

No scores require this field to be filled out, however, it is good practice for recording and tracking purposes to know which members from clubs/centers are participating.

| Clubs/Centers Participating |
|---|
| Club/Center 1 |
| Club/Center 2 |
| Club/Center 3 |
| Club/Center 4 |

## Div 1, 2, 3, 4, 5, 6, 7, 8, 9

These tabs house all information regarding each team, competitor, other scoring, session scoring and Horse Management. Scores for teams and individuals are entered from left to right.

All grey and purple cells indicate that it is locked to protect a formula or formatting. Please enter in the information in the white cells provided.

**National Office Test**
**Youth Intermediate**

### Team Name — YI TEAM 1

| # | Competitor (C=Captain) | | PC Age | Mount | HM Cert | Mntd. Cert | Club/Center |
|---|---|---|---|---|---|---|---|
| 1 | yi 1 | C | 10 | Mount 1 | UR | UR | Club/Center 4 |
| 2 | yi 2 | | 10 | Mount 2 | D-1 | UR | Club/Center 4 |
| 3 | yi 3 | | 10 | Mount 3 | UR | UR | Club/Center 4 |
| 4 | yi 4 | | 10 | Mount 4 | D-1 | D-1 | Club/Center 4 |
| 5 | yi 5 | | 10 | Mount 5 | D-1 | D-1 | Club/Center 4 |

**Other Scoring**

### Horse Management

| Notes | Safety & Setup | Req. Equip | Turnout | Day 1 | Day 2 | Day 3 | Misc. Penalties | Total | Team Total |
|---|---|---|---|---|---|---|---|---|---|
| Enter in HM scores to the right. If there is no competitor, leave blank. | 2 | 1 | | | | | | 3 | |
| | | | | 1 | 2 | | | 3 | |
| | | | | | | | 1 | 1 | 11 |
| | | | | | | 3 | | 3 | |
| | | | 1 | | | | | 1 | |

### Session 1

| # of Games | # of Lanes | Game | Points | Game | Points | Game | Points | Total |
|---|---|---|---|---|---|---|---|---|
| | | 1 | 4 | 6 | | 11 | | |
| | | 2 | 3 | 7 | | 12 | | |
| 5 | 3 | 3 | 2 | 8 | | 13 | | 15 |
| | | 4 | 3 | 9 | | 14 | | |
| | | 5 | 3 | 10 | | 15 | | |

### Session 2

| # of Games | # of Lanes | Game | Points | Game | Points | Game | Points | Total |
|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 6 | 3 | 11 | | |
| | | 2 | 2 | 7 | 3 | 12 | | |
| 9 | 3 | 3 | 2 | 8 | 4 | 13 | | 24 |
| | | 4 | 3 | 9 | 2 | 14 | | |
| | | 5 | 3 | 10 | | 15 | | |

### Session 3

| # of Games | # of Lanes | Game | Points | Game | Points | Game | Points |
|---|---|---|---|---|---|---|---|
| | | 1 | 4 | 6 | | 11 | |
| | | 2 | | 7 | | 12 | |
| 5 | 3 | 3 | 4 | 8 | | 13 | |
| | | 4 | 2 | 9 | | 14 | |
| | | 5 | 4 | 10 | | 15 | |

### Session 4

| Points | Game | Points | Game | Points | Total |
|---|---|---|---|---|---|
| | 6 | | 11 | | |
| | 7 | | 12 | | |
| | 8 | | 13 | | 0 |
| | 9 | | 14 | | |
| | 10 | | 15 | | |

### Session 5

| # of Games | # of Lanes | Game | Points | Game | Points | Game | Points | Total |
|---|---|---|---|---|---|---|---|---|
| | | 1 | | 6 | | 11 | | |
| | | 2 | | 7 | | 12 | | |
| | | 3 | | 8 | | 13 | | 0 |
| | | 4 | | 9 | | 14 | | |
| | | 5 | | 10 | | 15 | | |

### Session 6

| # of Games | # of Lanes | Game | Points | Game | Points | Game | Points | Total |
|---|---|---|---|---|---|---|---|---|
| | | 1 | | 6 | | 11 | | |
| | | 2 | | 7 | | 12 | | |
| | | 3 | | 8 | | 13 | | 0 |
| | | 4 | | 9 | | 14 | | |
| | | 5 | | 10 | | 15 | | |

### Totals

| HM Bonus | Mounted | Overall |
|---|---|---|
| 8 | 53 | 61 |

In the screenshots above, you can see that the information is split into different tables, Team Information, Other scoring, Horse Management, Sessions 1 – 6, and Totals tables.

## Team Information

The team table houses the team's name, competitor number, competitor name and captain notation, PC Age, Mount, HM and Mounted Certifications, and Club/Center of each participant.

Again, all greyed cells are locked to preserve formatting. Please note that even though the team name is purple, the cell will become purple to indicate that an item has been entered, but when looking at a blank version of the scoresheet, that cell will be white.

| Team Name | | | | | | | |
|---|---|---|---|---|---|---|---|
| YI TEAM 1 | | | | | | | |
| # | Competitor (C=Captain) | | PC Age | Mount | HM Cert | Mntd. Cert | Club/Center |
| 1 | yi 1 | C | 10 | Mount 1 | UR | UR | Club/Center 4 |
| 2 | yi 2 | | 10 | Mount 2 | D-1 | UR | Club/Center 4 |
| 3 | yi 3 | | 10 | Mount 3 | UR | UR | Club/Center 4 |
| 4 | yi 4 | | 10 | Mount 4 | D-1 | D-1 | Club/Center 4 |
| 5 | yi 5 | | 10 | Mount 5 | D-1 | D-1 | Club/Center 4 |

### Team Name

Please enter the team's name in the white space provided below "Team Name". This will turn purple once an item is entered.

**NOTE**: The team's scores will not calculate if there is no team name.

### Competitor #

Type the number for each competitor in the rows below "#". It is recommended to put them in ascending order (1,2,3,4,5 etc.).

### Competitor and C

Enter the name of the competitor and type a "C" if they are a captain in the space provided.

### PC Age

Please enter the Pony Club Age of each member. Their Pony Club age is their age by January 1 of the competition year. EX: Member is born June 1996. Pony Club age as of January 1, 2021, is 24.

### Mount

Please enter the mount's name.

### HM Certification

Please choose from the dropdown the member's HM Certification. EX: H-B, D-2 HM…

### Mounted Certification

Please choose from the dropdown the member's mounted certification. EX: D-3 EV, C-1 DR…

## Other Scoring

Next to the Team's table, you may notice a small separate table marked, "Other Scoring". This other scoring column is to use for any additional items that are not related to Horse Management.

Penalties should be a negative number (-1) and bonus points should be a positive number (1). This column is then added to the overall riding score.

EX: Player gets a yellow card and receives 2 penalty points. "-2" would be inputted in the "Other Scoring" scoring column.

| Other Scoring |
|---|
| |
| |
| |
| |
| |

## Horse Management

The Horse Management table houses all HM penalties. These will be recorded on HM sheets and handed to the scorer to input. All grey and purple cells lock in formulas or formatting.

**NOTE**: The "Team Total" at the end only tallies up the team's points. It is not the full calculated HM Bonus score. That is listed at the end of the row.

**NOTE**: This will not calculate a ghost score for HM, please follow the Horse Management Handbook on how to score ghost scores for HM.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Horse Management** | | | | | | | | | |
| **Notes** | **Safety & Setup** | **Req. Equip** | **Turnout** | **Day 1** | **Day 2** | **Day 3** | **Misc. Penalties** | **Total** | **Team Total** |
| Enter in HM scores to the right. If there is no competitor, leave blank. | 2 | 1 | | | | | | 3 | 11 |
| | | | 1 | | 2 | | | 3 | |
| | | | | | | | 1 | 1 | |
| | | | | | | 3 | | 3 | |
| | | | 1 | | | | | 1 | |

## Sessions 1 – 6

Each session table houses the points for each game played that session, number of games played, number of lanes, and the total for that session.

All grey and purple cells are locked for formatting. Enter in the number of games and number of lanes in the first white cells. The "points" earned in the Points column next to the game number. The total will add up all points for the session for you.

**NOTE**: To determine points earned, please reference the USPC Games Rulebook.

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Session 1** | | | | | | | | | | |
| **# of Games** | **# of Lanes** | | **Game** | **Points** | **Game** | **Points** | **Game** | **Points** | **Total** | |
| 5 | 3 | | 1 | 4 | 6 | | 11 | | 15 | |
| | | | 2 | 3 | 7 | | 12 | | | |
| | | | 3 | 2 | 8 | | 13 | | | |
| | | | 4 | 3 | 9 | | 14 | | | |
| | | | 5 | 3 | 10 | | 15 | | | |

## Totals Table

This table shows the HM Bonus Score, Mounted Score, and the Overall Score. The Mounted score includes what was on the "Other Scoring" table as well, and the Overall Score is both HM and the Mounted Score combined.

**NOTE**: If there is a short team of 3 competitors, the Mounted and Overall scores will show "N/A" as per the rulebook, members can still participate with 3 competitors, but cannot earn a placing for Overall and Mounted scores but can still be placed with their HM Score.

| | | |
|---|---|---|
| **Totals** | | |
| **HM Bonus** | **Mounted** | **Overall** |
| 8 | 53 | 61 |

## Team Placings

Each divisions listed in the "Rally Divisions" table corresponds with one of the tables on this tab. Tables are listed from left to right, top to bottom.

Each division will be listed at the top of the table and all team, scores, and rankings are listed below. This tab is unlocked and allows you to sort the information as you wish. Even though all cells are white, they do have formulas in each cell. PLEASE BE CAUTIOUS not to adjust any of the formulas as this could affect the rankings and placings.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| | Youth Intermediate | | | | | | |
| | Team | Mounted Score | Mounted Placing | HM Score | HM Placing | Overall Score | Overall Placing |
| | YI TEAM 1 | 53 | 1 | 8 | 2 | 61 | 2 |
| | YI TEAM 2 | 50 | 2 | 2.25 | 1 | 52.25 | 1 |
| | YI TEAM 3 | N/A | N/A | 9.67 | 3 | N/A | N/A |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

To sort the information, click on the dropdown arrow next to the column you wish to sort, and choose sort from "A to Z" if you wish to see placings from first to last or "Z to A" to see them from last to first. Don't be afraid to play around with it a bit.

**NOTE**: This origionally pulls the information the exact way the teams are inputted on each division sheet, so if there is a space between teams, it is likely there is not a team name entered, or a team section was skipped over. When sorting, all blank spaces will be pushed to the bottom.

# References

Please see the USPC Games Rulebook for more information on how to score a Games Competition.

Questions about the USPC Games Excel Scoresheet can be sent to scoring@ponyclub.org.