## USPC Tetrathlon Excel Scoresheet Overview

Below is a written overview on how the USPC Tetrathlon 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 Tetrathlon competition, please visit the USPC Tetrathlon Rulebook.

## Spreadsheet Contents

The spreadsheet has 9 tabs titled, Instructions, Teams \& HM, Ride, Run, Shoot, Swim, Scores, Individual Placings, \& Team Placings. This spreadsheet can accommodate up to 20 Teams.

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

All white cells are editable. Grey or green 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.
- Teams \& HM - Houses all the team information \& HM scores.
- Ride, Run, Shoot, Swim - Houses all of phase scores.
- Scores - Overview of all scores and can input "other" scores if necessary.
- Ind. Placings - Overview of all individual's scores and placings broken down by Division (no input necessary on this page).
- Team Placings - Overview of all team's scores and placings broken down by division (no input necessary on this page).


## 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.

## Competition Levels

The information placed in "Competition Levels" will be used later in the Teams \& HM tab to define which level the competitor is competing at. This information can be manipulated.

There are 12 spaces to allow for as many divisions as the rally would like to hold.

Competition Levels
8 \& Under
10 \& Under
Pre-Novice Female Pre-Novice Male
Novice Female
Novice Mal
Intermediate Female
Intermediate Male
Junior Female
Junior Mal
Senior Female
Senior Mal

## Teams \& HM

This tab houses all the information for the team as well as the Horse Management scores.

| Test Tetrathion Excel Scoring |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| T-1 | Team Name: | Test: full team with SM |  |  |  |  |  | Horse Management |  |  |  |  |  |  |  |  |  |  |
| \# | Competitor (C=Captain) |  | $\begin{array}{\|c\|} \hline \text { PC } \\ \text { Age } \\ \hline \end{array}$ | Mount | Riding Cert. | HM Cert. | Competition Level | Notes | Set Up \& Safety | Turnout | Req. Equipment | Daily 1 | Daily 2 | Daily 3 | Total | Ind. HM <br> Score | HM W/ Stable Manager | Team HM Score |
| 1 | Test 1 |  | 10 | Mount 1 | D1 | D2 | Pre-Novice Male | Record HM | 1 | 2 | 3 | 1 | 5 | 2 | 14 | 400 | 346.875 |  |
| 2 | Test 2 |  | 12 | Mount 2 | D3 | D3 | Novice Female | Recores to | 0 | 5 | 1 | 8 | 3 | 1 | 18 | 200 | 146.875 |  |
| 3 | Test 3 |  | 15 | Mount 3 | D2 | C2 | Intermediate Female | the right. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1100 | 1046.875 | 2437.5 |
| 4 | Test 4 | C | 11 | Mount 4 | C2 | C2 | Pre-Novice Female | Leave blank if no rider. | 0 | 0 | 1 | 2 | 0 | 0 | 3 | 950 | 896.875 |  |
| 5 | Test 5 |  | 15 | STABLE MANA |  | C2 |  |  | 1 | 1.75 | 1 | 0.5 | 0 | 0 | 4.25 | 887.5 |  |  |

## Rally Name

In green lettering where it says, "Test Tetrathlon Excel Scoring", enter in your Rally Name.

## Team Information Table

All white cells are editable and grey cells are not.
Choose the Team number, type in the team name and any information.

To choose certifications, click on the cell, then click on the downward arrow. Finally, choose the competition level each competitor is competing at.

| T-1 | Team Name: |  | Test: full team with SM |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| \# | Competitor (C=Captain) | PC <br> Age | Mount | Riding <br> Cert. | HM <br> Cert. | Competition Level |  |
| 1 | Test 1 |  | 10 | Mount 1 | D1 | D2 | Pre-Novice Male |
| 2 | Test 2 |  | 12 | Mount 2 | D3 | D3 | Novice Female |
| 3 | Test 3 |  | 15 | Mount 3 | D2 | C2 | Intermediate Female |
| 4 | Test 4 | C | 11 | Mount 4 | C2 | C2 | Pre-Novice Female |
| 5 | Test 5 |  | 15 | STABLE MANAGER | C2 |  |  |

NOTE: To allow maximum flexibility on the spreadsheet, ghost scores are not calculated automatically. If the team is a short team, ghost scores will need to be calculated manually.

## Horse Management Table

Enter all HM penalties in this table. Any cells that are white can be edited.

Any cells that are green or grey are locked in place.

| Horse Management |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Notes |  <br> Safety | Turnout | Req. <br> Equipment | Daily 1 | Daily 2 | Daily 3 | Total | Ind. HM <br> Score | HM W/ Stable Manager | Team HM Score |
| Record HM Scores to the right. Leave blank if no rider. | 1 | 2 | 3 | 1 | 5 | 2 | 14 | 400 | 346.875 | 2437.5 |
|  | 0 | 5 | 1 | 8 | 3 | 1 | 18 | 200 | 146.875 |  |
|  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1100 | 1046.875 |  |
|  | 0 | 0 | 1 | 2 | 0 | 0 | 3 | 950 | 896.875 |  |
|  | 1 | 1.75 | 1 | 0.5 | 0 | 0 | 4.25 | 887.5 |  |  |

Final scores are tallied in the green cells.

## Ride

All green and grey cells are locked to keep formulas for being entered.

| Test Tetrathlon Excel Scoring |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Competition Level | $\#$ | Name |  |  |
| Pre-Novice Male | 1 | Test 1 |  |  |
| Novice Female | 2 | Test 2 |  |  |
| Intermediate Female | 3 | Test 3 |  |  |
| Pre-Novice Female | 4 | Test 4 |  |  |
| Pre-Novice Male | 11 | Test 6 |  |  |
| Novice Female | 12 | Test 7 |  |  |
| Intermediate Female | 13 | Test 8 |  |  |
|  |  |  |  |  |
| Pre-Novice Male | 21 | Test 10 |  |  |
| Novice Female | 22 | Test 11 |  |  |
| Intermediate Female | 23 | Test 12 |  |  |
| Pre-Novice Female | 24 | Test 13 |  |  |
| Pre-Novice Male | 31 | Test 14 |  |  |
| Novice Female | 32 | Test 15 |  |  |
| Intermediate Female | 33 | Test 16 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |




All team and individual information is pulled from the previous cell. Choose if the competitor is competing down and what they are competing down to.

Enter in the time for the course as MM:SS, any time penalties, slip rail or gate penalties they may also have occurred.
All round totals are calculated in green and the final totals are in dark green in the "Totals" table.
Run
Enter all information in the white cells.

| Test Tetrathlon Excel Scoring |  |  |  |
| :---: | :---: | :---: | :---: |
| Team | Competition Level | $\#$ | Name |
| T-1 | Pre-Novice Male | 1 | Test 1 |
| T-1 | Novice Female | 2 | Test 2 |
| T-1 | Intermediate Female | 3 | Test 3 |
| T-1 | Pre-Novice Female | 4 | Test 4 |
| T-2 | Pre-Novice Male | 11 | Test 6 |
| T-2 | Novice Female | 12 | Test 7 |
| T-2 | Intermediate Female | 13 | Test 8 |
| T-2 |  |  |  |
| T-3 | Pre-Novice Male | 21 | Test 10 |
| T-3 | Novice Female | 22 | Test 11 |
| T-3 | Intermediate Female | 23 | Test 12 |
| T-3 | Pre-Novice Female | 24 | Test 13 |
| T-4 | Pre-Novice Male | 31 | Test 14 |
| T-4 | Novice Female | 32 | Test 15 |
| T-4 | Intermediate Female | 33 | Test 16 |
| T-4 |  |  |  |


| RUN |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | ---: | ---: |
| Running Down? | Run Level? | Time | Seconds Over | Score | Compete Down <br> Penalties | Final Score | Team <br> Score |
| Yes | $10 \&$ Under | $2: 55$ | 55 | 770 | 200 | 570 |  |
| No | Novice Female | $3: 44$ | 0 | 1100 |  | 1100 |  |
| Yes | Novice Female | $3: 45$ | 0 | 1100 | 200 | 900 |  |
| No | Pre-Novice Female | $2: 45$ | 45 | 830 |  | 830 |  |
| No | Pre-Novice Male | $3: 04$ | 64 | 716 |  | 716 |  |
| No | Novice Female | $3: 40$ | 0 | 1100 |  | 1100 |  |
| Yes | Pre-Novice Female | $3: 01$ | 61 | 734 | 400 | 334 |  |
|  |  |  |  |  |  | 1100 |  |
| No | Pre-Novice Male | $2: 00$ | 0 | 1100 |  | 1010 |  |
| No | Novice Female | $4: 00$ | 15 | 1010 |  | 1095.5 |  |
| No | Intermediate Female | $8: 01$ | 1 | 1095.5 |  | 1010 |  |
| No | Pre-Novice Female | $2: 15$ | 15 | 1010 |  | 1022 |  |
| No | Pre-Novice Male | $2: 13$ | 13 | 1022 |  | 1100 |  |
| No | Novice Female | $3: 33$ | 0 | 1100 |  | 1091 |  |
| No | Intermediate Female | $8: 02$ | 2 | 1091 |  |  |  |
|  |  |  |  |  |  |  |  |

The team information will automatically pull from the Teams \& HM tab. Enter if the member is running down, what level they are running, their time as MM:SS, Seconds over, Score, and any compete down penalties they may have.

Final scores are tallied at the end in dark green.

## Shoot

All white cells are editable.

| Test Tetrathlon Excel Scoring |  |  |  | Shooting |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Team | Competition Level | \# | Name | Score | Penalties | Total | Team Total |
| T-1 | Pre-Novice Male | 1 | Test 1 | 600 |  | 600 |  |
| T-1 | Novice Female | 2 | Test 2 | 990 |  | 990 | 2485 |
| T-1 | Intermediate Female | 3 | Test 3 | 650 | 5 | 645 | 2485 |
| T-1 | Pre-Novice Female | 4 | Test 4 | 850 |  | 850 |  |
| T-2 | Pre-Novice Male | 11 | Test 6 | 1100 |  | 1100 |  |
| T-2 | Novice Female | 12 | Test 7 | 1100 | 10 | 1090 | 3290 |
| T-2 | Intermediate Female | 13 | Test 8 | 1100 |  | 1100 |  |
| T-2 |  |  |  |  |  |  |  |
| T-3 | Pre-Novice Male | 21 | Test 10 | 999 |  | 999 |  |
| T-3 | Novice Female | 22 | Test 11 | 998 | 2 | 996 | 2992 |
| T-3 | Intermediate Female | 23 | Test 12 | 997 |  | 997 |  |
| T-3 | Pre-Novice Female | 24 | Test 13 | 996 |  | 996 |  |
| T-4 | Pre-Novice Male | 31 | Test 14 | 989 |  | 989 |  |
| T-4 | Novice Female | 32 | Test 15 | 988 |  | 988 | 2964 |
| T-4 | Intermediate Female | 33 | Test 16 | 987 |  | 987 |  |
| T-4 |  |  |  |  |  |  |  |

All team information pulls from the Teams \& HM tab. Enter in the score and penalties from the shooting phase in the white cells provided.

Totals are calculated in the dark green cells.

## Swim

All white cells are editable.

| Test Tetrathlon Excel Scoring |  |  |  | Swimming |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Team | Competition Level | \# | Name | Swimming Down? | Swim Level? | Time | Score | Competing Down Penalties | Total Score | Team Score |
| T-1 | Pre-Novice Male | 1 | Test 1 | No | Pre-Novice Male | :36 | 1028 |  | 1028 |  |
| T-1 | Novice Female | 2 | Test 2 | No | Novice Female | :54 | 1100 |  | 1100 |  |
| T-1 | Intermediate Female | 3 | Test 3 | No | Intermediate Female | 1:22 | 812 |  | 812 | 940 |
| T-1 | Pre-Novice Female | 4 | Test 4 | Yes | 10 \& Under | 1:23 | 524 | 200 | 324 |  |
| T-2 | Pre-Novice Male | 11 | Test 6 | No | Pre-Novice Male | :35 | 1040 |  | 1040 |  |
| T-2 | Novice Female | 12 | Test 7 | No | Novice Female | :55 | 1100 |  | 1100 | 3040 |
| T-2 | Intermediate Female | 13 | Test 8 | Yes | Novice Female | :56 | 1100 | 200 | 900 |  |
| T-2 |  |  |  |  |  |  |  |  |  |  |
| T-3 | Pre-Novice Male | 21 | Test 10 | No | Pre-Novice Male | :37 | 1016 |  | 1016 |  |
| T-3 | Novice Female | 22 | Test 11 | No | Novice Female | :59 | 1100 |  | 1100 | 320 |
| T-3 | Intermediate Female | 23 | Test 12 | Yes | Novice Female | 1:01 | 1088 |  | 1088 | 3204 |
| T-3 | Pre-Novice Female | 24 | Test 13 | No | Pre-Novice Female | :40 | 980 |  | 980 |  |
| T-4 | Pre-Novice Male | 31 | Test 14 | No | Pre-Novice Male | :38 | 1004 |  | 1004 |  |
| T-4 | Novice Female | 32 | Test 15 | No | Novice Female | 1:01 | 1088 |  | 1088 | 180 |
| T-4 | Intermediate Female | 33 | Test 16 | No | Intermediate Female | :59 | 1088 |  | 1088 |  |
| T-4 |  |  |  |  |  |  |  |  |  |  |

All information for the team and members is pulled from the Teams \& HM tab.
Choose if the member is swimming down, what level they are swimming down, the time they received, score, and any penalties they received when competing down.

The total score will tally in green at the end.

## Scores

All white cells are editable.


| Individual Phase Scores |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Riding | Running | Shooting | Swimming | Total Phase score |
| 1096 | 570 | 600 | 1028 | 3294 |
| 1093.5 | 1100 | 990 | 1100 | 4283.5 |
| 895 | 900 | 645 | 812 | 3252 |
| 1097 | 830 | 850 | 324 | 3101 |
|  |  |  |  |  |
| 1100 | 716 | 1100 | 1040 | 3956 |
| 900 | 1100 | 1090 | 1100 | 4190 |
| 1099.5 | 334 | 1100 | 900 | 3433.5 |
|  |  |  |  |  |
|  |  |  |  |  |
| 1099 | 1100 | 999 | 1016 | 4214 |
| 1099.5 | 1010 | 996 | 1100 | 4205.5 |
| 1100 | 1095.5 | 997 | 1088 | 4280.5 |
| 1099 | 1010 | 996 | 980 | 4085 |
|  |  |  |  |  |
| 1097 | 1022 | 989 | 1004 | 4112 |
| 1098.5 | 1100 | 988 | 1088 | 4274.5 |
| 1097 | 1091 | 987 | 1088 | 4263 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |



All information from Teams \& HM, Ride, Run, Shoot, and Swim tabs are pulled and shown here.
Final Individual scores are shown in grey $3^{\text {rd }}$ from the end, and Total team scores are shown at the end in grey.
NOTE: Any scores that are not related to HM (bonus, yellow card, etc.) can be entered in the Individual Other Scoring or Team Other Scoring columns. This column is added to the score. If it needs to act as a penalty, please add it in as a negative score (-2).

## Ind. Placings

Individual placings tab shows all the placings per the level that was entered on the Instructions tab.

It will automatically place individuals into their own division no matter what team they are on.

NOTE: If there is a "tie" you may need to unlock the spreadsheet and manually override the placings.

| Pre-Novice Female |  |  |  |
| :---: | :---: | :---: | :---: |
| \# | Name | Score | Placing |
| 24 | Test 13 | 3 | 1 |
| 4 | Test 4 | 3 | 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |


| Pre-Novice Male |  |  |  |
| :---: | :---: | :---: | :---: |
| $\#$ | Name | Score | Placing |
| 11 | Test 6 | 0 | 1 |
| 21 | Test 10 | 10 | 2 |
| 31 | Test 14 | 14 | 3 |
| 1 | Test 1 | 14 | 4 |
|  |  |  |  |
|  |  |  |  |

## Team Placings

Even though the cells are white, they have information pulling from the Teams \& HM and Scores tab.
This tab shows all teams and their HM \& Overall scores and placing. It will not automatically rank them as the Ind. Placings tab does, so sort it, click on the dropdown arrow and click "Sort from A to Z". This will

| Team | HM Score | HM Placing | Overall Score | - |
| :--- | :---: | :---: | :---: | :---: |
| Test: full team with SM | 2437.5 | 4 | $13,979.00$ | 4 |
| Test: 3 mounted with SM | 3978 | 1 | $15,557.50$ | 1 |
| Test: Full team no SM | 2800 | 2 | $15,500.00$ | 2 |
| Test: 3 competitors | 2683.5 | 3 | $15,333.00$ | 3 |
|  |  |  |  |  |
|  |  |  |  |  | place them first through last.

## References

Please see the USPC Tetrathlon Rulebook or for more information on how to score a Tetrathlon Competition.
Questions about the USPC Tetrathlon Excel Scoresheet can be sent to scoring@ponyclub.org.

