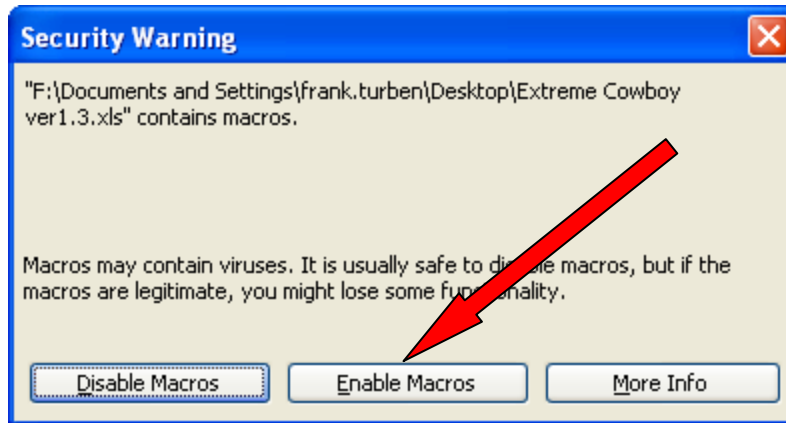## EXCA Official Score Sheet Instructions

To set up the EXCA Official Score Sheet for your Challenge, you need to first save a copy of the score sheet to the hard drive on your computer giving the copied score sheet a unique name. Each time you start the score sheet you will need to click on **Enable Macros**.

It is recommended that you create a folder with the name of the challenge on your hard drive. All of the documents that are related to that challenge can be put into this one folder. Open the score sheet on the EXCA CD and then click on File and the Save As. At the bottom of the pop up box enter a unique name for this sheet in the box "file name". Make separate copies of the score sheet for each day of your event, giving each a unique name.
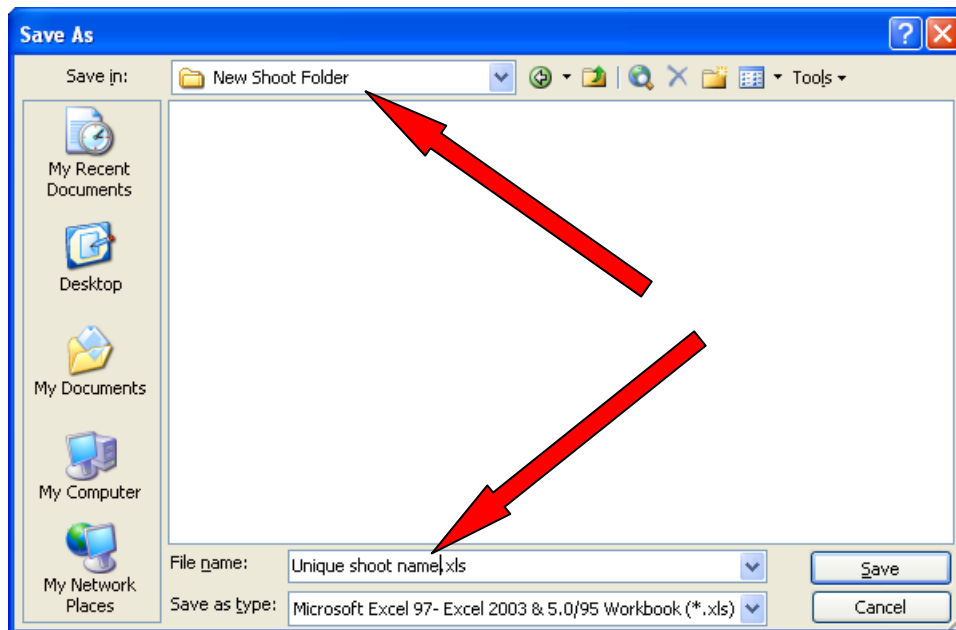
You can play with the score sheet all that you want; however, start with a fresh copy of the score sheet from the EXCA CD when you are ready to hold a Challenge. **DO NOT** open multiple copies of the score sheet at the same time.

There are a total of 13 tabs in this score sheet. *(see the red arrows below).* Use the black spreadsheet arrows at the bottom left to see all 13 pages *(see red circle below).* On the Riders Sheet tab enter the Riders Name, EXCA Number, Horses Name, Horses Breed, and Division. Horse Names are mandatory. The rider and horse are tracked as a team. Therefore the horse's name has to be filled in correctly. In the Division column you can choose from a drop down list. Drag the pop up box out of your way if necessary. Then enter the name of your Challenge, the date, and the type of Event. *(See the black circle below).* The Event choices are available in a drop down list format.

Enter the riders, their EXCA number, their horse's name, and division on this page. If you need to change or remove a rider's information use the <u>delete key</u> to remove the information and then re-enter it if necessary. **DO NOT** use the space bar to blank out data, use the delete key. You **MUST** mark a rider's division with an X if they have no time, have scratched or did not compete.

After you have finished entering the rider information you will need to enter the Go Order. This can either be done two different ways. One way is by using the separate Go Order page and following those directions. Then when you go back to the Riders sheet you set the order of go by pressing the Sort by Division button. The other way to set the Go Order is to enter numbers in the blue column. This method works very well if you are drawing the order totally randomly and not by division. *(See the black circle below).* You can use whole numbers or decimals to place riders in their desired order. Then click on the Sort by Go Order button and the sheet will automatically renumber. *(See the red circle below).* If a rider is competing in two divisions or riding two horses, be careful in setting the <u>Go Order</u> so the competitor has ample time to prepare for his second run.

Riders	Go Order	Rider Name	EXCA Number	Horse Identification	Breed	Division
		Name: Your match name here				
		Date: 1/1/09	**Event:** WPQ			
1	2	Jimmy Stewart	7			Y
2	4	Hopalong Cassidy	1	Topper		P
3	4.1	Roy Rogers	2	Trigger		P
4	3	Tom Mix	3	Tony		NP
5	2.1	Gene Autry	4	Champion		Y
6	4.2	Gary Cooper	5			P
7	3.1	John Wayne	6	Dollar		NP
8	4.3	Barbara Stanwyk	8	Misty Girl		P
9	5	Gabby Hayes	9			RS
10	5.1	Frog Milhouse	10	Rebel		RS
11	1	Roddy McDowell	11	Flicka		YG
12	1.2	Velvet Brown	12	The Pie		YG
13	13					
14	14					
15	15					
16	16					
17	17					

Sort Go Order

Sort By Division

EXCA Extreme Cowboy Association

3.17

This view shows the results after having clicked on the <u>Sort by Go Order</u> button.

	Sort Go Order		Extreme EXCA Cowboy Association			Sort By Division	
	Name:	**Your match name here**					
	Date:	**1/1/09**	**Event:**	**WPQ**			
Riders	**Go Order**	**Rider Name**	**EXCA Number**	**Horse Identification**	**Breed**		**Division**
1	1	Roddy McDowell	11	Flicka			YG
2	2	Velvet Brown	12	The Pie			YG
3	3	Jimmy Stewart	7				Y
4	4	Gene Autry	4	Champion			Y
5	5	Tom Mix	3	Tony			NP
6	6	John Wayne	6	Dollar			NP
7	7	Hopalong Cassidy	1	Topper			P
8	8	Roy Rogers	2	Trigger			P
9	9	Gary Cooper	5				P
10	10	Barbara Stanwyk	8	Misty Girl			P
11	11	Gabby Hayes	9				RS
12	12	Frog Milhouse	10	Rebel			RS

Below the boxes that say Obstacle 1, Obstacle 2, etc. there are two boxes. In the box on the left you replace "Obstacle Name" with the name of the obstacle i.e. Back Uphill. The box on the right is a clickable dropdown list where you put the Obstacle Rating number. *(See red circle)*

The scores for will be entered under each obstacle.
If you have one judge use the left hand column titled "Judge 1" for the score of each obstacle. If you have two judges use both columns, "Judge 1 & Judge 2". *(See red arrow)*

If two judges are used the obstacle points column will automatically average the two judges scores. *(See green arrow)*

If you have entered a score for a rider who is ineligible to compete at that Obstacle Rating Number, the score sheet will show a dotted line. i.e. If a Young Gun attempts a 3 rated obstacle the spreadsheet will show a dashed line in the Obstacle points box. *(See black circle)*

EXCA Extreme Cowboy Association

Sort Go Order | Sort By Division | *Presents* Extreme COWE

Name: Your match name here
Date: 1/1/09 **Event:** WPQ

	Obstacle 1		Obstacle 2		Obstacle 3	
	Back Uphill	1	Cowboy Curtain	3	Obstacle Name	1

Riders	Go Order	Rider Name	EXCA Number	Horse Identification	Division	Judge 1	Judge 2	Missed Obstacle	Obstacle points	Judge 1	Judge 2	Missed Obstacle	Obstacle 2 points	Judge 1	Judge 2	Missed Obstacle	Obstacle 3 points
1	1	Roddy McDowell	11	Flicka	YG	3.5			3.50	5			----	5.5	7		6.25
2	2	Velvet Brown	12	The Pi	YG	6			6.00				0.00		7		6.00
3	3	Jimmy Stewart	7		Y	0		30	0.00				0.00	6.5	6.5		6.50
4	4	Gene Autry	4	Champion	Y	8			8.00				0.00	6.5			6.75
5	5	Tom Mix	3	Tony	NP	7.5			7.50	8			8.00		6.5		6.75
6	6	John Wayne	6	Dollar	NP	7.5			7.50	6.5			6	7.5	7		7.25
7	7	Hopalong Cassidy	1	Topper	P	8.5			8.50	9			9.00	9	8		8.50
8	8	Roy Rogers	2	Trigger	P	6.5			6.50	9			9.00	8.5	7		7.75
9	9	Gary Cooper	5		P	7			7.00	7			7.00	7	7.5		7.25
10	10	Barbara Stanwyk	8	Misty Girl	P	6.5			6.50	8			8.00	7	7		7.00
11	11	Gabby Hayes	9		RS	7			7.00	7			7.00	7	7		7.00
12	12	Frog Milhouse	10	Rebel	RS	7			7.00	7			7.00	5.5	7		6.25
13	13								0.00				0.00				0.00

To enter the time it took the contestant to complete the course, you scroll to the far right of this page. *(See the red circle)* You may enter their time as minutes and seconds or use only the seconds column if your timer calculates only in seconds.

Calculate
Bonus
Points

When you click on the calculate bonus points button,   the sheet will calculate the bonus points for times.

The cell with #VALUE *(see red arrow)* tells you there is a mistake in the scoring. It has shown up on this page because a rider was given a score on an obstacle that he was not permitted to ride because of his division and the rating of the obstacle. To clear the #VALUE from your page go back and remove the score from the ineligible obstacle. This happens, for example when a Young Gun is scored on an obstacle rated 3, 4, or 5.
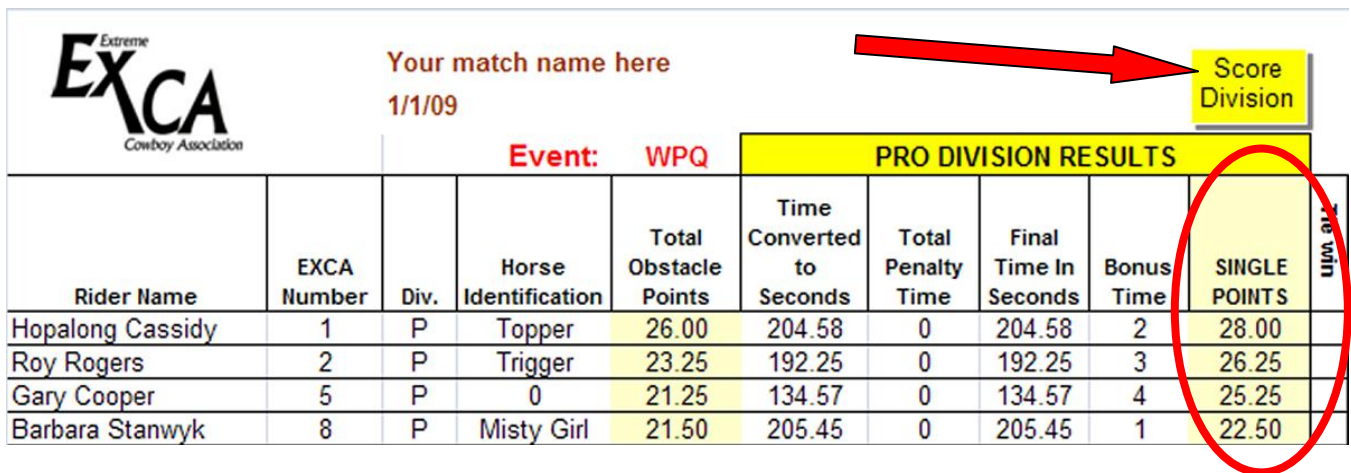
EXCA
Extreme
Cowboy Association

Sort Go Order | Sort By Division

									RESULTS			
Name:	Your match name here											
Date:	1/1/09	Event:	WPQ			Time						
Riders	Go Order	Rider Name	EXCA Number	Horse Name	Breed	Division	Minutes	Seconds	Time Converted to Seconds	Penalty Time	Total Time In Seconds	Total Obstacle Points
1	1	Roddy McDowell	11	Flicka		YG	5	13	313	0	313	#VALUE!
2	2	Velvet Brown	12	The Pie	Thoroughbre	YG	5	57	57	0	57	12.00
3	3	Jimmy Stewart	7			Y	1	57	17	50	147	13.50
4	4	Gene Autry	4	Champion	Quarter Hors	Y	2	15	35	0	135	20.75
5	5	Tom Mix	3			NP	2	11	31	0	131	28.75
6	6	John Wayne	6	Dollar	Quarter Hors	NP	1	56	16	0	116	27.25
7	7	Hopalong Cassidy	1			P	2	2	22	0	122	34.50
8	8	Roy Rogers	2	Trigger	Quarter Hors	P	2	8	28	0	128	31.25
9	9	Gary Cooper	5			P	1	45	105	0	105	27.25
10	10	Barbara Stanwyk	8		Arab	P	1	47	107	0	107	28.00
11	11	Gabby Hayes	9			RS	3	46	226	0	226	28.50
12	12	Frog Milhouse	10			RS	5	19	319	0	319	26.25

2.04

The division pages fill in automatically. You will not make any entries on these pages. When your match is over, click on the tab for each page, and then click on the button that says Score Division. This will sort for the winner of that division and automatically figure the Time Bonus Points. The Single Points column will be sorted with your winner at the top. When you print this page set it to landscape and print preview so you only print what you need. The default is set for 50 riders.

Rider Name	EXCA Number	Div.	Horse Identification	Total Obstacle Points	Time Converted to Seconds	Total Penalty Time	Final Time In Seconds	Bonus Time	SINGLE POINTS
Hopalong Cassidy	1	P	Topper	26.00	204.58	0	204.58	2	28.00
Roy Rogers	2	P	Trigger	23.25	192.25	0	192.25	3	26.25
Gary Cooper	5	P	0	21.25	134.57	0	134.57	4	25.25
Barbara Stanwyk	8	P	Misty Girl	21.50	205.45	0	205.45	1	22.50

The names of the riders and obstacles will automatically fill into the optional judges' sheet. You should not print this until your go order has been set. Each page shows 7 obstacles per rider and up to 25 riders. This page will allow you to print scoring sheets for up to 50 riders. Please preview before you print.

Print this page for the Judge(s) after finalizing the Go Order on the Riders Sheet. The print area is preset for 50 riders.

Go Order	Rider Name	Back Uphill	Cowboy Curtain	Obstacle Name	Obstacle Name	Obstacle Name	Obstacle Name	Obstacle Name
1	Roddy McDowell							
2	Velvet Brown							
3	Jimmy Stewart							
4	Gene Autry							
5	Tom Mix							
6	John Wayne							
7	Hopalong Cassidy							
8	Roy Rogers							
9	Gary Cooper							
10	Barbara Stanwyk							
11	Gabby Hayes							
12	Frog Milhouse							
13	0							

There is also an optional vertical judges sheet, if that is the preferred style. This one has 5 riders with spaces for up to 14 obstacles.

Rider name	Roddy McDowell	Velvet Brown	Jimmy Stewart	Gene Autry	Tom Mix
Back Uphill					
Cowboy Curtain					
Obstacle Name					
Obstacle Name					
Obstacle Name					
Obstacle Name					
Obstacle Name					
Obstacle Name					
Obstacle Name					
Obstacle Name					
Obstacle Name					
Obstacle Name					
Obstacle Name					
Obstacle Name					
Obstacle Name					

The names of the riders will automatically fill into the timer sheet. This page can be printed out to keep track of the time for up to 50 riders.

Print this page for the time keepers. The print area is preset for 50 riders.

	Rider Name	Time
1	Roddy McDowell	
2	Velvet Brown	
3	Jimmy Stewart	
4	Gene Autry	
5	Tom Mix	
6	John Wayne	
7	Hopalong Cassidy	

After the match is over there is a judges recap sheet that will give each riders total time & averaged obstacle scores. This can be printed out for contestants to see how they did. It is **NOT** the official final results. **IT DOES NOT INCLUDE TIME BONUS POINTS.** This page may be sorted by Division or by Rider (two different buttons).