

EXCA Official Score Sheet Instructions

To set up the EXCA Official Score Sheet for your race, 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 **Enable Editing and Content**.

To **Enable Editing and Content** for the spreadsheets:

Open the score sheet on the EXCA Flash Drive

Click on "Enable Editing"

Click on File and then Save As.

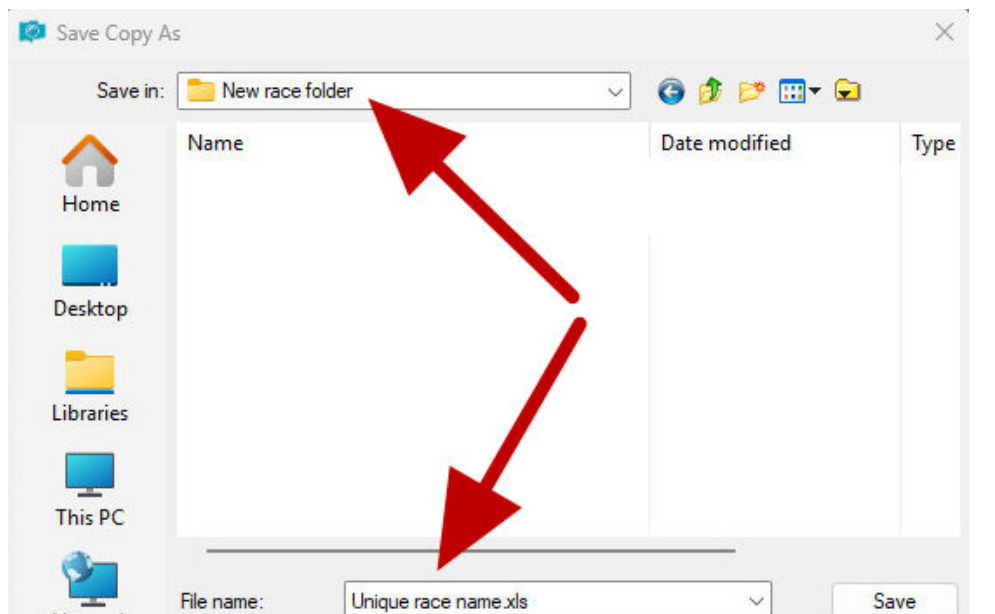
Save the spreadsheet on your computer hard drive.

At the bottom of the pop up box enter a unique name for this sheet in the box "file name".

Close the spreadsheet and then open it from where you saved it on your computer hard drive.

Click on "Enable Content"

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 Flash Drive 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 race. **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.

The screenshot shows an Excel spreadsheet titled "Directions spreadsheet.xlsx [Compatibility Mode] - Microsoft Excel". The spreadsheet is divided into several sections:


- Header Section (Rows 1-3):** Contains "Sort Go Order", "Extreme EXCA Cowboy Association" logo, and "Sort By Division". Below this are fields for "Name: Your match name here", "Date: 1/1/09", and "Event: WPQ".
- Obstacle Section (Columns 4-10):** Labeled "Obstacle 1" through "Obstacle 4". Each obstacle has columns for "Obstacle Name", "Judge 1", "Judge 2", and "Missed".
- Riders Section (Columns 11-14):** Labeled "Riders". Columns include "Go Order", "Rider Name", "EXCA Number", and "Horse Identification".
- Division Section (Column 15):** Labeled "Division".
- Score Section (Columns 16-20):** Contains numerical scores for each rider across the obstacles, with columns for "Judge 1" and "Judge 2" for each obstacle.

Annotations in the image include:

- A black circle around the header fields (Name, Date, Event).
- Red arrows pointing to the "Riders" column and the "Instructions" tab at the bottom.
- A red circle around the navigation arrows at the bottom left.

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 delete key 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 Go Order so the competitor has ample time to prepare for his second run.

| | | | | | | |
|------|---|------------------|-------------|----------------------|-------|----------|
| 3.17 |  | | | | | |
| | Sort Go Order | | | Sort By Division | | |
| | Name: Your match name here | | | | | |
| | Date: 1/1/09 | Event: WPQ | | | | |
| | Go Order | Rider Name | EXCA Number | Horse Identification | Breed | Division |
| 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 | | | | | |

This view shows the results after having clicked on the Sort by Go Order button.

| | | | | | | |
|---------------------|---|-------------------|--|-----------------------------|---|-----------------|
| 3:17 |  | | <input type="button" value="Sort Go Order"/> | | <input type="button" value="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 | Roddy McDowell | 11 | Flicka | | YG |
| | 2 | Velvet Brown | 12 | The Pie | | YG |
| | 3 | Jimmy Stewart | 7 | | | Y |
| | 4 | Gene Autry | 4 | Champion | | Y |
| | 5 | Tom Mix | 3 | Tony | | NP |
| | 6 | John Wayne | 6 | Dollar | | NP |
| | 7 | Hopalong Cassidy | 1 | Topper | | P |
| | 8 | Roy Rogers | 2 | Trigger | | P |
| | 9 | Gary Cooper | 5 | | | P |
| | 10 | Barbara Stanwyk | 8 | Misty Girl | | P |
| | 11 | Gabby Hayes | 9 | | | RS |
| | 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)

3.16

Sort Go Order

EXCA
Extreme
Cowboy Association

Sort By Division

Extreme Cowboy Association Presents EXTREME COWBOY

Name: Your match name here

Date: 1/1/09 Event: WPQ

| Riders | Go Order | Rider Name | EXCA Number | Horse Identification | Division | Obstacle 1 | | Obstacle 2 | | Obstacle 3 | | | | | |
|--------|----------|------------------|-------------|----------------------|----------|-------------|---------|-----------------|-----------------|---------------|---------|-----------------|-----------------|---------|---------|
| | | | | | | Back Uphill | 1 | Cowboy Curtain | 3 | Obstacle Name | 1 | | | | |
| | | | | | | Judge 1 | Judge 2 | Missed Obstacle | Obstacle points | Judge 1 | Judge 2 | Missed Obstacle | Obstacle points | Judge 1 | Judge 2 |
| 1 | 1 | Roddy McDowell | 11 | Flicka | YG | 3.5 | | 3.50 | 5 | | --- | 5.5 | 7 | | 6.25 |
| 2 | 2 | Velvet Brown | 12 | The Pie | 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 | | 6.5 | 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.

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.

2.04

Sort Go Order

EXCA
Extreme
Cowboy Association

Sort By Division


Name: Your match name here

Date: 1/1/09 Event: WPQ

RESULTS

| Riders | Go Order | Rider Name | EXCA Number | Horse Name | Breed | Division | Time | | Time Converted to Seconds | Penalty Time | Total Time In Seconds | Total Obstacle Points |
|--------|----------|------------------|-------------|------------|-------------|----------|---------|---------|---------------------------|--------------|-----------------------|-----------------------|
| | | | | | | | Minutes | Seconds | | | | |
| 1 | 1 | Roddy McDowell | 11 | Flicka | | YG | 5 | 13 | 313 | 0 | 313 | #VALUE! |
| 2 | 2 | Velvet Brown | 12 | The Pie | Thoroughbre | YG | 5 | 57 | 327 | 0 | 327 | 12.00 |
| 3 | 3 | Jimmy Stewart | 7 | | | Y | 1 | 57 | 117 | 30 | 147 | 13.50 |
| 4 | 4 | Gene Autry | 4 | Champion | Quarter Hrs | Y | 2 | 15 | 135 | 0 | 135 | 20.75 |
| 5 | 5 | Tom Mix | 3 | | | NP | 2 | 11 | 131 | 0 | 131 | 28.75 |
| 6 | 6 | John Wayne | 6 | Dollar | Quarter Hrs | NP | 1 | 56 | 116 | 0 | 116 | 27.25 |
| 7 | 7 | Hopalong Cassidy | 1 | | | P | 2 | 2 | 122 | 0 | 122 | 34.50 |
| 8 | 8 | Roy Rogers | 2 | Trigger | Quarter Hrs | P | 2 | 8 | 128 | 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 |

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. 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.

|  | | Your match name here 1/1/09 | | | Event: WPQ | | | | | Score Division |
|---|-------------|--------------------------------|----------------------|-----------------------|---------------------------|--------------------|-----------------------|------------|---------------|----------------|
| PRO DIVISION RESULTS | | | | | | | | | | |
| 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 | Time Win |
| 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.

| Order | Go | 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.** It can be sorted by Division or by Rider (2 different buttons).