

Score Reporting Procedures and Style Guide

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Western PA 30 Caliber League

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First, I'd like to thank everybody who has reported scores in the past. We've had a great history of getting our scores posted and our NRA reports in on time. New matches and more members are an asset to the club – but this boost in activity has caused more work in the score reporting department. For the up coming season, please try to use this style guide when reporting scores to make it easier on everyone involved.

Spreadsheets

When using spreadsheets, please keep in mind the golden rule – one piece of data per cell. This makes sorting, summing, and averaging possible. Since computer memory is no longer an issue, please avoid abbreviations and simply write as you would normally read; First name, Last name, Classification, Rifle type, etc. For continuity between people reporting scores, please capitalize only the first letter of each word.

Below is an example of some scores from last season. These scores, even though they look good, cannot be processed. Notice that both first and last name is entered in the *name* cell, two classifications entered in the next cell, and the score is reported with the x count in the same cell:

4/23/2006 match 1	Class/Cat	SF	RF	RF	SF	Total	
Bill Gelet	HM/MR	192-3	198-9	196-5	198-11	784-27	MW
Mike Harpster	HM/SR	187-2	199-7	200-14	194-5	780-28	1st HM/MA
Garey Diefenderfer	HM/SR	193-2	198-5	196-5	191-4	778-16	
Tom Rider	HM/MR	189-3	198-8	191-3	197-6	775-20	
Bill Bowers	HM/MR	188-2	196-6	197-4	192-6	773-18	
Sean Hartswick	HM/SR	183-2	197-7	192-5	193-1	765-15	

All data from above must be retyped into another cell sheet for processing. An improved example for score reporting is:

4/23/2006	match 1	Classification	Category	SF			RF			RF			SF			Total		
Bill	Gelet	High Master	Match Rifle	192	-	3	198	-	9	196	-	5	198	-	11	784	-	28
Mike	Harpster	High Master	Service Rifle	187	-	2	199	-	7	200	-	14	194	-	5	780	-	28
Garey	Diefenderfer	High Master	Service Rifle	193	-	2	198	-	5	196	-	5	191	-	4	778	-	16
Tom	Rider	High Master	Match Rifle	189	-	3	198	-	8	191	-	3	197	-	6	775	-	20
Bill	Bowers	High Master	Match Rifle	188	-	2	196	-	6	197	-	4	192	-	6	773	-	18
Sean	Hartswick	High Master	Service Rifle	183	-	2	197	-	7	192	-	5	193	-	1	765	-	15

A tip for this kind of data entry is to let the computer do some work for you. For summing the *totals* and the x count please notice the equation line in the following picture:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	4/23/2006	match 1	Classification	Category	SF		RF							SF			Total		
2	Bill	Gelet	High Master	Match Rifle	192	- 3	198	- 9	196	- 5	198	- 11	784	-					28
3	Mike	Harpster	High Master	Service Rifle	187	- 2	199	- 7	200	- 14	194	- 5	780	-					28
4	Garey	Diefenderfer	High Master	Service Rifle	193	- 2	198	- 5	196	- 5	191	- 4	778	-					16
5	Tom	Rider	High Master	Match Rifle	189	- 3	198	- 8	191	- 3	197	- 6	775	-					20
6	Bill	Bowers	High Master	Match Rifle	188	- 2	196	- 6	197	- 4	192	- 6	773	-					18
7	Sean	Hartswick	High Master	Service Rifle	183	- 2	197	- 7	192	- 5	193	- 1	765	-					15
8																			

Click here and drag down. it automatically fills in the cells with the adjusted equation

Also, you can make a lot of this a simple “cut and paste” procedure which further saves you time. To past info in scattered cells, such as the classification, first select the cell with information to copy, right click, choose copy and then hold down the *ctrl* key, select each cell to fill, and then while the pointer is on one of the highlighted cells, right click and choose paste. If several cells in a row are to be filled with the same information, simple enter the data in the first cell and then drag it down similar to the previous example.

If you have a problem entering the “-” sign in between the score and x-count, it is in the extra symbols storage. Go to insert, symbol..., Special Characters tab, select *n* dash. The software sometimes confuses a simple minus sign as an incomplete equation.

Finally, when your data is entered, please e-mail me a copy at nxpm@iup.edu before you merge cells to center up the headings and make it look nice. Once merged, there is a possibility of losing data when I unmerge the cells for copy and paste purposes. By improving our score reporting procedures the year end report will be much easier to produce. The 2005 report required about nine hours and the 2006 report required about fourteen hours to find, retype and cross-reference all of the data. Once that was out of the way, the actual report took only about an hour.

If you need any assistance, please contact me by email or give me a call me at (724) 397-9222 if the line is busy or there is no answer; try (724) 397-2312.

Thank You, Frank Battick