

PENTATHLON GB⁺

PENTATHLON GB EVENTS AND COMPETITIONS SCORING SYSTEM.

HOW TO USE GUIDE - BIATHLON EVENTS.

Introduction

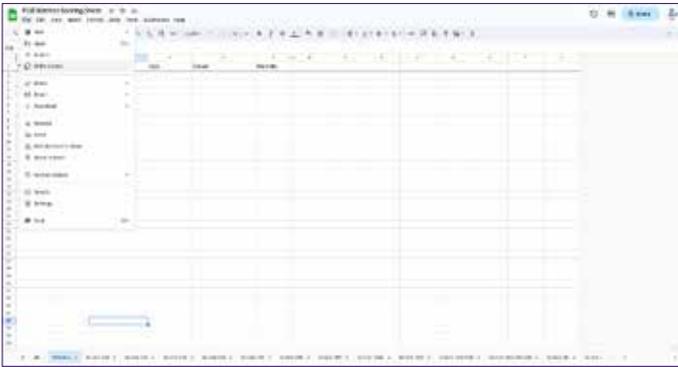
Pentathlon GB are delighted to share with you our new Events and Competitions Scoring System. This new system has been developed with the intention of making scoring at events simple and quick for organisers and volunteers. This how to use guide should help you to create, populate and use the scoring system at your events.

Contents

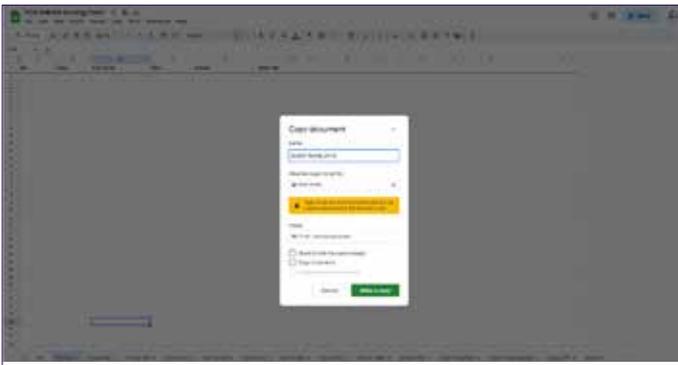
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Prior to the Event / Competition beginning

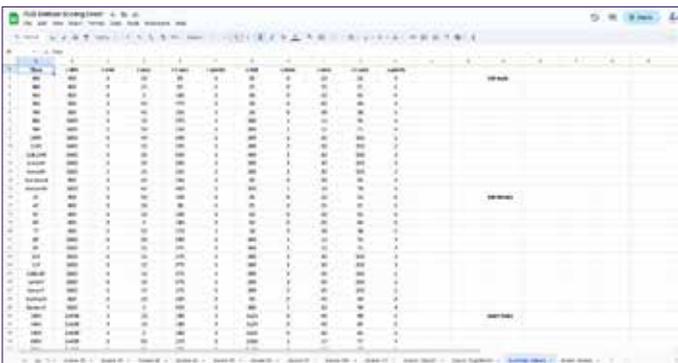
1. Download and Make a copy of the Master Scoring System to your own / events' computer.



2. Edit this copy to represent the specific event you are running.

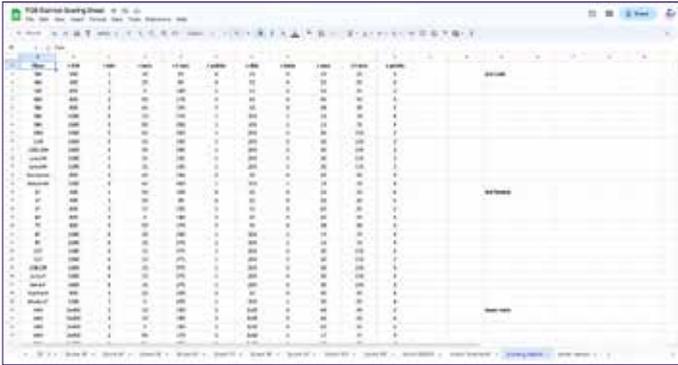


3. Each 'blank' copy of the scoring system should contain the following sheets:
 - An Entries Sheet



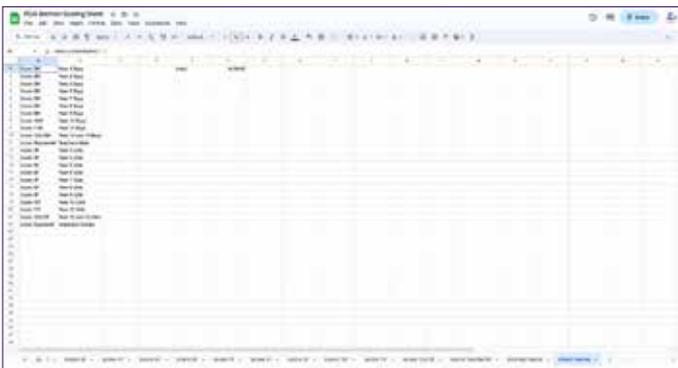
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- A scoring tables sheet



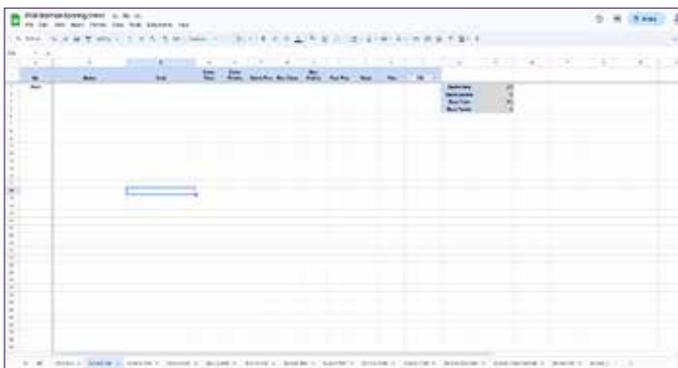
The screenshot shows an Excel spreadsheet with a complex table structure. The table has many columns, likely representing different events or metrics, and numerous rows of data. The data is organized into sections, possibly by event or athlete.

- An index / sheet names sheet



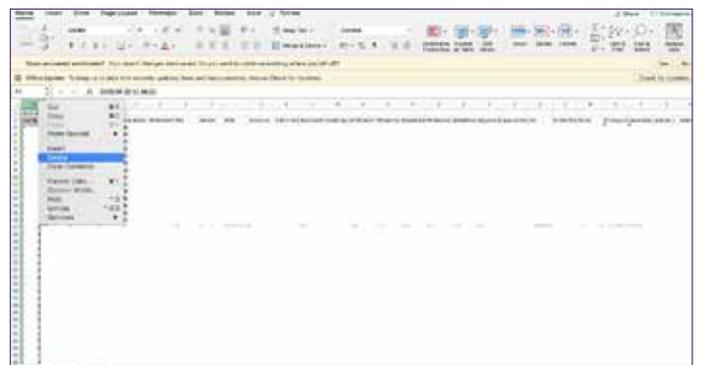
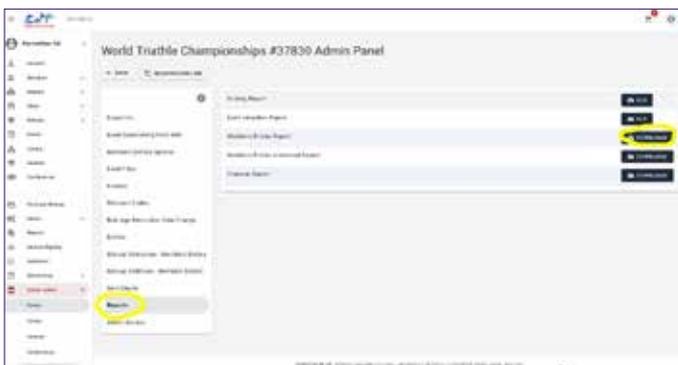
The screenshot shows an Excel spreadsheet with a list of names in the first column and corresponding data in the other columns. The names appear to be organized in a specific order, possibly by age group or gender.

- The input results sheets – these are split by age category and gender
i. E.g. 3M is Year 3 Boys; 4F is Year 4 Girls etc.



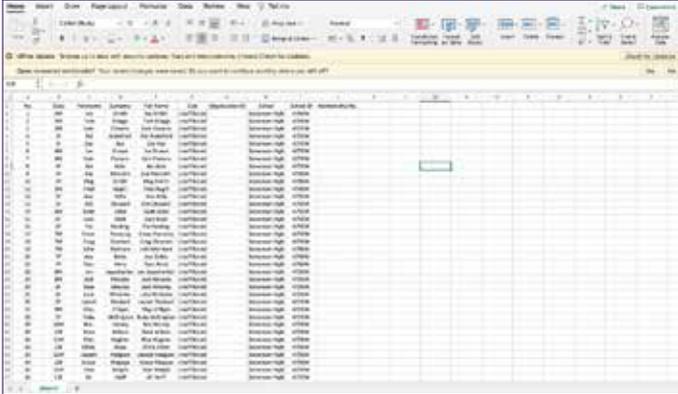
The screenshot shows an Excel spreadsheet with a grid of data. The grid is organized into columns and rows, with some cells highlighted in blue. The data appears to be organized by age category and gender.

4. Download the entries report from Sport:80 and filter the columns to leave the desired/required information.

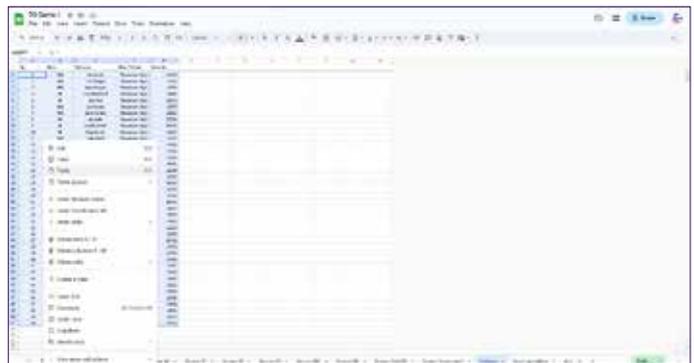
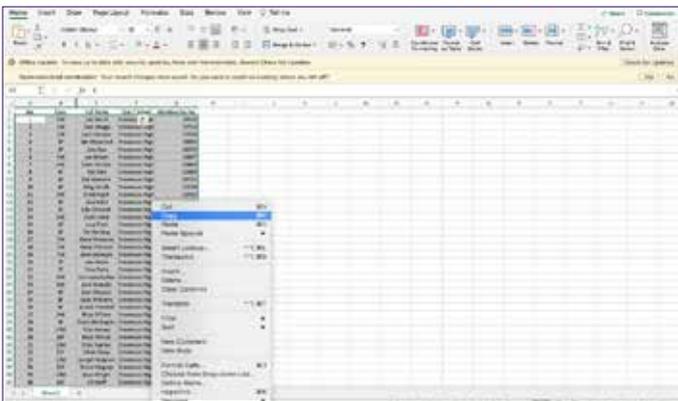


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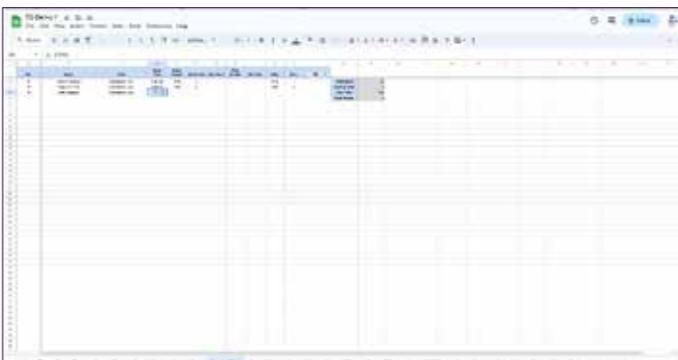
- E.g.: Age Group, Gender, Name, Club/School



5. Edit the Age Group and Gender columns to fit the format for the scoring system.
 - E.g. Year 3 Boys change to 3M
 - E.g. Year 4 Girls change to 4F
6. Once edited, these columns can be copied and pasted into the “Entries” sheet in the scoring system document.
 - These go into each results sheet as shown below.



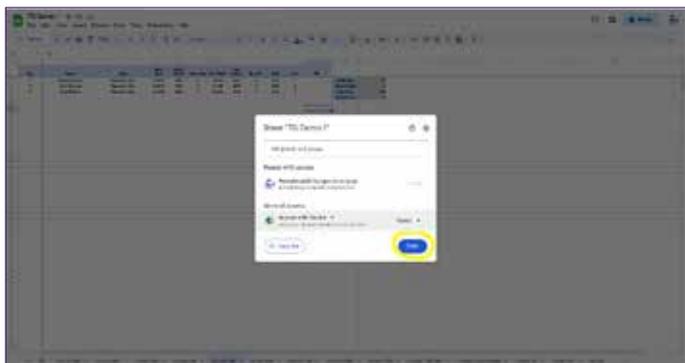
1. As the results come in, all you need to do is enter the time / score into the correct box. The formulas embedded within the sheet will do the points calculations and positions for you.
2. For example:
 - a. Year 3 Boys swim results come in, you read the number or/and name and find that person in the scoring sheet
 - i. 1 – John McIntyre.
 - b. John has swum 0:19.53 for his swim.
 - c. Enter 0:19.53 into the swim time column in John’s row.



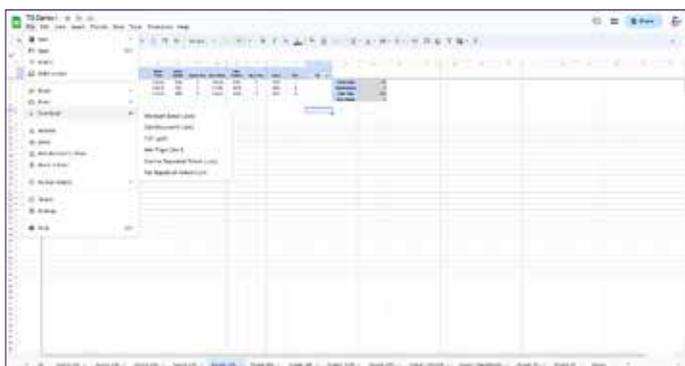
- d. Hit the enter button and the points and position will be calculated for you.
- e. The same process for the run times and the total points and position will be updated.

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6. Click done and this will save the sheet to a public results document.



7. It is best practice to download a copy of the live results sheet to save onto a laptop/computer hard drive or onedrive/dropbox system so you have a copy should there become an issue with the shared version in the future.
 - a. To do this, go to "File" and down to "Download".
 - b. From here, you can select to download a Microsoft Excel version or a PDF version of the results sheet.



If you would like your events' results to be posted on the PGB website, please don't forget to send your downloaded results sheet to competitions@pentathlongb.org