



















## Instructions

- 1) file > save as > (trial name)  
You will always open trial template and save document under new name and always have your base template
- 2) Select OPEN #1  
Enter trial name (will automatically change on all classes)  
Enter date (will automatically change on all #1 classes)  
If two day trial enter date on OPEN #2 (will automatically change on all #2 classes)
- 3) Time line & Total time should be formatted as follows > 01:22.22
- 4) Total points will be automatically calculated. If Obstacle 5 is required follow steps below  
Right click column H (Obstacle 4), select insert, empty cell should appear to the left of Obstacle 4.  
Rename Obstacle 4 to Obstacle 5, and new empty column Obstacle 4.  
Doing it this way will keep the total points calculated correctly.
- 5) Once all the data is entered to sort winner  
Select the data on the worksheet. Start on B5 to J5 thru all of the contestants.  
Select DATA on the top bar, select Sort, should appear as follows  

Total Points	Value	Largest to smallest
Total Time	Value	Smallest to Largest
Time Line	Value	Smallest to Largest

  
My data has headers (should be selected)  
Select OK
- 6) File > Print > Landscape orientation > Print