



# Dance Team Tabulation Program Instruction Manual

For use with a MAC

Revision 2, 11/2017

Minnesota State High School League  
2100 Freeway Boulevard  
Brooklyn Center, MN 55430-1735  
763/560-2262  
FAX 763/569-0499

## Revision History

Revision	Date	Author	Description
∅	10/10	K. Meyer/L. Berg-Olsen	Initial Release
1	10/12	K. Meyer	Added Point Summary Sheet and revised Recap sheets to be compatible with new Point Summary Sheet
2	11/17	K. Meyer	Updated for new score sheet updates

---

**Copyright © 2017 by Minnesota State High School League.**

All rights reserved. No part of the contents of this manual may be reproduced, copied or transmitted in any form or by any means including graphic, electronic, or mechanical methods or photocopying, recording, or information storage and retrieval systems without the written permission of the Minnesota State High School League, unless for purchaser's personal use.

---

## Table of Contents

1.	About This Tabulation Program .....	5
1.1.	Tabulation Program .....	5
2.	System Requirements .....	5
2.1.	Microsoft Excel 97 or later Requirements .....	5
3.	Choose the correct Spreadsheet .....	6
3.1.	Spreadsheet based on Category and Number of Judges.....	6
3.1.1.	Dance Team Category.....	6
3.1.2.	Number of Judges.....	6
3.1.3.	Select the correct spreadsheet.....	6
4.	Tabulation Program Operation .....	7
4.1.	How to Set Up the Tabulation Program.....	7
4.1.1.	Saving the spreadsheet .....	7
4.1.2.	Spreadsheet tab review.....	7
4.1.3.	Ranking Sheet Set-up.....	7
4.1.4.	Final Placement Sheet .....	8
4.1.5.	Announcers Results Form.....	9
4.1.6.	Point Summary Sheet .....	11
4.1.7.	Team Recap Sheets.....	11
4.2.	How to Run the Tabulation Program .....	12
4.2.1.	Filling out the Judges Recap Sheets.....	12
4.2.2.	Reviewing the Ranking Sheet .....	13
4.2.3.	Reviewing the Final Placement Sheet .....	14
4.2.4.	Reviewing the Announcers Form .....	16
4.2.5.	Tabulation Packets.....	16
4.2.6.	Options for Printing off the Tabulation Sheets .....	17
5.	Creating a PDF of the Tabulation Results .....	20
5.1.	Creating a PDF of a Single Spreadsheet.....	20
5.2.	Creating a PDF of the entire tabulation program .....	21

## Figures

Figure 1:	Microsoft Excel 2007 Spreadsheet .....	5
Figure 2:	Spreadsheet Bottom Tabs.....	7
Figure 3:	Ranking Sheet .....	8
Figure 4:	Final Placement Sheet.....	9
Figure 5:	Announcers Results Form team packet information.....	10
Figure 6:	Announcer Results Form selecting the number of places to announce .....	10

---

**Copyright © 2017 by Minnesota State High School League.**

All rights reserved. No part of the contents of this manual may be reproduced, copied or transmitted in any form or by any means including graphic, electronic, or mechanical methods or photocopying, recording, or information storage and retrieval systems without the written permission of the Minnesota State High School League, unless for purchaser's personal use.

Figure 7: Point Summary Sheet ..... 11  
Figure 8: Team Judges Recap Sheet..... 12  
Figure 9: Judges Recap Sheet with a DQ..... 13  
Figure 10: Ranking Sheet with Best Rank & Worst Rank Columns..... 14  
Figure 11: Final Placement Sheet Showing Ties and Disqualification ..... 15  
Figure 12: Announcers Form shown with check boxes for places announced ..... 16  
Figure 13: Print Screen Single Sheet ..... 17  
Figure 14: Print entire Program ..... 18  
Figure 15: Print multiple pages of the program ..... 19  
Figure 16: Save As a PDF ..... 20  
Figure 17: Remove Macros and Save..... 21

---

**Copyright © 2017 by Minnesota State High School League.**

All rights reserved. No part of the contents of this manual may be reproduced, copied or transmitted in any form or by any means including graphic, electronic, or mechanical methods or photocopying, recording, or information storage and retrieval systems without the written permission of the Minnesota State High School League, unless for purchaser's personal use.

# 1. About This Tabulation Program

## 1.1. Tabulation Program

This tabulation program has been specifically designed for Minnesota High School Dance Team.

Copyright © 2017 by Minnesota State High School League.

All rights reserved. No part of the contents of this manual may be reproduced, copied, or transmitted in any form or by any means including graphic, electronic, or mechanical methods or photocopying, recording, or information storage and retrieval systems without the written permission of the publisher, unless it is for the purchaser's personal use.

# 2. System Requirements

## 2.1. Microsoft Excel 97 or later Requirements

This Dance Team Tabulation Program is currently designed to run on Microsoft® Excel® 97-2003 or higher (compatible). This Excel program will run on earlier versions of Excel. However, not all the features of the program will be available. For optimum program features, use Excel 2007.

The computer screen will have the Microsoft “Ribbon” across the top of the spreadsheet (See Figure 1 for view of program).

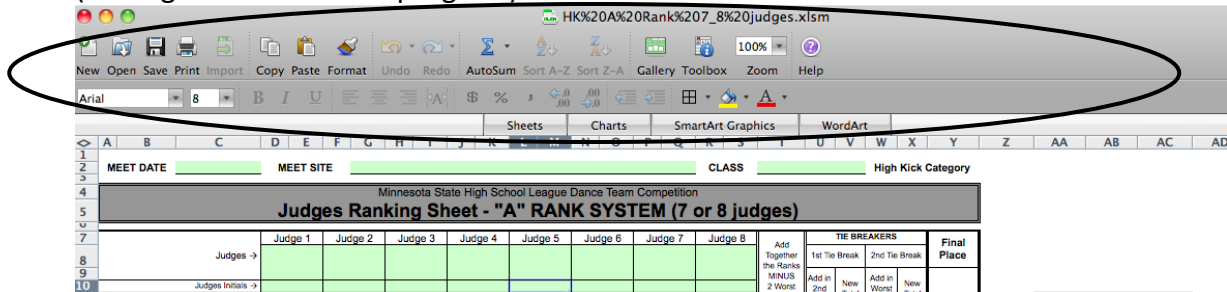


Figure 1: Microsoft Excel 2007 Spreadsheet

Copyright © 2017 by Minnesota State High School League.

All rights reserved. No part of the contents of this manual may be reproduced, copied or transmitted in any form or by any means including graphic, electronic, or mechanical methods or photocopying, recording, or information storage and retrieval systems without the written permission of the Minnesota State High School League, unless for purchaser's personal use.

### 3. Choose the correct Spreadsheet

#### 3.1. *Spreadsheet based on Category and Number of Judges*

##### 3.1.1. *Dance Team Category*

There are two category spreadsheets. The layout is similar, but there are differences so it is necessary to select the correct one based on which the dancers are competing in.

- High Kick Category
- Jazz Category

##### 3.1.2. *Number of Judges*

The tabulation process is also dependent on the number of judges sending in score sheets. Three different rank processes are used depending on how many judges.

- Rank A – 7 to 8 judges
- Rank B – 5 to 6 judges
- Rank C – 4 or less judges

##### 3.1.3. *Select the correct spreadsheet*

The tabulation program spreadsheets are created to accommodate the different categories and number of judges. There are 6 different programs to select from. Select the correct spreadsheet based on the 3.1.1 and 3.1.2 above. The spreadsheets are:

- High Kick, Rank A – HK A Rank 7\_8 judges
- High Kick, Rank B – HK B Rank 5\_6 judges
- High Kick, Rank C – HK C Rank 4 or less judges
- Jazz, Rank A – Jazz A Rank 7\_8 judges
- Jazz, Rank B – Jazz B Rank 5\_6 judges
- Jazz, Rank C – Jazz C Rank 4 or less judges

Once you select the correct tabulation spreadsheet, you are ready to move on to setting up the tabulation program.

## 4. Tabulation Program Operation

### 4.1. How to Set Up the Tabulation Program

#### 4.1.1. Saving the spreadsheet

To keep the blank spreadsheet available for all classes of a dance team meet, you should save your spreadsheet before information is filled in.

To save your spreadsheet, go to the upper left hand corner File Button, select **SAVE AS**. You can then name your spreadsheet any convention you choose. It is helpful to name using an abbreviation of the invitational name, category (High Kick or Jazz), Class (A, AA, AAA or JV) and Date you are tabulating.

Once you name your spreadsheet, press **SAVE**.

#### 4.1.2. Spreadsheet tab review

Along the bottom of the spreadsheet, there are tabs (Figure 2). These tabs are used for the tabulation process:

- Ranking Sheet
- Final Placement
- Announcers Form
- Point Summary
- Team Recap Sheet Tabs – Team 1 through Team 24
- Additional Tabs – Tie-breaker Sheet for Sections and State, State Forms, Superior Judge Recap, Score Summary

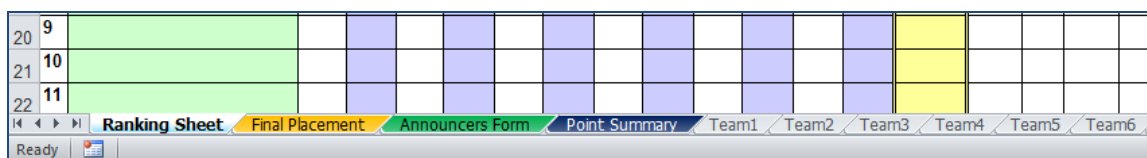


Figure 2: Spreadsheet Bottom Tabs

#### 4.1.3. Ranking Sheet Set-up

The Ranking Sheet is the summary of the entire tabulation process. There are items that need to be entered on the Ranking Sheet before starting. These are shaded in green in the Ranking Sheet (see Figure 3):

1. Meet Date

- Date is set up for M/DD/YYYY
- 2. Meet Site or Invitational Name
- 3. Class
  - A, AA, or AAA
  - If Class is Junior Varsity – please type A-JV to differentiate it from the Varsity Class
- 4. Judges Names
  - The Superior Judge should be on in the first box on the left hand side
  - The rest of the Judges can be placed in any order
- 5. Judges Initials
  - If more than one judge has the same initials, use a middle name or another differentiator
- 6. School Names
  - Enter the school names in performance order
  - The number to the left side of the school name will indicate which Team Tabs (Figure 2) to use for entering their scores

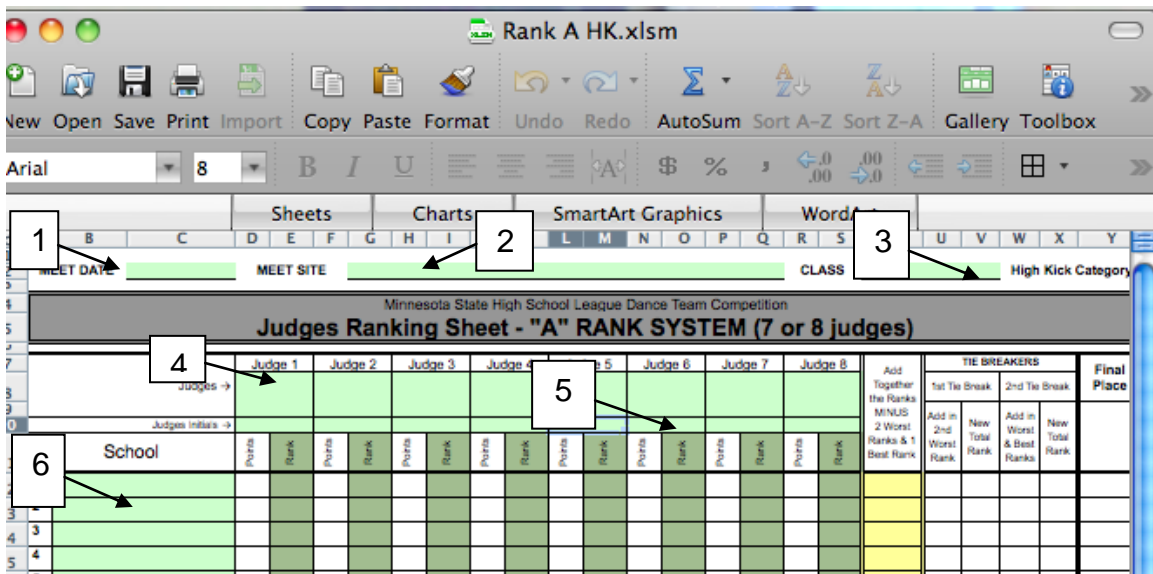


Figure 3: Ranking Sheet

This information will automatically fill into the Team Recap sheets, Final Placement and Announcers Form. No extra typing necessary.

#### 4.1.4. Final Placement Sheet

Once the meet is finished and tabulation finalized, the Final Placement Sheet shows the teams in the final correct order or final placement for the meet (Figure 4).

**Copyright © 2017 by Minnesota State High School League.**

All rights reserved. No part of the contents of this manual may be reproduced, copied or transmitted in any form or by any means including graphic, electronic, or mechanical methods or photocopying, recording, or information storage and retrieval systems without the written permission of the Minnesota State High School League, unless for purchaser's personal use.



The Meet Date, Meet Site, and Class will fill in from the information entered by the user on the Ranking Sheet (see Figure 3). The Final Place and School will fill in from the Ranking Sheet once the meet is complete. This sheet requires no typing.

To Print this sheet once the meet is complete, Click the **FILE BUTTON** on the top left, Select **PRINT**, then select **OK**. This sheet will print as a single page.

Final Place	School

Figure 4: Final Placement Sheet

#### 4.1.5. **Announcers Results Form**

Once the meet is finished and tabulation finalized, the Announcers Results Form shows the teams and places (1<sup>st</sup> place, 2<sup>nd</sup> place, 3<sup>rd</sup> place etc.) to be announced by the announcer of the meet.

On the Announcers Form, there is an area where you can type in where the team packets can be picked up. The announcer will let the teams know when announcing the results. Put the location for the packets to be picked up in the shaded green area (Figure 5).

**Minnesota State High School League Dance Team Competition**  
**ANNOUNCER RESULTS FORM**

**TABULATORS AND SUPERIOR JUDGES:**  
Please use this form to fill out the results and both sign to verify that the results are accurate.

**ANNOUNCER:**  
Do not announce the results unless this form is signed on the bottom.

**Please announce:**  
"The team packets will be available to pick up after the awards ceremony in:"

Superior/Tabulator: fill this in and write the time the packets are available on the envelopes

**FINAL RESULTS FROM:**  
**CLASS:** \_\_\_\_\_

**CATEGORY:** High Kick Category

Figure 5: Announcers Results Form team packet information

The Announcers Results Form also allows the tabulator to assign the number of places to be announced for the meet. The tabulator is required to check the boxes next to the places that are to be announced for each category (Figure 6).

**Note:** If a Disqualification (DQ) occurs, uncheck the box next to that place. DQs should not be announced.

**CATEGORY:** High Kick Category

**ANNOUNCER - Please announce ranking point total and announce that the lowest rank score wins.**

<b>Place "x" in Box if announcing place:</b>		
1st	<input checked="" type="checkbox"/>	<b>Place: with a ranking point total of:</b> _____ : _____
2nd	<input checked="" type="checkbox"/>	<b>Place: with a ranking point total of:</b> _____ : _____
3rd	<input checked="" type="checkbox"/>	<b>Place: with a ranking point total of:</b> _____ : _____
4th	<input checked="" type="checkbox"/>	<b>Place: with a ranking point total of:</b> _____ : _____
5th	<input type="checkbox"/>	<b>Place: with a ranking point total of:</b> _____ : _____
6th	<input type="checkbox"/>	<b>Place: with a ranking point total of:</b> _____ : _____
7th	<input type="checkbox"/>	<b>Place: with a ranking point total of:</b> _____ : _____
8th	<input type="checkbox"/>	<b>Place: with a ranking point total of:</b> _____ : _____

\* = Tie-breaker was used

\_\_\_\_\_  
Superior Judge Signature

\_\_\_\_\_  
Tabulator Signature

Meet Site: \_\_\_\_\_ Meet Date: \_\_\_\_\_

Figure 6: Announcer Results Form selecting the number of places to announce

**Copyright © 2017 by Minnesota State High School League.**

All rights reserved. No part of the contents of this manual may be reproduced, copied or transmitted in any form or by any means including graphic, electronic, or mechanical methods or photocopying, recording, or information storage and retrieval systems without the written permission of the Minnesota State High School League, unless for purchaser's personal use.

In this example Figure 6, places 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> are selected to be announced. Up to 8 places can be announced.

The Announcer Form will fill in automatically with the Place, TIE (if applicable), Ranking point total, and school name. If a Tie-breaker was used, an \* will show to the right of the ranking point total.

#### 4.1.6. Point and Rank Summary Sheet

The Point and Rank Summary sheet summarizes the points and rank for each team. It will list the teams in the final correct order or final placement for the meet (See Figure 7). No information needs to be typed on this sheet. All the information will populate automatically.

Minnesota State High School League Dance Team Competition																	
Point and Rank Summary																	
MEET DATE: _____			MEET SITE: _____														
CLASS: _____			CATEGORY: _____ Jazz Category														
Final Rank	School	Category Points Breakdown										Category Points Total			Rank		
		Skills		Choreography		Difficulty			Execution		Routine Eff.	SubTotal Points	(Deductions)	Total Points	Out of Total Points Possible	Rank Points	Final Rank
		Technique of Turns	Technique of Leaps & Jumps	Creativity	Visual Effectiveness	Difficulty of Routine	Difficulty of Formations & Transitions	Difficulty of Skills	Placement & Control	Degree of Accuracy	Routine Effectiveness						
														/			
														/			
														/			
														/			
														/			
														/			
														/			
														/			
														/			

Figure 7: Point and Rank Summary Sheet

#### 4.1.7. Team Recap Sheets

There are 24 team recap sheets - Team 1 through Team 24. Refer to the number to the left of the school name on the Ranking Sheet to determine which Team Tab to use to enter the scores (See Figure 3).

These Team Recap sheets (Figure 8) are used to put in the individual scores from the judges. No additional typing is necessary for set up. The School name, Class, and Judges Initials will populate based on the Ranking Sheet.

The points for each category will automatically populate into the sheet. This information is used for the Point Summary Sheet (See Figure 7).

Minnesota State High School League Dance Team Competition  
**High Kick Judges Recap Sheet**

School: \_\_\_\_\_ Class: \_\_\_\_\_  
 Meet Site: \_\_\_\_\_ Meet Date: \_\_\_\_\_

Judge's Initials →								Category Total Points	Total Points Possible	Subtotal Points	Subtotal Points Possible
Category		1	2	3	4	5	6				
KICKS	Technique of Kicks								/		
	Kick Height								/		/
CHOREOGRAPHY	Creativity								/		
	Visual Effectiveness								/		/
	Diffuculty of Routine Choreography								/		

Figure 8: Team Judges Recap Sheet

## 4.2. How to Run the Tabulation Program

After you have set up the program, you are ready to tabulate the meet.

### 4.2.1. Filling out the Judges Recap Sheets

The score sheets will come in from the Judge’s area. First add up the score sheet with a calculator to obtain a total. This is written at the bottom of the score sheet.

Next, find the Tab across the bottom of the spreadsheet (See Figure 2) that matches the number next to the school name on the score sheets. That Tab has the Judges Recap sheet that you need to fill out.

The scores for the individual schools are entered under each judge column (See Figure 8) and follow the categories of the Judges Score Sheet. The sheet is designed for easy entry. Fill in the scores for the team.

**Deductions:** If a Deduction is given, this is entered after the subtotal. It needs to be entered as a **negative (i.e. -1) number** in order for the deduction to be subtracted from the subtotal.

**Note:** For a Disqualification (DQ), score sheets are filled out and should be entered into the tabulation Recap Sheet. However, the scores will not count in the overall ranking of the schools.

After the Recap Sheet is filled out, the **DQ should be filled into the Deductions line** (See Figure 9). Once this is done, a DQ will show up at the bottom of the recap sheet and also on the Ranking Sheet.

In order for the program to work properly, please add a DQ to the open Judges in Deductions line. This will eliminate the extra drops that are shown on the Ranking Sheet. This only shows if only 5 judges are used on the Rank B sheet or 7 judges are used on the Rank A sheet.

Minnesota State High School League Dance Team Competition											
High Kick Judges Recap Sheet											
School:		Minnesota School					Class:		AAA-JV		
Meet Site:		Large Invite					Meet Date:		10/18/2017		
Judge's Initials →		AM	BC	PP	BL	GK	PL	Category Total Points	Total Points Possible	Subtotal Points	Subtotal Points Possible
Category		1	2	3	4	5	6				
R.E.	Routine Effectiveness	8	7	8	8	7	8	46	/ 60	46	/ 60
<b>SUB TOTALS</b>		<b>80</b>	<b>70</b>	<b>76</b>	<b>66</b>	<b>74</b>	<b>70</b>	<b>436</b>	<b>/ 600</b>	<b>436</b>	<b>/ 600</b>
DEDUCTIONS <small>Enter as a negative number i.e. -3 or DQ</small>		DQ	DQ	DQ	DQ	DQ	DQ	DQ		DQ	
<b>TOTALS</b>		<b>DQ</b>	<b>DQ</b>	<b>DQ</b>	<b>DQ</b>	<b>DQ</b>	<b>DQ</b>	<b>DQ</b>	<b>/ 600</b>	<b>DQ</b>	<b>/ 600</b>

Figure 9: Judges Recap Sheet with a DQ

Print the Recap Sheet once completed. Click the **FILE BUTTON** on the top left, Select **PRINT**, and then select **OK**.

Continue to fill out all the Team Judges Recap Sheets until the meet is complete.

#### 4.2.2. Reviewing the Ranking Sheet

Once the Judges Recap Sheets are completed, return to the Ranking Sheet Tab (See

Figure 2). The tabulation program will automatically transfer the scores from the Judges Recap sheets to the Ranking Sheet.

There are columns to the right of the spreadsheet that indicate the ranks to be dropped.

- For Rank A: Best Rank, 2<sup>nd</sup> Worst Rank and Worst Rank
- For Rank B: Best Rank and Worst Rank

You can use these columns (See Figure 10) to highlight and make a slash “/” on the ranks that are being dropped. It is recommended to use a green highlighter to highlight the dropped ranks and put a slash through the number with a dark pencil or pen. **DO NOT MAKE THE RANK ILLEGIBLE WITH YOUR SLASH.**

MEET DATE		1/30/2010		MEET SITE		Large Invitational		CLASS		AA		High Kick Category									
Minnesota State High School League Dance Team Competition																					
Judges Ranking Sheet - "B" RANK SYSTEM (5 or 6 judges)																					
Judges →	Judge 1		Judge 2		Judge 3		Judge 4		Judge 5		Judge 6		Add Together the Ranks MINUS	TIE BREAKERS		Final Place					
	Judge 1		Judge 2		Judge 3		Judge 4		Judge 5		Judge 6			1st Tie Break	2nd Tie Break						
Judges Initials →		/		/		/		/		/		/		1 Worst Rank & 1 Best Rank	Add In Worst & Best Ranks	New Total Rank	Add Points Minus High & Low Points	New Total Rank			
School		Points	Rank	Points	Rank	Points	Rank	Points	Rank	Points	Rank	Points	Rank					Best Rank	Worst Rank		
1	High School A	80	3	75	5	78	4	73	5.5	79	3			12				4	3	5.5	
2	High School B	69	8	74	7	70	7.5	72	7	70	7			21.5				7	7	8	
3	High School C	70	7	64	8	70	7.5	65	8	62	8			23.5				8	7	8	
4	High School D	73	5	75	5	73	6	74	4	74	5			15				5	4	6	
5	High School E	53	11	51	11	50	10	55	10	52	11			32				11	10	11	
6	High School F	56	9	60	9	58	9	59	9	57	10			27				9	9	10	
7	High School G	72	6	75	5	74	5	73	5.5	72	6			16.5				6	5	6	
8	High School H	80	3	84	2	84	2	84	2	81	2			6				2	2	3	
9	High School I	55	10	56	10	49	11	54	11	58	9			31				10	9	11	
10	High School J	DQ	-	DQ	-	DQ	-	DQ	-	DQ	-	DQ	-	-					DQ		
11	High School K	80	3	77	3	81	3	77	3	76	4			9				3	3	4	
12	High School L	87	1	85	1	87	1	88	1	86	1			3				1	1	1	
13																			0	0	

Figure 10: Ranking Sheet with Best Rank & Worst Rank Columns

The Superior Judge and Tabulator will need to verify the scores and sign the final copy.

Once you have verified that these are correct, you can print the Ranking Sheet.

Prior to making copies, please insure that the highlighted cells aren't too dark and you are able to read the rank number. It may be helpful to make one copy to double check darkness. If it is too dark, use the Color Density button on the copier to make the copy lighter.

### 4.2.3. Reviewing the Final Placement Sheet

The Final Placement Sheet lists the schools and placements in the final order (See Figure 11).

Minnesota State High School League Dance Team Competition	
Final Placements	
MEET DATE:	1/30/2010
MEET SITE:	Large Invitational
CLASS:	AA
CATEGORY:	High Kick Category
Final Place	School
1	High School B
2	High School A
3	High School L
4	High School I
5	High School C
6	High School F
7	High School G
8.5 TIE	High School E
8.5 TIE	High School D
9	High School K
11	High School H
DQ	High School J

**Figure 11: Final Placement Sheet Showing Ties and Disqualification**

The Ties will be shown with the placement being the same number (i.e. 8.5) and **TIE** next to the Final Placement.

A Disqualification will be listed as the last school on the Final Placement sheet and noted with a **DQ**.

You will need to verify that the placements and schools are the same as on the Ranking Sheet.

The Superior Judge and Tabulator will need to verify the scores and sign the final copy. Once this verification is complete, you can print the Final Placement Sheet.

#### 4.2.4. Reviewing the Announcers Form

The Announcers Form lists only the schools and placements that you would like the announcer to announce at the end of the meet.

Place "x" in Box if Announcing place:		<b>ANNOUNCER - Please announce ranking point total and announce that the lowest rank score wins.</b>	
1st	<input checked="" type="checkbox"/>	TIE 1.5 Place: with a ranking point total of: 6 *	Strawberry HS
2nd	<input checked="" type="checkbox"/>	TIE 1.5 Place: with a ranking point total of: 6 *	Green Bean HS
3rd	<input checked="" type="checkbox"/>	TIE 3.5 Place: with a ranking point total of: 14 *	Grape HS
4th	<input checked="" type="checkbox"/>	TIE 3.5 Place: with a ranking point total of: 14 *	Mango HS
5th	<input checked="" type="checkbox"/>	5 Place: with a ranking point total of: 20	Apple HS
6th	<input checked="" type="checkbox"/>	6 Place: with a ranking point total of: 26.5 *	Carrot HS
7th	<input checked="" type="checkbox"/>	7 Place: with a ranking point total of: 26.5 *	Orange HS
8th	<input type="checkbox"/>	Place: with a ranking point total of: _____	_____
* = Tie-breaker was used			
_____ Superior Judge Signature			
_____ Tabulator Signature			

Figure 12: Announcers Form shown with check boxes for places announced

You will need to verify that the placements and schools are the same as on the Ranking Sheet & Final Placement Sheet.

You will also need to verify that the correct number of places has been checked for the announcer. If the school wants to announce 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places, you would only check the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> box. In Figure 12, Places 1 through 6 have been checked so the announcer will announce places 1 through 6.

**Note:** If a **Disqualification (DQ)** occurs, **uncheck** the box next to that place. DQs should not be announced.

You can enter in a location for the team packets to be picked up by the teams. This is shaded in green inside the box "Please Announce" (See Figure 12) and will be announced by the announcer before the results.

The Superior Judge and Tabulator will need to verify the scores and sign the final copy. Once this verification is complete, you can print the Final Placement Sheet.

#### 4.2.5. Tabulation Packets

Once the meet is complete, you can make the Tabulation Packets. These packets consist of the completed:

- Final Placement Sheet

**Copyright © 2017 by Minnesota State High School League.**

All rights reserved. No part of the contents of this manual may be reproduced, copied or transmitted in any form or by any means including graphic, electronic, or mechanical methods or photocopying, recording, or information storage and retrieval systems without the written permission of the Minnesota State High School League, unless for purchaser's personal use.



- Ranking Sheet
- Point Summary Sheet
- Team Recap Sheets – from every team

The Announcer sheet does not need to be included in the tabulation packet and is for the announcer only.

#### 4.2.6. **Options for Printing off the Tabulation Sheets**

There are a few options for printing off the sheets once the meet is completed.

##### **To Print a Single Sheet:**

Open that sheet. Click the **FILE** BUTTON on the top left, Select **PRINT**. Under “Print what” **ACTIVE SHEET** will be highlighted. See Figure 13. Select **OK**. This sheet will print as a single page.

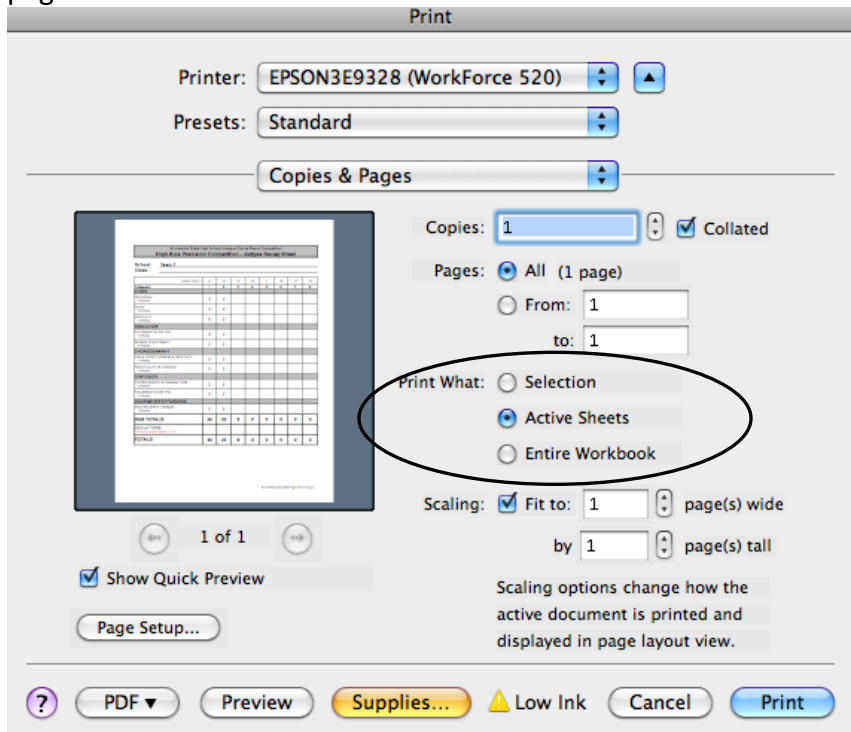


Figure 13: Print Screen Single Sheet

Prior to making copies, please insure that the highlighted cells aren't too dark and you are able to read the rank number. It may be helpful to make one copy to double check darkness. If it is too dark, use the Color Density button on the copier to make the copy lighter.

##### **To Print the entire Program at one time:**

**Copyright © 2017 by Minnesota State High School League.**

All rights reserved. No part of the contents of this manual may be reproduced, copied or transmitted in any form or by any means including graphic, electronic, or mechanical methods or photocopying, recording, or information storage and retrieval systems without the written permission of the Minnesota State High School League, unless for purchaser's personal use.

Open that sheet. Click the **OFFICE BUTTON** on the top left, Select **PRINT**. Under “Print What” Select **ENTIRE WORKBOOK**. See Figure 14. Select **OK**. The entire Tab program will print – even the blank Team sheets.

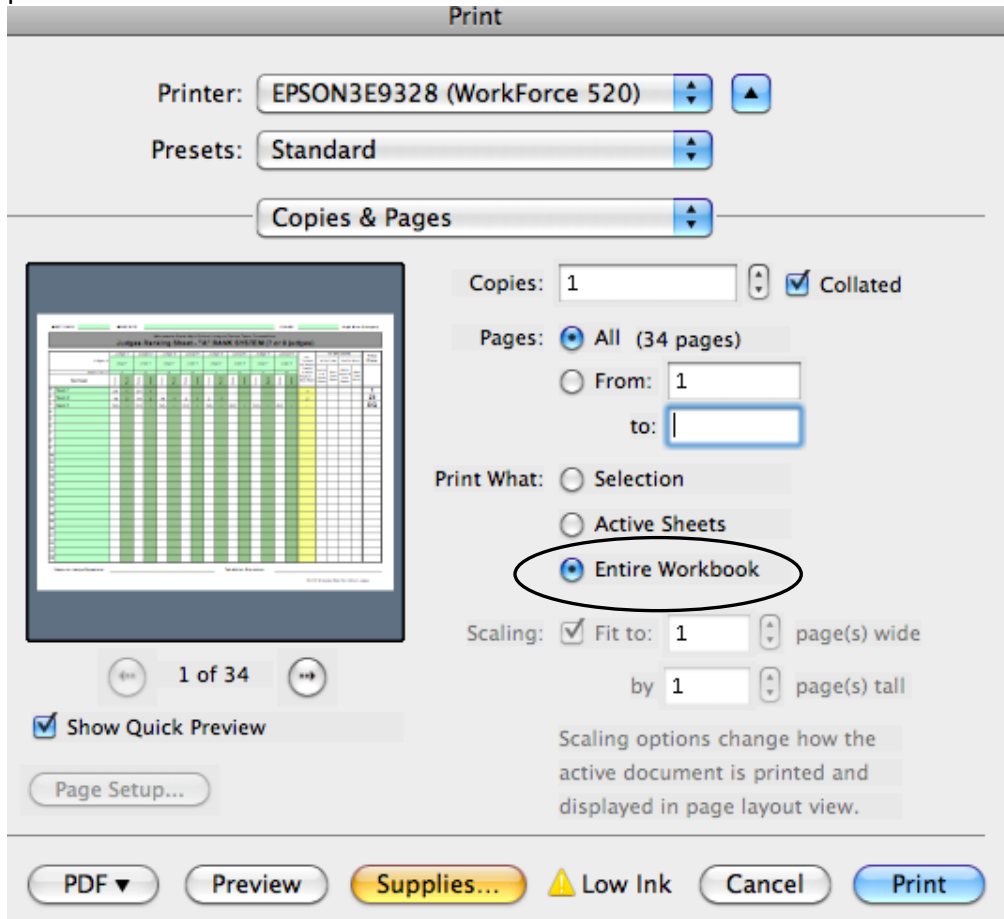


Figure 14: Print entire Program

Prior to making copies, please insure that the highlighted cells aren't too dark and you are able to read the rank number. It may be helpful to make one copy to double check darkness. If it is too dark, use the Color Density button on the copier to make the copy lighter.

**To Print Multiple Sheets of the Program at one time:**

Open that sheet. Click the **FILE** BUTTON on the top left, Select **PRINT**. Under “Print What” Select **ENTIRE WORKBOOK**. Under “Print Range”, **PAGES FROM** enter 1 for the first sheet. After the **TO:** enter in the number of teams plus the first 3 (three) sheets (i.e. 12 teams + 3 sheets (Ranking, Final Placement, Announcers Sheets) = 15). See Figure 15. Select **OK**. Only the selected number of pages will print.

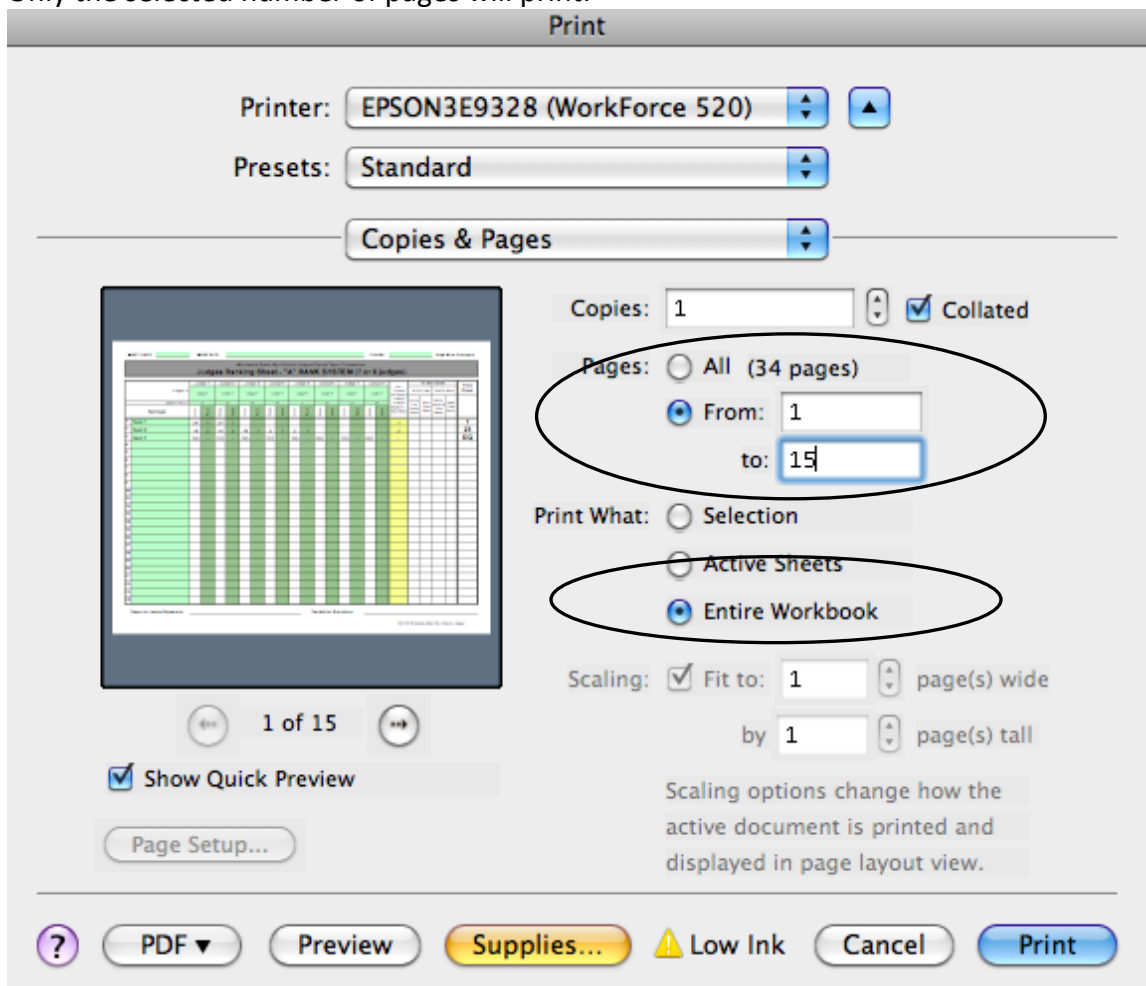


Figure 15: Print multiple pages of the program

Prior to making copies, please insure that the highlighted cells aren't too dark and you are able to read the rank number. It may be helpful to make one copy to double check darkness. If it is too dark, use the Color Density button on the copier to make the copy lighter.

## 5. Creating a PDF of the Tabulation Results

A PDF (Portable Document Format) is an easy way to save the results into a format that can be shared. These files can then be opened using Adobe® Reader® to view.

### 5.1. Creating a PDF of a Single Spreadsheet

Open the Tab Program. Select the Tab you would like to create the PDF of. See Figure 2 for the bottom tabs of the program. Click **FILE BUTTON** in the upper left hand corner. Select **SAVE AS**, then **PDF** from the pull down **FORMAT** menu. (See Figure 16)

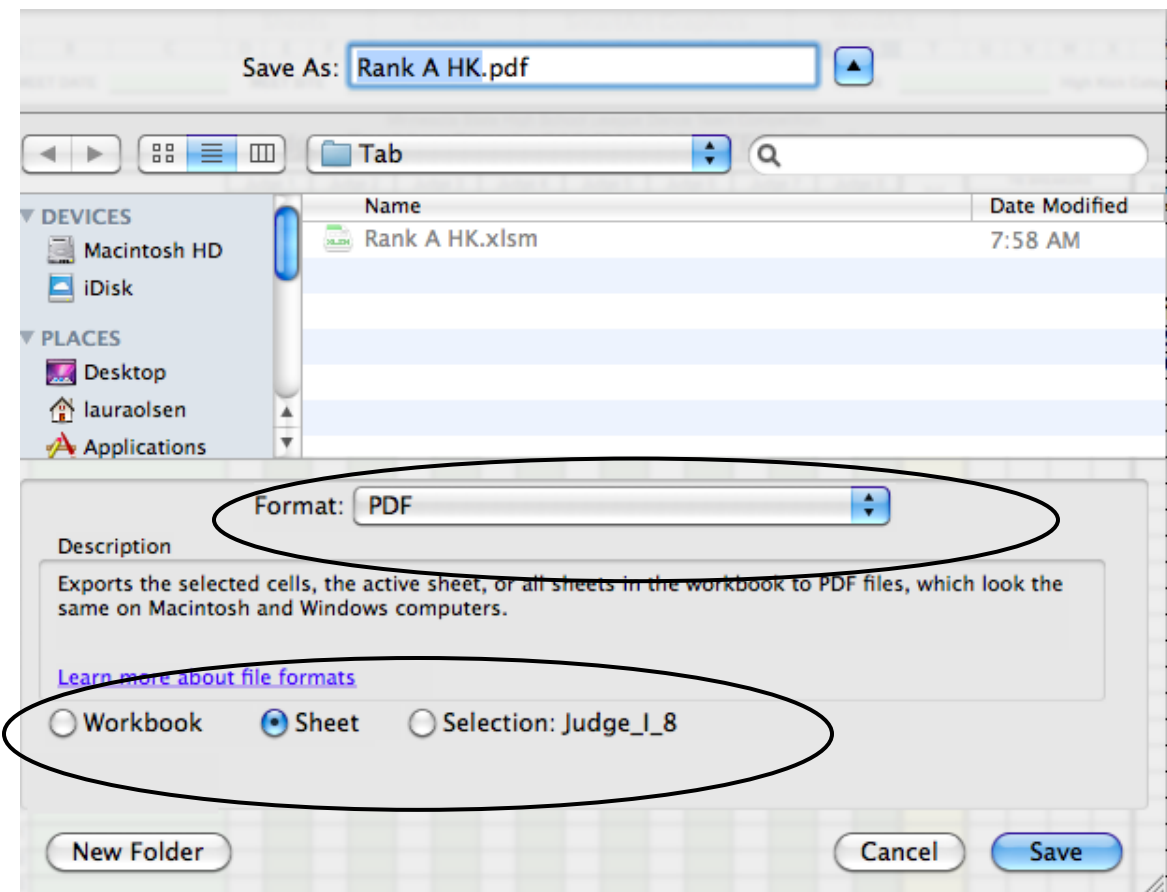


Figure 16: Save As a PDF

Once the PDF is selected, choose to save **SHEET**. Make sure that the “Save as” Type listed is PDF. You can rename your file here prior to saving. Select **SAVE**. Figure 16 will appear. Choose **REMOVE MACROS AND SAVE**. You will have a PDF of a single sheet in tabulation program.

Copyright © 2017 by Minnesota State High School League.

All rights reserved. No part of the contents of this manual may be reproduced, copied or transmitted in any form or by any means including graphic, electronic, or mechanical methods or photocopying, recording, or information storage and retrieval systems without the written permission of the Minnesota State High School League, unless for purchaser's personal use.

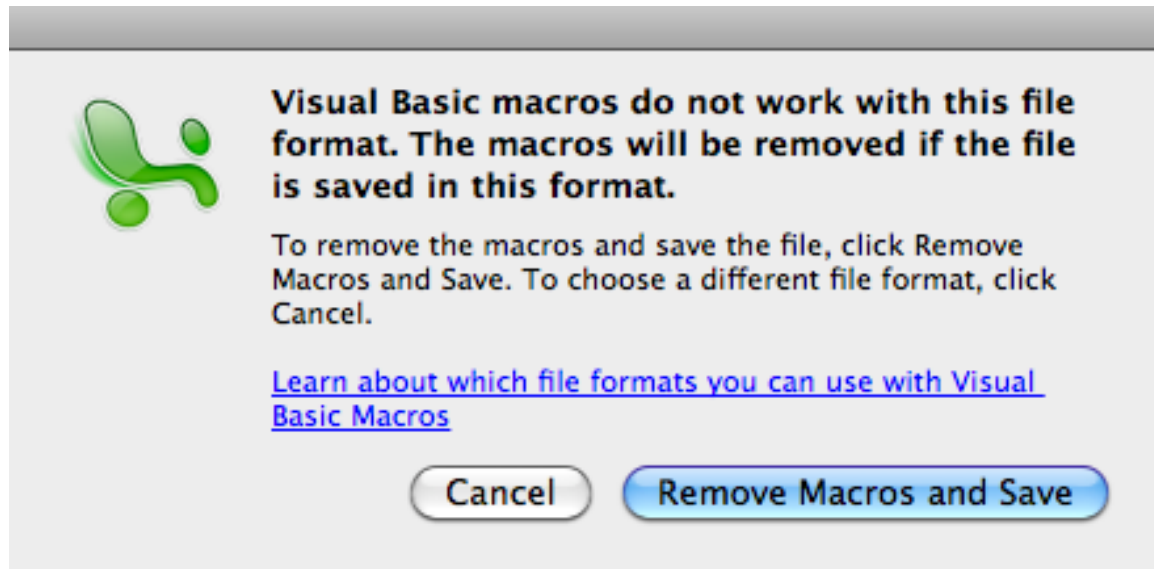


Figure 17: Remove Macros and Save

## 5.2. *Creating a PDF of the entire tabulation program*

A Mac cannot easily create a PDF of an entire Excel Workbook. It saves each sheet individually. If using a Mac with this tab program is a long term decision for you, there is software (probably free downloads) that can be used to accomplish this but if you are just using a Mac to tabulate one or two meets, be aware that you can save each sheet individually but it would be difficult to send an entire workbook. We will continue to work on a solution and we will post it on the MSHSL website.