Captain's Score Sheet

Help, Information & Download

The Captain's Score Sheet is an Excel spread sheet created by Ken Gottchall to electronically enter and automatically calculate all individual and team scores. The score sheet incorporates easy to use, drop down boxes that contain the current season teams and competitors names.

If a Captain at his discretion decides not to enter any scores electronically and prefers to manually enter the scores by hand the score sheet can be printed onto legal size paper.

Team Captains should down load a new score sheet at the beginning of each season to assure that they are using the latest version.

The score sheet is updated as needed through out the league season to incorporate new competitors and any other modification or updates. The bottom left hand corner of the score sheet shows the latest creation date and version. If you need help or have any problems with the score sheet, contact the CCPL Statistical Secretary for a resolution.

<mark>To Down load the current Captain's score sheet:</mark> Press the "Down Load Latest Score Sheet" Button.

Instruction for use and additional information is listed below.

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CCPL Score Sheet Instructions

1. Save the **CCPL Captains Sheet.xls** file to a Special CCPL Scores Directory.

2. Navigate to that folder and double click on the Captains File. If you use Excel, the file will open. If you use Open Office, the file MAY open. If it does not, you will need to associate the .xls file extension with Open Office's Calc.

3. After you open the Captains File, use the **File-Save As** command to create a copy you can work with. Name the new file as follows: **yyyymmddHHvVV**. The example we used at the Captains Meeting was: **20140821KWvOC.** Remember to do regular File Saves frequently. When saving, you may get a compatibility error message. As dire as it appears, you may continue and ignore it.

4. If you are running Excel version 2003 or older, skip to step 6. Otherwise, the Home Team name box will be highlighted in red . Click on the "Drop Down" arrow at the right then select and enter the Home Team Name.

5. The Visiting Team name box will now be red .   Follow the above instruction but choose the visitors team name. Skip to step 8.

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6. Click in the cell to the right of the Home Team title. The cell will be outlined and there will be a "Drop Down" arrow at the right. Click on the Drop down Arrow, a list of team names will appear. Click on the home team name.

7. Click on the cell to the right of the Visiting Team title and follow the above instructions but choose the visitors team name.

8. The Date cell will now be `red`. Click on the cell and enter the date as: *mm/dd/yy*. The date will appear with the default time of: *12:00 AM*. When the first line starts shooting you will go back and click on this cell again, move your cursor to the edit line above then back space out the default time. Replace it with the actual time as: *hh:mm pm*.

9. You enter competitor names as you did team names. On the home team side, only the home team names will be in the drop down box, same for the visitor side. The drop down box only shows 8 names at a time, you may need to scroll to the name you want to select. The names are in alphabetical order. If you duplicate a shooters name, it will appear as a `red alert cell`, go back and select the correct name. If the shooters name is not in the drop down list, he is considered a new shooter and you will need to type his name in the cell in the following format: *Last, First MI* (no period). To alert the Statistical Officer that this is a new shooter, type an *[n]* in the special column to the immediate right of the competitor name column

10. Entering the target scores is pretty obvious. Totals will be calculated automatically.

11. At the end of the match, the top 5 scores will appear in the "Team" column. In the event of a deadlock for last place on the team, the deadlocked scores will show as `red alert cells`. The captain of that team will decide how to break the deadlock. The loser's score will be eliminated from the team column by entering an *[e]* in the special column to the immediate left of the team score column.

12. Make-up scores can be entered below the match scores, home make-ups to the left, visitor make-ups to the right. As you select make-up shooters they will appear as `red alert cells` because their names are duplicates of names above. To clear the alerts, you must enter an *[m]* in the special cell to the immediate left of the Team column. The *[m]* will also prevent this make-up score from being part of the Team score.

13. If there is not enough room on the `YELLOW` sheet for all the makeup scores, you can scroll down to and use the Make-ups Only `GREEN` sheet to continue. If you prefer, you can put ALL the make-ups on the `GREEN` sheet.

A good way to practice using the electronic score sheet would be to take some old paper score sheets from last season and enter them into the electronic form