**New Zealand Hobbit League Event Organiser’s Scoresheet Pack**

In the Excel file, there are two style of sheets which can be switched between using the labelled tabs at the bottom of the page. There is the League Final style scoresheet, which uses Tournament/Event points to decide placings. Victory Points are used as the tie-breaker. This is the style of scoresheet regularly used at Matthew Ridgley’s events in Wellington.

Secondly, there is the NZ GT style scoresheet, which uses a combination of Battle Points, Sportsmanship, Army Composition and Presentation points to determine placings. Sportsmanship is then used as the tie-breaker. This is the style of scoresheet regularly used by Dean Laurie at his Auckland events.

Decide which style of sheet will best fit your event, and then we will move forward from there.

# **League Final Style Scoresheet**

* Enter the appropriate player names and the name of your event
* If there are left over rows (you do not fill the name column with players), highlight the unnecessary rows, *click* **Home** > **Delete** to remove them
* After round one, enter the Event Points under **EP:1** and Victory Points under **VP:1** in line with the correct player name
* Do this until every player’s information has been entered
* Click and drag from the cell that says **Name**, and drag all the way across to **Victory Points: Total** and down to **the bottom player on the list**. You should have covered the entire table.
* *Click* **Data** > **Sort** > (make sure ‘*my data has headers’* is checked) > Sort by **Event Points: Total** > Sort on **Values** > Order **Largest to Smallest**
* Next, *click* **Add Level** > Sort by **Victory Points: Total** >Sort on **Values** > Order **Largest to Smallest** > **OK**
* This should now have moved the player names, with the person who has the most EP’s on top and tie-breakers determined by who has the most VP’s
* This will also now be represented under the Event Points: Total and Victory Points: Total columns
* After round two, enter the correct information in the corresponding columns under **EP:2** and **VP:2**
* Highlight all the data, again clicking and dragging from **Name** and making sure you cover everything
* Click **Data** > **Sort**. This time, the formula you entered in the first round for sorting by Event Points: Total and Victory Points: Total should still be there
* If so, you only need to *click* **OK** and your entire chart will update again
* Continue to do this until the event is finished and you’ll be fine
* *Note: The Sort formula may already be entered correctly, because I’ve tried to save it like that. If so, all the easier. Just continue to highlight data and click OK to Sort. If not, follow the above instructions.*

# **NZ Grand Tournament Style Scoresheet**

* This is quite a long scoresheet, so I apologize for that. If you can still see, it may help to zoom out. The player names (Column A) will slide along with you as you scroll through the scoresheet, for ease of reference.
* Enter the correct player names and the name of your event
* If there are left over rows (you do not fill the name column with players), highlight the unnecessary rows, *click* **Home** > **Delete** to remove them
* After Round One, you will need to enter your information
* Beneath the subheading Round One, enter Battle Points under BP, Sportsmanship under SP, Composition Points under AC and Presentation Points under PP. Make sure that the points you enter correspond to the correct player’s name.
* You should notice that the **Subtotal** column updates itself, along with **Grand Total**  and **SP: Total** columns
* After this, click on the Cell above the player names that says **Name** and drag to highlight all the way across the scoresheet to **SP: Total**, and down until you cover the entire scoresheet.
* Click the **Data** tab, then **Sort**
* Make sure the ‘*My data has headers’* box is ticked
* Use the drop down options as follows: Sort by **Grand Total** > Sort on **Values** > Order **Largest to Smallest**
* In order to find the Grand Total option, you will need to scroll down in the drop down menu
* *Click* **Add Level**
* Then by column **SP: Total** > Sort on **Values** > Order **Largest to Smallest** > *click* **OK**
* This will have sorted your entire scoresheet appropriately. The player with the highest **Grand Total** will now have their name at the top of the list, and ties will be broken by whoever has the highest **SP: Total**
* For round two, enter the correct information in line with the correct player name
* Again, highlight the entire scoresheet, starting with the cell that says **Name** and dragging to cover everything
* *Click* **Data** tab > **Sort**
* The means you used to sort should still be saved if you have highlighted everything correctly, so simply *click* **OK**
* Follow this process continually until you are finished
* *Note: You may find that the formula for sorting has already been entered. I have tried to save the spreadsheet to make that happen. If so, sweet. You do not need to go through the data sorting instructions above. Just simply highlight and click* ***OK****. If it has not saved, simply follow the instructions above.*

# **But my Tournament Has Less Than Eight Rounds!**

No problem. I thought it’d be easier to include more rounds for TO’s to delete, rather than have them try and enter new ones. To delete unwanted columns, simply highlight them and click on the **Home** tab. Next, *click* on the drop down that says **Format**. Scroll down to **Hide & Unhide** and *click* **Hide Columns**. This will remove them from your scoresheet, but will not affect your formulas for working out Total Scores.