

INSTRUCTIONS FOR USING MHSAA GIRLS REGIONAL GOLF SPREADSHEET

OVERVIEW

- This file has been locked so you can only change data in the necessary cells.
- **You will be typing in the GREEN SHADED cells only.** You should not need to type in any other cell.
- Do NOT unprotect the file. You should be able to accomplish ALL steps without turning off the protection.
- When finished, email your file to Cody Inglis (cody@mhsaa.com) and Andy Frushour (andy@mhsaa.com) at the MHSAA.
- If you have questions about this file, please call or email Andy Frushour (c: 517-449-8256 or andy@mhsaa.com).
- Note: When Saving the file, you may get a Compatibility Checker popup that says there may be a minor loss of fidelity on the sheet – DON'T WORRY ABOUT THIS, click Continue.

STEP 1: Enter Pre-Tournament Information

- Open the "Before the Tournament" tab.
- Enter basic tournament information in C2 through C8.
- Enter the names of your teams in B11 through B26, and the names of the team coaches in C11 through C26.
- If you don't have a team for each of those cells, simply put a space (hit your spacebar) in the cell to eliminate the "Team X" text.
- Note: If you ever need to edit the spelling of a team or coach, use this tab.

STEP 2: Enter Players

- Open the "Enter Players-Scores" tab.
- The names of the competing schools should already appear in Column C.
- Type the name (1st name, then last) of each golfer (overwrite info in column E), and be sure to use the coach's golfer rank order.
- Type the names of the grade of each golfer (in Column E). Use "9", "10", "11" and "12".
- If you don't have a player for each of those cells (for instance, if a team only brings 4 players), simply put a space (hit your spacebar) in the cell to eliminate the "Player X1" text.
- Note: If you ever need to edit the spelling of a player, use this tab.

STEP 3: Enter Scores

- Open the "Enter Players-Scores" tab.
- Type the final score for each player in Column G.
- If a player withdraws or is disqualified, simply type "WD" or "DQ"
- If a team has 4 or fewer golfers, you do not need to type anything in the unused cells. Just keep them blank.
- As scores are entered, the Place for each golfer is automatically updated in column H.

STEP 4: DO NOT SKIP THIS – Denote TEAM Qualifiers Advancing to Next Round of Tournament

- Open the "Denote Qualifiers" tab.
- Teams, finals scores and team place should already be populated on the left side of the sheet (columns B-D).
- In the green "Qfy" column, place the numbers 1 through 3 next to the qualifying teams. Place a "1" next to the first place team, "2" next to the second place team, and so on. Use all 3 numbers, and do NOT use any number more than once.
- The Score and Place cells will turn yellow if there are any ties.

STEP 5: DO NOT SKIP THIS – Denote INDIVIDUAL Qualifiers Advancing to Next Round of Tournament

- Open the "Denote Qualifiers" tab.
- Player Name, School and Score should already be populated to the right of the team data (columns H-K).
- At this point you will notice that some schools are highlighted in blue. The blue cells denote schools that have qualified as a team; these golfers should not be considered when advancing individuals to the next round.
- In the green "Qfy" column, place the numbers 1 through 3 next to the individual qualifiers (this should be the first 3 golfers not highlighted in blue). Place a "1" next to the first place individual, "2" next to the second place individual, and so on. Use all 3 numbers, and do NOT use any number more than once.

STEP 6: The Final Report

- Open the "Final Report" tab.
- All data from the first three tabs should now appear on this tab.
- Verify that the Region number, course name and date are correct at the top of the page. If incorrect, make adjustments on the "Before the Tournament" tab.
- Verify that the qualifying teams and individuals are correct, and are in the correct order. If incorrect, change the "Qfy" numbers on the "Denote Qualifiers" tab.
- The scores and place for each team and individual should be summarized on this page. If there is a scoring error, edit data on "Enter Players-Scores".

STEP 7: Send to MHSAA

- Save your file as "Region ___", replacing the underline with your Region number.
- Email your file to Cody Inglis (cody@mhsaa.com) Andy Frushour (andy@mhsaa.com) at the MHSAA.
- Cody will save your "Final Report" tab as a PDF, and post to MHSAA.com.