**IV Results Spreadsheet Guide**

**Introduction**

Typically when host colleges sorted IV Results manually, scores for individuals would often be overlooked, regularly impacting on team scores. Further issues occurred when many of these scores affected medal positions. These errors would only be discovered when pointed out by numerous Facebook comments and emails when the results were posted long after award ceremonies were conducted. Although IANSEO is incredibly useful for individual IV results, unless host colleges have someone who has worked with the programme before, it is nearly impossible to find your way around it quickly without stressing under the pressure of running the IV. The IV Results Spreadsheet was designed to allow host colleges to insert scores easily, and Excel calculates and sorts all individual and team scores quickly with the results being easier to find, minimising the potential for individual scores to be overlooked.

**Before the IV**

Open “IV Result, Template” and save as “IV Result, [Your College Abbreviation][Academic Year]”. Eg “IV Result, ABC 2020-21”

The Input page is split for two different events (Eg. joint IVs or two day IVs). The first event can be found at B1, and the second event at B131. Each event is split into 5 tables. B1 is for archers who shoot in the Early session and L1 is for archers shooting in the Late session. Shoot-through archers do add an extra layer of complication for a host college, therefore V1, AF1 and AP1 are needed. When the Early and Late archers are inserted, host colleges can see which spaces are remaining for shoot-through archers and visa-versa.

If your IV has only one event, rows 131-260 can be hidden, but not deleted.

Hidden in rows 4-25 is a list of all the colleges including five free spaces. Updating can free up some time when inserting information.

**Received Entry Lists**

When you have received the entry lists from participating colleges, it’s time to start inserting names into the tables. It is best to introduce a system (eg. Archers from ABC College shoot target A, DEF University shoot on target B etc) to ensure that each target has a variety of colleges.

When inserting the information, take time to ensure that the college, gender, bow and level match the archer. Time invested now will cut down any confusion and mistakes later when results are posted. Copy and Pasting (at AZ1) from the original Entry Lists is advisable

Early archers shoot sessions 1 and 3, and late archers shoot sessions 2 and 4.

When inserting shoot-through archers, their SECOND session’s target number is used to record their target number, so that the formulae in the workbook can work (eg. If a shoot-through archer shoots on 5A in session 3 and moves to 7B in session 4, the archer is recorded as being on target 7B in the ‘sessions 3 and 4’ table). Do not add the archer’s name into tables B1, L1 or any other shoot-through table as the programme will think there are two scores to be added together.

\*It is advised the host college tries to insert shoot-through archers first. The system will show you which positions are occupied so then the remaining archers can be easily inserted after. Inserting early and late archers first and then trying to add shoot-through archers can be a lot trickier.

**The system will only show targets are occupied when the shooting-through archer’s gender, bow and level are inserted.**

In Gender, the following codes are needed

* M for Male archers
* F for Female archers
* G for Guest archers (These should be included so host colleges know which targets are free)

In Bow, the following codes are needed

* R for Recurve
* B for Barebow
* C for Compound

In Level, the following codes are needed

* B for beginners (For Recurve and Barebow only)
* I for Intermediate (For Recurve only)
* A for Advanced

\*Guest archers should use A unless otherwise stated.

When the list is complete, changes to the target list can be easily made as the host college can easily see which spaces are available.

**If you are moving or deleting a name, the formulae which was originally in this space must be pasted or dragged back in, otherwise it can be easy to place a shoot-through archers and an ordinary archer onto the same target! They can also be quickly found as missing formulae will also place unwanted “0” in your target list page.**

The Scorings page is used to take each score from the input page and prepares the information for sorting. This page should not be touched unless it is necessary.

To save time after the IV, go to B70 on the IV Positions page and check that all colleges are present. Using the free spaces at BP70 if needed. Go to A74 and press the filter buttons on the right of the cell and ensure each is set to select all. Check to see that guests (G) are NOT INCLUDED in B72. Do this for the rest of the Recurve, Barebow (A99) and Compound (A119) pivot tables. These will update the figures in CD73:CE171, which are used for sorting the team competitions.

Press refresh all in the data tab.

**Target List**

A target list should be published or printed before every IV, so every archer has easy access to which target they are shooting on. This can be done by printing out the Target List page.

**Any Shooting-through archers must be checked, and any information missing must be added in manually. This is due to the possibility of the shooting through archer moving targets between sessions.**

It is advisable to hide target numbers which are not used (e.g. 18A – 26D), then the height of the other rows can be extended for printing presentation.

**During the IV**

To cut down on waiting time after the end of the IV, scores should be inserted as archers finish, (Eg shoot-through archers ending at session 2 and 3 and early archers scores inserted when session 4 is shooting)

The Number of 10s and 9s also needs to be inserted to decide any ties. The formulae will not work if the 10s and 9s are not included.

**After the IV**

When all the scores are inserted, the spreadsheet is ready to save the day. Firstly the pivot tables need refreshed, therefore press **Data > Refresh All > Refresh**. Refreshing should only take a few seconds.

In A6 on the IV Positions page, there is a filter button on the right of the cell, click it and click on the “Select ALL” checkbox until a tick appears. If needed, scroll down the list to find “(blank)” and uncheck this box to remove it from the table. Repeat for all individual results.

If you didn’t check the team scores pivot tables at B70 before the IV, do so now with the guidance from a few paragraphs before. This will ensure the data for the team scores are correct.

Go to BL2, these pivot tables which will give the team standing at the end of the IV. Press the filter button on the right of the cell, and press select all. To tidy the table, simply deselect any free spaces or departed colleges from the league (Eg DDD and EEE).

Present Medals.

On the League format page, go to the filter button on the right of cell K4, and press select all, and deselect “(blank)” from the list. Make sure to rearrange alphabetically A-Z. The Table B5 can then be copied and pasted by the Records Officer into the League Results Spreadsheet.

Two archers with the same scores in IV Positions can be separated by their number of 10s, by increasing the number of decimal places to 3, or 6 if the 9s are needed.

The Workbook is ready to be emailed to the Records Officer.

**Records Officer**

Hide Target List page from view (Right click Target List > Hide)

Hide Scorings page from view (Right click Scorings > Hide)

Hide League format from view (Right click League Format > Hide)

Email to colleges, and wait a few days for colleges to make any changes, then post onto the I.S.A.A. Facebook page.

Unhide IV Positions, copy B5:H?? and paste into league results spreadsheet either at A6 or immediately below the last IV Result.