

## College Bowl Scoresheet Instructions

1. Extract the Scoresheet.xls file to your desktop.
2. Open the Scoresheet.xls file using Microsoft Excel.
3. Click on File | Save as and save it as a template.
4. Click on File | New and select Templates On my computer.
5. Click on the Scoresheet.xlt template.
6. Click on File | Save As and give the file a distinctive name (i.e.: game 1.xls). Make sure that you know what folder the new spreadsheet is being saved in. You will need to create a new spreadsheet for each game.
7. The spreadsheet is divided into two “panes,” separated by a horizontal gray bar. This is done so that you can scroll the top and bottom panes separately and during the play of the game, leave only the player names and column headings visible. You can remove the “pane divider” by dragging it to the top of the page if desired.
8. Before the match begins, enter all the information at the top of the spreadsheet and enter the 8 player names. You can tab from cell to cell in order.
9. During the play of the game:
  - a. The row numbers must match the Toss-Up numbers (i.e.: the row labeled 1. is used to score the first Toss-Up and any corresponding Bonus).
  - b. For each player that buzzes-in, is recognized and answers, enter the score (10, 0 or -5).
  - c. If the Toss-Up answer is correct, enter the Bonus Possible Points and then the points earned on each part of the Bonus.
  - d. All other calculations (Total Bonus, Question Total and Game Total) are automatically calculated.
  - e. If a cell is highlighted in red, an error has been made:
    - Toss-Up cells: only 10, 0 or -5 points may be scored and only one team can be scored a -5.
    - Bonus cells: the total of the Bonus Points earned may not exceed the Possible Bonus Points.