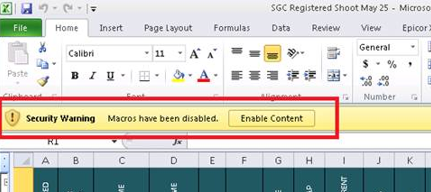
The CNSCA Shoot Sheet is designed to help you track your shooters for registered shoots. There are embedded macros that make sorting a very simple step.

* First of all, when you open the spreadsheet, you will probably see a warning at the top of your screen saying that “Macros have been disabled”. And there will be a button to “Enable Content”. Press the “Enable Content”



* The legend for the macros is to the right of the data
* As each shooter registers, simply put a one (“1”) in the Registered column (column A)
  + NOTE: You can only make changes to YELLOW cells
* Tell the shooter what class they are in.
* Check to see if the shooter has paid their dues. Collect the dues if owed ($20 for renewal, $45 for new members). **The club is responsible for collecting all member dues at registration.**
  + If a shooter is a CNSCA member and competes, the club will be invoiced for that renewal.
* At the bottom of the sheet you will find a number of entries with the last name “ZZ”. These are for new registrations and Hunter class shooters. Just put their first and last names and select “New” in the Fee column if they are joining the CNSCA or select “H” for Hunter class if they are not joining. (don’t forget to also put the “1” in the Registered” column (column A)
* Enter the scores in the appropriate columns and the total column will automatically add the columns
* You can now use the macros to sort the list by Score by pressing CTRL-SHIFT-S or by concurrent class by pressing CTRL-SHIFT-K or by Class by pressing CTRL-SHIFT-C or back to alphabetically by pressing CTRL-SHIFT-A. Sorting by Lewis or Class option will only work if you have enabled that feature on the Setup worksheet.
* Enter the scores in the appropriate columns and the total column will automatically add the columns
* When you are ready to determine Awards, select the DropDown on the ShootSheet page and change it to “Award Calculation On”. The Awards page will automatically populate with the winners in each class according to CNSCA rules.
* The Comments column would be used for any notes you need to pass on to me (like a shooter is a Vet but the ShootSheet doesn’t say he is. If a shooter didn’t provide their birthdate, then they won’t show up as a Vet. Record their birthdate in this column and change their Concurrent to Vet.
* Now save and send me the file.

That’s it!

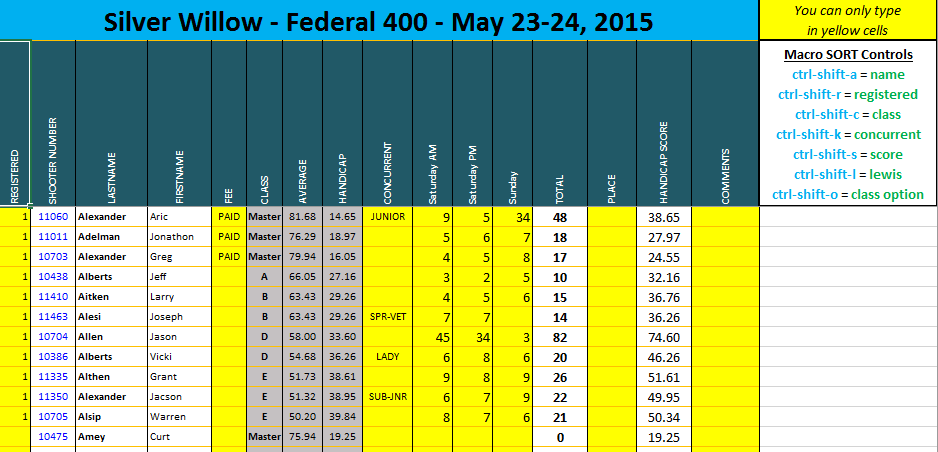
You can customize the Shoot sheet to some extent on the Setup worksheet. This worksheet will let you enable Lewis class, or Class Options and also add or remove scoring columns. If you enable Lewis Class or Class Options you will get another column like “Registered” that indicates if a shooter has paid for those options. If you want to pay out prizing in cash, the Payout worksheet will help you split prize pools into classes based on the number of entrants in each class.

Thanks

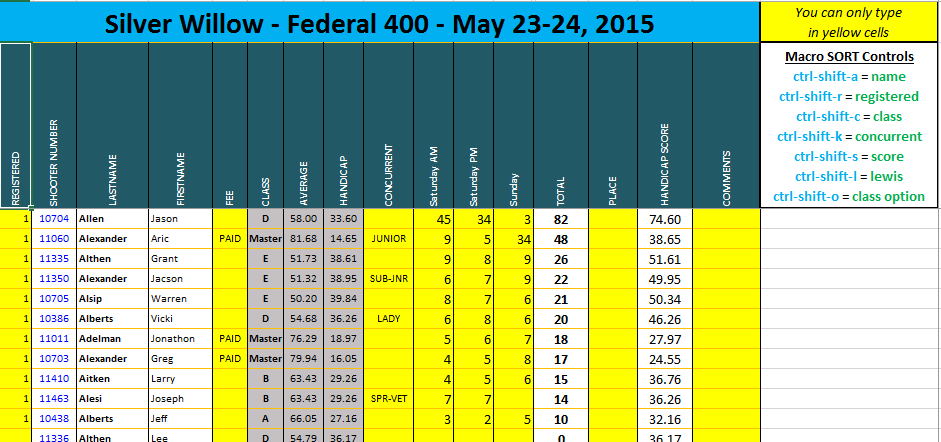
*Bill Campbell*

*CNSCA Secretary*

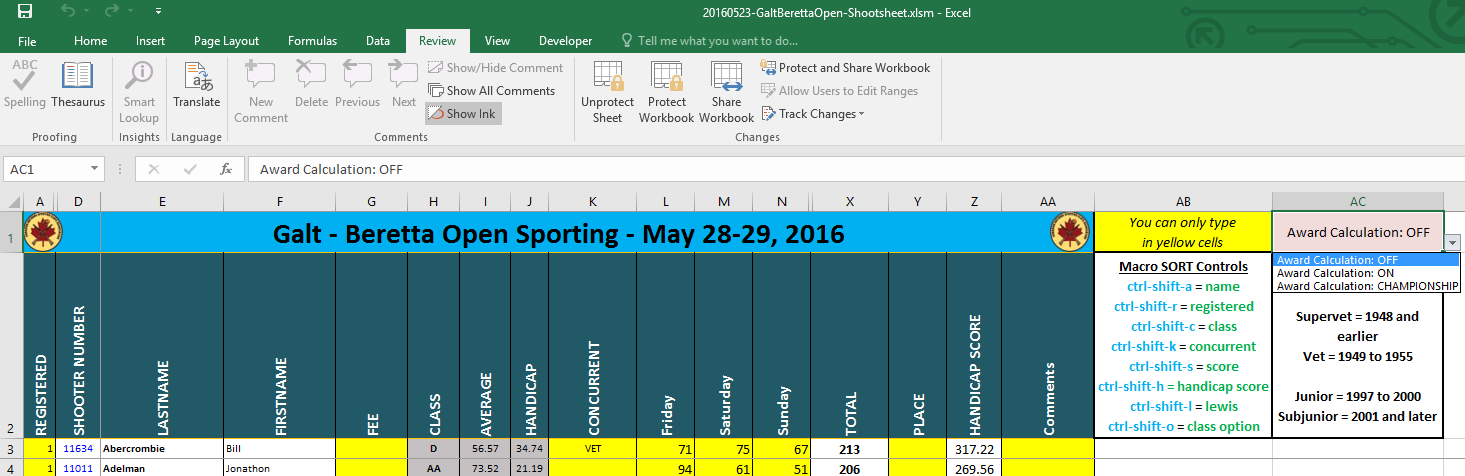
Here I have sorted by Class so that I can easily see who won each class.



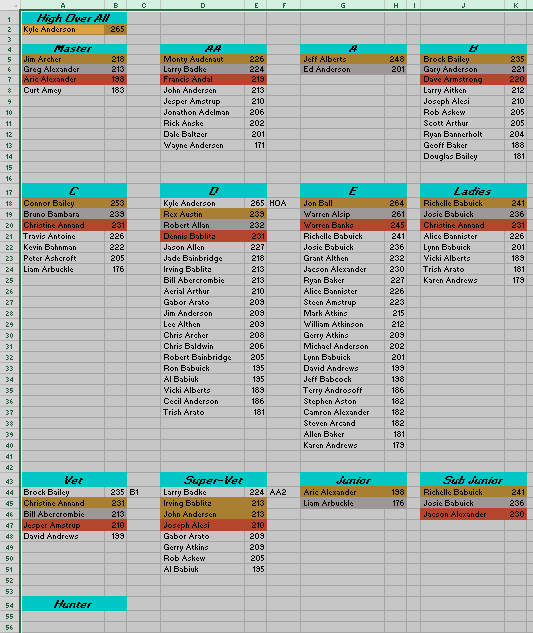
If I only sorted by score, it might be harder to find the top C shooter.



Once you turn on Award Calculations:



The Awards page will show you all the winners in each class and concurrent class:



The ties are very evident. Once the tie has been resolved (shootout, coin flip, etc), adjust the winner’s score by 0.1

e.g. If Bob and Mary both tied with 75 and Mary wins the shootout, change Mary’s score to 75.1 – now her score is “higher” than Bob’s and the Awards sheet will reflect the change.

Now save and send me the file.