SDDA Trial Results Workbook

1 INTRODUCTION

At the SDDA we strive for perfection in our record keeping and we ask for your help in accomplishing that goal. By providing a standardized Microsoft Excel Workbook that is pre-populated with the most up-to-date information from our database, we feel we can reduce some of the administrative work prior to, during and after a trial. We also understand we have to protect the privacy of our participants. In the trial workbook we will show dog information and handler/owner names but we will keep postal addresses, email addresses and phone numbers safely stored in our database.

2 THE TRIAL RESULTS WORKBOOK

To use the workbook successfully you will need Microsoft Excel 2007 or higher installed on your personal computer. Although other programs such as *Libre Office* may produce the required results, the workbook has only been tested while using Microsoft Excel 2007, 2010 and 2013 in a Windows 7 environment. Slight variations between these versions will not be discussed in this document. Also, basic knowledge of Microsoft Excel is assumed. Simple activities such as saving a file and printing or navigating to a worksheet are not explained.

The workbook is divided into several logical sheets (or tabs). An * indicates a locked field. The operator will not be able to change the content of the field.

2.1 TRIAL INFO
In this sheet you may enter some general information about the trial. The only thing we *really* need is the trial information. The other fields are mostly for informational purposes only.

2.1.1 Trial Number
The trial number will be provided to you by your SDDA secretary or database manager.

2.1.2 Trial Date
Enter the date in the date format you have set for your computer (usually mm/dd/yy). If your trial covers two or more days, please use a separate workbook for each day. The trial number will also be different for each day.

2.1.3 Trial Host
Enter the name of the trial host.

2.1.4 Trial Judge
Enter the name of the judge. If there are two judges present at the trial, please enter both names.

2.1.5 Trial Secretary
Enter the name of the trial secretary.

2.1.6   Trial Venue

Enter the name of the venue or location where the trial is being held.

2.1.7   Use "Fail" for placements Y/N

The workbook automatically calculates placements based on scores. Time is used as a tie-breaker. If failed scores are entered with a number other than zero, a "Y" in this field will take those scores and times into consideration for placements. If this field is set to "N", failed scores and times are not taken into account for placements.

2.1.8   SDDA Fee per Search *

This is the amount the organizers submit to the SDDA for each search that is performed. This fee is not applicable to FEO (For Exhibition Only) searches. The Summary Sheet will show the total amount owing.

2.1.9   Trial Fee per Search

This is the amount the participants pay to the organizers for each search. The Trial Fees sheet shows a summary of the amount owed by each owner/handler.

2.1.10   Trial Fee per Search (FEO)

This is the amount participants pay to the organizers for each FEO (For Exhibition Only) search. The Trial Fees sheet shows a summary of the amount owed by each owner/handler.

Here is what a Trial Info Sheet could look like:

	A	B	C
1		SDDA Electronic Trial Scoresheet	
2		Make sure to select "enable editing". Otherwise entering data is impossible	
3	Trial Number	15-45	
4	Trial Date	3/29/15	
5	Trial Host	The Canine Academy	
6	Trial Judge	Steve Jones	
7	Trial Secretary	Stacey Shaw	
8	Trial Venue	The Canine Academy	
9	Use "Fail" for placements Y/N	N	
10	SDDA Fee per Search	$ 5.00	
11	Trial Fee per Search	$ 25.00	
12	Trial Fee per Search (FEO)	$ 15.00	
13			
14			

2.2   STARTED / ADVANCED / EXTERIOR

These sheets can be used pre-trial and during the trial. Very little data is required to make things work properly. The column headings tell a story and where they do not or something isn't entirely clear, use this document to get used to the data entry portion of the sheet. The various sheets are formatted identically and the inner workings are the same. Slight variations exist where it comes to scoring and entry of times but that should be self-explanatory based on the SDDA rules.

2.2.1 Line Numbers *
System assigned. In the unlikely situation where more than 30 dogs are entered at a level, please create a secondary workbook.

2.2.2 Stream A/W
Enter an A or a W to indicate Amateur or Working stream for the dog in question at this level. If you accidentally enter an "A" and it is determined the dog has already earned a title at this level, an informational message will appear in the "Notes" column.

2.2.3 Dog Number
Enter the Dog ID as shown on the card that should be presented by each participant. If the dog name does not immediately appear, please double check your entry. Should the entry be correct but the name isn't there, simply enter the dog's call name. It means the data you're working with is slightly out of date. We will figure things out at our end after the trial.

2.2.4 Dog Name
Enter or accept the dog's call name.

2.2.5 Container Entries and Scores

2.2.5.1 Rg Cnt Q's - Registered Container Qualifying Scores *
The number of Q's for container searches at this level is shown. This number is used to determine possible future titles.

2.2.5.2 Cnt Scr - Container Search Score
This column has a dual function. It should be used pre-trial to indicate which dog is entered. The pre-trial info is used to generate Running Order Lists. During the trial, the pre-trial info will be overwritten.

Pre-trial:
E = Entered (the dog will participate)
FEO = Entered (the dog will participate For Exhibition Only. No score shall be recorded.)
NE = Not Entered (the dog will not participate in this search)

During the trial:
A valid score number shall be entered for participating dogs. A failed score can be entered with a zero or with a number below the minimum acceptable standard for the search. The highest score achieved will be highlighted in yellow. Please note: Do **NOT** enter a score for a FEO search! If you do so, it will ultimately be recorded as a completed search in the SDDA database and it affects a few other areas in the workbook. Simple let the letters "FEO" untouched.

2.2.5.3 Cnt Time – Container Search Time
Enter a time in mm:ss format. Use a colon (:) to separate the minutes form the seconds. This is a Windows O/S standard. If zero is entered as time, it will be considered the fastest time so it's better to leave the field blank than to enter a zero. The fastest time will be highlighted in green.

2.2.5.4 Cnt P/F – Container Search Pass or Fail *
Based on the score, the Pass or Fail indication will be set.

2.2.5.5   Amtr Cnt Plcm – Amateur Container Search Placement *
Based on the stream the score and the time, a placement number will be shown.

2.2.5.6   Wrkn Cnt Plcm – Working Container Search Placement *
Based on the stream the score and the time, a placement number will be shown.

2.2.6   Interior Entries and Scores
See information under Container Entries and Scores.

2.2.7   Exterior Entries and Scores
See information under Container Entries and Scores.

2.2.8   SP – Special *
If a dog has passed all three components, the total combined score will be shown in this column.

2.2.9   Overall *
Based on the stream the dog was entered in his/her placement will be shown. Only applies to dogs passing on 3 components.

2.2.10   Notes *
If a working dog (i.e. a dog with a title at this level) is accidentally entered as an amateur dog, an informational message will appear. Also, upon entry of the scores, title information per dog will appear.

2.2.11   Formal Alert 1/2 (Advanced and Excellent Only)
Optional fields to record the formal alerts to be given by the dog upon finding the hide. As these alerts are required on the judge's forms, it is helpful to have them recorded here in a central place.

2.2.12   Owner/Handler
Based on the dog info, the owner or primary handlers' name will appear. It is allowed to overwrite this information. If someone who is not the owner or primary handler will participate in the trial, enter that persons' name here (Last Name, First Name).

2.2.13   Number of Runs *
Calculated field based on the entries in the "Score" columns. 'NE' will not be counted. "E" or an actual score number will be counted.

2.2.14   Number of Runs (FEO) *
Calculated field based on the entries in the "Score" columns. Only "FEO" will be counted.

2.2.15   Trial Fees
This is the amount that the owner/handler owes for the searches in which he/she will participate. The spreadsheet will consider the difference between trial searches and FEO searches. A summary is shown on the 'Trial Fees' sheet. At this point owners/handlers entering multiple dogs will appear multiple times. If an owner/handler owes a different amount, overwrite this field. E.g. the trial organizer may decide to run for free or volunteers are offered a reduced rate.

A pre-trial Started sheet could look like this:

Ln#	Str A/W	Nbr	Name	Rg Cnt Q's	Cnt Scr	Cnt Time	Cnt P/F	Amtr Cnt Plcm	Wrkn Cnt Plcm	Rg Int Q's	Int Scr	Int Time	Int P/F	Amtr Int Plcm	Wrkn Int Plcm	Rg Ext Q's	Ext Scr	Ext Time	Ext P/F	Amtr Ext Plcm	Wrkn Ext Plcm	(3Q's) Total Score	Amtr Plcm	Wrkn Plcm	Notes (will not be printed)	Owner/Handler
																									Trial Nbr: 15-45 Judge: Steve Jones Date: Mar-29-2015	
1	w	1303	Storm	1	feo					1	feo					1	feo									Apfel, Karin
2	a	316	Jessie	1	ne					1	e					1	ne								Jessie is no longer an Amateur at this level	Jansen, Eric
3	w	45	Takara	1	e					1	e					1	e									Oatway, Kim
4	w	113	Blitz	1	e					1	e					1	e									Jansen, Ghitta
5	w	1304	Trooper	2	e					1	e					2	e									Apfel, Karin
6	w	1311	Target	0	e					0	e					0	e									Shaw, Stacey
7																										
8																										
9																										

At the end of a trial or during the trail that same sheet could look like this:

Ln#	Str A/W	Nbr	Name	Rg Cnt Q's	Cnt Scr	Cnt Time	Cnt P/F	Amtr Cnt Plcm	Wrkn Cnt Plcm	Rg Int Q's	Int Scr	Int Time	Int P/F	Amtr Int Plcm	Wrkn Int Plcm	Rg Ext Q's	Ext Scr	Ext Time	Ext P/F	Amtr Ext Plcm	Wrkn Ext Plcm	(3Q's) Total Score	Amtr Plcm	Wrkn Plcm	Notes (will not be printed)
1	w	1303	Storm	1	feo					1	feo					1	feo								
2	a	316	Jessie	1	ne					1	32	02:25	Pass	2		1	ne								Jessie is no longer an Amateur at this level
3	w	45	Takara	1	28	00:47	Pass	1		1	0		Fail			1	27	01:00	Pass	2					
4	w	113	Blitz	1	25	00:25	Pass	2		1	0		Fail			1	30	01:32	Pass	1					
5	w	1304	Trooper	2	0		Fail			1	37.5	01:18	Pass		1	2	24.5	02:25	Pass		3				Trooper now has earned 2 title(s)
6	a	1311	Target	0	29	01:46	Pass	1		0	34	01:22	Pass	1		0	29	01:00	Pass	1		92	1		Target now has earned 1 title(s)
7																									

2.3 STR – RUN ORDER / ADV – RUN ORDER / EXT – RUN ORDER

As the entries arrive by mail or electronically you can enter the data as explained in the section above, using the short forms "E" (= Entered), "FEO" (For Exhibition Only) and "NE" (Not Entered) in the 'Cnt Scr', 'Int Scr' and 'Ext Scr' columns.

These entries will prepare the various Running Order Lists. The use of these lists is completely optional. It saves typing and will look well organized on the day of the trial. The Running Order Lists should probably be created just a couple days prior to the event in order to limit the possibilities of add-ons or changes. We will use the Container Search as an example. Things work identically for the other search types. Per sheet there are 3 different running order lists; one for each component.

Here is a zoomed-in snapshot of a fictitious Started sheet:

Trial Nbr: 15-45   Judge: Steve Jones

Ln#	Str A/W	Nbr	Name	Rg Cnt Q's	Cnt Scr	Cnt Time	Cnt P/F	Amtr Cnt Plcm	Wrkn Cnt Plcm
1	w	1303	Storm	1	feo				
2	a	316	Jessie	1	ne				
3	w	45	Takara	1	e				
4	w	113	Blitz	1	e				
5	w	1304	Trooper	2	e				
6	a	1311	Target	0	e				
7									

Notice that "Storm" is entered For Exhibition Only and "Jessie" will not participate in this search. Initially the "Started – Running Order" sheet will look as follows:

Not Printed			Started Container Running Order				
			Running				
Ln	Status	Presen	Order	Sessio	Dog ID	Dog Name	Owner/Handler
1	Entered or FEO				1303	Storm	Apfel, Karin
2	Not Entered						
3	Entered or FEO				45	Takara	Oatway, Kim
4	Entered or FEO				113	Blitz	Jansen, Ghitta
5	Entered or FEO				1303	Storm	Apfel, Karin
6	Entered or FEO				1311	Target	Shaw, Stacey
7	Not Entered						

2.3.1   Ln# - Line Number

The line number on the 'Started' sheet and the 'Started Running Order' sheet will match. The line number and the 'Running Order' are **not** one and the same.

2.3.2   Status

Two Status fields are in use
a) Entered or FEO
b) Not Entered

Use the filter to deselect "Not Entered".

The result will look like this:

Not Printed			Started Container Running Order					
			Running					
Ln	**Status**	**Presen**	**Order**	**Sessio**	**Dog ID**	**Dog Name**		**Owner/Handler**
1	Entered or FEO				1303	Storm		Apfel, Karin
3	Entered or FEO				45	Takara		Oatway, Kim
4	Entered or FEO				113	Blitz		Jansen, Ghitta
5	Entered or FEO				1303	Storm		Apfel, Karin
6	Entered or FEO				1311	Target		Shaw, Stacey
		Entered	**0**					

The running order can now be set manually. Notice that Karin Apfel entered two dogs. Her dogs should obviously be separated in two sessions hence the session column. Let's assume Stacey Shaw is the trial secretary and she decides to run first. The running order and session assignment can be entered as follows:

Not Printed			Started Container Running Order					
			Running					
Ln	**Status**	**Presen**	**Order**	**Sessio**	**Dog ID**	**Dog Name**		**Owner/Handler**
1	Entered or FEO		5	2	1303	Storm		Apfel, Karin
3	Entered or FEO		3		45	Takara		Oatway, Kim
4	Entered or FEO		4		113	Blitz		Jansen, Ghitta
5	Entered or FEO		2		1303	Storm		Apfel, Karin
6	Entered or FEO		1		1311	Target		Shaw, Stacey
		Entered	**5**					

Notice that only "Storm" is assigned to session 2. This of course is optional but it should be helpful in separating owners/handlers running multiple dogs.

Use the Pull Down in the Running Order column and select "Sort smallest to largest". The result is ready to be printed. If you accidentally enter the same number twice in the Running Order column, it will be highlighted to alert you.

Not Printed			Started Container Running Order				
Ln	Status	Present	Running Order	Session	Dog ID	Dog Name	Owner/Handler
6	Entered or FEO		1		1311	Target	Shaw, Stacey
5	Entered or FEO		2		1303	Storm	Apfel, Karin
3	Entered or FEO		3		45	Takara	Oatway, Kim
4	Entered or FEO		4		113	Blitz	Jansen, Ghitta
1	Entered or FEO		5	2	1303	Storm	Apfel, Karin
		Entered	5				

The print out will look almost identical. The first two columns (Line Nbr and Status) will not be printed. The "Present" column will simply allow participants to check off the list and show they're at the trial and ready to go. At the bottom besides "Entered" it shows the total number of searches (and FEO's).

2.4 SUMMARY

The Summary sheet does not require any entries. It simply provides a quick overview of the number of searches, the pass rate and the average scores for Passes. It also shows the amount owing to the SDDA for the search fees.

2.5 H-I-T (HIGH IN TRIAL)

This sheet provides a mechanism to find the dog that – based on percentages – qualifies as 'High in Trial'. In other words: here we compare Started, Advanced and Excellent dogs based on the percentage of the maximum possible score achieved. In case of a tie, the time taken to complete the searches is used. For time, the percentage of the maximum permissible time per search is used. Again, this allows us to compare Started, Advanced and Excellent dogs at an even level.

Only dogs that have competed in and passed 3 components at a certain level will be eligible for High-In-Trial. There is no distinction between Amateur dogs and Working dogs.

To find the top ranked dog, complete and double check all score/time entries and the pull-down the small indicator in the 'Rank' column.

ime ed	Rank
.00%	
.00%	

Select 'Sort A-Z'.

2.6   TRIAL FEES

To get an alphabetical listing of owner/handler names and all the fees that are owing to the organizer, right-click on the 'Grand Total' and select 'Refresh'. Make sure to set the Search Fee in the Trial Info sheet. A listing may look as follows:

Level	(All)	▼		
Owner/Handler ⬆▼	**Trial Searches**	**FEO Searches**	**Fees**	
Apfel, Karin	2	0	$60.00	
Jansen, Eric	1	0	$30.00	
Jansen, Ghitta	1	0	$30.00	
Oatway, Kim	1	0	$30.00	
Grand Total	**5**	**0**	**$150.00**	

This sheet is not protected, if you wish to add columns, please feel free to do so. Just keep in mind, the 'refresh' may change the number of rows you will see.