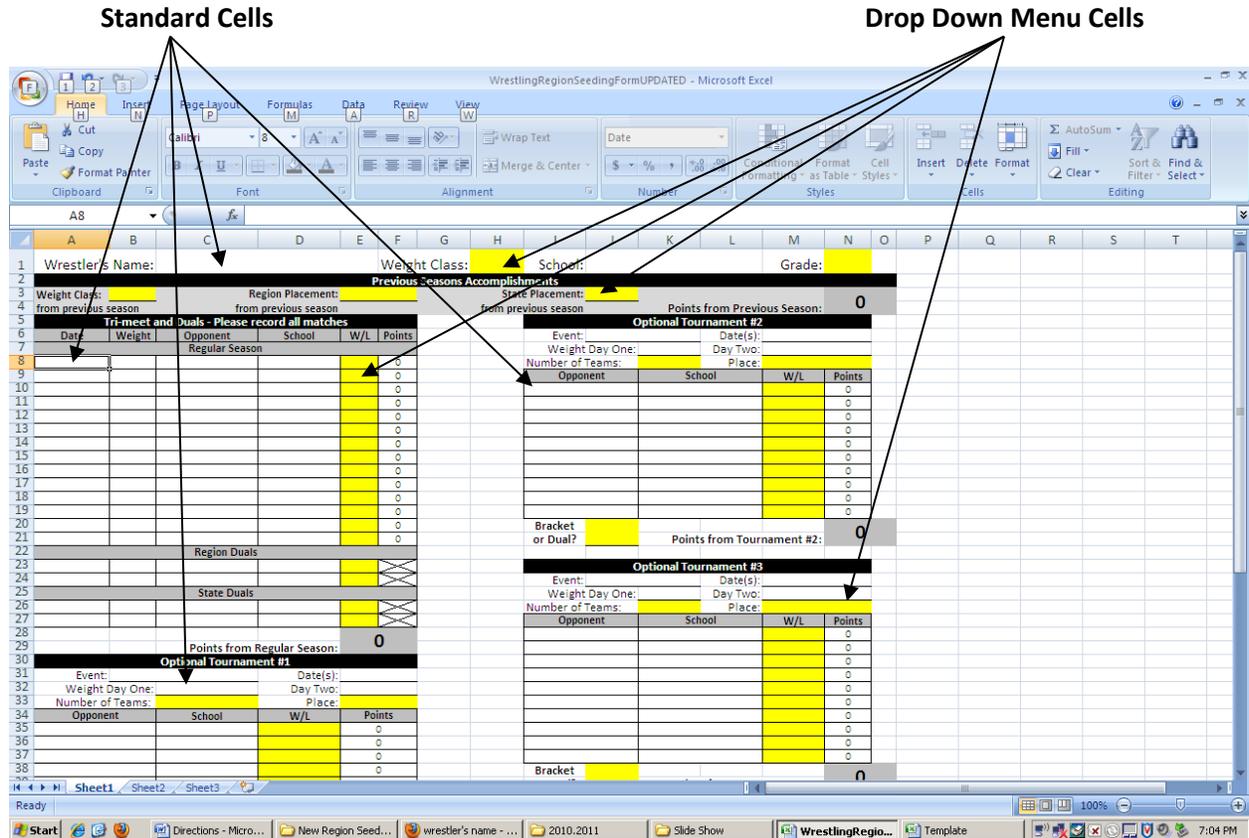


# Directions for using the updated MPSSAA Region Seeding Spreadsheet

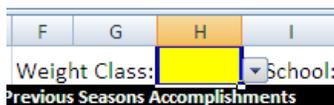
## 1. Cell Types

There are two different types of cells that coaches will use to enter information into the spreadsheet. Standard cells are white in color and data must be entered into them manually. Drop down menu cells are yellow in color and contain a list of predetermined values for the user to select. Light grey, dark grey, black and some white cells cannot be edited. Some dark grey cells are used to calculate points sub totals and some white cells are used to calculate seeding points based on match information.

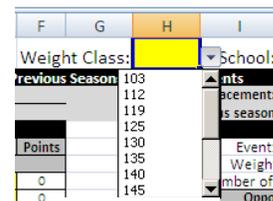


**Standard Cells** are used to enter: wrestler names, team names, tournament names, dates and weights. To enter data into these cells, simply click in a cell and enter in the requested information.

**Drop Down Menu Cells** are used to enter weight class, grade, wins/losses, tournament placement information and tournament type (Bracket or Dual). To enter data into these cells, first, click on the cell. Once you have clicked in a drop down menu cell, a down arrow will appear next to that cell as shown in Figure 1. Click on the down arrow and a list of accepted values will appear as shown in figure 2. Click on the desired value and it will be stored in that cell.



**Figure 1**



**Figure 2**

## 2. Common Information

It is advised that coaches enter all common information (tournament information, dual meet dates, opposing schools, etc.) into the spreadsheet and save the sheet to be used as a template before entering any individual wrestler data. Using the created template for each wrestler instead of the blank sheet will save the coach from having to enter common information multiple times.

### Examples of Common Information

## 3. Entering Individual Information

Start by entering the basic wrestler information at the top of the page. Type Wrestler's Name and School into the standard cells. Weight class and grade are drop down menus.

1	Wrestler's Name:	Weight Class:	School:	Grade:
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Next, enter any applicable accomplishments from the previous season. This includes weight class wrestled in the previous year's state tournament series as well as any region and state placement. If the wrestler did not compete in the previous year's state tournament series, this section can be left blank. The dark grey section on the right will calculate the number of seeding points earned based on previous season accomplishments. These points will also be added to the wrestlers' total points.

2	<b>Previous Seasons Accomplishments</b>			
3	Weight Class:	Region Placement:	State Placement:	
4	from previous season	from previous season	from previous season	Points from Previous Season: 0

