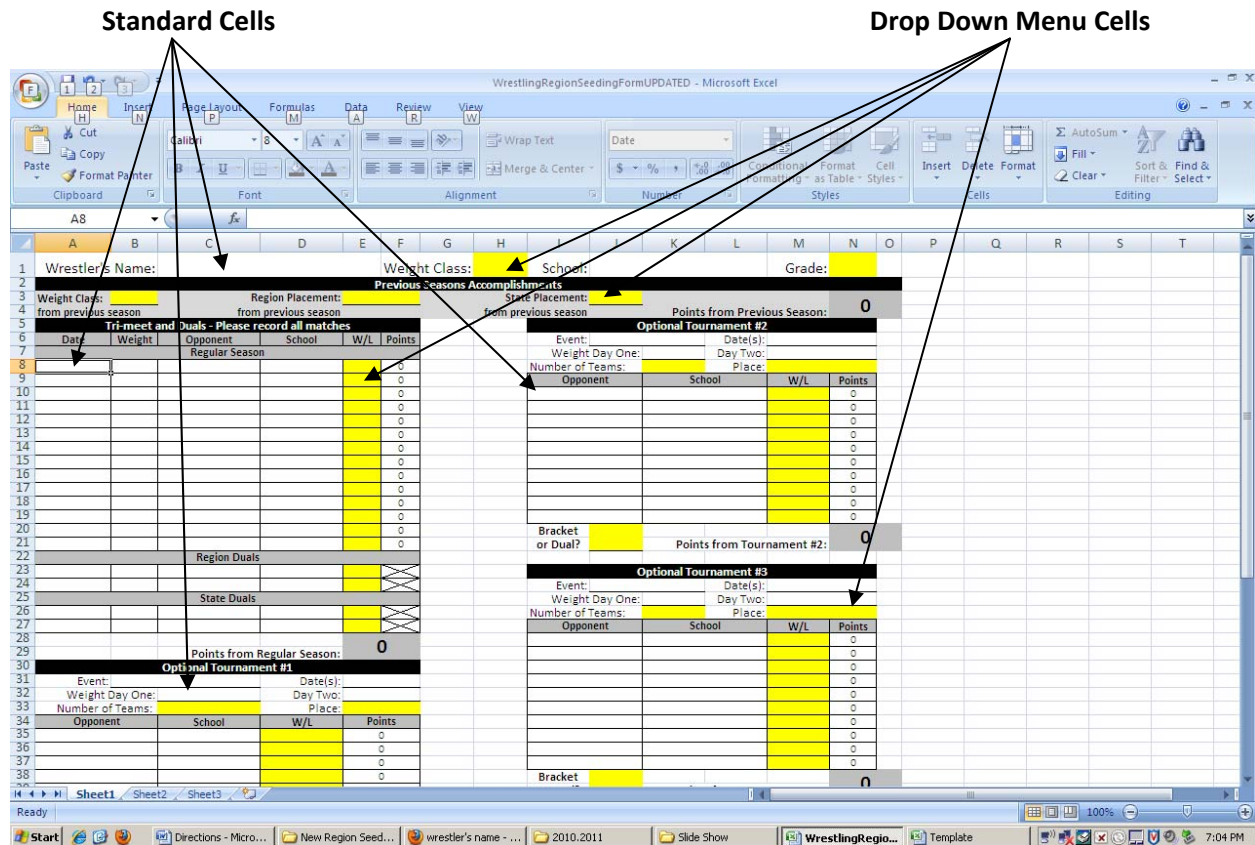


Directions for using the Updated MPSSAA Region Seeding Spreadsheet

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.

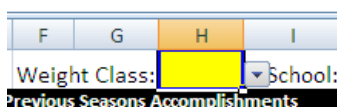


Figure 1

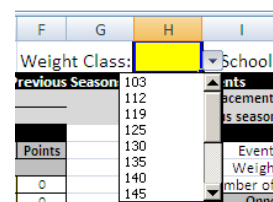


Figure 2

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

The screenshot shows a Microsoft Excel spreadsheet titled "Template - Microsoft Excel". The spreadsheet is divided into several sections for entering wrestling information. At the top, there are fields for "Wrestler's Name:", "Weight Class:", "School:", and "Grade:". Below these are sections for "Previous Seasons Accomplishments", "Tri-meet and Duals - Please record all matches", "Optional Tournament #1", "Optional Tournament #2", and "Optional Tournament #3". Arrows point to specific cells in the "Wrestler's Name", "Weight Class", "School", "Grade", "Previous Seasons Accomplishments", "Optional Tournament #2", and "Optional Tournament #3" sections.

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:
---	------------------	---------------	---------	--------

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	Previous Seasons Accomplishments			
3	Weight Class:	Region Placement:	State Placement:	Points from Previous Season: 0
4	from previous season	from previous season	from previous season	

When entering match results for meets and tournaments, the spreadsheet will automatically calculate the seeding points and wrestlers' record based on the match information entered. After the previous season accomplishments, enter regular season dual and tri meet information. This includes the dates of competition, actual weight of the wrestler at weigh-ins, name of the individual opponent, opposing schools name, match result and points. Date, Weight, Opponent and School are all standard cells and information needs to be typed into the cells. W/L cells contain a drop down menu. The Points cells cannot be edited but will automatically add points based on the value in the W/L cells. **Note:** If a template was created, dates of competition and opposing school names should be common information and should not need to be entered for each individual wrestler.

Tri-meet and Duals - Please record all matches						
	Date	Weight	Opponent	School	W/L	Points
Regular Season						
8	12/14/2010			Springbrook		0
9	12/18/2010			Whitman	W	0
10	12/18/2010			Magruder	L	0
11	12/21/2010			Wheaton		0
12	12/23/2010			Poolesville		0
13	1/5/2011			Kennedy		0
14	1/12/2011			Richard Mont		0
15	1/15/2011			Walter Johnson		0
16	1/15/2011			Churchill		0
17	1/22/2011			Clarksburg		0
18	1/25/2011			Blake		0
19	2/2/2011			Rockville		0
20	2/5/2011			Quince Orchard		0
21	2/5/2011			Northwest		0
Region Duals						
23						
24						
State Duals						
26						
27						
28						
29						0
Points from Regular Season:						0

After entering dual and tri meet information, enter the information for all three optional tournaments and county/city/conference tournament. This includes the name of the tournament, tournament dates, weigh-in weight(s), number of teams participating in the tournament, wrestler placement, the type of tournament (Bracket or Dual) and the individual matches wrestled. Since seeding points are calculated differently for the different types of tournaments, no points will be applied to tournaments until the "Bracket or Dual?" option has been selected. For the same reason, placement points will not be applied until both the "Place" and "Number of Teams" have been selected. **Note:** If a template was created, tournament name, dates, number of teams and "Bracket or Dual?" should be common information and should not need to be entered for each individual wrestler. Opposing school is common information for dual meet tournaments only.

Optional Tournament #1				
31	Event:	Tuscarora Titan Thunder	Date(s):	12/11/2010
32	Weight Day One:		Day Two:	
33	Number of Teams:	14+	Place:	
34	Opponent	School	W/L	Points
35				0
36				0
37				0
38				0
39				0
40				0
41				0
42				0
43				0
44				0
45	Bracket or	Bracket		
46	Dual?		Points from Tournament #1:	0

When data has been entered into all sections of the spreadsheet, the spreadsheet will automatically calculate the wrestlers' record, winning percentage and seeding point total in the bottom left corner. The sheet will automatically select the two best optional tournaments out of the three and

48			
49		Wins:	25
50	Total Region Points	Losses:	5
51		Win/Loss %:	83.33%
52	104		
53			
54			

drop the worst when calculating the point total. When all parts of the sheet are complete, the sheet should be saved and printed.