Welcome to using the Digital OPS Tabulation File!

All of these instructions will be contained on the first page/tab of file sent to you by the OPS State Chair.

Each classification has two pages at the bottom of the file's window,
    one for MARCHES and the other for CONCERT SELECTIONS.
 All of the information has already been entered and letters assigned for adjudication.

You will need to update all pertinent information inside the box that is in the upper right corner of the INSTRUCTIONS screen. This will place the appropriate information on other pages within the file.

|	L	M	N	O	P	Q	R	S	T
	Year:	2018		Adjudication **FOR** ATSSB Region:			Adjudicated **BY** ATSSB Region:		
					#			**#**	
				Designated Region Coordinator					
				Your Name Here			Names of Judges		
				Date of OPS Region Level Adjudication:			Judge 1		
				Date of Adjudication			Judge 2		
				Location/Site of Adjudication			Judge 3		
				School or City			Judge 4		
							Judge 5		

TABULATION:

On each page you will see that the **FILE NAME** has already been inserted into the first column and has been assigned an audition letter at the beginning of the **FILE NAME**.

Your responsibility is to type into **Columns B-F** the <u>RANK</u> scores as placed onto **Judges' Forms 4A** and **4B**. Be sure that you are on the <u>CORRECT PAGE</u> before inputting the scores!

After all judges' RANK scores have been entered:
1. Select/highlight all information from Column A/Row 5 through Column L/Row [last].
2. Go to the **DATA** tab on the menu at the top of the screen to **SORT** the information and place the selections in **RANK** order.
    A. Select **SORT** under the DATA tab. This will open a separate window.
    B. Next to **Sort by** select **RANK** under **Column** so that the 1ˢᵗ line reads:
        Sort by   **Rank**   **Values**   **A to Z** (this will correct itself later)
    C. Use the "**+**" button in the lower left corner to add a 2ⁿᵈ SORT filter.
    D. Next to **Then by** select **TOTAL** under **Column** so that the 2ⁿᵈ line reads:
        Then by   **Total**   **Values**   **Smallest to Largest**
    E. Follow steps C. and D. again to add another **Then by** and select **RAW** under **Column**.
        Then by   **Raw**   **Values**   **Smallest to Largest**

The window should look similar to this:
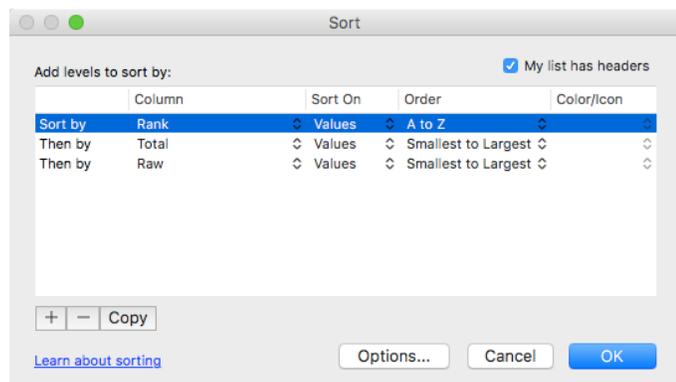
TABULATION (cont.):

If *TIES* occur in the **TOTAL** column, break the *TIE* by using the score in the **RAW** column.

If *TIES still exist*, determine the winner by comparing ranks and use the judge's preference method to break the *TIES*.

Example:

LETTER		J1	J2	J3	J4	J5		RAW	TOTAL	
G		3	4	5	6	4		22	13	
B		4	6	4	5	3		22	13	Winner of the TIE

LETTER B has three instances of higher scores, or 1st places between the two, compared to LETTER G only having two 1st places.

Use the same method when there are **more than two** *TIES* as well.
(In all of my computer tabulating at State, I have not come across more than three that were tied with one another.)

Determine which entry has no or only one 1st place win. That entry will be in 3rd place.

Example:

	LETTER		J1	J2	J3	J4	J5		RAW	TOTAL	
Compare all	D		10	7	3	6	9		35	22	
3 at first	F		9	10	6	3	7		35	22	3rd of the 3
	H		11	8	8	2	6		35	22	

	LETTER		J1	J2	J3	J4	J5		RAW	TOTAL	
Then compare	D		10	7	3	6	9		35	22	1st of the 3
the remaining 2	H		11	8	8	2	6		35	22	2nd of the 3

Once all ties have been broken, rank the pieces in correct order, from 1 to [end], in the **RANK** column.
Re-SORT using the **DATA** tab at the top of the window again.

A version of the **Certification of Advancement Form** (former Page 14) will be generated on the **RESULTS** page. Verify that the entries on the separate pages of the Excel file match the information on the RESULTS page.

After completing the tabulation and verifying the results, send the Excel back the the OPS State Chair.