HOW TO FILL THE NEW TABULATION GRID 2019-2020

How to get your file

Simply request it to IYSF by email info@iysf.org, mentioning the name and email address of all people who need access to the file (usually: the organizer of the competition + the tabulator + the time judge). All users authorized to change/edit the tabulation grid must have an active Google account.

Structure of the file

Your tabulation grid contains 6 tabs:

- The "Marking Grid" is the leading one, where the tabulator inputs the score of the athletes
- The "Time judge" tab is designed for the Time judge only
- The "Master Data" contains the list of all IYSF approved postures, divisions and countries - do not update please
- The "Ranking" tab displays the list of athletes of the division currently in progress, ranked from the first to the last. It can be connected to a projector to be shared with the audience. Do not change anything into this tab
- The "Athlete on stage" tab displays the name, country and detailed scores by posture of the athlete currently on stage. You can also display it at will
- The "Webpublish" tab is designed to share all scores with details on Facebook or any other platform, during or at the end of the competition. Don't change it neither

Prepare your file

This needs to be completed **the day before the competition**, once you have received the full list of your competitors + all the postures:

- In the header part of the "Marking Grid" tab, fill the name of the competition, place, date and the name of all the judges.
- Check that the "number of judges" under it has been updated correctly

Competition	[ID]	Canada National 2019
Country	Canada	
City, Date	Edmonton	24-August-2019
Time judge	[ID]	
Head judge	[ID]	Judge name 1
Judge 2	[ID]	Judge name 2
Judge 3	[ID]	Judge name 3
Judge 4	[ID]	
Judge 5	[ID]	
Judge 6	[ID]	
Judge 7	[ID]	
Number of judges:		3
Ignore max/min quote		

- Ignore the [ID] column, it will be completed by IYSF
- If you want to disable the "Ranking" view, change the content of the cell F11 to "N".
- If you want to disable the "Webpublish" view, change the content of the cell F14 to "N".
- In the lower part of the grid, fill the name, surname, country, division, and 6 postures of each competitor in the order of appearance on stage.
  - All divisions are now on the same file.
  - It is absolutely critical to keep together all athletes belonging to the same division, otherwise the ranking will not work
  - Pay attention that if you have hosted countries participating, they must be treated separately from the equivalent division of your national competitors ("Hosted countries men/women")

Last name	First name	Country /	Division	Posture 1	Posture 2	Posture 3	Posture 4	Po
Letsets	Jugernaut	Canada	Adults men	REVERSE STRETCH	STANDING BOW	STANDING H	STRETCHING	TWIST
Ghaleghan	Leslie	Canada	Adults men	PALM TREE	TIGER LOTUS	WIDE ANGLE	TORTOISE - F	HALF
Lemercier	Clark	Canada	Adults men	LEG BEHIND HEAD	HEADSTAND LO	HANDSTAND	TORTOISE - F	TIGER
Lucie	Edlin	Canada	Adults wom	UPWARD STRETCH	RABBIT	REVERSE STF	ROOT POSE	EIGHT
Sarah	Laladure	Canada	Adults wom	COCK	COWFACE	FULL COBRA	FULL CAMEL	CRAN
Valentyna	Kaspruk	Ukraine	Hosted Cou	GUILLOTINE	GOOD-BYE	KOUNDIYAS/	LOCUST SCO	BOUN

- In case you have to change later on the order of the competitors, proceed as such:
  - Copy (Ctrl+"C") all the lines FROM the line where you need to change the order
  - Paste (Ctrl+"V") them 1 (or more) lines lower

Last name	First name	Country /	Division	Posture 1	Posture 2	Posture 3	Posture 4	Posture 5	Posture 6
Letsets	Jugernaut	Canada	Adults men	REVERSE STRETCH	STANDING BOW	STANDING H	STRETCHING	TWISTED ST/	UPWARD STI
Ghaleghan	Leslie	Canada	Adults men	PALM TREE	TIGER LOTUS	WIDE ANGLE	TORTOISE - F	HALF MOON	ONE LEG BEI
Lemercier	Clark	Canada	Adults men	LEG BEHIND HEAD	HEADSTAND LO	HANDSTAND	TORTOISE - F	TIGER	SLEEPING YC
Edlin	Lucie	Canada	Adults wom	UPWARD STRETCH	RABBIT	REVERSE STF	ROOT POSE	EIGHT ANGL	WHEEL
Edlin	Lucie	Canada	Adults wom	UPWARD STRETCH	RABBIT	REVERSE STF	ROOT POSE	EIGHT ANGL	WHEEL
Ladure	Sarah	Canada	Adults wom	COCK	COWFACE	FULL COBRA	FULL CAMEL	CRANE	CROW
Kaspruk	Valentyna	Ukraine	Hosted Cou	GUILLOTINE	GOOD-BYE	KOUNDIYAS/	LOCUST SCO	BOUND LOTI	ONE ARMED

You have now one line in double. Replace the first one by the new athlete you need to insert:

Last name	First name	Country /	Division	Posture 1	Posture 2	Posture 3	Posture 4	Posture 5	Posture 6
Letsets	Jugernaut	Canada	Adults men	REVERSE STRETCH	STANDING BOW	STANDING H	STRETCHING	TWISTED ST/	UPWARD STI
Ghaleghan	Leslie	Canada	Adults men	PALM TREE	TIGER LOTUS	WIDE ANGLE	TORTOISE - F	HALF MOON	ONE LEG BEI
Lemercier	Clark	Canada	Adults men	LEG BEHIND HEAD	HEADSTAND LO	HANDSTAND	TORTOISE - F	TIGER	SLEEPING YC
Latejoiner	John	Canada	Adults wom	SPLIT ARM	SIDE ANGLE	ARCHER	EIGHT ANGL	ONE ARMED	BOW
Edlin	Lucie	Canada	Adults wom	UPWARD STRETCH	RABBIT	REVERSE STF	ROOT POSE	EIGHT ANGL	WHEEL
Ladure	Sarah	Canada	Adults wom	COCK	COWFACE	FULL COBRA	FULL CAMEL	CRANE	CROW
Kaspruk	Valentyna	Ukraine	Hosted Cou	GUILLOTINE	GOOD-BYE	KOUNDIYAS/	LOCUST SCO	BOUND LOTI	ONE ARMED

- ○ Do NOT use the Cut&Paste function. Do NOT drag and drop. Do NOT insert any new lines in the file
- ● If you need to REMOVE an athlete from the list, just erase his name, country and postures. Leave the Division unchanged. Keep the whole line free of any scores.

Last name	First name	Country /	Division	Posture 1	Posture 2	Posture :
Pavarotti	Luciano	Italy	Adults men	SPLIT ARM	SIDE ANGLE	KOUNDIYAS
Morrisson	Jim	United Stat	Adults men	BOW	LEG BEHIND HE	GOOD-BYE
Mandela	Nelson	South Africa	Adults men	CRANE	COCK	COWFACE

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| Pavarotti	Luciano	Italy	Adults men	SPLIT ARM	SIDE ANGLE	KOUNDIYAS/
			Adults men			
Mandela	Nelson	South Africa	Adults men	CRANE	COCK	COWFACE

Print the judges spreadsheets

(optional, requires MS Excel & Word)

- ● Once you have your final list with the correct order of competitors, copy them from the first column to the column "Posture 6"

Nb	Display	Last name	First name	Country /	Division	Posture 1	Posture 2	Posture 3	Posture 4	Posture 5	Posture 6
1		Pavarotti	Luciano	Italy	Adults men	SPLIT ARM	SIDE ANGLE	KOUNDIYAS/	ONE ARMED	FOUR ANGLE	WIDE ANGLE
2		Morrisson	Jim	United Stat	Adults men	BOW	LEG BEHIND HE	GOOD-BYE	BOUND LOTI	BOW LEG M	BIRD OF PAR
3		Mandela	Nelson	South Africa	Adults men	CRANE	COCK	COWFACE	FULL COBRA	FULL CAMEL	CROW
4		Dietrich	Marlene	Germany	Adults wom	DANCER	EIGHT ANGLE	FULL BOW	FINGERSTAN	FISH	FROG
5	x	Peron	Eva	Argentina	Adults wom	GUILLOTINE	GOOD-BYE	HEADSTAND	HANDSTAND	STANDING H	BOW LEG H/
6	x	Gozen	Tomoe	Japan	Adults wom	STANDING HEAD T	LIFTING LOTUS	FOLDING UN	FETAL LOTUS	ONE LEGGED	FETAL LOTUS

- ● Open Microsoft Excel - new document
- ● Paste your values
- ● Save the file with the name of your choice & close it
- ● Download the file "IYSF judge spreadsheet 2019" as a MS Word document and open it
- ● Go to "Mailing"/"Select Recipients"/"Use an existing list"
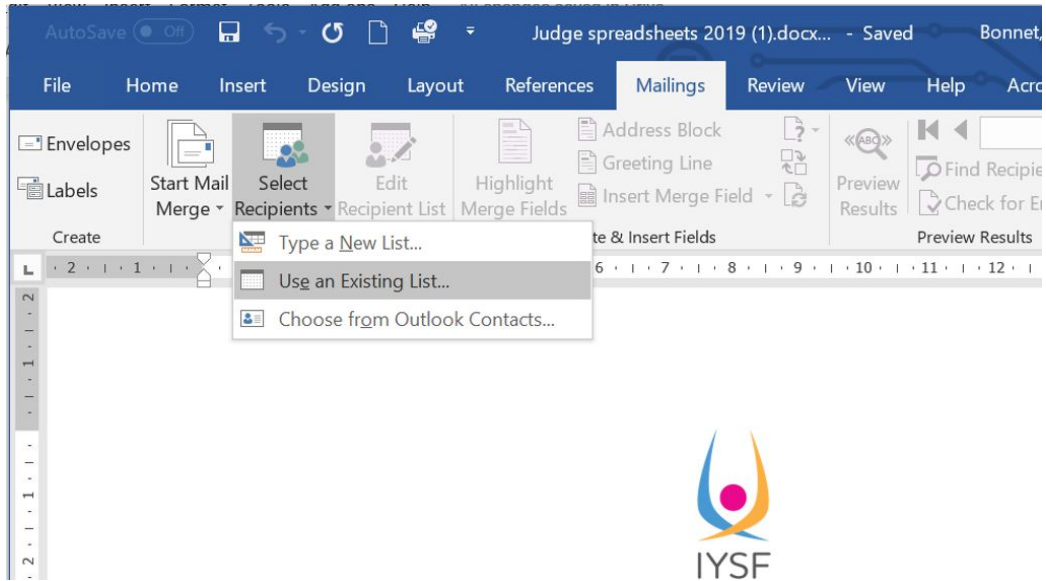
- Chose the Excel file that you just saved
- Replace each empty field (underlined) by a real value by clicking on button:

IYSF
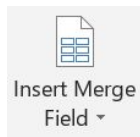
JUDGES SPREADSHEET FOR USA YOGA SPORTS COMPETITIONS

Division: «Division»

Athlete Order of Performance No: «Nb»

Athlete Name: «First_name» «Last_name»   Country/State: «Country__Region»

POSE (10)	TIMING JUDGE	SKILL POINTS	FAULTS	TOTAL SCORE	COMME
Posture 1 «Posture_1»		Extra skills ____ Less skills ____ Flourishes ____	Order Facing		
Posture 2 «Posture_2»		Extra skills ____ Less skills ____ Flourishes ____	Order Facing		

- Once you are done, click on the button "Finish & Merge" and select option "Print documents". Make sure that you print 1 set per judge present

The day of the competition

- The tabulator enters his scores from columns "T" to "BI" from the judges spreadsheets
- The tabulator must also update the athlete on stage. It just requires to put an "x" in the column "B" before the name of the athlete.
  - There must always be only 1 "x" in the column "B"
- The Time judge fills his scores ONLY in the "Time judge" tab, eventually copying them from the "Time judge stopwatch" tool (available on simple request to IYSF)
- All other tabs are updated automatically, do not change anything in them. The division displayed in the "RANKING" tab is the one of the athlete on stage
- If you need to display another athlete than the one marked with the "x", you can also write his number of appearance in the cell F7
- If for any reason you need to change the order of the competitors the day of the competition itself, use exactly the same process like shown in the paragraph before, and copy all the data from column "C" to "BI" from the competitor number that you need to insert to the very last one

To project the score on an external monitor/TV (optional)

- Plug your cable to the external display on the laptop of the tabulator
- Extend your screen as a second display:
  - For PC/Windows: choose "Display Settings" / "Multiple displays" and select "Extend these displays"
  - For Mac, follow instructions here
- In Google Drive, open the tabulation grid for your competition twice (preferably in Chrome)
- Single-click on the 2nd tab with your grid, and drag it OUT of the Chrome window. It will create a separate Chrome session just for it
- Move that second Chrome session into your 2nd screen (the large TV one)
- Select the tab "RANKING" on it
- Selection option "display in full screen" in Chrome
- You can now totally ignore the ranking view on the second screen. It will be updated automatically as you will enter the scores in the spreadsheet.

After the competition

- The day after the competition you will lose the possibility to update the file - but you keep a view mode and the possibility to share results on social networks, or download your file if needed

Support and troubleshooting

- Your file is shared with IYSF and we can access any time to it to support you if needed. Just reach out to us at info@iysf.org