



## KHSAA REGIONAL RESULTS FOR BOWLING INSTRUCTIONS

Please refer to the Kentucky High School Athletic Association Handbook, which gives rules and regulations governing bowling competitions. You should familiarize yourself with these rules, found in the Competition Rules of the KHSAA handbook, on the KHSAA website and which are re-printed in the back of this manual.

The forms for your various reports should be self-explanatory. Your compliance with these reports on a timely basis is essential for a smooth state meet. For your convenience, the following checklist and detail information is given:

### REGIONAL PRE-MEET INFORMATION AND ENTRIES

- ❖ Each manager will be emailed a link to download a copy of the excel spreadsheet to be used for the tournaments.
- ❖ The usage of this spreadsheet is imperative for the KHSAA Office to be able to prepare for the state tournament. This workbook should be completed during or following the conclusion of the regional tournament and submitted to the KHSAA office.
- ❖ Note: Singles and Team Lane Assignment Numbers in the Excel Results Workbook *are examples only* – You should change the lane numbers to accommodate your tournament.

### Excel Sheet Instructions for KHSAA Regional Tournament - Singles

- ❖ First, adjust the title to match the regional number of your tournament. Check the dates and location as well as the lane assignments.
- ❖ Input the names of the singles bowlers into the sheets titled, "Boy Sing" and "Girl Sing"
  - Names should be entered in the following format: Last, First (i.e. include the comma between)
  - We suggest that you type the names into the lane assignment sheets first. Then you can copy and paste the names into the standings sheets.
  - The excel sheet has the formulas in the game columns and they are locked. Simply input the bowlers' scores in for each game bowled next to their names. If there is a mistake or you delete or type over a formula there is a cheat sheet at the bottom of this document.
- ❖ Administration of Singles Tournament
  - Before hand print off the score sheets and make copies.
  - Print a copy of the boys and girls standings sheet. This will act as a score sheet to record the scores.
  - As games are completed have runners (or you) gather the scores by walking through the center and gathering the sheets from the players. Type the scores into the spread sheets named "Boy Sing" or "Girl Sing".
  - Copy this page for both Boys and Girls into the "Sort Pg" sheets that are adjacent to the "Boy Sing" and "Girl Sing" sheets. You can do this by:
    - Click on the darker gray square to the left of Column A and above Row one.
    - Then right click the mouse, select "copy".
    - Then go to the "Sort Pg" click on the same button in the left hand corner
    - Then right click "paste".
  - Tip: By using two separate pages, you can expedite your results is you enter the scores into the "Boy or Girl Sing" page which have the competitors names in alphabetical order.
  - Once the competitors and scores have been transferred into the "sort" page you need to sort the bowlers by their total scores after the third game. To do this, you need to:
    - Highlight the Cells B4 to G4 all of the way down to your last bowler.
    - Right click the mouse
    - Select "Sort", then "custom sort."
    - When the Sort box appears, make certain that the "My Data Has Headers" check box is checked, sort by Column TOTAL, sort on VALUES, and order LARGEST TO SMALLEST. Then click OK.

Once you put in the 3<sup>rd</sup> game, sort and double check for any ties for 8<sup>th</sup>, do this as well after the 5<sup>th</sup> game for the top 4.

This will create your standings. You can then print this form and use to post/announce the cuts and standings.

- Once you get to the Semi Finals you only want to sort the top 8 bowlers in a similar method except that you highlight B4 to J4 and down to row 12 (you do *not* select the entire list of bowlers). Once this sort is complete, you will have your top 4 to insert into the 'Sing Step' worksheet tab.
- When you type the Bowlers into the shaded cells on the "Sing Step" sheet, be certain to enter them in the following format: #4. John Doe – 214. We have the # of the advancer already preloaded into the "Sing Step" brackets
- Continue filling in the advancers as the step ladder continues.

#### ❖ **Excel Sheet Instructions for KHSAA Regional Tournament - Team**

- Type in the names of the schools in the "Schools" column. **Note:** You must use the exact Team Names as provided online by the KHSAA (<http://www.khsaa.org/bowling/bowling-school-names.pdf>)
- After the qualifying game have one person double check the coaches math, then have another type the scores into the excel sheet.
- Type in each team's left and right lane scores into the Left and right lane columns. The spreadsheet has formulas that will total the scores for you.
- Once all the teams are entered, sort the score section of the sheet.
  - Highlight the Cells B4 to E4 all of the way down to your last team listed.
  - Right click the mouse
  - Select "Sort", then "Custom Sort"
  - When the Sort box appears, make certain that the "My Data Has headers" check box is checked, and then sort by Column TOTAL, sort on VALUES, and order LARGEST TO SMALLEST. Then click OK
- After the teams are in order check for any ties.
  - If there is a tie, get the sheets out and add the dropped scores back in.
  - Add one pin to the total of whoever wins the tie breaker to break the tie and sort again.
- Once sorting is complete the formulas within the spreadsheet will have feed the bracket to the right and have the first round matchups completed for you. Use the word "bye" for any blank team spots to help fill in your bracket.
- After each round you must manually type the winner into the next round (gray shaded cells on the bracket)
- Once a team champion and Runner up are announced please fill out the tab for team winners rosters "rosters". We will need the complete 12 person roster for both the regional champion and the regional runner up.
- Please DO NOT modify the 16-team bracket. Even if you do not have enough teams to fill the bracket, you still need to utilize the bracket supplied and enter BYE in any numerical positions(s) necessary.
- These excel sheets are configured to do much of the work for you once you type in the specific information into the sheet

After the tournaments are completed, you are to save the completed worksheet and email the results of your tournaments to KHSAA at the following address ([bwresults@khsaa.org](mailto:bwresults@khsaa.org)). Keep in mind that this information is time sensitive and the information is needed for the state tournament preparations. Support numbers are listed below.

Name	KHSAA Office	Cell Phone	E-Mail Address
Rob Catron	859-299-5472	502-545-1707	<a href="mailto:rcatron@khsaa.org">rcatron@khsaa.org</a>
Sarah Bridenbaugh	859-299-5472	740-607-7217	<a href="mailto:sbridenbaugh@khsaa.org">sbridenbaugh@khsaa.org</a>

#### **REPORTS**

- ❖ You will receive confirmation of receipt of this file.
- ❖ Your only remaining obligation would be the mandatory submission of the other listed forms (from the checklist).
- ❖ If you have trouble sending electronically or want to confirm receipt, contact Rob Catron immediately (502-545-1707) or Sarah Bridenbaugh (740-607-7217)

#### **CLARIFICATION ON SUBSTITUTIONS DURING BAKER GAMES**

- ❖ Substitutions during baker games are allowed. A substitution can occur between or during frames. Once a player has been substituted for they may not re-enter during that baker game.

#### **STATE MEET LANE ASSIGNMENTS**

- ❖ If all goes according to plan, the entries and lane assignments will be posted by 10:00 a.m. on the Monday before the KHSAA State Championship. Thank you in advance for your assistance.