The ARRC workbook consists of 16 separate, but interconnected, spreadsheets designed to minimize human error and deliver accurate and timely results. This is accomplished through the initial input of raw data onto a spreadsheet which is computed to deliver both a numerical score and a ranking of that score. Those results are transferred to the “ARRC OVERALL” worksheet which compiles the scores from the four separate competitions of the ARRC to determine an overall champion.

Each spreadsheet is password protected in any area where mathematical/logical formulas are present or where calculations are made (those areas on every spreadsheet are black in color). The only cells on any of the spreadsheets where a person can make any alphabetic or numerical entries are Column “A” (Unit Name) or in any column where raw data is inputted (those areas on every spreadsheet are red in color and highlighted in yellow).

**Preparing the ARRC WORKBOOK for the competition**

1. Determine which schools are in the Large School and Small School divisions.
2. Every spreadsheet must have the schools in each division listed in the exact same order; otherwise, a school’s score in one event will show up in another school’s tally spreadsheet. The best way to accomplish this without any error is to type the Large and Small School divisions on one spreadsheet, copy those lists and paste them on every other spreadsheet in the workbook. **The one exception to this approach is the Physical Fitness Raw Data Spreadsheet which will require a different approach as the school names will be separated due to the presence of individual cadet names in the rows between schools**.
3. Each spreadsheet should be saved once the school lists are completed.

**Inputting data on the Spreadsheets**

1. **Tally Sheets**. No computation on these sheets is possible. They are completely password protected.
	1. ARRC Overall Sheet
	2. Overall Drill
	3. Fitness Tall Sheet
2. **Drill Spreadsheets**. The only data that is permitted to be inputted on any of these spreadsheets is the **judges’ aggregate score** as computed by the scorekeepers in the meet headquarters, the **commander’s score**, and the **penalty score**.
	1. Armed Platoon b. Unarmed Platoon c. Armed Squad

d. Unarmed Squad e. Color Guard f. 1st Year Armed Squad

g. 1st Year Unarmed Squad h. Inspection i. Individual Exhibition

j. Dual Exhibition

1. **Academic Bowl Spreadsheet**. The academic bowl spreadsheet computes the number of questions a competitor answers correctly and the aggregate time he/she amasses in answering all questions **(Due to an imperfection in Excel logic, time must be inputted in HH:MM:SS. For example, a competitor may only have taken only 4:15 to answer all of the questions in a given round, but his score must be inputted as 00:04:15. To do otherwise will result in a completely different time appearing on the spreadsheet.)**

Each competitor’s data is inputted, by school. The spreadsheet will compute the team’s total correct answers and aggregate time to determine the placement of each team in the competition. This information will be automatically transferred to the ARRC Overall Spreadsheet.

1. **Physical Fitness Raw Scores Spreadsheet**. Each competitor should have his/her name and gender inputted into the spreadsheet prior to the commencement of the physical fitness competition. As scores arrive, they should be inputted into the spreadsheet **(Again, due to an imperfection in Excel logic, time must be inputted in HH:MM:SS. For example, a competitor’s score in the mile run may be 6:27, but his score must be inputted as 00:06:27. To do otherwise will result in a completely different time appearing on the spreadsheet).** The spreadsheet will compute the team’s total scores and aggregate times and transfer them to the Physical Fitness Tally Sheet. This spreadsheet will determine the placement of each team in the competition and then transfer the information directly to the ARRC Overall Spreadsheet.
2. **Marksmanship Spreadsheet**. Marksmanship scores are computed on the Orion System and will be available prior to the commencement of the on-site ARRC competition. Only the teams’ overall scores need to inputted on this spreadsheet. The spreadsheet will determine overall placement and report those results to the ARRC Overall Spreadsheet.

**Tiebreakers**. Each spreadsheet that computes placement also has a section to the right of the computation page that determines if there has been a tie score in any given event. This is accomplished by counting the number of 1st, 2nd,3rd, etc. place scores in an event/competition. If the frequency of any place score exceeds “1”, there is a tie score in that place. Use tiebreakers to determine which school will take the higher place and which will take the lower place.