

# AGRICULTURAL SOCIETIES COUNCIL OF NSW

## MEAT BREEDS SHEEP JUDGING COMPETITION

The sheets in this set are:

1. Rules & Regulations
2. Procedure
3. Competition Timing
4. Oral Section Guidelines
5. Meat Breeds Sheep Judging Pts
6. Notes for Competition Judge
7. Handling Score Card 2/25

(Sheets A, B, C, D, E, F & G relate to this and a number of other competitions. Further details below.)

- A. Reason Card
- B. Master Card—Comp. Judge's Placing
- C. Master Score Sheet
- D. Non-Oral Classes
- E. Oral Class
- F. Using the Hormel Slide
- G. Computerized Scoring System

### RULES & REGULATIONS

- a) Competitors must be over 15 and under 25 years of age on 1st May in the year of the State Final at the Royal Easter Show. They must be living in NSW or be in regular paid employment there or be in full time education in NSW at the time of first competing in any competition year.
- b) Once a competitor has qualified to represent a Group at Sydney Royal Show in any one of the Judging or Parading Competition State Finals, he/she may not enter another Group Final as a potential qualifier in that type of competition in that competition year. He/She can, however, enter any one or more Group Finals anywhere in the state, for practice (and score), in the same type of competition as one in which he/she has previously qualified as long as he/she discloses this to the Group Final organizers at the time of entry and indicates that he/she is not eligible for a placing in that event. ("qualified" means First in Merino Sheep, First or Second in Meat Breeds Sheep, Merino Fleece and Beef Cattle, and First, Second or Third in Dairy Cattle, Fruit and Vegetables and Grain. In Beef Cattle Paraders, "qualified" means gaining one of the placings which the particular Group Final is entitled to award based on the scale of entries. The Stud Merino Breeders Association competitions in Merino Sheep Judging at Armidale, Canberra and Dubbo are classed as Group Finals.)
- c) No competitor can represent more than one show society in any one Group Final and no more than one group in a State Final. The winners of National Finals cannot compete thereafter at any level in the particular competition that they won.
- d) Winners of two (2) State Finals in any one class shall not be eligible for future competitions in that class.
- e) The Hormel Slide or the Computerized Scoring System are to be used at all Group and State Finals.
- f) Groups are entitled to be represented at State level by two (2) competitors unless otherwise stated.
- g) Group Secretaries **must** inform the ASC of the name, date of birth, address and telephone number of any competitor in judging competitions going on to State Finals. The ASC will advise these competitors of the venue and times of the State Final. In addition, **a complete list of all competitors in a Group Final must be sent to the ASC** the next working day after the competition.
- h) After the competition is over and awards have been given, the competitors can look at their scores on the master sheet only.
- i) Competitors will be eliminated from the competition if deemed by the Chief Steward to be receiving outside assistance.

### Please Note:

- i. This is a master set of sheets for use in creating sheets or cards for competitions.
- ii. Competition Judges receive Sheets 6, 7, B & E (A copy of E is required by the Competition Judge for each competitor in the Oral Class.)
- iii. Competitors each receive a copy of Sheets 4, 5, A & D. (4 & 5 usually printed back to back.
- iv. Sheets should be given to Competition Judges and Competitors with time for them to read through before the competition begins.
- v. Sheets 1,2,3, C & F ( or G only) are for the use of Competition Co-ordinators/Stewards(C &F) required only if using Hormel Slide otherwise G).
- vi. Additional requisites: Competitor Numbers and 2 sets of Poll Numbers (1-4).

## AGRICULTURAL SOCIETIES COUNCIL OF NSW

# MEAT BREEDS SHEEP JUDGING COMPETITION

The arrangements for the conduct of a Meat Breeds Sheep Judging Competition are as follows:

### PROCEDURE

1. Two groups of four animals are judged by competitors, one group to be of a Short Wool breed, and one group of a Long Wool breed.
2. Animals must be identified by the numbers 1-4, and not A, B, C, D. This is essential when using the Hormel Computing Slide or the Computerized Scoring System.
3. Non-oral judging will take place first. Competitors will be allowed 8 minutes (5 minutes sheep standing, 2 walking, 1 standing) to judge each group and to complete each Non-oral Judging Card.

At the discretion of the RAS Judging Competition Supervisor a minimum of the six top-placed competitors in the non- oral judging will participate in the oral judging.

4. Each competitor in the oral section is allowed 2 minutes to explain the reasons for his or her placings in each class. Once the two minutes has been reached 1 mark per 10 seconds or part thereof will be deducted from the total score by the stewards.
5. **Scoring:** The winner of the competition is marked out of a maximum of 200 points – 50 for placing each “Non-oral Class”, 25 for handling each “Non-oral Class” and 50 for the “Oral Class”.
6. The Competition Judge, in filling out his/her Master Card, is required to note a numerical difference between animals, as directed in instructions for the use of the Hormel Computing Slide or the Computerized Scoring System. This allows an accurate scoring of each competitor’s placings in relation to those of the Competition Judge.
7. The Oral Section Guideline is retained for use by the competitor if required. It is designed to ensure competitors **use comparative details** in their oral description of the class.
8. The Reason Card is used to note those aspects in which the animal placed down the line is better than the animal placed before it.
9. Competitors in the oral class are scored on their accuracy of observation, **their comparative statements**, speaking ability and general presentation and dress.
10. In the case of a dead heat the contestant with the highest points for non-oral judging will be declared the winner, or if there is still a dead heat the Competition Judge will have the final say.

## AGRICULTURAL SOCIETIES COUNCIL OF NSW

# MEAT BREEDS SHEEP JUDGING COMPETITION

### COMPETITION TIMING

From the point of view of the competitors, the animals and the spectators, it is important that the whole competition be completed without delay. However, a minimum of 1 hour 21 minutes is required as follows for a field of 8 competitors, and each 8 or part thereof will require another 23 minutes (approx.) as follows:

#### Non-oral Judging:

A group of 3 or 4 competitors judge the Long Wool Breed, while another group of 3 or 4 judge the Short Wool breed.

|  |        |
|--|--------|
| (5 minutes standing, 2 minutes walking, 1 minute standing) | 8 mins |
| Hand in cards and change over                              | 2 mins |
| Reverse judging  | 8 mins |
| Hand in cards  | 2 mins |
| Assessor Stewards finalise non-oral score                  | 3 mins |

#### Oral Judging:

|   |                     |
|---|---------------------|
| All competitors, except one, taken out of hearing range of the judging ring   | 2 mins              |
| 6 competitors' oral class – 5 minutes each<br>(1 minute placing, 2 minutes speaking on long wool and<br>2 minutes speaking on short wool) | 30 mins             |
| Change over time (1 minute each)  | 6 mins              |
| Comments from Competition Judge   | 10 mins             |
| Announcement and presentation of awards   | 10 mins             |
| <b>TOTAL TIME</b>   | <hr/> 81 mins <hr/> |

In order to maintain the impetus of the competition, immediately the Competition Judge has completed his/her final comments, the competition results should be ready to be announced and the awards and presentations made.

## AGRICULTURAL SOCIETIES COUNCIL OF NSW

# MEAT SHEEP JUDGING COMPETITION

### ORAL SECTION GUIDELINES

Upon entering the ring each competitor is to inform the Steward of their placings in the class to allow the Stewards to line up the exhibits prior to the presentation.

Each competitor is allowed 2 minutes for each class to clearly express your views to the Competition Judge and spectators on why you placed the exhibits in a particular order.

Have your reasons organised and emphasise the most important points you wish to make.

The main objective when giving your reasons is to inform the judge that you saw and compared each animal in the class.

It is important that you make comparisons between animals rather than describe individual animals.

Commence your oral reasoning as follows:

"I placed this class 4, 1, 3, 2".

Give the most important reasons first and remember to use comparative terms. Where necessary you will then follow with:

"I grant (admit) that 1 is better than 4 in ....."

This demonstrates to the judge the accuracy of your priorities. Mention major faults, if any.

Continue in similar manner by comparing and granting the middle pair and finally the bottom pair.

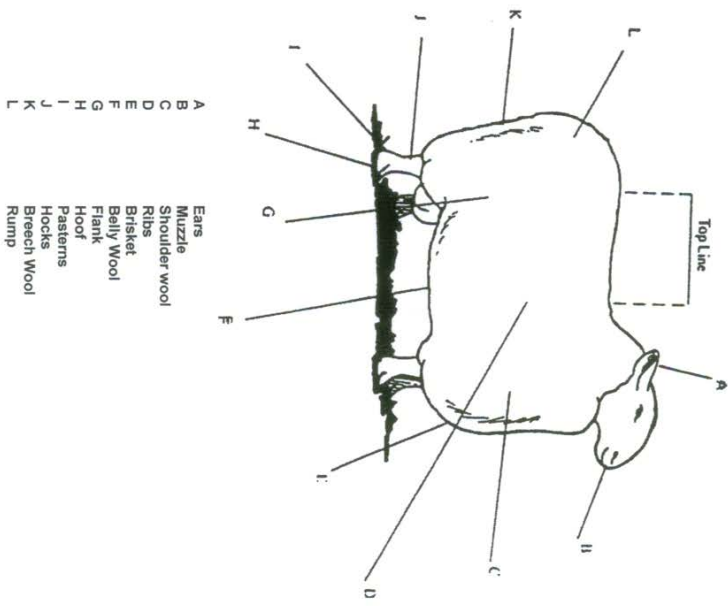
Remember:

- Be concise;
- Show conviction in your placings;
- Give important reasons first;
- Use comparative terms.

**DRESS** - Competitors must be neatly and suitably attired. Male competitors must wear a tie and female competitors must be attired to a similar standard (e.g. tie or scarf). Jackets are normally worn at State Finals. In Meat Breeds Sheep Judging, hats need not be worn unless outdoors, and jackets may be removed when handling sheep. Points will be deducted for poor presentation. Blue jeans are not normally worn for major competitions. Shorts and thongs are not permitted.

**JUDGING POINTS—MEAT SHEEP**

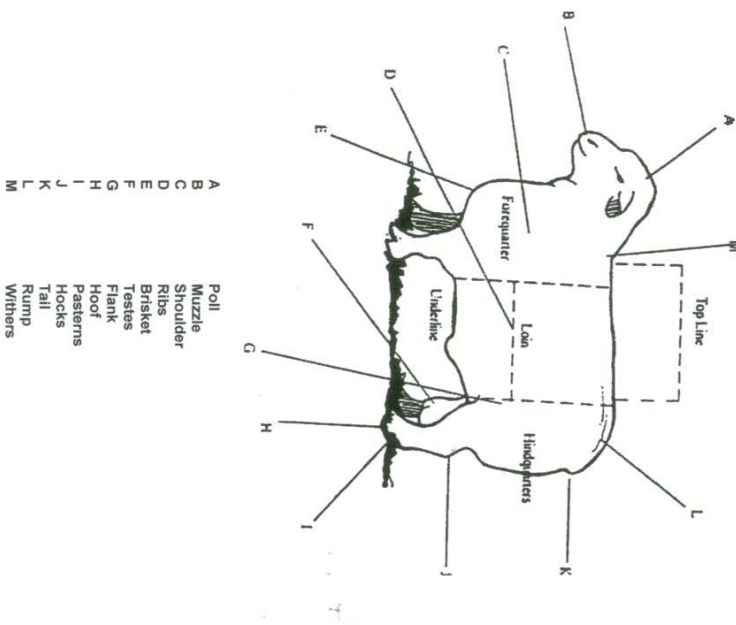
**Long Wool Breeds**



- A Ears
- B Muzzle
- C Shoulder wool
- D Ribs
- E Brisket
- F Belly Wool
- G Flank
- H Hoof
- I Pasterns
- J Hocks
- K Breach Wool
- L Rump

**JUDGING POINTS—MEAT SHEEP**

**Short Wool Breeds**



- A Muzzle
- B Poll
- C Shoulder
- D Ribs
- E Brisket
- F Tastes
- G Flank
- H Hoof
- I Pasterns
- J Hocks
- K Rump
- L Hindquarters
- M Top Line
- N Loin

## AGRICULTURAL SOCIETIES COUNCIL OF NSW

### MEAT BREEDS SHEEP JUDGING COMPETITION NOTES FOR COMPETITION JUDGES

In the selection of a class of animals for a judging competition, the aim should be to get a group of four upon whose placing experienced judges, after careful inspection and consideration, would be likely to agree. As a general rule these should be either four rams or four ewes. It is probably better if animals of similar age are selected for each class.

A suitable group might be made up of a fairly clear leader, a fairly obvious 'tail' and two others that present a more difficult choice. They will be judged against the standard of what is considered a good Meat Breed type, rather than one that pays strict attention to specific breed points.

Prior to the competition the Competition Judge and the Judges Steward will select the animals to be judged - this can be done a day or two before the competition if required. On the day of the competition the Competition Judge will decide on the correct placing of the animals and his/her placings will be noted on the Master Card.

The Competition Judge, in filling out his/her Master Card, is required to note a numerical difference between animals, as directed in instructions for the use of the Hormel Computing Slide. This slide shows the degree of penalty as related to the degree of difference between placings, and the competitor is scored accordingly. This degree of penalty is built into the Computerized Scoring System.

While competitors are judging the classes of animals, the Competition Judge allocates each competitor a mark out of 25 for handling each class and hands the scores for each group of competitors to the steward.

A competitor is in as good a position as is the Competition Judge to observe both the good points and the defects of the animals. But even if he/she does so, he/she may draw different conclusions because he/she does not give those good and bad points the same importance as does the Competition Judge. This difference of opinion will be reflected in the competitor's low score for placing and he/she should not be further penalised in the oral test if his/her observation has been accurate and the Competition Judge considers the reasoning to be logical. When assessing a competitor's oral performance, the Competition Judge should not seek to access the competitor's score for placing.

In the oral class the stewards will line up the animals in order for comment nominated by the competitor. Each competitor is then allowed a maximum of two minutes for stating his/her reasoning for the placings. If he/she finishes in less than this time, but has said all that was needed to support his/her case, he/she should not be penalised. After allocating points for each heading to a competitor in the oral section, the Competition Judge hands the score card immediately to the steward.

During the competition and at its conclusion the Competition Judge is asked to give his/her own reasons for the placing of the animals, preferably with the animals present. He/she might also make comment on the various oral reasons and speaking styles of the competitors.

In the interests of maintaining full spectator and competitor interest in the competition it is important that it be, as far as possible, confined to a time limit. Competition Judges are therefore asked to try and confine their comments to the times suggested in the "Competition Timing".

**DRESS** - Competitors must be neatly and suitably attired. Male competitors must wear a tie and female competitors must be attired to a similar standard (e.g. tie or scarf). Jackets are normally worn at State Finals. In Meat Breeds Sheep Judging, hats are not normally worn unless outdoors, and jackets may be removed when handling sheep. Points will be deducted for poor presentation. Blue jeans are not normally worn for major competitions. Shorts and thongs are not permitted.



AGRICULTURAL SOCIETIES COUNCIL  
JUDGING COMPETITIONS

**HANDLING SCORES**

| Competitor's No.     | Score /25            |
|----------------------|----------------------|
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AGRICULTURAL SOCIETIES COUNCIL  
JUDGING COMPETITIONS

**HANDLING SCORES**

| Competitor's No.     | Score /25            |
|----------------------|----------------------|
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AGRICULTURAL SOCIETIES COUNCIL  
JUDGING COMPETITIONS

**HANDLING SCORES**

| Competitor's No.     | Score /25            |
|----------------------|----------------------|
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AGRICULTURAL SOCIETIES COUNCIL  
JUDGING COMPETITIONS

**HANDLING SCORES**

| Competitor's No.     | Score /25            |
|----------------------|----------------------|
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**AGRICULTURAL SOCIETIES COUNCIL OF NSW**

**JUDGING COMPETITIONS**

**REASON CARD FOR COMPETITOR'S NOTES (NOT TO BE HANDED IN)**

Breed: .....

Placings: 1st ..... 2nd ..... 3rd ..... 4th .....

\*Please remember when speaking to use comparative terms, e.g. stronger, more length, larger, etc.

|   |  |
|---|--|
| <u>1st PLACE NO:</u> .....<br>Why you placed 1st (Strengths): |  |
| <u>2nd PLACE No:</u> .....<br>Good Points:                    | Placed below 1 <sup>st</sup> because:<br><br>Placed above 3 <sup>rd</sup> because: |
| <u>3rd PLACE No:</u> .....<br>Good Points:                    | Placed below 2nd because:<br><br>Placed above 4 <sup>th</sup> because:             |
| <u>4th PLACE No:</u> .....<br>Good Points:                    | Placed below 3 <sup>rd</sup> because:  |

**AGRICULTURAL SOCIETIES COUNCIL OF NSW**  
**JUDGING COMPETITIONS**

**MASTER CARD – COMPETITION JUDGE’S PLACINGS**

Breed: .....

Placings:

|   |   |   |   |
|---|---|---|---|
| 1   | 2   | 3   | 4   |
| <input style="width: 60px; height: 40px;" type="text"/> | <input style="width: 60px; height: 40px;" type="text"/> | <input style="width: 60px; height: 40px;" type="text"/> | <input style="width: 60px; height: 40px;" type="text"/> |

Gaps:

|   |   |   |
|---|---|---|
| 1 – 2   | 2 – 3   | 3 – 4   |
| <input style="width: 60px; height: 40px;" type="text"/> | <input style="width: 60px; height: 40px;" type="text"/> | <input style="width: 60px; height: 40px;" type="text"/> |

**AGRICULTURAL SOCIETIES COUNCIL OF NSW**  
**JUDGING COMPETITIONS**

**MASTER CARD – COMPETITION JUDGE’S PLACINGS**

Breed: .....

Placings:

|   |   |   |   |
|---|---|---|---|
| 1   | 2   | 3   | 4   |
| <input style="width: 60px; height: 40px;" type="text"/> | <input style="width: 60px; height: 40px;" type="text"/> | <input style="width: 60px; height: 40px;" type="text"/> | <input style="width: 60px; height: 40px;" type="text"/> |

Gaps:

|   |   |   |
|---|---|---|
| 1 – 2   | 2 – 3   | 3 – 4   |
| <input style="width: 60px; height: 40px;" type="text"/> | <input style="width: 60px; height: 40px;" type="text"/> | <input style="width: 60px; height: 40px;" type="text"/> |

**AGRICULTURAL SOCIETIES COUNCIL OF NSW  
JUDGING COMPETITION**

**MASTER SCORE SHEET**

Date .....

Type of Competition.....

Place .....

| Competitor's Name | No. | Non-oral Classes   |   |   |          |   |           | Oral Class | TOTAL | Placing |      |
|-------------------|-----|--------------------|---|---|----------|---|-----------|------------|-------|---------|------|
|                   |     | Placing (Non-Oral) |   |   | Handling |   | SUB TOTAL |            |       |         | RANK |
|                   |     | 1                  | 2 | 3 | 1        | 2 |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |
|                   |     |                    |   |   |          |   |           |            |       |         |      |

**PLEASE NOTE** This card has columns to enable its use for all A.S.C. judging competitions. When a column is not used for a particular competition it should simply be left blank.  
**BEEF, DAIRY, GRAIN,FRUIT & VEG-3x Non-Oral classes, each out of 50(Use Placing columns 1,2&3)+ ORAL out of 50-Total 200.**  
**MERINO SHEEP & MERINO FLEECE-2x Non-Oral classes, each out of 50, 1x Handling out of 50(Use Placing columns 1&2 and Handling column 1)+ ORAL out of 50-Total 200.**  
**MEAT BREEDS SHEEP-2x Non-Oral classes, each out of 50,2x Handling, each out of 25 (Use Placing columns 1&2 and Handling columns 1&2)+ ORAL out of 50-Total 200.**  
**10.5.2017**

**AGRICULTURAL SOCIETIES COUNCIL OF NSW**

**JUDGING COMPETITION**

**NON-ORAL CLASS**

Competitor's No: .....

Breed: .....

Placings:

1st

2nd

3rd

4th

**AGRICULTURAL SOCIETIES COUNCIL OF NSW**

**JUDGING COMPETITION**

**NON-ORAL CLASS**

Competitor's No: .....

Breed: .....

Placings

1st

2nd

3rd

4<sup>th</sup>

**AGRICULTURAL SOCIETIES COUNCIL OF NSW**  
**MEAT BREEDS**  
**JUDGING COMPETITION**  
**ORAL CLASS**

Competitor's No.....

Breed/Class.....

|                               | POSSIBLE SCORE             |  |        |  | SCORE |
|-------------------------------|----------------------------|--|--------|--|-------|
|                               | S/Wool                     |  | L/Wool |  |       |
| ORAL:                         |                            |  |        |  |       |
| a) Accuracy of observation    | 7.5                        |  | 7.5    |  |       |
| b) Ability to compare exhibit | 7.5                        |  | 7.5    |  |       |
|                               | 10                         |  |        |  |       |
| c) Speaking ability           | 10                         |  |        |  |       |
| d) Presentation and dress     | <b>Sub Total (50)</b>      |  |        |  |       |
|                               | <b>Less time penalties</b> |  |        |  |       |
|                               | <b>TOTAL ORAL SCORE</b>    |  |        |  |       |

**AGRICULTURAL SOCIETIES COUNCIL OF NSW**  
**MEAT BREEDS**  
**JUDGING COMPETITION**  
**ORAL CLASS**

Competitor's No.....

Breed/Class.....

|                               | POSSIBLE SCORE             |  |        |  | SCORE |
|-------------------------------|----------------------------|--|--------|--|-------|
|                               | S/Wool                     |  | L/Wool |  |       |
| ORAL:                         |                            |  |        |  |       |
| e) Accuracy of observation    | 7.5                        |  | 7.5    |  |       |
| f) Ability to compare exhibit | 7.5                        |  | 7.5    |  |       |
|                               | 10                         |  |        |  |       |
| g) Speaking ability           | 10                         |  |        |  |       |
| h) Presentation and dress     | <b>Sub Total (50)</b>      |  |        |  |       |
|                               | <b>Less time penalties</b> |  |        |  |       |
|                               | <b>TOTAL ORAL SCORE</b>    |  |        |  |       |

## **AGRICULTURAL SOCIETIES COUNCIL OF NSW** **USING THE HORMEL SLIDE**

Based on material prepared by the late Geoff Mayo.

Note: *The Hormel Slide is a 1975 American invention copyright for which is held by George A. Hormel & Co.*

\*Four exhibits (animals, fleeces, produce etc.) are to be used at all times. It is usual to have contestants place two or three classes of four.

\*Always use the numbers 1, 2, 3, 4 not A, B, C, D. By using these numbers, they can be put into the twenty four possible placings.

\*Contestants can obtain a maximum of 50 points per class and are scored down according to variations in their placings compared to the Competition Judge's placings.

\*The Competition Judge will probably have inspected the exhibits and have a good idea how he/she will place them before they enter the judging ring, but it is suggested that the Competition Judge has another look at them as they are being paraded, so that he/she views them under the same conditions as the contestant sees them. He/she will then proceed to place the exhibits and enter the placings, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, on the card. Then he/she will put what we call a "cut", a "split" or a "gap" between the 1st and 2nd placing, 2nd and 3rd placing and 3rd and 4th placing.

\*The total of the cuts added together must not be under 3 and not more than 15. If they total 15, the middle number cannot be larger than 5. If they total 14, the middle number cannot be larger than 8. If the Competition Judge decides that the first two animals are very close, he/she will put a gap of 1 or 2 between them but if he/she feels that there is a lot of difference, he/she will put a much larger cut (6 or 7). The same applies between 2nd and 3rd placing and between 3rd and 4th placing.

\*From the contestant's point of view it simply means that if he/she has two animals that he/she has placed opposite to the Competition Judge and there is a small gap between them, very few points will be lost, but if the gap is greater the contestant will lose more points.

**For example:**      Placings:    3    1    2    4  
                         Gap between exhibits:    4    1    5            Total of gaps adds up to: 10

### **NOW TO SET THE SLIDE (for these placings and with these gaps)**

1. TAKE ALL CARDS FROM SLIDE AND FIND THE WHITE CARD THAT HAS THE NUMBER 10 (THE TOTAL OF THE GAPS) AT THE TOP AND PLACE THIS CARD ON TOP OF THE REMAINING CARDS.
2. NOW ON THE CLEAR PLASTIC CARD WITH THE RED NUMBERS, FIND THE NUMBERS 3 1 2 4 ON THE TOP ROW.
3. PLACE THIS CARD ON TOP OF THE WHITE CARD BEING USED AND PUT ALL OTHER PLASTIC CARDS AT THE BACK.
4. GENTLY PUT ALL CARDS BACK INTO SLIDE – THIS KEEPS THEM TIGHT.
5. NOW PUSH PLASTIC CARD ALONG UNTIL THE NUMBERS 3 1 2 4 APPEAR AT THE TOP ON THE LEFT SIDE OF THE VIEWING SPACE IN THE CENTRE OF SLIDE.
6. MOVE WHITE CARD ALONG UNTIL THE NUMBERS 4 1 5 APPEAR AT THE BOTTOM OF THE VIEWING AREA.
7. AFTER MAKING SURE THAT THE PLACINGS AND GAPS ARE LINED UP CORRECTLY, IT IS SUGGESTED THAT A CLIP BE PUT ON THE SLIDE TO ENSURE THAT CARDS DO NOT MOVE.
8. HAVE THE COMPETITION JUDGE OR SOMEONE ELSE CHECK TO MAKE SURE IT IS CORRECT.
9. CORRECT SCORES NOW APPEAR DIRECTLY OPPOSITE ALL 24 POSSIBLE PLACINGS.      \*\*\*\*\*

**10.5.2017**

**F.**

## AGRICULTURAL SOCIETIES COUNCIL

### COMPUTERISED SCORING SYSTEM – INSTRUCTIONS

Any enquiries about this system should be directed to Ray Connelly at [raymarconnelly@bigpond.com](mailto:raymarconnelly@bigpond.com)

- 1 **You can only enter data into pre-selected sheets and cells. All other cells are locked. It does not matter which order you enter the data into any of the sheets. Calculations may not show until all relevant scores are entered.**
- 2 When you open the template you will get a Security Warning. Select "*Enable Content*".
- 3 When the program is opened it will be given a name like "*ASC Group5 V16-1001.xlsm*". Click **FILE - SAVE AS**. In the screen that opens select the destination where you want the file saved to; Select **SAVE AS FILE TYPE** as "*Excel Macro-Enabled Workbook*"; Enter a meaningful name in **FILE NAME**; Click **SAVE**.
- 4 In the **Title** tab enter the information coloured green.
- 5 In the **Results** tab enter the names of the contestants. If an entrant does not show for the contest delete the name and/or leave the Entrant Name blank.
- 6 In the **Results** tab enter the number of **Groups** to be judged.
- 7 In each of the **Group** tabs enter the **Group** name (eg Tomato, Jersey, Conformation), the **Judge's Placings** and **Judge's Cuts** for that Group. The total cuts must not be more than 15 or less than 3. Also if the total cuts equals 15, the middle cut must not be more than 8 or if the total cuts equals 14 the middle cut must not be more than 8. A Warning will appear if these conditions are not met. The Judge must adjust the cuts to meet these conditions.
- 8 The **Entrant Number** will automatically be inserted in the **Group** tabs. When available enter the contestants' placings in the form of four numbers, eg 2134, 3412, etc. The score will be automatically appear.
- 9 When all the scores for the visual part of the competition have been entered the total visual score will automatically be inserted into the **Visual Score** column of the **Result** tab.
- 10 In the **Results** tab enter the **Handling Score** if appropriate.
- 11 In the **Oral** tab all data is entered automatically. Click the Green arrow to sort the entrants into rank order from highest to lowest score. Use this to select contestants for the oral section. To re-sort into contestant order click the Blue arrow
- 12 In the **Results** tab enter the **Oral** Scores.
- 13 In the **Results** tab the final ranking of the contestants will be displayed.
- 14 If there are any ties go to the **Final** tab and click the Green arrow. This will list the contestants in Rank Order. Use this information and the competition rules to determine the placings if ties are not allowed.
- 15 In the **Results** tab enter the placings in the **Place** column.
- 16 If facilities are available print the **Print** tab and give to each contestant.
- 17 Save the file.

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10.5.2017

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