PSA

Reference Manual v5

Excel

TRIAL ASSISTANT FILE

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WEBMASTER – TRIAL LOGS

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PURPOSE

The purpose of this file is to assist trial secretaries in completing all required documentation and calculations and to aid it the organization on your event. This will reduce (but not completely eliminate) the possibility of data entry and math errors. Our long-term goal is to get as close to paperless with all our trial information as possible. Using this file will allow you to email the completed document to the PSA Secretary after your trial is complete and cut down on the amount of paperwork you will need to complete.

This is designed for you to begin using as soon as you open up registration for your event. If you open it and add competitors as they register it will keep track of how many registrations you have for each day and AUTOMATICALLY CALCULATE the order of your competitors on trial day.

WHAT DO YOU NEED TO USE THIS?

A laptop or desktop computer and Microsoft Excel. This is a Microsoft Excel Macro Enabled file. When you open the file, you will be prompted with a security alert to enable macros. You must enable macros on this document when you open it for this to function as intended, you may also have to "Trust Document" if prompted. This has not been tested on older versions of excel beyond Excel 2007. This has been tested on Excel for Mac and Windows.

Because this is way beyond a simple spread sheet and has programming built in this will not run from the cloud, nor will it function on any other spreadsheet program like Google Sheets, or Numbers.

Having an internet connection on the trial field is not necessary. However, if you do have an internet connection on the computer where you are using this document there are links to open directly up to the PSA website in order to check memberships and access the official rulebook.

STRUCTURE OF DOCUMENT

The Excel file has 4 tabs along the bottom that you will use to access different information as you progress through your event. All tabs are locked and only the fields that are intended to contain information entered by a trial secretary can be edited. The tabs are:

Dashboard – you will set trial information on this tab such as dates of event, trial location, judge, decoys, and how many memberships and scorebooks you sold at your event. This also has an overview of the number of competitors each day and how many passed and monies owed to PSA.

Trial Database – this is used as the trial log and contain all competitor and score information.

Weekend Awards – at conclusion of event you will select teams who received awards.

PSA Money Sheet – Breaks down and totals trial entries, memberships and scorebooks sold to provide a total the club will owe to PSA for the event.

WHAT DOES IT DO?

This file is designed to handle a two-day trial with a maximum of 50 entries (25 each day). The file will calculate competitor order for obedience and protection, calculate total scores, percentage of overall score, and show a breakdown of scores for each level so that you are able to determine who will receive medals, trophies, and plaques. It will calculate the amount of monies owed to PSA at the end of your event. Once completed the file can then be emailed to the member of the PSA Secretary team assigned to your region or event and will be your official record of trial logs/results, money sheet, and awards sheets.

By requiring the use of this document for trials we are now able to post all trial results online in a searchable format.

IMPORTANT THINGS TO KNOW/REMEMBER

- This will work on Apple computers or Windows machines if they have Microsoft Excel installed.

- You must enable macros when opening file.

- All entries made into the workbook should be made in ALL CAPS. You will receive an error if you attempt to enter information into the workbook that is not in ALL CAPS.

- Please get the most recent version of this document from PSA Secretary prior to your event. There are formulas included in the file that will have to be changed in the event there are any future changes made to the scoring or level structure. If an incorrect file is used it will be returned to the hosting club to transfer all their trial results to the proper file before their trial results can become official.

- Score sheets will still have to be mailed in at the completion of your event. The PSA Secretary assigned to your region or event will audit the file and make sure all the entries are correct before the results get posted.

- **I recommend saving your file after every competitor's score you enter as a safety measure in the event your computer crashes or any various other digital issues strike.**

- In the event, you are having a two day event that is actually separate such as a Regional and a Club Trial OR a Mock Trial and a Trial you should probably use two separate copies of the file. One for your Regional and one for your club trial. Since this file combines and analyses scores over two days it will be simpler to just treat them as separate events and do two files, one for each event.

DASHBOARD

PROTECTION SPORTS ASSOCIATION TRIAL ASSISTANT

ALL ENTRIES MUST BE MADE IN ALL CAPS

Enter PSA Trial Dates
Day 1 (M-D-Y)
Day 2 (M-D-Y)

Event Judge(s)

	01/00/00	
Level	Entries	Pass
(PDC SD)	0	0
PDC	0	0
PSA1	0	0
PSA2	0	0
PSA3	0	0

Trial Location

Trial Decoys Day 1 (Decoy 1, Decoy 2, Decoy 3, Decoy 4, ETC)

Trial Decoys Day 2 (Decoy 1, Decoy 2, Decoy 3, Decoy 4, ETC)

Select Trial Type
Day 1 (M-D-Y)
Day 2 (M-D-Y)

Trial Secretary

	01/00/00	
Level	Entries	Pass
(PDC SD)	0	0
PDC	0	0
PSA1	0	0
PSA2	0	0
PSA3	0	0

Enter Count of Memberships & Scorebooks Sold Below

New/Renew Membership $75
Enter #

Family Membership $125
Enter #

New Scorebooks $15
Enter #

Replacement Score Books $35
Enter #

Replacement w/ Photos of Old $25
Enter #

Event Monies Owed to PSA	
Entry Fees	$0.00
Membership/Scorebook	$0.00
Total Event Fees to PSA	$0.00

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Dashboard | Trial Database | Weekend Awards | PSA Money Sheet

The first thing to do when receiving this file should be to enter the relevant trial information.

The trial dates must be entered before continuing to the rest of the tabs for everything to function properly.

In the event, you only have a one day event please go ahead and enter two consecutive dates in the date section. You will only enter information on the log sheet for the proper date.

You may enter the rest of the data at any time prior to locking the document for submission to the PSA Secretary. In fact, you will not enter the total number of memberships and scorebooks sold until the last day of your event.

The "STATUS" of the workbook is displayed on the bottom right of this page along with the buttons for the judge to lock or unlock the workbook.

You can adjust the viewing size of this page to make it fit within your display window by using the excel view adjustment in the lower right hand corner or your excel window.

TRIAL DATABASE

The screenshot above is the default view of the document in the Trial Database Tab. It shows 50 entries with the top 25 positions for Day 1 and the bottom 25 positions for Day 2. The column "Registration Order" is numbered Day 1-01, Day 1-02, Day1-03, etc for each day. As you receive entries you will fill in the competitor positions in the order you receive your entries for each day. *No need to worry about sorting them by level at this point*. The document will do it for you when it is needed. Just add entries as you receive them.

As you add entries you will enter the following fields:
- ✓ LEVEL ENTERED *once you enter a value in this field on the form the "STATUS" column will set to the status of "ACTIVE"
- ✓ THE LEG OF TITLE BEING ATTEMPTED
- ✓ THE MEMBER # IF KNOWN OF THE HANDLER
- ✓ THE HANDLERS FIST AND LAST NAME
- ✓ THE DOGS NAME
- ✓ WHETHER THE DOG IS "OWNER TRAINED"
- ✓ THE BREED OF THE DOG *if for some reason a suitable breed or cross isn't listed chose "Other" and send an email to webmaster@psak9-as.org requesting the breed be added to the list.
- ✓ THE OWNER OF THE DOGS FIRST AND LAST NAME

Once you have completed the entry, save the file.

The status column has 8 options; "ACTIVE", "PASS", "NO PASS", "NO PASS (BITE)" meaning the dog bit during a portion they were not supposed to, "NO PASS (NO OUT)" meaning the dog failed to out after the allowed commands, "PULL", "NO SHOW", or "DQ" meaning the team was disqualified for some reason. You will change this status to the appropriate status as your

trial progresses. "ACTIVE" status should mean that the competitor is still active in the trial and still has a level to show in, the only time you will change this to "PASS" is after the competitor passes both obedience and protection. A "PASS" status means the competitor has achieved their certificate, title or leg.

At any time when the competitor pulls, receives a no pass or a DQ you may change the status at that time showing the disposition of the entry at the trial.

TRIAL DATABASE FILLED IN

The screenshot above represents an example of what your sheet should look like. The active row is highlighted yellow. You may change the active row by selecting any cell within the table that you want to edit or add data to.

All entries were added in order received and status has been changed to "ACTIVE".

The morning of your trial once all entries are completed and you are ready to get your competitor order you will click the "DAY 1 – OBEDIENCE" BUTTON. This will automatically sort from top to bottom your competitor order Level PDC-SD, PDC, PSA1, PSA2, and finally PSA3. Competitor order as set by the official PSA Rulebook is (last to register first to go in obedience). *Judges may alter this order for example to accommodate a handler who is showing multiple dogs or perhaps a female in heat the judge elects to move to the end of the rotation. (see reference section later in the manual to learn how to move entries around).

DAY (1 or 2) – OBEDIENCE – ORDER OF COMPETITORS

The following screenshot shows how the data is manipulated after you press the "DAY 1 – OBEDIENCE" BUTTON. To return to the preview view showing all entries by registration order press the "DEFAULT VIEW" button. This view is only showing the DAY 1 entries, all other entries or rows of data without a level selected are hidden. *note the sort is beginning with PDC-SD and going down to PSA3. The competitor order is calculated by the Registration Order number from highest (or last) to lowest (or first).

			ONLY 1 RECORD AT A TIME ADD/EDIT ENTRIES			RUN TRIAL (COMPETITIOR ORDER)		ANALYZE DAILY LEVEL RESULTS				ANALYZE OVERALL RESULTS		
ADMIN	DELETE SELECTED ENTRY	MOVE SELECTED ENTRY ▼		MOVE SELECTED ENTRY ▲		DAY 1 - OBEDIENCE	DAY 1 - PROTECTION	DAY 1 - PSA1	DAY 1 - PSA2	DAY 1 - PSA3		HIGH OBEDIENCE	HIGH PROTECTION	HIGH OVERALL %
DEFAULT VIEW	✗					DAY 2 - OBEDIENCE	DAY 2 - PROTECTION	DAY 2 - PSA1	DAY 2 - PSA2	DAY 2 - PSA3				

REGISTRATION ORDER	LEVEL	LEG ATTEMPT	MEMBER #	HANDLER (FIRST LAST)	DOG NAME	OT	BREED	OWNER (FIRST LAST)	OB	PR	TOTAL POINTS	STATUS	HONORS
Day 1-07	(PDC SD)	N/A	NEW	KATHRYN SCHREINER	MARSOC	YES	BELGIAN MALINOIS	KATHRYN SCHREINER			0	ACTIVE	
Day 1-18	PDC	N/A	2491	MICHAEL MORRIS	BACCO	YES	DUTCH SHEPHERD	MICHAEL MORRIS			0	ACTIVE	
Day 1-10	PDC	N/A	2907.1	ALBERT LUCAS	ECHO	YES	BELGIAN MALINOIS	ALBERT LUCAS			0	ACTIVE	
Day 1-05	PDC	N/A	2789	ASHLAN EVERMAN	MERCY	YES	BELGIAN MALINOIS	ASHLAN EVERMAN			0	ACTIVE	
Day 1-03	PDC	N/A	2686	JARVIS SCOTT	BUCK	YES	GERMAN SHEPHERD	JARVIS SCOTT			0	ACTIVE	
Day 1-01	PDC	N/A	NEW	ISABELA ESPAILLAT	NINA	YES	BELGIAN MALINOIS	ISABELA ESPAILLAT			0	ACTIVE	
Day 1-14	PSA1	ATTEMPT 1ST LEG	1470	ANTHONY MCMANN	OTTO	YES	BELGIAN MALINOIS	ANTHONY MCMANN			0	ACTIVE	
Day 1-13	PSA1	ATTEMPT 1ST LEG	2907	ASHLEY LUCAS	ABBY	YES	BELGIAN MALINOIS	ASHLEY LUCAS			0	ACTIVE	
Day 1-12	PSA1	ATTEMPT 1ST LEG	2068	MARY BUCZKOWSKI	LOKI	YES	GERMAN SHEPHERD	MARY BUCZKOWSKI			0	ACTIVE	
Day 1-08	PSA1	ATTEMPT 1ST LEG	952	CINDY MCKINNEY	SOLO	YES	BELGIAN MALINOIS	CINDY MCKINNEY			0	ACTIVE	
Day 1-04	PSA1	ATTEMPT 2ND LEG	2169	ANTHONY STEPHENS	BRONN	YES	BELGIAN MALINOIS	ANTHONY STEPHENS			0	ACTIVE	
Day 1-02	PSA1	ATTEMPT 1ST LEG	1660	WENDIE WALKER	RAPTOR	YES	BELGIAN MALINOIS	WENDIE WALKER			0	ACTIVE	
Day 1-17	PSA2	ATTEMPT 1ST LEG	1448	MATT TAYLOR	KADOS	YES	DUTCH SHEPHERD	MATT TAYLOR			0	ACTIVE	
Day 1-16	PSA2	ATTEMPT 1ST LEG	1660	WENDIE WALKER	NINJA	YES	BELGIAN MALINOIS	WENDIE WALKER			0	ACTIVE	
Day 1-15	PSA2	ATTEMPT 1ST LEG	2329	JAVIER DELGADO	KILLER	YES	BELGIAN MALINOIS	JAVIER DELGADO			0	ACTIVE	
Day 1-11	PSA2	ATTEMPT 1ST LEG	1903	DAVID HERBERT	MANIC	YES	BELGIAN MALINOIS	DAVID HERBERT			0	ACTIVE	
Day 1-06	PSA2	ATTEMPT 1ST LEG	1909	GEORGE BOULASSIKIS	GRIMM	YES	BELGIAN MALINOIS	GEORGE BOULASSIKIS			0	ACTIVE	
Day 1-09	PSA3	ATTEMPT 1ST LEG	1459	JARVIS SCOTT	ROY	YES	BELGIAN MALINOIS	JARVIS SCOTT			0	ACTIVE	
18	18								0	0			

Other buttons shown: ERASE ALL-RESET, MEMBERSHIP (INTERNET REQUIRED), RULEBOOK (INTERNET REQUIRED). ALL ENTRIES MUST BE MADE IN **ALL CAPS**

ADDING OBEDINCE SCORES

After each competitor you will enter the score they received. This score will be on the score sheet completed by the judge. Once you double check all the math calculation on the sheet add the obedience score in the OB column. If a team does not pass, is disqualified, or pulls from the trial change their "STATUS". A passing obedience score means the teams "STATUS" remains "ACTIVE". If a team does not pass obedience or is DQ'd enter a zero for their protection score.

You sheet should resemble the following image at this point in the trial.

DAY (1 or 2) PROTECTION – ORDER OF COMPETITIORS

The following screenshot shows how the data is manipulated after you press the "DAY 1 – PROTECTION" BUTTON. This view is only showing the DAY 1 entries, all other entries or rows of data without a level selected are hidden. *note the sort is beginning with PDC-SD and going down to PSA3. The competitor order is now calculated by the obedience score. Lowest scores first, highest scores last. If you have entered the obedience scores properly you will see the zeros in the column for protection for those teams that did not pass obedience or were DQ'd.

Your screen should resemble the example below.

First table:

REGISTRATION ORDER	LEVEL	LEG ATTEMPT	MEMBER #	HANDLER (FIRST LAST)	DOG NAME	OT	BREED	OWNER (FIRST LAST)	OB	PR	TOTAL POINTS	STATUS	HONORS
Day 1-07	(PDC SD)	N/A	NEW	KATHRYN SCHREINER	MARSOC	YES	BELGIAN MALINOIS	KATHRYN SCHREINER	38.00		38	NO PASS	
Day 1-18	PDC	N/A	2491	MICHAEL MORRIS	BACCO	YES	DUTCH SHEPHERD	MICHAEL MORRIS	44.00		44	NO PASS	
Day 1-10	PDC	N/A	2907.1	ALBERT LUCAS	ECHO	YES	BELGIAN MALINOIS	ALBERT LUCAS	49.00		49	ACTIVE	
Day 1-05	PDC	N/A	2789	ASHLAN EVERMAN	MERCY	YES	BELGIAN MALINOIS	ASHLAN EVERMAN	59.00		59	ACTIVE	
Day 1-03	PDC	N/A	2686	JARVIS SCOTT	BUCK	YES	GERMAN SHEPHERD	JARVIS SCOTT	49.00		49	ACTIVE	
Day 1-01	PDC	N/A	NEW	ISABELA ESPAILLAT	NINA	YES	BELGIAN MALINOIS	ISABELA ESPAILLAT	56.50		56.5	ACTIVE	
Day 1-14	PSA1	ATTEMPT 1ST LEG	1470	ANTHONY MCMANN	OTTO	YES	BELGIAN MALINOIS	ANTHONY MCMANN	0.00		0	NO PASS	
Day 1-13	PSA1	ATTEMPT 1ST LEG	2907	ASHLEY LUCAS	ABBY	YES	BELGIAN MALINOIS	ASHLEY LUCAS	0.00		0	NO PASS	
Day 1-12	PSA1	ATTEMPT 1ST LEG	2068	MARY BUCZKOWSKI	LOKI	YES	GERMAN SHEPHERD	MARY BUCZKOWSKI	0.00		0	NO PASS	
Day 1-08	PSA1	ATTEMPT 1ST LEG	952	CINDY MCKINNEY	SOLO	YES	BELGIAN MALINOIS	CINDY MCKINNEY	89.00		89	ACTIVE	
Day 1-04	PSA1	TEMPT 2ND LEG	2169	ANTHONY STEPHENS	BRONN	YES	BELGIAN MALINOIS	ANTHONY STEPHENS	71.00		71	NO PASS	
Day 1-02	PSA1	ATTEMPT 1ST LEG	1660	WENDIE WALKER	RAPTOR	YES	BELGIAN MALINOIS	WENDIE WALKER	77.50		77.5	NO PASS	
Day 1-17	PSA2	ATTEMPT 1ST LEG	1448	MATT TAYLOR	KADOS	YES	DUTCH SHEPHERD	MATT TAYLOR	73.00		73	NO PASS	
Day 1-16	PSA2	ATTEMPT 1ST LEG	1660	WENDIE WALKER	NINJA	YES	BELGIAN MALINOIS	WENDIE WALKER	87.00		87	NO PASS	
Day 1-15	PSA2	ATTEMPT 1ST LEG	2329	JAVIER DELGADO	KILLER	YES	BELGIAN MALINOIS	JAVIER DELGADO	75.00		75	ACTIVE	
Day 1-11	PSA2	ATTEMPT 1ST LEG	1903	DAVID HERBERT	MANIC	YES	BELGIAN MALINOIS	DAVID HERBERT	83.00		83	ACTIVE	
Day 1-06	PSA2	ATTEMPT 1ST LEG	1909	GEORGE BOULASSIKIS	GRIMM	YES	BELGIAN MALINOIS	GEORGE BOULASSIKIS	81.50		81.5	ACTIVE	
Day 1-09	PSA3	ATTEMPT 1ST LEG	1459	JARVIS SCOTT	ROY	YES	BELGIAN MALINOIS	JARVIS SCOTT	0.00		0	NO PASS	
18	18									18	0		

Second table:

REGISTRATION ORDER	LEVEL	LEG ATTEMPT	MEMBER #	HANDLER (FIRST LAST)	DOG NAME	OT	BREED	OWNER (FIRST LAST)	OB	PR	TOTAL POINTS	STATUS	HONORS
Day 1-07	(PDC SD)	N/A	NEW	KATHRYN SCHREINER	MARSOC	YES	BELGIAN MALINOIS	KATHRYN SCHREINER	38.00	0.00	38	NO PASS	
Day 1-18	PDC	N/A	2491	MICHAEL MORRIS	BACCO	YES	DUTCH SHEPHERD	MICHAEL MORRIS	44.00	0.00	44	NO PASS	
Day 1-10	PDC	N/A	2907.1	ALBERT LUCAS	ECHO	YES	BELGIAN MALINOIS	ALBERT LUCAS	49.00		49	ACTIVE	
Day 1-03	PDC	N/A	2686	JARVIS SCOTT	BUCK	YES	GERMAN SHEPHERD	JARVIS SCOTT	49.00		49	ACTIVE	
Day 1-01	PDC	N/A	NEW	ISABELA ESPAILLAT	NINA	YES	BELGIAN MALINOIS	ISABELA ESPAILLAT	56.50		56.5	ACTIVE	
Day 1-05	PDC	N/A	2789	ASHLAN EVERMAN	MERCY	YES	BELGIAN MALINOIS	ASHLAN EVERMAN	59.00		59	ACTIVE	
Day 1-14	PSA1	ATTEMPT 1ST LEG	1470	ANTHONY MCMANN	OTTO	YES	BELGIAN MALINOIS	ANTHONY MCMANN	0.00	0.00	0	NO PASS	
Day 1-13	PSA1	ATTEMPT 1ST LEG	2907	ASHLEY LUCAS	ABBY	YES	BELGIAN MALINOIS	ASHLEY LUCAS	0.00	0.00	0	NO PASS	
Day 1-12	PSA1	ATTEMPT 1ST LEG	2068	MARY BUCZKOWSKI	LOKI	YES	GERMAN SHEPHERD	MARY BUCZKOWSKI	0.00	0.00	0	NO PASS	
Day 1-04	PSA1	ATTEMPT 2ND LEG	2169	ANTHONY STEPHENS	BRONN	YES	BELGIAN MALINOIS	ANTHONY STEPHENS	71.00	0.00	71	NO PASS	
Day 1-02	PSA1	ATTEMPT 1ST LEG	1660	WENDIE WALKER	RAPTOR	YES	BELGIAN MALINOIS	WENDIE WALKER	77.50	0.00	77.5	NO PASS	
Day 1-08	PSA1	ATTEMPT 1ST LEG	952	CINDY MCKINNEY	SOLO	YES	BELGIAN MALINOIS	CINDY MCKINNEY	89.00		89	ACTIVE	
Day 1-17	PSA2	ATTEMPT 1ST LEG	1448	MATT TAYLOR	KADOS	YES	DUTCH SHEPHERD	MATT TAYLOR	73.00	0.00	73	NO PASS	
Day 1-15	PSA2	ATTEMPT 1ST LEG	2329	JAVIER DELGADO	KILLER	YES	BELGIAN MALINOIS	JAVIER DELGADO	75.00		75	ACTIVE	
Day 1-06	PSA2	ATTEMPT 1ST LEG	1909	GEORGE BOULASSIKIS	GRIMM	YES	BELGIAN MALINOIS	GEORGE BOULASSIKIS	81.50		81.5	ACTIVE	
Day 1-11	PSA2	ATTEMPT 1ST LEG	1903	DAVID HERBERT	MANIC	YES	BELGIAN MALINOIS	DAVID HERBERT	83.00		83	ACTIVE	
Day 1-16	PSA2	ATTEMPT 1ST LEG	1660	WENDIE WALKER	NINJA	YES	BELGIAN MALINOIS	WENDIE WALKER	87.00	0.00	87	NO PASS	
Day 1-09	PSA3	ATTEMPT 1ST LEG	1459	JARVIS SCOTT	ROY	YES	BELGIAN MALINOIS	JARVIS SCOTT	0.00	0.00	0	NO PASS	
18	18									18	10		

Once you have the competitor order you will organize the score sheets, notify the judge and competitors of their order of competition and begin entering protection scores as you receive them.

ADDING PROTECTION SCORES

After each competitor you will enter the score they received. * I recommend saving the file after each score entered. This score will be on the score sheet completed by the judge. Once you double check all the math calculation on the sheet add the protection score in the PR column. If a team does not pass, is disqualified, or pulls from the trial change their "STATUS". A passing protection score means the teams "STATUS" will now change to a "PASS". In the "HONORS" column you should enter N/A for all PDC levels, NA for any level who did not pass, No for a passing score in both obedience and protection that is not with distinction, or with highest distinction, (the judges will help you determine this). For more info on the Honors criteria please reference the PSA Rulebook.

You sheet should resemble the following image at the completion of all competitors on DAY 1.

REGISTRATION ORDER	LEVEL	LEG ATTEMPT	MEMBER #	HANDLER (FIRST LAST)	DOG NAME	OT	BREED	OWNER (FIRST LAST)	OB	PR	TOTAL POINTS	STATUS	HONORS
Day 1-07	(PDC SD)	N/A	NEW	KATHRYN SCHREINER	MARSOC	YES	BELGIAN MALINOIS	KATHRYN SCHREINER	38.00	0.00	38	NO PASS	N/A
Day 1-18	PDC	N/A	2491	MICHAEL MORRIS	BACCO	YES	DUTCH SHEPHERD	MICHAEL MORRIS	44.00	0.00	44	NO PASS	N/A
Day 1-10	PDC	N/A	2907.1	ALBERT LUCAS	ECHO	YES	BELGIAN MALINOIS	ALBERT LUCAS	49.00	73.00	122	PASS	N/A
Day 1-03	PDC	N/A	2686	JARVIS SCOTT	BUCK	YES	GERMAN SHEPHERD	JARVIS SCOTT	49.00	76.00	125	PASS	N/A
Day 1-01	PDC	N/A	NEW	ISABELA ESPAILLAT	NINA	YES	BELGIAN MALINOIS	ISABELA ESPAILLAT	56.50	78.00	134.5	PASS	N/A
Day 1-05	PDC	N/A	2789	ASHLAN EVERMAN	MERCY	YES	BELGIAN MALINOIS	ASHLAN EVERMAN	59.00	83.00	142	PASS	N/A
Day 1-14	PSA1	ATTEMPT 1ST LEG	1470	ANTHONY MCMANN	OTTO	YES	BELGIAN MALINOIS	ANTHONY MCMANN	0.00	0.00	0	NO PASS	N/A
Day 1-13	PSA1	ATTEMPT 1ST LEG	2907	ASHLEY LUCAS	ABBY	YES	BELGIAN MALINOIS	ASHLEY LUCAS	0.00	0.00	0	NO PASS	N/A
Day 1-12	PSA1	ATTEMPT 1ST LEG	2068	MARY BUCZKOWSKI	LOKI	YES	GERMAN SHEPHERD	MARY BUCZKOWSKI	0.00	0.00	0	NO PASS	N/A
Day 1-04	PSA1	ATTEMPT 2ND LEG	2169	ANTHONY STEPHENS	BRONN	YES	BELGIAN MALINOIS	ANTHONY STEPHENS	71.00	0.00	71	NO PASS	N/A
Day 1-02	PSA1	ATTEMPT 1ST LEG	1660	WENDIE WALKER	RAPTOR	YES	BELGIAN MALINOIS	WENDIE WALKER	77.50	0.00	77.5	NO PASS	N/A
Day 1-08	PSA1	ATTEMPT 1ST LEG	952	CINDY MCKINNEY	SOLO	YES	BELGIAN MALINOIS	CINDY MCKINNEY	89.00	191.50	280.5	PASS	NO
Day 1-17	PSA2	ATTEMPT 1ST LEG	1448	MATT TAYLOR	KADOS	YES	DUTCH SHEPHERD	MATT TAYLOR	73.00	0.00	73	NO PASS	N/A
Day 1-15	PSA2	ATTEMPT 1ST LEG	2329	JAVIER DELGADO	KILLER	YES	BELGIAN MALINOIS	JAVIER DELGADO	75.00	149.00	224	NO PASS	N/A
Day 1-06	PSA2	ATTEMPT 1ST LEG	1909	GEORGE BOULASSIKIS	GRIMM	YES	BELGIAN MALINOIS	GEORGE BOULASSIKIS	81.50	197.50	279	PASS	WITH DISTICTION
Day 1-11	PSA2	ATTEMPT 1ST LEG	1903	DAVID HERBERT	MANIC	YES	BELGIAN MALINOIS	DAVID HERBERT	83.00	205.00	288	PASS	NO
Day 1-16	PSA2	ATTEMPT 1ST LEG	1660	WENDIE WALKER	NINJA	YES	BELGIAN MALINOIS	WENDIE WALKER	87.00	200.50	287.5	PASS	NO
Day 1-09	PSA3	ATTEMPT 1ST LEG	1459	JARVIS SCOTT	ROY	YES	BELGIAN MALINOIS	JARVIS SCOTT	0.00	0.00	0	NO PASS	N/A
18	18								18	18			

At the end of your trial day you should not have any competitors still set to "ACTIVE." Once all the results have been entered we are now ready to analyze the trial to see who has the 1,2,3rd place for the day on levels, PSA1, PSA2, & PSA3

ANALYZING RESULTS

There are buttons along the top for each level for each day in order to figure the rankings. When you press the button some additional columns open up. You will now be able to see the amount of points possible for each level in each phase along with a percentage of points earned calculation for each phase and for overall points earned. To toggle between levels to check scores simply press the appropriate button from the top menu. When finished analyzing the results along with the judge you may press the "DEFAULT VIEW" button on the left and prepare for your day two. You will now repeat the steps to manage your second day of the event choosing the appropriate buttons for DAY 2 – OBEDIENCE, DAY 2 – PROTECTION, etc.

ANALYZE OVERALL RESULTS

The purpose for these views is to combine both trial day's scores for level PSA1, PSA2, PSA3 in order to calculate who has the overall high obedience percentage, the overall high protection percentage and the high overall score percentage.

The columns will be the same but now you will be seeing both day's results merged into one view and sorted by score for each of the competitive levels.

WEEKEND AWARDS

Now that your trial is complete you will need to fill in the "Weekend Awards" tab.

For every possible award level when you select the box next to it you will have a drop down list of all teams to choose from. You will select the appropriate team for each position at each level for each day. If there was no team simply leave it blank. Select the appropriate team for each of the High Overall Obedience, High Overall Protection, High Owner Trained, High in Trial, High Owner Trained Club Award.

*If a team showed on each day their name may appear twice in your list. It does not matter which selection you make if you select the proper team (hander and dog) name for the award spot. The dates, judge, secretary, and location are populated on this page from your "Dashboard" tab.

PSA Trial Summary Log
Weekend Awards

Paste

Date:		Date:
Tuesday, January 1, 2019		**Wednesday, January 2, 2019**

	PSA Level I			PSA Level I
1st	HANDLER 18 & DOG 18		1st	HANDLER 18 & DOG 18
2nd	HANDLER 287 & DOG 287		2nd	HANDLER 6287 & DOG 6287
3rd	-----Select Team-----		3rd	HANDLER 912 & DOG 912

	PSA Level II			PSA Level II
1st	HANDLER 946 & DOG 946		1st	HANDLER 912 & DOG 912
2nd	-----Select Team-----		2nd	HANDLER 254 & DOG 254
3rd	-----Select Team-----		3rd	-----Select Team-----

	PSA Level III			PSA Level III
1st	HANDLER 1678 & DOG 1678		1st	-----Select Team-----
2nd	-----Select Team-----		2nd	-----Select Team-----
3rd	-----Select Team-----		3rd	-----Select Team-----

High Overall Obedience (Percentage)		HANDLER 500 & DOG 500
High Overall Protection (Percentage)		HANDLER 6287 & DOG 6287

High Owner Trained (make sure dog was owner trained)		HANDLER 18 & DOG 18
High in Trial		HANDLER 2 & DOG 2
High Owner Trained Club Award		-----Select Team-----

Judge:	JERRY BRADSHAW
Secretary:	YOUR NAME HERE
Location:	TRIAL

PLEASE SELECT TEAMS FROM DROP DOWN LIST ON EACH AWARD IF APPLICABLE ABOVE

PSA MONEY SHEET

The PSA Money Sheet tab automatically fills in and calculates all your entries for each day and level from the "Trial Database" tab. It also gets the information for sales of memberships and scorebooks from the "Dashboard" tab. This will show you how much monies are owed to PSA organization for your event.

PSA Trial Summary
Money Sheet

Judge: JERRY BRADSHAW
Secretary: YOUR NAME HERE
Location: Select Trial Type
Date(s):   1/1/19   1/2/19

	# Entries 1/1/19	# Entries 1/2/19	Total Entries Both Days	Total $10 / Dog
(PDC SD)	1	4	5	$50.00
PDC	16	9	25	$250.00
PSA1	5	8	13	$130.00
PSA2	3	4	7	$70.00
PSA3	0	0	0	$0.00
Total Daily Entries	25	25	50	
Total Money Owed to PSA Entry Fees				$500.00

|	Number Collected	Money Collected
New / Renewed Memberships ($65)	2	$130.00
Family Memberships ($100)	0	$0.00
Scorebooks ($10)	3	$30.00
Replacement Scorebooks ($35)	1	$35.00
Total Membership/Scorebook Money Collected:		$195.00

Total Money Owed to PSA Entry / Membership / Scorecards	$695.00
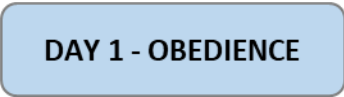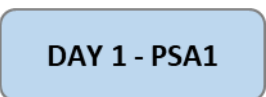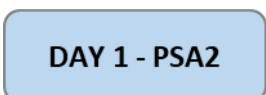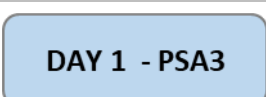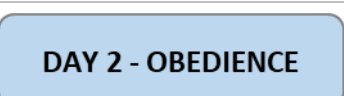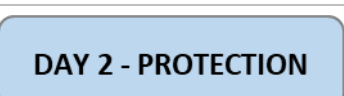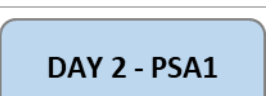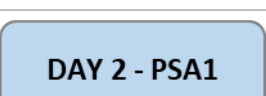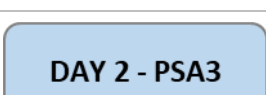
FINALIZE YOUR TRIAL RESULTS

At the conclusion of your trial you should return to the "DEFAULT VIEW" and verify all Obedience Scores, Protection Scores, Status, and Honors have been entered properly and all the numbers match the signed and completed score sheets from the judge. Save your file. Make sure that you are saving the file in a "Macro Enabled Format" if you are using the "Save As" option instead of the Save.

In the event you find errors in the file, or have suggestions of features please contact Clay Smith at webmaster@psak9-as.org

QUICK REFERENCE

ADMIN	Admin area, locked by password. Not used by trial secretaries.
DEFAULT VIEW	All trial entries should be added, deleted, or moved order, from within this view. Return to this view to verify all entries at end of trial and after saving file submit to PSA secretary.
ERASE ALL-RESET	This will delete all entries and scores from your sheet. But if you need to start over, or set up another trial this will reset it to empty on the Dashboard and the Trial Database. It does require a password, and your PSA assigned secretary can provide it if needed.
MEMBERSHIP	URL link to open browser window and take you to the PSA website in order to check membership status. You have to have internet access for this to work.
RULEBOOK	URL link to open browser window and take you to the PSA website in order to check the currently posted and official PSA Rulebook. You have to have internet access for this to work.
DELETE SELECTED ENTRY	**This button will only work while you are in the "DEFAULT VIEW".** When you select any cell in the database table it highlights in yellow to show you which row is active. This button will delete the row. As a built in safety it will prompt you to confirm that you want to delete the record via a pop up box.
MOVE SELECTED ENTRY	**This button will only work while you are in the "DEFAULT VIEW".** This will move the selected row down one row while leaving the Registration Order. In other words if you need to move a dog down in the order or move an empty row down to the bottom you will use this while the row you want to move is selected. One press, one slot move down. You are not able to move the last row of the table down any further.

MOVE SELECTED ENTRY ▲	**This button will only work while you are in the "DEFAULT VIEW".** This will move the selected row up one row while leaving the Registration Order. In other words if you need to move a dog up in the order you will use this while the row you want to move is selected. One press, one slot move up. You are not able to move the first row of the table up any further.
DAY 1 - OBEDIENCE	Sorts order of competitors for Day 1 obedience by Last to Register, first to Compete.
DAY 1 - PROTECTION	Sorts order of competitors for Day 1 protection by lowest obedience score to highest obedience score.
DAY 1 - PSA1	Analyzes the Day 1 - PSA 1 results from highest to lowest overall.
DAY 1 - PSA2	Analyzes the Day 1 - PSA 2 results from highest to lowest overall.
DAY 1 - PSA3	Analyzes the Day 1 PSA 2 results from highest to lowest overall.
DAY 2 - OBEDIENCE	Sorts order of competitors for Day 2 obedience by Last to Register, first to Compete.
DAY 2 - PROTECTION	Sorts order of competitors for Day 2 protection by lowest obedience score to highest obedience score.
DAY 2 - PSA1	Analyzes the Day 2 - PSA 1 results from highest to lowest overall.
DAY 2 - PSA1	Analyzes the Day 2 - PSA 2 results from highest to lowest overall.
DAY 2 - PSA3	Analyzes the Day 2 PSA 2 results from highest to lowest overall.
HIGH OBEDIENCE	Analyzes the overall 2 day trial results and sorts them by highest overall obedience percentage earned to lowest overall obedience percentage. *does not take into account status.

HIGH PROTECTION		Analyzes the overall 2 day trial results and sorts them by highest overall protection percentage earned to lowest overall protection percentage. *does not take into account status.
HIGH OVERALL %		Analyzes the overall 2 day trial results and sorts them by highest overall points earned percentage earned to lowest overall points earned percentage. *does not take into account status.
Dashboard Tab		Enter trial information, Date of event, type of event, Judge, Decoys, Secretary, etc
Trial Database Tab		Use to set up and run trial and record all results
Weekend Award Tab		At conclusion of trial select the teams from the drop down list who earned each award.
PSA Money Sheet		Breakdown of funds the Club Owes to PSA at the conclusion of the event.