

Please read the instruction page thoroughly before beginning.

KMEA Automated Recap Sheet - Standard/Prelims Format - Version 2.1, B **INSTRUCTIONS**

IMPORTANT NOTE: When you first opened this file, you should have received a notification to "enable macros" on the appropriate link below for quick instructions on how to enable macros. If you clicked on "Disable macros" (or "Do not show this message again" prompted) and restart the program. Macros **must** be enabled for this sheet to work.

[Take me to the Macros Help Page!](#)

1. Questions, comments, and/or concerns about this sheet may be directed to Travis Miller at (270) 498-7476 or travis@contestrecaps.com. **call the number above.**
2. Before beginning, save a copy of this file under another name (i.e. your contest or school name) and keep this file as a backup.
3. This sheet is designed for a maximum of ten (10) classifications and ten (10) bands per class. If your contest has more than ten classifications, **STOP**; you cannot use the KMEA Automated Recap Sheet. See #4 below.
4. Anyone wishing a custom recap may still request a FREE one. See contact information in #1. It is preferred that requests are made with all information (contest, adjudicators, classes, bands, correct draw) in order to be completed in a timely fashion.
5. Enter all of the contest information as instructed on the Input Sheet (see tabs at the bottom of the window to select each sheet) to ensure optimal formatting.
6. If your contest is not adjudicating guard and/or percussion, click on the appropriate button to hide those captions. If you click on the "Show" button.
7. Enter all of the band information as instructed on the Input Sheet (see tabs at the bottom of the window to select each sheet) to ensure optimal formatting. Remember to select the appropriate Division for each band (Competitive, Festival, or Comments Only); the default is Competitive.
8. For school names on the Contest Information and on Band Names, please avoid the use of the term "high school" so that labels are "Co.," however.
9. Leave unused band slots in each classification blank. At any time during this process, you may click on "*I'm done. Skip to the Input Sheet*" in order to hide unused band slots.
10. After entering all data on the Input Sheet, move to the bottom of the sheet (see #9) and click on *Hide unused Band slots/Classes* when entering bands/classes or need to correct errors, click on *Unhide all Band slots & Classes (Edit Mode)*. After editing bands, etc.
11. Select the Recap tab to check out your formatted recap. If you have Festival Division bands, you will notice a rose-highlighted row. Appropriate ratings will populate below the colored row. Since Festival Division bands are not eligible for other awards, scores for Festival Division scores, you can hide those by clicking on the *Hide ALL Festival Division Scores* button at the bottom of the recap. To show the rose-highlighted rows, even if you have not entered scores. To undo, simply click on *Show ALL Festival Division Scores*. Make **Note:** In some instances, hiding and unhiding Festival Division scores may take a few seconds.
12. Bands entered as *Comments Only* will be reflected as such on the Recap and no scores may be entered.

KMEA Automated Recap Sheet - Standard/Prelims Form

Important Note: If your contest has more than ten (10) bands in any class, or more than ten (10) classifications, **ST** Miller at travis@contestrecaps.com for a FREE

CONTEST INFO

INPUT DATA BELOW

Name of Contest	FESTIVAL OF CHAMPIONS
School or Stadium Name	MURRAY STATE UNIVERSITY
Date	SEPTEMBER 24, 2011
City	MURRAY, KY
Prelims? (see example)	PRELIMS

ADJUDICATORS

INPUT LAST NAMES BELOW (See Notes)

Music Performance 1	Hill
Music Performance 2	McIntosh
Music Effect	Rinehart
Visual Performance 1	Roche
Visual Performance 2	LOVETTE
Visual Effect	Miller
Guard	Perez

If you have hidden the Guard and/or Percussion captions in error, cli

BAND INFORMATION

Reminder: If your contest has more than ten (10) bands in any class, or more than ten (10) classifications, **ST** at travis@contestrecaps.com for a FREE cu

After completing the sections below, click the "**Hide unused Band slots/C**

CLASS 1

INPUT DATA BELOW

Classification	A	
		Division
Band 1	LYON COUNTY	Competitive
Band 2	FAIRFIELD COMMUNITY, IL	Competitive
Band 3	MURRAY HIGH SCHOOL	Competitive

[I'm done. Skip to the bottom to hide unused bands.](#)

CLASS 2

INPUT DATA BELOW

Classification	AA	
		Division
Band 1	TRIGG COUNTY	Competitive
Band 2	CALDWELL COUNTY	Competitive
Band 3	REIDLAND	Competitive
Band 4	HENRY COUNTY	Competitive
Band 5	TODD COUNTY CENTRAL	Competitive

[I'm done. Skip to the bottom to hide unused bands.](#)

CLASS 3**INPUT DATA BELOW**

Classification	AAA	Division
Band 1	PADUCAH TILGHMAN	Competitive
Band 2	BOONVILLE	Competitive
Band 3	WARREN EAST	Competitive
Band 4	LONE OAK	Competitive
Band 5	GRAIN VALLEY, MO	Competitive

[I'm done. Skip to the bottom to hide unused bands.](#)

CLASS 4**INPUT DATA BELOW**

Classification	AAAA	Division
Band 1	GREENWOOD	Competitive
Band 2	MADISONVILLE-NORTH HOPKINS	Competitive
Band 3	CALLOWAY COUNTY	Competitive
Band 4	WARREN CENTRAL	Competitive

[I'm done. Skip to the bottom to hide unused bands.](#)

CLASS 5**INPUT DATA BELOW**

Classification	AAAAA	Division
Band 1	EASTERN	Competitive
Band 2	HENDERSONVILLE, TN	Competitive
Band 3	MARSHALL COUNTY	Competitive
Band 4	MUHLENBERG COUNTY	Competitive

[I'm done. Skip to the bottom to hide unused bands.](#)

[Return to top.](#)

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is, **STOP**; you cannot use the KMEA Automated Recap Sheet. Contact Travis custom recap.

Examples

Tenth Annual Showcase of Bands
Kennedy High School (not HS), Stadium of Champions, etc.
September 11, 2010 or any other date format
Calvert City (Do not enter state; it will be appended on the recap)
If prelims, type Prelims or other desirable phrase; otherwise, leave blank.

Notes

If any of your adjudicators share the same last name, distinguish each by using an initial. *Examples: C. Sharp, F. Sharp, etc.*

If you are not adjudicating Guard and/or Percussion, leave these blank and click the appropriate button(s) below to hide each caption.

ck the appropriate Unhide button(s).

OP; you cannot use the KMEA Automated Recap Sheet. Contact Travis Miller stom recap.

lasses" button at the bottom of this sheet.

Examples

A, AA, AA2, AAAAA1, AAA-3, etc. No spaces if hyphenating.
KENNEDY, WARWICK COUNTY, EAST ROBERTSON, etc.

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Avoid the use of hyphens or slashes, unless preceded and followed by a space.

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KENNEDY, WARWICK COUNTY, EAST ROBERTSON, etc.

Avoid the use of hyphens or slashes,

If you inadvertently click the left button, or need to adjust the bands and/or classifications, click the right button.

Festival Of Champions
Murray State University - September 24, 2011 - Murray, Ky, KY
Prelims

Class	BAND	Hill		Mcintosh		Rinehart		Roche		Lovette		Miller		Penalties	TOTAL	RATING	PLACE	BAND	Perez	
		Music Perf 1	Music Perf 2	Mus Effect	Visual Perf 1	Visual Perf 2	Vis Effect	Guard	Guard											
A	LYON COUNTY	101	82	59	105	100	86								43.05	III	3	LYON COUNTY	113	2
		10.1	3	8.2	3	5.9	3	5.25	3	5	3	8.6	2							
A	FAIRFIELD COMMUNITY, IL	109	107	78	107	106	80								48.05	III	2	FAIRFIELD COMMUNITY, IL	107	3
		10.9	2	10.7	2	7.8	2	5.35	2	5.3	2	8	3							
A	MURRAY HIGH SCHOOL	159	143	140	153	147	129								72.1	II	1	MURRAY HIGH SCHOOL	168	1
		15.9	1	14.3	1	14	1	7.65	1	7.35	1	12.9	1							
AA	TRIGG COUNTY	138	117	85	134	120	103								57	III	2	TRIGG COUNTY	128	1
		13.8	1	11.7	2	8.5	1	6.7	2	6	2	10.3	1							
AA	CALDWELL COUNTY	119	111	79	132	114	93								52.5	III	3	CALDWELL COUNTY	124	2
		11.9	4	11.1	3	7.9	3	6.6	3	5.7	3	9.3	3							
AA	REIDLAND	130	109	75	103	105	89								50.7	III	4	REIDLAND	110	3
		13	2	10.9	4	7.5	4	5.15	5	5.25	4	8.9	4							
AA	HENRY COUNTY	110	95	62	104	99	50							6	35.85	IV	5	HENRY COUNTY	108	5
		11	5	9.5	5	6.2	5	5.2	4	4.95	5	5	5							
AA	TODD COUNTY CENTRAL	128	130	83	136	133	97								57.25	III	1	TODD COUNTY CENTRAL	109	4
		12.8	3	13	1	8.3	2	6.8	1	6.65	1	9.7	2							
AAA	PADUCAH TILGHMAN	92	103	82	110	109	85								47.15	III	5	PADUCAH TILGHMAN	129	3
		9.2	5	10.3	5	8.2	5	5.5	5	5.45	5	8.5	5							
AAA	BOONVILLE	135	122	93	141	132	95								58.15	III	2	BOONVILLE	127	4
		13.5	2	12.2	3	9.3	3	7.05	2	6.6	3	9.5	2							
AAA	WARREN EAST	118	127	97	133	131	91								56.5	III	3	WARREN EAST	107	5
		11.8	4	12.7	2	9.7	2	6.65	3	6.55	4	9.1	3							
AAA	LONE OAK	123	113	87	128	135	88								54.25	III	4	LONE OAK	145	2
		12.3	3	11.3	4	8.7	4	6.4	4	6.75	2	8.8	4							
AAA	GRAIN VALLEY, MO	141	147	138	144	143	115								68.45	II	1	GRAIN VALLEY, MO	169	1
		14.1	1	14.7	1	13.8	1	7.2	1	7.15	1	11.5	1							
AAAA	GREENWOOD	143	139	128	138	137	111								65.85	II	2	GREENWOOD	122	3
		14.3	2	13.9	2	12.8	2	6.9	3	6.85	3	11.1	3							
AAAA	MADISONVILLE-NORTH HOPKINS	157	145	149	161	149	134								74	II	1	MADISONVILLE-NORTH HOPKINS	172	1
		15.7	1	14.5	1	14.9	1	8.05	1	7.45	1	13.4	1							
AAAA	CALLOWAY COUNTY	126	119	124	143	141	121								63.2	II	3	CALLOWAY COUNTY	164	2
		12.6	3	11.9	3	12.4	3	7.15	2	7.05	2	12.1	2							
AAAA	WARREN CENTRAL	95	106	84	128	104	84								48.5	III	4	WARREN CENTRAL	102	4
		9.5	4	10.6	4	8.4	4	6.4	4	5.2	4	8.4	4							
AAAAA	EASTERN	165	156	160	157	159	127								76.6	II	1	EASTERN	178	1
		16.5	1	15.6	1	16	1	7.85	1	7.95	1	12.7	1							
AAAAA	HENDERSONVILLE, TN	140	131	108	122	129	90								59.45	III	4	HENDERSONVILLE, TN	111	4
		14	4	13.1	4	10.8	4	6.1	4	6.45	4	9	4							
AAAAA	MARSHALL COUNTY	158	143	131	152	138	125								70.2	II	3	MARSHALL COUNTY	167	2
		15.8	2	14.3	3	13.1	3	7.6	2	6.9	3	12.5	2							
AAAAA	MUHLENBERG COUNTY	153	149	145	150	148	120								71.6	II	2	MUHLENBERG COUNTY	167	2
		15.3	3	14.9	2	14.5	2	7.5	3	7.4	2	12	3							

KMEA Automated Recap Sheet - Standard/Prelims Format - Version 1.0

Macros Help Page

Click on the appropriate link below to choose your version of Excel.

[Windows PC - Excel 2003](#)

[Windows PC - Excel 2007, Excel 2010, and beyond](#)

[Apple Macintosh - Excel for Mac 2011 and beyond](#)

If your version of Excel is not listed above, it is not supported. See Instructions Page to request a recap sheet.

Windows PC - Excel 2003

1. Click on the *Tools* menu and select *Options*.
2. Select the *Security* tab and click on the *Macros Security* button near the lower right.
3. On the *Security Level* tab, select *Medium*. This level gives you the choice as to whether or not you want to enable macros with digital signatures from those you do not trust.
4. Click *OK* on the *Security Level* tab, then *OK* on the *Security Tab*.
5. Close Excel completely (do not save if prompted).
6. Restart Excel and open the recap sheet. You should now encounter a dialogue box requesting permission to enable macros.

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Windows PC - Excel 2007, Excel 2010, and beyond

1. These instructions are based on Excel 2007 and are presented under the assumption that Excel 2010 is similar. If this is not the case, please contact travis@contesrecaps.com.
2. Click on the round Microsoft Office logo located at the top left of the window ("File" on Excel 2010).
3. At the bottom of the menu that appears, click on *Excel Options*.
4. In the left menu of *Excel Options*, select *Trust Center*.
5. In the *Trust Center*, select *Trust Center Settings*.
6. In the left menu of *Trust Center Settings*, select *Macros Settings*.
7. In *Macros Settings*, select *Disable all macros with notification*. This setting gives you the choice as to whether or not you want to enable macros with digital signatures. This setting still protects you from malicious code from those you do not trust.
8. Click *OK* or *Apply* in each window to return to Excel.
9. Close Excel completely (do not save if prompted).
10. Restart Excel and open the recap sheet. You should now encounter a dialogue above the actual spreadsheet requesting permission to enable macros.

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Apple Macintosh - Excel for Mac 2011 and beyond

1. Click on the *Excel* menu at the top left of the display and select *Preferences*.
2. Under *Sharing and Privacy*, select *Security*.
3. Under *Macro security*, check the box next to *Warn me before opening a file that contains macros*. This setting gives you the choice as to whether or not you want to enable macros with digital signatures. This setting still protects you from malicious code from those you do not trust.
4. Click *OK* to return to Excel.
5. Quit Excel completely (do not save if prompted).
6. Restart Excel and open the recap sheet. You should now encounter a dialogue box requesting permission to enable macros.

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