

**Instructions for Use: Concours Forms:
Concours Registration Roster
Tabulation and Ranking Forms
Head Judge and Judge Worksheets**

These forms are all Excel spreadsheets.

Concours Registration Roster form

This form is designed to be used for keeping track of entrants. It also has columns for noting which entrants have volunteered to work as volunteers or judges and a column for keeping track of entry fees.

On the right side is a set of columns to help determine what materials need to be prepared for packets. Once some text is entered in the Car Description column then a 1 will appear in each column for which a display sheet, entry form and score sheet is required for the particular division the car is entered in. At the bottom of these columns is a row in which quantities of forms already on hand can be entered and another row for numbers of extra forms to have on hand, allowing a determination of the number of new forms which must be prepared. The last column on the right can be used for any additional material which is to be included in the packet.

The class column uses the customary color coding for each division:

full concours	red
special categories	orange
unrestored stock	yellow
street	blue
ubergang	lilac
wash & shine	green
display	white

Car numbers with gray backgrounds are numbers that can be reserved for cars which register on the day of the event.

The Tabulation and Ranking forms and the Judge worksheets are compatible with the Roster so that any information needed on the other forms can be copied by pasting columns A through H directly from the roster onto the other forms.

Tabulation and Ranking Forms

These are designed to be used by the scoring team. The entrant data for cars judged by

each judging team can be copied from the roster and pasted into one of the tabulation ranking forms for the appropriate division.

Enter the total score off the entry form for each entrant into the appropriate cell on the tabulation form.

When tie-breaking rules must be applied, enter a 1 in the tie break column for the car in the pair which is first, and a 2 for the car which is second.

Once all results, including any rejudgings within divisions are available, determine the division and class winners and print out two copies of the form for each division, one showing the division winner and the other showing the various class winners:

To determine division winner:

Sort the entries in each division (or in each judging team within the division, if the division has been split) by descending score. If the division has been split, then the highest scoring car within each team will be rejudged to determine the division winner. If tie-breaking rules have been applied to the first two cars in the division or judging team, add a secondary ascending sort criterion for the tie break column. Print or record this result.

To determine the various class winners:

Sort the entries for each division or judging team using two sort criteria, with first priority on ascending class, second priority on descending score, and, if necessary, third priority on ascending tie break to get the class standings. Print or record this result.

Head Judge and Judge Worksheets

These forms are optional but can be helpful in promoting consistency in judging.

For each judging team, copy the data for the entries assigned to that team onto the Head Judge and Judge worksheets. Print out one copy of the Head Judge worksheet and a copy of the Judge worksheet for every judge on the team (2 copies for each wash & shine team, 3 copies for each ubergang team, 4 copies for each street, unrestored stock and special categories team and 6 copies for each full concours team).