

INSTRUCTIONS FOR HOSA BOWL SEEDING

1. Determine the total points (score) for each team taking the round 1 written exam. Do not average the scores.
2. Open the appropriate spreadsheet folder for the maximum number of teams that will fill a seeding grid.
 - a. 8-15 teams – use the Seeding Chart for 8 teams
 - b. 16-31 teams-use the Seeding Chart for 16 teams
 - c. 32 or more teams use the Seeding Chart for 32 teams
3. Replace the existing team numbers and scores with those who have just competed. Enter the team number and immediately to the right enter the total team points for the written test. You will sort them after entering all teams, so they do not have to be ranked in any order when entering. Have someone call the scores out to double check the entry.
4. After entering all team numbers and scores, highlight column B and C. Go to *data, sort, score (or column C) descending order, and enter*. Scores will automatically be sorted with the highest score in cell C2 and the corresponding team number in cell B2. (Don't worry about tie scores; the computer will randomly sort those, so it's fair for all.) The seeding chart will automatically fill with the team numbers in the appropriate grid slot (highest team score will play lowest score within the seeding numbers, i.e. #1 score plays #8 score – no matter how many scores you enter in the list).
5. Print one sheet as the official results of round one. Before posting, remove the team # and score columns by highlighting all the columns of the grid and go to *file, print, selection, okay*. The page will be printed without the team # and score columns, since you do NOT want to post actual scores! Run several more copies of the sheet without actual scores so event managers can use them when running the buzzer rounds.