

# HOW TO USE THE SPREADSHEET

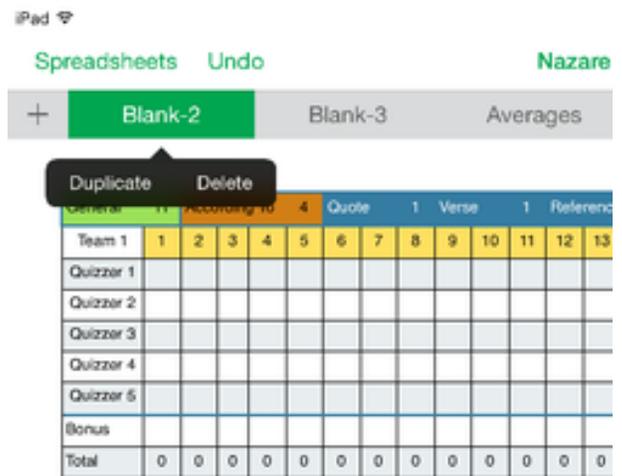
## 1. Install the App

Start by downloading the [Numbers for iOS](#) app from the App Store if you don't already have it (or the MS Excel app if you prefer). Then, open the spreadsheet in Numbers (or Excel) using your iPad by tapping the screen and selecting "Open in 'Numbers'".

## 2. Prepare Spreadsheet

When you open the spreadsheet for the first time you'll notice 3 tabs: Blank-2, Blank-3 and Averages. These are your templates for a 2-team match, 3-team match, and for keeping track of your quizzers' averages. You will use these templates to create additional score sheets within the file.

1. Tap the name of the applicable tab and choose "Duplicate".
2. Rename the duplicated tab by double-tapping the name of the tab (change it to "Game 1", for example).
3. Enter Team and Quizzer names by double-tapping the applicable cells.



The screenshot shows an iPad interface with a spreadsheet. At the top, there are tabs for "Blank-2" (selected), "Blank-3", and "Averages". A context menu is open over the "Blank-2" tab, showing "Duplicate" and "Delete" options. Below the tabs is a spreadsheet grid with columns labeled 1 through 13 and rows labeled Team 1, Quizzer 1 through 5, Bonus, and Total. The "Total" row contains zeros in all columns.

	1	2	3	4	5	6	7	8	9	10	11	12	13
Team 1													
Quizzer 1													
Quizzer 2													
Quizzer 3													
Quizzer 4													
Quizzer 5													
Bonus													
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Tap the tab's name to "Duplicate" the blank score sheet

### 3. Update The Question Type and Keep Score

Notice the colorful header row that indicates how many questions remain for each of the types of questions? Those values automatically update as the game progresses. For each new question, tap the question number (the yellow row) and choose the type of question being asked (General, According to, Quote, Verse, Reference, Book & Chapter or Specialty, conteXt).

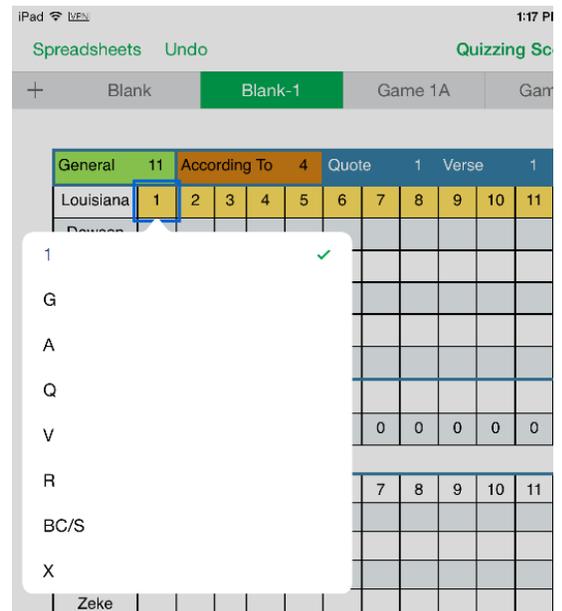
Next, update the score sheet depending on what happens in the game. Under each question, tap on the appropriate cell and choose one of the following:

- “20” for a correct answer to the Toss-Up,
- “X” for a missed Toss-Up,
- “B” for a correct Bonus answer or
- “-” for a missed Bonus answer.

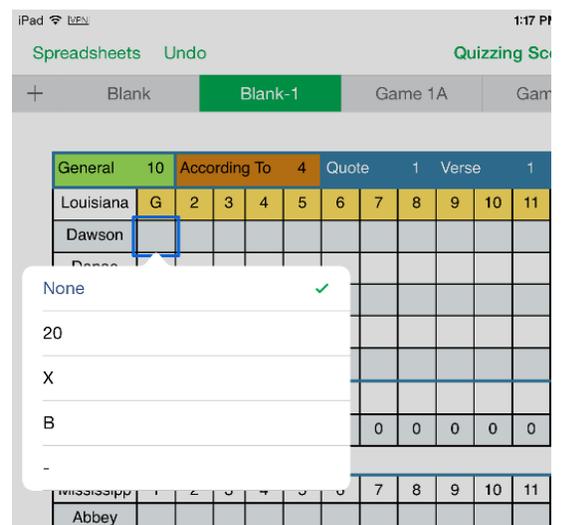
If no one jumps on the question, don’t mark anything and simply move on to the next question.

### 4. Tracking Quizzer Averages

At the end of the game, go to the "Averages" tab and key in the final scores for each of your players and the Team as calculated in the "Totals" column of the score sheet. The bottom row will automatically calculate everyone’s average.



Tap the question number to identify the Question Type



Tap the cell to record the result of the question

## **5. Prepare For The Next Game**

Repeat steps 2-4 for the next game. Rinse and repeat until the tournament is over!

## **6. Prepare For The Next Tournament**

Go back to the YBQ app and open up the score sheet file in Numbers or Excel again. To rename the file, tap on the file's name from the list of available files and type in a new name. Repeat steps 2-5 for the new tournament!