

# SPIRIT SCORE ENTRY USING A GOOGLE FORM

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## Create a copy of the template spreadsheet

1. Log in to your Google Account
2. Go to the link: <http://goo.gl/RjOCTp>. Although this is a nearly blank response form, it contains all the information present in the form too
3. Select File → Make A Copy. This will create a copy of the file on your Google Drive which you own and can edit

## Create and Modify the Form

4. In the spreadsheet click on Form → Edit Form. This creates an editable copy of the SOTG Entry Form on your Google Drive
5. In the new form that has just opened, change the name of the File at the top of the page to something appropriate (we suggest <Tournament name><Tournament year> “SOTG Entry Form”). [You can also do this by clicking on File → Rename], inserting the name of the tournament you are organizing when appropriate.
6. Click the drop-down box in the “Your Team Name” category.
7. Delete the team names that are already present (Team A, Team B, Team C, etc.), and in the first box (where it says Copy / Paste team list) Paste or add a list of the teams (separated by a line break [or Enter key]). This should create a list of teams entered in your tournament, Google helpfully have this feature so you don't have to copy each teams name one by one. You can also copy the names from a spreadsheet
8. Click ‘Done’
9. Click the drop-down box in the “Opposition Team Name” category and repeat Step 7 and 8.
10. If your tournament has only one division, you should delete the “Division” question (using the Trash Can located on the right of the category). If not, click the drop-down box under “Division” and replace the example divisions pre-entered with the Tournaments divisions. This allows you to easily find who won spirit in each division, although sometimes organizers at larger tournaments prefer to create a separate form for each division instead of using this question.
11. It is only recommended to keep the “Day of Play” question if the tournament is over three days long. You can easily delete the question by clicking on the Trash Can on the right of the category. If you'd like to keep it, you should click on the drop-down menu and replace the example days of play with the relevant days of the tournament.
12. The “Repeat Game” category is useful for tournaments to tell you whether a spirit score submitted twice was intentional due to two teams playing each other twice or if the submitting accidentally entered a score for the same game twice. For leagues / tournaments where there is no chance of games being repeated you should delete this question using the Trash Can on the right side

13. “Your Score” and “Opposition Score” are useful for combining submitting spirit scores and actual scores in one place, especially for League formats. If this form isn't being used as a primary means of recording scores, these questions should be deleted using the Trash Can on the right.
14. For tournaments that don't want teams to score themselves on each category they can delete all the Self Scoring questions by clicking on the relevant Trash Cans.
15. Go back to the Spreadsheet created earlier by copying the example spreadsheet
16. Carefully delete the columns (on the Responses Tab) corresponding to the questions that have been deleted from the Form. This can be done by right clicking on the appropriate Column Title (usually as single letter) and selecting “Delete Column”. This gets rid of columns you're not using and makes the sheet a bit neater for your use

## Create a Totalling Script

This section tells you how to create a script which automatically pastes the totalling formula as each team submits a score. This number is also used in the pivot tables which have already been created for you

17. In the new copy of the spreadsheet click on *Tools* → *Script Editor*
18. Based on the number of columns deleted, the script needs to be edited. In the new Script Editor window (probably called “Copy of Total” or something similar) where it says (2, 20, 1, 5), you need to replace the “20” with 20-(the number of rows deleted). So if you only deleted the 5 self scoring categories, you need to replace the 20 with  $20 - 5 = “15”$ .
19. Repeat *Step 17* for the second instance of “20” at the end of the script (20, 1, 5)
20. Click on *Resources* → *Current Project's Triggers* (or click on the Clock with the same function)
21. Click on the blue text saying “No triggers set up. Click here to add one now.”
22. Under “*Events*” click on the drop down box (with “Time-driven” written in it) and select “*From spreadsheet*”
23. Click on the next drop down box (with “*On open*” selected) and select “*On form submit*”
24. Click *Save*
25. A window may pop up saying “Authorization Required”, Click “*Continue*”
26. A new window will open tell you “Copy of Total would like to view and manage your spreadsheets”. Click “*Accept*”
27. You can now close the Script Editor tab (Copy of Total) and return to the main spreadsheet

## Test the Form

28. From the spreadsheet, click on Form > Go to Live Form
29. Check if the form looks how you want it to look. If not, click on ‘Edit Form’ at top right
30. Once you like the look, test the form and scripts. Enter some data on the Live Form and check in the Spreadsheet that everything looks okay. Test at least several options.

## Share the Form

31. When you are ready to share the form, click on 'Edit this Form' at the top right.
32. Click on the blue "*Send Form*" button at the top right.
33. You can share the form by copying the link from the box called the "Link to share". It is recommend to select the 'Short URL' option.
34. If you have the email addresses of all the Spirit Captains you can paste their addresses into the "*Send form via email:*"
35. Alternatively you can share the shortened URL in an email to Spirit Captains or others responsible.

## Make the Scores available online

36. To publish the scores, first go to the spreadsheet.
37. Click on File → Publish to the web...
38. If you'd like to make all the information (un-anonymized, comments and all, as it appears in the spreadsheet) public, continue to step 39 (and skip step 42), if you'd only like to publish the SOTG Table and the Scores Given page, go to step 42.
39. Check that in the drop down box it says "Entire Document"
40. Click the blue "Publish" button.
41. Copy the link and share it with anyone you'd like to be able to see the spirit data (we recommend using a URL shortener like <http://goo.gl> before sharing the link)
42. In the dropdown box where it says "Entire Document" select the page you want to share (most likely "SOTG Table" or "Scores Given"). Then go to Step 40 and 41. Repeat as many times as pages you'd like to publish.

## Feedback

43. This continues to be a work in progress. If you have any questions or suggestions on how to improve this document or the underlying form, please contact [sotg@wfdf.org](mailto:sotg@wfdf.org)