

# MSBA Tabulation Database v1.4 for Microsoft Access®

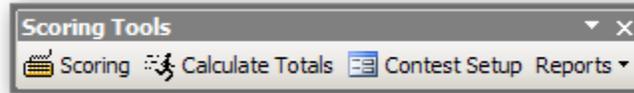
Revised: 9/10/2010

Contact: Steve Wilson, [steve@megapix.org](mailto:steve@megapix.org)

## INITIAL SETUP

Start by making a copy of the blank original database and rename it to an easily identifiable name (the name of your contest for example) and keep the original blank database in a safe location. *Always working from a copy* will simplify setup for a new contest or contest phase (Prelim, Final) in the future.

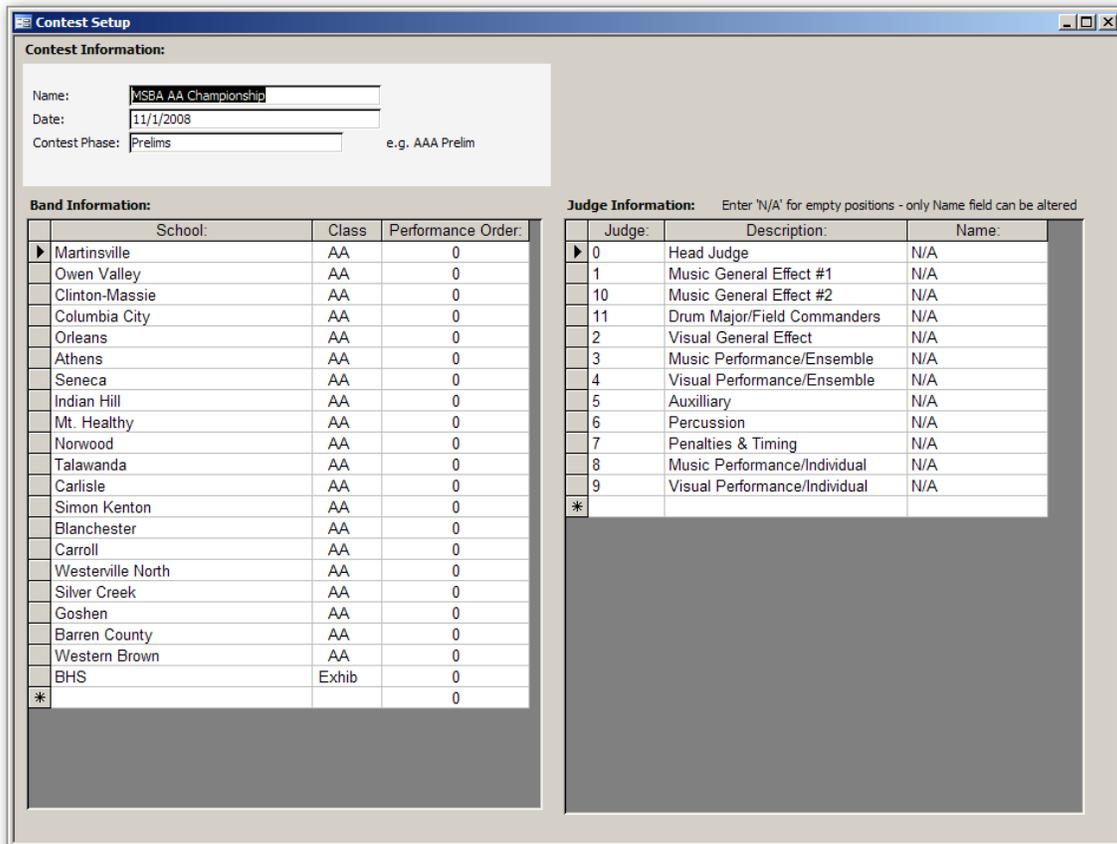
All the necessary controls for using the MSBA Scoring Database can be found in the floating toolbar pictured below.



The toolbar may be docked / or undocked within Microsoft Access® by simply dragging the toolbar up to, or away from, the main toolbar located across the top of the screen. (Office 2007 users and above will find the toolbar located in the Add-In tab, you may want to minimize the Ribbon to gain additional space)

## CONTEST SETUP

The 'Contest Setup' screen should open automatically on startup, or it can be selected in the toolbar.



**Contest Information:**

Name:

Date:

Contest Phase:  e.g. AAA Prelim

**Band Information:**

School:	Class	Performance Order:
▶ Martinsville	AA	0
▶ Owen Valley	AA	0
▶ Clinton-Massie	AA	0
▶ Columbia City	AA	0
▶ Orleans	AA	0
▶ Athens	AA	0
▶ Seneca	AA	0
▶ Indian Hill	AA	0
▶ Mt. Healthy	AA	0
▶ Norwood	AA	0
▶ Talawanda	AA	0
▶ Carlisle	AA	0
▶ Simon Kenton	AA	0
▶ Blancheater	AA	0
▶ Carroll	AA	0
▶ Westerville North	AA	0
▶ Silver Creek	AA	0
▶ Goshen	AA	0
▶ Barren County	AA	0
▶ Western Brown	AA	0
▶ BHS	Exhib	0
*		0

**Judge Information:** Enter 'N/A' for empty positions - only Name field can be altered

Judge:	Description:	Name:
▶ 0	Head Judge	N/A
▶ 1	Music General Effect #1	N/A
▶ 10	Music General Effect #2	N/A
▶ 11	Drum Major/Field Commanders	N/A
▶ 2	Visual General Effect	N/A
▶ 3	Music Performance/Ensemble	N/A
▶ 4	Visual Performance/Ensemble	N/A
▶ 5	Auxilliary	N/A
▶ 6	Percussion	N/A
▶ 7	Penalties & Timing	N/A
▶ 8	Music Performance/Individual	N/A
▶ 9	Visual Performance/Individual	N/A
*		

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## CONTEST SETUP (Contined)

The Contest Setup screen is largely self explanatory. Enter the Contest **Name** as you would like it to appear on the reports along with the date and contest phase (Prelims, Finals, etc.).

**Schools** are entered under the **Band Information** heading. The Class field becomes a drop-down when selected and all classes have been included in the list. You may either type the class or select from the list.

**Performance Order** is required for proper sorting on the Performance Order report which the judges will use to verify scores.

**Judge Names** are entered in the **Judge Information** area. The only editable field is **Name**. The numeric Judge ID and Description are per MSBA regulations and cannot be changed.

**\*\* NOTE \*\***

**Every Judge Name field must contain an entry to ensure proper operation. Unused fields should be marked as 'N/A' or with equivalent text.**

## SCORING

Once you have the first scoring sheet and are ready for data entry, click the **Scoring** icon on the toolbar to display the following screen:

The screenshot displays the MSBA Scoring - East Central software interface. It features a 'Select Band' dropdown menu and a checked 'Include scores in Results' option. The main area is divided into several sections for different judges and categories:

- Judge 1: Aaron Robbin** (Grey background):
  - Repertoire (100 pts): 50
  - Performance (100 pts): 35
  - Music General Effect 1 (200 pts): 85**
- Judge 10: Al Lilly** (Yellow background):
  - Repertoire (100 pts): 39
  - Performance (100 pts): 35
  - Music General Effect 2 (200 pts): 74**
- Judge 2: Tony Ballin** (Pink background):
  - Repertoire (100 pts): 35
  - Performance (100 pts): 39
  - Visual General Effect (200 pts): 74**
- Judge 3: Dave Monesmith** (Blue background):
  - Quality of Technique (100 pts): 38
  - Musicality (100 pts): 42
  - Music Performance Ensemb (200 pts): 80**
- Judge 4: Mitch Nelson** (Light Blue background):
  - Composition (100 pts): 47
  - Excellence (100 pts): 41
  - Visual Performance Ensemb (200 pts): 88**
- Judge 5: Chris Deboard** (White background):
  - Program Content (100 pts): 48
  - Excellence (100 pts): 45
  - Auxiliary (200 pts): 93**
- Judge 6: Paul Wojtana** (Yellow background):
  - Quality of Technique (100 pts): 34
  - Musicianship (100 pts): 31
  - Percussion: 65**
- Judge 8: N/A** (Green background):
  - Woodwinds (75 pts): 0
  - Brass (75 pts): 0
  - Percussion (50 pts): 0
  - Music Performance Individ (200 pts): 0**
- Judge 9: N/A** (Green background):
  - Quality of Techniques (100 pts): 0
  - Accuracy & Definition (100 pts): 0
  - Visual Performance Individ (200 pts): 0**
- Judge: N/A** (White background):
  - Posture, Presence, Professn (30 pts): 0
  - Salute, Voice, Leadership (10 pts): 0
  - Field Conducting (60 pts): 0
  - Field Commander(s) (100 pts): 0**

Summary Totals:

- Total General Effect (600 pts): 233**
- Total Music (600 pts): 239**
- Total Visual (400 pts): 162**
- Penalties: 0**
- Final Score (1000 pts): 401**

\* If individual judges are used, Ensemble and Individual scores are combined and divided by 2 for a Max of 200 points

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### **SCORING (Continued)**

The form opens in a locked state which does not allow data entry. This protects the user from inadvertently entering scores for the wrong band. Select the appropriate school name from the **Select Band** drop-down box.

For each scoring form, locate the correct category on the **Scoring** screen and verify the category name, Judge Number and Name before entering data. Enter the scores in each category and have a scoring partner verify the scores entered. Each area has been color coded to match the color of the scoring sheets for easy identification and entry.

Each field on the **Scoring** screen contains a validation rule that will not accept inappropriate values. (e.g. the *Repertoire* field in *Music General Effect 1* will only accept values between 0 and 100. The user is prompted with an error and required to correct the entry if the number entered falls outside the proper range.)

Scores are saved into the database as they are entered and no special action is required once all scores have been entered. Each area has been color coded to the same color as the scoring sheets for easy identification and entry.

Select the next school name and enter data in the same manner throughout the contest.

The '**Include Scores in Results**' check box located in the upper right hand corner of the screen determines whether the scores for the currently selected school will be included in the ranking and displayed on reports. This option is *enabled* by default. In the event of an Exhibition band, the user may uncheck this option to exclude those scores from the ranking and reports.

#### **\*\* NOTE \*\***

**If the user desires a set of reports with the Exhibition scores included, return to the Scoring screen and select the Exhibition school name. Check the 'Include Scores In Results' box then press the 'Calculate Totals' button. Reports will now include the scores and ranking for the previously excluded band. Reverse the procedure to remove a band from the reports.**

### **CALCULATE TOTALS**

After scores have been entered for 2 or more schools, the user may press the **Calculate Totals** button on the toolbar to rank the participants. **Calculate Totals** may be run again at any time once data has been entered for at least 2 or more schools. After running **Calculate Totals** the user may now open and view rankings in the **Reports** section.

### **REPORTS**

A total of 5 reports are included and are automatically created once scores have been entered and calculated for 2 or more schools:

- Results by Class,
- Results by Performance Order,
- Overall Ranking,
- Ranking by Class,
- and Awards

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These reports are located in the **Reports** menu on the toolbar. Click the **Reports** icon to display the list and select the desired report. Reports will open in print preview mode and may be printed by clicking the **File** menu and selecting **Print**.

### **BEST PRACTICES FOR PRELIMS & FINALS**

Some planning and setup prior to the start of the contest can save time and confusion between Prelims and Finals.

For example, the user could begin by creating 2 copies of the original database, naming the first copy 'Prelim' and the second 'Final'. Contest information (Prelim or Final) would be entered into each respective database along with judge names and their captions for each phase of the contest.

Using this method requires the user to only enter the school names into the 'Finals' copy after Prelims to be ready to begin recording scores.

### **TIPS**

Navigation between the data fields in the **Scoring** screen can be accomplished by using the **TAB** key.

Use scoring sheets from a previous contest and enter these into a test copy of the original database. Practice entering scores, calculating totals, and printing reports. It shouldn't take more than a few minutes to become comfortable using the database, but avoid a 'baptism by fire' by learning how to use the system *during* an event.

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