

Contents

Areas of the score sheet.....	3
1. Team Name:.....	3
2. Categories:	4
3. Handicap:.....	5
4. Category Scores:.....	5
5. Final:.....	6
6. Total:.....	6
7. Position:	6
How it works	7
Editing the “Team” and “Categories” areas.....	7
Number of Teams – Adding More:	7
Team Names:	7
Categories:.....	9
Handicap:	10
Time to play!	11

Areas of the score sheet

1. Team Name:

	A	B	C	D	E	F	G	H	I
1	Team:	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6	Team 7	Team 8

When you first open the score sheet in Microsoft Excel, you will see the name “Team:” in cell A1 along with “Team 1” through “Team 8”. You will want to change the name of the teams for the event as each team will come up with a unique name. You can have more, or fewer than 8 teams but 8 are provided. Adding more teams is a simple matter of cutting and pasting. Instructions on changing the team names will appear later in this document.

2. Categories:

	A
1	Team:
2	Handicap
3	Category 1
4	Category 2
5	Category 3
6	Category 4
7	Category 5
8	Category 6
9	Category 7

The Quizrunners.com format includes 7 categories. Instructions on changing the category names will appear later in this document.

3. Handicap:

2	Handicap	0	0	0	0	0	0	0	0
---	----------	---	---	---	---	---	---	---	---

Handicap is an **optional** area. If you are running a trivia league, or a series of events which will determine an overall winner at the end of the season, handicapping provides an excellent way to even out the scores when one team wins on a regular basis (especially by a wide margin!). Usage for this area will be explained later in this document.

4. Category Scores:

Team:	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6	Team 7	Team 8
Handicap	0	0	0	0	0	0	0	0
Category 1								
Category 2								
Category 3								
Category 4								
Category 5								
Category 6								
Category 7								

This is the main area you will be used throughout the quiz which will track team scores for each round. Instructions on using this area will be provided later in this document.

5. Final:

10	FINAL								
----	--------------	--	--	--	--	--	--	--	--

Using the Quizrunners.com format for setting up your trivia night, the “FINAL” area of this sheet is for the 8th category of the night. It’s similar to a “Final Jeopardy” question.

6. Total:

11	Total	0	0	0	0	0	0	0	0
----	--------------	---	---	---	---	---	---	---	---

This area provides a cumulative scoring summary for the entire quiz. Each round, as scores are entered, the totals change automatically so each team can keep track of where they stand throughout the quiz.

7. Position:

12	Position:	1	1	1	1	1	1	1	1
----	------------------	---	---	---	---	---	---	---	---

This area provides an updated score of the current standings. The first place team will be “1”, the second place team will have a “2” and so on. It’s an excellent way for the teams to know exactly where they are in the standings at a glance.

How it works

Editing the “Team” and “Categories” areas.

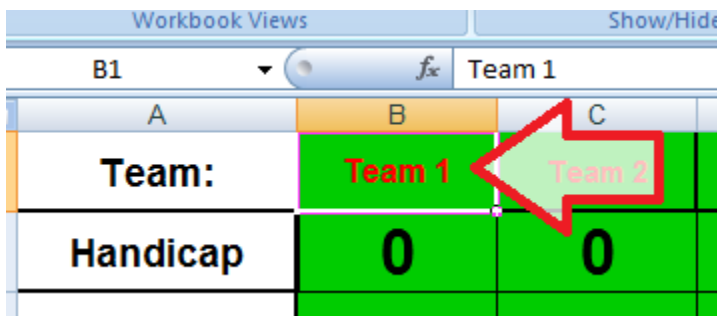
Number of Teams:

If you need to add more teams to the scoresheet (more than 8), there are a few steps. [Please view this video for step-by-step instructions:](#)

<https://www.youtube.com/watch?v=gDvd8pHhgpc>

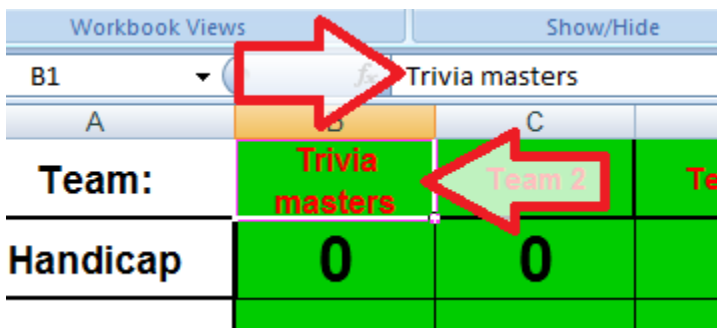
Team Names:

The Quizrunners.com score sheet is a fully editable Excel document. At the beginning of an event, you will need to edit the “Team” area and the “Categories” area. To do this, open up your sheet and click on cell B1.



	A	B	C
Team:		Team 1	Team 2
Handicap		0	0

Change the name from “Team 1” to the name of the first team by typing directly after selecting the cell.



	A	B	C
Team:		Trivia masters	Team 2
Handicap		0	0

Select cell C1 for “Team 2” and edit this cell the same way, continuing through to cell i1 (Team 8) or as many cells as you have teams. Your results should look similar to the following (names will probably be different)

	A	B	C	D	E	F	G	H	I
1	Team:	Trivia masters	Quizzers	Champs!	Team Awesome	Master Minds	Smartinis	Free Thinkers	The Mindbenders

Categories:

Depending on which quiz package you have downloaded from Quizrunners.com, you will enter the categories in here. This score sheet is fully editable. For the purpose of this instructional document, the categories from Quiz #1 will be used.

Select cell A3.

2	Handicap	0	0
3	Category 1		
4	Category 2		

Change “Category 1” to the name of the first category. In this case, it’s “Food”. Use the same method as explained under “Team Names”.

1	Team:	Trivia masters	
2	Handicap	0	
3	Food		

Continue editing the categories until you have all 7 categories finished. It should look similar to the following. If you have category names that are too long, you can either shorten them, or change the font as we did for the music category. Be careful not to make the font too small, or your teams will not be able to see the names.

	A	B
1	Team:	Trivia masters
2	Handicap	0
3	Food	
4	The 1970s	
5	Geography	
6	Pictures	
7	Music (Solo Artists)	
8	Fiction Authors	
9	TV show locations	

Handicap:

	A	B	C	D	E	F	G	H	I
1	Team:	Trivia masters	Quizzers	Champs!	Team Awesome	Master Minds	Smartinis	Free Thinkers	The Mindbenders
2	Handicap		-8	0	0	0	0	0	0


The last item to configure is the handicapping. This is optional but recommended especially for leagues. We recommend handicapping the winning team by half the amount of their winning margin from the previous week. For example: If a team wins by 16 points on one week over the second place team, you would handicap them by 8 points (half the winning margin) by entering “-8” under their handicap area. The sheet will automatically calculate that into their score (They will start at -8).

Time to play!

Once you have the categories and team names set up, you are ready to start your quiz! From this point, the entire score sheet is automated. All you need to do is enter the scores at the end of each round.

At the end of round 1, the teams will announce to you the scores from that round (out of 20 points). Click on cell B3 and enter the score for that team for that round.

	A	B	C
1	Team:	Trivia masters	Quizzers
2	Handicap		-8
3	Food	16	
4	The 1970s		



Continue entering the scores for each team for that round.

	A	B	C	D	E	F	G	H	I
1	Team:	Trivia masters	Quizzers	Champs!	Team Awesome	Master Minds	Smartinis	Free Thinkers	The Mindbenders
2	Handicap	0	-8	0	0	0	0	0	0
3	Food	16	18	12	11	8	15	14	12
4	The 1970s								
5	Geography								
6	Pictures								
7	Music (Solo Artists)								
8	Fiction Authors								
9	TV show locations								
10	FINAL								
11	Total	16	10	12	11	8	15	14	12
12	Position:	1	7	4	6	8	2	3	4

Notice the change in color. The first 3 placed teams will be highlighted in different shades of green.



First place is the darkest green.



Second place is a lighter shade of green.



Third place is the lightest shade of green.

All other places will stay with a white highlight.

Also notice that the “Quizzers” are still in white, even though they won the round. They received an 8 point handicap, so their overall score is only 10 (7th place).

As each round finishes, you will enter the scores until you reach the final round. Your score sheet should look something like this:

	A	B	C	D	E	F	G	H	I
1	Team:	Trivia masters	Quizzers	Champs!	Team Awesome	Master Minds	Smartinis	Free Thinkers	The Mindbenders
2	Handicap	0	-8	0	0	0	0	0	0
3	Food	16	18	12	11	8	15	14	12
4	The 1970s	12	14	16	10	12	18	20	10
5	Geography	16	18	14	8	10	16	14	11
6	Pictures	18	16	16	18	20	16	16	14
7	Music (Solo Artists)	12	10	12	8	16	14	12	10
8	Fiction Authors	8	8	12	16	14	10	10	6
9	TV show locations	16	18	16	12	18	20	16	12
10	FINAL								
11	Total	98	94	98	83	98	109	102	75
12	Position:	3	6	3	7	3	1	2	8

In this case, the “Smartinis” are in the lead with 109 points, the “Free Thinkers” are in second place with 102 points and there are 3 teams tied for third place with 98 points.

Final Trivia Round:

The final trivia round is worth up to 20 points. Each team can wager between 0 to 20 points on a single question. The quizmaster reads the final trivia round category. Then, before the final question is read, each team must write down its wager amount on the answer sheet as seen below.

Final:

Wager: _____ /20

Once all teams have written down their wagers, the final question is read aloud.

Teams will be provided up to 5 minutes to answer the final questions. Once each team writes down the answer, they hand in the answer sheet to the quizmaster. Teams who get the final question correct will be awarded the amount of points they wagered, or if answered incorrectly, lose that amount. For example, if a team answers the question correctly and wagered 20 points, enter a “20” in their final box. If they answer incorrectly, enter a “-20”.

In the end, the score sheet will look similar to the following:

	A	B	C	D	E	F	G	H	I
1	Team:	Trivia masters	Quizzers	Champs!	Team Awesome	Master Minds	Smartinis	Free Thinkers	The Mindbenders
2	Handicap	0	-8	0	0	0	0	0	0
3	Food	16	18	12	11	8	15	14	12
4	The 1970s	12	14	16	10	12	18	20	10
5	Geography	16	18	14	8	10	16	14	11
6	Pictures	18	16	16	18	20	16	16	14
7	Music (Solo Artists)	12	10	12	8	16	14	12	10
8	Fiction Authors	8	8	12	16	14	10	10	6
9	TV show locations	16	18	16	12	18	20	16	12
10	FINAL	20	20	-14	20	-20	10	-20	20
11	Total	118	114	84	103	78	119	82	95
12	Position:	2	3	6	4	8	1	7	5

All points are automatically added or subtracted and the winner is highlighted in dark green (in this case, the Smartinis by 1 point).