AKC Scent Work Judging Calculator

The following information discusses how to use the AKC Scent Work Judging Calculator. The Calculator shows you when each judge reaches their daily limit, and when your trial reaches its numerical limit (if it has one).

THE "8-HOUR JUDGE LIMIT"

Beginning October 1, 2019 AKC Scent Work Judges are limited to "8 hours of Judging Time" per day. Each class is assigned a certain number of minutes to help estimate the workload. When accepting entries or assigning classes, Trial Secretaries may not assign more entries to the judge than is permitted by the 8-hour calculation.

Note: The 8-Hour Limit is applied in the planning stages. If the unexpected should occur and the trial is running behind, judges are certainly not to stop their assignments and go home. They should finish the assignment and explain their length of day and what caused the delay in their Judge Report.

PURPOSE OF THE CALCULATOR

The AKC Scent Work Judging Calculator ("SWJC") is an Excel file that Trial Secretaries use to ensure that Judges do not exceed their daily limit. The calculator is based on the following:

Administration/Setup	120 minutes per day
Novice entries	2.5 minutes per entry
Advanced entries	3 minutes per entry
Excellent entries (except Interior)	4 minutes per entry
Excellent Interior entries	6.5 minutes per entry
Master entries (except Interior)	5 minutes per entry
Master Interior entries	8 minutes per entry
Detective Class entries	10 minutes per entry

With minimal effort on the part of the Trial Secretary, the Calculator will estimate the judging time and will make it clear when any judge reaches or exceeds their limit. Depending on the type of limit chosen for the trial (Numerical Limit or Judging Hours Limit) this will dictate when entries close, will help Trial Secretaries with load balancing, or both.

TWO DIFFERENT CALCULATOR FILES

There are two different versions of the SWJC, for your convenience. One of these includes a spreadsheet where you can record the entries as they are received and keep track of the judge's totals while entries are open. It also helps ensure that your numbers are accurate because it sums them automatically rather than requiring you to add yourself. This version is called "SWJC Individual Entry Version."

The second version of the SWJC is intended for use if you only want to determine judging time from total entries that you have summed elsewhere (it does not include the Entries input). To use this you will need to manually count how many of each type of entry are assigned to that judge, and put those totals in. The calculator will then apply the duration for each entry as accorded in the Regulations and tell you the total number of hours that judge is assigned. This version is called "SWJC Manual Version."

Using the Calculator- INDIVIDUAL ENTRY VERSION

OVERVIEW OF THE TOOL

The Individual Entry version of the SWJC has 3 different sheets, and you can navigate back and forth between these sheets by clicking on the tabs just above your taskbar. The sheets are Entries, Single Trial Calculator, and Double Trial Calculator.
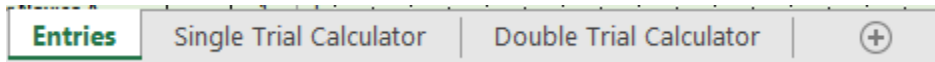

Figure 1- Three sheets to choose from

Entries

The Entries sheet is where you will input the data from your entry forms. On the vertical axis of this sheet you see a row for each class that can be offered at an AKC Scent Work trial. On the horizontal axis you see a sequence of numbers, from 1 to 100. Each of these columns represents a specific entry form that you have received.

Figure 2- The Entries Sheet

Single Trial Calculator

Figure 3- The Single Trial Calculator Sheet

The Single Trial Calculator sheet contains the actual calculator that will show you the consolidated entry numbers and time estimates for each of your judges. This is the version that you will use if your club is only offering one trial on a specific date. Note: You will also use this calculator if you are offering two trials on a specific date but are choosing to have each judge work on a single trial exclusively.

Double Trial Calculator

The Double Trial Calculator sheet contains the calculator version that you will use if your club is offering two trials on a specific date, with the judges working on both trials.

Figure 4- The Double Trial Calculator Sheet

ENTRIES SHEET IN DEPTH

Input and Formula Fields

The majority of this sheet is intended for data entry, although several columns are "locked" because they contain formulas or data that is used by formulas. These locked cells include the entire top row, column A (trial sequence number), column C (class name), and column E (class totals).

Column B is where you will input the specific AKC number for that trial. This helps you keep your information straight so that you know which entries are being applied to which event. The AKC event number will always be 10 digits. The first four digits are the year in which the event is held, the second four are the club number assigned by the AKC (with leading zeros if the club number is fewer than four digits), and the final two numbers indicate the sequence in which it was created by our system. (Ex: 2019277101 is the first event created for club 2771 in the year 2019.) The event numbers for your trials may or may not be consecutive, depending on the order in which your club's applications were processed (this includes applications for any AKC event—not just Scent Work).

Figure 5- Judge Input/Selection

Column D is where you will denote which judge is assigned to each particular class. Because of use in formulas, this field will allow you to input only the following: J1 (judge 1), J2, J3, J4, J5, J6, J7, or J8.

It does not matter which judge is designated by which number, just as long as you are consistent throughout the spreadsheet. Judge names can be input on the actual calculator pages to help you keep track.

Note: if you are using more than 8 judges at your event, please e-mail ScentWork@akc.org and we will be able to provide you with a custom calculator that allows you to input all of your judges.

Columns F through DA each represent a specific entry form that you have received. As entry forms arrive or are processed, each should be numbered to correspond with its order of receipt (or order drawn) and its position on the entries sheet. For each class that is marked on the entry form, you will go down the column and put a "1" where the class and entry form number intersect. The "1" denotes the number of entries on that form into that class. Since no dog can be entered multiple times in the same class for the same event number, the input cannot be anything other than 1. If you get confused or your fingers accidentally slip, and you type anything other than "1," you will receive an error message and be asked to correct it.

As you go form by form inputting data in the Entries sheet, the class totals will constantly be updated to show you how many dogs so far have been entered in each specific class.

Figure 6- Inputing an Entry Form

Trial 1 and Trial 2

The Entries sheet has two stacked arrays, one for each trial that you are offering on a particular date. If you are only offering one trial per date (or are only having each judge work on a single trial exclusively), you will only input data into the Trial 1 array (rows 2 through 27). For your convenience, these are color coded: blue for trial 1 and green for trial 2.

Hiding Rows or Columns

There will be times when you will not be offering every class at your events. To clear some of the clutter you can "hide" the rows that correspond to classes that you are not offering. Simply right click the row number and select "Hide." You can hide multiple rows at once by left clicking the number of the first row that you want to hide, dragging the cursor down to the last row and then right clicking and selecting "Hide." At any time, you can choose to "Unhide" these by highlighting multiple rows surrounding the hidden ones, right clicking, and choosing "Unhide."

Note: Never choose to "Delete" or "Insert" rows, columns, or cells. The complex formulas in the calculators rely on specific cell numbers and deleting or inserting cells will break the calculator. (Data within cells can always be cleared or modified with no ill effect, but the cell itself should not be removed.)

After the close of entries you can choose to hide the columns that are not in use as well, to prevent confusion and simplify your view.
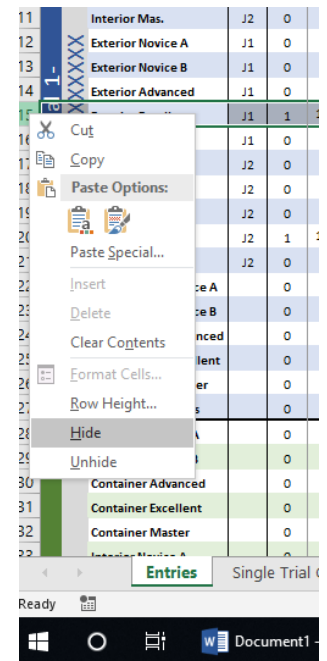

Figure 7- Hiding Rows

THE SINGLE TRIAL CALCULATOR

Formula and Input Fields

Nearly all of the fields on this sheet contain formulas to perform the calculations. There are only a few cells where you will need to input data, and these are all shaded **GRAY**. These input fields include the Date (E2 through F2), the Club Name (J2 through Q2) and the names of each Judge (row 5).

Judge by Judge Data

Each judge has a separate square with their unique entry numbers. Make sure that the judge you put as "Judge 1" on this sheet corresponds to the classes marked "J1" on the Entries sheet. Each judge's square contains their consolidated entry numbers and the corresponding number of minutes accorded to those

Figure 8- Detail of Judge Data

entries. All Novice entries are in row 10, all Advanced entries are in row 11, Excellent entries minus Interior are in row 12, Excellent Interior entries are in row 13, Master entries minus Interior are in row 14, Master Interior entries are in row 15, and the Detective Class entries are in row 16. Displayed also is the Setup/Admin time. Total time appears just beneath the judge's name, both in minutes and in hours. Although no longer relevant to the judge's daily limit, a running total of their daily entries is displayed for your information below.

As you enter information into the Entries page the calculator will be constantly working, updating each judge's entry numbers, and estimated duration. If a judge exceeds their daily 8-hour limit, the text in the total hours field (row 7) will turn **RED**. This signals you that you need to remove one or more entries from that judge. You should periodically page back and forth between the Entries and the Calculator pages to ensure that you have not overloaded the judge (no pop-up or warning message appears on the Entries sheet—you will have to keep an eye on the judges' totals yourself).

A box in the far-right corner of the sheet keeps a running total of the number of entries in the trial. This will be important if you have chosen a Numeric Limit for your trial.

Figure 9- Entry Numbers

THE DOUBLE TRIAL CALCULATOR

The Double Trial Calculator contains all the same information as the Single Trial Calculator, so please take a moment to read through that section if you have not already done so. The major difference with the Double Trial Calculator is that it has two stacked arrays of information, one representing each individual trial being held on that date. The other significant difference is that the setup/admin time has been divided equally between the two trials.

In addition to all the information that you will find on the Single Trial Calculator, the Double Trial Calculator also includes the estimated daily total of work (row 30). This is the number that you need to pay attention to concerning judge limits—if any judge exceeds 8 hours the text will turn **RED** to alert you that that judge has been overloaded. Note: There are also separate totals for Trial 1 (row 7) and Trial 2 (row 20). If either of these totals exceeds 4 hours, the text will turn **ORANGE** to make you aware that more than half of the judge's daily work has been accorded to that trial. You do NOT need to keep the judges below 4 hours for each individual trial, only 8 hours for the entire day. However, this 4-hour warning will help you be aware that your judge's workload might be unbalanced.

In the lower right-hand corner of each trial array you will find a running total of the entries, so you can keep track if you are using a Numeric Limit for your trial.

	Judge 1
	Name
Total Minutes	483 mins
Total Hours	8.05 hours
Setup/Admin	60 mins

	Entries	Mins
Nov	24	60
Adv	17	51
Exc	33	132
Exc Int	0	0
Mas	36	180
Mas Int	0	0
Det	0	0

	Judge 1
	Name
Total Minutes	60 mins
Total Hours	1.00 hours
Setup/Admin	60 mins

	Entries	Mins
Nov	0	0
Adv	0	0
Exc	0	0
Exc Int	0	0
Mas	0	0
Mas Int	0	0
Det	0	0
DAILY TOTAL:	9.05 hours
	110 entries

Figure 10- Totals turn red when limits are exceeded

Hiding Rows or Columns

Just like on the Entries sheet, you have the option to "hide" certain rows or columns. The calculator has space for up to 8 judges. If you are not utilizing 8 judges you may want to hide the unused columns. Similarly, you may not be offering all difficulty levels, and may want to hide the unnecessary rows. Example: If your trial is Novice and Advanced only, you can choose to hide the Excellent, Master, and Detective rows. Note: Hiding rows 15 or 16 on the Single Calculator or rows 15, 16, 28 or 29 on the Double Calculator will also hide the label for the total entries field. However, the numbers will still display.

Using the Calculator- MANUAL VERSION

OVERVIEW OF THE TOOL

The Manual version of the SWJC has 2 different sheets, and you can navigate back and forth between these sheets by clicking on the tabs just above your taskbar. The sheets are Single Trial Calculator, and Double Trial Calculator.

Single Trial Calculator

The Single Trial Calculator sheet contains the actual calculator that will show you the consolidated entry numbers and time estimates for each of your judges. This is the version that you will use if your club is only offering one trial on a specific date. Note: You will also use this calculator if you are offering two trials on a specific date but are choosing to have each judge work on a single trial exclusively.

Double Trial Calculator

The Double Trial Calculator sheet contains the calculator version that you will use if your club is offering two trials on a specific date, with the judges working on both trials.

THE SINGLE TRIAL CALCULATOR

Formula and Input Fields

Many of the fields on this sheet contain formulas to perform the calculations. There are only a few cells where you will need to input data, and these are all shaded **GRAY** or **BLUE**. These input fields include the Date (E2 through F2), the Club Name (J2 through Q2), the Event Number (column A), the names of each Judge (row 5), and the total entry numbers (rows 10 through 16).

Judge by Judge Data

Each judge has a separate square with their unique entry numbers. Each judge's square contains their consolidated entry numbers and the corresponding number of minutes accorded to those entries. All Novice entries are in row 10, all Advanced entries are in row 11, Excellent entries minus Interior are in row 12, Excellent Interior entries are in row 13, Master entries minus Interior are in row 14, Master Interior entries are in row 15, and the Detective Class entries are in row 16. Displayed also is the Setup/Admin time. Total time appears just beneath the judge's name, both in minutes and in hours. Although no longer relevant to the judge's daily limit, a running total of their daily entries is displayed for your information below.

You will need to input the number of entries of each type for each judge, and the calculator will give you the total time. If a judge exceeds their daily 8-hour limit, the text in the total hours field (row 7) will turn **RED**. This signals that the judge is overloaded and you must adjust the panel.

Figure 11- Inputing entry numbers

A box in the far-right corner of the sheet keeps a running total of the number of entries in the trial. This will be important if you have chosen a Numeric Limit for your trial.

THE DOUBLE TRIAL CALCULATOR

The Double Trial Calculator contains all the same information as the Single Trial Calculator, so please take a moment to read through that section if you have not already done so. The major difference with the Double Trial Calculator is that it has two stacked arrays of information, one representing each individual trial being held on that date. The other significant difference is that the setup/admin time has been divided equally between the two trials.

2019XXXXXX	Judge 1	
	Name	
Total Minutes	483 mins	
Total Hours	8.05 hours	
Setup/Admin	60 mins	
	Entries	**Mins**
Nov	24	60
Adv	17	51
Exc	33	132
Exc Int	0	0
Mas	36	180
Mas Int	0	0
Det	0	0

2019XXXXXX	Judge 1	
	Name	
Total Minutes	60 mins	
Total Hours	1.00 hours	
Setup/Admin	60 mins	
	Entries	**Mins**
Nov	0	0
Adv	0	0
Exc	0	0
Exc Int	0	0
Mas	0	0
Mas Int	0	0
Det	0	0
DAILY TOTAL:	9.05 hours	
	110 entries	

Figure 12- Totals turn red when 8 hours is exceeded

In addition to all the information that you will find on the Single Trial Calculator, the Double Trial Calculator also includes the estimated daily total of work (row 30). This is the number that you need to pay attention to concerning judge limits—if any judge exceeds 8 hours the text will turn **RED** to alert you that that judge has been overloaded. Note: There are also separate totals for Trial 1 (row 7) and Trial 2 (row 20). If either of these totals exceeds 4 hours, the text will turn **ORANGE** to make you aware that more than half of the judge's daily work has been accorded to that trial. You do NOT need to keep the judges below 4 hours for each individual trial, only 8 hours for the entire day. However, this 4-hour warning will help you be aware that your judge's workload might be unbalanced.

In the lower right-hand corner of each trial array you will find a running total of the entries, so you can keep track if you are using a Numeric Limit for your trial.

Hiding Rows or Columns

To help simplify your view, you have the option to "hide" rows or columns that are not in use. You may want to do this if you do not have 8 judges, or if you are not offering all difficulty levels at your trial. Simply right click the row/column number and select "Hide."

Note: Never choose to "Delete" or "Insert" rows, columns, or cells. The complex formulas in the calculators rely on specific cell numbers and deleting or inserting cells will break the calculator. (Data within cells can always be cleared or modified with no ill effect, but the cell itself should not be removed.)

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