

# Procedure for Automated Lottery

---

*Paul Cuffee School*

3/1/2017

*This procedure will be followed for each grade of applicants. Please see “Notes” at bottom of page for detail about spreadsheet setup.*

## Procedure

- a. Copy-and-paste the two cells in worksheet “Calc” to cells F2 and G2 of current Worksheet
- b. Paste the special cells down all of columns F and G by scrolling, so every line with an applicant has identical data
- c. Remind observers about the meaning of **Twin-Adjusted Rank**
- d. To Calculate Formulas go to ‘Formulas’ and hit “Calculate Now”
- e. Scroll down and back up
- f. Copy all of columns F and G
- g. Use Paste Values command (*Paste Special - Paste Values – Values*) to replace formulas number values into the same cells
- h. Scroll down and back up
- i. Sort by “Preliminary Rank” (Select entire Worksheet (*Data – Sort – Sort by Preliminary Rank*))
- j. Adjust for twins
  - i. Inspect for Twins. Verify that twins are highlighted yellow
  - ii. Move the later twin up to directly below earlier one by:
    1. Select entire row of later twin and *Cut*
    2. Select row below earlier twin and *Insert Copied Cells*
  - iii. Repeat for all twins
  - iv. Generate “Twin-Adjusted Rank” by entering 1 and 2 in first two cells and then pulling down to complete the table
- k. Protect the worksheet from future editing using secret password
- l. Scroll down and back up
- m. Save Document

## Notes

- **Preliminary Rank:** The numbers generated in the **Preliminary Rank** are randomly assigned using two formulas. These formulas are documented below, under the heading “Formulas Used”
- **Twin-Adjusted Rank:** This lottery is to determine the rank order of applicants who do not have siblings who are current students at PCS. The order that is assigned in the **Twin-Adjusted Rank** column will determine the order that applicants are accepted off the Waiting List, once the current Sibling Waiting List for that grade has been exhausted.
- **Formulas Used**
  - **Random function** `=RAND()` - Generates evenly distributed random number between 0 and 1
  - **Rank function** `=RANK(INDIRECT("RC[-1]",0),INDIRECT("R2C[-1]",0):INDIRECT("R999C[-1]",0),0)` - Ranks the number in the cell to the left, within the set of numbers in that column, in order from 1 to the total number of data in the set.
- **Error Policy** If any mistakes are made that would affect the outcome of the lottery, either by the people administering the lottery or by the computer during the lottery for a specific grade, the operators will clear all data for that grade only and begin the lottery for the affected grade from the beginning.