



Instructions For **Lose Big, Win Big** Excel Worksheet

How to Enter Your Teams Weight Weekly

1. In the data entry sheet enter the names of each of your team members in the **Name** column.
2. In the **Week 1** column enter each team members starting weight.
 - a. Once you have entered each team member's name the total weight of your team will appear in the **Total** row.
 - b. If you have less then 30 team members, right click your mouse, and delete the extra rows.
3. For Week 2 enter each team member's weight; repeat this step each week.
4. If a member does not show up for weigh in, you should carry their current weight forward.

How to Report Your Teams Weight Loss Percentage

1. Click on the **Statistics** tab.
2. In the **WL-2** (Weight Loss in Week 2) you will see the amount of pounds each team member lost individually and in **PWL-2** (Percentage of Weight Loss Week 2) you will see the percentage of weight loss for each team member individually.
3. Scroll down to the **Total** row and you will see the total pounds lost by your team during Week 2 and in the column to the right you will see the percentage of weight lost by your team in Week 2.
4. Email the total pounds lost by your team and the total percentage of weight lost by your team to (team leader)
5. Repeat step 4 each week.

Important Information

- **Do not change any formulas in the excel sheet; this would flaw all results.**