



Hulp dokumente om makliker te werk.
Documents to assist and explain procedures.



Importing the Excel team lists

To prevent repetitions and communication, use the following 5 steps if you receive a team list in Excel format. The total process takes about 15 minutes for any team.

1 Receiving.

When receiving a team list, open it in Excel and check the following:

On the Team page the name and abbreviation is required.

Avoid long names and use PS or HS instead of Primary School or High School.

Each abbreviation must be unique.

On the Male and Female pages the age must be entered as a numeric value.

All ages must be typed even if it is repeating.

All names/initials and surnames must be filled in. Avoid long names. Full names and long surnames. These will cause double lines on the draw sheets. Any name or surname longer than 25 characters will be removed when the team is imported.

Don't leave open lines between athletes.

(If there are 120 athletes and a line is skipped between number 16 and 17, only the first 16 will be reported and imported.)

For immediate availability in the program, save the spreadsheets in C:\Athletics\Import. This directory was created during the installation of the program. You can use any other directory but you must be able to browse to its location. (I use sub directories below Import for various meetings such as C:\Athletics\Import\GautengHS for the Gauteng High Schools meeting.)

For easy identification, use the team's name or abbreviation as the name of the team list. It can be either of the 2 Excel formats such as **Any Team.xls** or **Any Team.xlsx**

Only do obvious changes and send it back if a large number of errors are picked up in the list.

Team information	
Name	PS Anyone
Abbreviation	PSA
Manager	
Address	

Athlete data				
Meeting number	Age group	Name or Initial(s)	Bekker Sport Surname	Date
	13	Joan	Williams	
	9	E	Short	
	11	Mary-Lo	Flowers	



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2 Import.

Use **Teams** and click on **Import**.

The team lists are shown on the right.

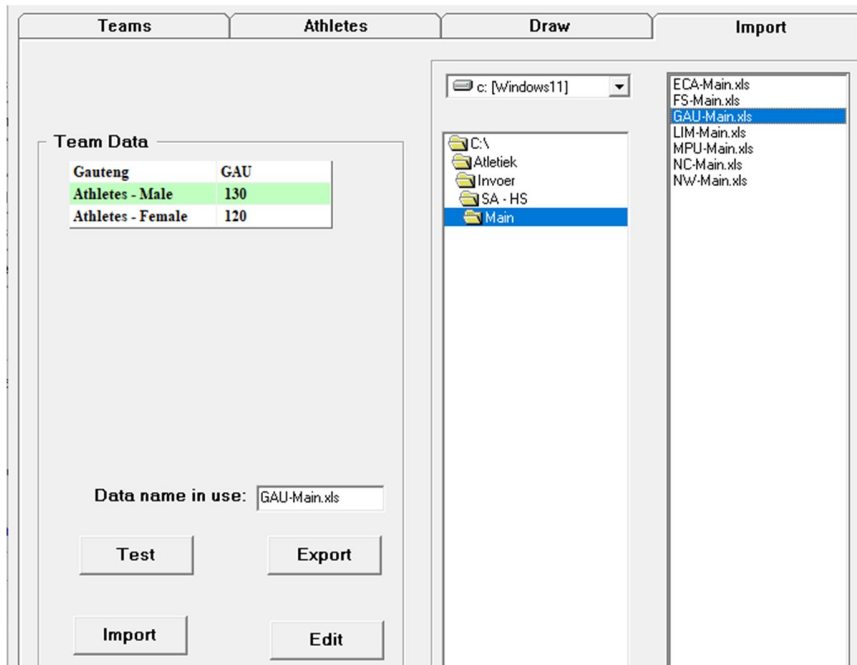
If another directory was used, use the browse boxes to locate it.

Click on the team you want to import and wait for the information to show.

Check the team's name, abbreviation and number of athletes.

If something looks wrong, cancel and correct it in Excel.

If all is correct, click on **Import** and wait for it to complete.



Repeat for all other teams that must be imported.

3 Verification.

Click on Athletes

Click on the team.

Click on an athlete

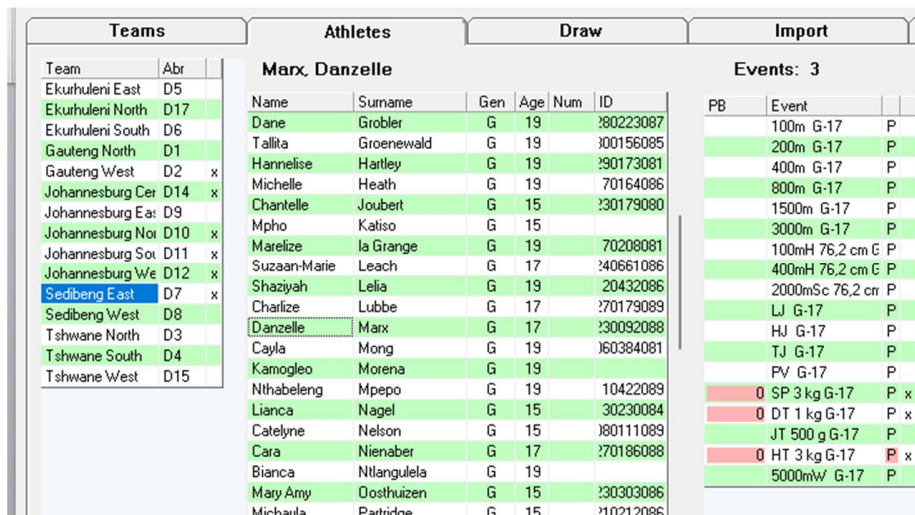
At the bottom click on Program Events

(This shortens the list to only those events on the program available for the selected athlete.)

Check if the events are registered.

Only check a small sample.

The team's manager is responsible to do a full verification in the last step.





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4 Feedback.

From the main menu click on **Reports** and then on **Teams**.

Remove the mark at **All Teams**.

Mark the option **Include unplaced Athletes**.

Select the order required. I normally use the option **Gender, Age, Alphabetical**.

The teams are shown on the right hand side.

Click on **Mark None** and then mark the team required.

Click on **Display**.

As soon as the list is displayed, click on **Cancel** and then on **Edit**.

The team list will open in MS Word but in .rtf format.

Use **Save As** and save it as .doc or .docx using the team's name. You can save it in any location and e-mail it to the team manager. Request a full check on the list and provide a due date for feedback and changes. Die spanlys vertoon dan in MS Word maar as .rtf formaat.

The responsibility to ensure correct spelling, age groups, event entries, etc. is not yours but that of the team manager.

5 Adding Relays.

This last step is only required if the program includes relays.

Relays are registered for teams in the same way that events are registered for athletes.

Although the spreadsheet contains a relay page, this is only for checking and it is not registered during the import.

You can do this on a team-by-team basis or leave it till all teams are in and then do a global registration.

The screenshot shows a software interface with four tabs: 'Total', 'Teams', 'Scores', and 'Analyze'. The 'Teams' tab is active. It contains two sections: 'General' and 'Order'. In the 'General' section, there are four checkboxes: 'All Teams' (unchecked), 'Include Heats' (unchecked), 'Include unplaced Athletes' (checked), and 'All placings' (checked). In the 'Order' section, there are six radio buttons: 'Performance', 'Gender performance', 'Alphabetical', 'Gender Alphabetical', 'Gender Age Alphabetical' (selected), and 'Program order'.



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Use the **Teams** option and click on the team required.
All possible relays will be displayed.

Shorted the list by clicking on **Prog. Events** to display only those included for the meeting.

For global registration, click on **Register all Relays**. This will add all relays to all the teams.

For individual events, you can add or remove specific relay for a specific team by clicking on the relay in the list.

Teams			Athletes		
Team	Abbriv		PB	Event	
Noord-Kaap	NK	x	4x100m	G-10	P x
Noord-Transvaal	NT	x	4x100m	B-10	P x
Noordwes	NW		4x100m	G-11	P x
Omega	OM		4x100m	B-11	P x
Oos-Transvaal	OT	x	4x100m	G-12	P
Sentraal Transvaal	ST	x	4x100m	B-12	P x
			4x100m	G-13	P x
			4x100m	B-13	P
			4x100m	G-14	P x
			4x100m	B-14	P
			4x100m	G-15	P x
			4x100m	B-15	P x
			4x100m	G-16	P
			4x100m	B-16	P x
			4x100m	G-17	P x
			4x100m	B-17	P x
			4x100m	G-18	P x
			4x100m	B-18	P x
			4x100m	G-19	P
			4x100m	B-19	P

A full red line is a registered relay.

A 50% red line is a relay that will be added.

A 25% red line is a relay that will be removed.

Click on **Save** to complete the changes.

Warning: if there are relays on the program and no relays was marked for any team, then the draw process will give an error message when doing a full draw.