



# **Meet Manager State Relays Entry Program**

**Version 1.07**

**User Guide**

**September 2023**

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## 1 Introduction

The “Meet Manager State Relays Entry Program” was developed to facilitate the transfer of a Centre’s State Relays team entries to the ACTIVEHY-TEK Meet Manager system.

### 1.1 Assumptions

This User Guide assumes that the user is competent in the use of a PC or Apple Mac, the basics of Microsoft Windows or Apple Mac operating systems and Microsoft Excel.

It also assumes that Meet Manager has been configured for the State Relays and is ready to accept Centre team entries.

### 1.2 Hardware And Software Requirements

The program requires Microsoft Excel and can be used on any Computer capable of running this software. You must have, as a minimum requirement, Microsoft Excel 2007 to use the program but it will function on all later releases of Microsoft Excel.

### 1.3 Nomenclature

Several font colours are used in the system. These assist with reading and interpreting cell contents.

Black Font	Static Entry - Cell value never changes.
Blue Font With Lavender Shading	Dynamic Entry - Value in the cell can be altered by the user.
Green Font	Hyperlink – Cell contains a hyperlink.
Red Font	Formula – Cell contains a formula which can only be altered by the program.

### 1.4 Limitations

This “Meet Manager State Relays Entry Program” must be run in Microsoft Excel. It will not work correctly with any other software. Do not use OpenOffice Calc or StarOffice Calc with this file!

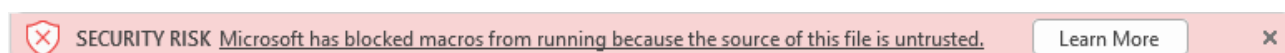
It should be noted that Copy, Cut, Paste and Drag-and-Drop editing have been disabled because these functions circumvent data validation.

### 1.5 Recommendation

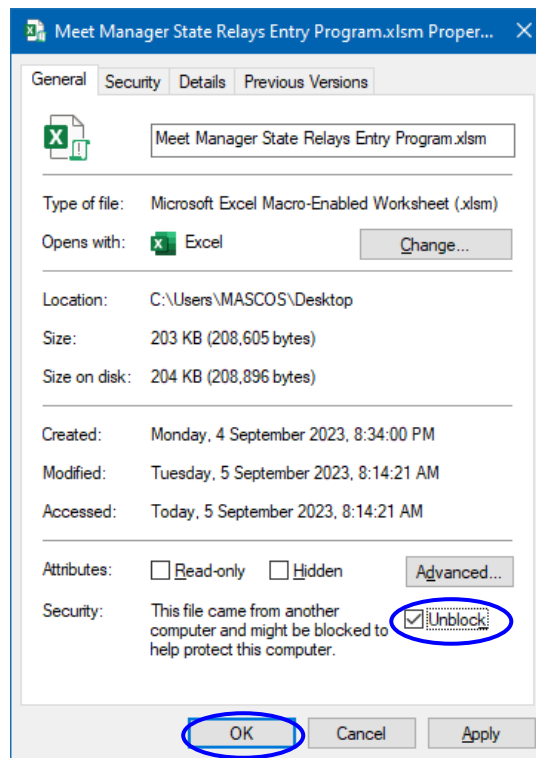
It is recommended that the Meet Manager State Relays Entry Program be forwarded to LANSW ([competitions@lansw.com.au](mailto:competitions@lansw.com.au)) as is. LANSW can then generate the Meet Manager import file. This allows LANSW to correct any exceptions (errors) detected during the Meet Manager import process.

### 1.6 WARNING - Emailing The Program

The program is an Excel file that contains "macros" which are essentially bits of computer code written in Visual Basic for Applications. Historically "macros" have been vehicles for malware. To improve security in Office, Microsoft has changed the default behaviour of Office applications to block macros in files from the internet. With this change, when users open a file that came from the internet, such as an email attachment, and that file contains macros, the following message will be displayed:



To allow the macros to run simply save the file locally and select the “Unblock” checkbox on the General tab of the Properties dialog for the file as shown below.



## 1.7 Problems

Although every effort has been made to ensure the program performs correctly problems may occur. If you have a problem, please consult this manual first. If you cannot resolve your problem, check that you have the latest version of the program via the hyperlink on the “Main” worksheet. If you are still unable to resolve your problem, contact Little Athletics NSW.

Email: [admin@lansw.com.au](mailto:admin@lansw.com.au)

## 2 Installation And Removal

### 2.1 Installing The Program

The program is installed simply by copying the Excel file “Meet Manager State Relays Entry Program.xlsm” to any Folder on the Computer.

### 2.2 Removing The Program

The program is removed simply by deleting the Excel file “Meet Manager State Relays Entry Program.xlsm” from the relevant Folder on the Computer.

## 3 System Overview

### 3.1 Microsoft Excel

The program uses Microsoft Excel. You must have, as a minimum requirement, Microsoft Excel 2007 to use the program. The program will function on all later releases of Microsoft Excel.

### 3.2 Workbook Structure

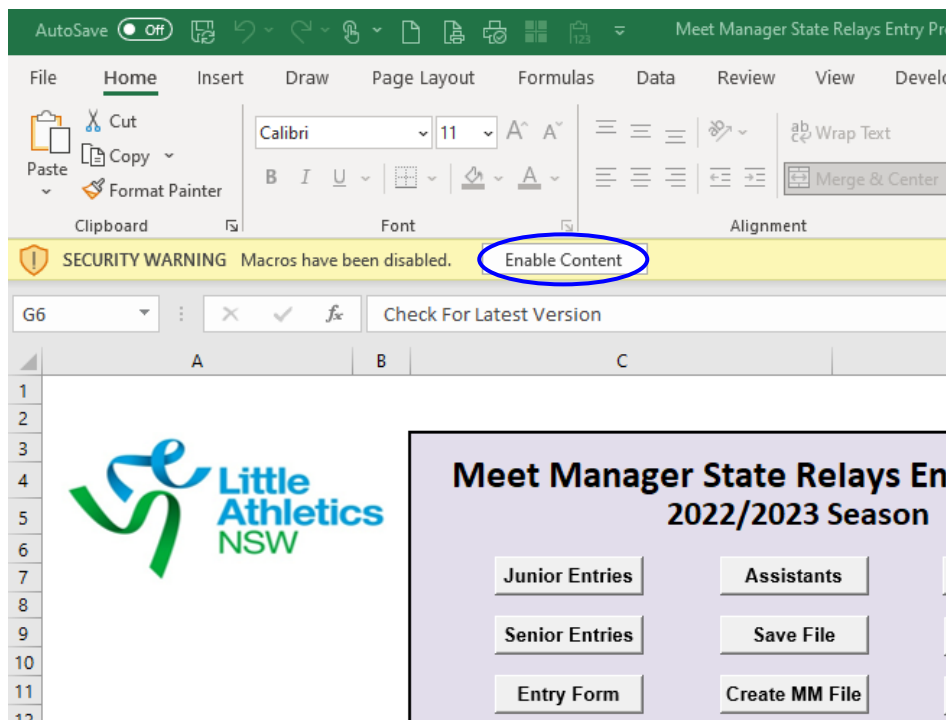
The Microsoft Excel workbook (file) “Meet Manager State Relays Entry Program.xlsm” consists of seven (7) worksheets. The workbook and each worksheet are protected so that they cannot be inadvertently altered.

- The worksheets are:
1. Main
  2. Entry Form
  3. Assistants Form
  4. Junior Entries
  5. Senior Entries
  6. Lookup Table
  7. Versions

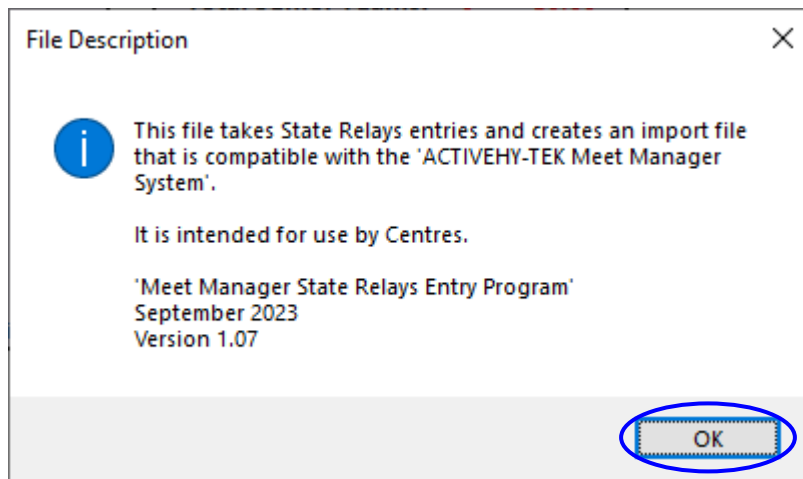
## 4 System Operation

### 4.1 Start The System

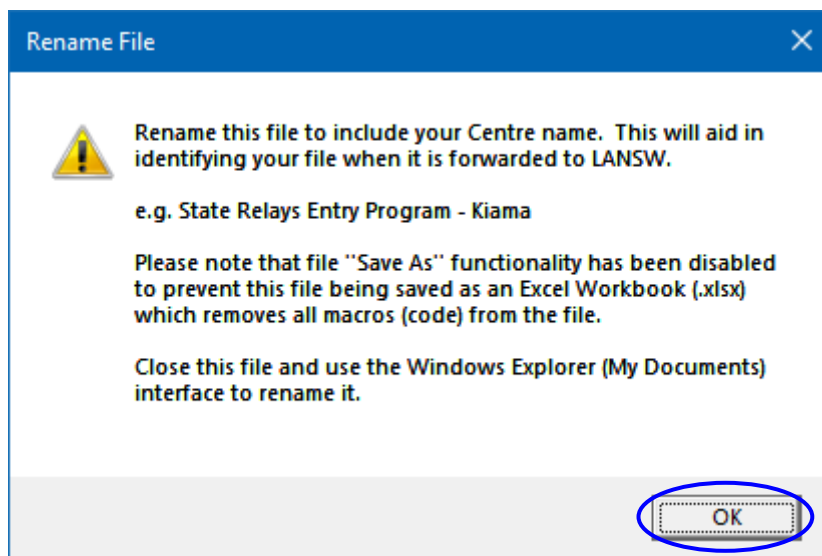
Simply opening the Microsoft Excel file “Meet Manager State Relays Entry Program.xlsm” starts the system. If Microsoft Excel has macro security set a warning will be displayed. The warning will vary depending upon the version of Excel you are using. The following steps relate to Excel as part of Microsoft 365.



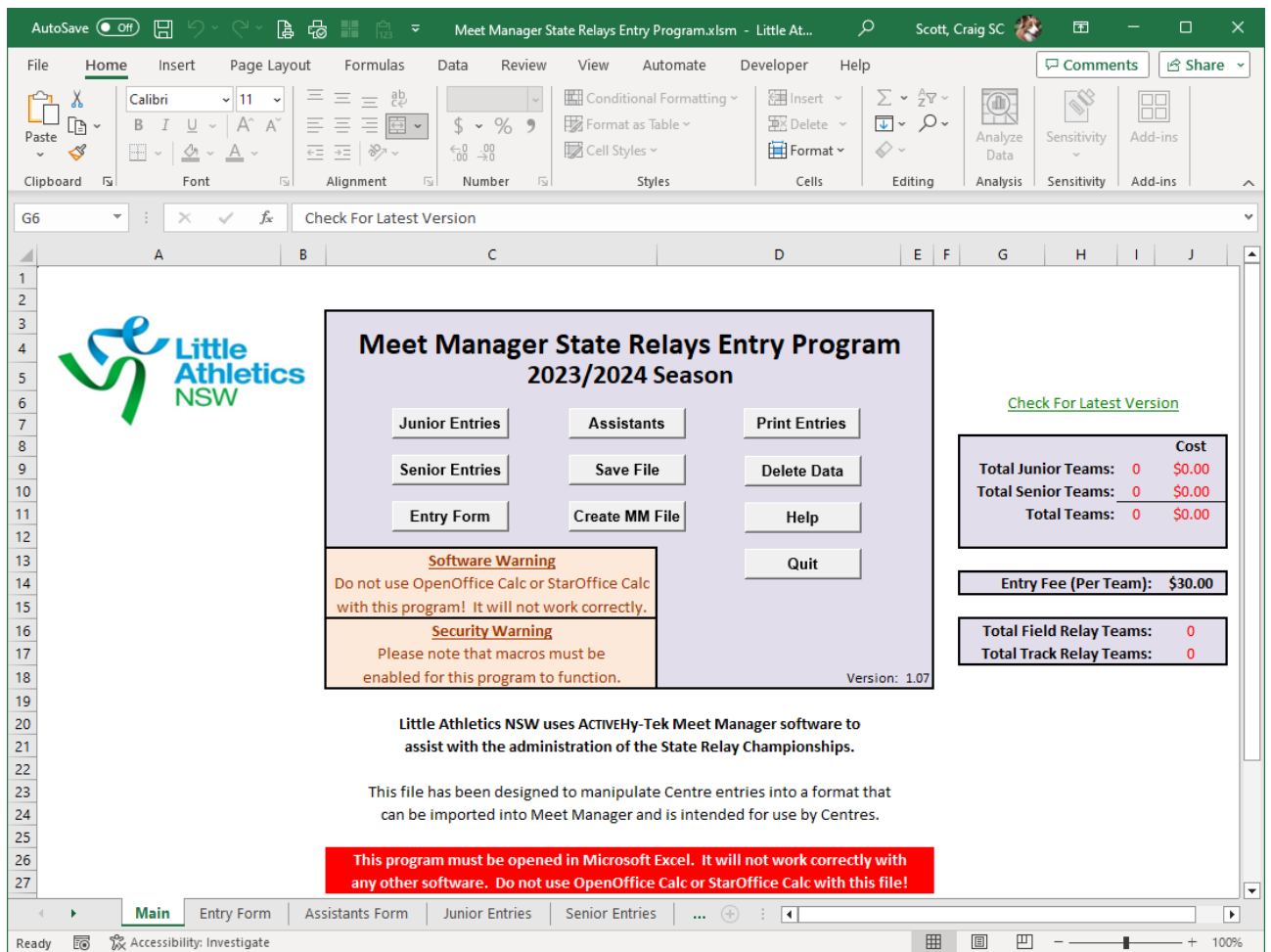
Select “Enable Content”.



Select "OK" to acknowledge the message.



Note the message suggesting that the file be renamed and the warning that file "Save As" functionality has been disabled. This means that the file must be closed to rename it. Select "OK" to acknowledge the message and the "Main" worksheet will be displayed.



#### 4.1.1 Main Worksheet

This worksheet contains the controls (Buttons) that run the various functions (Macros). It also contains basic instructions for the program, the total number of teams entered, entry fee, costs, and a hyperlink to check for the latest version.

##### 4.1.1.1 Junior Entries Button

This macro displays the “Junior Entries” worksheet for data entry.

##### 4.1.1.2 Senior Entries Button

This macro displays the “Senior Entries” worksheet for data entry.

##### 4.1.1.3 Entry Form Button

This macro displays the “Entry Form” worksheet for data entry.

##### 4.1.1.4 Assistants Button

This macro displays the “Assistants Form” worksheet for data entry.

##### 4.1.1.5 Save File Button

This macro saves the file.

##### 4.1.1.6 Create MM File Button

This macro should only be run by LANSW.

It performs a check to ascertain if the file is saved on a local Drive. This check is carried out because it is much easier to create and save the Meet Manager file to a local Drive than an online location such as OneDrive. If the file is not saved locally execution is terminated and a pertinent message is displayed.

The macro creates a text file containing all the Centre's State Relays team entries in the same Folder that the program is located in. This text file is compatible with the Meet Manager entry import function. The file name will be "Centre\_Centre Number\_Relays.txt". (e.g. Centre\_114\_Relays.txt) Should the file already exist a pertinent message is displayed, warning that the existing file will be overwritten, and the user is given the option to terminate the macro. A count of teams is undertaken during creation of the text file. The total is then compared against the expected total. If a discrepancy exists a pertinent warning message is displayed. A message box containing relevant details, including the total number of teams, is displayed informing the user when macro execution has completed successfully.

The Meet Manager State Relays Entry Program must be forwarded to LANSW ([competitions@lansw.com.au](mailto:competitions@lansw.com.au)) as is. LANSW can then generate the Meet Manager import file. This allows LANSW to correct any exceptions (errors) detected during the Meet Manager import process.

#### **4.1.1.7 Print Entries**

This macro allows the user to print the "Entry Form", "Assistants Form", "Junior Entries" and "Senior Entries" worksheets to screen or hard copy.

#### **4.1.1.8 Delete Data**

This macro deletes all data from the "Entry Form", "Assistants Form", "Junior Entries" and "Senior Entries" worksheets.

#### **4.1.1.9 Help Button**

This macro displays a message box containing relevant help details and the version of the program.

#### **4.1.1.10 Quit Button**

This macro exits the system and gives the user the opportunity to save the file if it has not been saved.

#### **4.1.1.11 Check For Latest Version Hyperlink**

This hyperlink takes you to the Little Athletics NSW website where the latest version of the program and this User Guide are available for download.



## 4.1.2 Entry Form Worksheet

This worksheet is designed to accept the relevant details that are required for a Centre to enter the State Relays. All cells shaded lavender are mandatory fields and must be populated. The worksheet is not accessible until such time that a Centre has been nominated and a minimum of one (1) team has been entered.

V

The screenshot shows an Excel spreadsheet with the following content:

**STATE RELAYS ENTRY FORM**

**Main**

**Centre No.: 114      Centre Name: Kiama**

Total Number Of Junior Teams Entered:	15	@ \$30.00 Per Team	\$450.00
Total Number Of Senior Teams Entered:	10	@ \$30.00 Per Team	\$300.00
		<b>Total Entry Fee:</b>	<b>\$750.00</b>

Total Field Relay Teams: 11  
Total Track Relay Teams: 14

**Contact Person For Centre Confirmation**

Name: Craig Scott  
Phone: 0414 123 456  
Postal Address: 17 Riverside Drive Kiama Downs 2533  
Email Address: craig.scott@lakiamo.com

Entries close  
**Wednesday, 25 October 2023**  
Entries must be submitted via  
email to [competitions@lansw.com.au](mailto:competitions@lansw.com.au)

*It is the responsibility of the Centre to ensure entries/late entries  
are lodged with Little Athletics NSW on or before the closing date.  
Absolutely no extension of time will be allowed, irrespective of the circumstances.*

Payment Method  
 Pay By Direct Debit

You must provide bank confirmation of payment to [competitions@lansw.com.au](mailto:competitions@lansw.com.au).  
Bank: Commonwealth Bank of Australia - Parramatta BSB: 062-223 Account No.: 803942

I confirm that the details on this form are correct

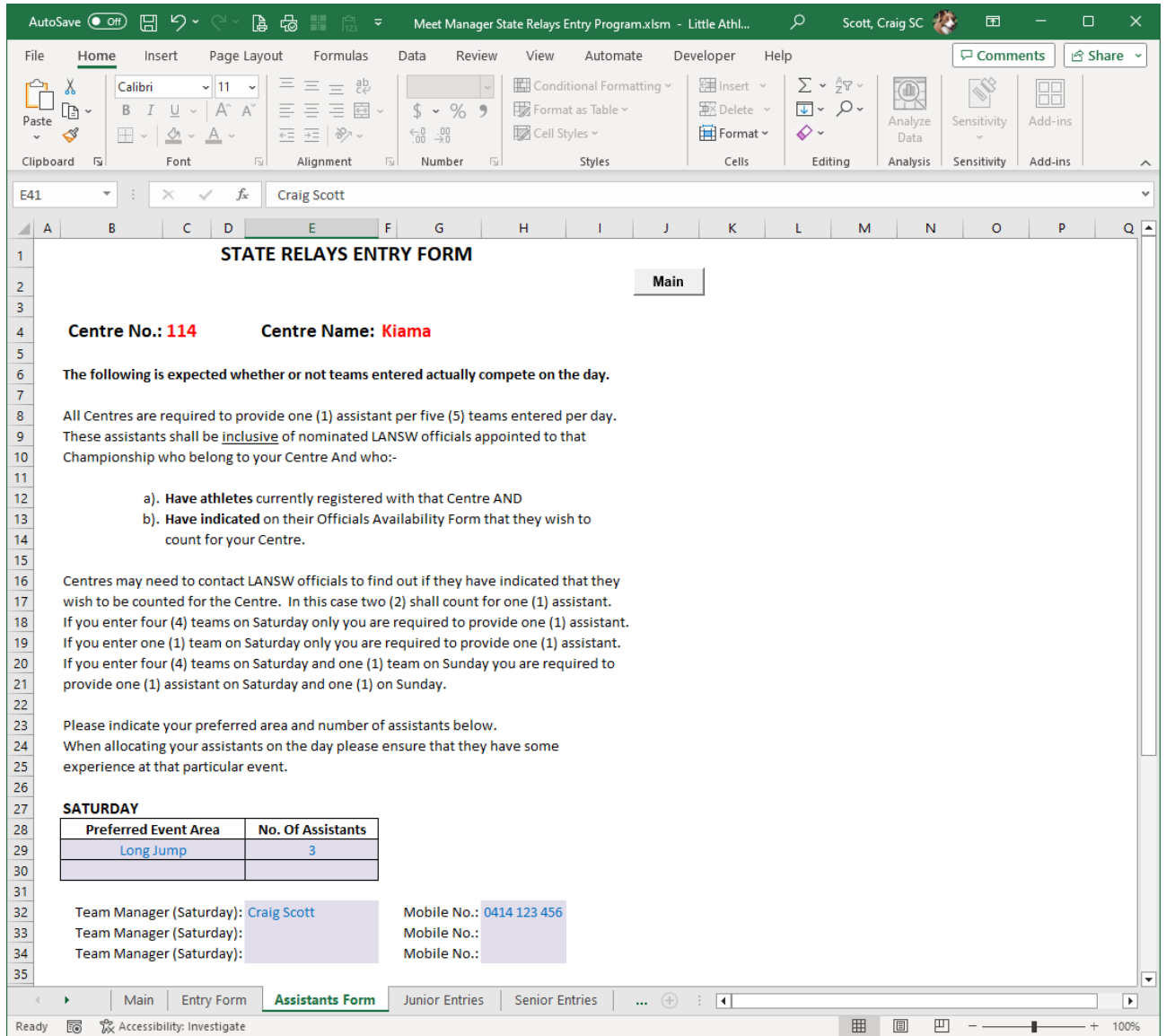
Ready Accessibility: Investigate

### 4.1.2.1 Main Button

This macro displays the “Main” worksheet.

### 4.1.3 Assistants Form Worksheet

This worksheet is designed to accept the details relating to Team Managers and the “Assistants” that a Centre must provide based upon the teams they have entered. At least one (1) field shaded lavender in each section of the form must be populated. This worksheet is not accessible until such time that a Centre has been nominated and a minimum of one (1) team has been entered.



#### 4.1.3.1 Main Button

This macro displays the “Main” worksheet.

#### 4.1.4 Junior Entries Worksheet

This worksheet accepts Junior Team entries. A Centre Number must be provided before teams may be nominated by placing an “X” in the relevant field. Please note that it is now permissible to nominate two (2) teams per event in Section 4. The worksheet has been programmed to automatically apply the relevant team selection rules based upon the number of athletes at the Centre in the previous season.

**STATE RELAYS ENTRY FORM**  
**Saturday - Juniors** Main

Centre No.: **114**      Centre Name: **Kiama**      Total Junior Teams: **15**

SECTION 1				
	U8	U9	U10	U11
4 x 100m Girls (Team of 4 Girls)	X		X	
4 x 100m Boys (Team of 4 Boys)		X		X

SECTION 2				
	U8	U9	U10	U11
4 x 100m Mixed (Team of 2 Boys & 2 Girls)				

SECTION 3				
	U8	U9	U10	U11
4 x 200m Mixed (Team of 2 Boys & 2 Girls)	X	X	NE	NE
4 x 400m Mixed (Team of 2 Boys & 2 Girls)	NE	NE	X	X
	Boys	Girls		
Middle Distance (Junior U8, U9, U10 & U11) (Team of 4 - U8 Must Be First Runner) (1xU8, Maximum of 3xU9, 2xU10 OR 1xU11)				

SECTION 4				
	U8	U9	U10	U11
2 Teams Per Event Are Permitted In Section 4				
Jumps Girls (3 x Long) (Team of 3 Girls)	X		X	X
Jumps Boys (3 x Long) (Team of 3 Boys)				NE
Throws Girls (2 x Discus, 1 x Shot Put)				

##### 4.1.4.1 Main Button

This macro displays the “Main” worksheet.

### 4.1.5 Senior Entries Worksheet

This worksheet accepts Senior Team entries. A Centre Number must be provided on the “Junior Entries” worksheet before teams may be nominated by placing an “X” in the relevant field. Please note that it is now permissible to nominate two (2) teams per event in Section 4. The worksheet has been programmed to automatically apply the relevant team selection rules based upon the number of athletes at the Centre in the previous season.

The screenshot shows the following data in the spreadsheet:

STATE RELAYS ENTRY FORM					
Sunday - Seniors					
					<b>Main</b>
<b>Centre No.: 114</b>		<b>Centre Name: Kiama</b>		<b>Total Senior Teams: 10</b>	
<b>SECTION 1</b>					
	U12	U13	U14	U15	U17
4 x 100m Girls (Team of 4 Girls)					
4 x 100m Boys (Team of 4 Boys)					
<b>SECTION 2</b>					
	U12	U13	U14	U15	U17
4 x 100m Mixed (Team of 2 Boys & 2 Girls)	X		X		X
<b>SECTION 3</b>					
	U12	U13	U14	U15	U17
4 x 400m Mixed (Team of 2 Boys & 2 Girls)					
	Boys	Girls			
Middle Distance (Senior U12, U13, U14 & U15) (Team Of 4) (Maximum of 4xU12, 3xU13, 2xU14 OR 1xU15)	X	X			
<b>SECTION 4</b>					
2 Teams Per Event Are Permitted In Section 4					
	U12	U13	U14	U15	U17
Jumps Girls (Long/High/Triple) (Team of 3 Girls)		X X		X	
Jumps Boys (Long/High/Triple) (Team of 3 Boys)					
Throws Girls (Shot/Discus/Javelin) (Team of 3 Girls)			X X		
Throws Boys (Shot/Discus/Javelin)					

#### 4.1.5.1 Main Button

This macro displays the “Main” worksheet.

#### 4.1.6 Lookup Table Worksheet

This worksheet contains a table of Centres that is used by the "Junior Entries" and "Senior Entries" worksheets to match Centre Number to the corresponding Centre Name, Centre Abbreviation, and the number of athletes in the U8 to U17 Age Groups at the Centre in the previous season.

The screenshot shows an Excel spreadsheet with the following table data:

Centre Number	Centre Name	Centre Abbreviation	No. Of Athletes U8 - U17 In The 2021/2022 Season
200	Aberdeen	ABE	34
213	Adamstown/New Lambton	ANL	118
71	Albion Park	ALB	107
58	Ambarvale	AMB	35
253	Ardlethan Beckom	ARD	0
28	Armidale	ARM	31
204	Ballimore	BLM	4
108	Ballina	BLN	66
17	Balmain	BAL	534
5	Bankstown Sports	BAN	155
261	Bankstown Sports Athletics	BNK	0
59	Bathurst & District	BAT	87
149	Billabong	BIL	11
8	Blacktown	BLA	139
122	Blayney	BLY	43
63	Bourke	BOU	0
116	Bowral	BOW	156
166	Branxton	BRA	0
211	Brewarrina	BRE	0
257	Bundeena-Maianbar	BUN	0
18	Cabra Vale/Fairfield	CVF	86
61	Camden	CAM	253
73	Camden Haven	CAH	16
36	Campbelltown	CTN	233
128	Canowindra	CWA	27
55	Canterbury	CAN	247
89	Cardiff & District	CAR	92
112	Casino	CAS	20

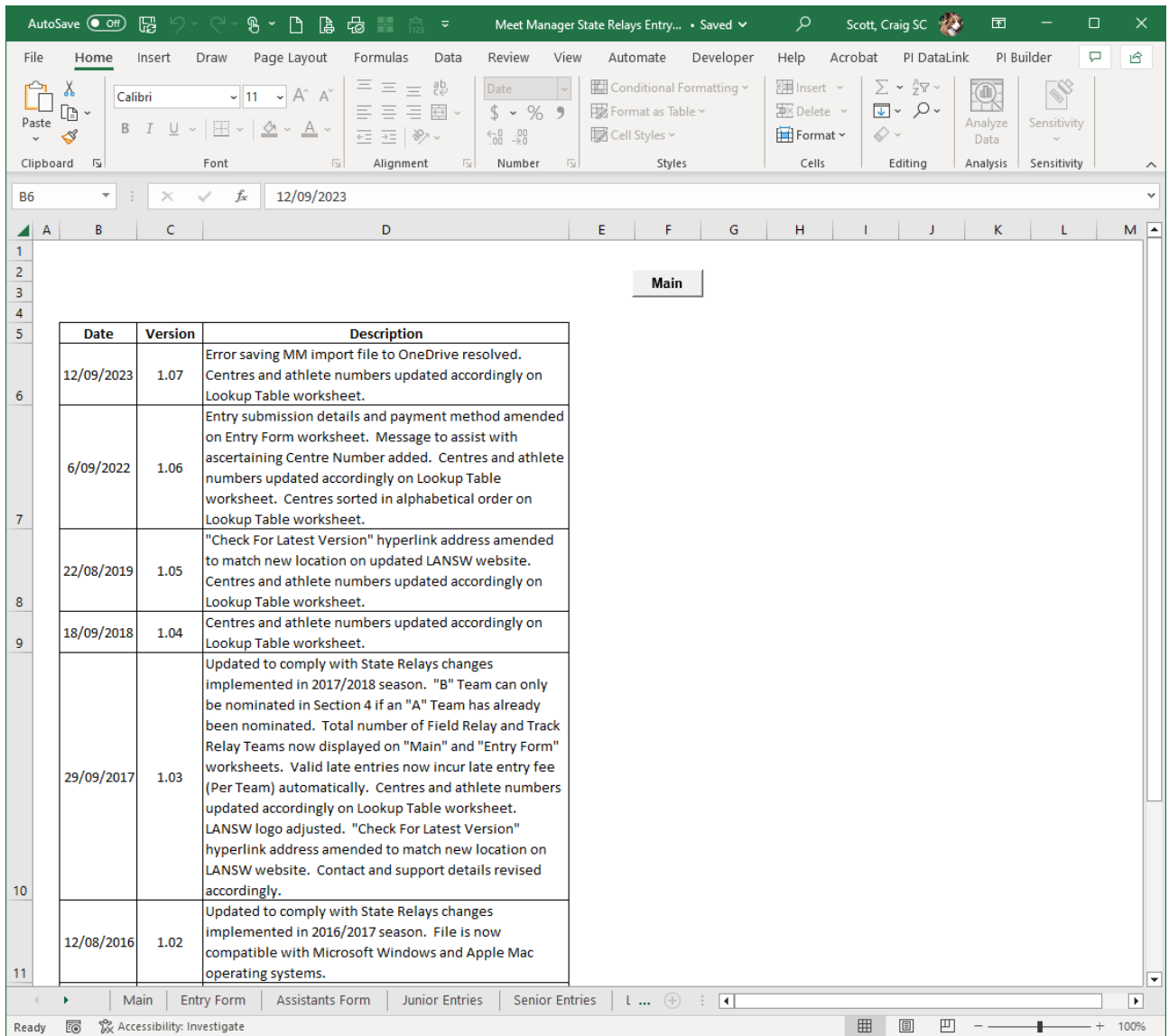
The spreadsheet also includes a 'Main' button in the top right corner of the table area. The bottom of the screenshot shows the Excel ribbon with tabs for 'Assistants Form', 'Junior Entries', 'Senior Entries', and 'Lookup Table' (which is the active tab).

##### 4.1.6.1 Main Button

This macro displays the "Main" worksheet.

### 4.1.7 Versions Worksheet

This worksheet is used for version control. It contains the version, date of release and a description of the changes made in the various versions of the system.



#### 4.1.7.1 Main Button

This macro displays the "Main" worksheet.