



Meet Manager State Relays Entry Program

Version 1.05

User Guide

August 2019

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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 the Head of Competition, Diane Levy, at Little Athletics NSW (LANSW) as is. The Head of Competition can then generate the Meet Manager import file. This allows the Head of Competition 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. Consequently, it is possible that some email clients may not allow the program to be attached and sent via email for security reasons. Others may warn that a virus has been detected when the program is emailed. Rest assured there is no malicious code in this program. To overcome this potential email issue simply zip the file and attach the zipped version to the email.

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 at www.lansw.com.au. If you are still unable to resolve your problem contact Little Athletics NSW.

Email: 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.

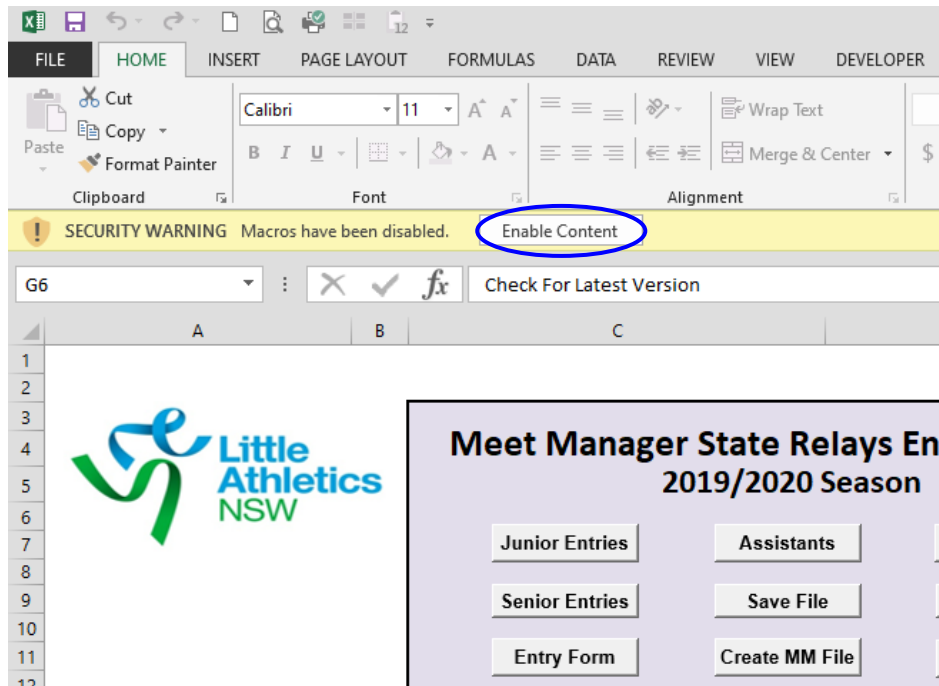
The worksheets are:

1. Main
2. Entry Form
3. Assistants Form
4. Junior Entries
5. Senior Entries
6. Lookup Table
7. Versions

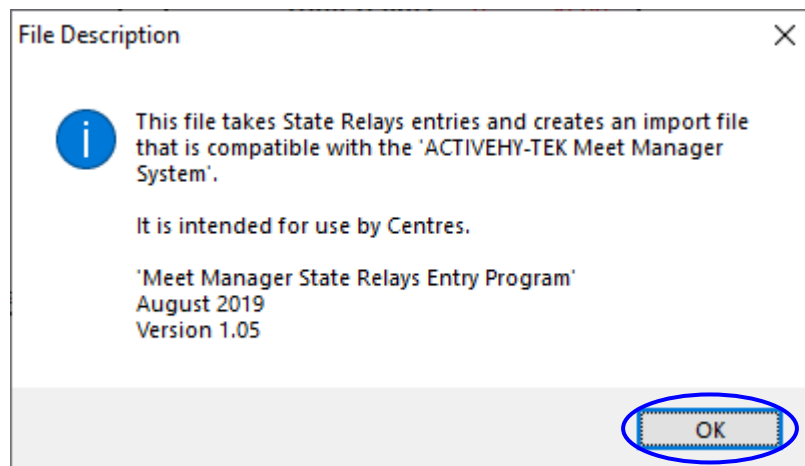
4 System Operation

4.1 Start The System

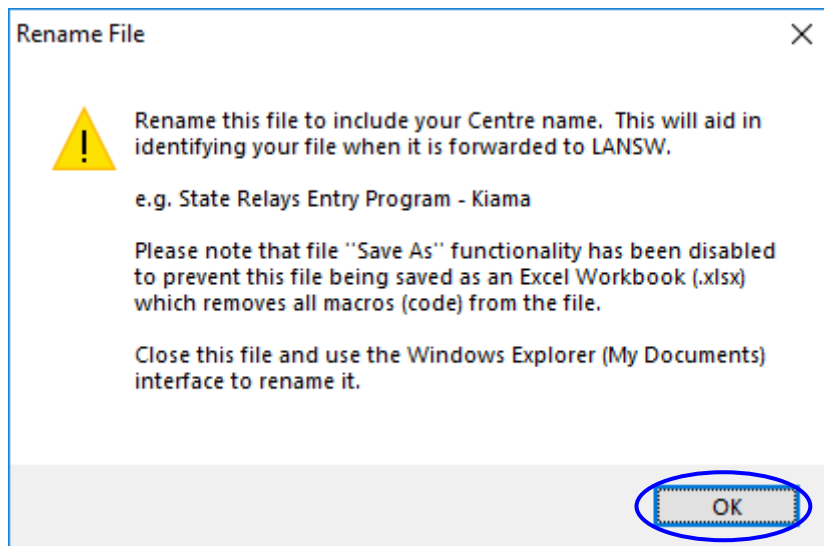
Simply opening the Microsoft Excel file “Meet Manager State Relays Entry Program.xlsm” starts the system. If Microsoft Excel has macro security set a warning will be displayed. The warning will vary depending upon the version of Microsoft Excel you are using. The following steps relate to Microsoft Excel 2013.



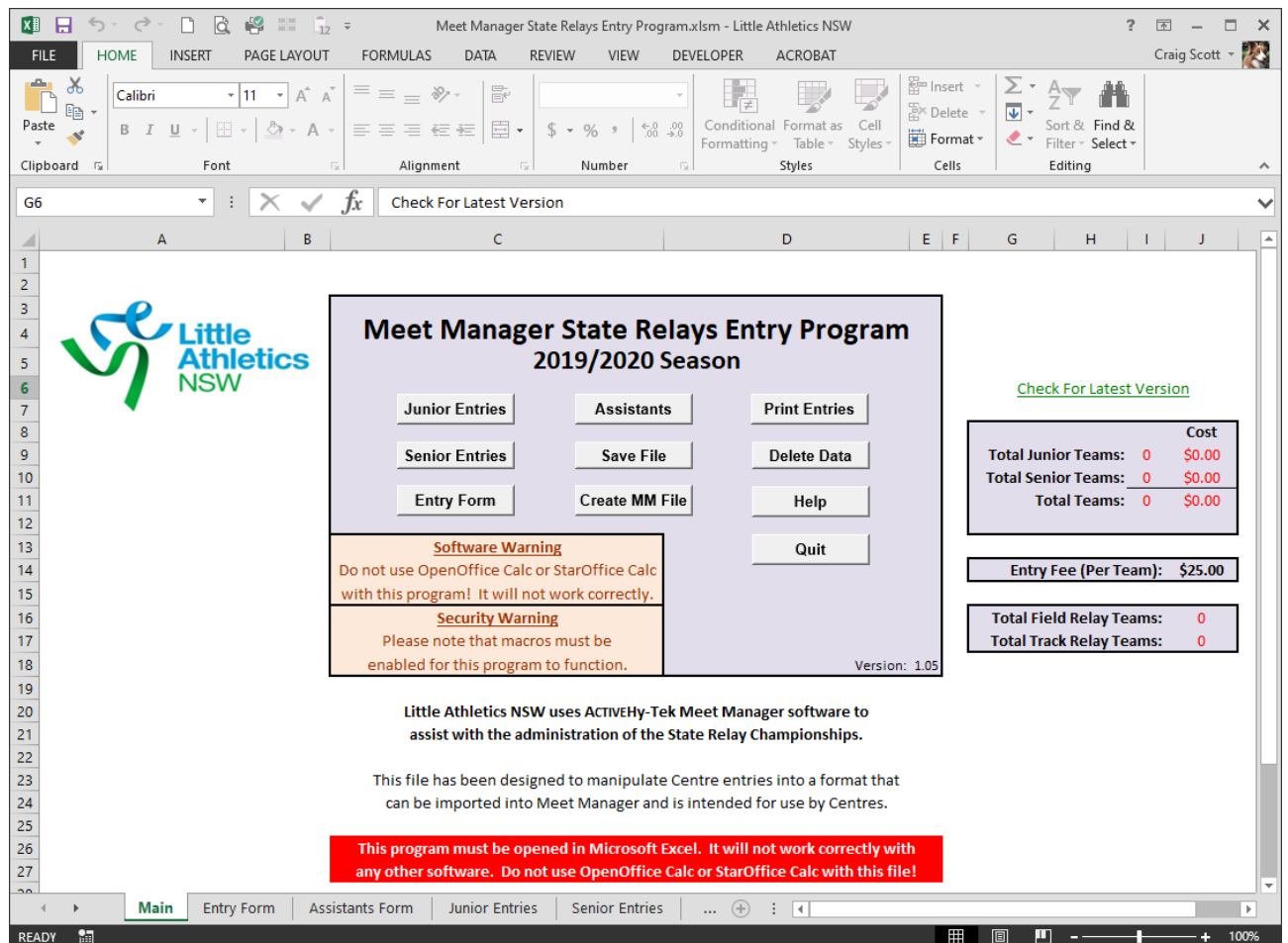
Select “Enable Content”.



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 in order 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 the Head of Competition, Diane Levy.

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 the Head of Competition, Diane Levy as is. The Head of Competition can then generate the Meet Manager import file. This allows the Head of Competition 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.

STATE RELAYS ENTRY FORM

Main

Centre No.: 114 Centre Name: Kiama

Total Number Of Junior Teams Entered:	15	@ \$25.00 Per Team	\$375.00
Total Number Of Senior Teams Entered:	10	@ \$25.00 Per Team	\$250.00
		Total Entry Fee:	\$625.00

Total Field Relay Teams: 12
Total Track Relay Teams: 13

Contact Person For Centre Confirmation

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

Entries close
Wednesday, 31 October 2018
at Little Athletics NSW
via Email to dlevy@lansw.com.au OR
by post to: Locked Bag 85, PARRAMATTA NSW 2124 OR
by delivery to: 90 - 92 Harris Street, Harris Park NSW 2150

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

Payment Method

I have paid by Direct Debit
 I enclose a Cheque
 I enclose a Money Order

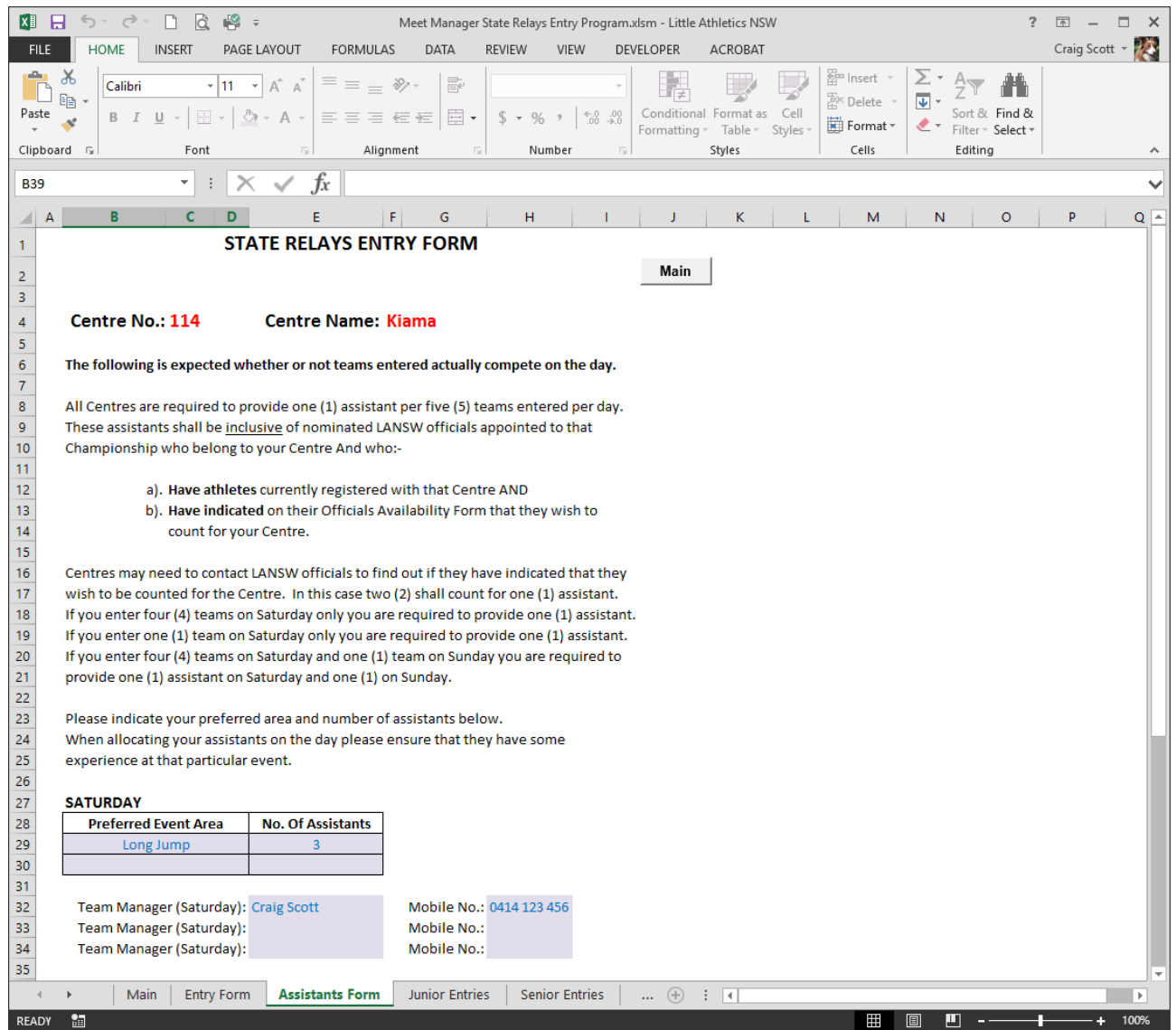
If you pay by Direct Debit you must provide bank confirmation of payment to dlevy@lansw.com.au.

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)		X	X	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 an Excel spreadsheet with the following content:

STATE RELAYS ENTRY FORM
Sunday - Seniors [Main Button]

Centre No.: 114 Centre Name: Kiama
 Total Senior Teams: 10

SECTION 1	U12	U13	U14	U15	U17
4 x 100m Girls (Team of 4 Girls)					
4 x 100m Boys (Team of 4 Boys)					

SECTION 2	U12	U13	U14	U15	U17
4 x 100m Mixed (Team of 2 Boys & 2 Girls)	X		X		X

SECTION 3	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			

SECTION 4	U12	U13	U14	U15	U17
2 Teams Per Event Are Permitted In Section 4					
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 titled "Meet Manager State Relays Entry Program.xlsm - Little Athletics NSW". The active worksheet is "Lookup Table". The table contains the following data:

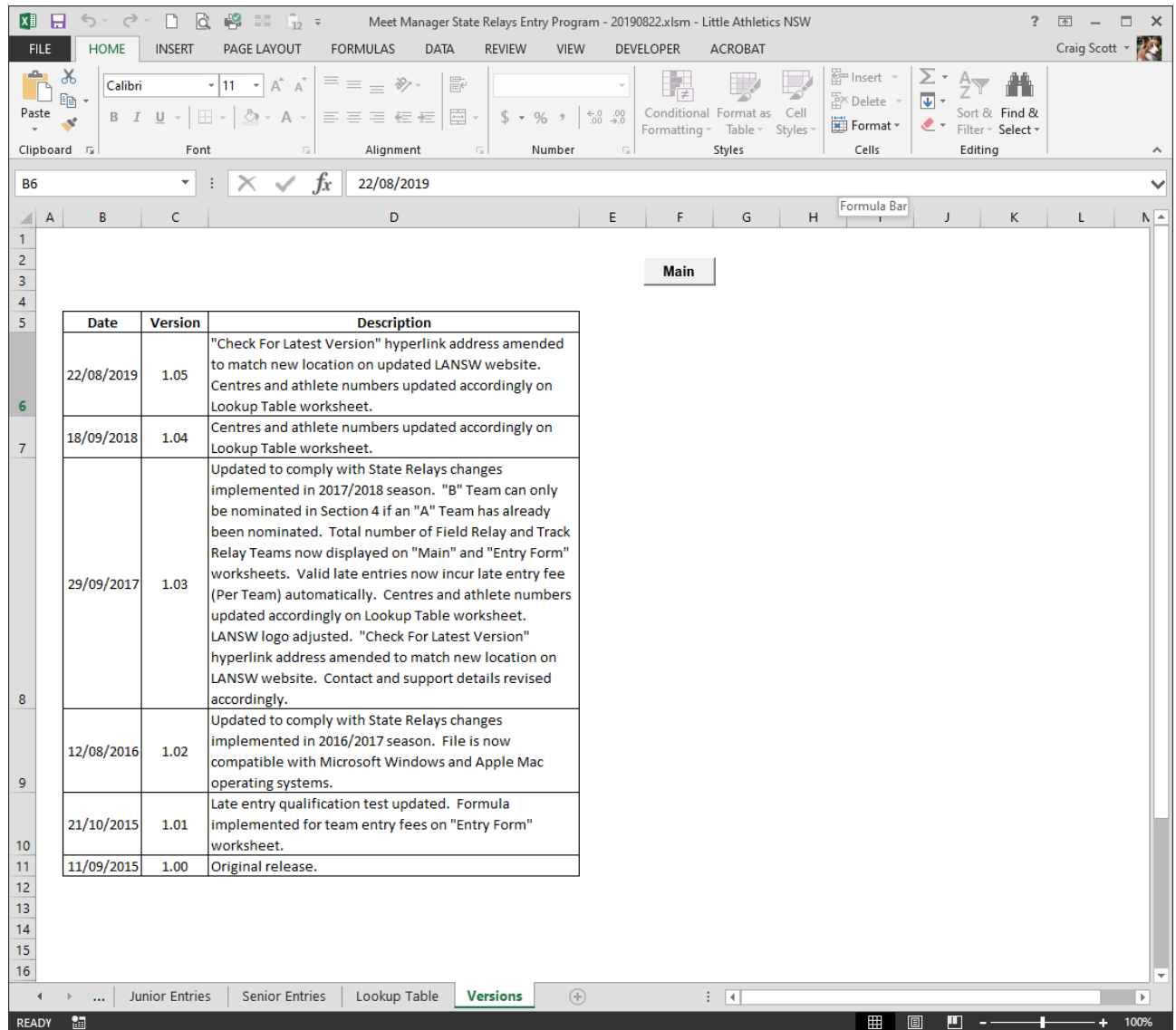
Centre Number	Centre Name	Centre Abbreviation	No. Of Athletes U8 - U17 In The 2018/2019 Season
1	Randwick Botany	RAN	200
2	Eastern Suburbs	EAS	367
3	Manly Warringah	MWA	678
4	Hornsby	HOR	237
5	Bankstown Sports	BAN	365
6	Holroyd	HOL	170
7	Parramatta	PAR	359
8	Blacktown	BLA	184
9	St George	STG	214
10	Lake Illawarra	LKI	129
11	Sutherland	SUT	392
12	Lethbridge Park	LPK	111
13	Nepean	NEP	106
14	Green Valley	GRE	0
15	Hills District	HIL	565
16	Wagga Wagga	WAG	142
17	Balmain	BAL	693
18	Cabra Vale/Fairfield	CVF	66
19	Mosman	MOS	435
20	Inner West	INW	295
21	West Wyalong	WWY	36
23	Kandos Rylstone	KAN	32
25	Leeton	LEE	86
26	Griffith & District	GRI	101
27	Deniliquin	DEN	82
28	Armidale	ARM	63
29	Hay	HAY	23
30	Nambucca & District	NAM	53

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.