



Meet Manager Zone Entry Program

Version 1.87

User Guide

August 2019

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1 Introduction

The “Meet Manager Zone Entry Program” was developed to facilitate the transfer of athlete Zone Championship 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 Personal Computer, the basics of Microsoft Windows operating systems and Microsoft Excel.

It also assumes that Meet Manager has been configured for the Zone Championships and is ready to accept athlete entries.

1.2 Hardware And Software Requirements

The program requires Microsoft Excel 2007 and can be used on any Personal 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	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 Zone 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!

The program can support a maximum of forty (40) athlete entries per Age Group. Should the number of entries exceed this value it is a simple matter to create multiple import files for Meet Manager.

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

The program does not support “seeding”.

1.5 Recommendation

It is recommended that the Meet Manager Zone Entry Program be forwarded to the relevant Zone Coordinator as is. The Zone Coordinator can then generate the Meet Manager import file. This allows the Zone Coordinator 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, Centre Resources, Championship Information & Forms, Entry Forms. 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 Zone Entry Program.xlsm" to any Folder on the PC.

2.2 Removing The Program

The program is removed simply by deleting the Excel file "Meet Manager Zone Entry Program.xlsm" from the relevant Folder on the PC.

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 Zone Entry Program.xls" consists of fourteen (14) worksheets. The workbook and each worksheet are protected so that they cannot be inadvertently altered.

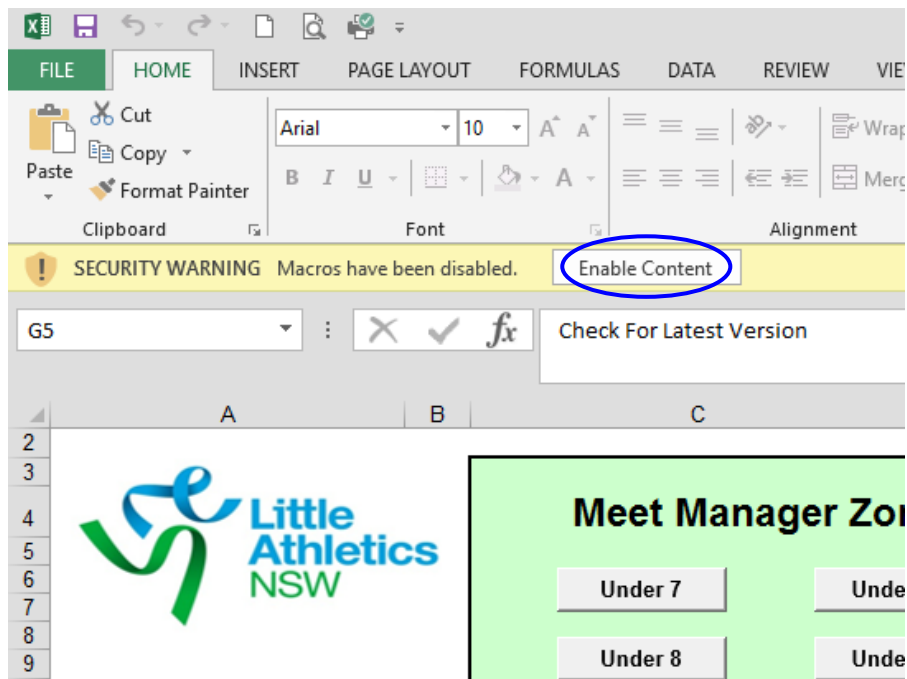
The worksheets are:

1.	Main	8.	U13
2.	U7	9.	U14
3.	U8	10.	U15
4.	U9	11.	U17
5.	U10	12.	Lookup Table
6.	U11	13.	Sample
7.	U12	14.	Versions

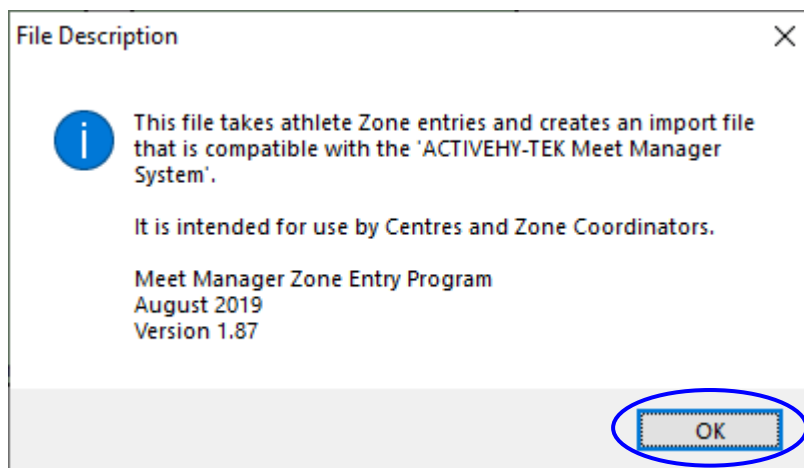
4 System Operation

4.1 Start The System

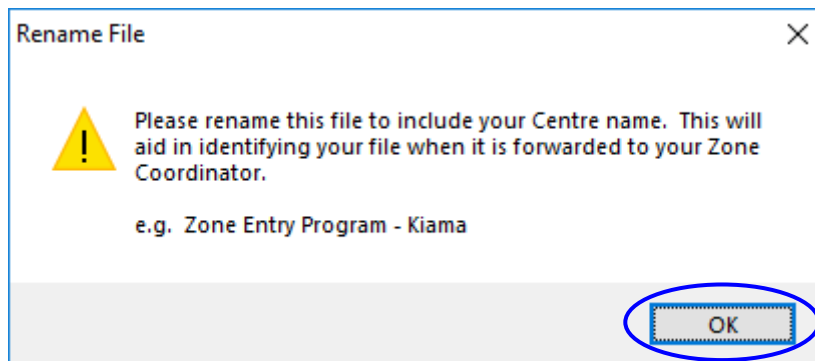
Simply opening the Microsoft Excel file "Meet Manager Zone Entry Program.xlsm" starts the system. If Microsoft Excel has macro security set a warning will be displayed. The warning will vary depending upon the version of Microsoft Excel you are using. The following steps relate to Microsoft Excel 2013.



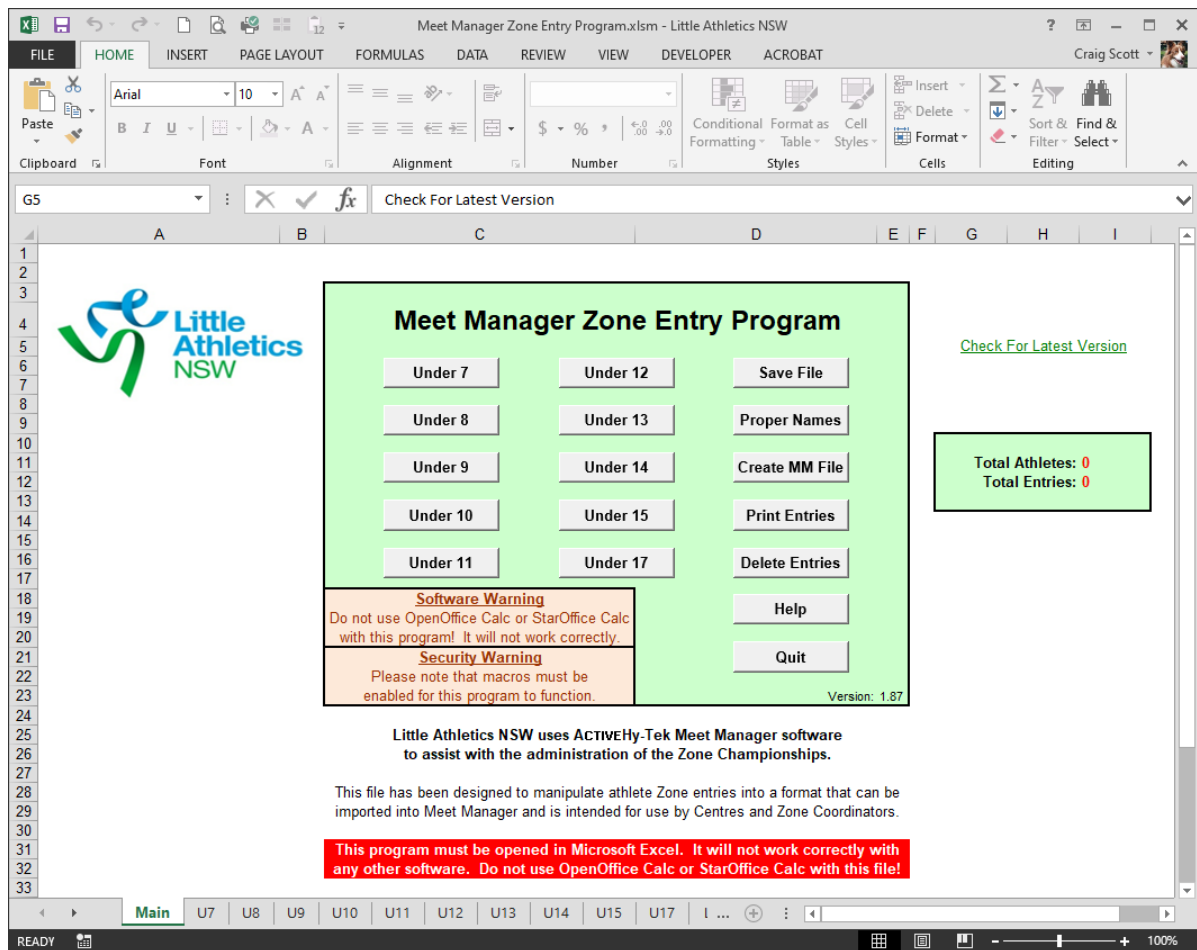
Select "Enable Content".



Select "OK" to acknowledge the message and a second message will be displayed.



Select "OK" to acknowledge this 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 athletes and event entries in the file and a hyperlink to check for the latest version. It should be noted that athletes are only included in the count once they are entered in at least one event.

4.1.1.1 Under 7, 8, 9, 10, 11, 12, 13, 14, 15 And 17 Buttons

These macros display the relevant Age Group worksheet and select the next empty row for data entry.

4.1.1.2 Save File Button

This macro saves the file.

4.1.1.3 Proper Names Button

This macro converts all athlete's "Given Names" and "Surnames" to proper case. (e.g. craig or CRAIG to Craig.) Note that only the first letter will be converted to upper case. (e.g. mcgrath to McGrath, parker-bowles to Parker-bowles) Names with more than one upper case letter will need to be updated manually. (e.g. McGrath to McGrath, Parker-bowles to Parker-Bowles)

4.1.1.4 Create MM File Button

This macro should only be run by the Zone Coordinator.

It performs a check to ascertain if there are athletes with the same name and gender from the same Centre. This check is necessary because Meet Manager cannot distinguish between such athletes when importing via a semi-colon delimited text file. Should such athletes be found execution is terminated and a pertinent message is displayed containing the relevant details.

The macro creates a text file containing all athletes Zone 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 is dependent upon the number of Centres contained in the program. If there are only Zone entries from one Centre in the program the file name will be "Centre_Centre Number.txt". (e.g. Centre_114.txt) If the program contains Zone entries from multiple Centres the file name will be "Zone.txt". In either scenario 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 athletes and entries is undertaken during creation of the text file. Totals are then compared against expected totals. If discrepancies exist a pertinent warning message is displayed. A message box containing relevant details, including the total number of athletes and event entries, is displayed informing the user when macro execution has completed successfully.

Prior to creating the Meet Manager import file a check is performed on the number of events each athlete is entered in. Should this number exceed the maximum permitted value for any athlete execution is terminated and a pertinent message is displayed containing the relevant details.

It is recommended that the Meet Manager Zone Entry Program be forwarded to the relevant Zone Coordinator as is. The Zone Coordinator can then generate the Meet Manager import file. This allows the Zone Coordinator to correct any exceptions (errors) detected during the Meet Manager import process.

4.1.1.5 Print Entries Button

This macro allows the user to print the Zone entries to screen or hard copy. Each Age Group's header is dynamically updated based upon the number of Centres contained in the program. If there is only one Centre the header will read "Zone Entries – Centre Name Centre". (e.g. Zone Entries – Kiama Centre) If there are multiple Centres the header will read "Zone Entries - Multiple Centres".

4.1.1.6 Delete Entries Button

This macro deletes all athlete entries from the U7 to U17 worksheets.

4.1.1.7 Help Button

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

4.1.1.8 Quit Button

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

4.1.1.9 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 U7, U8, U9, U10, U11, U12, U13, U14, U15 And U17 Worksheets

These worksheets are designed to accept athlete Zone Championship entries. They also display the number of athletes and event entries in the respective Age Groups. It should be noted that athletes are only included in the count once they are entered in at least one event.

1	U7 Athletes		Main		Print		Total Athletes: 22		Total Events: 62									
2	Rego. No.	Given Name	Surname	Centre Number	Centre Name	Centre Abbrev.	Gender (M/F)	Age Under	50m	70m	100m	200m	Pack Start 500S	Long Jump	Discus	Shot Put SP		
4	201	Jami	Sommers	114	Kiama	KIA	F	7	X	X	X	X						
5	202	Mary	Moore	114	Kiama	KIA	F	7		X	X							
6	203	Ruby	Riddell	114	Kiama	KIA	F	7			X			X				
7	204	Carly	Copeland	114	Kiama	KIA	F	7				X	X	X				
8	205	Marie	Cune	114	Kiama	KIA	F	7		X			X	X				
9	206	Marjorie	Jackson	114	Kiama	KIA	F	7	X	X	X					X		
10	207	Debbie	King	114	Kiama	KIA	F	7				X			X	X		
11	208	Angela	Bishop	114	Kiama	KIA	F	7	X	X				X		X		
12	209	Amanda	Jones	114	Kiama	KIA	F	7			X	X	X					
13	210	Lana	Turner	114	Kiama	KIA	F	7	X					X				
14	211	Jean	Simmons	114	Kiama	KIA	F	7	X	X	X							
15	212	Steve	Austin	114	Kiama	KIA	M	7	X	X								
16	213	Reed	Richards	114	Kiama	KIA	M	7			X	X	X					
17	214	Clarke	Kent	114	Kiama	KIA	M	7		X	X					X		
18	215	Bruce	Wayne	114	Kiama	KIA	M	7				X	X					
19	216	Richard	Grayson	114	Kiama	KIA	M	7	X	X	X			X				
20	217	Martin	Riggs	114	Kiama	KIA	M	7						X	X			
21	218	Ben	Browder	114	Kiama	KIA	M	7				X	X		X			
22	219	Leroy	Gibbs	114	Kiama	KIA	M	7	X	X	X					X		
23	220	John	Wayne	114	Kiama	KIA	M	7					X	X				
24	221	Stewart	Grainger	114	Kiama	KIA	M	7	X		X							
25	222	Enc	Morecombe	114	Kiama	KIA	M	7							X	X		
26								7										
27								7										
28								7										
29								7										
30								7										
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36								7										
37								7										
38								7										
39								7										
40								7										

4.1.2.1 Main Button

This macro displays the “Main” worksheet.

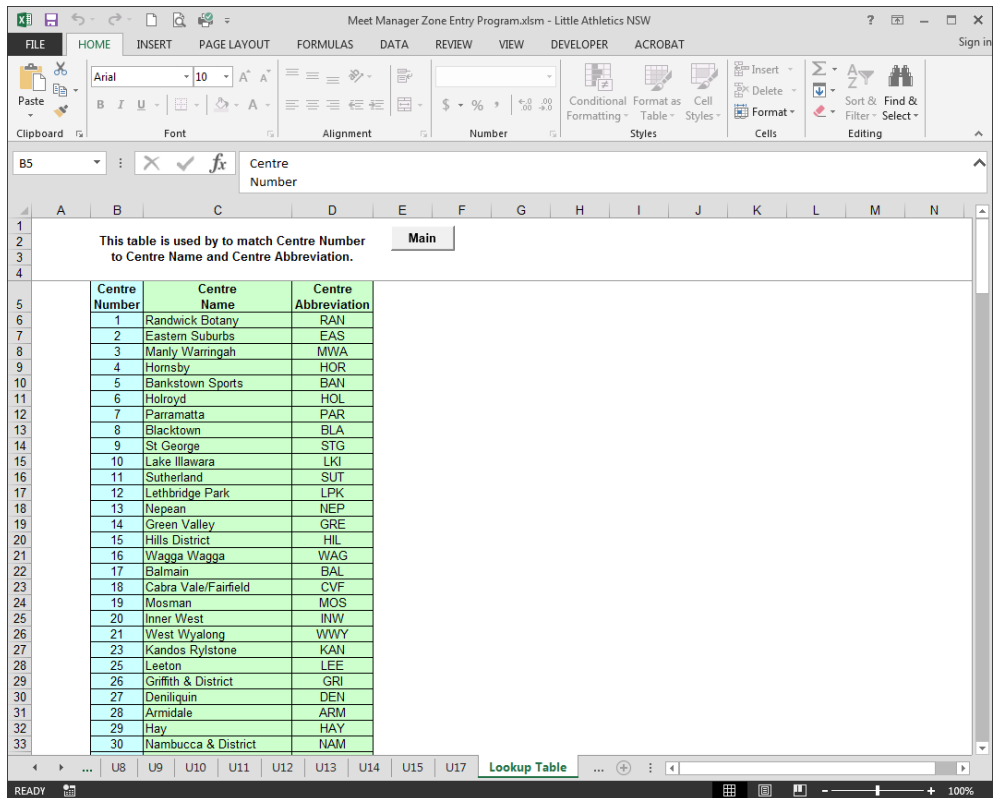
4.1.2.2 Print Button

This macro allows the user to print the current Age Groups Zone entries to screen or hard copy. The Age Group header is dynamically updated based upon the number of Centres contained in the current Age Group. If there is only one Centre the header will read "Zone Entries – Centre Name Centre". (e.g. Zone Entries – Kiama Centre) If there are multiple Centres the header will read "Zone Entries - Multiple Centres".

4.1.3 Lookup Table Worksheet

This worksheet contains a table of Centres that is used by the "U7" to "U17" worksheets to match Centre Number to the corresponding Centre Name and Centre Abbreviation.

It also contains formulae that are used to determine if there are athletes with the same name and gender from the same Centre. This check is necessary because Meet Manager cannot distinguish between such athletes when importing via a semi-colon delimited text file.



4.1.3.1 Main Button

This macro displays the “Main” worksheet.

4.1.4 Sample Worksheet

This worksheet has been included as an example of the athlete Zone Championship entry format and is intended as a visual guide only.

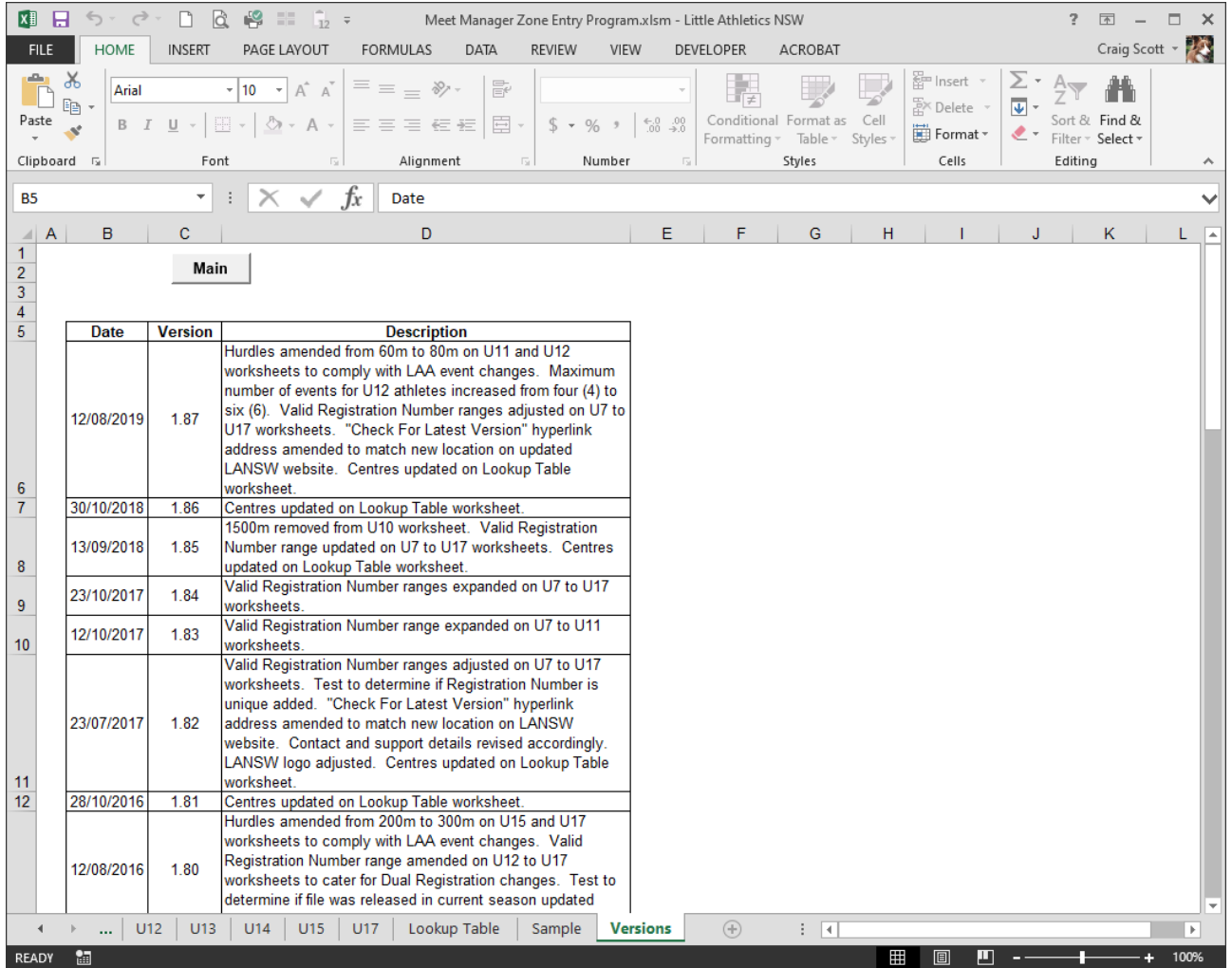
1	U/9 Athletes		Main		Print		Total Athletes: 22		Total Events: 61							
2	Rego. No.	Given Name	Surname	Centre Number	Centre Name	Centre Abbrev.	Gender (MF)	Age Under	70m	100m	200m	400m	800m	Hurdles	Walk	Long Jump
4	201	Jamie	Sommers	114	Kiama	KIA	F	9	X	X	X	X				
5	202	Mary	Moore	114	Kiama	KIA	F	9		X	X					
6	203	Ruby	Riddell	114	Kiama	KIA	F	9			X			X		
7	204	Carly	Capeland	114	Kiama	KIA	F	9			X			X		
8	205	Marie	Curie	114	Kiama	KIA	F	9		X			X	X		
9	206	Marjorie	Jackson	114	Kiama	KIA	F	9	X	X	X					X
10	207	Debbie	King	114	Kiama	KIA	F	9				X		X	X	
11	208	Angela	Bishop	114	Kiama	KIA	F	9								X
12	209	Amanda	Jones	114	Kiama	KIA	F	9						X		
13	210	Lana	Turner	114	Kiama	KIA	F	9	X							
14	211	Jean	Simmons	114	Kiama	KIA	F	9								
15	212	Steve	Austin	114	Kiama	KIA	M	9	X	X						
16	213	Reed	Richards	114	Kiama	KIA	M	9			X	X	X			
17	214	Clarke	Kent	114	Kiama	KIA	M	9		X	X					X
18	215	Bruce	Wayne	114	Kiama	KIA	M	9				X	X			
19	216	Richard	Grayson	114	Kiama	KIA	M	9	X	X	X					
20	217	Martin	Riggs	114	Kiama	KIA	M	9						X	X	
21	218	Ben	Browder	114	Kiama	KIA	M	9				X	X		X	
22	219	Leroy	Gibbs	114	Kiama	KIA	M	9								X
23	220	John	Wayne	114	Kiama	KIA	M	9						X		
24	221	Stewart	Grainger	114	Kiama	KIA	M	9	X		X					
25	222	Eric	Morecombe	114	Kiama	KIA	M	9								

4.1.4.1 Main Button

This macro displays the “Main” worksheet.

4.1.5 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.



Date	Version	Description
12/08/2019	1.87	Hurdles amended from 60m to 80m on U11 and U12 worksheets to comply with LAA event changes. Maximum number of events for U12 athletes increased from four (4) to six (6). Valid Registration Number ranges adjusted on U7 to U17 worksheets. "Check For Latest Version" hyperlink address amended to match new location on updated LANSW website. Centres updated on Lookup Table worksheet.
30/10/2018	1.86	Centres updated on Lookup Table worksheet.
13/09/2018	1.85	1500m removed from U10 worksheet. Valid Registration Number range updated on U7 to U17 worksheets. Centres updated on Lookup Table worksheet.
23/10/2017	1.84	Valid Registration Number ranges expanded on U7 to U17 worksheets.
12/10/2017	1.83	Valid Registration Number range expanded on U7 to U11 worksheets.
23/07/2017	1.82	Valid Registration Number ranges adjusted on U7 to U17 worksheets. Test to determine if Registration Number is unique added. "Check For Latest Version" hyperlink address amended to match new location on LANSW website. Contact and support details revised accordingly. LANSW logo adjusted. Centres updated on Lookup Table worksheet.
28/10/2016	1.81	Centres updated on Lookup Table worksheet.
12/08/2016	1.80	Hurdles amended from 200m to 300m on U15 and U17 worksheets to comply with LAA event changes. Valid Registration Number range amended on U12 to U17 worksheets to cater for Dual Registration changes. Test to determine if file was released in current season updated

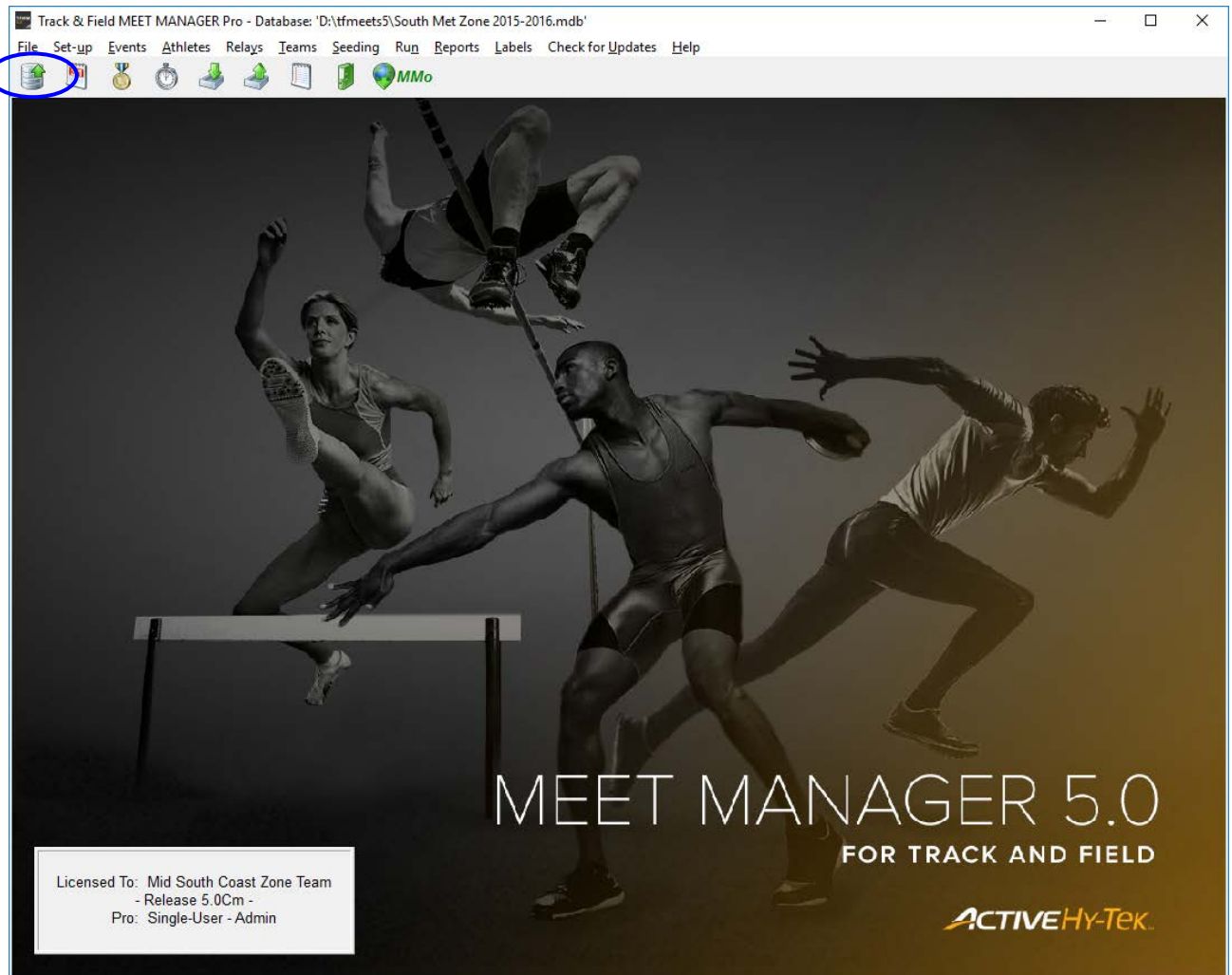
4.1.5.1 Main Button

This macro displays the “Main” worksheet.

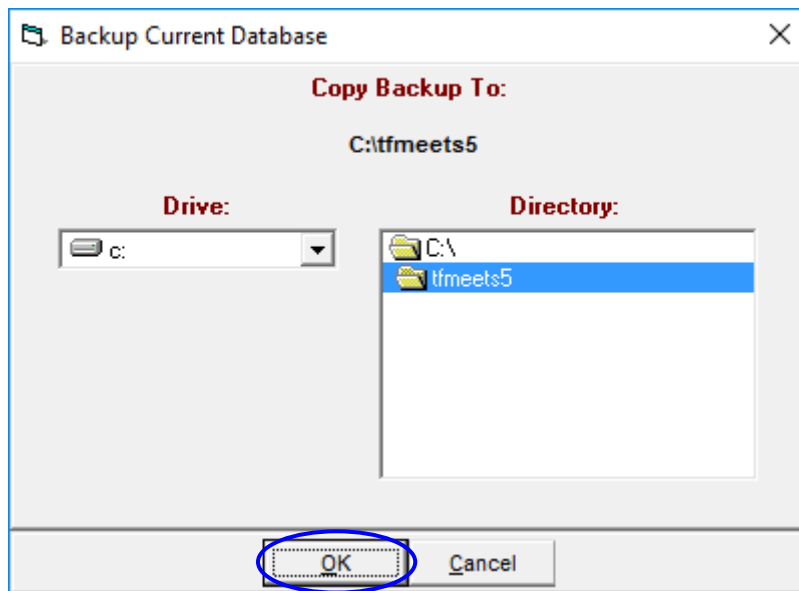
5 Backup Meet Manager Database

Prior to transferring Zone Championship entries into Meet Manager it is strongly recommended that a backup of the Meet Manager Database be made as follows:

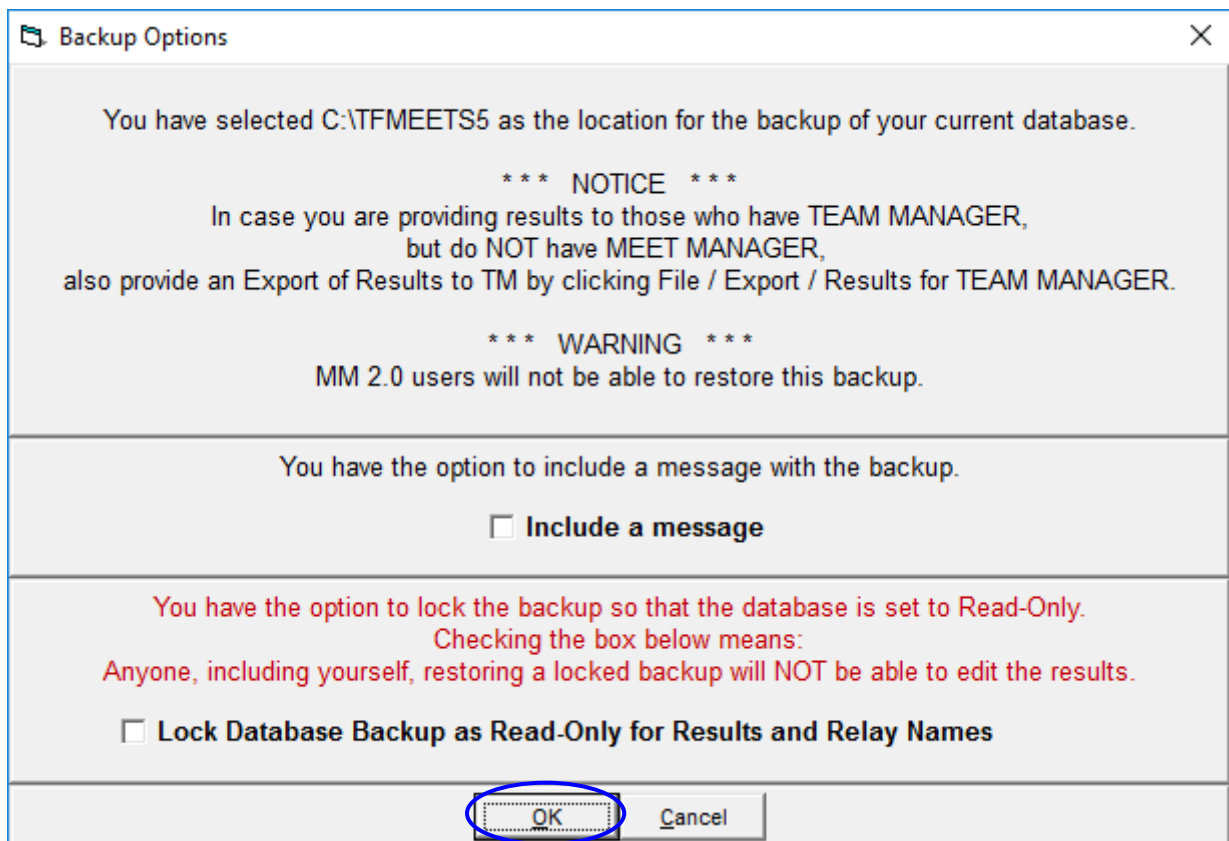
1. Open Meet Manager



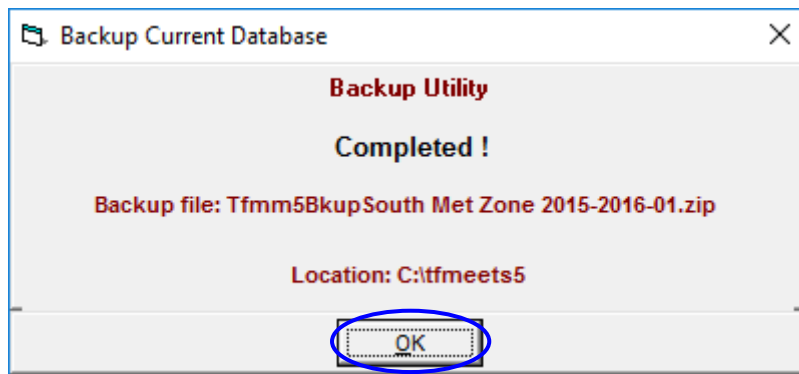
2. Select the "Backup" icon.



3. Select "OK".



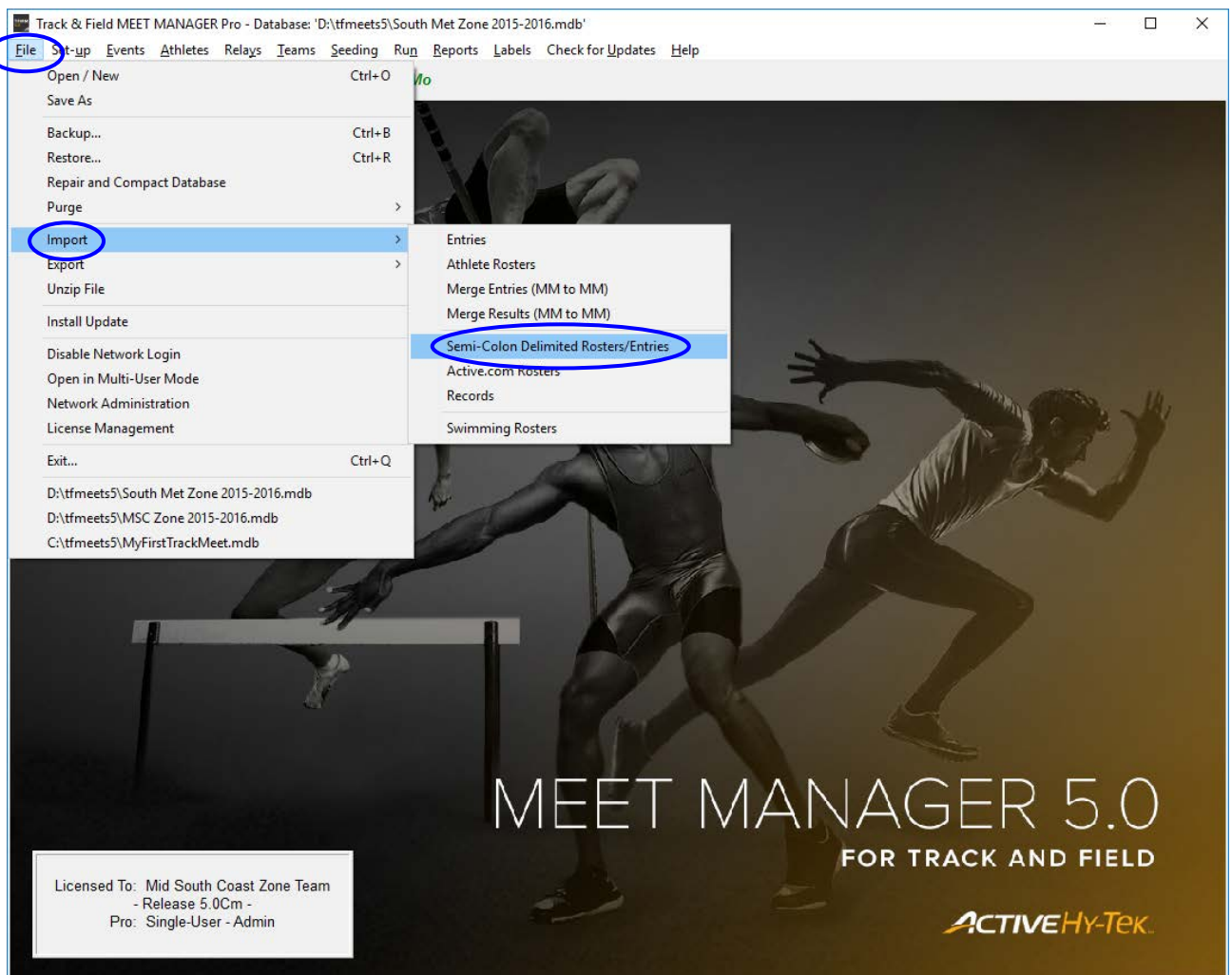
4. Select "OK".



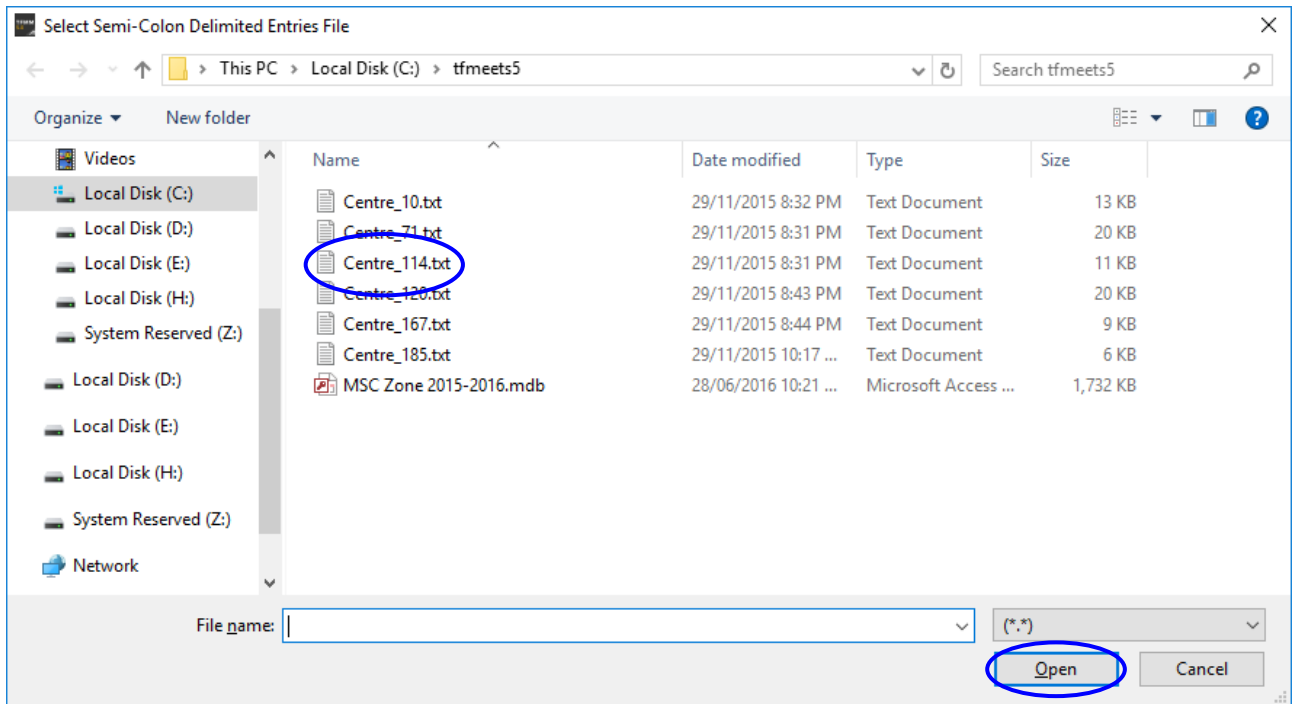
5. This message box contains the path and file name of the database backup. Note this information and select "OK".

6 Import Zone Championship Entries Into Meet Manager

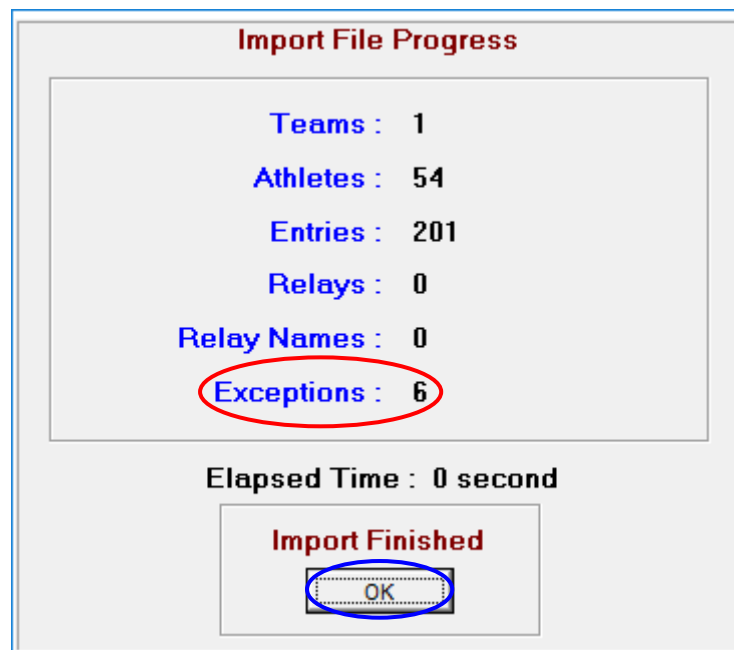
1. Open Meet Manager



2. Select "File", "Import", Semi-Colon Delimited Rosters/Entries

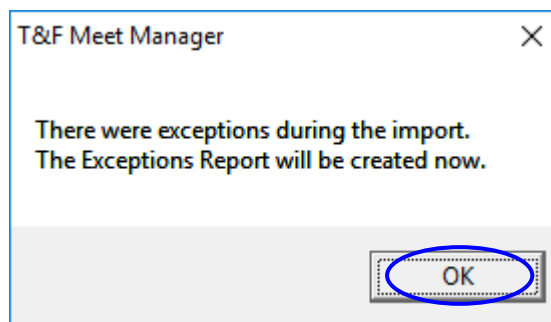


3. Navigate to the text file created by the “Meet Manager Zone Entry Program”, highlight the file and select “Open”.

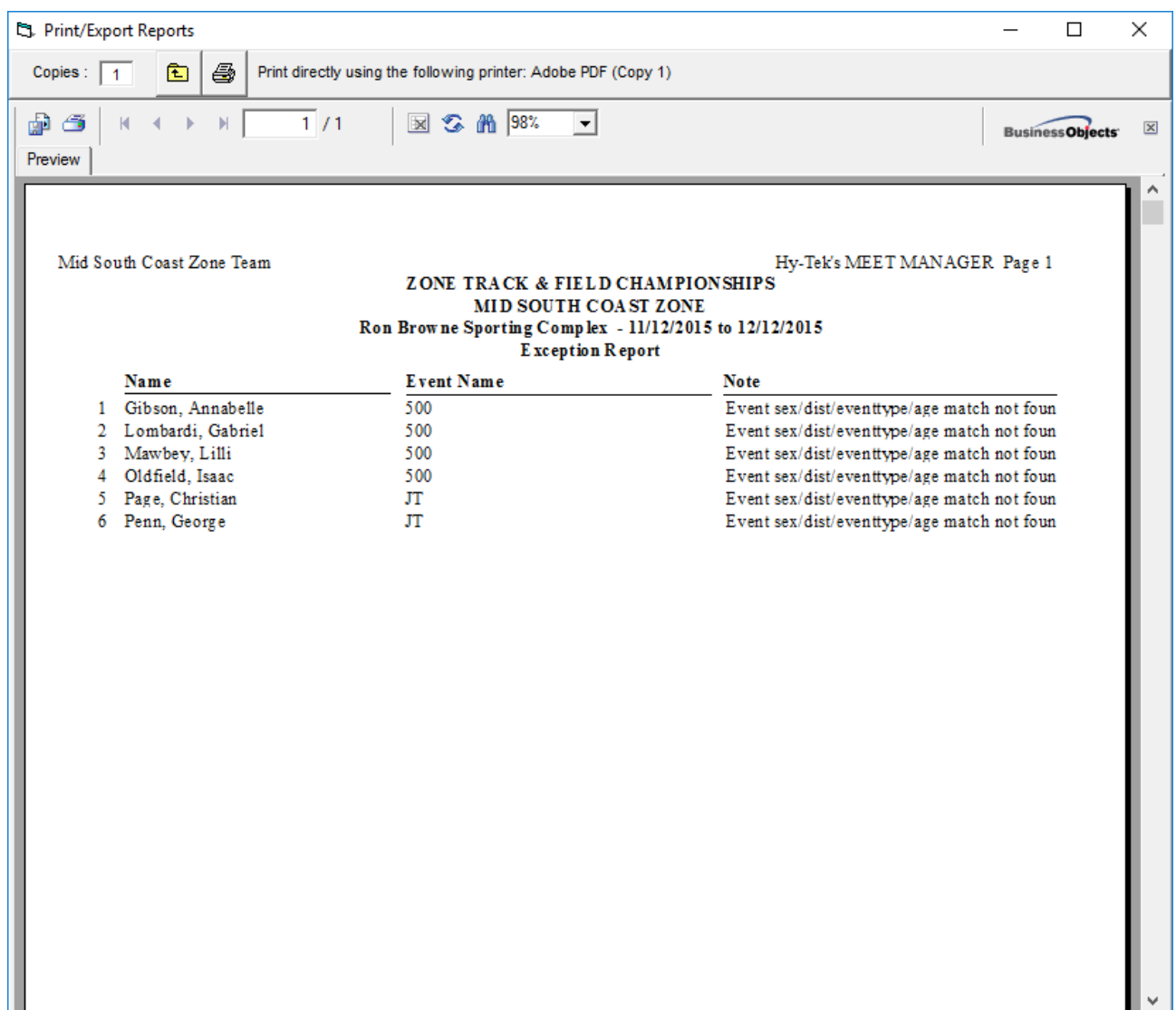


4. A message box is displayed containing details relating to the number of Athletes and Entries that were imported into the Meet Manager Database. Note this information and confirm it is correct. If no “Exceptions” have been encountered select “OK”. The Zone Championship entries have been successfully imported into the Meet Manager Database.

5. If “Exceptions” have been encountered when “OK” is selected the following message box will appear.



6. Select “OK”.



Mid South Coast Zone Team

Hy-Tek's MEET MANAGER Page 1

**ZONE TRACK & FIELD CHAMPIONSHIPS
MID SOUTH COAST ZONE
Ron Browne Sporting Complex - 11/12/2015 to 12/12/2015
Exception Report**

	<u>Name</u>	<u>Event Name</u>	<u>Note</u>
1	Gibson, Annabelle	500	Event sex/dist/eventtype/age match not found
2	Lombardi, Gabriel	500	Event sex/dist/eventtype/age match not found
3	Mawbey, Lilli	500	Event sex/dist/eventtype/age match not found
4	Oldfield, Isaac	500	Event sex/dist/eventtype/age match not found
5	Page, Christian	JT	Event sex/dist/eventtype/age match not found
6	Penn, George	JT	Event sex/dist/eventtype/age match not found

7. The “Exceptions Report” is now displayed. This is a list of exceptions (errors) encountered during the import process which must be resolved. It is strongly recommended that this report be printed. Once the report is closed the exceptions are lost and cannot be displayed again.