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## 1. Introduction

Only shaded cells (grey or yellow) can be edited. The programme has its own Custom menu that is used to navigate within the programmes, print results, etc.... This can be accessed from the Top menu bar (Excel 2003 & earlier) or the Add-in tab (Excel 2007) or from the right mouse click menu (all versions of excel, by right clicking on main spreadsheet window, not menu area)

Macros MUST be enabled for the programmes to work.

Excel 2003 and Earlier:-

To check/change your macro security level open Excel and select the Tools > Macro > Security Menu option.

Either Medium or Low must be selected. When Medium is selected you will be given the option to Enable or Disable Macros when opening each programme. Low is not recommended.

Excel 2007:-

Save the Result Programme(s) in a trusted location.

To create a trusted location click the **Microsoft Office Button** , and then click **Excel Options**.

Click **Trust Center**, click **Trust Center Settings**, and then click **Trusted Locations**.

Click **Add new location**.

*(Note: It is recommended that you don't make your entire Documents or My Documents folder a trusted location. Create a subfolder within Documents or My Documents, and make only that folder a trusted location.)*

In the **Path** box, type the name of the folder that you want to use as a trusted location, or click **Browse** to locate the folder.

If you want to include subfolders as trusted locations, select the **Subfolders of this location are also trusted** check box.

In the **Description** box, type what you want to describe the purpose of the trusted location & Click **OK**.

Check [www.CheshireAA.com](http://www.CheshireAA.com) for the latest version of the programmes.

## 2. Programme set-up

From the Custom menu select View > Summary to access the summary page.

### Event Details

The Event Title, Venue and Date are required data as these are included on the printouts.

The Sub Competition feature is optional, enter an event title (e.g. Cheshire Champs) if required, otherwise leave blank

### Team Results

To automatically calculate the top 3 senior & top 3 veteran men's and women's teams, enter the number of athletes required for a team (*up to a maximum of 8*).

If you are using the sub competition option the number of athletes per team are defined separately.

## 2.1 Print Result Recording sheets

To print results recording sheets (*Position, Number, Time*) select Print > Recording sheets from the Custom menu.

(Note: Each recording sheet has space for 120 results)

Recording sheets can be printed with the position already entered or completely blank.

To print a blank sheet, leave the starting position box empty and click OK.

To print sheets with positions on enter the first position to appear on the first sheet (*typically this will be 1*), and click OK

Enter number of pages and click OK. For blank sheets this is the number of copies, and for position filled sheets this determines the number of positions (*E.g. 1 pages = 1-120, 5 pages = 1-600*)

If you have selected to print positions on the sheet you will prompted to enter the number of Copies per page (*E.g. 2 – 1 for numbers, 1 for Times*), enter value and click OK. Enter 0 or click cancel to abort printing.

## 2.2 Print Entry Slips

To print Entry Slips select Print > Entry Slips from the Custom menu.

(Note: Each sheet has 3 entry slips)

Athletes per team		Sub Competition					
(8 max)	Senior	Veteran	Senior	Veteran			
Men	4	3	6	4			
Women	4	3	6	4			
		Athletes Declared		Finishers			
		Total	6 %	4 %			
Results	Status	Sub comp	M20	0	0.0	0	0.0
Page 1	☒	☒	M	3	50.0	3	75.0
Page 2	☒	☒	MV35	0	0.0	0	0.0
Page 3	☒	☒	MV40	1	16.7	1	25.0
Page 4	☒	☒	MV45	1	16.7	0	0.0
Page 5	☒	☒	MV50	0	0.0	0	0.0
Page 6	☒	☒	MV55	0	0.0	0	0.0
Page 7	☒	☒	MV60	0	0.0	0	0.0
Page 8	☒	☒	MV65	0	0.0	0	0.0
Page 9	☒	☒	MV70	0	0.0	0	0.0
Page 10	☒	☒	L20	0	0.0	0	0.0
Page 11	☒	☒	L	1	16.7	0	0.0
Page 12	☒	☒	LV35	0	0.0	0	0.0
Page 13	☒	☒	LV40	0	0.0	0	0.0
Page 14	☒	☒	LV45	0	0.0	0	0.0
Page 15	☒	☒	LV50	0	0.0	0	0.0
<b>Key</b>			LV55	0	0.0	0	0.0
Page complete	☒		LV60	0	0.0	0	0.0
Partial complete	☒		LV65	0	0.0	0	0.0
Page blank	☒		LV70	0	0.0	0	0.0

### 3. Declarations

From the Custom menu select View > Declarations to access the declarations page, or press Ctrl + Shift + D.

Enter the first issued number in the grey No. cell. By default all subsequent numbers will be assigned sequentially as indicated in the default No. column. If numbers are not used sequentially, enter the number used in the yellow No. cell (*this will then be indicated in the Default No. column*). If a manually entered number is in the default numbers list, the default no will then become then next available number. (*As illustrated below – default list = 100 – 1299, 109 has been manually entered so the default slot for 109 becomes 1300*)

Enter the runners name

Enter the runners Club name (*or UA/Unattached*) or select one of the previously entered clubs from the drop down list

Select the runners age category from the drop down list.

If you are using the sub competition option an additional column will be shown on the declaration page, if an athlete is entered in the sub competition select 'Y' from the drop down list, otherwise select 'N' or leave blank.

The Status column is an optional setting, select 'DNS' or 'Withdrawn' from the drop down list to stop athletes appearing in the missing athletes list

Assigned No.	No.	Name	Club	Category	Cheshire Champs	Status
100	100	J Bloggs	England	M		
101		A Cheshire	England	M	Y	
102		B Black	England	M		DNS
109	109	C White	England	MV45		
104		P Radcliffe	England	L	Y	
975	975	T Man	England	MV40	Y	
106						
107						
108						
1300						
110						
111						
112						

#### 3.1 Printing Declarations

From the Custom menu select Print > Declarations.

(Note: Cell shading is removed before printing)

## 4. Results

To view the results entry page, select View > Results on the Custom menu , or press Ctrl + Shift + R.

Enter the runners number.

Enter time – Hour, Minute, Sec values only need to be entered if different from the athlete above

To view the top 3 Individuals (*overall and age category*) and teams, select View > Awards on the Custom menu

Pos.	Number	Hour	Min	Sec	Name	Club	Category	L Pos.	MV Pos.	LV Pos.	Cat pos	Time	Cheshire Champs
1	104	1	6	12	P Radcliffe	England	L	1				11:06:12	1
2	101			45	A Cheshire	England	M					11:06:45	2
3	109		7	52	C White	England	MV45		1			11:07:52	
4	102		8	1	B Black	England	M					21:08:01	
5	975			25	T Man	England	MV40		2			11:08:25	3
6	100			56	J Bloggs	England	M					31:08:56	
7													
8													
9													
10													
11													
12													
13													

### 4.1 Results Printing

From the Custom menu select ‘Print’ > ‘Results All’/‘Results All – Sub competition’ to print a full set of results, or press Ctrl + Shift + P/L.

From the Custom menu select ‘Print Single Results Pages’/’ Print Single Results Pages – Sub competition’ > Page xx to print a single page.

*(Note: Cell shading is removed before printing. The Sub competition results pages will show category positions within that competition)*

Check the Summary page to see which results pages are complete.

*(Note: If the select results page is blank, nothing will be printed and you will get a ‘This is a blank page’ error message, click OK on error message)*

From the Custom menu select ‘Print’ > ‘Awards’/’Awards – Sub competition’ to print the appropriate awards page, or press Ctrl + Shift + W/E.

## Distance Race Results Programme Manual


**Cheshire 10K Cheshire - Mon-1-Oct-2007**

Men	Name	Club	Time	Ladies	Name	Club	Time
1st	A Cheshire	England	34:34	1st	P Radcliffe	England	34:12
2nd	B Black (M20)	England	36:01	2nd	C White (LV55)	England	34:56
3rd	T Man (MV40)	England	36:02	3rd	-	-	-
U20	Name	Club	Time	U20	Name	Club	Time
1st	B Black	England	36:01	1st	-	-	-
2nd	-	-	-	2nd	-	-	-
3rd	-	-	-	3rd	-	-	-
V35	Name	Club	Time	V35	Name	Club	Time
1st	J Bloggs	England	1:01:03	1st	-	-	-
2nd	-	-	-	2nd	-	-	-
3rd	-	-	-	3rd	-	-	-
V40	Name	Club	Time	V40	Name	Club	Time
1st	T Man	England	36:02	1st	-	-	-
2nd	-	-	-	2nd	-	-	-
3rd	-	-	-	3rd	-	-	-
V45	Name	Club	Time	V45	Name	Club	Time
1st	-	-	-	1st	-	-	-
2nd	-	-	-	2nd	-	-	-
3rd	-	-	-	3rd	-	-	-
V50	Name	Club	Time	V50	Name	Club	Time
1st	-	-	-	1st	-	-	-
2nd	-	-	-	2nd	-	-	-
3rd	-	-	-	3rd	-	-	-
V55	Name	Club	Time	V55	Name	Club	Time
1st	-	-	-	1st	C White	England	34:56
2nd	-	-	-	2nd	-	-	-
3rd	-	-	-	3rd	-	-	-
V60	Name	Club	Time	V60	Name	Club	Time
1st	-	-	-	1st	-	-	-
2nd	-	-	-	2nd	-	-	-
3rd	-	-	-	3rd	-	-	-

Men Team Awards				Ladies Team Awards			
Men	Club	Athletes	Time	Ladies	Club	Athletes	Time
1st	England	101.A Cheshire	34:34	1st	-	-	-
		17 points					
		(2,4,5,6)					
		102.B Black	36:01				
		975.T Man (V40)	36:02				
		100.J Bloggs (V35)	1:01:03				

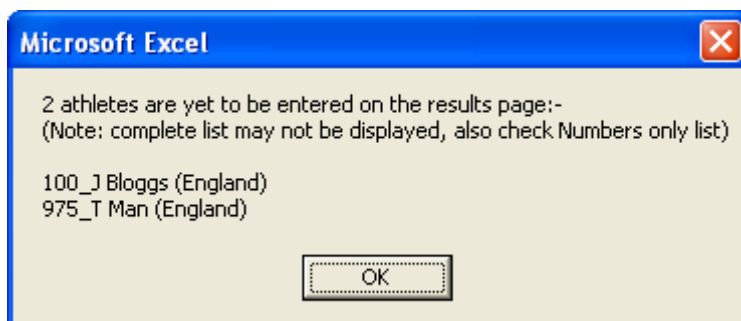
### 4.2 Creating a result File

From the Custom menu select Create results file . This will create a much smaller file with just the results and awards page. If a sub competition is defined there will also be separate results and award pages for this.

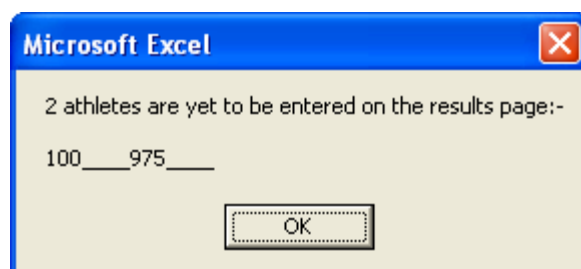
Select a folder to save the file in from the Browse for Folder box, click on folder to highlight it and click OK.

## 5. Missing Athletes List

From the Custom menu select 'Missing athletes' > 'List with Names', or press Ctrl + Shift + O to display the number, name, and club of athletes that have not been entered onto the results page and whose status is not DNS/Withdrawn on the declaration page. (Note: *There is a limit to the amount of text that is displayed on this message so if there are a lot of missing athletes not all of them will be displayed*)



From the Custom menu select 'Missing athletes' > 'Numbers only', or press Ctrl + Shift + K to display a list of numbers that have not been entered onto the results page and whose status is not DNS/Withdrawn on the declaration page.



## 6. Keyboard Shortcut Summary

View Declarations	- Ctrl + Shift + D
View Results	- Ctrl + Shift + R
View Awards	- Ctrl + Shift + A
Print Awards	- Ctrl + Shift + W
View Sub Competition Awards	- Ctrl + Shift + S
Print Sub Competition Awards	- Ctrl + Shift + E
Print Full Results	- Ctrl + Shift + P
Print Full Sub Competition Results	- Ctrl + Shift + L
View Missing Athlete Names	- Ctrl + Shift + O
View Missing Athlete Numbers	- Ctrl + Shift + K

## 7. Help & Error Management

Where you see a red triangle in the top right of a cell (e.g. ), hold the cursor over this cell to see a quick tip/information relating to that cell/column/sheet.

If an error occurs when selecting a menu option, save using the Excel save option and repeat task or re-select the option that caused the error. If this does not resolve the problem save and close the workbook, and re-open it.

E-mail [webmaster@cheshireaa.com](mailto:webmaster@cheshireaa.com) to report any errors or request program changes/additions.

### 7.1 Printing problems

If you experience problems with printouts not fitting on a page, check that 'Actual Size' (or equivalent setting on non HP printers) is not selected.

Select File > Page Setup > Options > Effects tab, Select Print Document on and select A4 from the drop down list and check Scale to fit.

