

Contents

1. Introduction.....2

2. Match set-up.....2

 2.1 Zoom5

3. Declarations5

 3.1 Manual Entry5

 3.2 Import declarations.....6

4. Results6

 4.1 Track Result Entry – up to 1500m6

 4.2 Track Result Entry – 3000m7

 4.3 Field Result Entry8

 4.4 Non-Scoring Result entry.....9

 4.5 Cancelled events9

 4.6 Results Printing.....9

 4.7 View Match Scores & Statistics10

5. File Management.....10

 5.1 Saving the main programme10

 5.2 Creating a result File.....11

 5.3 E-mail results files11

6. Help & Error Management.....11

 6.1 Printing problems12

1. Introduction

Macros MUST be enabled for the programme 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 Result Programme 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**.

The Cheshire League custom menu is available from the top menu bar or from the right mouse click menu

Check www.CheshireAA.com for the latest version of the programmes.

2. Match set-up

Select the Cheshire League > Index menu option to access the Index page.

Click on 'Match set-up'

Match details

Select one of the pre-defined venues from the drop-down list or enter a venue name.

Enter the match date in dd/mm/yy format

Select the Round and Match number from the appropriate drop down lists

Cheshire Track & Field League Results Programme Manual

Cheshire T and F league Wed-7-May-2014

[NS results page](#)

Declaration Pages:-		Team 1	Team 2	Team 3	Team 4	Team 5	Team 6	Key
Guest Team	Club Letter:	U17M	U15M	U13M	U11B	Men's Score	U11 Score	Results entered
SM	SW	U17W	U15W	U13W	U11G	Womens Score		Waiting for results
								Athletes DNS
100m	12:40	0	0	0	0	0	0	Event cancelled
1500m	15:15	0	0	0	0	0	0	Results Entered
3000m	13:00	0	0	0	0	0	0	Unused Points
Triple Jump	13:20	0	0	0	0	0	0	
Javelin	15:00	0	0	0	0	0	0	
4*100m	16:25	0	0	0	0	0	0	
U17 Women								
100m	12:40	0	0	0	0	0	0	
1500m	15:15	0	0	0	0	0	0	
Triple Jump	12:00	0	0	0	0	0	0	
Shot	15:00	0	0	0	0	0	0	
4*100m	16:05	0	0	0	0	0	0	
U15 Women								
100m	12:30	0	0	0	0	0	0	
1500m	15:15	0	0	0	0	0	0	
High Jump	13:30	0	0	0	0	0	0	
Shot	12:45	0	0	0	0	0	0	
4*100m	16:20	0	0	0	0	0	0	
U13 Women								
100m	12:15	0	0	0	0	0	0	
800m	14:15	0	0	0	0	0	0	
Long Jump	15:00	0	0	0	0	0	0	
Discus	13:30	0	0	0	0	0	0	
4*100m	16:15	0	0	0	0	0	0	
Women's Total		0	0	0	0	0	0	
Match Position								After 0 of 16 events

Venue:	Date:	Index Page	Round:	Match:	League Rules
					Instructions
Set Events	Zoom factor %:	Zoom	Reset Zoom	Guest Team	
Club Name	NS	Team 1	Team 2	Team 3	Team 4
Club Letter:		Team 5	Team 6		
Results Sheets			Field cards		
SM	Print	Sprints	Print	Jump	Throw
		Distance	Print	Print	Print
U17M	Print	Jump	Print	Print	Print
U15M	Print	Throw	Print	Print	Print
U13M	Print	Relay	Print	Print	Print
U11B	Print	Non-scoring	Print	Print	Print
SW	Print	Print	Print	Print	Print
U17W	Print		Print	Print	Print
U15W	Print		Print	Print	Print
U13W	Print		Print	Print	Print
U11G	Print		Print	Print	Print
3000M	Print		Print All Field Cards		
Match Scores & Stats					
	Print	View			
Full Results Events & Match					
	Print				
E-mail results to cheshireaa.com & Secretary					
	Send	Create Result File			

Competing Clubs

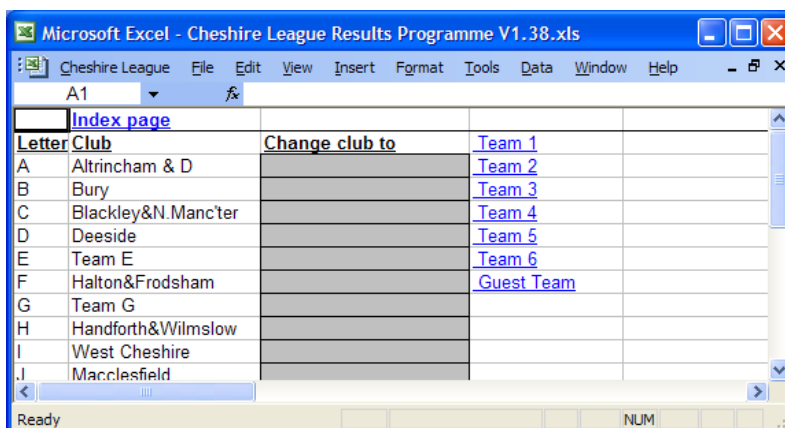
Select a club letter from the drop-down list or enter a Club letter for teams 1 to 6

If the correct club name does not appear select Cheshire League > Match set-up > Select Clubs menu option or click on Club Name to access the club list set-up page

Cheshire Track & Field League Results Programme Manual

Enter the correct club name against the appropriate letter

If a guest team is taking part in the match enter their letter on the guest team declaration page (see [section 3](#))



Match Events and Timetable

Select the Cheshire League > Match set-up > Timetable menu option or click on Set Events to go to the timetable set-up page

Pre-defined timetables

Click Select Full Timetable on the timetable set-up page

Click Select for the Timetable that is the closest to the actual match timetable

Manually edit timetable

To change an event on the timetable set-up page click on the appropriate event so that is displayed next to it.

Enter the event time in hh:mm format

Cheshire Track & Field League Results Programme Manual

Printing Field Cards

From the Match Set-up page (Select Cheshire League > Match set-up > Field Cards)
Click on Print for an individual event or click Print All Field Cards

2.1 Zoom

To quickly change the viewing zoom level on all pages Select the Cheshire League > View > Zoom xx% menu option

OR

Select a zoom level from the drop-down list on the Match Set-up page and click zoom or click reset zoom to reset to 100%

3. Declarations

Select the Cheshire League > Declarations > {Team x/Guest Team/Non-scorers} menu option to access the declarations page.

(Once Club Letters have been entered the Team x/Guest Team text links will change to the club name Scoring and Guest team declarations can also be accessed from the result entry pages by clicking on T1 – T7 at the top of the page)

3.1 Manual Entry

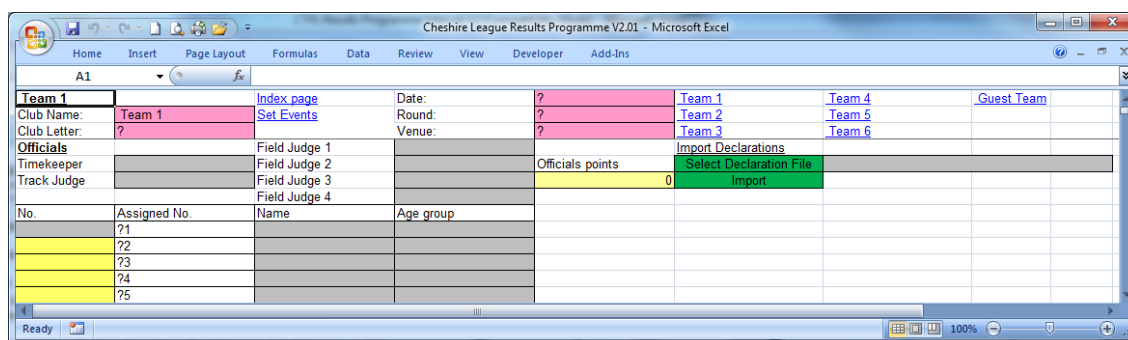
Enter up to 6 officials names to give team officials points

(If Officials names are not entered, the points awarded for providing officials can be manually added on the Index page in the Add/Sub Points boxes)

Enter Athletes names in the Name column and select Age group from the drop down list.

Cheshire Track & Field League Results Programme Manual

The athletes assigned number by default starts at 1, to change the starting number enter a number in the grey No. Cell. Individual athletes number can be changed by entering a number in the yellow No. Cells.



Guest Team declarations

Select the Cheshire League > Declarations > Guest Team menu option or click on Guest Team link

Select club letter from the drop down list or enter club letter

Enter athletes and officials as above

3.2 Import declarations

Alternatively, if an electronic declaration file has been submitted the officials and athletes names can be imported. First the declaration file must be saved on the computer then click 'Select Declaration File', browse to the files location and select the declaration file to import and Click Open. Click Import.

(The sheets in the declaration file with the officials and athletes on must be named "OFFICIALS" and "ATHLETES" respectively and the information must be in the original columns otherwise the program will not find the names)

Please note that if names have been added manually before a file is imported then the default number assign to these athletes will change or if a number has been manually added then athletes will not get imported if the number already exist.

4. Results

From the Index page or any team declaration page click on an event name to jump to the appropriate results entry area or select the Cheshire League > Results Entry > {Age group/3000m/Non-scoring} menu option to jump to the appropriate page.

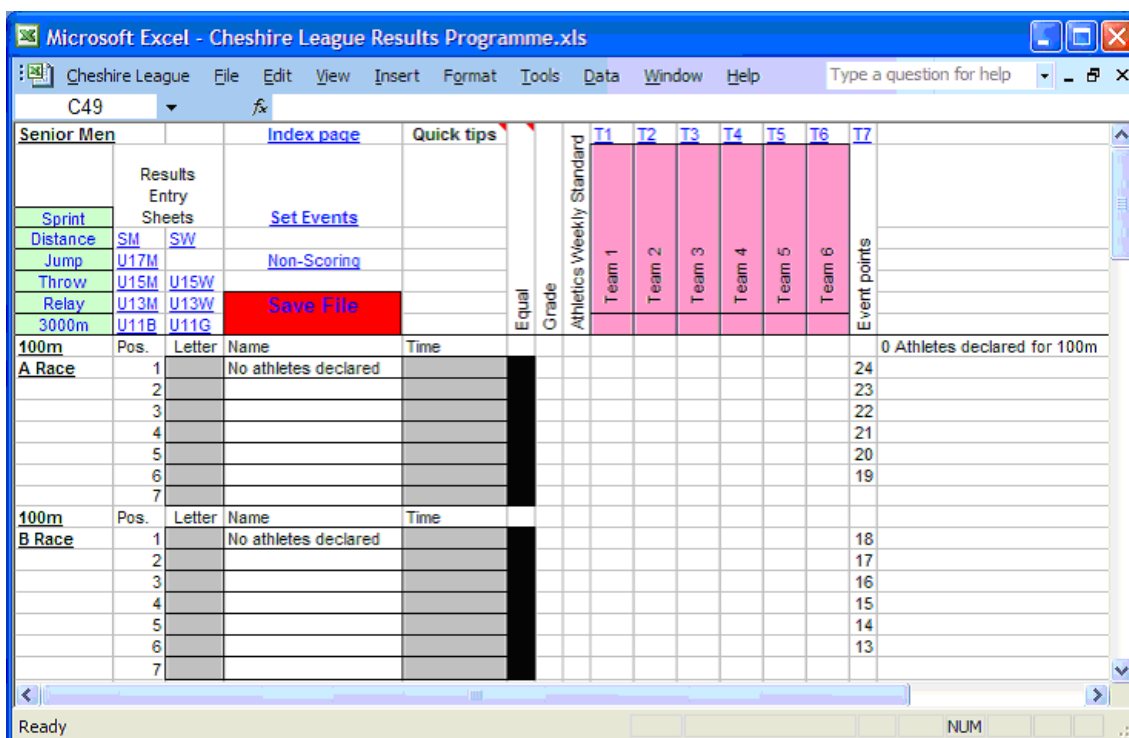
If athletes are declared but no one competes enter an x in time/distance column for the 1st Position A-sting

4.1 Track Result Entry – up to 1500m

Enter the athletes' number.

Enter the athletes time in SS.SS or MM.SS.SS format as appropriate.

Cheshire Track & Field League Results Programme Manual



4.2 Track Result Entry – 3000m

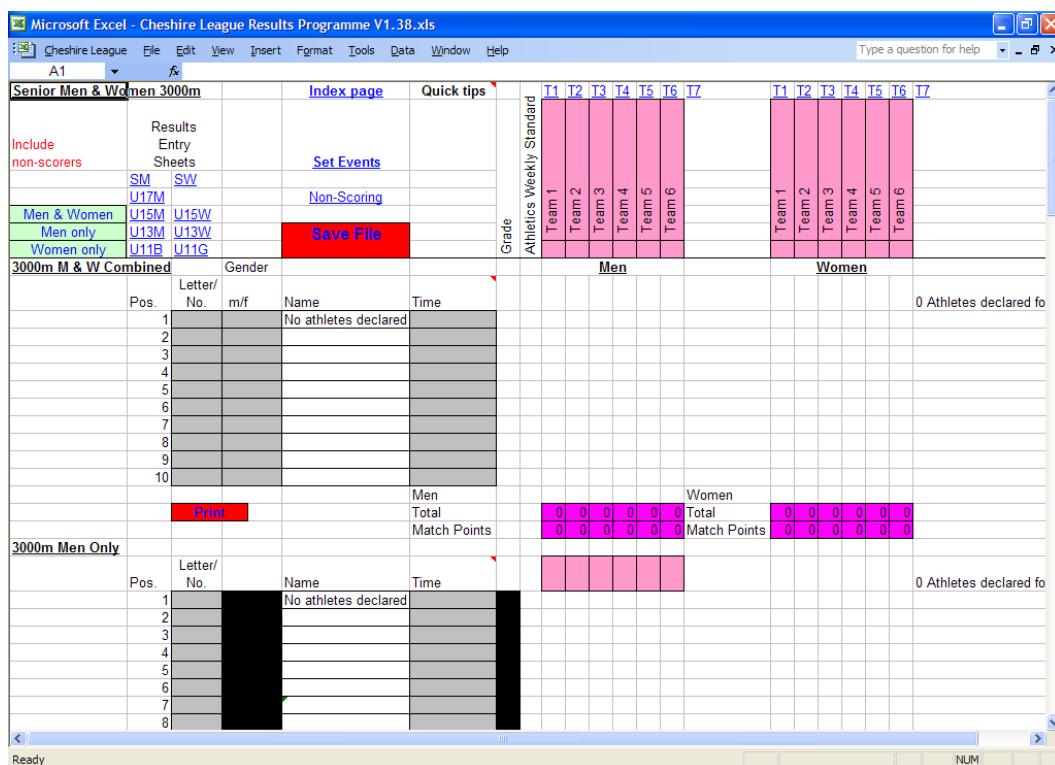
Select the Men & Women combined race or the Women only race as required

Enter the athletes' number (Non-scoring athletes can be entered along with scoring athletes)

Enter M/F as appropriate if a combined race (this will automatically be entered if the age group is entered on the declaration page).

Enter the athletes time in MM.SS.SS format

Cheshire Track & Field League Results Programme Manual



4.3 Field Result Entry

(Results can be entered as they are on the result card and the programme will calculate the position and string)

Enter the athletes' number

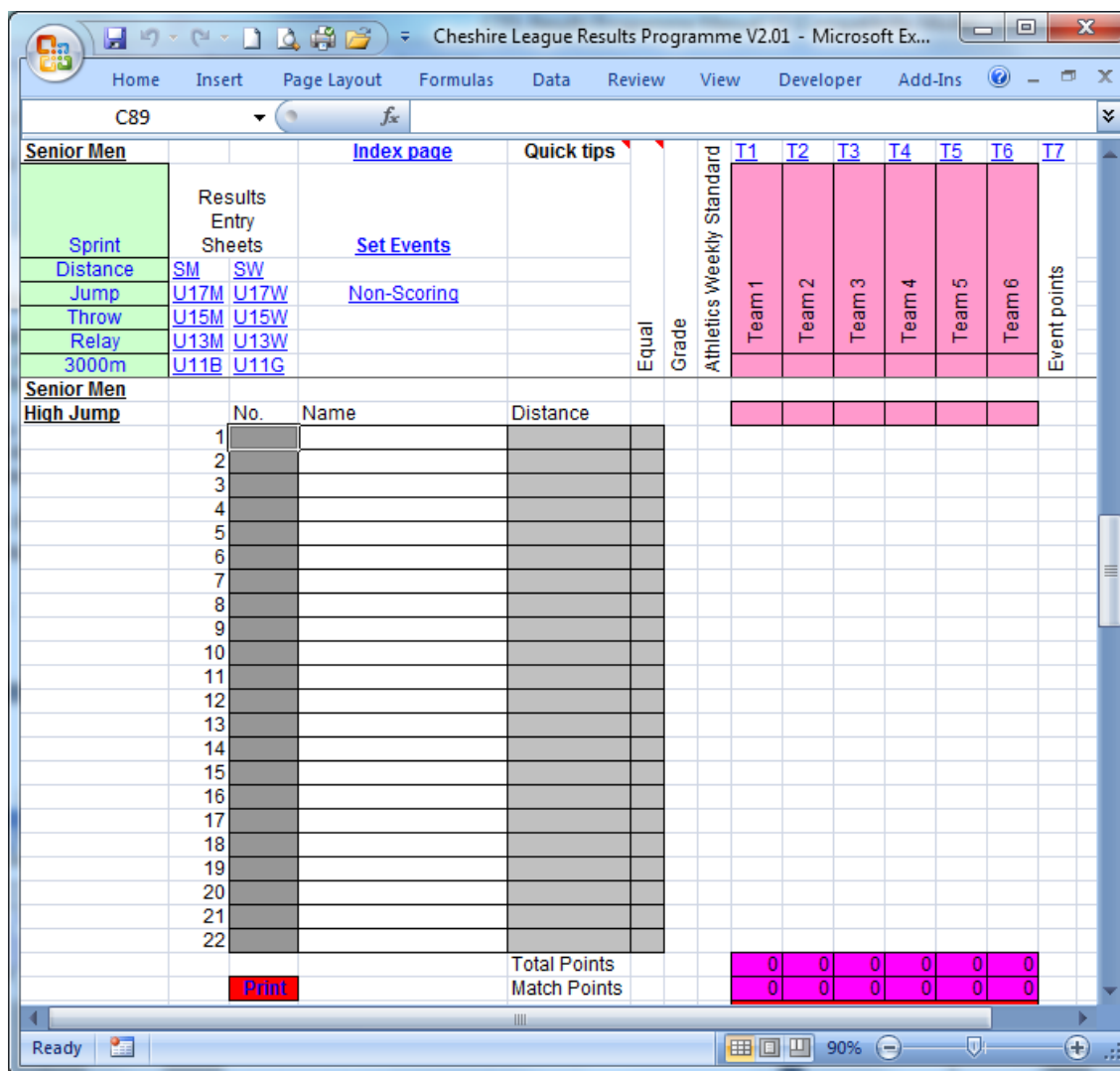
Enter the athletes distance in MM.CC format.

If 2 or more athlete finish with equal performance enter '=' in the Equal column for all athletes that are equal to share the event points between them.

If athletes of the same string have the same result but are not equal a third decimal place can be added to the better athletes result to split them e.g. 12.001

Distance	Equal
12.00	=
12.00	=
11.25	=
11.25	=
11.25	=
11.11	

Cheshire Track & Field League Results Programme Manual



4.4 Non-Scoring Result entry

On the Non-scoring results page there is space for 24 non-scoring events (Non-scoring 3000m results are entered on the main 3000m results page)

Select the athletes age group from the drop down list

Select the event group (E.g. Sprint) from the drop down list and then the appropriate event will be displayed to the right

Enter the athletes time/distance in SS.SS, MM.SS.SS or MM.CC format as appropriate

4.5 Cancelled events

On the index page enter an X in the event cancelled column if an event is cancelled to assign 6 points to each competing team

4.6 Results Printing

Single event results

Click on the Red print button below an events result on the results entry page to print the results for just that event

Event group results

Select the Cheshire League > Printing > Results/Field cards menu option then click Print under the required Event Group (e.g. Sprints)

Age group results

Select the Cheshire League > Printing > Results/Field cards menu option then click Print next to the required Age group

Match statistics

Select the Cheshire League > Printing > Match statistics menu option or click Print under Match Scores & Stats on the index page

Full scoring results

Select the Cheshire League > Match End > Print full results menu option or click Print under Full results events & Match on the index page

(This will print all event results, except non-scoring and the match statistics)

Non-scoring results

Select the Cheshire League > Printing > Results/Field cards menu option then click Print under Non-Scoring


4.7 View Match Scores & Statistics

At any time press CTRL + SHIFT + S to display a new window with the current match scores, or select the Cheshire League > View > Match score menu option

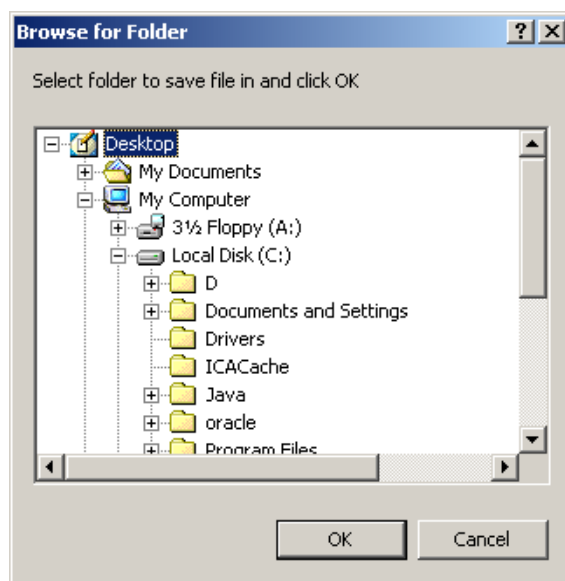
To view the match scores and statistics page select the Cheshire League > View > Match statistics menu option or click on View below Match Scores and Stats on the index page

5. File Management

5.1 Saving the main programme

Select the Cheshire League > Save  Menu option or click Save File button (found on most pages)

On the first occasion that Save is selected you will get the option to select a save folder or use the default folder (C:\Cheshire league results). Click No to use the default folder or click Yes to give the Browse for Folder box. Select a folder to save the file in, click on folder to highlight it and click OK.



5.2 Creating a result File

Select the Cheshire League > Match end > Create results file  menu option

You will get the option to select a save folder or use the default folder (C:\Cheshire league results). Click No to use the default folder or click Yes to give the Browse for Folder box. Select a folder to save the file in, click on folder to highlight it and click OK.

5.3 E-mail results files

Full Results to League secretary & Cheshireaa.com

Select the Cheshire League > Match end > E-mail secretary/CheshireAA.com results menu option or Click Send under E-mail results to cheshireaa.com & secretary on the index page to automatically create and e-mail the full results file.

(This requires the PC in use to have a compatible e-mail program, e.g. Microsoft outlook, and an Internet connection)

If an internet connection is not present the result file will still be created but must be sent later

AW standards met to Athletics weekly

Select the Cheshire League > Match end > E-mail AW results menu option or click send to AW under AW standards met on the index page to automatically create and e-mail the AW results file.

(This requires the PC in use to have a compatible e-mail program, e.g. Microsoft outlook, and an Internet connection)

If an internet connection is not present the result file will still be created but must be sent later

6. 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.

To view a brief set of instructions Select Cheshire League > Help > Help menu option.

E-mail webmaster@cheshireaa.com to report any errors or request program changes/additions.

6.1 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.

