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## 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](http://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



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If a guest team is taking part in the match enter their name 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

SM	U17M	U15M	U13M	U11B	Index page		Back	Timetable 1	Timetable 2	Timetable 3	Timetable 4				
SW	U17W	U15W	U13W	U11G	Field Event cards			Select	Select	Select	Select				
<b>Senior Men</b>				<b>Time</b>	<b>Weight</b>		<b>Senior Men</b>	<b>Time</b>	<b>Event</b>	<b>Time</b>	<b>Event</b>	<b>Time</b>	<b>Event</b>	<b>Time</b>	<b>Event</b>
Sprint	<input type="radio"/> 100m	<input checked="" type="radio"/> 200m					Sprint	13:55	200m	12:40	100m	13:55	200m	12:40	100m
Distance	<input checked="" type="radio"/> 800m	<input type="radio"/> 1500m					Distance	15:00	800m	15:35	1500m	15:00	800m	15:35	1500m
3000m							3000m	11:45	3000m	11:45	3000m	11:45	3000m	11:45	3000m
Jump	<input checked="" type="radio"/> Long Jump	<input type="radio"/> Triple Jump	<input type="radio"/> High Jump				Jump	16:15	Long Jump	16:00	High Jump	16:15	Long Jump	16:00	High Jump
Throw	<input checked="" type="radio"/> Shot	<input type="radio"/> Discus	<input type="radio"/> Javelin	<input type="radio"/> Hammer			Throw	12:00	Shot	13:00	Hammer	12:00	Discus	13:00	Javelin
Relay	<input checked="" type="radio"/> 4*100m	<input type="radio"/> 4*400m					Relay	16:55	4*100m	16:50	4*100m	16:55	4*100m	16:45	4*100m
<b>U17 Men</b>							<b>U17 Men</b>								
Sprint							Sprint	14:05	200m	12:50	100m	14:05	200m	12:50	100m
Distance							Distance	15:05	800m	15:35	1500m	15:00	800m	15:35	1500m
3000m							3000m	11:45	3000m	11:45	3000m	11:45	3000m	11:45	3000m
Jump							Jump	16:15	Long Jump	16:00	High Jump	16:15	Long Jump	16:00	High Jump
Throw							Throw	12:00	Shot	13:00	Hammer	12:00	Discus	13:00	Javelin
Relay							Relay	16:50	4*100m	16:45	4*100m	16:50	4*100m	16:50	4*100m
<b>U15 Men</b>							<b>U15 Men</b>								
Sprint	<input checked="" type="radio"/> 100m	<input type="radio"/> 200m					Sprint	13:00	100m	13:55	200m	12:45	100m	13:55	200m
Distance	<input type="radio"/> 800m	<input checked="" type="radio"/> 1500m					Distance	15:50	1500m	15:15	800m	15:50	1500m	15:15	800m
Jump	<input type="radio"/> Long Jump	<input type="radio"/> Triple Jump	<input checked="" type="radio"/> High Jump				Jump	15:00	High Jump	11:45	Long Jump	15:00	High Jump	11:45	Long Jump
Throw	<input type="radio"/> Shot	<input checked="" type="radio"/> Discus	<input type="radio"/> Javelin	<input type="radio"/> Hammer			Throw	14:00	Discus	14:00	Javelin	14:00	Shot	13:45	Hammer
Relay							Relay	16:15	4*100m	16:35	4*100m	16:15	4*100m	16:35	4*100m
<b>U13 Men</b>							<b>U13 Men</b>								
Sprint	<input type="radio"/> 100m	<input checked="" type="radio"/> 200m					Sprint	14:15	200m	13:00	100m	14:15	200m	13:00	100m
Distance	<input checked="" type="radio"/> 800m	<input type="radio"/> 1500m					Distance	15:20	800m	15:40	1500m	15:20	800m	15:40	1500m
Jump	<input checked="" type="radio"/> Long Jump		<input type="radio"/> High Jump				Jump	11:45	Long Jump	11:45	High Jump	11:45	Long Jump	11:45	High Jump
Throw	<input type="radio"/> Shot	<input checked="" type="radio"/> Discus	<input type="radio"/> Javelin				Throw	15:00	Discus	14:00	Shot	13:30	Javelin	13:30	Shot
Relay							Relay	16:05	4*100m	16:25	4*100m	16:05	4*100m	16:25	4*100m

### 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 cards will be printed for each event, a scoring and non-scoring card.

## **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} 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 – T6 at the top of the page)*

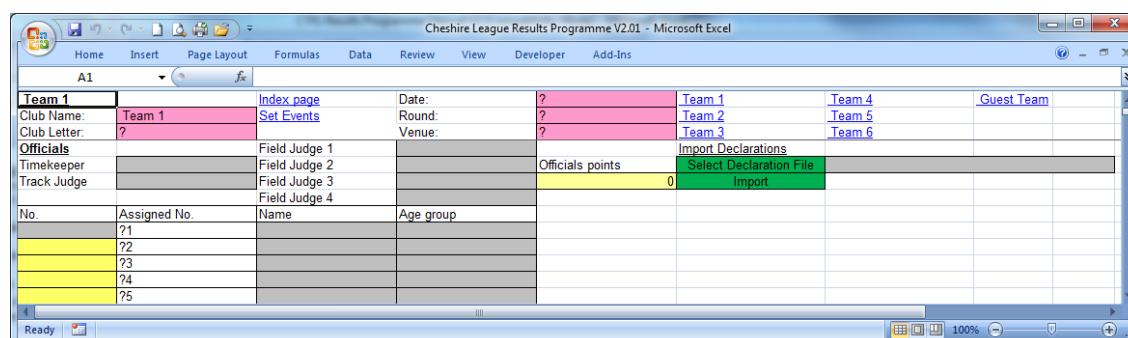
### **3.1 Manual Entry**

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.

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  
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} menu option to jump to the appropriate page.

If no one competes in an event enter an x in time/distance column for the 1<sup>st</sup> 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.

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Senior Men	Results Entry Sheets		<a href="#">Index page</a>	Quick tips	T1	T2	T3	T4	T5	T6	Event points
<a href="#">Sprint</a> <a href="#">Distance</a> <a href="#">Jump</a> <a href="#">Throw</a> <a href="#">Relay</a> <a href="#">3000m</a>	<a href="#">SM</a> <a href="#">U17M</a> <a href="#">U15M</a> <a href="#">U13M</a> <a href="#">U11B</a>	<a href="#">SW</a> <a href="#">U17W</a> <a href="#">U15W</a> <a href="#">U13W</a> <a href="#">U11G</a>	<a href="#">Set Events</a>	Wind speed (Optional)	Equal	Team 1	Team 2	Team 3	Team 4	Team 5	
<b>200m</b>	Pos.	No.	Name	Time							
<b>A Race</b>	1										
	2										
	3										
	4										
	5										
	6										
	7										
	8										
<b>200m</b>	Pos.	No.	Name	Time							
<b>B Race</b>	1										
	2										
	3										
	4										
	5										
	6										
	7										
	8										
<b>200m</b>	Pos.	No.	Name	Time							
<b>C Race</b>	1										
	2										
	3										
	4										
	5										
	6										
	7										
	8										
<b>200m</b>	Pos.	No.	Name	Time							
<b>D Race</b>	1										
	2										
	3										
	4										
	5										
	6										
	7										
	8										
				Total Points		0	0	0	0	0	0
				Match Points		0	0	0	0	0	0

### 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

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3000m		<a href="#">Index page</a>	Quick tips	T1	T2	T3	T4	T5	T6	T1	T2	T3	T4	T5	T6	T1	T2	T3	T4	T5	T6	T1	T2	T3	T4	T5	T6
		Results Entry Sheets		Team 1	Team 2	Team 3	Team 4	Team 5	Team 6	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6
		<a href="#">Set Events</a>																									
		Men/Women SM SW																									
		Women Only U17M U17W																									
		U15M U15W																									
		U13M U13W																									
		U11B U11G																									
3000m		Age Group		Senior Men						Senior Women						U17 Men						U17 Women					
Pos.	No.	Name	Time																								
1																											
2																											
3																											
4																											
5																											
6																											
7																											
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26																											
27																											
28																											
29																											
30																											
Total				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Match Points				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### 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	



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Senior Men	Results Entry Sheets		<a href="#">Index page</a>	Quick tips	T1	T2	T3	T4	T5	T6	Event points
Sprint			<a href="#">Set Events</a>		Team 1	Team 2	Team 3	Team 4	Team 5	Team 6	
Distance	SM	SW									
Jump	U17M	U17W									
Throw	U15M	U15W									
Relay	U13M	U13W		Wind speed (Optional)	Equal						
3000m	U11B	U11G									
<b>Senior Men</b>											
<b>Long Jump</b>	No.	Name	Distance								
	1										
	2										
	3										
	4										
	5										
	6										
	7										
	8										
			Total Points		0	0	0	0	0	0	
			Match Points		0	0	0	0	0	0	
<b>Senior Men</b>											
<b>Long Jump</b>	No.	Name	Distance								
<b>Non-Scoring</b>	1										
	2										
	3										
	4										
	5										
	6										
	7										
<b>Senior Men</b>											
<b>Shot</b>	No.	Name	Distance								
	1										
	2										
	3										
	4										
	5										
	6										
	7										
	8										
			Total Points		0	0	0	0	0	0	
			Match Points		0	0	0	0	0	0	

### 4.4 Non-Scoring Result entry

Non-scoring results are entered on the appropriate age group page. There are separate spaces for non-scoring races/field events, but non-scoring athletes can also be entered alongside scoring athletes, e.g. 1 non-scorer in track race.

### 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

#### 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)


### **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

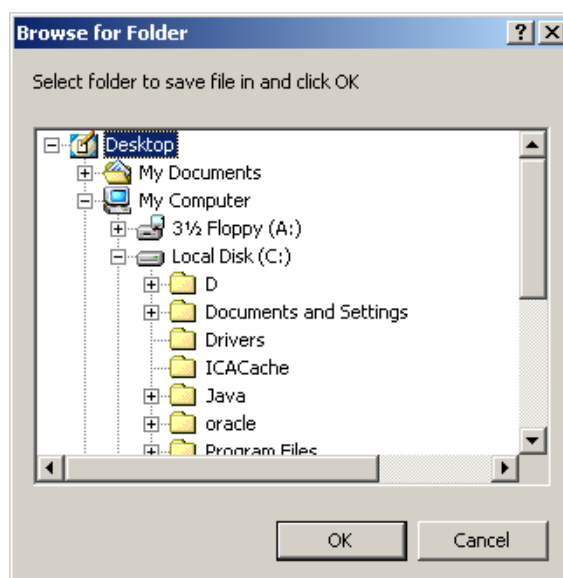
To view the match scores and statistics page select the Cheshire League > View > Match statistics menu option or click on View below Match Scores and Stats on the index page

## **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 and P10

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

## 6. Help & Error Management

Where you see a red triangle in the top right of a cell (e.g. 

DOB
-----

), 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](mailto: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.

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