

# High School Swimming Automated Scoresheet

## Instructions and Notes

The spreadsheet was developed in Excel 2010 and uses features specific to that version. It may work in Excel 2007, but certain features will not function properly – notably some of the error checking.

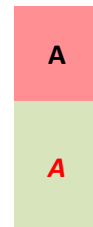
The spreadsheet uses macros to perform calculations and data entry checks, so if prompted, allow macros to be enabled when opening the template. It is meant to look like a standard high school score sheet and should be filled out similarly. Fill in each of the light blue highlighted cells as necessary to record information about the meet. The spreadsheet accommodates both dual and triangular swim meets.

Scores are enabled by filling in the school/team abbreviations in the yellow highlighted cells above the points columns on the far right hand side of the spreadsheet and then assigning the correct abbreviation in the HS column corresponding to the place earned by the individual or relay. For dual meets the first two abbreviations should be filled in and for triangular meets all three abbreviations should be completed. I would recommend using a 1 or 2 letter abbreviation for clarity (the cells are sized to display 2 characters) and ease of data entry. If a tie during an event is received, record the individuals or relays in the place awarded and the next adjacent place column, then put any character (I recommend an “X”) in the Tie column between the two place columns so that the spreadsheet will award the proper number of points to the teams. It only allows 2-way ties at this point, let me know if that creates a significant problem!

Diving should be treated as any other event, with the diver earning the most points entered into the first place column, the next into the second place column, etc. The diving scores can be entered into the “Time” column – there is no special formatting for the cell.

As event information is entered, the spreadsheet checks for a couple of common errors:

- 1) if an unrecognized team abbreviation is entered, the cell is highlighted with a red background
- 2) if more individuals or relays from the same team are entered as scoring than allowed based on the type of meet, the cells are highlighted with a light green background and team abbreviations are bold red in color



The spreadsheet can be saved as a PDF file for emailing or use by others that do not have access to Excel 2010: Simply select the File tab, click on “Save As”, then select “PDF (\*.pdf)” in the “Save as type” drop-down list, type in a file name and click on the Save button.

Please contact me via email if you have any questions, concerns, or suggestions about the spreadsheet, I will answer them as I have time.

Regards,

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