

## App Worksheet Instructions – Run Left & Field Right

The newest version has added a Data Worksheet that enables the user to set up Event Names, Divisions and Time Allowed per Heat as a permanent reference tool (See Data Worksheet Instructions). The Event Name, Division are all linked to dropdowns in the Schedule Worksheet. The Time Allowed per heat is then assigned based on the Event Name and Division selected.

The information listed below will help to understand where the user can edit information in cells to create a desirable Schedule of Events. The worksheet is protected, and certain cells locked to simplify the process and protect information from getting lost or unusable. In the **Schedule Print Area (Columns A-T)**, majority of the cells are locked and are filled by information calculated in formulas based on the number of heats and the time allowed for each heat. The information in these cells are all linked to the **Schedule Work Area (Columns V – AU)**.

The cells outside the formatted time schedule, in the **Schedule Print Area**, are unlocked and available for coaches to add any notes they feel necessary for the coaches, athletes and officials. Information like size of spikes allowed, how long before an event they need to check in before the scheduled start time, information about uniforms, clerk information, awards, etc.....

The **Schedule Work Area** is now linked to a Data Worksheet to help eliminate errors and simplify the process. The cells highlighted are locked and protected because of formatting and formulas used to calculate the information displayed in the Schedule Print Area. The event name and division are now entered by using a dropdown selection when in the cell. The Schedule Work Area is broken down and explained in more detail below to help set up a concise event schedule for competitions and run a quality competition for everyone to enjoy.

### Running Events Schedule: Schedule Work Area

- **Cell Y1:** (Event Title) allows the user to edit the Event Title for the Schedule print area.
- **Cell Z2:** (Start Time Running) allows the user to edit the Start Time (TOD) for the Running Events using a simple numerical value for time in 24-hour format (15.5 = 3:30 PM). **Cell Y2** shows this value in Time of Day format (3:30 PM).
- **Column V:** (Event Numbers) These are the event numbers which should simply match the meet management software that is setting up the meet. Event numbers are helpful in the software to find events quickly and load information or find data files that may have bad information.
- **Column W:** (Event Name) The Event Name is now entered by clicking on the dropdown arrow and selecting from the list of events created in the Data Worksheet. No need to type information into the cells. If you hold down the Alt + ▼, the dropdown will open and you can use the arrow keys to select an event. Hit Enter to insert.

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- **Column X:** (Division) The Division is now entered by clicking on the dropdown arrow and selecting from the list of Divisions created in the Data Worksheet. No need to type information into the cells.
- **Columns Y,Z,AA:** These cells are used to show the type of Round (P, F) and the ... is just used to help align the rows and dress up the Printed Schedule.
- **Column AB:** (Event Entries) This is the number of entries for each event and you will need to acquire this from the meet management program once entries are in or if the on-line registration site shows a list of entries by event.
- **Column AC:** (Lane Seeding) This is used to designate the number of lanes or athletes per heat, used to seed each event. The changes will typically be for the distances races and those states that run the shuttle hurdle relay. Indoors you may see it in the lane races where they don't always use the inside lanes. (Column AB and AC are divided to calculate the number of heats per event in AD).
- **Column AD:** (Heats) This is the number of Heats per event based on entries and lanes assigned per event.
- **Column AE:** (Time per Heat) This is the time allowed per heat and then multiplied to calculate the total time for the event. If the time uses 30 second values, after multiplication it is rounded down to the Minute. This is linked to the Data worksheet based on the Event Name and Division selected.
- **Column AF:** (Time Adjustment) allows the user to adjust each individual running event by small increments of time if necessary. This is a decimal value in terms of minutes needed to add to a specific event to give it a little extra time but is not multiplied by the number of heats. If there is no need for a few extra minutes, then leave the cell equal to 0 and no extra time is added. This can be used to add extra time to the hurdle races for setup and breakdown of the hurdles (I usually use 3 or more minutes on both ends for meets). It can also be used if you need to build a break into the schedule somewhere.
- **Column AG:** (Time Adjustment Converted) This is simply the decimal numeral converted to a time format from column AF.

### **Break in Schedule:**

**Break Event Name:** A Break in the schedule can be created 2 different ways. If the User wants to add a break in the schedule, there is an Event Name in the Data worksheet for Break (name can be changed). The Break is associated with Off for the Division and the user can set the amount of time for a Break in the Sched Off column on the far right. This shows the Break as a line item in the schedule. The other option is simply to use Column AD to add extra time at the desired point in the schedule. This will not show up as a line item in the schedule so the announcer would need to make people aware of the break.

### **Special Time Adjustments:**

- **Column AF/AG:** Allows the user to adjust each individual running event by small increments of time if necessary. The value is minutes needed to add to a specific event to

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give it a little extra time but is not multiplied by the number of heats. If there is no need for a few extra minutes, then leave the cell equal to 0 and no extra time is added.

### Field Event Schedule:

- **Cell AM2: (Not Used)**(Start Time Field) allows the user to edit the Start Time (TOD) for the Running Events using a simple numerical value for time in 24-hour format (15.5 = 3:30 PM). **Cell AL2** shows this value in Time of Day format (3:30 AM/PM). This value would be used if field events were run sequentially at the same venue and have a time allowed per flight/event. (This would need to be setup with a custom build)
- **Column AI:** (Event Numbers) These are the event numbers which should simply match the meet management software that is setting up the meet. Event numbers are helpful in the software to find events quickly and load information or find data files that may have bad information.
- **Column AJ:** (Event Name) The Event Name is now entered by clicking on the dropdown arrow and selecting from the list of events created in the Data Worksheet. No need to type information into the cells. If you hold down the Alt + ▼, the dropdown will open and you can use the arrow keys to select an event. Hit Enter to insert.
- **Column AK:** (Division) The Division is now entered by clicking on the dropdown arrow and selecting from the list of Divisions created in the Data Worksheet. No need to type information into the cells.
- **Columns AL,AM,AN:** These cells are used to show the type of Round (P, F) and the ... is just used to help align the rows and dress up the Printed Schedule.
- **Column AO:** (Event Entries) This is the number of entries for each event and you will need to acquire this from the meet management program once entries are in or if the on-line registration site shows a list of entries by event.
- **Column AP:** ((Positions - Flight Size) This is used to designate the number of entries allowed in each flight. The changes will typically be based on how certain field events are run. Some use open pits and have a time limit, others like to have organized flights, and some will do one large flight and run it with a 5-Alive format.
- **Column AQ:** (Flights) This is the number of Flights per event based on entries and positions assigned per event. This is calculated by dividing number of entries by the number of positions.
- **Column AR:** (TOD) These cells allow the user to set the Start Time (TOD) for the Field Events using a simple numerical value for time in 24-hour format (15.5 = 3:30 PM). The value is then converted to Time of Day in column AS (3:30 PM).

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- **Column AS:** (Start Time) These cells use the data in Column AR and convert it to a Time of Day to be used in the Meet Schedule Print Area as the Start Time for each field event. The cells are locked to eliminate data being deleted or formulas erased.
- **Column AT:** **(NOT USED)** (Minutes per Flight) these cells are used to set the amount of time allowed per flight using a simple numerical value that gets converted to minutes. It is used in conjunction with the number heats to calculate total time for the event allowed. This is used as a reference, but can be used in the Event Start Time calculation if you have events using the same venue and need to be run consecutively. **\*\*This would need to be implemented as custom setup.**
- **Column AU:** **(NOT USED)** (Minutes per Event) these cells are locked and are simply a reference to how long a field event will take based on number of flights and time allowed. It can be used in the Event Start Time calculation if you have events using the same venue and need to be run consecutively. It is not currently utilized in the schedule formula. **\*\*This would need to be implemented as custom setup.**

### **Hip Numbers Tool:**

**Cells AI24:AM58:** Allows the user to get a rough calculation of the bib numbers needed or used for the competition. Column AK (24:56) allows the user to set the number of hip numbers used for each event. Example: the distance races may use a hip number and a chest number (2). The cells in yellow are locked because they are linked to the information above.

### **Logos in Header:**

If the user wants to dress up the Printout, they can easily add logos in the Header. Click anywhere in the print area. Select Page Layout from the Tools menu at the top. Expand the Sheet Options using the arrow in the bottom right of that section. Select the Header and then insert Logos on the right, left or both. The image will need to be resized to about 1” so that it does not overlap onto the schedule data below.

### **Dropdown Box Shortcut:**

When you select a cell with a dropdown box, hold down the Alt+▼ and the list should appear. Use the arrow ▼ ▲ keys to move up and down and choose your selection by hitting Enter.

### **NOTES:**

*Now because of the flexibility of the Meet Schedule Application the meet director can use one application to create an accurate Meet Schedule no matter what events are competing or what divisions. The changes can be done with a simply click on a dropdown window and selecting the desired option.*

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### **EXTRA Feature: Announcer Schedule**

#### **Announcer Schedule:**

*You will notice an Announcer tab at the bottom of the Excel Workbook. This worksheet is linked to the information in the Schedule Print Area. Everything is locked except the Names for 1<sup>st</sup> Call, 2<sup>nd</sup> Call, Last Call and the highlighted text boxes for the Time Offset for each call. This creates a helpful tool for the Announcer to make each call in a timely fashion and not wait for someone on the field to radio up and ask for calls for events. Depending on the check-in process, the Time Offset can be set to your preference. The default is 60 minutes, 45 minutes and 30 minutes. It has a check box for each call and event so the announcer can keep track of which calls have been completed and which still need to be made. You can Edit the text in the Announcer box if desired.*

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