Registration Template Preparation Instructions Manual for AWSA Tournaments Using WSTIMS for Windows

HOW TO USE THIS AWSA REGISTRATION TEMPLATE IN WSTIMS FOR WINDOWS

==

All of the Chapters listed in this index have been **Bookmarked** for your convenience, so that you can use the Bookmark feature (second item on left side of panel) of your PDF reader to go directly to the subject that you are interested in rather than scrolling through the entire document.

December 22, 2014
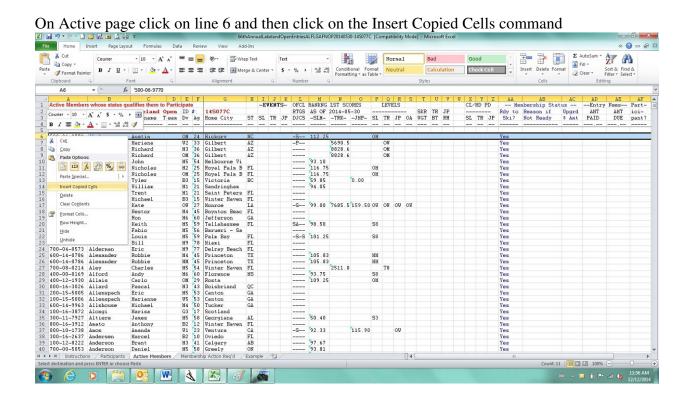
Overview Information
 ====================
This AWSA Registration Template has been pre-populated with most of the information you'll need to set up your AWSA Tournament for scoring with WSTIMS for Windows. It contains multiple sections, whose bookmarks can be found on the left side of your PDF Reader. Click these bookmarks to move between the sections. The "Example" section illustrates what your completed "Active Members" section should look like, when you're ready to export the data to WSTIMS to set up for scoring.

Here is a high-level outline of the steps you'll need to go through with this template, to prepare for your tournament. More details on these steps can be found further down in these instructions --
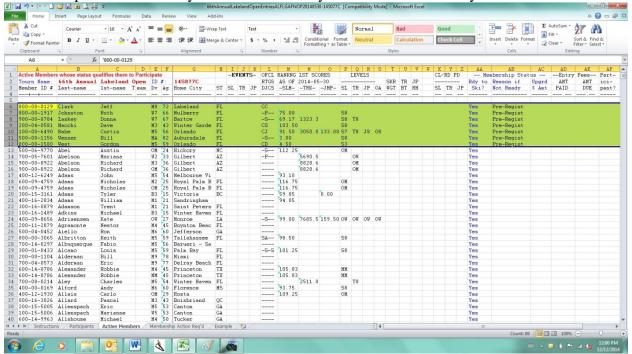
- Initially, the "Pre-Registered" section will be pre-populated with information on Chief and Appointed Officials that are indicated in the Sanction system and will also contain the OLR (On Line Registration) entries. You will then copy the populated rows and paste them in the "Active Members" page using the "insert copied cells" option. Additional rows of member detail data, from the "Membership Action Required" section should also be copied into the "Active Members" page so that you will have all of the data available to use the lookup features of WSTIMS page (remember that these participants need action to be valid USA-WS members). Keep in mind that only members with a value in column I, J, or K are entered into the tournament files as tournament participants. All other members will be imported to the member list to assist with the lookup features.

-

(1) . This "Active Members" section is your Registration list work area. See the Excel 101 material, at the end of these instructions, if you are not already familiar with these Excel mechanics.

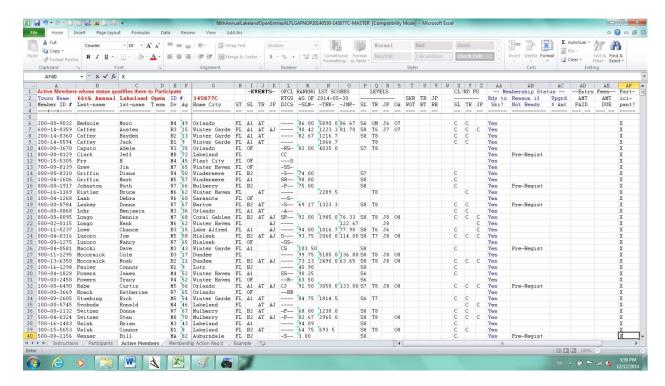Highlight the lines of Participants and click on Copy

On Active page click on line 6 and then click on the Insert Copied Cells command

The Participants are now on your Active tab and you should save this as your Master worksheet

Spreadsheet title bar: 66thAnnualLakelandOpenEntriesALFLGAFNOP20140530-14S077C [Compatibility Mode] - Microsoft Excel

Cell A6: '800-00-0129

Member ID #	Last-name	1st-name	Team	Dv	Ag	Home City	ST	SL	TR	JP	DJCS	-SLM-	-TRK-	-JMP-	SL TR JP OA	WGT BT RH	SL TR JP	Ski?	Not Ready
800-00-0129	Clark	Jeff	M8	72	Lakeland	FL				CC							Yes	Pre-Regist
800-00-1917	Johnston	Ruth	W7	66	Mulberry	FL				-P--	75.00			S8			Yes	Pre-Regist
900-00-0784	Laskey	Donna	W7	67	Bartow	FL				-S--	69.17	1323.3		S8 T8			Yes	Pre-Regist
200-04-0581	Macchi	Dave	M3	43	Winter Garde	FL				CS	103.50			S8			Yes	Pre-Regist
100-00-6490	Rabe	Curtis	M5	56	Orlando	FL				CJ	91.50	3050.0	133.00	S7 T8 J8 O8			Yes	Pre-Regist
500-00-1156	Wenner	Bill	MA	82	Auburndale	FL				-S--	3.00			S8			Yes	Pre-Regist
800-00-1580	West	Gordon	M5	59	Orlando	FL				CD	4.50			S3			Yes	Pre-Regist
500-06-9770	Abel	Austin	OM	24	Hickory	NC				-S--	112.25			OM			Yes	
700-05-7601	Abelson	Mariana	W2	33	Gilbert	AZ				-P--		5690.5		OV			Yes	
900-00-8922	Abelson	Richard	M3	36	Gilbert	AZ				----		8828.6		OM			Yes	
900-00-8922	Abelson	Richard	OM	36	Gilbert	AZ				----		8828.6		OM			Yes	
400-12-6249	Adams	John	M5	54	Melbourne Vi					----	93.10						Yes	
600-09-4759	Adams	Nicholas	M2	25	Royal Palm B	FL				----	116.75			OM			Yes	
600-09-4759	Adams	Nicholas	OM	25	Royal Palm B	FL				----	116.75			OM			Yes	
300-15-3161	Adams	Tyler	B3	15	Victoria	BC				----	59.85	0.00					Yes	
400-16-2834	Adams	William	M1	21	Sandringham					----	94.05						Yes	
300-16-0879	Adamson	Trent	M1	21	Saint Peters	FL				----							Yes	
100-16-1489	Adkins	Michael	B3	15	Winter Haven	FL				----							Yes	
400-09-8656	Adriaensen	Kate	OW	27	Monroe	LA				-S--	99.00	7685.5	159.50	OV OV OV OV			Yes	
200-11-2879	Agramonte	Nestor	M4	45	Boynton Beac	FL				----							Yes	
500-04-0452	Aiello	Ron	M6	60	Jefferson	GA				----							Yes	
800-00-3065	Albritton	Keith	M5	59	Tallahassee	FL				SA--	98.50			S8			Yes	
700-14-0297	Albuquerque	Fabio	M5	56	Barueri - Sa					----							Yes	
300-11-0433	Alcamo	Louis	M5	59	Palm Bay	FL				-S-S	101.25			S8			Yes	
200-00-1104	Alderman	Bill	M9	78	Miami	FL				----							Yes	
700-04-0573	Alderman	Eric	M9	77	Delray Beach	FL				----							Yes	
600-14-0786	Alexander	Robbie	M4	45	Princeton	TX				----	105.83			MM			Yes	
600-14-0786	Alexander	Robbie	MM	45	Princeton	TX				----	105.83			MM			Yes	
700-08-0214	Aley	Charles	M5	54	Winter Haven	FL				----		2511.0		T8			Yes	
400-00-0169	Alford	Andy	M6	60	Florence	MS				----	93.75			S8			Yes	
400-12-1930	Allais	Carlo	OM	29	Rosta					----	109.25			OM			Yes	
000-16-3026	Allard	Pascal	M3	43	Boisbriand	QC				----							Yes	
200-15-5005	Allenspach	Eric	M5	53	Canton	GA				----							Yes	
100-15-5006	Allenspach	Marianne	V5	53	Canton	GA				----							Yes	
600-14-9963	Allshouse	Michael	M4	50	Tucker	GA				----							Yes	

Sheet tabs: Instructions | Participants | Active Members | Membership Action Req'd | Example

Count: 89

(2) Fill in the Appropriate Age Division in the SL & TR & JP (I, J, K,)columns, to indicate   what Age Division each skier will ski in or you can use administrative Group codes that will coincide with the planned official's groupings that the Chief Judge has setup. A blank in a column indicates that skier will not be competing in that event. You do NOT need to remove or delete members not skiing -- WSTIMS for Windows will import all of the members in the completed "Active" page of the template so that you will be able to use the full look up capabilities of the program to add participants on the fly.

(2) Be sure to include your volunteer officials who do not ski, along with the entered skiers. Indicate Chief and Assistant Chief Officials' with the appropriate codes. For your other officials enter OF either in column E "Div" or in column I "SL" so that the program will pick them up and place them in the officials' list in the program. See the Example section, and/or the WSTIMS for Windows User Guide for details on coding Officials in your participant list.

Active Members whose status qualifies them to Participate
Tourn Name: 66th Annual Lakeland Open   ID #: 14S077C

Member ID #	Last-name	1st-name	Team	Dv	Ag	Home City	ST	SL	TR	JP	OFCL RTGS DJCS	-SLM-	-TRK-	-JMP-	SL	TR	JP	OA	WGT	BT	RH	SL	TR	JP	Rdy to Ski?	Reason if Not Ready	Upgrd $ Amt	AMT PAID	AMT DUE	pant?
200-00-9032	Bedsole	Marc		M4	49	Orlando	FL	A1	AT		-----	86.00	5890.0	86.67	S6	OM	J6	O7				C	C		Yes					X
600-14-0359	Caffey	Austen		B3	15	Winter Garde	FL	A1	AT	AJ	-----	90.42	1223.3	81.70	S8	T6	J7	O7				C	C	C	Yes					X
200-14-0360	Caffey	Hayden		B2	13	Winter Garde	FL	A1	AT		-----	82.67	1216.7		S8	T8						C	C		Yes					X
200-14-5594	Caffey	Jack		B1	9	Winter Garde	FL	A1	AT		-----		1066.7			T8						C	C		Yes					X
400-00-3670	Caputo	Adele		V3	35	Orlando	FL	OF			-RS-	82.00	4035.0		S7	T8									Yes					X
800-00-0129	Clark	Jeff		M8	72	Lakeland	FL				CC														Yes	Pre-Regist				X
900-15-5305	Fry	H		M4	45	Plant City	FL	OF			---S														Yes					X
700-00-0139	Grev	Jim		M7	65	Winter Haven	FL	OF			-SS-														Yes					X
000-00-8310	Griffin	Diana		V4	50	Windermere	FL	B2			-S--	74.00			S7							C			Yes					X
100-04-1606	Griffin	Mark		M5	57	Windermere	FL	A1			SR--	98.00			S8							C			Yes					X
800-00-1917	Johnston	Ruth		V7	66	Mulberry	FL	B2			-P--	75.00			S8							C			Yes	Pre-Regist				X
000-16-1169	Kistler	Bruce		M6	62	Winter Haven	FL		AT		-----		2289.5			T8							C		Yes					X
100-04-1268	Lamb	Debra		V6	60	Sarasota	FL	OF			--S-														Yes					X
900-00-0784	Laskey	Donna		V7	67	Bartow	FL	B2	AT		-S--	69.17	1323.3		S8	T8						C	C		Yes	Pre-Regist				X
600-00-0868	Lohr	Benjamin		M3	36	Orlando	FL	A1	AT		-A--											C	C		Yes					X
800-00-0095	Longo	Dennis		M7	68	Coral Gables	FL	B2	AT	AJ	SP--	92.00	1985.0	76.33	S8	T8	J8	O8				C	C	C	Yes					X
500-02-0115	Longo	Hank		M6	62	Winter Haven	FL			AJ	-----			122.67			J8							C	Yes					X
300-11-5237	Lowe	Chance		B3	15	Lake Alfred	FL	A1		AJ	-----	94.00	1016.7	77.90	S8	T6	J6					C		C	Yes					X
000-04-0316	Luzoro	Joe		M5	58	Hialeah	FL	B2	AT	AJ	S---	93.75	2060.0	114.00	S8	T7	J8	O8				C	C	C	Yes					X
900-00-1275	Luzoro	Nancy		V7	65	Hialeah	FL	OF			-SS-														Yes					X
200-04-0581	Macchi	Dave		M3	43	Winter Garde	FL	A1			CS	103.50			S8							C			Yes					X
900-11-1295	Mccormick	Cole		B3	17	Dundee	FL				-----	99.75	5185.0	136.80	S8	T8	J8	O8							Yes					X
800-13-6350	Mccormick	Noah		B2	11	Dundee	FL	B2	AT	AJ	-----	73.13	2490.0	63.65	S8	T8	J8	O8				C	C	C	Yes					X
100-16-1298	Pauley	Connor		B1	9	Lutz	FL	B2			-----	45.90			S8							C			Yes					X
700-04-1828	Powers	James		M4	52	Winter Haven	FL	A1			SS--	90.25			S6							C			Yes					X
700-00-2458	Powers	Tracy		V4	52	Winter Haven	FL	OF			--R-	63.50			S6										Yes					X
100-00-6490	Rabe	Curtis		M5	56	Orlando	FL	A1	AT	AJ	CJ	91.50	3050.0	133.00	S7	T8	J8	O8				C	C	C	Yes	Pre-Regist				X
800-00-3669	Roach	Katherine		V7	65	Orlando	FL	OF			--RR														Yes					X
300-00-2605	Stuebing	Rick		M5	54	Winter Garde	FL	A1	AT		-----	84.75	1814.5		S6	T7						C	C		Yes					X
100-00-5745	Svoboda	Ronald		M4	46	Lakeland	FL		AT	AJ	-----												C	C	Yes					X
500-00-1132	Switzer	Donna		V7	67	Mulberry	FL	B2			-P--	68.00	1230.0		S8	T8						C	C		Yes					X
500-04-0324	Switzer	Stan		M8	70	Mulberry	FL	B2	AT	AJ	-P--	82.67	2965.0		S8	T8		O8				C	C	C	Yes					X
700-16-1483	Walsh	Brian		M3	43	Lakeland	FL	A1			-----	94.09			S8							C			Yes					X
300-15-5653	Walsh	Connor		B1	8	Lakeland	FL	B2	AT		-----	64.75	693.5		S8	T8		O8				C	C		Yes					X
500-00-1156	Wenner	Bill		MA	82	Auburndale	FL	B2			-S--	3.00			S8							C			Yes	Pre-Regist				X

(3) Then once all of the entry information is complete and checked, export this Active Members section to a tab delimited text file, which will then be imported by WSTIMS for Windows.

December 22, 2014

Important Do's and Don't's
          =========================

DO ----- Collect all the entered skiers and officials together into the "Active Members" tab section of this workbook. To do this begin by copying the block of Chief and Appointed officials from the Pre-Registered section, to the top of Active Members section, and then assemble additional participants below those officials. When you are all done, DO NOT USE THE END OF LIST statement, this will prevent the program from importing the complete list and limit your look up capabilities.

DON'T -- Tinker with the sizes or arrangement of the columns in this Excel template -- WSTIMS for Windows expects to see the data arranged in columns exactly as it's originally formatted by the download -- keep it that way please.

DO ----- Check the Age Division codes in the SL & TR & JP columns, and be sure that the codes used here are consistent with the Age Division codes that should be used for the tournament class according to the Rule set (AWSA/IWWF) in the WSTIMS for Windows Tournament Setup screen for this tournament. In an AWSA tournament that is class C or E or L or R for the IWWF age division codes, which will allow the IWWF different event standards to be applied.

DON'T -- Forget to validate the membership status on any members you copy over from the "Membership Action Required" section of this workbook, when that member checks in. Either you should verify their status with a subsequent online lookup, or else have them show you proof that they've rectified whatever deficiency existed at the time your template was pulled. WSTIMS for Windows will identify those with membership issues in the registration list in the program.

DO ----- Ensure that you are using the latest version of WSTIMS for Windows. The currently available version will automatically update when you open the program and have an internet connection. You will need to verify that you have the latest update installed on all of your scoring computer(s).

DO -- Remember to set the correct Time Zone on all of your scoring computers when you are traveling across the country. The program uses date and time stamp verification when exporting and importing files between the event scoring computers and the Master computer.

DO ----- Consult the remainder of this instruction material, if you are not absolutely certain about any details. A quick look here can save you tons of redo time later. Details on a variety of topics are included here. You can click on topics in the Bookmark section at the top left of this document, to take you directly to material on that particular topic. The WSTIMS for Windows User's Guide has all of the particulars on how to set up and score AWSA/IWWF tournaments.

December 22, 2014

What's in this Excel Workbook
 ==============================
The information in this Member Extract file has been separated into five sections, or "Tabs". If you look at the lower left corner of the Excel window, you will see those five Tabs, and that you are currently in the "Instructions Windows" tab. You click on the link in the "Instructions Windows" tab to go to the waterskiresults.com website where the instructions are located and switch between the other four sections of this Excel workbook for work screens.

We recommend that you use the third "Active Members" section as your Master Registration work area. The Participants tab will be pre-populated with the Chief and Appointed officials who are listed in the Sanction system for your tournament along with the Pre-Registered will also include OLR entries.

You should copy the full rows of these participants and use the "insert copied cells" function to paste them at the top of the list on the "Active Members" page. It is a good idea to save your template at this point using the "save as" function and adding the word "MASTER" at the end of the original template name, so if you make an error you will still have your original template to go back to. You will pull additional participant rows into this "Active Members" section, from the next two sections that are described below. Use the Excel "Copy" and "Insert Copied Cells" functions -- see Excel 101 for details if you're not already proficient at these copy and paste actions.

Those USA Water Ski members whose membership status makes them eligible to participate in AWSA competitions have been grouped together, in the third "Actives" section. You should find most of your participants in this section.

The fourth section contains information on those members whose current status makes them ineligible to compete, UNLESS some membership status action is taken first. The "Status" column at the right in this section indicates exactly what each such ineligible member must do, to make their membership current. It is strongly recommended that such members visit the USA Water Ski website, to rectify any such membership status deficiencies, themselves -- then bring the confirmation along when they come. You should copy and insert copied cells into the Active tab master sheet.

You want to avoid having participants arrive at your tournament with memberships out of date. So if you receive entries from people listed in the fourth section, or that you cannot find in this extract at all (and they have not provided you proof of current membership with their entry), you should direct such people to the USA Water Ski website to get their membership status in order, before you pull your final template -- which we recommend be done on or after Thursday of the week of your tournament.

If you have one or more entries from people out of the geographic area covered by this Membership Extract, you can look those members up on the website, and then paste their information into this workbook. See the "Adding Members to this Template" section below.
December 22, 2014

Getting Member Extracts
 ========================

A Registration Member Extract like this is downloaded for a specific tournament
-- Go to Registration Download under the Events & Registration menu link on the USA
Water Ski site. Use your tournament sanction number and the edit code provided to you
by the LOC when the tournament was sanctioned. Keep in mind that the edit codes are
specific to the tournament. For a standard paper entry tournament, the edit code is a 4
digit code, but for an OLR tournament, the code is a special10 digit code.

Pulling the Extract on the Thursday immediately before your tournament should give you
the very latest Membership and Officials and Ranking Score information, which you
would want for proficiency grouping and/or seeding.

However, if you want to get your participant information organized into this Excel
framework earlier, then you may choose to pull an Extract at the time you begin receiving
entries, and use that to get the process started. However, you will then want to pull
another Extract on the Thursday immediately before, to get the latest membership status
on any members who were missing or in "Not Ready to Ski" status earlier.

Now then you can process registrations early and then at the last minute you can re-
import the skier information and the ranking scores, member status, and the officials
ratings will be updated with each import. It would be best to use the sorting features by
division, event group, and ranking score for the running orders so that it will be up to date
after the re-import

If you are using Ranking List scores for Proficiency grouping and/or seeding, then you'll
want the latest information for that purpose. If you have already prepared your participant
list from an earlier template, then there are a couple of ways you can fold in more recent
information from a fresh Extract --

   1. Copy your entry information (events entered and payment details) over into the
   fresh Extract. Essentially, do it all over again ... OR

   2. Copy the ACTIVES tab of the fresh Extract into your original workbook as an
   additional tab there, and then use the Excel =VLOOKUP function in the Ranking
   Score cells in your Entries section, to pull over the fresh data from that added tab. Do
   NOT attempt this, though, unless you are an Excel Guru :-)   OR

   3. The updated Officials data, Ranking Scores and Membership status from the fresh
   Extract will update your current worksheet automatically and not overwrite any of your
   event setup information.

December 22, 2014

Registration Management
 ========================

Use this Excel workbook in place of the old paper forms to keep track of your registration information. It is important to recognize that this has been pre-formatted in a very specific fashion, so that the contents can later be exported for the Scorer to feed into WSTIMS for Windows. Therefore, the arrangement and columns widths of the all of the columns (A-Z) MUST be kept exactly as delivered. Certainly you will add or change data (content) in those areas as may be necessary, but it is the FORMAT of that portion which needs to remain as is.

If you are the Registrar for the tournament you can use the "Mem Status" and "Amt Paid" and "Amt Due" columns (columns AD and rightwards) to keep track of this information for your participants. Essentially, you can use these areas in this workbook to help you manage your registration duties, and to keep track of other information that you may need. There are also fields in the WSTIMS Registration window that can be used for tracking payments to help you out.

If you are using the On Line Registration (OLR) system for processing your tournament entries columns A-Z will be populated with tournament (A-V) information necessary for the tournament setup from the ranking list. Column W is blank. Column AA-AC contains entry codes for each event entered by the participants, for instance R-1 is class R, 1 round, E-3 is class E 3 rounds etc. Keep in mind that only Open Men and Open Women are eligible for class R and the other skiers' class must be edited from class R to a class L, E or C to be correct and accurate according to the sanctioned class of the tournament. The program will pickup the class letter from these columns and import them into your "Running Orders" list so that you do not need to edit this information later. This will save you the time and effort of editing the Registration and Running Order lists in the program. As the Chief Scorer for the tournament columns A through AF should be used for information that will be used by the program for the setup of your tournament. You should place the following information in each of these columns:
   Column T - Skr Wgt is no longer used
   Column U - TR BT is the skiers choice for Trick Boat which will appear on the
               Running orders for each division
   Column V - JP RH is the ramp height option chosen by the skier for their Jump event.
               The codes are 40 for any ramp height less than 5'. 50 for 5', 5H or 55 for 5
               1/2' and 60 for 6'. These will show on the running order and are part of the
               sorting option (increasing or decreasing) for each division.
   Column AA-AE contains the membership information for the participant at the
               beginning of the tournament per the membership and entry records of
               USA-WS.
   Column AF "Participant" is for you to use for sorting purposes. Enter a letter "x" for
               example, in column AF for each of your entries and then when you sort
               your complete list, you can use the AF column as your first "sorting"
               column and bring all of your entries to the top of the page for processing.

Feel free to add extra columns to the right of those (AG and after), and use them to keep track of any additional information that may be needed in connection with your particular competition.

As a prudent operating protocol, we encourage you to save this workbook periodically -- you don't want to chance losing your work. In fact it would be recommended that after you have pulled your original template that you choose "save as" and add "MASTER" to the end of the name of the template, so that you will always have your original template intact in case you make a serious error and need to start over.

Under the "Events" columns (SL TR JP), put the two-character event age division or administrative group code (small tournaments) for the particular event group that each participant will be skiing in. If you do not know what those codes are going to be yet at the time you're logging your skiers into this sheet, then just use "XX" to indicate the events that a skier intends to ski in, then the scorer can later replace those with the appropriate codes.

December 22, 2014

Template Preparations

In the past you had to enter the tournament class for each skier's events through the Running Order screens for each event that they were participating in, whether you were using a standard template or OLR template. A new shortcut enhancement has been added to the program that will make this much easier. When you are preparing your tournament template in the Excel standard template file that you downloaded for your tournament, you can put the tournament class for each event in the X (Slalom), Y (Trick) and Z (Jump) columns in CAPITOL letters and they will automatically import into the program. If you are working on an OLR Template, you will see the tournament class and a number in each of the cells that the skier entered. This is information that is used by the Registrar to know the tournament class and the number of rounds that the skier paid for when entering the tournament. For instance C-1 is class C and 1 round or L-3 for class L and 3 rounds. Dave has enhanced the template import process to use the first letter in these 3 columns as the class code. Keep in mind that only Open Men and Open Women are eligible for class R and the other skier's class must be edited from class R to a class L or E to be correct and accurate. Class C will take care of itself. The code will be validated to ensure that it is valid for the tournament classification. This will save you a lot of time and is worth the effort and keep in mind that you can still go into the Running Order screens to edit the tournament class and also in each of the event scoring screens to the right of the skiers' name.

Columns XYZ with original class/round information and necessary class edits

All participating officials, whether they are skiing or not, should be included in your participant list. If they are not skiing, replace their age division code (column E) with "OF" or in the SL column I with "OF") so that WSTIMS for Windows picks these up and makes them available in the Officials Recording process, which should be done for each

event group. Your Administrative Chief and Assistant Chief officials should have their respective "Chief Code" values put into the OFCL/DJCS column and they should have a separate line for their skiing events and codes. Please keep in mind that the rating codes in this column are the highest for that rating and do not indicate the rating for each event and might not be accurate. See the "Officials Information" material below, or consult the WSTIMS for Windows User's Guide for more details on this subject.

Counting Entries or Rides -- As delivered, the "Participants" section of this workbook includes a set of ENTRY counter cells in the heading rows, above each of the SL TR JP columns. These use the Excel =COUNTA function to report the number of rows in that column that do NOT contain blanks. Hence these will report the number of entries for each of those three event columns. If you are interested in keeping track of expected Ride Counts instead of Entries by event, you can accomplish this quite readily -- just edit those cells (F2) and revise the formula to the use the Excel =SUM function, in place of =COUNTA. Then, for each entrant you would type in the number of rounds/rides they wish under each event column, and these counters at the top will then report the total number of rides for each event column.

The next few sections discuss the data presented in your template, for each member, in greater detail.

December 22, 2014

Age Division Information
 =========================

It is important to recognize that the Member Extract knows the applicable "Ski Year" for your tournament. It will therefore automatically calculate each member's proper Age Division code, based on their respective gender and birth date and that Ski Year. So in the Fall, after Nationals, it's particularly vital NOT to use an extract pulled from earlier in the season -- in the Fall you're into another ski year, and the Age Divisions will have changed for many of the participants. In addition, membership status information is figured relative to the date of a particular competition. So for both of the above reasons, be sure to pull a specific template for each specific tournament.

Open and Masters Men skiers -- These skiers may appear twice in your Registration template. If they have scores recorded in their native Age Division as well as in OM/OW or MM, then you will find them listed twice -- once for each Division code. Select only the row with the code that applies. If such a skier wants to ski one or two events in Open/Masters, and then other events in their normal Age Division, then you will need to retain BOTH rows, with their Open/Masters code on one line, and their native Age Division code on the other, and then indicate the respective events on each of those two lines. These two lines should stay adjacent to one another in your final entry list.

B1/G1 skiers that also want to participate in the Jump event will require you to use their B2/G2 row of information as another row for the Jump event. These two lines should stay adjacent to one another in your final entry list. If a B1/B2/G1/G2 age division skier wants to ski Slalom at 34mph/55kph for Ranking List scores, then you will create another row for them using the B3/G3 age division code. These two lines should stay adjacent to one another in your final entry list.

December 22, 2014

Officials Information
 =====================

The column Headed OFCL/DJCS contains four letter codes that indicates each member's Officials ratings as a Driver, Judge, Calculator (Scorer) Technical Controller, and Safety Director. The specific letter that appears in each of those four positions   of the overall code, indicates the highest rating held in that officiating discipline, across the three events. A hyphen (dash) is used where the member has no rating in the corresponding discipline.

For input to WSTIMS for Windows, your Chief and Assistant Officials need to have their "Chief Code" entered in this column, in place of the rating codes that will initially appear in the download. See the "Chief Codes" explanation in the WSTIMS for Windows User's Guide for more information on this subject. All Chief and Appointed officials that are coded in the online Sanctioning system, are now included in the Participant section. The Chief officials will each be indicated by their appropriate Chief Code in the DJCS   column. If your Chief officials have multiple officials ratings you will need to create another row for the official that contains their officials ratings so that they will be imported into the Master Officials list and remember to mark their age division as "OF" or enter "OF" in the "SL" column if they are not skiing in the tournament. You will need to use the online lookup function on the website to create this second row for the affected official(s).

If you have any Assistant Chief officials, be aware that those are not carried at this time in the Sanctioning system, and so will need to be included and appropriately coded in the Participant section manually and remember to add another row if they have multiple officials ratings (see note above).

For any volunteer officials who will not be skiing, you should be able to find those members in the additional sections of membership data included in your workbook. Be sure that you copy these folks over into the Active Member section, along with their officials' status codes. They should be included in your template list, but if not you can use the online lookup function on the website, if necessary.

December 22, 2014

Ranking Scores & Levels
=======================

These columns contain the latest Ranking Scores and Levels, as of the Ranking List whose date is indicated in the heading that appears above those columns. Since the ranking data from each weekend's activity is supposed to be uploaded by Tuesday night, pulling an Extract on Wednesday or Thursday should give you the very latest ranking scores in your extract. You can use these values to divide the skiers into Proficiency Groups, and WSTIMS for Windows can also seed (sort) events based on those values if you wish. Details can be found in the WSTIMS for Windows User's Guide.

Skiers having Open or Masters Elite qualification status in an event, where that qualification extends through the date of your particular tournament, will show an OM or OW or MM code in the event column(s) for which they have Elite status, instead of a level code. There is an additional column that displays a skier's Overall ranking level, or Overall Elite Status, if applicable. Please note that such Overall qualifications extend to all three events, even for tournaments which do not schedule all three events.

December 22, 2014

Membership Status Information
 ===============================

Each member's status is included in this template. Those skiers found in the Participants and Entries (Actives) sections have already been verified and are good to go as of the date of your tournament. The members found in the "Membership Action Required" section are just that – those who are in supporting status, or whose previous active membership has expired, or who may not yet have signed the Annual USA Water Ski participation waiver. If applicable, the amount required for them to upgrade or renew their membership is also indicated. You will see some members in that section coded as "** G/R Only". These folks have a special membership status that permits them only to participate in Grassroots events. For AWSA Premier tournaments run as class C or higher, such members must upgrade to Active (or U25 for those so qualified) status before they can compete.

It is recommended that you pull this template as late as possible before your tournament, so that any last-minute membership activity will be reflected herein. For any skiers showing up who are not good, if an internet connection is available, then have them enroll or upgrade or renew that way, rather than using paper forms and having to collect money and so on. Plus online enrollment will give them their membership number immediately, which you can then enter into this template.

December 22, 2014

Adding Skiers to this Template
 ===============================

If you have an internet connection available, and you have a skier who is not included in your Registration template, yet who you have reason to believe may now be in the USA Waterski membership system, you can use the "Lookup Individual Members" function on the website. That feature can be found in the same admin area from which you originally downloaded this Registration Template. Use the Sanction ID and Edit Code to sign on there. You can copy and paste the information on such additions from the website directly into this workbook -- detailed instructions on how to do so are available right there on the website.

Discourage skiers from planning to enroll on-site -- having them go to the www.usawaterski.org website is much easier, and will get them their official membership card and member number in advance of the tournament -- and make your job as Registrar and scorer a lot easier. If you must enroll a new member at the site, using a paper membership enrollment form, then you will not have an official membership number for that person. Make up a "dummy" number, in the form 000-00-00xx, where the xx at the end are any two numeric digits -- WSTIMS for Windows will accept such dummy numbers in a pinch. Any such added dummy numbers need to be unique across the entire entry template, so be careful - duplication will lead to grief later.

If you will have any non-skiing officials participating, you should move those folks to your Active Members list too, just like you do with all the entered skiers.

Non-Participants. After flagging all of your participants, we recommend that you sort all of those to the top of the list (see Sorting your Entry List below), and then do NOT delete the remainder of the names in the template, since it's always possible that you may have additional skiers or officials turn up later, and need to find their particulars which is easy using the Add function in the Registration tab of the program.

December 22, 2014

Sorting your Participant List
 ==============================

Sort Sequence. The extract will initially be sorted by member name, to help you find each participant in what can be a very long list of members. After you have identified all of your participants in this spreadsheet, then you may find it handy to shift those to the top of the list, thereby separating them from the remaining non-participants. Rather than do this one row at a time, you can use the Excel "Sort" process for this.

To aid you in this regard, you will find that a "Participant" column (column AF) has been included in this spreadsheet. As you handle each participant's entry form, you should place an "X" in that Participant column in the sheet. You should also place an "X" there for any non-skiing officials that you may know are coming, as well. Once you have identified all of your participants this way, then you can use this column as the major column in a sort, to split the list. Since you want those you have marked to come out at the top, and then the remaining unmarked rows to come out at the bottom, you will need to indicate "Descending" sequence for this column in the sort, rather than the "Ascending" sequence which is the default.

We suggest that you include the last and first name columns as additional sort criteria, so that each of these two major parts of the list will stay in alphabetical sequence. Once separated this way, then you may later re-sort just that top portion in any other fashion that you might find useful.

Sorting Guidance. In case you aren't already familiar with how to sort a list with Excel, here's a quick primer -- use the Excel HELP facility for more specifics.

   A. First highlight the range of rows to sort -- please note that the first four rows are headings, which need to stay at the top, so only highlight rows from line 5 on down.

   B. Then initiate the sort dialog -- select "Data --> Sort" from the menu bar at the top of the Excel window. Then select the specific column(s) you want to sort on.
   C. Since you will have selected a subset range of lines to be sorted, then it will be important to ensure that the "No Header Row" option be chosen in the sort dialog box. Then you can click the OK button to actually perform the sort. And if you discover that what you wind up with is not what you intended, then you can use the UNDO button to put the data back the way it was and then try again.

December 22, 2014

State and Regional Tournament Setup and Scorebook Options Review

We are about to enter the time of the season for the State Championships and Regional tournaments. We need to review the standard procedures that we have used for many years and cover the setup issues so that the Scorebook and the seeding files are produced properly using the WSTIMS for Windows program.

First let's review the standard operating procedures for the State championships. Each state has a set of qualifying procedures to enter the tournament and the primary requirement is to be a resident of the state in order to enter the tournament. In addition to these participants, the states have been allowing out of state skiers to enter the tournament and ski for scores on the Ranking List only. This allows the program to award the qualified in state skiers placements for awards and to be recognized as State Champions in their events.

The way that we separate these two groups of skiers is very simple and has been in place for many years.

1. In the tournament you have both individual skiers and those skiing for Overall awards.
2. For all of the qualified state residents, use the standard age division codes for all of the events that the skier enters. This will make all of the Overall scores and age division events calculate the scores properly.
3. For the "out of state" skiers you should isolate them into a separate group so the program will isolate their scores from the rest of the qualified participants and will not put their placements in the seeding list, only their performances for the Ranking List. We have designated in the program the appropriate protocols for the Ranking List and have this tied to the standard code of "RL" for these skiers and you must use this code for each event entered by the out of state or out of region skier so that your scorebook will work properly.
4. To make your Scorebook and the related Seeding file handle this properly during and at the end of the tournament you will need to go to the Administrative tab > Tournament List > Set Report Properties.

   There are three sections in the list of reporting properties that you need to edit.

   Master Scorebook Reporting Properties > the first option is Scores to Use > select First, in the second option box Points Calculation Method > select NOPS, in the third option Placement Option > select score, and in the fourth option Placement Grouping > select Div/Group as the settings for your Scorebook.

   In the Master Overall Reporting Properties section the settings will be Scores to Use > select Best, Points Calculation Method > select NOPS, Placement Option > select Points, and in the fourth option Placement Grouping > select Div/Group as the settings for your Scorebook.

If you are having a Team competition within your state or region, the default settings will handle this situation.

5. A byproduct of this of course, is that the Running Order option in the program will isolate these skiers in this special group and be easy for you to use when creating your running orders for the tournament. Most of the state tournaments are seeded and these skiers in the RL group always ski first, with several asterisks in front of their name to identify them on the running order.

6. You would then score your tournament as you usually do and the program will take care of storing the data.

7. Some of the tournaments are hosting two rounds of competition. The standard in this situation is for the Round 1 scores to reflect the State/Regional Championships and the Round 2 scores are to be used for the Ranking List only.

8. When you run your reports in the Tournament Package Build tab, and the "Scorebook (Web)" report is about to be produced, a dropdown panel will appear with the three types of scorebooks available to be produced and you should choose the "Championship/Index" format for this Scorebook.

When you are the Chief Scorer for your Regional tournament the same procedures listed above must be used for the tournament.

December 20, 2014

Registrar/Scorer Coordination
 ==============================

Old procedures had the Registrar consolidating all of their participant information onto a paper "Registration Master List", a copy of which was then given to the Chief Scorer. The Scorer would then use that information in setting up their scorekeeping processes and Forms. All of this manual work resulted in the Registrar and Scorer replicating a large amount of the same clerical effort -- and thereby increasing the chances of error.

This Excel "Registration and Scoring Setup Template" which you are working in has been designed to cut down on the effort needed by both the Registrar and Scorer, and to serve both of their purposes. For this to work effectively and smoothly, it will be important for the Registrar and Chief Scorer to coordinate with one another on a few important issues.

The first important issue is to jointly agree on when a copy of this completed spreadsheet will be provided to the Scorer by the Registrar. In the past that would usually happen when the Chief Scorer actually arrived at the tournament site. But in today's world of instant communication, it would be preferable for the Registrar to e-mail a copy of their completed spread-sheet to the Scorer soon after the published entry deadline is past -- mid-week of the tournament week works well. Then the two parties can discuss how they will work together from that point forwards.

For a filled tournament where the entry list has closed in advance, this transfer from the Registrar to the Scorer can be a relatively simple one-time transaction, and then each goes their separate ways and uses their respective copy of that spreadsheet for their respective purposes. But for open tournaments, where a previously-unexpected participant may arrive at 10 AM on Saturday morning to register for an event which starts at 11 AM, the coordination between Registration and Scoring needs to be much closer.

The second important coordination point is to decide who will coordinate with the Chief Judge on the mapping of the event schedule, into "Event Groups", and then who will get those corresponding Event Group codes into the SL TR JP columns of this spreadsheet. Some scorers may prefer to manage this personally, while others will expect that the Registrar will have coordinated with the Chief Judge and already have that information in the spreadsheet when it comes to them. The important point here is for these three key parties -- Registrar, Chief Scorer, and Chief Judge -- to work together on these aspects, and have an agreed plan. That's far preferable to them working independently and probably at cross purposes.

December 22, 2014

Exporting your Entry List
 ==========================

From the Scorer's perspective, the primary difference from past procedures is what has to be done in order to extract the entry information from this Excel spreadsheet, into the Tab Delimited text format needed for input to WSTIMS for Windows. Fortunately this is very easy to do with Excel. Here are the exact steps you will need to follow to accomplish that --

   A. Before producing the Tab Delimited text extract, there are 3 important steps that need to have been done first --

      1. All participants should have been separated from the rest of the members in the extract, by sorting them to the top.

      2. You need to save the entire workbook, in its native Excel format. It is Vital that you do this, every time you make any changes to the Excel file.

      3. You should have WSTIMS already running, and have created the directory (folder) for the new tournament. The entry list extract should be saved to that specific folder so that you can find it when you are ready to import the file into WSTIMS. That folder will be located in the tournament folder that you created for your tournament. If the registration spreadsheet is being processed on a different computer (separate from the one where the scoring will be done), then the extract can be put onto USB memory device instead and then later copied into the appropriate tournament folder on the scoring computer.

   B. To begin the extract, select the "File" then "Save As" choices from the menu bar at the top of the Excel window. This will open up a standard Windows "Save As" dialog box.

   C. Once you've got that "Save As" dialog box up, you will first need to tell Excel where to put the extract file (as explained above). Click on the drop-down arrow at the right end of the box at the top of the window, then navigate to either the appropriate tournament folder, or USB memory device otherwise.

   D. Next you must choose the appropriate "Save as Type" choice, from the drop-down list which appears in the box at the bottom of the Save As dialog box. The choice you need is the "Text (TAB Delimited)" option.

   E. Next you need to specify a file name. This file name needs to be easy for you to find and different from the original template name, we suggest you call it simply "Entries". Do not specify a period and a qualifier for the file name -- the "Formatted Text" choice will automatically cause the extract file to be given the ".txt" file type qualifier.

F. Finally, click on the "Save" button at the bottom of that dialog box. That will extract the entry information from your Excel worksheet, into the designated file in the tournament folder. When you click that "Save" button, you may see an Excel dialog box come up, warning you that the selected save file type may not support features included in your data -- select the "OK" button to proceed anyways.

G. IMPORTANT POINT !! After you've exported the participant data this way, please be aware that Excel has now adopted that "Tab Delimited Text" mode and your export file name as the default selection for any subsequent Save operation. So if you should find it necessary to subsequently save the entire workbook, then you will need to use "Save As" at that point instead, and then re-select the Excel workbook type and your original file name and location all over again, to accomplish that full save. In addition, once you've done your .txt export this way, Excel now believes that the other sections of your workbook are unsaved (since the export only saves the current section), and so when you go to close Excel, you will likely get a "Not Saved" warning message. If you really do need to save the entire workbook at that point, be sure to use "Save As" as discussed earlier in this paragraph. Otherwise go ahead and exit without saving.

December 22, 2014

Copy and Paste Rows -- Excel 101
 ==============================

The most common Excel data manipulation activity the user of this Registration Template will face, is how to copy or move a line of skier data from one place in your the template, to another place, possibly even in a different tab section. Excel offers several ways whereby you can accomplish this, but we'll describe what we feel is the simplest and most robust method. This is the "Copy" and "Insert Copied Cells" method.

The process involves two steps. First you go to the spot in the list where you find the row(s) that you want to move (or copy) to the active area at the top of the section you are working on. If that involves more than one adjacent row, then first you'll need to highlight the RANGE of rows that you intend to move. To highlight such a range of rows, put the mouse pointer over the row number of the top row of the range, then press and hold the left mouse button and then drag the mouse pointer down across the additional row numbers you want, until all are highlighted. Then release the left mouse button, and that group of lines should stay highlighted. Then put the mouse pointer back over one of the rows in the range, and then click the right mouse button (right click), which will open up an operations choice list. Then click on the COPY option. That range of lines should then appear surrounded by a rapidly-blinking border. If you have just one single line that you need to move, then all you need to do is to place the mouse pointer over the row number at the left border of that row, and then right click, then choose COPY from the operations choice list that pops up. That line should then appear surrounded by a rapidly-blinking border.

The line(s) of data you intend to move have now been placed on the windows "Clipboard", even though you can still see the data at the original position. The blinking border indicates that this area will later disappear, once you tell Excel where to move that data.

Then the second step is to show Excel where you want to insert the line(s). That may be in the same tab section, or might be in an entirely different tab section -- either is perfectly OK. So go to the area of the tab section where you want to insert that line, and then place the mouse pointer on the row number of the line where you want the new line(s) to go. The operation which Excel will then carry out will move the existing data on that line, and on all of the lines below it, down by the number of lines that you are inserting at that row.

Then right click on that row number, and you should find an INSERT COPY CELLS option in the operations choice pop-up box. Click that choice, and the data lines previously copied should appear at that line, and all the other lines obligingly move down accordingly.

December 22, 2014

That's all there is to it. A couple of times through this exercise and you'll find this is very easy to carry out.

= = = = = = = = = = = = = = = = = = =

WSTIMS for Windows Registration Template Instructions
December 22, 2014

Direct queries or suggestions for change to the authors at allenbj@comcast.net or j.clarksr@verizon.net