# Excel Tourney App User Guide:

## Environment:

1. A current version of Excel is required; preferably Excel 2016 or later.
2. Excel settings must permit macros to be executed.
3. All Excel workbooks must be in the same directory/folder.
4. No other Excel workbooks should be open when using the Tourney app.
5. The folder must be writeable by the user executing the Tourney app.
6. The folder must contain 3MB of free space to store saved workbooks and files.

## How to use the App:

### PreliminaryRegistration:

1. Set up PreliminaryRegstration for new Tourney.
   1. Clear PreliminaryRegistration Entries tab.
   2. Copy and Paste all Players and details from prior tournament Registration Entries tab.
   3. DO NOT COPY the Total Revenue column—preserves Registration workbook local formulas.
   4. Use Tourney tab to input Tourney details.
   5. Use Main Setup tab to input Main Tourney Fees and Pools.
   6. The Main Setup information is used to calculate the money due from entrants
2. Gather entries using PreliminaryRegistration Entries tab.
   1. Include pools entered and add any new player details.
   2. Day before tourney, send PreliminaryRegistration to tourney statistician.
   3. Statistician has a copy of Registration workbook.

### Registration:

1. Statistician sorts PreliminaryRegistration and Registration Entries tab in alpha order.
   1. Unlock both Entries tabs and use Show/Hide to show all details on both workbooks.
   2. Use Clear Registration to delete all prior input on Registration Entries tab
   3. Use Ctrl-C/Ctrl-V to copy all Entries tab input to Registration Entries tab.
   4. Copy everything including Veggies column; formulas copy over too.
   5. Formulas for Total Revenue have to be retro-copied from lower down in column.
   6. Make sure to include and overwrite players and their details in case of add/change/deletes.
   7. Confirm Tourney, MainSetup, and ConsySetup tab input for accuracy and completeness.
   8. Use Entries tab Validate Registrations button to validate Entries tab input.
      1. Remove any pool entries for players who are no longer entered.
   9. Use Sort buttons to complete Unpaid, Anchors, Veggies tabs for print out.
   10. When satisfied, use Move to Main to copy Registration to MainRoster workbook.
   11. Use Registration Entries Plain & Pool Player Labels to create labels.
   12. LabelList tabs will have labels with and without main pools entered.
   13. Print PoolLabels tab for Main Tourney cards.
   14. Print PlainLabels tab for use on Consy Tourney cards.
   15. Do the label printing the night before and affix PoolLabels to Main Game Cards.
2. Make sure any no-shows are removed from MainRoster Entries tab before tourney play starts.
   1. Check MainFinancials and validate all expenses are in.
   2. Use FinalizeForNoShows on MainRoster Entries tab to create all payoff brackets and tabs.
   3. Finalize Payouts on MainSummary lets user adjust any rounded mismatch.
   4. BracketPayOffs tab in MainFinancials can now be printed.
   5. MainSidePools PrtPool1, 2, 3, 4 tabs have printable payoff amounts for main pools.
   6. Once qualifiers have been determined, move them to the Results tab.
   7. Also use Copy Entries To Consy to pre-fill the Consy Roster.
   8. Enter the game card results into MainRoster Results tab and sort for qualifying order.
   9. Pool1 (EQ) tab will now have names of EQ payouts.
   10. Pool2, 3, 4 tabs will have names of Grad Pool winners.
   11. As play-offs progress, record in Playoff Place which bracket they qualify for.
   12. Use PayOffSignOff tab printout to have play-off players sign for their pay-off.
3. Use ConsyRoster to manage ConsyTourney
   1. Print ConsyCheckInSheet tab to use for manual consy tourney entries and pools.
   2. Use PlainLabels from 2.7 to put consy players on game card.
   3. Manually mark Consy Tourney cards with pools entered using ink stamp.
   4. Enter Consy entrants and pools using Entries tab in ConsyRoster workbook.
   5. Check ConsyFinancials to finalize any Consy-specific expenses – usually player benefits.
   6. Follow from 3.4 above but using Consy-specific workbooks and tabs.

## Tips and Hints:

1. Most of the worksheets are Protected but without a password.
2. If you find you cannot enter certain numbers, use toolbar Review then Unprotect.
3. Protect the sheet once you have finished with your changes.
4. You can print out any of the worksheets using the Excel File->Print selection.
5. Entries are counted by counting cells that not empty.
   1. By convention use a 1 to show an entry.
   2. Be careful not to enter some invisible information into a cell.
6. After entering a lot of data, use Ctrl-S to force a save – Excel sometimes stops.