Using PreliminaryRegistration

PreliminaryRegistration.xlsm is the replacement for registrationprelim.xlsx. It is a stand-alone spreadsheet that doesn’t rely on any other spreadsheets.

The name was changed so you don’t use an old version of registrationprelim by mistake.

1. Open preliminaryregistration.xlsm and the Tourney tab.
2. Enter all of the details for the new tourney.
3. Select Save All Info & Continue to save the details entered on the Tourney tab.
4. Use the Go To Main Setup button which will take you to the Main Setup sheet.
5. Input all of the details for the main tourney using the blue boxes.
6. Use the Main Tourney Setup button to validate the main tourney details entered.
7. Enter the details of the Main Pool Groups and then the Validate Main Pools Button.
8. Now use the Go To Registration Entries to get to the Entries tab.
9. If you are starting out, use the Clear Registration button to remove all Entries info.
10. Now you can start registering people who have registered.
11. Use the Show/Hide Info button to see emails and phone numbers.
12. Update existing info and add new information for new participants.
13. Use Show/Hide Info button to hide emails/phone details to facilitate registration.
14. Put a numeric 1 in the entered column and pool columns as necessary.
15. Use the Validate Prelim Entries button to check that the information is consistent.
16. Sort alpha sorts by last name; sort entered sorts entered, then last name within Entered.
17. Sort Unpaid, Anchors, Veggies create worksheets with entries copied over.
18. If there are no Entered, Unpaid, Anchors, or Veggies the respective sorts do nothing.
19. All sums will use the entry fee and pools fees from the Main Setup sheet set up in #4.
20. When you are done, use Save & Close or Save & Continue to save your work.
21. If you don’t save PreliminaryRegistration before you close, all your work will be lost. BE WARNED.
22. On Entries tab, setting Entered to 1 will make total revenue equal the entry fee.
23. Entering 1 for each pool will add in the appropriate pool fee amount to Total Revenue.
24. Entering “C” or “c” in the “C” or “$” column will put the revenue into the checks col.
25. Entering “$” in this column, or a “1” into Not Paid will put the revenue into the cash col.
26. Entering “1” into the Not Paid col. will add into the total of Not Paid.
27. The Total Revenue includes any Not Paid Due at Door amounts.
28. Entered, all Pools, Judges, Anchors, Veggies have totals above the column headers.

# Moving PreliminaryRegistration over to Registration:

1. Use Show/Hide Info button on PreliminaryRegistration and Registration to make player details visible.
2. Sort both PreliminaryRegistration and Registration using Sort Alpha button.
3. In PreliminaryRegistration in Entries worksheet select for copy $B$12 to last row of Veggies column (U).
4. Ctrl-C to copy to clipboard.
5. In Registration in Entries worksheet select $B$12 and use Ctrl-V top copy clipboard data from PreliminaryRegistration into Registration worksheet.
6. Registration is now where work will continue.

## Common Mistakes:

1. Failing to use Show/Hide info buttons on both Entries sheet. Columns are overwritten with wrong information.
   1. Take a copy of Registration prior to copy in case of error.
   2. Refresh from back up copy and try again.
2. Failing to use Sort Alpha prior to cut and paste.
   1. Same solution is in 1.a and 1.b

# Index of Buttons:

1. Tourney Tab:
   1. Go To Main SetUp: Takes you to Main Setup tab.
   2. Go To Registeration Entries: Takes you to Entries tab.
   3. Save All Info & Continue: Saves all worksheet information to workbook.
   4. Save Everything & Close: Saves all worksheet information to workbook then close it.
   5. Clear Tourney Details: Clears all the Tourney information on the Tourney tab.
2. Main Setup Tab:
   1. Validate Main Tourney Setup: Make sure all Tourney data are filled in and reasonable.
   2. Validate Main Pool Setup: Make sure all Main Pool data are consistent.
   3. Clear Main Pool Setup: Reset the Main Pool Setup data.
3. Entries Tab:
   1. Setup Tourney: Takes you to Tourney tab.
   2. Setup Main: Take you to Main Setup tab.
   3. Sort Alpha: Sorts all Entries by Last name, First name.
   4. Sort Entered: Sorts Entered first, then Last name, First name.
   5. Sort Unpaid: Sorts Unpaid first and fills in UnPaid tab.
   6. Sort Anchors: Sorts Anchors first and fills in Anchors tab.
   7. Sort Veggies: Sorts Veggies first and fills in Veggies tab.
   8. Save & Continue: Saves all sheets into the workbook.
   9. Validate Prelim Entries: Validates that Pool entries correspond to Entered flag.
   10. Clear All Entries Input: Resets Entries tab to no one entered, no pools, no data.
   11. Save & Close: Saves all sheets into the workbook then close workbook.
   12. Where Am I? Shows the directory/folder where workbook is located.
   13. Who Am I? Shows the name of the current workbook.
   14. Clear Everything: Complete reset; clears all tourney, pools, entries data.