Using PreliminaryRegistration

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

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 Validation button to check that the information is consistent.
16. Sort alpha sorts by last name; sort entered sorts entered in alphabetic order.
17. Sort Unpaid, Anchors, Veggies create worksheets with entries copied over.
18. All sums will use the entry fee and pools fees from the Main Setup sheet set up in #4.
19. When you are done, use Save & Close or Save & Continue to save your work.
20. If you don’t save PreliminaryRegistration before you close, all your work will be lost. BE WARNED.
21. Upon receiving PreliminaryRegistration, use Ctl+Alt+V then V Enter to copy values only.