## Zip File Contenets:

* Contents of zip file include
  + Main Excel file (Meet Results Workbook)
  + Template excel file (template\_metrics)
  + Two .bas files (SplitData and GroupSwimmers)

## Initial Setup:

### Power Query:

1. Extract contents of zip file to a folder
2. Create a folder where the meet pdf results will be saved to
3. Open the Excel document “*Meet Results Workbook*” (this is the one you will be using for looking at all the meets)
4. Once opened, navigate *to Data -> Get Data -> Launch Power Query Editor* (**Figure 1**)
5. In the lefthand panel, under *Other queries,* (**Figure 2**)
   * Select the *Data Folder Path*, and in the text box, change the path to where the *Meet PDF Results* will be stored (**Figure 3**)
   * Select the *Template PDF* and edit the name to one of the meet pdfs in the above-mentioned folder (does not matter which one) (**Figure 4**)
6. Click Close & Refresh
   * You may need to select *Data-> Refresh* *all* if the data does not automatically load

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| A screenshot of a computer  Description automatically generated  *Figure 1* | A screenshot of a computer  Description automatically generated  *Figure 2* |
| A screenshot of a computer  Description automatically generated  *Figure 3* | A screenshot of a computer  Description automatically generated  *Figure 4* |

### Visual Basic Code:

1. May need to import the files first
2. With the Excel document opened, enter Alt + F11
3. In the window that opens, select, under Modules, SplitData
4. Edit the template path so it points to where the template excel file is
5. Save and close the dialog

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*Figure 5*

## Adding a new Meet PDF:

1. Copy the pdf file for a the results of a meet into the designated folder specified previously
2. Open the *Meet Results Workbook* Excel document
3. Refresh the Main Sheet
   * The data from the pdf should be loaded into the main sheet automatically
   * This sheet will grow as more meet results are imported in
4. Use the filter options of the table to remove any events that should not be included in the calculations (e.g., relays)
5. Select *Formulas -> Calculation Options -> Manual*
   * This step is not necessary, but it will prevent formulas from being run until the data has been sorted into separate sheets
6. Enter *Alt + F11* and run the *SplitData.bas* script
   * Depending on the number of pdfs being loaded in, this could take a while
7. Select *Formulas -> Calculation Options -> Automatic* and the metric data should be computed
8. **Optional**: Enter Alt + F11 and run the *GroupSwimmers.bas* script. This will group swimmers with their events so you can minimize/expand them, across all sheets

**Note**: The Meet Results sheet will grow as more meets are imported in. Running the *SplitData.bas* script won’t create duplicates of the results. To reduce the amount of data in the sheet, or to look at specific meet result, use the filtering properties of the table

# Appendix:

## Template Sheet:

* The *template\_sheet.xlsm* is imported into the Meet Result workbook as a sheet for each meet result produced. Editing this sheet will alter all future meet results imported (but not ones that already have been loaded).
  + **Note**: this sheet requires Macros to be enabled