

1. Save the attached files to your computer.
2. Navigate to where you saved the files and open participantsV3.xlsm
3. A message box announces that "This workbook is configured for the YET TO BE SET swim team." Click on the OK button.
4. The workbook opens in the "clubs" tab on a cell with a dropdown list for you to select your club. Click on the selector (v) and from the dropdown list select your club.
5. Click on the "participants" tab.
6. You can edit any cells that are white; you cannot edit gray cells.
7. Two fictitious swimmers show you examples of what you see as you add names and fill in the sheet. You can clear each swimmer by selecting the cell and pressing the delete key. You can clear the Category, Competitive, IM?, Free?, Back?, Fly? And Breast? cells in the same way.
8. In row 6, enter the first swimmer on your team in the Swimmer Name column.
9. In row 6, select from the dropdown list the swimmer's gender and age in the Category column.
10. In row 6, select whether the swimmer is classed as competitive in the Competitive column: C for competitive, N for non-competitive.
11. In row 6, put an 'x' in the columns that correspond to the events that the swimmer wants to swim in the meet. The spreadsheet populates all gray columns for you based on your entries in the white columns.
12. Complete the same steps for all other swimmers on your team.
13. When you have populated the sheet with all your swimmers and the events they want to swim in, click on the "Save Participants to File for Meet Organizers and Generate Event Slips for Coach" button at the top of the sheet.
14. A macro generates a Word document that opens behind the participants.xlsm spreadsheet on the screen.
15. Select the Word document. It has the event slips that you can print and cut up.
16. The meet organizers want the <club name>-participants.csv file created when you pressed the "Save Participants to File ..." button. Please send this file back to the individual that provided you with the two files and these instructions.

NOTE: You do NOT have to fill in the events part of the participants sheet per the instructions above before you generate the <club name>-participants.csv file. Nor do you have to enter only those swimmers that are attending the meet. The software used by the meet organizers only tabulates results for swimmers that participant in an event. And the software only needs a list of swimmers, club, category and competitive status. PLEASE populate the spreadsheet with this information at your earliest convenience and return the generated <club name>-participants.csv file.

IMPORTANT: Data entry at the meet for each swimmer is by a unique swimmer number. If you have problems with swimmer numbers wrapping onto another club's numbers contact <PoC's name> for assistance (PoC's email address).

Sincerely;

Points Table organizer