

Southern Athletics League Results Spreadsheets 2017

The spreadsheet SALResults.xls (SALResultsd3n.xls for Division 3 North – 6 teams) can be used to process the results of SAL matches. At the beginning of the match the spreadsheet can be used to print field cards and lane draws (with names included if these have been entered on the declaration page). During the match, the results of individual events can be printed, together with the up-to-date score. You can see who is leading for the man and woman of the match awards at any time during the meeting. At the end of the match you can generate two files – one to print off the match results where all redundant lines have been removed, and one a copy of the results spreadsheet. They are (normally, by default) all saved in 'My Documents'.

This excel spreadsheet is designed to make it easy for you to input the results of Southern Athletics League Meetings. When you open the spreadsheet please 'Enable Macros'. If you can't 'Enable Macros':

- For Excel 2003: select 'macros' on the 'Tools' menu and click on 'security' to change the security level to 'Medium', close the spreadsheet and then open it again.
- For Excel 2008: go to File->Options->Trust Centre->Macro settings and "Disable all macros with notification'. On closing and then re-opening Excel, you will be given the option to 'Enable Macros'.

The cells in the program are colour-coded. Only those cells which are coloured require input by you. You should not write in any cells which are not coloured. There are 'comments' in certain cells (with a small red triangle in the top right hand corner), which should help you to fill the cell using the right format. The non-coloured cells are protected for your safety. You can unprotect them using unprotect on the tools/review menu. There is no password.

Before the match

Open the spreadsheet and click on the tab 'Dec' – this is where the declarations are made:

Edit the cell B1 to enter a three digit number, where the first digit is the Division (1, 2 (2E), 3 (2W), 4 (3N), 5 (3SE) or 6 (3SW)), the second is the round (1, 2, 3, 4 or 5), and the third is the match number (1, 2, 3 or 4). If you scroll down to rows 205 to 329 you will see all the fixtures for the season, with the match numbers in column A. Note the one for your match and enter it into cell B1.

Declaration sheets

When the declaration sheets have been handed in, enter the names and age category. The default age category is SM for senior man. The other categories are U17, U20, M40, M45 and so on. For Senior Women it's SW, while the other categories are U17, U20, W35, W40 and so on. This ensures that all good results are published in Athletics Weekly.

Much time can be saved on the day if team managers are encouraged to send draft team lists by email before the meeting. You can send Team Managers a declaration sheet (saldecsheet.xls) by email to each of the visiting teams, asking them to send you draft teams on the day before the match. If you receive a declaration sheet, open both the template and the declaration sheet in the same copy of Excel and then copy and paste the team information into the template (The A Team list and B Team list for each of the Men and Women have to be copied separately).

To claim the points for officials, their names will need to be entered in the blue cells at the end of the team declaration. Please only enter the names of officials after consulting with the Track Referee, Field Referee and Chief Timekeeper.

At the beginning of the match

Given the match code, the spreadsheet automatically generates lane draws for each track event and a field card for each field event. To see them, click on the tabs 'dist', 'height' and 'Lanes'. As soon as you have entered the match number all the team names and team letters are entered. If you have had time to enter the athletes' names on the 'dec' sheet, these will also be entered. It may be prudent to print the first two or three 'dist' field cards and 'height' cards so the match can get under way, and then print the rest of the field cards and the lane draw file once all the team declarations have been entered.

Results

When the results come in, you only need to look at the 'Results' worksheet. The team letter is input in column A (using a double letter for the B-string). (Be careful, Excel will sometimes autofill extra characters (for example when you type in a 'd' as the team letter, it may offer you 'dt' or 'dd'. If it tries to do this, type Backspace followed by enter – this should only be a problem when processing the first results.)

The performances are entered in column F. Wind speeds for the sprint events (and the LJ and TJ) can be entered in the appropriate cell if wind-gauges are being used. In the event of a tie (or a dead heat) the points awarded can be changed in column G. When the results for an event have been input, highlight the result using the mouse, and then press CTRL+p to print out the result and the latest team score (If this doesn't work try View->Macros->Macro1->Run). For example, to print out the result of the Men's 100m, click on cell B7; then holding down the Shift key, click on cell G16. All the cells between B7 and G16 should now be highlighted. Hold down the CTRL key and then press the 'p' key to print the result to your default printer (if Macros have been Enabled). For the men and women of the match awards, you can see the leading performances at the bottom of the Results page, calculated using the Revised Scoring Tables, at any time during the match by clicking on any cell on the results page and pressing CTRL+m (If this doesn't work try View->Macros->Macro3->Run).

Non-scoring results can be entered in the 'nonscoring' worksheet and printed out at the end of the meeting.

Any changes to the teams during the course of the match should be made to the 'Dec' worksheet, remembering to input the appropriate age category.

At the end of the match

From the results worksheet, select 'print' from the file menu to print four copies of the 'Active Sheet' to give to each team manager. If you press CTRL+o two output files will be created in the same area as the template (If this doesn't work try View->Macros->Macro2->Run). The first file 'salresults.xls' is a copy of the results package. The second file 'salmatchresults.xls' has all the results from the 'Results' worksheet, the non-scoring results, and the top six in the Man-of-the-match results, with all redundant lines omitted, and could be used to print the match results more efficiently. You may wish to Rename these files (right click on the file and select Rename). For the Division 1 fourth round match in 2016 at Milton Keynes, the match file to be sent to team managers etc could be renamed as '16sal14miltonkeynesresults.xls'.

After the match

As soon as possible after the match, send a copy of the results to all team managers for the competing teams asking them for any corrections to be sent to you within 24 hours.

After 24 hours (sooner if all corrections have been received), send a full copy of the larger results file to your Divisional Secretary, (See the SAL contacts list) and the Southern Athletics League Secretary (secretary@southernathletics.org.uk). They will then check them before forwarding them on to Power of Ten, and posting the results on the SAL website. This timetable is tight, but it ensures that results are published in Athletics Weekly and League Tables can be published quickly.

Macros

If the macros CTRL+p (for printing out the results for a particular event), CTRL+o (for sorting out the output at the end of the match) and CTRL+m (for sorting out the athlete of the match) do not work on your computer, you can run the macros directly. For Excel 2003 the macros are on the Tools menu; for Excel 2007 the macros are on the View menu. Click on macros and the three macros will appear in a window. Click on the macro you want and then on Run:

Macro 1 prints out the results for a particular event;

Macro 2 sorts out the output at the end of the match;

Macro 3 sorts out the athlete of the match.

A word of warning

If you unprotect any of the worksheets and start deleting or inserting lines, it is very likely that the macros will not work correctly. The worksheets have cells protected for your benefit.

Mick Bromilow (mick.bromilow@mkac.org.uk)