

Nottinghamshire ASA

Recorders Sheet Guide for Licensed Galas.

Please ensure you have the latest version of the spreadsheet which can be downloaded from the Nottinghamshire ASA website. At the bottom of the instructions page there is a version number highlighted in blue. This will also be listed next to the download link on the website.

Please note that all of the data in this document has been made up or taken from a previous competition to demonstrate how to use the spreadsheet. The names and dates of birth in this document are completely made up.

USING THE SPREADSHEET

The first tab of the spreadsheet details the set up and instructions for use. Please ensure that this is filled in accurately and you read the instructions carefully. Navigating to the other tabs of the spreadsheet can be done using the tabs at the bottom of the screen.

The spreadsheet has been locked down to protect the inbuilt formulas that work out all of the points and technical stuff, the other reason for the lock down is to only allow users to input information where information is needed to be put.

Instructions

!! PLEASE READ ALL OF THIS PAGE BEFORE YOU START !!

This spreadsheet has been modified from the original to add in the additional information required for 2018 and licensing along with some validation tools to check swimmers ages

Before You Start

Please enter here the number of teams competing in the division:

Please enter the competition Date here (dd/mm/yy):

Please enter the Age at date here (dd/mm/yy):

Please enter the round number here:

Please enter the gala number here:

Please enter the gala venue here:

Please enter the License Number here (4EM18****):

Please enter Teams for each lane below:

Lane 1: Lane 2: Lane 3:

< > **Instructions** Lane 1 Lane 2 Lane 3 Lane 4 Lane 5 Lane 6 Results Input MRF and HDR

BEFORE THE GALA

Before the gala starts it is important to complete all of the information needed for the setup of the competition. The first part of this can be found on the “Instructions” tab of the spreadsheet.

All of the information that needs to be filled in is highlighted with a bold border around the box with the information needed highlighted with a green background next to the box. The Club selection for each lane is selected using the dropdown list for each box. Please do not type into the cell directly as this can break the formulas working behind the scenes.

Please see below an example of a filled out page.

Before You Start

Please enter here the number of teams competing in the division:

Please enter the competition Date here (dd/mm/yy):

Please enter the Age at date here (dd/mm/yy):

Please enter the round number here:

Please enter the gala number here:

Please enter the gala venue here:

Please enter the License Number here (4EM18****):

Please enter Teams for each lane below:

Lane 1:	<input type="text" value="Leander"/>	Lane 2:	<input type="text" value="Radford"/>	Lane 3:	<input type="text" value="Sutton A"/>
Lane 4:	<input type="text" value="Kimberley"/>	Lane 5:	<input type="text" value="Sutton B"/>	Lane 6:	<input type="text" value="Mansfield"/>

Once the information is completed for the gala setup you can import the team lists that have been sent over to you from each completing club. To do this you will need to navigate to the lane tab for the team you need to import.

When you navigate to a tab for a lane you should be presented with a screen as the one below. To ensure you are on the correct tab for the team, the lane number and team name should be displayed at the top left.

Notts ASA Stage 3 League 2018 Team List - Lane 6 - Mansfield				Reg. Number	Forename	Surname	D.o.B.	Age	Validation	INSTRUCTIONS
1	Open	4 x 50m	Freestyle Relay	Mixed				0		<p>Please copy and paste the information supplied by the competing teams onto this sheet. Manual Changes can be made throughout the competition as long as all details are completed and the sheet is correct before it is submitted to the league secretary on completion of the competition.</p> <p>Once the details are entered you will see the age of the swimmer for this competition and the validation column will show if the swimmer is eligible for the event. This will also flag up on the Results input screen that there are ineligible swimmers in the event.</p>
2	12/u	100m	Backstroke	Girls				0		
3	12/u	100m	Backstroke	Boys				0		
4	14/u	100m	Butterfly	Girls				0		
5	14/u	100m	Butterfly	Boys				0		
6	Open	100m	I.M.	Girls				0		
7	Open	100m	I.M.	Boys				0		
8	12/u	4 x 50m	Medley Relay	Mixed				0		
9	14/u	100m	Backstroke	Girls				0		
10	14/u	100m	Backstroke	Boys				0		
11	Open	100m	Freestyle	Girls				0		
12	Open	100m	Freestyle	Boys				0		
13	12/u	100m	I.M.	Girls				0		
14	12/u	100m	I.M.	Boys				0		
15	14/u	4 x 50m	Freestyle Relay	Mixed				0		
16	Open	100m	Breaststroke	Girls				0		
17	Open	100m	Breaststroke	Boys				0		
18	12/u	100m	Butterfly	Girls				0		

On the right hand side of this tab you will find some instructions on how to use the tab.

When you import (copy and paste) the team list into the sheet from the one that has been sent to you, you will only need to import the “Reg. Number”, “Forename”, “Surname” and “D.o.B.” fields, and the validation field will start to show if the swimmers are valid for the event or not. This is shown below.

Please DO NOT drag the cells around as this will break the formulas and can also lock the cells when saved making it hard to make any changes in the future if you need to. Copy and Paste is fine, but do not drag the cells around.

Please note this is only a validation check against the swimmers age and not how many events they are swimming.

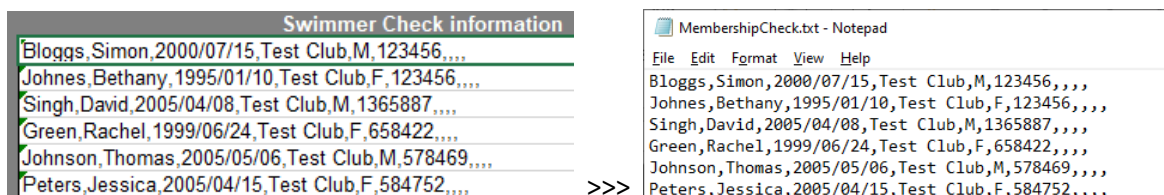
Notts ASA Stage 3 League 2018 Team List - Lane 6 - Mansfield				Reg. Number	Forename	Surname	D.o.B.	Age	Validation	
1	Open	4 x 50m	Freestyle Relay	Mixed	123456	Bethany	Johnes	10/01/1995	23	OK
					58745	Simon	Bloggs	15/07/2000	17	OK
					658422	Rachel	Green	24/06/1999	18	OK
					1365887	David	Singh	08/04/2005	13	OK
2	12/u	100m	Backstroke	Girls	584752	Jessica	Peters	15/04/2005	13	Not Eligible
3	12/u	100m	Backstroke	Boys	578469	Thomas	Johnson	06/05/2005	12	OK

Once all team lists are entered you are ready for the competition, but you can check the swimmers eligibility if you have the swimmers details entered with the national membership database. To do this please follow the instructions in the next section “Swimmer Check”.

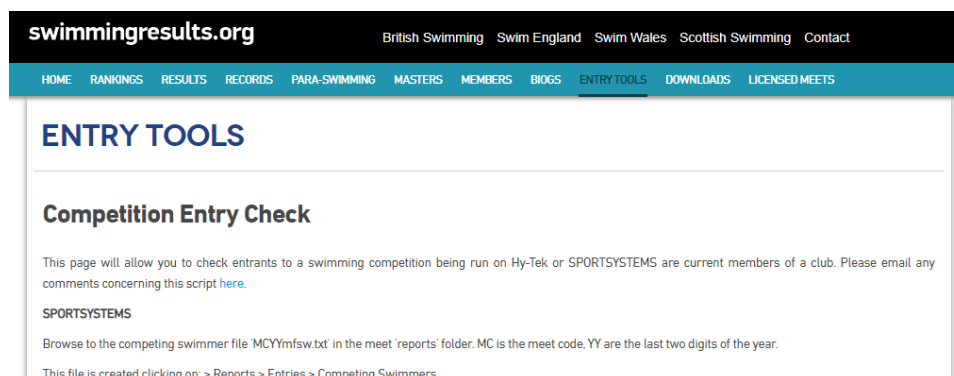
SWIMMER CHECK

You will need an internet connection for this process.

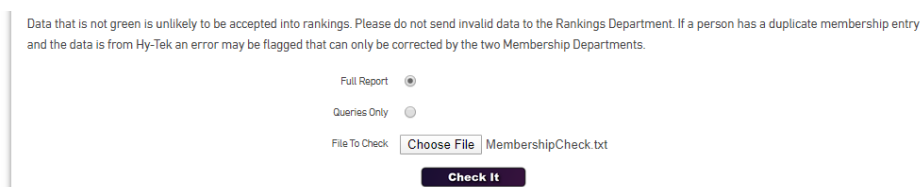
When you have all of the swimmers details entered you can go to the “Swimmer Check” tab and copy all of the cells to a notepad (.txt) document. You can name this file anything but remember where you have saved it.



You can then go to the swimmer check website <https://www.swimmingresults.org/competitionentrycheck/>



On this website, scroll to the bottom where you can select the type of report and select your check file to use, which is the one you saved in the step at the start of this process. The best option to use in the “Queries Only”.



When you press “Check It” please wait as it may take a few seconds to run the report.

On the results page you will see to the left any errors. If there are any in Red saying "NOT MATHCED", the next line will try and offer a possible reason if it can find any. If any show in Pink, this is fine as this just shows that they are a Cat 1 swimmer and for our leagues we allow Cat 1 swimmers.

Category	Click a header to sort
	NOT MATCHED
ASA Category 1	SPELLING ?
ASA Category 1	CHECK CATEGORY RULES
	NOT MATCHED
ASA Category 2	WRONG CLUB or DATE OF BIRTH ?
ASA Category 2	WRONG GENDER ?

The system is good, but if a swimmer has hidden their details then we are unable to check the details so you will probably get a red "NOT MATCHED" error although everything is OK. If you do get any errors that you cannot sort, please contact the team involved first as they may have sent the information over wrong and can give you the correct information.

ON THE DAY

IT is important that your recorders have ready the instructions built into the spreadsheet on the "Instructions" tab BEFORE arriving at the competition.

At the competition the recorders should have the spreadsheet ready with all of the teams swimmers lists pre-entered. There may be the odd occasion where a team list has been sent late or they will bring this to the competition. Simply follow the process above to import the information.

The following information can be found on the "Instructions" tab on the spreadsheet.

Entering Times:

to enter a time in seconds such as 24.44 seconds enter 24.44

to enter a time in minutes and seconds such as 1 minute 24.44 seconds enter 124.44

Equal Times:

If swimmers have equal times, use the placing judges reports to place them by adding 1/1000th of a second to the time.

i.e. If swimmer a gets a time of 23.24 and swimmer b gets the same time but is deemed to have finished second of the two swimmers then enter swimmer b's time as 23.241

No Points/No Swim:

np = swum for no points

dns = did not start/swim

Disqualifications:

If a swimmer is to get disqualified for any reason please enter the disqualification in the following manner: "dq " followed by the reason code - dq 4.4***

For example. A Disqualification for a faulty start "moving before the start signal given" would need to be in put as "dq 4.4"

***Please input some notes regarding the DQ in the Comments box. This can be the description on the DQ slip, just in case it goes missing.

Placing Check:

In the columns following the results input there are some cells set up so you can easily check the input with the judges place slip. These cells will highlight in red if you have a joint placing.

