

# INSTRUCTIONS FOR USING BLANK NCCC EVENT RESULT FORMS 01-15-08

## A FEW IMPORTANT THINGS TO REMEMBER WHEN USING THESE RESULTS FORMS

**\*\*\*READ BEFORE USING EVENT RESULTS FORMS\*\*\***

### A. GENERAL

- (1) **DISCLAIMER:** These instructions are written assuming you are working with an Excel program from 1997 to 2003. If you have an older or newer version of Excel, you may have to do something slightly different to accomplish the same results.
- (2) **NEW FILE:** Before you start to do the results for your event, choose the appropriate blank results form, either "Blank Results Form – Timed Events" or "Blank Results Form – Non-Timed Events", and start a new file with a new name. Use the "Timed Events" form for Speed Events, Drags and Funkhana. Use the "Non-Timed" form for Rallies, Concours, Economy Runs and Peoples' Choice. On the toolbar go to "File" and click on "Save As". Choose the "Excel 97-2003 Workbook" format as several people with the need to know may not be able to open Excel files in the newest format (i.e. Vista). I always saved the files under the Year, Club number and Sanction # (example: 2001 MW-246-053). By saving the blank form as a new file, you won't be taking a chance of "screwing up" the formulas, etc. on the blank results form.
- (3) **VERY IMPORTANT:** If you have used my previous versions of these NCCC Results, you had to be careful not to delete the formulas in hidden columns that were used to calculate individual and Club points and number of entrants. In these versions, I have locked the cells containing formulas and the format of the document to prevent that possibility. This prevents you from doing a few things but they are minimal and a small price to pay for the extra protection and automated features. You will not be able to change the format of a cell, delete rows or insert extra rows but I have allowed for up to 275 entrants, 50 Clubs and 50 workers. You can unhide or hide rows that are not needed in the Club Points or Worker Points areas on the Back Page. You will be able to sort data that you enter and the calculated data will follow your sort. I have added informational comments to several cells (they have a small red triangle in the upper right corner) that can be seen by pointing at the cell.

I cannot stress enough how important it is to enter the NCCC number correctly. This step in itself is one of the main "keys" to the success of the formulas. When you enter the NCCC #, you must type it in NCCC's current proper format: **MW-246-0002L** not in the old way of MW246-002L. Also, **DO NOT include the "LM"** for Lifetime Members. These are changes from my past programs by request of the NCCC Vice President of Competition. In order for the number of NCCC entrants to be calculated correctly in cell C4, be sure all unused cells in the NCCC # column are cleared of any contents (Hi-lite unused cells in the NCCC # column by clicking and dragging, then on the toolbar go to "edit", "clear" and "contents"). **NOTE: a "space" in a cell will not be visible but will screw up the calculations.**

### B. FRONT PAGE

- (1) **DATA ENTRY & CALCULATIONS:** When you start to put the event information in the area at the top of the FRONT PAGE, you will need to enter everything except the number of NCCC entrants. A formula will automatically enter that for you by counting the number of entries in the "NCCC #" column. Enter the information in by clicking on the next available cell to the right of the category. Examples: "Type of Event:" enter info in Cell B2. "Date" enter info in F2, "Sanction #" enter info in I2, "Sponsoring Club Name" info in C3, "Club Number" info in I3 and "Total Entrants" info in I4 (easier to count by waiting until the number of NCCC entrants are calculated). The type of event can be entered by selecting cell B2, then clicking on the pull-down arrow and choosing the event type. The Sanction number and the Host Club name and NCCC number will automatically appear on the back page of the form. On the Front Page, the Total Points for each entrant will automatically be calculated from the data that you enter in the "Earned", "Bonus" and "Travel" columns. On the Back Page, Club points, number of entrants and number of workers are automatically calculated. The Host Club's normal 100 points can be changed in the rare exception that they must be set to zero for an infraction.
  - a. **PASTING DATA FROM ANOTHER SOURCE:** I suggest that if you want to paste data into your file from some previous event that you use the **Paste Special** function. You can paste into any of the FRONT PAGE columns A through H individually or as a group and paste separately into column J, "REMARKS". Since Column I contains formulas and is locked, you can't paste into it. Once you have used the **Copy** function to get data from another file, select Paste Special under Edit on the toolbar. In the Paste Special box, select paste as "Text" if from a word document or Paste "Values" with Operation "None" if from an Excel document. Similarly, you can use Paste Special to paste Club and Worker data from another file into the BACK PAGE.

- (2) **CLASS DATA:** An entrant's class can be entered by selecting the cell then clicking on the down arrow and selecting the appropriate class from the displayed list. It can also be entered by typing or using "Paste Special".
- (3) **TIME – SCORE DATA:** The file Blank Results Form – Non-Timed Events 01-15-08 is set up for 275 entrants and Column E (TIME – SCORE) is set up with the "General" format with all text and numbers centered in the column (you get what you type). The file Blank Results Form – Timed Events 01-15-08 is set up for 275 entrants and Column E (TIME – SCORE) is set up with the number format 0\;00.0000 (minutes\seconds.0000 -- if your timers read in minutes and seconds, type in 105.5026 to get 1:05.5026 -- type in 49.687 to get 0:49.6870 – if your timers read all in seconds such as 90.5123 seconds type in 130.5123 to get 1:30.5123 i.e. 1 minute and 30.5123 seconds.
- (4) **SORTING:** If you are using an Excel version older than 2002, you may not be able to sort data entered into the Event Results forms. If that is the case and you want to sort, you can use the unlocked tab in the Results Worksheets to enter and sort the data then use Paste Special to put it into the Event Results forms. If you have an Excel version that is 2002 or newer, the following applies.
  - a. Except in a Poker Rallye, when you enter the entrant information it doesn't make any difference what order you enter it in as you can easily sort the groups and classes. Please refer to my samples of finished results. You will not be able to sort easily if you do not use the proper Group and Class designations as shown in the NCCC Rulebook or available on the Class pull-down list. To sort, Hi-lite the data by clicking in the cell A8 (first cell in ENTRANT column) and drag to the cell in column H (TRAVEL) of the last row of entrant data. Then click on "Sort" under "Data" on the toolbar. For Speed Events - sort by column D (CLASS) (ascending) followed by Column E (TIME – SCORE) (ascending). For other event types - sort by column D (CLASS) (ascending) followed by column E (TIME – SCORE) (descending if highest score is best or ascending if lowest score is best). If column D (CLASS) is used to indicate driver/navigator, then just sort by column E (TIME – SCORE). You will not be able to sort properly on column E (TIME – SCORE) for a Poker Rallye if you enter the poker hand information.
  - b. **SEPARATE CLASSES:** For clarity, it is a good idea to insert a blank row between each different class. If you desire to separate the Classes, this can be done before you sort by setting up extra rows where each Class type is listed with a TIME – SCORE of 0. Once you have sorted, you can delete the "0" entry in TIME – SCORE leaving you with a Class designation row or also delete the Class type to leave a blank row.
- (5) **CAUTION ON MOVING DATA ON THE RESULTS FORM:** After sorting or even before, if you wish to move data from one row to another **DO NOT USE CUT AND PASTE**. Due to a peculiarity in Excel, doing the Cut function can cause a problem with the locked cells in that same row that have formulas in them. Instead of using Cut, **USE THE COPY FUNCTION** under Edit or the Copy Icon and then Paste. Then go back to the data that you just copied from, hi-lite the cells and under Edit select Clear and Contents or hit the Delete key. That way the formulas are not disturbed.
- (6) **POINTS ENTRY:** After sorting into the proper Group and Class, enter the proper number of class earned points or FTD bonus points and the travel points if any. The formulas will automatically total the points for you. Type in the FTD information (i.e.: FTD Group 1 1984 & up) or any other pertinent comments in the REMARKS column after you have completed all your sorting.
- (7) **WAIVER NOT SIGNED:** According to the November 12, 2004 NCCC Competition committee meeting minutes, if an entrant did not sign the waiver, place the entrant last in their Class, enter "0" for any class earned points or bonus points and any travel points and type in "**Waiver not signed**" in the REMARKS column. Adjust the points of the other entrants as if the person not signing the waiver was not at the event. NOTE: Due to the way the formulas are set up, the cell in the "TOTAL" column will still show blank instead of "0".

### C. BACK PAGE

- (1) On the back page, the Event Sanction Number and the Host Club Name and Number are automatically entered from the data on the front page. Complete the Event Chairperson and Club Governor information at the bottom of the page.
- (2) **CLUB POINTS SECTION:** On the back page in the Club Points Section, enter the Club names in cells A5:A53 unhiding rows as necessary (see C. (4) below). Enter the Club number using a dash ("–") between the Region and the Club number in cells D5:D53. Example: MW-246. Enter the correct mileage in cells E5:E53, if it is over 200 miles. Optional space is provided in column C to enter the Club abbreviation if you wish. Club Points, Number of Entrants and Number of Workers will be automatically calculated in columns F, G and H.

- (3) **WORKER SECTION:** On the back page in the Worker Section, enter the workers names, NCCC numbers, position worked and worker points un hiding rows as necessary (see C. (4) below). It is very important to use the word "entrant" in the POINTS column for a chairperson or co-chairperson who is taking entrant points instead of Chairperson or Co-Chairperson Points. In the case of a worker not signing the waiver, enter the number zero (0) in the Worker Section POINTS column and "Waiver not signed" in the REMARKS column. Except in the case of a worker not signing the waiver, do not use the number zero (0) in the Worker Section POINTS column or the formula for number of workers for a Club will not work correctly. Do not use the Co-chairperson line for other workers, if there was no Co-chairperson leave the line blank.
- (4) **EXTRA SPACE FOR CLUBS AND WORKERS:** On the back page, I have hidden rows 24 through 53 in the Club Section and rows 77 through 106 in the Worker Section so that the Back Page will normally fit on one sheet of paper. If space for more Clubs and/or Workers is needed, you can unhide rows by Hi-liting the row above and the row below the hidden rows (hold Shift down and click on the row numbers on the far left)and on the toolbar under Format select Row and click on Unhide. If desired, unused rows can be hidden by Hi-liting the rows and on the toolbar under Format select Row and click on Hide. If you have an Excel version older than 2002, you may not be able unhide rows. If so, use the expanded version of the Results Forms available on the website.
- D. PRINTING:** Before printing the FRONT PAGE, be sure and **select the number of pages you want to print** by selecting Print under File on the toolbar or by Hi-liting the desired data by clicking on cell A1 and dragging to the cell in column J of the row with the last of the data. Then under File on the toolbar select Print Area and click on Set Print Area otherwise, you may get a lot of blank pages. Also, use the "Fit to 1 page wide" and the "Fit to desired number of pages tall" functions under Page Setup on the File menu with 0.5-inch margins on the sides.
- E. CHECK YOUR WORK:** A good check on your work is to total the number of entries by Club listed on the back page (done for you in cell G54) and compare to the number calculated on the top of the FRONT PAGE in cell C4 (also shown in BACK PAGE F54). The numbers should match; if they do, they will be **green** as shown on the BACK PAGE. If they do not match, they will be **red**. The number of entrants receiving points are totaled and displayed in cell I5 on the FRONT PAGE. Normally the number of entrants receiving points shown in cell I5 should match the number of entrants shown in cell C4. If the numbers match, cell I5 will be in **green** font if there is no match cell I5 will be in **orange** font indicating a caution to check your work. If an entrant has received 0 points due to a mistake, for not signing the waiver or taking Chairperson or Co-Chairperson Points, cell I5 will be in **orange** font. In addition, the total number of workers shown in Cells H54 and F107 on the BACK PAGE should match and be **green** or **red** if they do not match.
- F. MULTIPLE EVENTS:** In the case of multiple events, once you have completed the results for the first event you can take those results, do a "save as" with a new file name for each of the additional similar events, and just make changes to the first event's results. This avoids the effort of re-entering all the names and NCCC numbers.
- G. WORK SHEETS:** I am also making Results Work Sheets available to be used if desired to record Timing and Scoring info for up to seven events on one sheet. You may find these useful for multiple event weekends. Also, if you have a version of Excel older than 2002 you may have trouble sorting data in the Event Results forms. If so, you can use the unlocked tab of the Work Sheets to enter and sort data.
- H. FILE SIZE REDUCTION (OPTIONAL):** Due to the automatic calculations, error checking and pull-down lists; the file sizes of the Event Results done this way can be quite large (150 KB) for those that want to transmit them using dial-up connections. Note; this about a 3:1 reduction from earlier versions of my result forms which were on the order of 450 KB. The following is a procedure to make a copy of your file that will be in the range of 50-60 KB.
- (1) **COPY PREPARATION:**
- Open a new Excel workbook and under File do a "Save As" using the file name of the file you want to reduce with the word "COPY" added at the end.
  - Click on the tab for Sheet 3 and under Edit click "Delete Sheet". Repeat for any other sheets above sheet 2.
  - Double click on the tab for Sheet 1 and type "FRONT PAGE" then press Enter. Do the same for Sheet 2, typing "BACK PAGE" then press Enter.
  - For both the FRONT PAGE and the BACK PAGE, Under File select "Page Setup" then on the Page tab select "Fit to 1 page wide by 5 tall". On the Margin tab, set the left, right and top margins at 0.5 and the bottom margin at 0.7. Set footer and header margins to 0.5. Note: If desired you can select the Header/Footer tab and enter info. In the footer, I like to auto insert the file name on the left margin and the tab name and page number on the right margin. **NOTE:** You can **set the margins, headers and footers on all worksheets at**

**once** by right-clicking one of the worksheet tabs and then click “Select All Sheets” on the shortcut menu. Once you have completed the setup, you can cancel the selection of multiple worksheets by right clicking the tab of one of the worksheets and then click “Ungroup Sheets” on the shortcut menu.

**(2) COPY THE FILE:**

- a. Now open the file that you want to reduce in memory size.
- b. Hi-lite and copy your FRONT PAGE data by clicking in cell A1, scroll down to the last row of your data then hold the shift key down and click in the cell in column J of the last row of data. Under Edit, click Copy.
- c. Go back to your new COPY file and click cell A1 on the FRONT PAGE.
- d. Under edit click Paste Special, then select Paste “All” & Operation “None” and click OK.
- e. Repeat the Paste Special selecting Paste “Column Widths” & Operation “None”.
- f. Repeat steps a through e for the BACK PAGE data Hi-liting & copying from cell A1 to cell H116.
- g. On the BACK PAGE, hide the unused rows in the Club Points area and in the Worker area by clicking and dragging on the row numbers that you want to hide then under Format on the Menu bar select Row and click on Hide.

**(3) SAVE AND PROTECT THE FILE:**

- a. Save your new COPY. It will be much smaller than the original **BUT IT WILL NO LONGER RE-CALCULATE ANY CHANGES THAT YOU MAKE TO THE DATA.**
  - i. To make changes, either do the updates manually to the COPY or go back to the original file, make the changes and then make a new copy.
- b. Before you transmit your COPY to entrants, you may wish to prevent anyone else from altering it. On the FRONT PAGE, Hi-lite the entire page by clicking in the small blank square above row 1 and to the left of column A. Then under Format click Cells and on the Protection tab check the box to the left of “Locked” (black not gray check mark). Click OK. Under Tools select Protection and then click Protect Sheet. Enter a password that you will not forget while allowing users to select locked or unlocked cells. Repeat this procedure to protect the BACK PAGE.

**I. COMBINING MULTIPLE EVENTS INTO ONE FILE:** To facilitate the handling and transmission of Event Results, it maybe desirable to combine multiple events into one file. This can be easily done by basically following the procedure for reducing the size of one file in Part H above multiple times. You may find it desirable to include all the events for one day or one weekend in a single file. By following this procedure in my example of 7 events in 1 file, there was a reduction from seven files totaling 947KB to one file of 372 KB.

- a. One of the differences from copying one file is that instead of deleting extra Worksheets as in Part H.(1)b, you add additional Worksheets (2 Worksheets for each event) by under “Insert” on the menu click “Worksheet”.
- b. Identify each Worksheet with the Event Sanction Number and Front Page or Back Page by following procedure H.(1)c. – Examples: MW246-001 FRONT PAGE, MW246-001 BACK PAGE.
- c. Repeat steps H.(1)d through H(2)g for each event that you are including in the file.
- d. Worksheets in the file can be re-arranged by under “Edit” on the menu click “Move or Copy Sheet”
- e. Once you have completed your file, you can protect it by repeating step H(3)b for each Worksheet.
- f. Save your file as per step H(3)a above.

**COMMENTS BY AUTHOR:** This procedure for doing event results may sound complicated the first time, but it is not. Just print out this document and follow it for your first set of results, after that you will find the method intuitive and easy to use.

**QUESTIONS OR COMMENTS:** Contact: Gary Kelly -- e-mail at [formstechsupport@corvettesnccc.org](mailto:formstechsupport@corvettesnccc.org) or telephone 414-422-0874