# Meet Manager Zone Entry Program

## Version 1.89

## User Guide

**November 2021**

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# 1 Introduction

The “Meet Manager Zone Entry Program” was developed to facilitate the transfer of athlete Zone Championship entries to the ACTIVEHY-TEK Meet Manager system.

## 1.1 Assumptions

This User Guide assumes that the user is competent in the use of a Personal Computer, the basics of Microsoft Windows operating systems and Microsoft Excel.

It also assumes that Meet Manager has been configured for the Zone Championships and is ready to accept athlete entries.

## 1.2 Hardware And Software Requirements

The program requires Microsoft Excel and can be used on any Personal Computer capable of running this software. You must have, as a minimum requirement, Microsoft Excel 2007 to use the program but it will function on all later releases of Microsoft Excel.

## 1.3 Nomenclature

Several font colours are used in the system. These assist with reading and interpreting cell contents.

| | |
|---|---|
| Black Font | Static Entry - Cell value never changes. |
| Blue Font | Dynamic Entry - Value in the cell can be altered by the user. |
| Green Font | Hyperlink – Cell contains a hyperlink. |
| Red Font | Formula – Cell contains a formula which can only be altered by the program. |

## 1.4 Limitations

This “Meet Manager Zone Entry Program” must be run in Microsoft Excel. It will not function correctly with any other software. Do not use OpenOffice Calc or StarOffice Calc with this file!

The program can support a maximum of forty (40) athlete entries per Age Group. Should the number of entries exceed this value it is a simple matter to create multiple import files for Meet Manager.

It should be noted that Copy, Cut, Paste and Drag-and-Drop editing have been disabled because these functions circumvent data validation.

The program does not support “seeding”.

## 1.5 Recommendation

It is recommended that the Meet Manager Zone Entry Program be forwarded to the relevant Zone Coordinator as is. The Zone Coordinator can then generate the Meet Manager import file. This allows the Zone Coordinator to correct any exceptions (errors) detected during the Meet Manager import process.

## 1.6 WARNING - Emailing The Program

The program is an Excel file that contains "macros" which are essentially bits of computer code written in Visual Basic for Applications. Historically "macros" have been vehicles for malware. Consequently, it is possible that some email clients may not allow the program to be attached and sent via email for security reasons. Others may warn that a virus has been detected when the program is emailed. Rest assured there is no malicious code in this program. To overcome this potential email issue simply zip the file and attach the zipped version to the email.

### 1.7 Problems

Although every effort has been made to ensure the program performs correctly problems may occur. If you have a problem, please consult this manual first. If you cannot resolve your problem, check that you have the latest version of the program at www.lansw.com.au, Centre Resource Hub, Championships, Championship Information & Forms. If you are still unable to resolve your problem, contact Little Athletics NSW.

Email: admin@lansw.com.au

## 2 Installation And Removal

### 2.1 Installing The Program

The program is installed simply by copying the Excel file "Meet Manager Zone Entry Program.xlsm" to any Folder on the PC.

### 2.2 Removing The Program

The program is removed simply by deleting the Excel file "Meet Manager Zone Entry Program.xlsm" from the relevant Folder on the PC.

## 3 System Overview

### 3.1 Microsoft Excel

The program uses Microsoft Excel. You must have, as a minimum requirement, Microsoft Excel 2007 to use the program. The program will function on all later releases of Microsoft Excel.

### 3.2 Workbook Structure

The Microsoft Excel workbook (file) "Meet Manager Zone Entry Program.xls" consists of fourteen (14) worksheets. The workbook and each worksheet are protected so that they cannot be inadvertently altered.

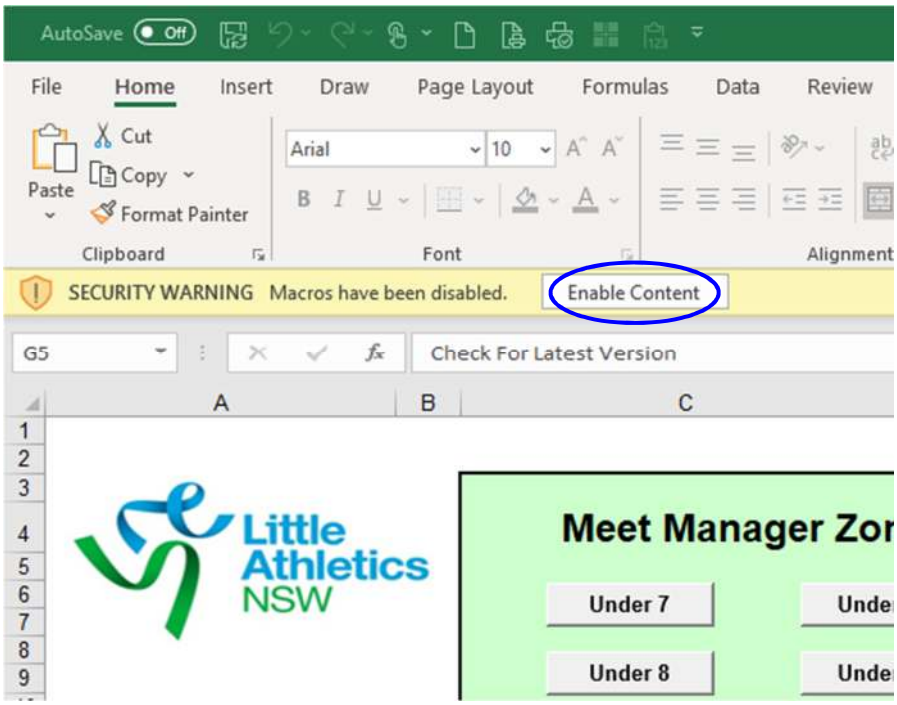
The worksheets are:

1. Main
2. U7
3 U8
4. U9
5. U10
6. U11
7. U12
8. U13
9. U14
10. U15
11. U17
12. Lookup Table
13. Sample
14. Versions

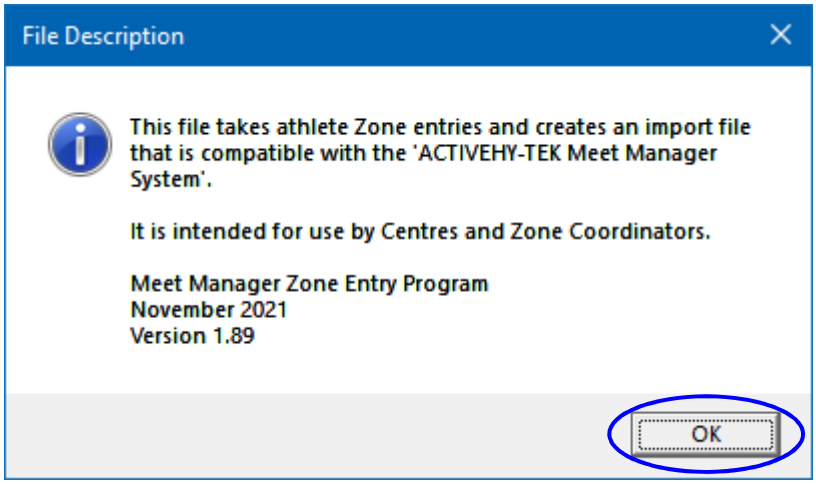
## 4 System Operation

### 4.1 Start The System

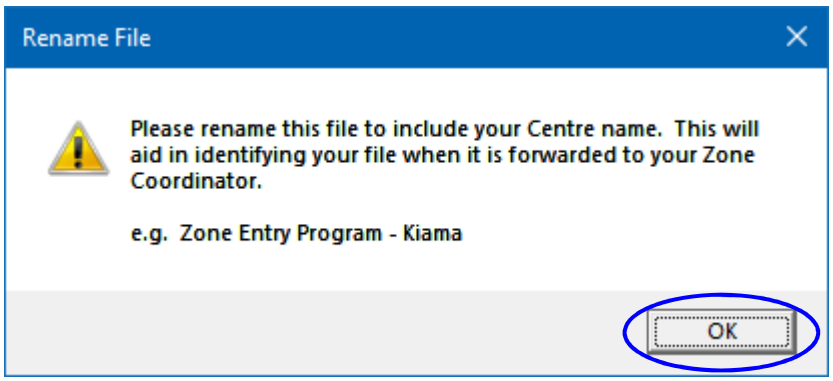
Simply opening the Microsoft Excel file "Meet Manager Zone Entry Program.xlsm" starts the system. If Microsoft Excel has macro security set a warning will be displayed. The warning will vary depending upon the version of Microsoft Excel you are using. The following steps relate to Microsoft 365 Excel.



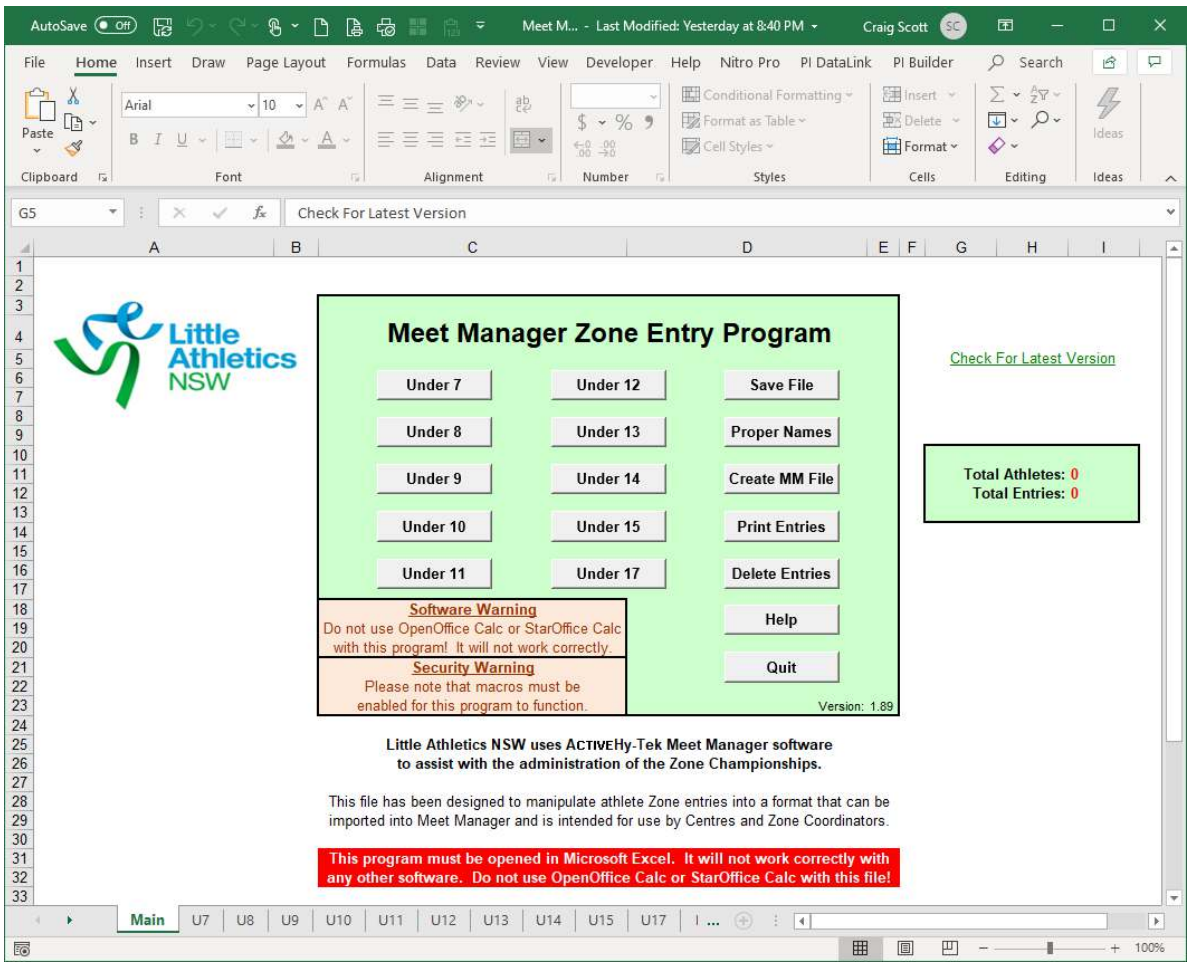

Select “Enable Content”.




Select “OK” to acknowledge the message and a second message will be displayed.




Select “OK” to acknowledge this message and the “Main” worksheet will be displayed.




### 4.1.1 Main Worksheet

This worksheet contains the controls (Buttons) that run the various functions (Macros). It also contains basic instructions for the program, the total number of athletes and event entries in the file and a hyperlink to check for the latest version. It should be noted that athletes are only included in the count once they are entered in at least one event.

#### 4.1.1.1 Under 7, 8, 9, 10, 11, 12, 13, 14, 15 And 17 Buttons

These macros display the relevant Age Group worksheet and select the next empty row for data entry.

#### 4.1.1.2 Save File Button

This macro saves the file.

#### 4.1.1.3 Proper Names Button

This macro converts all athlete's "Given Names" and "Surnames" to proper case. (e.g. craig or CRAIG to Craig.) Note that only the first letter will be converted to upper case. (e.g. mcgrath to Mcgrath, parker-bowles to Parker-bowles) Names with more than one upper case letter will need to be updated manually. (e.g. Mcgrath to McGrath, Parker-bowles to Parker-Bowles)

#### 4.1.1.4 Create MM File Button

This macro should only be run by the Zone Coordinator.

It performs a check to ascertain if there are athletes with the same name and gender from the same Centre. This check is necessary because Meet Manager cannot distinguish between such athletes when importing via a semi-colon delimited text file. Should such athletes be found execution is terminated and a pertinent message is displayed containing the relevant details.

The macro creates a text file containing all athletes Zone entries in the same Folder that the program is located in. This text file is compatible with the Meet Manager entry import function. The file name is dependent upon the number of Centres contained in the program. If there are only Zone entries from one Centre in the program the file name will be "Centre_Centre Number.txt". (e.g. Centre_114.txt) If the program contains Zone entries from multiple Centres the file name will be "Zone.txt". In either scenario should the file already exist a pertinent message is displayed, warning that the existing file will be overwritten, and the user is given the option to terminate the macro. A count of athletes and entries is undertaken during creation of the text file. Totals are then compared against expected totals. If discrepancies exist a pertinent warning message is displayed. A message box containing relevant details, including the total number of athletes and event entries, is displayed informing the user when macro execution has completed successfully.

Prior to creating the Meet Manager import file a check is performed on the number of events each athlete is entered in. Should this number exceed the maximum permitted value for any athlete execution is terminated and a pertinent message is displayed containing the relevant details.

It is recommended that the Meet Manager Zone Entry Program be forwarded to the relevant Zone Coordinator as is. The Zone Coordinator can then generate the Meet Manager import file. This allows the Zone Coordinator to correct any exceptions (errors) detected during the Meet Manager import process.

#### 4.1.1.5 Print Entries Button

This macro allows the user to print the Zone entries to screen or hard copy. Each Age Group's header is dynamically updated based upon the number of Centres contained in the program. If there is only one Centre the header will read "Zone Entries – Centre Name Centre". (e.g. Zone Entries – Kiama Centre) If there are multiple Centres the header will read "Zone Entries - Multiple Centres".

#### 4.1.1.6 Delete Entries Button

This macro deletes all athlete entries from the U7 to U17 worksheets.

#### 4.1.1.7 Help Button

This macro displays a message box containing relevant help details and the version of the program.

#### 4.1.1.8 Quit Button

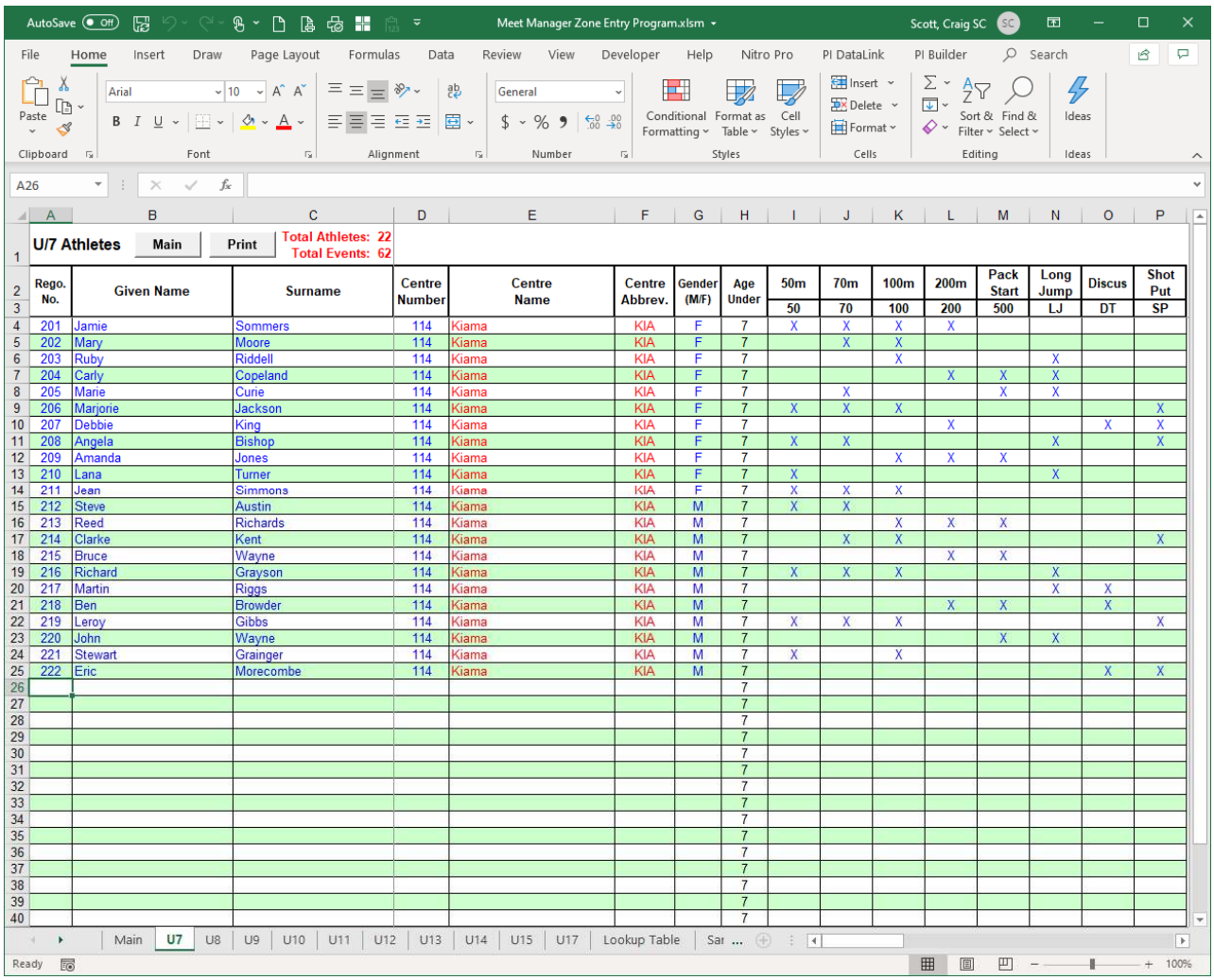
This macro exits the system and gives the user the opportunity to save the file if it has not been saved.

#### 4.1.1.9 Check For Latest Version Hyperlink

This hyperlink takes you to the Little Athletics NSW website where the latest version of the program and this User Guide are available for download.

### 4.1.2 U7, U8, U9, U10, U11, U12, U13, U14, U15 And U17 Worksheets

These worksheets are designed to accept athlete Zone Championship entries. They also display the number of athletes and event entries in the respective Age Groups. It should be noted that athletes are only included in the count once they are entered in at least one event.




### 4.1.2.1 Main Button

This macro displays the “Main” worksheet.

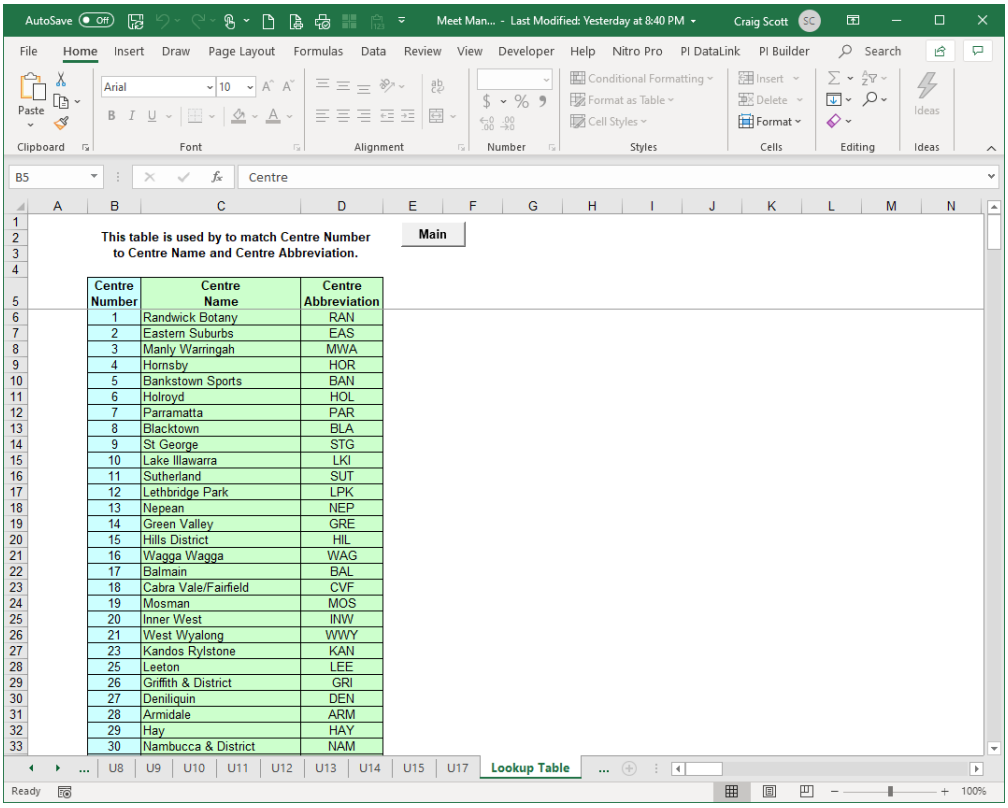
### 4.1.2.2 Print Button

This macro allows the user to print the current Age Groups Zone entries to screen or hard copy. The Age Group header is dynamically updated based upon the number of Centres contained in the current Age Group. If there is only one Centre the header will read "Zone Entries – Centre Name Centre". (e.g. Zone Entries – Kiama Centre) If there are multiple Centres the header will read "Zone Entries - Multiple Centres".

## 4.1.3 Lookup Table Worksheet

This worksheet contains a table of Centres that is used by the "U7" to “U17” worksheets to match Centre Number to the corresponding Centre Name and Centre Abbreviation.

It also contains formulae that are used to determine if there are athletes with the same name and gender from the same Centre. This check is necessary because Meet Manager cannot distinguish between such athletes when importing via a semi-colon delimited text file.



This table is used by to match Centre Number to Centre Name and Centre Abbreviation.

Main

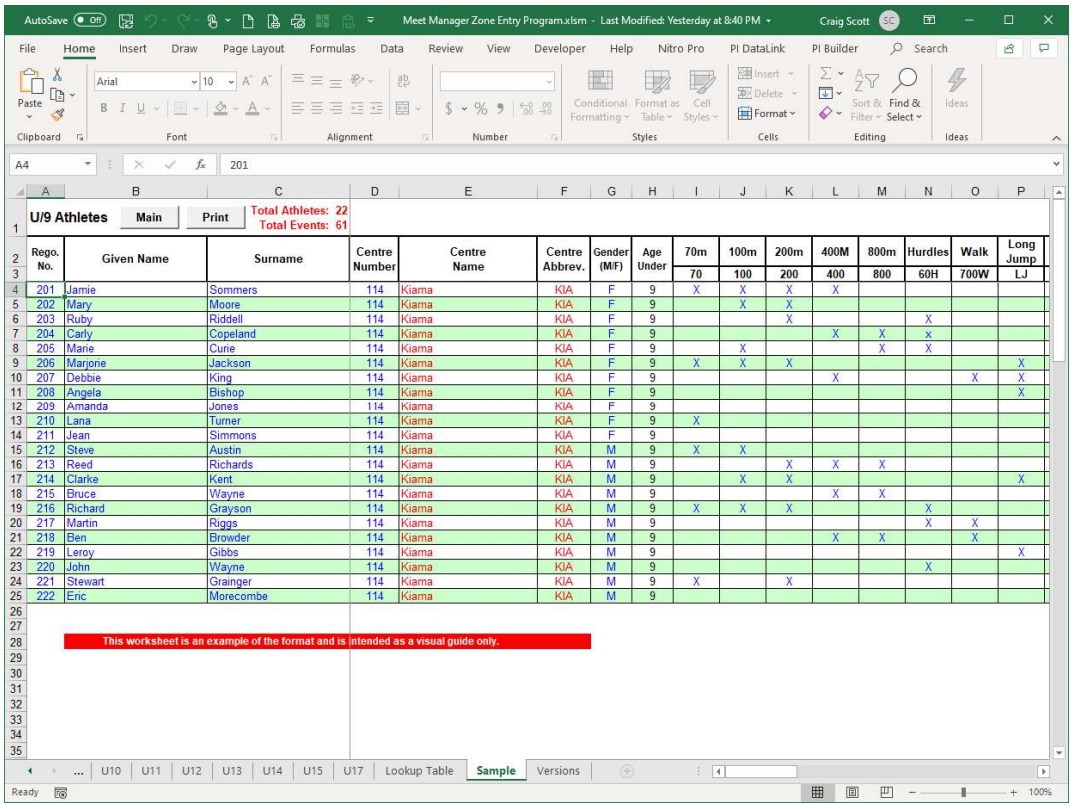
| Centre Number | Centre Name | Centre Abbreviation |
|---|---|---|
| 1 | Randwick Botany | RAN |
| 2 | Eastern Suburbs | EAS |
| 3 | Manly Warringah | MWA |
| 4 | Hornsby | HOR |
| 5 | Bankstown Sports | BAN |
| 6 | Holroyd | HOL |
| 7 | Parramatta | PAR |
| 8 | Blacktown | BLA |
| 9 | St George | STG |
| 10 | Lake Illawarra | LKI |
| 11 | Sutherland | SUT |
| 12 | Lethbridge Park | LPK |
| 13 | Nepean | NEP |
| 14 | Green Valley | GRE |
| 15 | Hills District | HIL |
| 16 | Wagga Wagga | WAG |
| 17 | Balmain | BAL |
| 18 | Cabra Vale/Fairfield | CVF |
| 19 | Mosman | MOS |
| 20 | Inner West | INW |
| 21 | West Wyalong | WWY |
| 23 | Kandos Rylstone | KAN |
| 25 | Leeton | LEE |
| 26 | Griffith & District | GRI |
| 27 | Deniliquin | DEN |
| 28 | Armidale | ARM |
| 29 | Hay | HAY |
| 30 | Nambucca & District | NAM |

### 4.1.3.1 Main Button

This macro displays the “Main” worksheet.

## 4.1.4 Sample Worksheet

This worksheet has been included as an example of the athlete Zone Championship entry format and is intended as a visual guide only.



U/9 Athletes | Main | Print | Total Athletes: 22 | Total Events: 61

| Rego. No. | Given Name | Surname | Centre Number | Centre Name | Centre Abbrev. | Gender (M/F) | Age Under | 70m | 100m | 200m | 400M | 800m | Hurdles | Walk | Long Jump |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | 70 | 100 | 200 | 400 | 800 | 60H | 700W | LJ |
| 201 | Jamie | Sommers | 114 | Kiama | KIA | F | 9 | X | X | X | X | | | | |
| 202 | Mary | Moore | 114 | Kiama | KIA | F | 9 | | X | X | | | | | |
| 203 | Ruby | Riddell | 114 | Kiama | KIA | F | 9 | | | X | | | X | | |
| 204 | Carly | Copeland | 114 | Kiama | KIA | F | 9 | | | | X | X | x | | |
| 205 | Marie | Curie | 114 | Kiama | KIA | F | 9 | | X | | | X | X | | |
| 206 | Marjorie | Jackson | 114 | Kiama | KIA | F | 9 | X | X | X | | | | | X |
| 207 | Debbie | King | 114 | Kiama | KIA | F | 9 | | | | X | | | X | X |
| 208 | Angela | Bishop | 114 | Kiama | KIA | F | 9 | | | | | | | | X |
| 209 | Amanda | Jones | 114 | Kiama | KIA | F | 9 | | | | | | | | |
| 210 | Lana | Turner | 114 | Kiama | KIA | F | 9 | X | | | | | | | |
| 211 | Jean | Simmons | 114 | Kiama | KIA | F | 9 | | | | | | | | |
| 212 | Steve | Austin | 114 | Kiama | KIA | M | 9 | X | X | | | | | | |
| 213 | Reed | Richards | 114 | Kiama | KIA | M | 9 | | | X | X | X | | | |
| 214 | Clarke | Kent | 114 | Kiama | KIA | M | 9 | | X | X | | | | | X |
| 215 | Bruce | Wayne | 114 | Kiama | KIA | M | 9 | | | | X | X | | | |
| 216 | Richard | Grayson | 114 | Kiama | KIA | M | 9 | X | X | X | | | X | | |
| 217 | Martin | Riggs | 114 | Kiama | KIA | M | 9 | | | | | | X | X | |
| 218 | Ben | Browder | 114 | Kiama | KIA | M | 9 | | | | X | X | | X | |
| 219 | Leroy | Gibbs | 114 | Kiama | KIA | M | 9 | | | | | | | | X |
| 220 | John | Wayne | 114 | Kiama | KIA | M | 9 | | | | | | X | | |
| 221 | Stewart | Grainger | 114 | Kiama | KIA | M | 9 | X | | X | | | | | |
| 222 | Eric | Morecombe | 114 | Kiama | KIA | M | 9 | | | | | | | | |

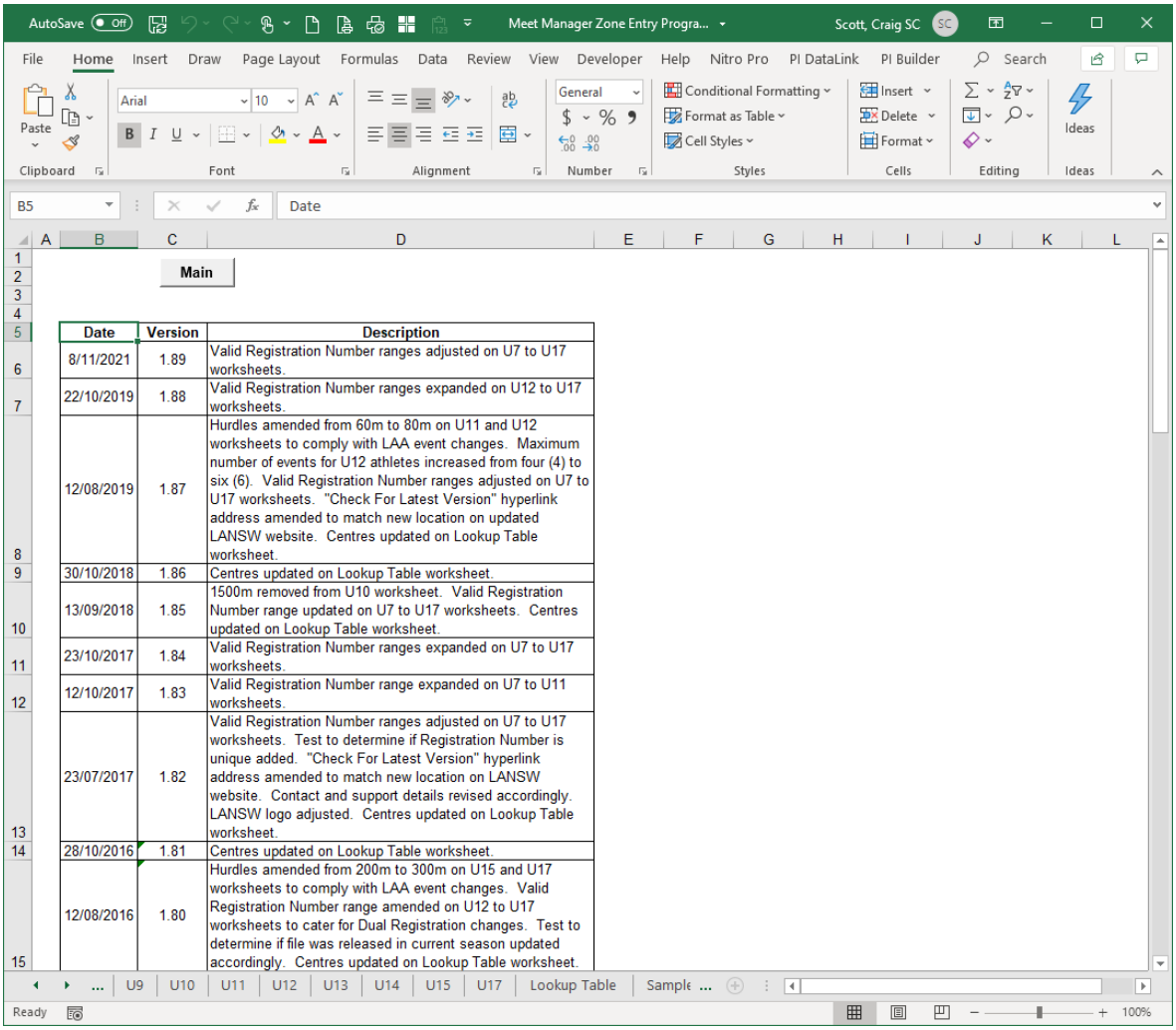
This worksheet is an example of the format and is intended as a visual guide only.

### 4.1.4.1 Main Button

This macro displays the “Main” worksheet.

## 4.1.5 Versions Worksheet

This worksheet is used for version control. It contains the version, date of release and a description of the changes made in the various versions of the system.



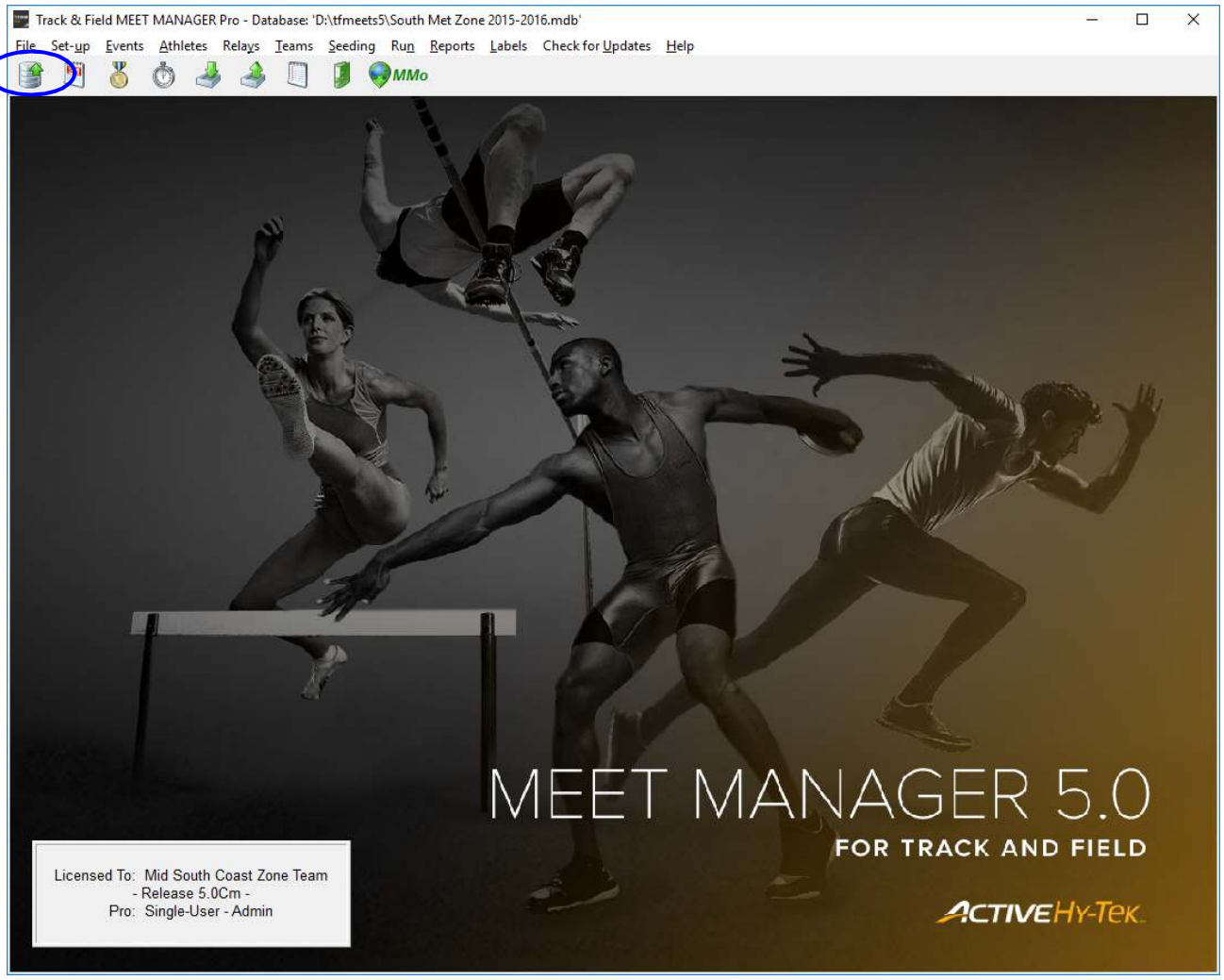

### 4.1.5.1 Main Button

This macro displays the “Main” worksheet.

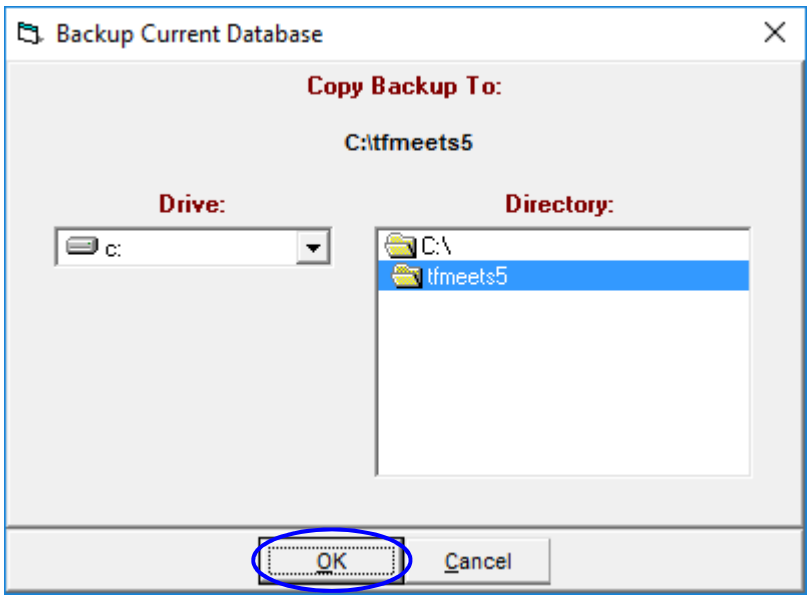
# 5 Backup Meet Manager Database

Prior to transferring Zone Championship entries into Meet Manager it is strongly recommended that a backup of the Meet Manager Database be made as follows:

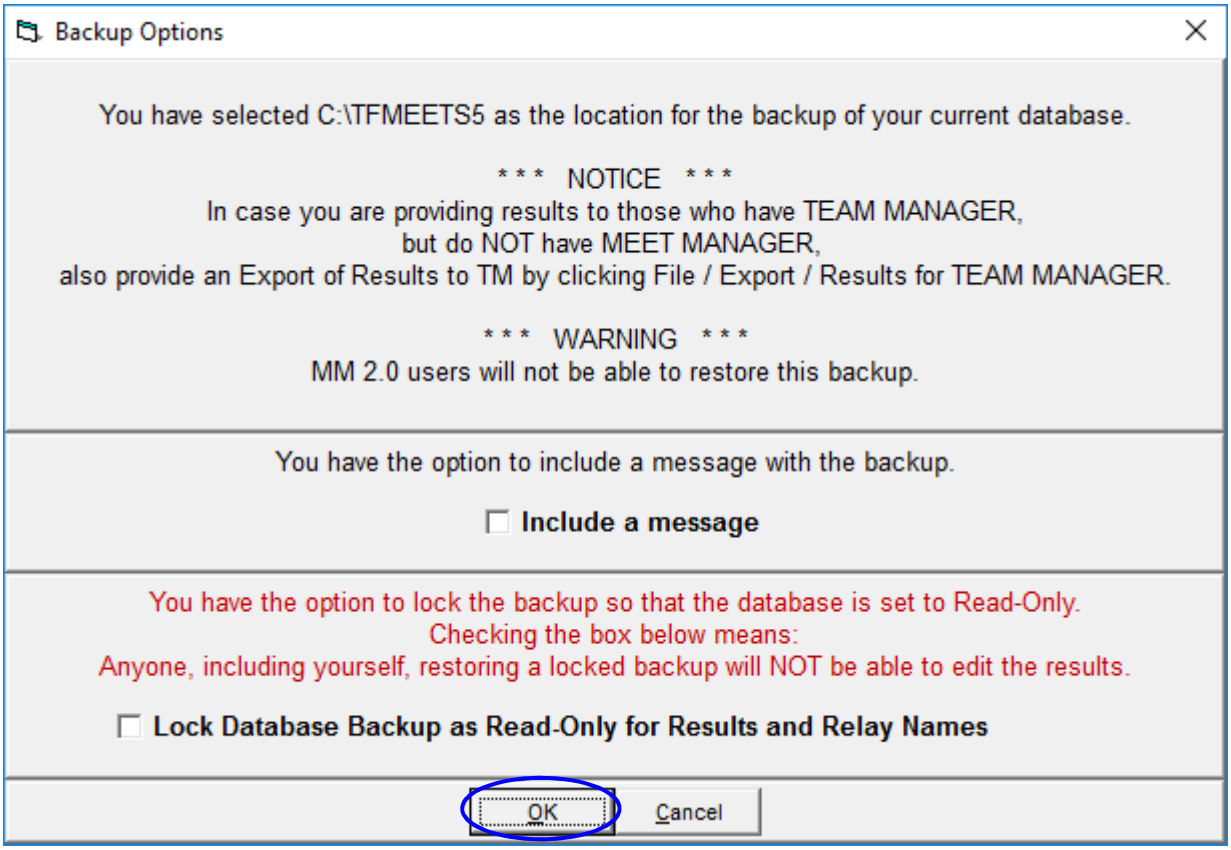
1. Open Meet Manager



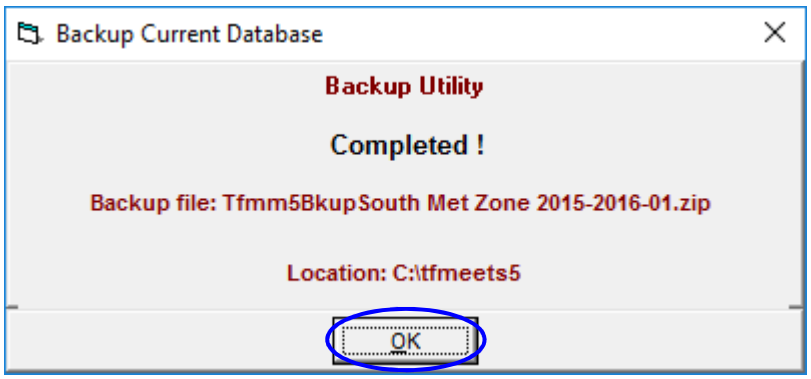

2. Select the “Backup” icon.




3. Select “OK”.



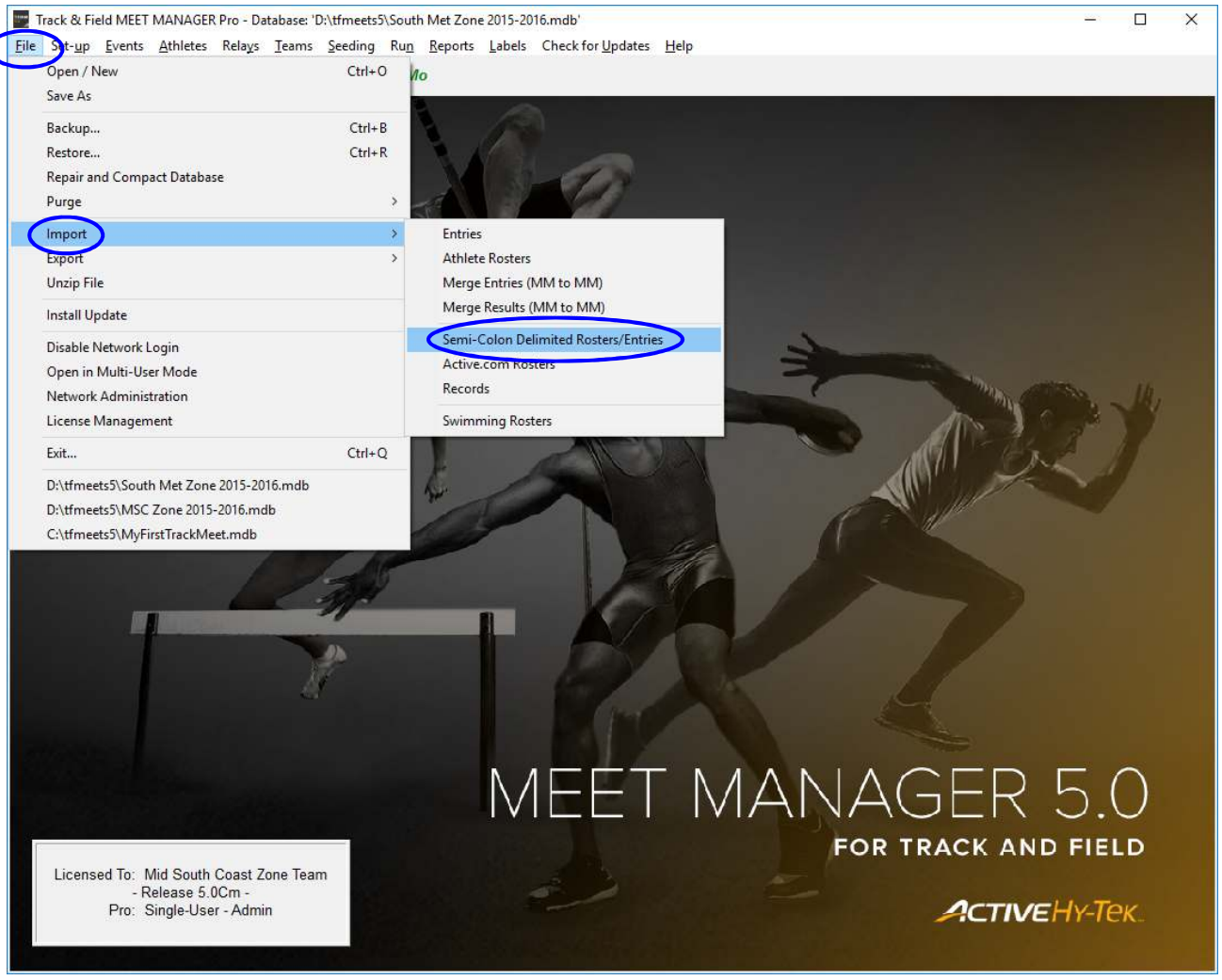

4. Select “OK”.



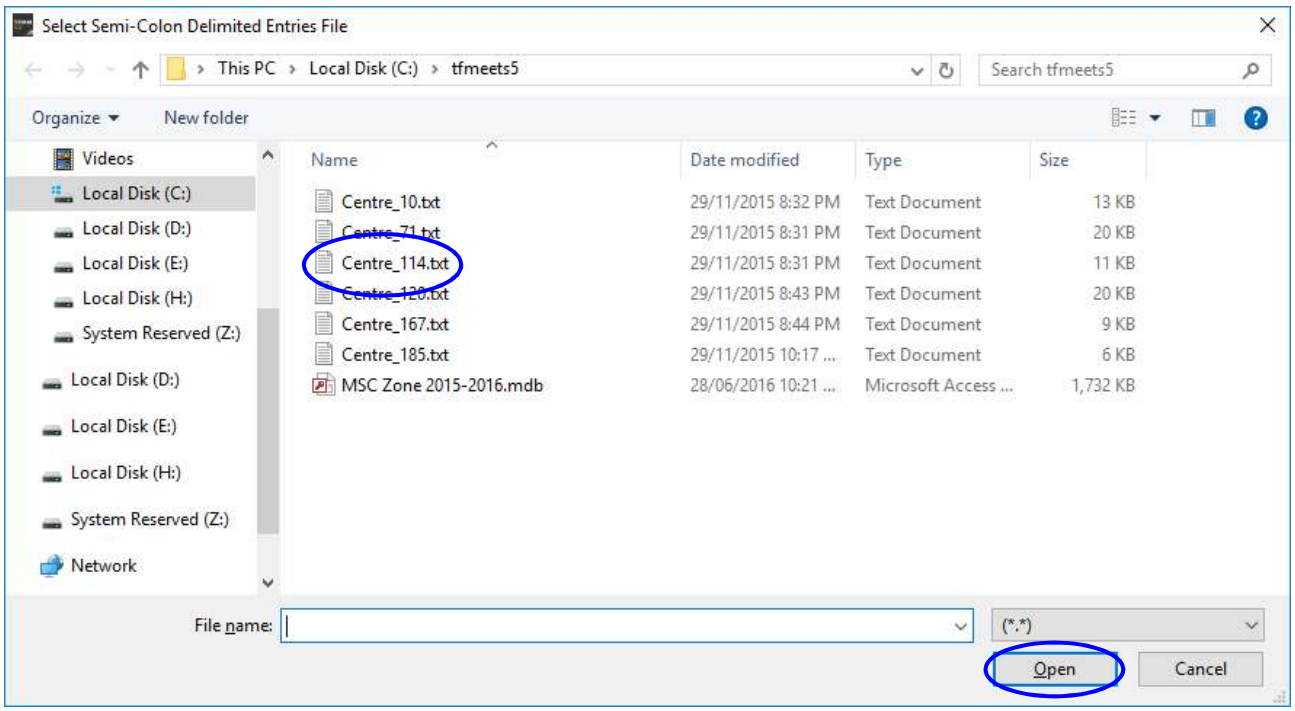

5. This message box contains the path and file name of the database backup. Note this information and select “OK”.

# 6 Import Zone Championship Entries Into Meet Manager

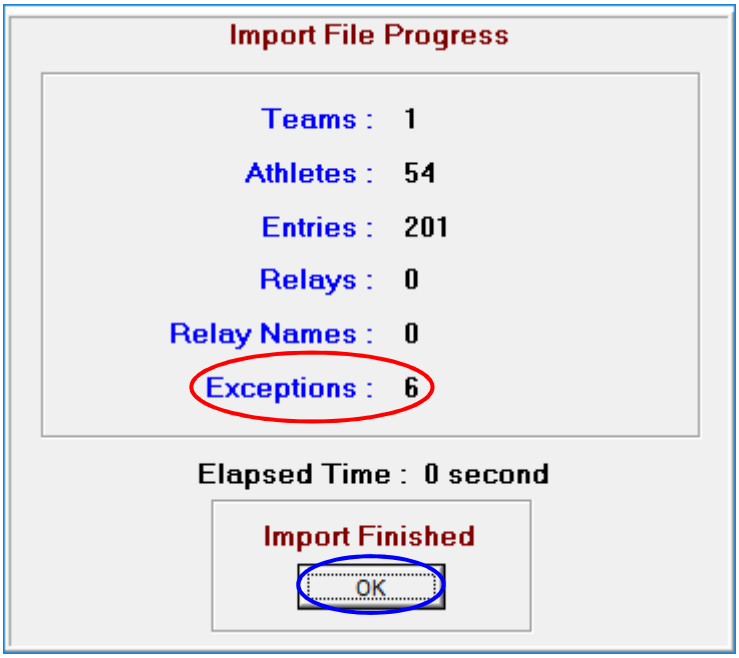
1. Open Meet Manager




2. Select “File”, “Import”, Semi-Colon Delimited Rosters/Entries

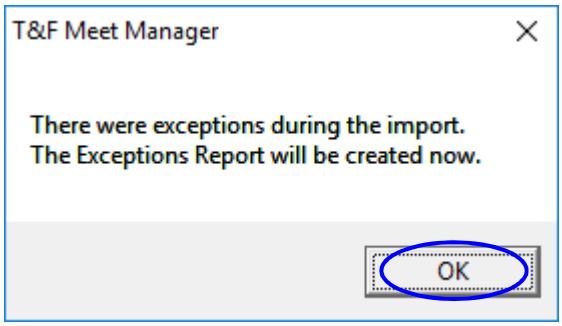



3. Navigate to the text file created by the “Meet Manager Zone Entry Program”, highlight the file and select “Open”.

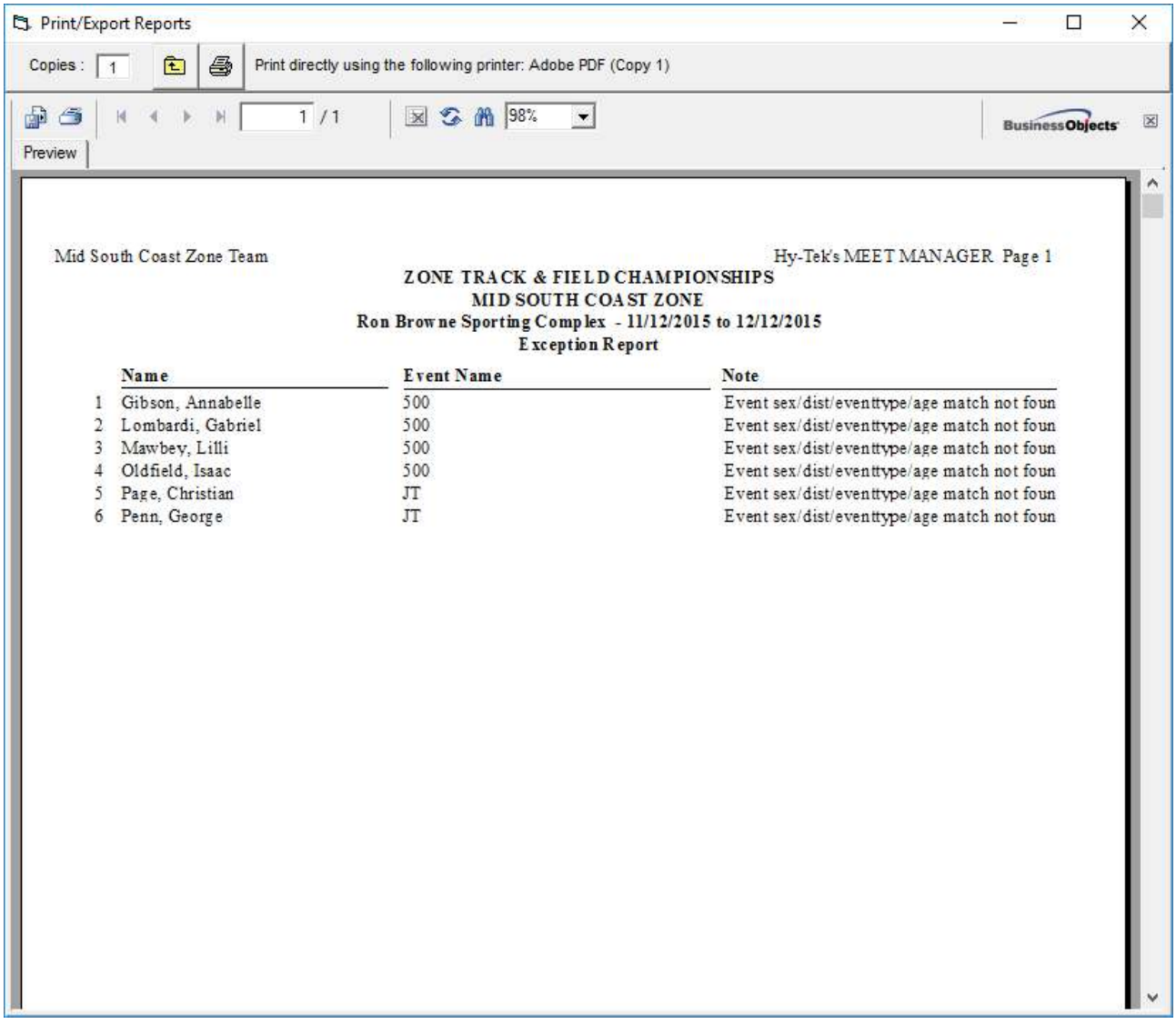



4. A message box is displayed containing details relating to the number of Athletes and Entries that were imported into the Meet Manager Database. Note this information and confirm it is correct. If no “Exceptions” have been encountered select “OK”. The Zone Championship entries have been successfully imported into the Meet Manager Database.

5. If “Exceptions” have been encountered when “OK” is selected the following message box will appear.




6. Select “OK”.




7. The “Exceptions Report” is now displayed. This is a list of exceptions (errors) encountered during the import process which must be resolved. It is strongly recommended that this report be printed. Once the report is closed the exceptions are lost and cannot be displayed again.