INFORMATION

for

ROWY'S SCORECARD

VERSION WAFH 8.0

INTRODUCTION

This program is supplied FREE to ALL for the betterment of the sport. Please feel free to pass it on to anyone that you feel may benefit from its use.

It is strongly recommended that you print this information out to have beside you when using the program. Because of the simplicity of this program, many people don't read the information and therefore don't get to utilize the program fully.

The program allows scorekeeping and calculation of progressive scores, as well as a qualifying page for shoots where this is necessary. Also included are a financial reconciliation page, a sweepstakes calculator, semi-automated squad sheets and a results page, that has a "Report" function that takes the results into a Word document that can be edited or emailed straight to ACTA for the CTSN.

You require Office Excel 2003 or 2007 to operate this program. The program can be opened with Excel 2000 however it will be unable to run any of the macros and an error message will be displayed as soon as the program is opened. Please note that an error may also come up if the program has been modified with 2007 and you then try to open and run it with 2003.

I would like to thank Michael Bopf and Brett Brown for their assistance with ideas for the financial reconciliation page and Paul Moore and Veronika Forsythe for their input and testing.

Please Note:

You can use as much or as little of the program as suits you.

It is simply available due to request.

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BASIC BUTTON FUNCTIONS (Macros)

Below is a table detailing some of the basic buttons that can be seen in the program and their function. This list does not include a number of specific buttons that are discussed later in this information booklet.

Button Picture	Button Name	Button Function
	Sort by Squad	Sorts all shooters by squad number
	Sort by Handicap	Sorts all shooters by handicap in ascending order. Useful when squadding shooters to sort handicaps by ascending order.
	Event Sort by Overall	Sorts event scores by score then by qualifying order
	Event Sort by Grade	Sorts event scores by grade, then by score, then by qualifying order.
	Event Sort by Category	Sorts event scores by category, then by score, then by qualifying order.
	Event Score is Double Barrel Score	Copies event score into the double barrel score column.
	Sort by Shooter Number	Sorts shooters into numerical order at shoots where shooters are assigned a number. Number must be entered before shooter name.

GETTING STARTED AND SHOOTER ENTRY

Opening the Program

If upon opening the program your computer comes up with a warning message about the macros, your security may be too high. Follow the steps below relative to the version of excel being used. The macros must be enabled for the program to work effectively.

In Excel 2003:

1. Tools – Macros – Security
2. Change the security setting to 'Medium', and close the program Re-open the program, and you will be prompted to either disable or enable the macros.
3. Select enable macros and all sort functions can now work.

In Excel 2007:

1. A warning opens above the program stating "**Security Warning** Macros have been disabled"
2. Options - Enable this Content

To enter this version, you need to click OK in the prompt box or else the program will not open.

*You must also accept the conditions of the disclaimer.

Creating a New Shoot

The first step is to create a copy of the blank template sheet in order to keep the original program blank, so that it can be used repeatedly.

1. File – Save As
2. Enter the shoot details as the heading (E.g. Wandoan 19Mar09), and save into the desired location

It is best to save a copy on the hard drive of the computer, as this will make saving the program a lot faster. At the completion of the day it is also wise to save a second copy of the program on a USB stick if possible. This shouldn't be necessary, however it is better to be safe than sorry.

Shoot Set-up

Data can only be added into YELLOW cells. The only exception to this is in the results page, where the cells have been left white to allow more economical printing. Any cells that should not be accessed are locked.

Entering Events

1. Enter the events that are to be shot by clicking in the relevant cell in the top left corner of the "Scoresheet" page. There are many events in this list, please note the scroll bar that can be used to access more options.
2. Enter the possible score for the event into the "Ev Poss" column.
3. Enter the number of double barrel targets being shot in the event in the "D/B Targets" column.

   **This information is used to keep track of the shooters progressive score. Any double barrel (DB or Points) targets that will be entered into the shooters progressive score card must be included in this column.*
4. If the event is a mixed target event or a medley the number of targets being shot needs to be entered in the "No. Med Targets" column.

**This column only needs to be filled in for Medley or Mixed Target events. If not completed the number of targets will not appear on the squad sheet or results page. For all other events the number of targets is automatically calculated.*

5. Next, above each event where the scores are entered is a small box labelled "**H/G Event"** with a default setting of "Yes". If the event is **not** to be included in the high gun, select "No" from the drop-down list.
6. Finally, above each event where the scores are entered there is another small box labelled "**Qual Ev"** with a default setting of "No". This is used at shoots that have a component for selection in a team, if the event is a qualifying event this setting needs to be changed to "Yes"

Example 1 – Entering Events

Event 1 is a 30 target medley event, 10 targets double barrel, 10 targets single barrel and 10 targets point score. The event is shot off 15m so will be included in the shooters handicap card, however the event is an eye-opener and is not included in the high-gun.

- Event Column = Medley
- Ev Poss Column = 50
- D/B Targets Column = 20
- No. Med Targets Column = 30
- Change "H/G Event" setting to "No"

Example 2 – Entering Events

Event 2 is a 25 target point score event for selection in the zone team. The event will be shot off 15m so will be included in the shooters handicap card.

- Event Column = Point Score
- Ev Poss Column = 75
- D/B Targets Column = 25
- Change "Qual Event" setting to "Yes"

Entering Shooter Details

Then enter the shooter's details into the appropriate boxes. **NOTE**; **Do Not enter anything when in Sort by Category Mode!**

1. Entry of the shooters name and handicap manually
2. The shooters grade and category is selected from the drop-down list.
   **If the shooter is a lady and a junior (Jun/Lad), or a lady and a veteran (Lad/Vet) then select that option from the drop-down list, and the shooter will automatically be entered into each category when sorted.*
3. Add the shooter's progressive score at this stage from their ACTA card
4. If applicable, enter the nominations collected from the shooter

**It has been suggested that an additional column should be added with a yes-no selection for shooters that are not eligible to qualify for the team being contested at that shoot. A simpler way to do this is to add an "*" after any such shooter's name, allowing easy identification on the progressive team totals.*

Squadding

There are a number of options for squadding of shooters, and information on the various functions is provided below.

It is strongly recommended to run a trial with any of the automatic or random functions before using them at a shoot to understand the way in which the functions work.
**Simply save a copy of the program as a trial, then fill in some shooters names or use letters of the alphabet. Be sure to try all functions with no squad numbers entered, then again with some shooters having a squad number assigned.*

Shooters must always be entered with a squad and shooter position.
**Squad 4 shooter 3 will have a squad number of 4.3.*

Manual Squadding

1. Enter both the shooter's squad and their position.

   **The shooters position must always be entered to ensure that the shooter can be identified for the automatically generated squad sheets. If the shooters squad is simply entered as a whole number this function will not work.*

**It is common to squad shooters of similar handicap or grade together. Prior to squadding shooters can be sorted in order of handicap by pressing the green "Sort By H'Cap" button above the handicap column. Similarly, shooters can be sorted by grade by pressing the green "Graded" button in event 1.*

Auto Squadding

This function will squad all shooters that do not have a squad number, starting from the highest squad number already entered, and entering shooters in the same order as their current order in the program. It will not over-write any squad numbers that have already been entered.

1. To automatically squad, click on the green "Auto Squad" button at the top of the page.

   **By changing the value in the drop-down box below the Auto and Random squadding buttons, either 5 or 6 shooters can be put in each squad.*

Random Squadding

Random squadding uses a random number generator to assign each shooter a number, after which all shooters are sorted by this random number, and then squad numbers are assigned. The random number can range from 0 – 1000 to 3 decimal places, and is regenerated when any macro is hit or the program is opened. In this way squadding is completely random and cannot be predicted. It will not over-write any squad numbers that have already been entered.

1. To Randomly squad, click on the green "Random Squad" button at the top of the page.
   **By changing the value in the drop-down box below the Auto and Random squadding buttons, either 5 or 6 shooters can be put in each squad.*

Random Squadding by Grade

Random by Grade is a function that randomly squads shooters by their grade in the order of AA, A, B, C repeating. If any squad numbers are already entered the automatic squadding will commence from the next squad number.

1. To Randomly squad by grade, click on the green "Random By Grade" button at the top of the page.
   **By changing the value in the drop-down box below the Auto and Random squadding buttons, either 5 or 6 shooters can be put in each squad.*

**Depending on the number of shooters in each grade there will sometimes obviously not be a neat integral of 5 or 6 shooters. In this case, if there are 4 or more shooters remaining they will be squadded, if there are less than 4 they will not be squadded until more shooters are added. Or you can Manually finish off any squadding.*

Example 3 – Random Squadding By Grade

- 28 shooters in AA with 6 per squad will become 4 squads of 6 + 1 squad of 4
- 27 shooters in AA with 6 per squad will become 4 squads of 6 + 3 shooters not squadded

Random Squadding by Handicap

Random by Handicap is a function that completely randomly squads shooters by their handicap in groups of 25-21, 20-19, 18-17 & 16-15 repeated. Similar to random squadding by grade, it will allow squads of 4 if the shooters are not a neat integral of the number of shooters desired in each squad.

1. To Randomly squad by handicap, click on the green "Random By H'Cap" button at the top of the page.
   **One thing to note is that the 24/25 metre shooters always end up in the last squads. Should you wish to change this then you will need to do it manually.*

Create Squad

Create Squad is used predominantly at shoots where people are required to squad each day, and to make this simpler shooters are given a shooter number. Shooter numbers should be a **3 digit** number, inserted before the shooters name.
**If there are more than 900 shooters then progress to a 4 digit number, the program will have no problem with this.*

Example 4 – Assigning Shooter Numbers

If shooter numbers are to be assigned, they should be added before the shooter's name as shown below:
E.g. 101 Rod Woodrow

Instead of having to write shooter names and information on squad sheets as shooters squad at the window, all that needs to be collected is their shooter number. All that is needed is a piece of paper with the squad number at the top, and space for the 5 or 6 shooter numbers. As shooters come to the window to squad you simply write down their shooter number, and tell them their squad number and position. This sheet can then be

passed to the computer to allow the easy creation of squads with the squad sheets then neatly printed.

To use this function:

1. Click on the green "Create Squad" button, and the window will open.
2. Enter the squad number that you wish to create
3. Enter the 3-digit shooter numbers for the members of that squad
4. Click the "Create Squad" button at the bottom of the sheet, and the squad will be created.

**The create squad window does not close automatically after a squad is created as it allows you to continue creating squads one after the other. Clicking the "Cancel" button will close the window.*

**If any spaces are left blank in the squad they will not be filled in. This function will not enter a shooter twice, so if you mistakenly enter the same number twice, there will be a space in the second squad.*

Automatic or Random Squadding Excluding Certain Shooters

If you have a shooter that is not going to be shooting that day or you do not want them to be randomly or automatically squadded, then place the number 1000 in the squad column for that shooter. If a shooter is given this number they will not be auto or randomly squadded, they will sort to the bottom of the list of shooters, and this squad number will not be included in the number of squads. An example of this is the office workers, who may chose to select where they shoot later on, and so will put the number 1000 for their squad number before random squadding the rest of the shooters.

FORMATTING & PRINTING SQUAD SHEETS

This version of the program allows for squad sheets to be printed with a shooter's name and details already entered. The page is mostly automated, however some information needs to be entered for it to work best.

Set-up of Squad Sheet

**Information in this section relates to the Squad Sheet tab, which can be selected from the bottom left of the screen.*

The layout and titles of the squad sheet need to be set up before the squad sheets are printed. This only needs to be done once at the start of each shoot, and the format of the squad sheet will be set and carried for all squad sheets that are to be printed.

Shoot Name and Date

1. Enter the shoot name and date into the relevant yellow cells in the top left of the screen.
   **Whatever description you type will be printed on the squad sheet*

Events on Sheet

The next step is to fill in the events that are to be shot on that squad sheet. This function displays on the squad sheet what the event actually is.

1. In the top centre of the screen is a box labelled "Events on Sheet". From the drop-down list select the events that are to be shot on that score sheet.
   **There are five scoring lines on the squad sheet, hence it is possible to shoot 5 events per squad sheet. Only the events that are to be shot need to be added, the other lines can simply be left blank.*
   **There is also a large yellow box labelled "Notes". In this box any information can be entered, and will be printed on the squad sheet. Examples of this are if the*

event is to shot in one visit to the trap, or in the case of a mixed target or medley event the number of each type of target and the order in which they are shot.

Example 5 – Events on Squad Sheet & Notes

It is the second day of a 2-day annual shoot, and for the day the events to be shot are:

5. Event 4: 25T Double Barrel
6. Event 5: 20Pr Double Rise
7. Event 6: 30T Medley

Event 6 is a medley, 10 targets double barrel, 10 targets single barrel and 10 targets point score.

- From the "Events on Sheet" menu select "Event 4" in line 1, "Event 5" in line 2, and "Event 6" in line 3. On the top of the squad sheet you will notice that these events have been entered, including the event description.
- In the "Notes" cell, enter additional information for event 6:
  Event 6 to be shot 10T DB, 10T SB, 10T Pts in one visit to the trap.

Formatting Scoring Area

Beneath the title "Format Sheet" is a block that is designed to look like the scoring section of the squad sheet. This allows you to format the squad sheet to suit the program being shot.

1. From the yellow cells in the "EV" column on the left select the event that will be shot on each scoring line.
   **If the event is greater than 30 targets or double rise more than one line can be assigned to each event.*
2. Click on the appropriate green button to block the required number of cells for events less than 30 targets.
   **If an incorrect button is pressed the red "CLR" button on the very right of the screen will clear the relevant line.*
3. From the yellow "Tot" column on the right of the screen a line can be placed across the total column to differential between events using the drop down menu.

Example 6 – Formatting Scoring Area

**Following on from Example 5*

It is the second day of a 2-day annual shoot, and for the day the events to be shot are:

8. Event 4: 25T Double Barrel
9. Event 5: 20Pr Double Rise
10. Event 6: 30T Medley

Event 6 is a medley, 10 targets double barrel, 10 targets single barrel and 10 targets point score.

- In the "Format Sheet" area, enter "Ev 4" from the drop-down menu in line 1 of the "EV" column, "Ev 5" in lines 2 and 3, and "Ev 6" in line 4.
- In line 1 click on the green "Block 5" button as the event is only 25 targets. In lines 2 and 3 click on the green "Block 10" button. Event 6 is 30 targets so no cells need to be blocked.
- In line 1 of the "Tot" column select the underline in the drop-down menu, similarly in line 3 and 4.
- Check that the squad sheet is formatted as desired.

Entering Shooter Details into Squad Sheet

1. In the yellow cell in the top centre of the screen enter the squad number that you wish to display and print. **Shooter names, grades, handicaps and categories will be automatically entered into the sheet.*

   **If any shooter data is missing ensure that the information for that shooter is correct in the "Scoresheet" tab.*

Printing Squad Sheets

1. To print squad sheets click on the green "Print Squad Sheet" button at the top right of the page. **Do NOT print the squad sheet by selecting File – Print, as this method will not centre the squad sheet on the page.*

ENTERING SCORES

When the scores for the event are returned to the office it is a very simple and quick process to enter the scores into the program. At any stage the current status of the event can be displayed, which can allow preparation for shoot-offs well in advance.

Note: Do not enter any data when in Sort by Category mode!

Entering Event Scores

1. Click on the green "Sort by Squad" button to sort all shooters into squad order.
2. Scroll down to the appropriate squad, and enter the score beside the shooter's name in the event score column.
   **The event score column contains the purple number. (Event 1 or Event 2 etc) and is also named* Event Score.
   **If the shooter achieves a possible score this will be highlighted in red.*

Entering Double Barrel Score

If any common mark double barrel targets are shot in the event that are to be added to the shooter's handicap card, they must be entered into the program. This information is used with the progressive score calculator function in the program. If the event is double barrel the shooters event score will be the same as their double barrel score, however in the case of point score the event score will be different.

If Event is Double Barrel

1. Click the green "D/B" button above the scores for the relevant event.
   **The shooter's event score will be copied into the "D/B" column*
   **A prompt box will appear to check that this button wasn't clicked accidentally.*
   **This button can be clicked at any stage during an event and will copy over any scores that have been entered. The button will need to be clicked again once more event scores are entered.*

If Event is Point Score

1. Manually enter the shooter's double barrel score for the event into the "D/B" column.

Example 7 – Entering Double Barrel Scores

Event 1 is a 25 target double barrel event, in which the shooter shot a score of 25.

- In the event score column enter 25. The shooters score will be highlighted in red, as the shooter shot a possible for that event.
- Click on the green "D/B" button, select yes when the prompt box appears, and the shooters score will be copied into the "D/B" column.

Event 2 is a 25 target point score event, in which the shooter shot a score of 72. The shooters double barrel score for the event was 24.

- In the event score column enter 72. In the "D/B" score column enter 24.

Entering Double Barrel Shoot-Off Targets

If any double barrel shoot-off targets (either double barrel or point score) they must be added to the shooters handicap card. They must also be entered into the program to ensure that the progressive score calculator is correct. This function does not calculate the results of shoot-offs, it is only for use in calculating a shooters progressive total.

If Shoot-off is Double Barrel or Point Score

1. Enter the number of double barrel targets that the shooter shot in the shoot-off into the "Tar" column under the "D/B Shoot-Off" heading for the relevant event.
2. Enter the possible number of double barrel targets that the shooter could have shot in the shoot-off into the "Pos" column under the "D/B Shoot-Off" heading for the relevant event.

Example 8 – Entering Double Barrel Shoot-Off Targets

Event 1 is a 25 target point score event, in which the shooter shot a score that required them to shoot off. In the shoot-off the shooter shot 5 targets before missing the 6th. The shooters double barrel shoot-off score is then 5 out of a possible 6.

- In the "Tar" column enter a score of 5
- In the "Pos" column enter a score of 6

SORTING SCORES

By simply clicking the relevant button the results for each event can be displayed, either by overall, by grade, or by category. In each case shooters will be displayed in their correct qualifying order, relevant to squad. Buttons are available to sort shooters for each event, as well as the high-gun and qualifying for teams.

Overall in Event

1. Click the green "O/A" button for the relevant event.

   **Shooters will be sorted by score, then by their squad, so they will be listed in qualifying order if any shoot-offs are required.*

Graded in Event

1. Click on the green "Graded" button for the relevant event.

   **Shooters will be sorted by grade, then by score, then by their squad, so they will be listed in qualifying order if any shoot-offs are required.*

Category in Event

1. Click on the green "Cat" button for the relevant event.

   **Shooters will be sorted by category (Ladies, Juniors and Veterans), then by score, then by their squad, so they will be in qualifying order if any shoot-offs are required.*

   **If the shooter is either a Lady and a Junior or Lady and a Veteran the shooter will be entered into each category.*

Qualifying Order

1. Click on the relevant green button in the "Qual" column to the right of the High Gun column.

   **More information on this function is covered in the Qualifying Page section of these instructions.*

   **Only overall or category sort options are available for this function.*

PROGRESSIVE SCORE CALCULATOR

This page (Progressive Score) is completely automated, and cannot be altered. Any mistakes or alterations to scores must be altered in the 'Scoresheet' tab. Any re-grades also need to be entered into the "Scoresheet" tab.

Shooter Progressive Score Calculation

If the shooters current progressive total from their handicap card is correctly entered at the beginning of the shoot, the progressive score calculator will calculate the shooters progressive score after each event, making it much faster and simpler to fill in handicap cards.

If a shooter's progressive score has reached 200 targets, the entry will be highlighted in red and the shooter's percentage will be automatically calculated.

Re-grading of Shooters

1. Select the "Scoresheet" tab and scroll across to the relevant event.
2. In the "Regrades" column select the row relevant to the shooter, and select the shooters new grade from the drop-down list.
3. If the shooters handicap changes as a result of the re-grade also change the shooters handicap to the new value in the "Handicap" column.

**The shooter will be entered in their new grade for all up-coming events, however will stay in their previous grade for all previous events and the high-gun.*

QUALIFYING PAGE

This page (Qualifying) is designed for shoots that have a representative team selection component, and will sort shooters into their qualifying order. However, it can also be used to display progressive high-gun scores, used for the **LEWES scoring system in sporting**, act as shoot records, and a lot of other information with a little imagination.

Team Selection Qualifying

1. Ensure all qualifying events for the team have been selected as **qualifying** events from the blue drop-down menu at the top of each event in the "Scoresheet" tab.
2. In the "Scoresheet" tab scroll across to the very right of the page until the "Qual" column is display to the right of the high-gun column.
3. Click the appropriate green button in the "Qual" column to sort the shooters either by **overall** qualifying order or **categorical** qualifying order.
4. Select the "Qualifying" tab for a better view of the information, shooters will be displayed in qualifying order, with their scores for each qualifying event and total qualifying score.

Progressive High-gun Display

**At a 2-day shoot it is often desired to print a list of the shooters and their current order for high-gun contention.*

1. Enter the "Scoresheet" page and select all events that have been contested as qualifying events from the blue drop-down menu at the top of each event.
2. In the "Scoresheet" tab scroll across to the very right of the page until the "Qual" column is display to the right of the high-gun column.
3. Click the appropriate green button in the "Qual" column to sort the shooters either by overall order or categorical order.

   **The graded high-gun button can also be clicked to sort by current grade order.*

4. Select the "Qualifying" tab for a better view of the information, shooters will be displayed in qualifying order, with their scores for each event and total high-gun score.

Printing of Qualifying Pages

Unlike other pages, the qualifying page is not printed with a button, as the number of shooters at the event will determine the number of pages that are filled with shooters.

There are many other methods of printing, however hopefully the one described here is relatively easy to follow.

Printing Selection

1. Highlight the information that you would like to print.
2. Select File – Print
3. From the "Print What" section at the bottom left check "Selection"
4. Click the "Preview" button in the bottom left of the print menu
5. From the top right of the screen select the "Page Set-up" button
6. From this menu select the "Page" tab, and ensure the orientation is set to **landscape.**
7. Below this in the "Scaling" section select the "Adjust to" option
8. Set the "% of Normal Size" to 95%.
9. Click "Ok" to close the "Page Set-up" menu, then "Print" from the top left corner to finally print the information.

SWEEPSTAKES CALCULATION TAB

This page (Sweeps Calc) allows for the easy calculation of sweepstakes for events that need it. The table at the top of the page details how many eligible shooters there were in each grade for the event.

This means that if a shooter is nominated for other events but didn't shoot the sweeps (returned a score of 0), they will not be counted for the event, making the calculator more accurate. If a shooter has yet to shoot the event though they will also not be counted, so the number of shooters is only accurate at the **completion** of the event.

Calculating Sweepstakes Payouts

1. Into the relevant cells enter the nominations paid per shooter, the percentage paid back to the shooters, and the split percentages.

   **By default the percentage returned to the shooters is set to 50%, with a split of 60%, 30% and 10% for 1st, 2nd and 3rd. This only needs to be changed if a different percentage or split is being paid.*
2. From the table at the top right of the page enter the total number of shooters in the relevant grade for the relevant event into the "No. of eligible shooters" box.
3. If desired, enter the number of reduced nominations shooters and the percentage of full nominations paid.

   **This value is not displayed in the table as it would take too much space, and it is easier anyway to simply sort the shooters by grade or category in 'Scoresheet" and count them.*
4. Enter the number of shooters sharing the prize pool.

   **If two or more shooters are sharing first place, simply enter that number into first place, leaving the appropriate number of spaces blank after.*

   **Examples are provided below.*

Example 9 – Sweepstakes Payout Calculation 1

Event 1 is a cash divide event, with 50% of nominations to be paid back to the shooters, with a percentage split of 60% (1st) - 30% (2nd) - 10% (3rd). Nominations for the event are $15, with reduced nominations shooters paying 60% of full nominations. There were 25 shooters in AA grade contesting the event, 3 of which were juniors who paid reduced nominations. By sorting the event scores by grade in the "Scoresheeet" tab it can be seen that 6 shooters shot the possible score for the event.

- Enter 15 into the "Noms paid per Shooter" cell
- Enter 25 into the "Number of Eligible Shooters" cell
- "% Returned to Shooters" & "Split Percentages" remain as default setting
- Enter 3 into the "Number of Reduced Noms Shooters" cell
- Change the "% Paid by Reduced Noms Shooters" to 60.
- Enter 6 into the "Number of Shooters Sharing First"
- Payout per shooter will be calculated, $29.75 each

Example 10 – Sweepstakes Payout Calculation 2

Event 1 is a cash divide event, with 50% of nominations to be paid back to the shooters, with a percentage split of 60% (1st) - 30% (2nd) - 10% (3rd). Nominations for the event are $15, with reduced nominations shooters paying 60% of full nominations. There were 20 shooters in A grade contesting the event, 2 of which were ladies who paid reduced nominations. By sorting the event scores by grade in the "Scoresheeet" tab it can be seen that 2 shooters shot the possible score for the event, another shooter shot 24, with all other scores 23 or less.

- Enter 15 into the "Noms paid per Shooter" cell
- Enter 20 into the "Number of Eligible Shooters" cell
- "% Returned to Shooters" & "Split Percentages" remain as default setting
- Enter 2 into the "Number of Reduced Noms Shooters" cell, ensure the "% Paid by Reduced Noms Shooters" is set to 60.
- Enter 2 into the "Number of Shooters Sharing First"
- Enter 1 into the "Number of Shooters Sharing Third"
- Payout will be $64.80 each for the 2 shooters that shot 25
- Payout will be $14.40 for the shooter that shot 24

Example 11 – Sweepstakes Calculation Payout 3

Event 1 is a cash divide event, with 50% of nominations to be paid back to the shooters, with a percentage split of 60% (1st) - 30% (2nd) - 10% (3rd). Nominations for the event are $15, with reduced nominations shooters paying 60% of full nominations. There were 30 shooters in B grade contesting the event, 2 of which were ladies, 2 were veterans and 3 were juniors, who paid reduced nominations. By sorting the event scores by grade in the "Scoresheeet" tab it can be seen that 1 shooter shot a score of 24 for the event, another 2 shooters shot a score of 23, with all other scores 22 or less.

- Enter 15 into the "Noms paid per Shooter" cell
- Enter 30 into the "Number of Eligible Shooters" cell
- "% Returned to Shooters" & "Split Percentages" remain as default setting
- Enter 7 into the "Number of Reduced Noms Shooters" cell, ensure the "% Paid by Reduced Noms Shooters" is set to 60.
- Enter 1 into the "Number of Shooters Sharing First"
- Enter 2 into the "Number of Shooters Sharing Second"
- Payout will be $122.40 for the shooter that shot 24
- Payout will be $40.80 each for the shooters that shot 23

RESULTS PAGE

The results page (Results) is designed to allow display and printing of the shoot results. As well as this the page contains a function for converting all of the result information entered into a single word document in the format used in the results section of the CTSN magazine to prevent the national office having to re-type the information from shoot results sheets.

As can be seen from the page there is space for places 1st to 4th in each grade and category for each event, except in the case of a trap handicap event, where the grades will be replaced with places 1st to 12th. The event title will be entered automatically.

Information only needs to be entered into the desired cells, and cells that are left blank will not display in the report.

All results entry is manual, the program does not have the capability to automatically calculate results. There is a box for any event notes beside the event title, this information will also be contained in the report if created.

Displaying & Hiding D/Nov Results Line

For shoots where there is a D grade or Novice category for each or any event, there is a line for entering this information. At shoots where this is not the case it can be hidden to tidy up the display of the page.

Display D/Nov Results Line

1. Click on the green "Show D/Nov" button at the top of the screen

Hide D/Nov Results Line

1. Click on the green "Hide D/Nov" button at the top of the page.

Displaying & Hiding Category Results Lines

For shoots where there is a ladies, juniors and veterans category on each or any event, there is a line for entering this information. At shoots where this is not the case the lines can be hidden. By expanding the sheet to show this data a single event will print per page. With the categorical results lines hidden the results sheet will print 2 events per page.

Display Category Results Lines

1. Click on the green "Show Cat" button at the top of the screen

Hide Category Results Lines

1. Click on the green "Hide Cat" button at the top of the screen

Printing the Results Page

Similar to most other pages the results page uses a button to print, ensuring that the correct information is printed and that it is centred on the pages. Do NOT print the results by selecting File – Print as there is a chance that the pages will not print correctly.

The other thing to note is the order in which the pages will print, the high-guns will print after event 4, followed by the results for events 5 – 8.

Results Page Print

1. Click on the green "Print Results" button at the top of the page.

Create Report Function

As stated above this function is used to generate a shoot report in the format used by the ACTA office for the CTSN magazine. This allows the results to be emailed to the ACTA office, and negates the need for the results to be re-typed from the standard results sheet into the required format.

Due to space restraints in the CTSN magazine they ask to abbreviate names and events as much as possible. They prefer you to use the shooter's first name initial, and abbreviations such as "C/S" (instead of "Championship") should also be used if possible.

If you encounter any problems creating the report, please contact us, as each time there has been an error, it has been a computer problem.

Create Report

1. Ensure the results for each event are filled in and correct
2. Click on the green "Create Report" button at the top of the page.
   **A Microsoft Word document will open, the text will be in a narrow column, possibly multiple pages long. In 2007 it comes up on the task bar.*
3. Click to place your cursor somewhere within the text, and click the right mouse button.
4. From the menu that opens select: Autofit – Autofit to Contents
   **The page should re-arrange into a single column the width of the page.*
5. Proof read the report to ensure that all the information is correct and as it should be, any alterations can be made to the Word document.
6. Save the document in the location desired.
   **The word document can be attached to an email and sent to the national office in the place of a shoot report sheet.*

At any time you can return to the program in Excel by selecting it from the menu bar at the bottom of the screen or closing the word document.

FINANCIAL RECONCILIATION PAGE

There have been a number of requests for this page to keep track of the financials at a shoot. I would like to thank Brett Brown and Michael Bopf for there assistance and ideas for this page. Hopefully the page is intuitive and easy to follow.

This page (Financial) allows a check to be kept on the finances for a shoot. All income and expenses are split into either cash or non-cash as appropriate, and entered into the spreadsheet.

Similar to all other sheets data can only be entered into yellow cells.

The nominations collected from each shooter will be added and the total nominations collected is displayed in the "ScoreSheet" tab. This value allows you to check that the total nominations written in the "Financial" page are correct when both cash and non-cash nominations have been entered.

There are other cells for regular incomes or expenditures, such as the bar and kitchen, practice and targets. Any other items are simply added as miscellaneous in the appropriate column.

Shell Sales & Purchases

For shell sales the program has been set up so that the total value of shell sales is not needed, simply enter the number of each ammunition type sold and program will calculate the totals.

Shell purchases works in a similar fashion for shells that are purchased by the club to sell and are included in the financial reconciliation for the shoot.

Set-up of Shell Sales

1. Scroll down to the bottom of the "Income" column
2. Enter a basic description of the shell into the "Type" column
   **Example – Champion 1250*
3. Enter the cost per brick or case in the "Price Each" column
4. As shells are sold update either the "No. Sold Cash" or No. Sold Non-Cash" as appropriate
   **Totals from shell sales will be calculated automatically and displayed.*

Set-up of Shell Purchases

1. Scroll down to the bottom of the "Expenses" column
2. Enter a basic description of the shell into the "Type" column
   **Example – Champion 1250*
3. Enter the cost per brick or case in the "Price Each" column
4. If shells are purchased by the club update either the "No. Sold Cash" or No. Sold Non-Cash" as appropriate
   **Totals from shell sales will be calculated automatically and displayed.*

Target Cost Calculator

A target calculator has been added to allow for the cost of the targets thrown to be easily found. Allowances for breakages, trap setting and shoot-offs can all be set.

Any targets shot in practice are also included, the target cost calculator allows for the price per round of practice to be entered, and from the amount of income entered into the financial reconciliation page the number of targets thrown in practice is automatically calculated.

Entering Target Cost Calculator

1. Click on the green "Target Cost Calc" at the bottom of the "Expenses" column.

Set-up of Target Counter

1. Enter the number of targets shot by each shooter per event
   **Remember to include eye-openers*
2. Fill in the cost per target cell
3. Alter the cost or number of targets for practice if required
   **Number of practice targets shot is calculated from the amount of income entered for practice in the Financial Reconciliation page and the information entered for practice targets in the Target Cost Calculator*
4. Change the percentage allowed for broken targets if different to the default setting of 2%
5. Update the "Shoot-offs, trap setting etc" with the number of targets thrown during trap set-up and shoot-offs as the shoot progresses. This cell is not mandatory, it is in place to make the calculator more accurate.

Returning to Financial Reconciliation Page

1. Click on the green "Return" button in the top centre of the page

Final Totals

Totals are displayed at the bottom of the financial reconciliation page. The amount of starting float can be entered into the appropriate yellow cell, with all other totals calculated from the information displayed above.

HINTS & TIPS

Deleting Data

Always use the **delete** button to clear cells.

**On occasion the back-space button is used, which can cause the program to recognise the cell value as a non-numerical value, causing issues with cell calculation.*

If a large amount of data needs to be deleted this should only be done by highlighting and deleting a **single column** at a time. Do NOT highlight and delete multiple columns. In some cases an error will result indicating that you have tried to modify protected data.

Regular Saving

Another habit that should be practised is regular saving.

**Using the save short-cut keys (Press the Ctrl key and "S" key at the same time) is the easiest and quickest method to do this.*

The computer will most likely save with auto-recover automatically every 10 or so minutes, however this is only useful if the program crashes. This is not the program automatically saving.

Copying and Pasting

The cut, copy and paste functions have all been disabled as these functions can potentially do a lot of damage to the program. Unfortunately, this means that if you have written all the scores in the wrong column, you will just have to re-write them.

Hot Offices

A small thing that has caused a number of problems is heat. Computers can only work up to a temperature of about $45 – 50^0$. If the office is very warm put a fan on the computer, as the computer will protect itself and shut down.

Edit Mode

If you enter data into a cell then hit a macro without selecting another cell, the macro will not work. This is because when entering data into a cell the program is in edit mode. To return to calculation mode click on any other cell to select it.

Button Not Working

If a macro will not work, and the problem is not as described above, then try clicking on another macro, before trying the original macro again. In most cases this will reset the program and the macro should now work correctly.

Category Sort Mode

Data should **not** be entered into the program while the program has been sorted by category. Duplicate shooters may have been entered and many cells will be locked for editing. If any errors are discovered while the program is sorted by category, re-sort all of the shooters by squad number before progressing with the change.

Identifying Non-eligible Shooters

It is already stated previously in the instructions, however to easily identify shooters that are not eligible to qualify at a qualifying shoot add an "*" after their name, so they can easily be identified on any lists that are printed.

Shooters Not Shooting All Events

If a shooter will not be shooting a particular events then insert "0" as the shooters score for the relevant event. This allows the office to easily identify the shooters and add comments to the squad sheet as required.

Format of Cells

There have been a couple of instances now where scores or other numerical values have been entered, and the cell has changed to a different format.

**An example of this was a shooters handicap entered as 19, with the cell displaying this value as "19-Jan"*

This is an error with the format of the cell. Remedy of this issue is very simple, however different if using Excel 2003 or Excel 2007.

Change Format with Excel 2003.

Click in the offending cell first, then

1. Select Format – Cells
2. From the menu that opens select the "Number" tab
3. From the "Category" list select "General"
4. Click "OK" to close the menu

Change Format with Excel 2007

Click in the offending cell first, then

1. Select the "Home" tab
2. From the right of the top menu click on the "Format" button, and select "Format Cells" from the drop-down list
3. From the menu that opens select the "Number" tab
4. From the "Category" list select "General"
5. Click "OK" to close the menu

COMMENTS

This program was originally written to make running the office easier for shoots at a small western Queensland club. Since then there has obviously been a huge number of changes and improvements, however it is hoped that for all of the capability of the program it does not compromise the simplicity. No remuneration is sought for the creation or sharing of this program, it has been created for the betterment of the sport, and to make the often tedious job of the shoot secretary somewhat easier. A huge amount of time and effort has been spent designing, modifying and testing the program, hopefully you enjoy the benefits.

I recommend that you trial the program before using it at a shoot, in order to familiarise yourself with the controls and processes involved. Once your confidence increases progress to a monthly shoot situation, before using the program at a large shoot where the pressure is on.

By contacting Rod Woodrow you can also easily be added to the mailing list for the program, which will allow you to receive any updates or the results of any shoots that have been run using the program. These completed shoots are also very useful for training, allowing all functions to be used and tested without having to enter the shooter information.

If there are any problems or ideas for changes please let us know. It is pleasing to note that in recent times for a large percentage of suggested improvements the program already has the capability. We have run the program at a lot of shoots now and found most of the small problems, so hopefully the program is trouble free.

Hope this makes it all a whole lot easier,

Rowy

CONTACT INFORMATION

For enquiries, information or problems please contact:

Rodney Woodrow

E: jtco@skymesh.com.au

T: 07 4627 4300

M: 0427 598 751 (Rodney)

M: 0427 274 300 (Wendy) Usually with Rod, but more likely to have it on.