**Birmingham Water Festival**

**Guidance Notes for the use of MS Excel to make Club Entries**

There are two tasks that need to be completed:
1. We need to know the details of the swimmers that will be entering (via ‘List of Swimmers Names’ spreadsheet)
2. We need to know which events they will be entering and with what times (via ‘Club Entry Form of Swims’)

**General points**

1. You’ll see that both sheets have headings (to help you) on row 1. Don’t delete this row or change it.
2. Don’t leave any blank lines in your sheet when you return it. A blank line signifies the end of the input and

nothing after that would be included in the entries!

1. Please use the help given in tip-text and validation messages; they are there to help you
2. Throughout, no data is case sensitive but correct case is helpful with swimmers names

**Spreadsheet One - Swimmers**

This file will be named with your ASA 4 letter club code, i.e. BHMM= City of Birmingham
The first section of the sheet is already filled in with the swimmers that we know about; this section of the spreadsheet is “protected” with the password “CORGI”. You need to unlock this protected area and edit it to:

1. Change the details of a swimmer listed there if these are now incorrect; just enter the corrected details
2. Remove swimmers who are no longer with your club; remove the row (line) completely.
3. Add new swimmers; Just add a new row at the bottom of your spreadsheet. For details (if you need them)

of the fields and their significance, use the tip-text built into the spreadsheet. Notice, though, that every

swimmer can be given a “name”, a “first name”, and “full names”

1. “Name” is the family name e.g. "Smith", "Jones", "Edwards"...
2. "first name" is the personal/informal name (not necessarily the registered or legal first name) will

appear in the reports (such as results) produced during the meete.g. “Pete”, “Chris”

1. "Full names” are the first names as registered with the ASAe.g. “Peter John”, “Christine Anna”. If

you are unsure, you should be able to find the registered first names on the ASA website (this is

now important as no two swimmers can have the same name in CORGI)

1. If the swimmer has no ASA number, please put "Applied for" in that column

In the finished spreadsheet, swimmers do not have to be in any particular order (e.g. alphabetical). Spreadsheet Two – Entries

This file will be named Birmingham Water Festival 2015 – club name

**Entries**

Each entry takes up one row (line) on your spreadsheet. If a swimmer is entering 4 events, for example, there will be 4 lines completed.

**There is no need to make an entry for EVENT 27 (mixed relay) on the spreadsheet. Please email to say how many mixed teams you would like to enter (subject to acceptance).**

Who is swimming?
Use columns A and B on each line for the name and first name of the swimmer. These must be exactly the same as you entered on the spreadsheet of swimmers. You can use copy and paste to ensure this consistency. Notice also that the “full names” (ASA registered names) are not used at all on this spreadsheet.

Which event?
Put the event number as it appears on the Meet Programme of Events in column C (you do not need to fill in

columns D and E and anything you do put in these columns will be ignored. All girls events are even numbers and boys odd numbers

What is the entry time?

Use columns F and G to give the minutes and seconds parts of the entry time. The minutes must be a whole number (if no minutes, enter “00”, please), and the seconds must be a number to two decimal places with the lower limit “00.00” and the upper limit “59.99”. Please do not follow the practice of entering times just over a minute as zero minutes, 63.34 (say) seconds - it won't work!

Please note that each entry MUST have a time - even if this is estimated...

Send both files to: mandy.blizard@btinternet.com, If you are unsure then drop me an email or call 07793560698 Mandy Blizard