

Recording Officials Working A Session

The Potomac Valley Officials Committee wishes to gather information on official coverage of meet sessions. The intent of collecting this data is to understand the impact to officials of all the meets held in PVS. In addition this information will be used to facilitate the officials' certification and recertification process.

If there are any questions on the procedure for recording official coverage of meet, contact Jim Thompson at jimthompson5802@aol.com.

The information requested can be sent in one of three ways. Just pick one of the methods.

Method 1 (Preferred): Fill-in the attached Excel workbook per the instructions below and email the completed workbook at the end of the meet to jimthompson5802@aol.com.

Method 2: Scan the paper official sign-in sheets for all the sessions and email the scanned images to jimthompson5802@aol.com. (**Do not include** the Timer Sign-up forms.)

Method 3: Mail the official sign-in sheets (**Do not include** the Timer Sign-up forms.) for all of the sessions to the following address:

PVS Officials
c/o Jim Thompson
12610 Bayard Drive
Reston, VA 20191-5802

Instructions for Filling in the Excel Workbook

Pre-requisite

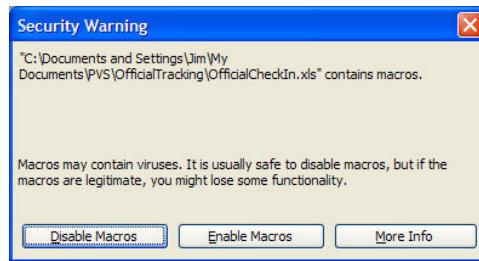
- Microsoft Office (or Excel) 97 or later.
- Download or copy the Excel workbook **OfficialCheckIn.xls** sent to you to the **My Document** folder of the laptop.

Important Note: Overlay any previous version of the **OfficialCheckIn.xls** workbook found on the laptop with the version sent to you with these instructions. Do this only once before the first session of the meet. The reason to use the version sent to you with these instructions is that the workbook is continually updated with names of newly certified officials.

At the first session of the meet

- Open the **OfficialCheckIn.xls** workbook found in the **My Document** folder.
- If the following pop message appears, press the "Enable Macros" button.

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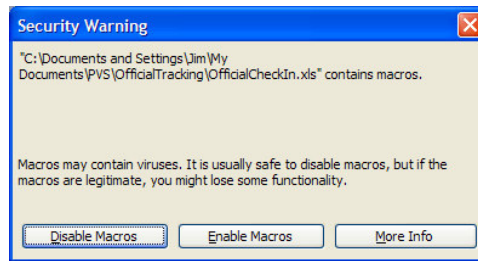
- Read the usage notes on the **Overview** worksheet in the workbook.
- When you are ready to record official coverage, go to the **Meet** worksheet.
- On the **Meet** worksheet fill in the following fields:
 - **First Date of Meet** in the form of mm/dd/yyyy
 - **Meet Name**
 - **Meet Location**
- To record officials for the first session, press the **Create New Session** button. On the pop-up menu enter “1” in the **Session Number** field menu and press the **Add Session** button.
- This will transfer you to a worksheet named **Session01**.
- Press the **Add Officials to Session** button to bring up the menu for recording officials. Using the PVS Officials Sign-in sheet record the following information.
 - Select the Position, e.g., Referee-Deck, Starter, Stroke & Turn, etc., from the pull-down list.
 - Select the official from the list using the mouse pointer and pressing the left mouse button.
 - Press the button **Record Official** or double click the official’s name.
 - Repeat the above steps for each position and official signed in.
 - For officials whose name does not appear on the list, record their name and team in the fields at the bottom of the menu and press the **Record New Official** button.
- After recording all the officials, save the workbook using the Excel menu commands of **File > Save**.

Special Note for Saving Under Excel 97: When saving under Excel 97, you may receive the following pop-up message: *“This file was created using a later version of Microsoft Excel. If you save this file using Microsoft Excel 97, information created with the features in the later version may be lost.”* You will be given an option to *“Continue with Save?”* Select the **Yes** option button.

At subsequent sessions of the meet

- Open the **OfficialCheckIn.xls** workbook found in the **My Document** folder.
- If the following pop message appears, press the “Enable Macros” button.

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- Go to the **Meet** worksheet.
- Press the **Create New Session** button. On the pop-up menu, enter session number into the **Session Number** field and press the **Add Session** button.
- This will transfer you to the worksheet for the session.
- Press the **Add Officials to Session** button to bring up the menu for recording officials. Using the PVS Officials Sign-in sheet record the following information.
 - Select the Position, e.g., Referee-Deck, Starter, Stroke & Turn, etc., from the pull-down list.
 - Select the official from the list using the mouse pointer and pressing the left mouse button.
 - Press the button **Record Official** or double click the official's name.
 - Repeat the above steps for each position and official signed in.
 - For officials whose name does not appear on the list, record their name and team in the fields at the bottom of the menu and press the **Record New Official** button.
- After recording all the officials, save the workbook using the Excel menu commands of **File > Save**.

Special Note for Saving Under Excel 97: When saving under Excel 97, you may receive the following pop-up message: *"This file was created using a later version of Microsoft Excel. If you save this file using Microsoft Excel 97, information created with the features in the later version may be lost."* You will be given an option to *"Continue with Save?"* Select the **Yes** option button.

At the end of the meet

- Email the completed workbook to jimthompson5802@aol.com.

Other Usage Notes

- There are usage hints embedded in the workbook.
- If there is ever a need to completely delete all the data collected in the workbook, press the **Reset Workbook** button **Meet** worksheet to delete all data. You will be given a chance to change your mind before the actual deletion.