

New York Biathlon Race Directors Guide

Excel 2007 Spreadsheet

These instructions are written for Excel 2007. If you are using a previous version of Excel you will need to adapt them to your version.

For additional help contact Tom Moffett saratogabiathlon@charter.net

You will need a copy of the following file: **nyb-spreadsheet.xlsm** available on the website nybiathlon.org

Preferred Abbreviations

Please use the following abbreviations when designating the athlete's class:

Boy = B

Girl = G

Youth = Y

Junior = Jr

Senior = Sr

Masters = M

Grand Masters = GM

Novice = Nov

Different Tabs for Different Races

Use the *Sprint* tab for sprint format, and individual relay format races.

Use the *Pursuit* tab for pursuit format and mass start format races.

Use the *Individual* tab for individual races.

After the pre-registration period closes:

- Download all registrations from skireg.com (or other registration provider)
- Make sure that you download the following information
 - First Name
 - Last Name
 - Sex
 - Class
 - Age on 12/31
 - Club
 - NYSSRA Liscence

Tip: Download the information in the above order to make it easier to paste into the spreadsheet.
- Copy the above information into the appropriate tab (sprint, pursuit, etc) in the nyb-spreadsheet.xlsm then save the spreadsheet as a different name (make sure to save it as a macro enabled file). The spreadsheet should look like the following: *Note In the pictures the First Name and Last Name columns are reversed – they are in the correct order in the file.*

A3		nyb-spreadsheet - Microsoft Excel non-commercial													
A		B													
1		Biathlon Race Title							Paste club logo here						
2		Format & Date													
3															
4															
5															
6															
7		Bib	Last Name	First Name	Sex	Class	Age on 12/31	Club	NYSSRA	Start	Finish	P	S	T	Time
8			John	Oak	M	Sr	27	Northern	####	0:00:30					
9			Mary	Mono	F	M	43	Western	####	0:01:00					
10			Tom	Diel	M	GM	51	Eastern	####	0:01:30					
11			Bill	Mason	M	Y	17	Central	####	0:02:00					
12			Joan	Staff	F	Sr	36	Central	####	0:02:30					
13			Wilma	Runkle	F	M	44	Western	####	0:03:00					
14			Veronica	Smith	F	M	49	Eastern	####	0:03:30					
15			Jeremy	Nolan	M	Sr	32	Northern	####	0:04:00					
16			Jason	Byte	M	B	14	Southern	####	0:04:30					
17										0:05:00					
18										0:05:30					
19										0:06:00					
20										0:06:30					
21										0:07:00					
22										0:07:30					

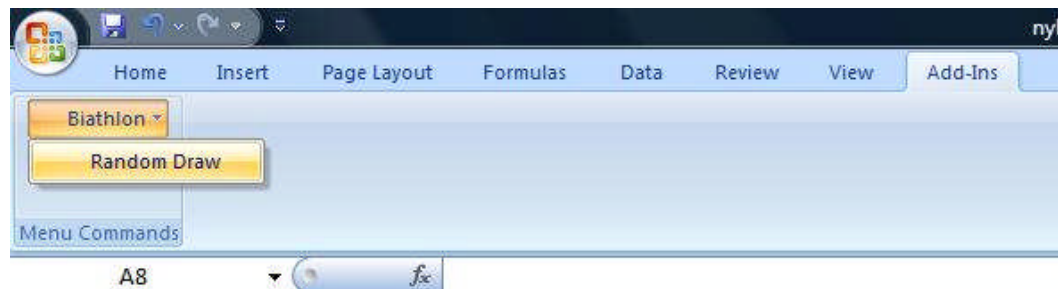
- The start times are set for 30 second intervals, this can be changed to any interval that you desire.
-
- **Assigning Bib numbers (by random draw)**

- Sort the athletes by sex and class if desired. If you choose not to sort, all classes will be intermixed.
- In the Bib column, highlight the cells next to the athletes that you want to assign numbers to.

7	Bib	Last Name	First Name	Sex	Class
8		John	Oak	M	SI
9		Mary	Mono	F	M
10		Tom	Diel	M	GM
11		Bill	Mason	M	Y
12		Joan	Staff	F	SI
13		Wilma	Runkle	F	M
14		Veronica	Smith	F	M
15		Jeremy	Nolan	M	SI
16		Jason	Byte	M	B
17					
18					
19					

Selected cells

- Click on the tab for **Ad-Ins** on the ribbon, then select **Biathlon** and finally **Random Draw**.



- A notice will appear asking if you have selected the appropriate cells (only those in the Bib column should be selected). If you are sure click on OK, the Biathlon Random Draw window should appear. Enter the starting bib number in the box and click OK.

Biathlon Random Draw

Please enter the starting bib number for the random draw.

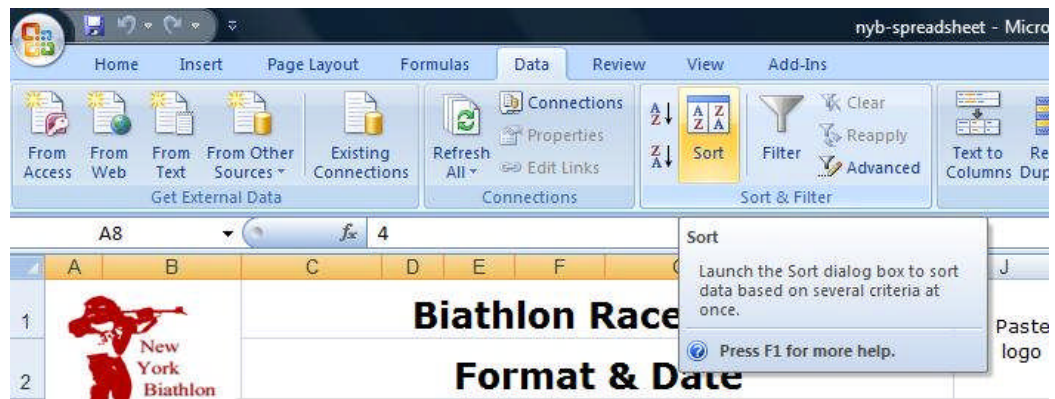
Starting Bib #

- A notice stating that the Draw is complete should appear, and bib numbers should now be in the Bib column
- Sort the competitors into Bib number order by selecting the cells you want to sort.

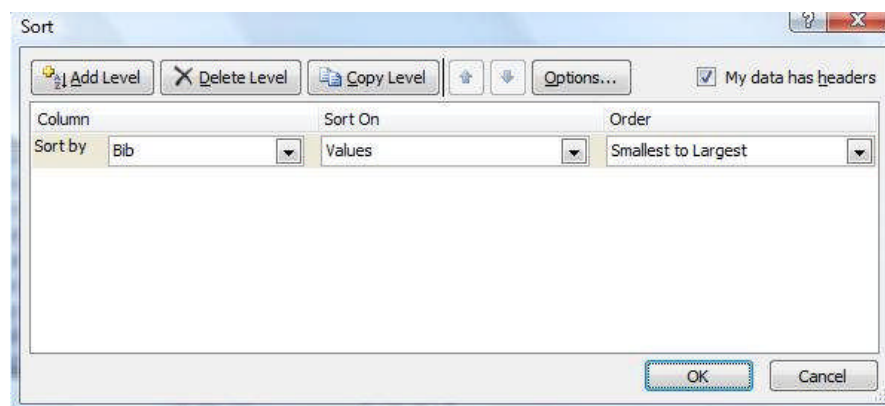
	Bib	Last Name	First Name	Sex	Class	Age on 12/31	Club	NYSSRA	Start	Fin
8	4	John	Oak	M	Sr	27	Northern	####	0:00:30	
9	3	Mary	Mono	F	M	43	Western	####	0:01:00	
10	6	Tom	Diel	M	GM	51	Eastern	####	0:01:30	
11	9	Bill	Mason	M	Y	17	Central	####	0:02:00	
12	1	Joan	Staff	F	Sr	36	Central	####	0:02:30	
13	2	Wilma	Runkle	F	M	44	Western	####	0:03:00	
14	5	Veronica	Smith	F	M	49	Eastern	####	0:03:30	
15	7	Jeremy	Nolan	M	Sr	32	Northern	####	0:04:00	
16	8	Jason	Byte	M	B	14	Southern	####	0:04:30	
17									0:05:00	
18									0:05:30	
19									0:06:00	

Do Not Select Start Cells

- Click on Data in the ribbon, and then select Sort.



- The following Window should appear, make sure that you are sorting by Bib, and the order is from smallest to largest. Click Ok; the athletes should now be listed in Bib # order.

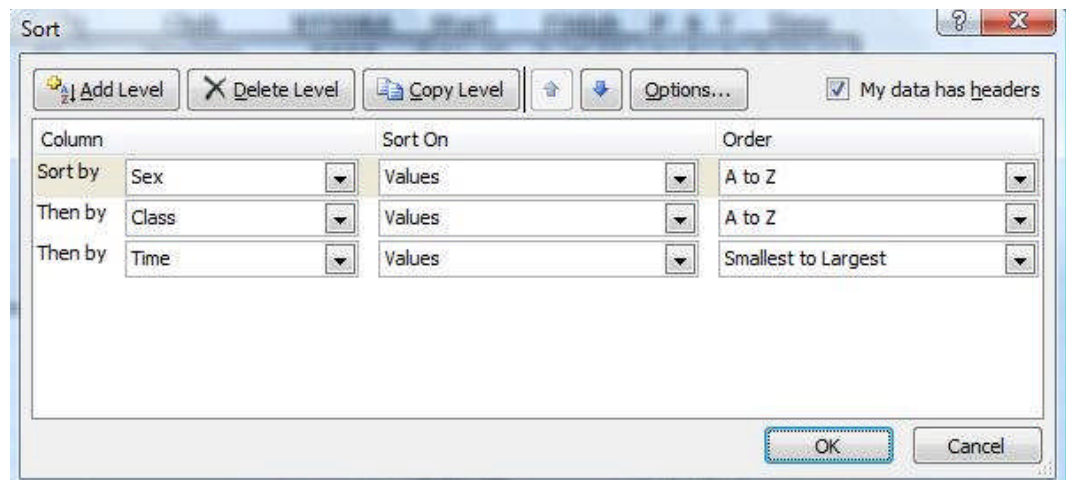


- **Race Day Activities**


- Add late entries to the end of the start list.
- Delete unused Start Times
- Enter finishing times in the Finish column in the format of h:mm:ss (For example if a skier crosses the finish line at 35:32, you would enter 0:35:32).
- Enter shooting penalties (not hits) into the appropriate columns.
- After all of the race data has been entered it is time to sort. Select the cells to be sorted (make sure that all cells are selected).

	Bib	Last Name	First Name	Sex	Class	Age on 12/31	Club	NYSSRA	Start	Finish	P	S	T	Time
8	1	Joan	Staff	F	Sr	36	Central	####	0:00:30	0:35:32	2	2	4	0:35:02
9	2	Wilma	Runkle	F	M	44	Western	####	0:01:00	0:37:47	3	3	6	0:36:47
10	3	Mary	Mono	F	M	43	Western	####	0:01:30	0:34:21	1	2	3	0:32:51
11	4	John	Oak	M	Sr	27	Northern	####	0:02:00	0:40:22	4	1	5	0:38:22
12	5	Veronica	Smith	F	M	49	Eastern	####	0:02:30	0:39:51	2	0	2	0:37:21
13	6	Tom	Diel	M	GM	51	Eastern	####	0:03:00	0:41:00	1	3	4	0:38:00
14	7	Jeremy	Nolan	M	Sr	32	Northern	####	0:03:30	0:40:02	0	1	1	0:36:32
15	8	Jason	Byte	M	B	14	Southern	####	0:04:00	0:29:21	0	0	0	0:25:21
16	9	Bill	Mason	M	Y	17	Central	####	0:04:30	0:27:29	2	1	3	0:22:59
17														

- Click on Data and Sort, sort in the following order sex, then class, and finally time. Click on Add Level to add class and time to the sort list.



- The results should now be sorted, to make it easier to read insert a blank line between each different class. You may also want to add in the headers above each class and add borders to the cells. Your spreadsheet should now appear something like the following:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Biathlon Race Title									Paste club logo here			
2		Format & Date												
3														
4														
5														
6														
7	Bib	Last Name	First Name	Sex	Class	Age on 12/31	Club	NYSSRA	Start	Finish	P	S	T	Time
8	3	Mary	Mono	F	M	43	Western	####	0:01:30	0:34:21	1	2	3	0:32:51
9	2	Wilma	Runke	F	M	44	Western	####	0:01:00	0:37:47	3	3	6	0:36:47
10	5	Veronica	Smith	F	M	49	Eastern	####	0:02:30	0:39:51	2	0	2	0:37:21
11														
12	Bib	Last Name	First Name	Sex	Class	Age on 12/31	Club	NYSSRA	Start	Finish	P	S	T	Time
13	1	Joan	Staff	F	Sr	36	Central	####	0:00:30	0:35:32	2	2	4	0:35:02
14														
15	Bib	Last Name	First Name	Sex	Class	Age on 12/31	Club	NYSSRA	Start	Finish	P	S	T	Time
16	8	Jason	Byte	M	B	14	Southern	####	0:04:00	0:29:21	0	0	0	0:25:21
17														
18	Bib	Last Name	First Name	Sex	Class	Age on 12/31	Club	NYSSRA	Start	Finish	P	S	T	Time
19	6	Tom	Diel	M	GM	51	Eastern	####	0:03:00	0:41:00	1	3	4	0:38:00
20														
21	Bib	Last Name	First Name	Sex	Class	Age on 12/31	Club	NYSSRA	Start	Finish	P	S	T	Time
22	7	Jeremy	Nolan	M	Sr	32	Northern	####	0:03:30	0:40:02	0	1	1	0:36:32
23	4	John	Oak	M	Sr	27	Northern	####	0:02:00	0:40:22	4	1	5	0:38:22
24														
25	Bib	Last Name	First Name	Sex	Class	Age on 12/31	Club	NYSSRA	Start	Finish	P	S	T	Time
26	9	Bill	Mason	M	Y	17	Central	####	0:04:30	0:27:29	2	1	3	0:22:59
27														

Fill out the cover page with the general race info. It is particularly important to include the race distances for each class, as these are needed to calculate the %-back scores.

After the results are complete email them to Tom Moffett saratogabiathlon@charter.net at the earliest convenience.