APBA INBOARD SCORERS PROGRAM INSTRUCTION HANDBOOK

REGULAR EVENT VERSION (2 DAYS) Inbregprog06

CHAMPIONSHIP VERSION INBCHAMPROGOG (with Two Round Qualifiers' and Extra Race)

(Microsoft Excel 97 and higher)

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Instructions for Scoring an Inboard Race Using the Computerized Sc oring Program

In order to use these programs, you will need a computer with Microsoft Excel 5.0 or higher. You should also have an **intermediate to advanced** working knowledge of Microsoft Excel or Lotus 123.

Enclosed are the instructions for the Inboard Computerized Scoring Programs for a regular two-day event and the program for scoring an Inboard Championship Event (two or three day).

By using this program, all information for scheduling, roll call, the announcers, race result for race committees and the press, to submitting the summary sheets come from the entry blanks and Scorers/Timers Sheets so there is no need to imprint member cards on manual summary sheets unless you do not have a laptop for use at the race site.

Please read these directions carefully prior to using these programs. We recommend you do a practice or trial run on the program. DO NOT WAIT UNTIL THE DAY OF THE RACE TO USE THE SCORING PROGRAM OR READ THESE INSTRUCTIONS.

1. Open the appropriate program in Microsoft Excel. You will see the following tabs across the bottom.

		STANCE TO BE OF CONTROL OF THE STANCE OF THE
1.	MEMBER DATA - This is where all racer	14. 1 LTR (01140) – Summary Sheet for 1 Litre
	information is located.	(Modified) class – up to 24 boats
2.	BOAT DATA – This is where all boat	15. 1.5 ST (01160) – Summary Sheet for 1.5
	information is located.	Stock class – up to 24 boats
3.	PREREGISTERED BOATS – Optional Use sheet	16. 2.5 ST (01130) – Summary Sheet for 2.5
	for recording pre-registered boats.	Stock class – up to 24 boats
4.	SCHEDULE - DAY 1 - A manually entered	17. 2.5 MOD (01040) – Summary Sheet for 2.5
	sheet used for recording & printing Schedule	Modified class – up to 24 boats
	Sheets for Day 1	
5.	ROLL CALL – DAY 1 – Roll Call and Announcers	18. 5 LITRE (01110) – Summary Sheet for 5 Litre
	Sheet for Day 1	class – up to 24 boats
6.	DAY 1 Q & F COMB RESULTS – Combined heat	19. NM (01030) – Summary Sheet for National
	results sheet for day 1 only.	Modified class – up to 24 boats
7.	DAY 1 FINALS RESULTS – Results sheet for day	20. GNH (01020) – Summary Sheet for Grand
	1 final heat only.	National Hydro class – up to 24 boats
8.	SCHEDULE - DAY 2 - A manually entered	21. JS (01220) – Summary Sheet for Jersey Speed
	sheet used for recording & printing schedule	Skiff class – up to 24 boats
	sheets for Day 2	
9.	ROLL CALL – DAY 2 - Roll Call and Announcers	22. SS (01230) – Summary Sheet for Super Stock
	Sheet for Day 2	class – up to 24 boats
10	. DAY 2 Q & F COMB RESULTS – Combined heat	23. PS (01600) – Summary Sheet for Pro Stock
	results sheet for day 2 only.	class – up to 24 boats
11	. DAY 2 FINALS RESULTS – Results sheet for day	24. KRR (01330) – Summary Sheet for K-Racing
	2 final heat only.	Runabout class – up to 24 boats
12	. WKND Q & F COMB RSLTS – Results sheet for	25. GP (01520) – Summary Sheet for Grand Prix
	all heats run in a weekend.	class – up to 24 boats
13	. WKND FINALS COMBINED RSLTS – Results for	26. CB (01210) – Summary Sheet for Cracker Box
	weekend finals only.	class – up to 24 boats.

There are also (4) Template Tabs for additional classes.

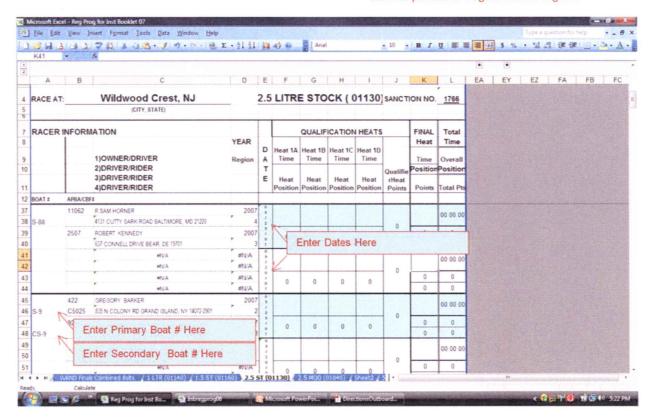
The Championship Program will have additional roll call, schedule and results sheets for the extra day of racing as well as qualifier calculation sheets.

Registration: Summary Sheets

- 1. On the summary sheet, enter the City, State and Sanction Number.
- Enter the dates in cells E13 for the first day, E17 for the second day, and E21 for the third day on the Championship program) they will be copied down the sheet.
 (The City, State, Sanction Number and Date cells on the 1 Litre sheet are linked to the corresponding cells on

all the summary sheets, therefore, it is only necessary to enter this information once.)

- 3. As you receive, the Entry Blanks enter the Primary Boat Number in the first cell of column A of each entries section. If you are entering a boat that has both an APBA and a CBF number at a joint sanctioned event, you will enter the Secondary Boat number in the next cell down. (Remember to enter the boat #'s as designation letter, hyphen, number (T-1, CS-2, JS-57, K-999).) There are blocks for up to 24 boats.
- 4. After entering all the boats, you can group the unused section. It is extremely important that you do not delete rows.



Summary Sheet for Regular Event Program

Registration: Summary Sheets Continued

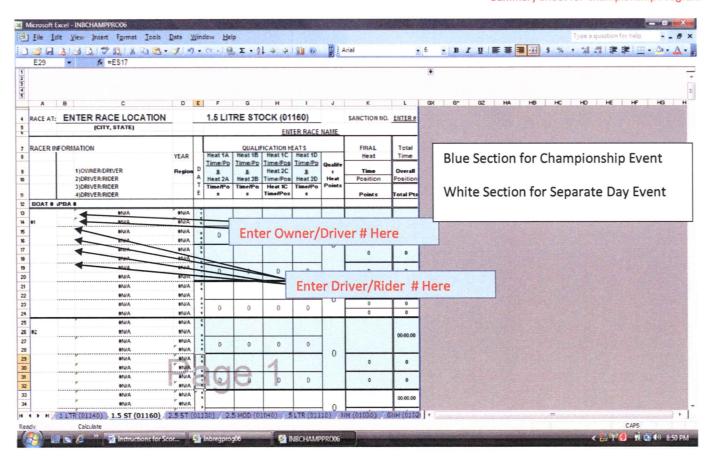
- 5. Enter Primary Member Number in first cell of Column B of each section for the entry.
 If you are entering a member who is both an APBA and CBF member at a joint sanctioned event, you will enter the Secondary Member Number in the next cell down. (Remember to enter CBF #'s with a C followed by the member number (C5111).) You can enter up to four members for each entry in the regular program and up to six members in the championship program.
- 6. If the member data does not show up or is not the current information after entering a number go to the "Member Data Sheet" to verify the member is listed and/or if the number was entered correctly. If he/she is not listed, you will need to add them in the "Member Data" Sheet. If they are listed but the data is not current, make the changes as needed. Do not add or change the member's data on the summary sheet, go to the "Member Data" sheet.
- 7. If the member's registration year is not the current registration year, you must go to the "Member Data" Sheet and enter it. Do not change the member's registration year on the summary sheet; go to the "Member Data" sheet and change it there.
- 8. If you have an entry blank and are waiting on cards your can save time by entering the information that you have and entering one of the following:

NDC1 for Need Drivers Card

NOC1 for Need Owners Card

NRC1 for Need Riders Card

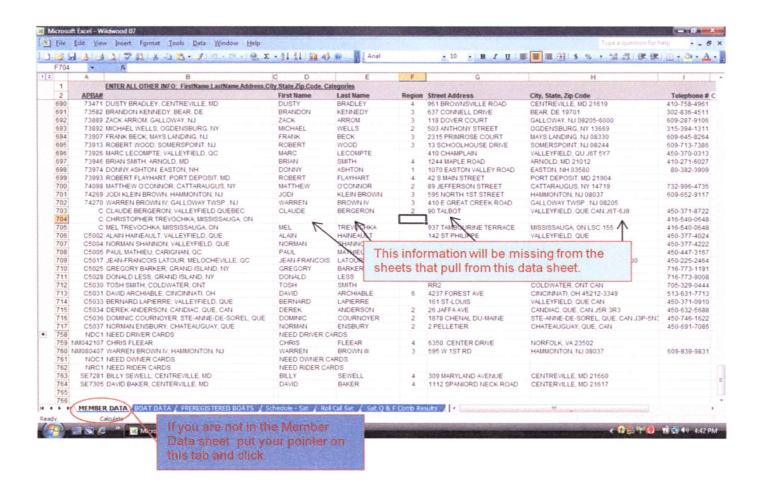
Summary Sheet for Championship Program



Registration: Member Data Sheet

- Verify the Names; Addresses and Current Year are the same as on the member card. Make the changes if
 necessary. Change the member's registration year to the current year only after the current membership is
 verified. DO NOT CHANGE THE YEAR DOWN THE ENTIRE COLUMN.
- 2. Enter any missing data in the corresponding cells, i.e.: current member number, names, region number, street address, city/state/zip code, telephone number, member year, (capsule training date and physical date are optional). CBF member numbers include C for Canadian followed by member number (C5111).
- 3. New Members & Single Event Members When entering new members it is best to enter them using NM followed by a number sequence (NM042107, or NM080407). Be consistent with the format that you use. Use an SE followed by the number of the single event application (SE7305) when entering single event members to make it easier to identify your single event members and match their documentation.

Remember: Missing data will not appear on any of the other sheets in the program.



After updating the "MEMBER DATA" sheet, be sure you save a copy of the sheet as a separate file. If you already have a copy of the "MEMBER – BOAT DATA" file, you can copy and paste this sheet into that file and into the master scorers program.

Registration: Role Call/Announcer Sheets

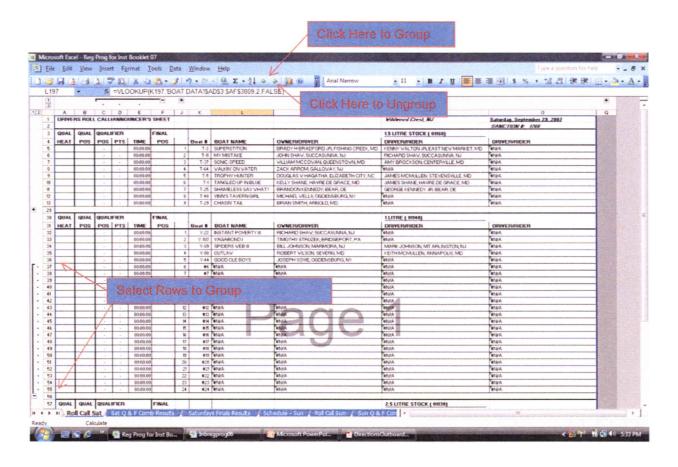
The following sheets are linked, The Role Call/Announcer Sheets, Summary Sheets, Member Data and Boat Data sheets. As you add Boat and Member #'s to the "Summary Sheets", they are auto filled into the Role Call/Announcer Sheets and results sheets for all days. The program then compares the boat number to the boats listed on the "Boat Data" sheet and automatically fills it in. If the boat name does not appear, you must go to the "Boat Data" sheet and enter the required information.

After Elimination (Qualifier) Heats are drawn, enter the heat numbers in Column A and group and hide the unused rows. (To do this first select the range and click on the Group Arrow Tool Button. Clicking on the minus sign button will close (or hide) rows and columns. Clicking on the plus button will open (unhide) the grouped rows and columns.) Then you can sort by the qualifier heats. To sort, select the rows, click on data, click on sort, then select sort by column A to sort by qualifier heats.

Sections for classes that are not running can be grouped and hidden or deleted. Open Columns C through E and G through F if you want to use them for results or close them if not. If using this sheet for results you will have to sort your rows in descending order by points.

Make sure your page is setup to print at 75% landscaped on legal size paper or 55% on letter size. It is easiest to work in "Page Break Preview" that way you can adjust your pages as needed.

Print and use these sheets for roll call at drivers meeting and make a copy for each announcer, photographer, etc.

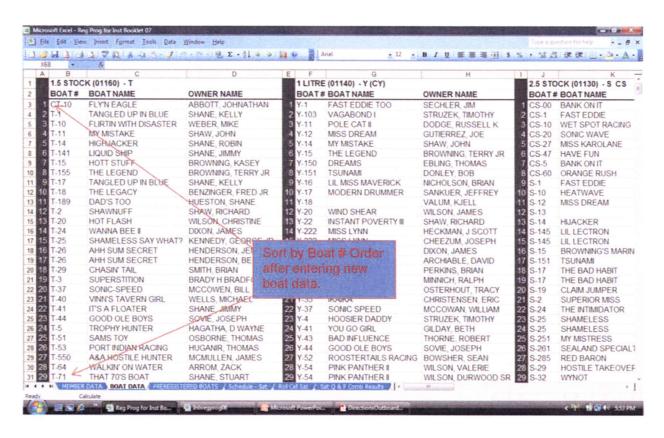


Registration - Boat Data Sheet

The "Boat Data" sheet is the database for boat information. This is where you will input the boat number, boat name and owner name. Don't forget to change the data for the highpoint #1 boats.

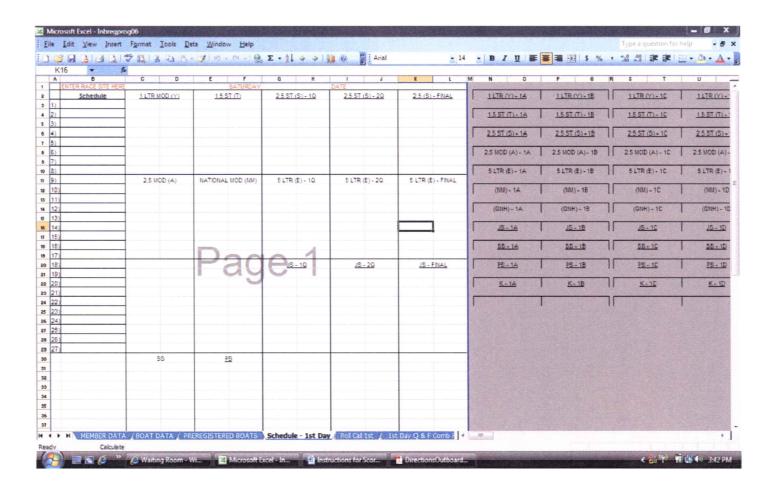
The classes are listed in the following order: 1.5 Stock, 1 Litre, 2.5 Stock, 2.5 Modified, 5 Litre, National Modified, Grand National Hydro, Jersey Speed Skiff, Super Stock, Pro Stock, K-Racing Runabout, Grand Prix, and Cracker-Box.

After updating the "BOAT DATA" sheet, be sure you save a copy of the sheet as a separate file. If you already have a copy of the "MEMBER – BOAT DATA" file, you can copy and paste this sheet into that file and into the master scorers program.



Registration: Schedule Sheet

The schedule sheets, although useful time savers do not have to be used. They are not linked to any other sheets and require manual data entry. There are several class headers that you can copy and paste or just change the defaults. Add the heats in column B, and type the boat numbers into each section. Print however many copies you might need, do not forget to make copies for your turn judges, pit managers, judges stand personnel, announcers, etc.



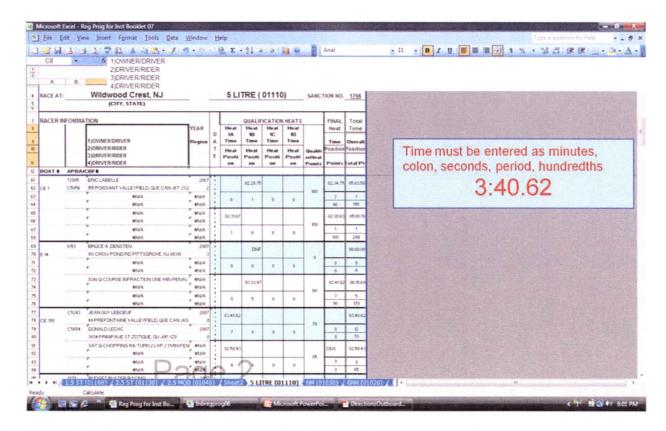
During the Race: Summary Sheets

The summary sheets on the regular program will accommodate one round of up to four qualifier heats and a final for each day of racing. The summary sheets on the championship program will accommodate two rounds of up to four qualifier heats each, and a final for one race and one round of up to four qualifier heats and a final for another.

Enter the time for each boat in the appropriate heat block. Use DISQ, DNF, DNF/FLIP, DNS, or TNT. If "Time is not taken", enter TNT for heat time and enter the correct position in the position block below it, points will then calculate correctly. In case of a tie in position you will have to manually enter the correct positions based on the fastest time. These adjustments will also have to be made on the results sheets.

Type any comments and/or explanations of penalties, etc. for each boat, in the empty cells under driver names and addresses, these should at least match the comments on the scorers sheets. It is recommended you use a different font color for comments. If there are no empty cells, insert a text box and enter the comments there. To do this Click on the Text Box Button and the Drawing toolbox will open up. Click on the Text Box in the tool bar, drag, drop and draw the text box, type in your comments.

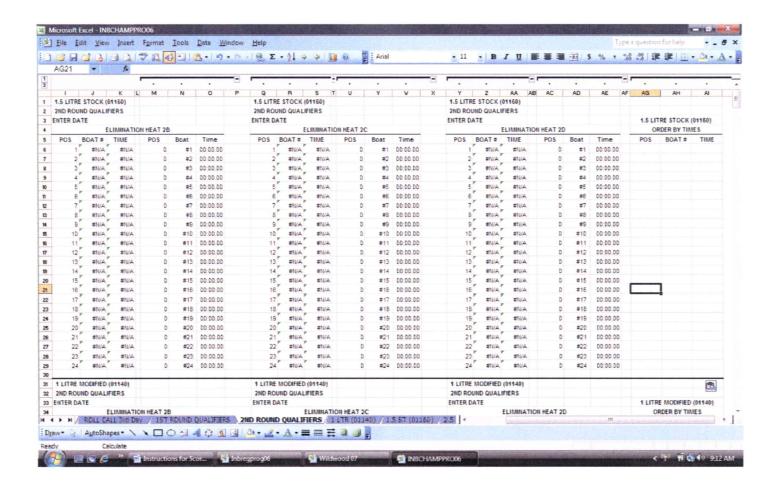
- Examples: SAT Q-CHOPPING 104; TURN 2 LAP 2 1 MIN PENALTY
- SAT FINAL HEAT STOPPED 2:42 PM; FLIP TURN 1, LAP 1
- SUN Q TNT Referee called for Black Flag, scored per Rule # 18.6
- SUN FINAL 1 MINUTE PENALTY BG
- NO NATIONAL POINTS LESS THAN 3 LEGAL STARTERS



After the race add in the 40 DNF points per the rule book, print and review a copy of your summary sheets before finalizing.

During the Race – Championship Program – 1st and 2nd Round Qualifier Pages

These are optional pages. The boat #, position and time from each qualifying heat are taken from the summary sheets and placed in order of time. These sheets can be printed and posted for viewing. Columns AG through AI can be used to copy, paste and sort the boats from all heats to see the order for fastest time.



After the Races - Results Sheets

As you enter the results on the "Summary Sheets", they are automatically filled in on the results sheets and the roll call/announcers sheets. If an entry has "TNT", you must manually enter their position on the results sheet. The event and the race committee will determine the results sheet you use. There are several results sheets to choose.

Regular Program

- 1st Day Final Results and 2nd Day Final Results Results based on the final heat only
- 1st Day Q and F Comb Results and 2nd Day Q and F Comb Results Results for each day based on the combined totals of the qualifier and final heats.

WKND Q & F Comb Rslts – Overall results based on all the heats for the event combined WKND Final Combined Rslts – Results based on the combined finals.

Championship Program

Champ Finals Results – Final Heat Results for a championship or a 2 round qualifier race only

Champ Q & F Comb Results – Combined Results of the Best Qualifier and the Final Heats of a championship or 2 round qualifier race

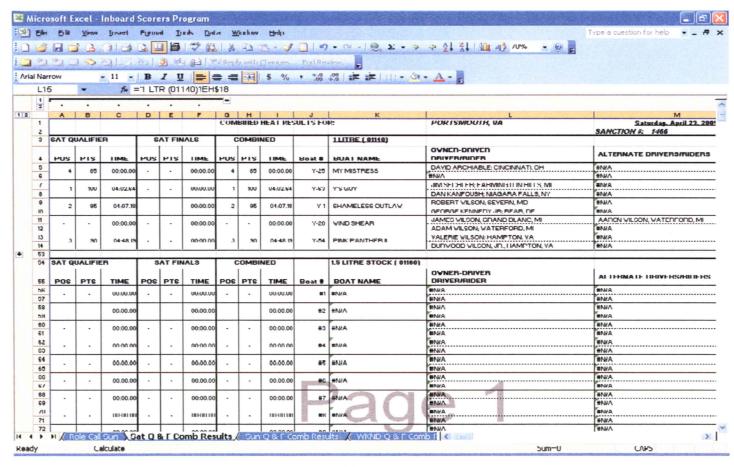
- 2nd Race Comb Results Combined Qualifier and Final Heat Results for the separate points race for the event.
- 2nd Race Finals Results Final Heat results for the separate points race for the event.

WKND Q & F Comb Rslts - Combines all the heats for the event

WKND Finals Combined Rslts - Combines only the final heat for the event.

DO NOT FORGET TO SORT YOUR ROWS TO PUT THE BOATS IN THE CORRECT ORDER BY THE DESIRED COLUMN.

Group and hide any participants that you do not need to show. Print enough copies to hand out.



Submitting Summary Sheets:

- 1. Print out the sheets, if you have not reviewed them and made any corrections do it now and reprint.
- 2. Sign the summary sheets
- 3. For each class attach the entry blanks to the back of the summary sheets in the same order as they are listed on the summary sheets.
- 4. Attach the scorers and timers sheets behind the entry blanks.
- 5. See your "Scorers Handbook" for more information.

Troubleshooting

This section can help with problems you may have with the scoring program. Remember this program is an Excel file. If you continue to have problems with the scorers program we suggest manuals and books specifically designed for Excel be reviewed. Some suggested books: The Excel instruction manual that came with your program, "Excel for Dummies", and many more. There are also websites available with tutorials, and downloads.

Problem: I see "####" or "value" on the spreadsheet.

Solution: Did you use the "Space Bar" or "Formula Bar" (the white bar above the columns) to clear the cells? If you are clearing a time or number cell, you must use the "Backspace" key or the "Delete" key. Use the "Undo" command when necessary to undo any mistakes in typing or deleting.

Problem: I typed "NTT" or "DQ" and I am getting "####" signs.

Solutions: You MUST use the codes specified in the directions:

DNS for Did Not Start
DNF for Did Not Finish

DNF/FLIP for Did Not Finish/Flip (Accident)

DISQ for Disqualified

SCRATCH for Scratched at Drivers Meeting

TNT for Time Not Taken

Problem: I typed the time and I am getting "####" signs.

Solution: Check the format that used when typing in the time. Remember time must be entered as:

Minutes, Colon, Seconds, Period, Hundredths

4:45.35

Problem: I entered the member number and I see #N/A, instead of member information.

Solution: First, check the member card to verify the member number was entered correctly, if a CBF member type a "C" before the number. If entered correctly go to the "Member Data" sheet and enter the member's info there. DO NOT ENTER THE MEMBERS NAME AND ADRESS ON THE SUMMARY SHEETS, ROLL CALL/ANNOUNCER SHEETS, or RESULTS SHEETS. It will not be stored in the database and will not populate to the other sheets.

Problem: I entered the boat number on the summary sheet and I see #N/A on the "Roll Call" sheet instead of boat name and owner and drivers info.

Solution: First, check the boat number was entered correctly: designated letter, hyphen, and number (T-5). If entered correctly go to the "Boat Data" sheet and enter the info from the entry blank and/or card there. DO NOT ENTER THE BOAT NAME, OWNER, DRIVER or RIDERS NAMES ON THE ROLL CALL/ANNOUNCER SHEETS, or RESULTS SHEETS. It will not be stored in the database.

Problem: I get the wrong boat name on the roll call/announcers sheet and the results sheets.

Solution: First, verify the correct boat number is entered for that participant. If it is, go to the "Boat Data" sheet to verify the correct data is entered for that boat number. If it is, the problem may be caused by the look up formula. Sort the class by boat number order and that should fix it.

Problem: I have boats that should receive 40 points for starting and not finishing, per the rulebook and the points do not show up.

Solution: These points have to be manually entered in after the event. The program does not calculate these.

Problem: I am scoring a championship or bonus point race and the program only shows regular points.

Solution: The program does not calculate bonus points. Bonus Points are given at headquarters