

Collaroy Swimming Club

Race Handicapping System

Documentation

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Introduction

General Notes

Google Sheets

The Race Handicapping System consists of four Google Sheets spreadsheets (referred to as **sheets** in this document).

1: Summer Swimming: this sheet holds all data required to operate the race handicapping system for summer swimming. Referred to as a **data sheet** in this document.

2: Collaroy SC Forms: this sheet is used to collect responses from the Sunday swimming online registration forms. Responses are transferred to the data sheets after the forms are closed.

3: Collaroy SC Reports: this sheet is used to produce reports, from the results data accumulated in the data sheets.

4: Winter Swimming: this sheet holds all data required to operate the race handicapping system for winter swimming. Referred to as a **data sheet** in this document.

Most of the information in this manual relates to tabs and macros in the data sheets.

The name of the Google handicapping system account has been removed from this document. It is included in the version of the document on the two club laptops.

There is also another Google sheet which is used to collect member details entered via the **Online Member Portal**.

**CLICK HERE TO RENEW OR JOIN USING OUR
ONLINE PORTAL**

This sheet is called **Collaroy Swimming Club Member Registrations**.

The name of the Google member registrations system account has been removed from this document. It is included in the version of the document on the two club laptops.

Google Authentication

Both Google accounts use a bank style two step verification process to verify access to the system. Also, Google may use the same process to verify that the account is still in use.

The accounts are currently connected to Craig Houten's phone (0419 525 634).

Spreadsheet Descriptions And Codes

None of the descriptions of the columns in the sheets can ever be changed because they may be referenced in the scripts run by the macros described in this document.

The codes or descriptions of the stroke groups, in the **Strokes** tab, must never be altered for the same reason. The same also applies to the descriptions of the events, in the **Events** tab.

This system has been working successfully for many years. There should be no need to change it in any way.

Laptop Set Up

There is a Chromebook, a Windows laptop and two printers in the office in the clubrooms. There is also a long printer cable. It is used to connect the Chromebook to the printer inside the office door. They are all kept in the box in the locked cupboard.

The password for the Chromebook is **CollaroySC1952** while the PIN for the Windows laptop is **1952**.

The Chromebook is the fastest of the three computers, so it is used for all processing. To access the browser on the Chromebook, click the Chrome icon on the task bar.

From the Chrome browser Bookmarks Menu select **Summer Swimming** to access the macros which process registered swimmers and generate reports such as the Events Race List.

The **Collaroy SC Forms** sheet may be loaded to view the progress of the macro which extracts online registrations. The text 'Done' is written to Column B, of the **Registration Responses** tab, as each line is processed.

When the Windows laptop starts up, the Chrome browser will automatically start up.

One of the Windows laptops should always be started up, as well. It can be used if the Chromebook fails.

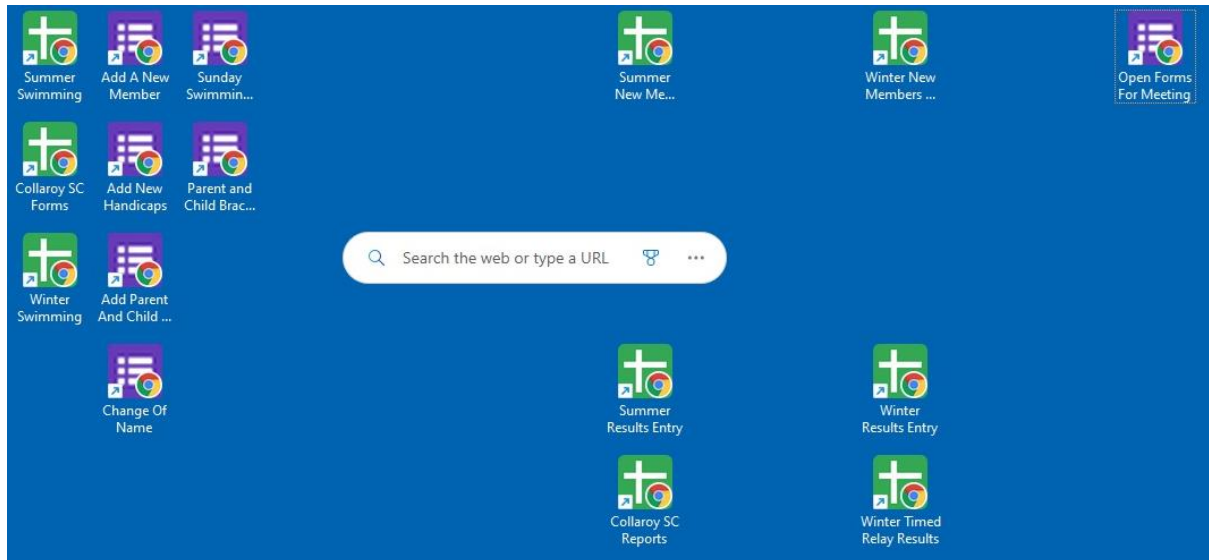
The Windows laptops can take some time to be ready for use as there may be a Windows upgrade to process.

The printers should be swapped at the start of each year, so they are equally used. There should always be a spare ink cartridge in the office.

Management Laptop

There is a second Windows laptop. It is used by the person managing the system.

The icons shown on the desktop are discussed in this document.



Report Printing

Reports are created by running macros which generate and format data in a tab created for the report.

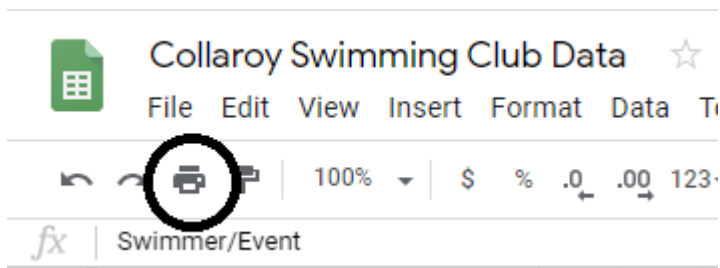
An example of such a report is the **Clubrooms Registration List**.

Swimmer/Event	Reg	Time	Bbb	Swimmer/Event	Reg	Time	Bbb
ADNEY,ELIZABETH				BARR,ELLA			
Freestyle 50m	[]	72		BBB 25m	[]	T/T	BK
Vets 25m Butterfly	[]	74		Freestyle 50m	[]	68	

Note: When a report is being created, a message saying 'Running Script' is shown. You must not try to print the report until the operation is completed and the 'Running Script' message disappears.

Racing Handicapping System

To print a report, click the print button on the toolbar.



A preview version of the report will be shown first. Click the NEXT button to start the report.



The actual report will then be shown. All necessary selection parameters (including the printer name) should already be selected.

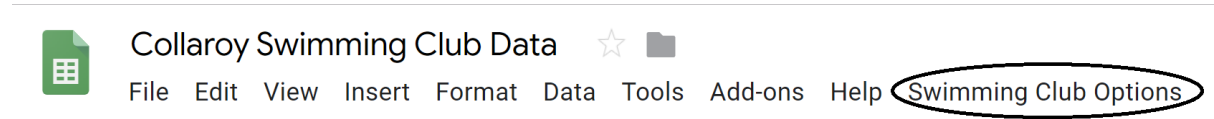


Click the Print button to start printing the report.



Macro Operations (Summer and Winter)

All operations, performed by the Race Handicapping system, are executed by selecting a macro option from the **Swimming Club Options** dropdown menu.



A full list of the macro options is shown below. Select the option you wish to run by clicking it with the mouse.

Print a Poolside Registration List (Vets)

Extract Online Registration Responses

Close Online Registration Forms

Print the Events Race List

Generate a Results Entry Sheet

Build a Race List for Distance Championships

Copy Distance Champs Build to Results Entry

Update Completed Results Entry Data

Transfer Names from Membership Registrations

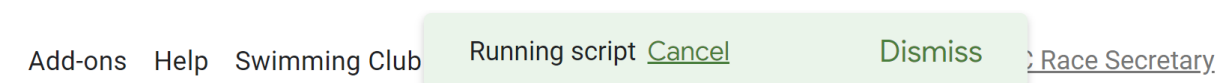
Print a Freestyle Relay List

Print a Parent and Child/Brace Pairs List

Print a 200m Freestyle Race List

Generate Abandoned Race Results

When a macro option is running, the following message is shown.



WARNING: You must not do anything else until the macro is completed and the 'Running script' message disappears. THIS IS CRITICAL.

Saturday

Prepare For Sunday Swimming (Summer and Winter) Open Forms For Race Meeting

The form, used by swimmers to register for swim meets and to nominate the strokes they wish to swim, should be opened around midday on Saturday.

This is the form, which is accessed from the club website, when this button is clicked.

**CLICK HERE TO REGISTER FOR SUNDAY
SWIMMING**

Click the **Open Forms For Race Meeting** shortcut on the Windows desktop.

The screenshot shows a web form titled "Open Forms For Meeting". Below the title is a description: "This form is used to enter the date and events to be swum at the next meeting." The form is associated with the email "collaroyracing@gmail.com" and has a "Switch accounts" link. It is marked as "Not shared". A red asterisk indicates required questions. The first section is "Meeting Date: *", which includes a date input field with the placeholder "dd/mm/yyyy" and a calendar icon.

Click on the calendar icon, in the **Meeting Date** section, and select the date of the Sunday race meeting.

Tick the boxes of the strokes to be swum at the race meeting.

The form shows all strokes (ie. short and long distance). Be careful to only select those to be swum the next day.

The swimming program is available on the club website (click the **Program** text at the top). It can be used to find out which strokes are to be swum on the Sunday. This is the part of the form used to select the strokes to be swum.

Strokes To Be Swum:

Tick Each Stroke

Freestyle	<input type="checkbox"/>
Freestyle 200m	<input type="checkbox"/>
Freestyle 400m	<input type="checkbox"/>
Freestyle 800m	<input type="checkbox"/>
Freestyle 1500m	<input type="checkbox"/>
Ind Medley 100m	<input type="checkbox"/>
Ind Medley 200m	<input type="checkbox"/>
Backstroke	<input type="checkbox"/>
BBB	<input type="checkbox"/>
Breaststroke	<input type="checkbox"/>
Butterfly	<input type="checkbox"/>
Parent & Child	<input type="checkbox"/>

If the 'Freestyle' stroke (at the top) is ticked, the system will automatically add the 'Vets 33 Metre Freestyle' to the form.

Racing Handicapping System

Before opening the form, double check that the correct strokes have been selected.

Have The Correct Strokes Been Selected? *

Tick

Please double check the correct strokes have been selected then tick the box and click Submit. After submitting the form, wait 60 seconds before checking whether the forms have been opened correctly.

☐

Submit Clear form

After ticking the check box, click the **Submit** button.

The system will take a few minutes to prepare and open the form.

You should check that the form has opened correctly by accessing it from the club website.

You can either register someone for swimming or you can exit from the browser without registering anyone, after the registration form has loaded.

If you ticked the **Parent & Child** box, when selecting the strokes, the system will prepare and open the form used to register for Parent and Child and Brace races.

This form is accessed from the club website by clicking this button.



You should also check that form has opened correctly by accessing it from the club website.

Check For New Members

The **Open Forms For Race Meeting** function also checks the **Collaroy Swimming Club Member Registrations** sheet to see if any new or existing members have registered.

Members register via the **Online Member Portal**,

**CLICK HERE TO RENEW OR JOIN USING OUR
ONLINE PORTAL**

The details of new members are copied to the **Members** tab of the **Summer Swimming** sheet.

New members are highlighted with a green background in the **Combined Name**.

Combined Name	Family Name	First Name
Houten,Craig	Houten	Craig

Existing members are not highlighted, but their details are still updated into the **Members** tab. This is because the details can change from year to year.

If a highlighted line is clearly a new member, nothing more needs to be done. The green background will be cleared next time the **Open Forms For Race Meeting** function is run.

The process of copying member details includes a complex method of comparing member names, from the **Online Member Portal**, with member names currently in the **Members** tab.

However, an existing member may sometimes be added as a new member. For example, when first name is changed from Benjamin to Ben in a new year.

If that happens, the member details from the **new line** must be copied to the **existing** line (except for the **Combined Name**). The **new line** must then be deleted.

The **existing** line is retained because the member's current handicaps are linked to the existing **Combined Name**.

WARNING: It is critical that the existing member line is retained – not the highlighted line.

If existing members are added, instead of being updated, the **Open Forms For Race Meeting** function must be **rerun**.

This is because those members will have both names showing in the **Swimmer Name** drop down list in the **Race Meeting Registration** form.

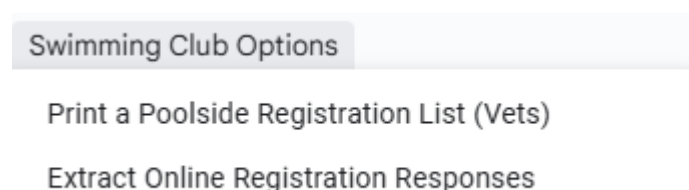
Sunday

Clubroom and Poolside Tasks (Summer) Set Up System

The Chromebook and Windows laptops should be set up and the printer connected to the Chromebook. It is important that the printer is connected and turned on before the Chromebook is turned on.

Access the **Summer Swimming** sheet.

The **Swimming Club Options** dropdown menu has two relevant options.



Print a Poolside Registration List – this option is run to generate a report which is then printed. This process is run to check that the printer is working.

If the report does not print, check that the printer cable is plugged in correctly and turn the printer off and on. The printer must be running, because it is needed later.

The report is not used for anything, so only the first page needs to be printed.

Extract Online Registration Responses – this option extracts the responses from the swimmers who registered. It extracts them from the **Collaroy SC Forms** sheet and writes them to the 'Summer Swimming' sheet.

Handicap additions or changes, entered in the **Member/Handicap Entry** tab, are automatically regarded as being registrations for that Sunday's swimming.

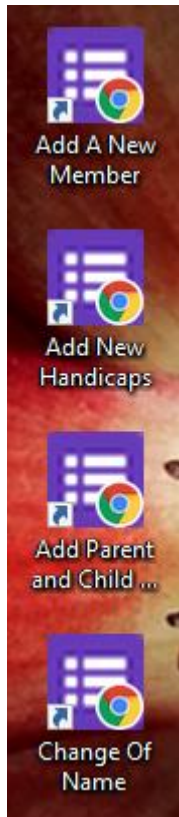
This process should be run every 15 minutes, until it is time to close the registration forms.

WARNING: Macros in Google Sheets can only run for four minutes. They may take longer than that if the Google servers are running a bit slowly. If a macro stops and shows a red 'time out' error message, just restart it.

Macros have been written to restart at the point where the time out occurred.

New Members, Handicaps and Name Changes

There are four forms which may be used in the clubrooms.



Add A New Member: This form is used to add a swimmer who has not registered via the **Online Membership Portal**. The information entered is the minimum required to include the swimmer in the system.

They must also be told to register via the portal, so their name, address and phone details are updated to the **Members** tab. This action also tells the **Registrar** that the member must be registered with WASA.

Add New Handicaps: This form is used to enter the list of strokes, distances and handicap times to be swum by a member. It can be used to add handicaps for new swimmers or to update the handicaps for existing swimmers.

Add Parent and Child/Brace Pairs: This form is used to enter the names of swimmers who are to swim as a pair in the Parent and Child/Brace races.

Change of Name: This form is used to change the name of a swimmer throughout the system.

ALTERNATIVE OPTION: There is a single tab, called **Member/Handicap Entry**, in which the above tasks can be performed. This tab is quicker to use than the forms.

See **Other Functions - Alternative Option for New Member and Handicap Entries** at the end of the document.

Close The Online Registration Forms

At 9:50 am, the registration forms must be closed (to stop further registrations) and the race lists prepared and printed.

The **Swimming Club Options** dropdown menu has three relevant options.

Close Online Registration Forms
Print the Events Race List
Generate a Results Entry Sheet

Close Online Registration Forms – this option closes the registration forms and performs a final **Extract Online Registration Responses**.

Print Events Race List [Macro]

This macro generates a report which lists the events to be swum for the day. It is used by race marshals and starters.

Rc	Event/Swimmer	Ln	Hcap	Time	Bbb	Rc	Event/Swimmer	Ln
	FREESTYLE 50M (SENIOR)						FREESTYLE 100M (JUNIOR)	
9	Denton, Helen	1	Go	49		13	McKee, Pippa	1
9	McKee, Justine	2	Go	49		13	Stanford, Archie	2
9	Groenendyk, Bert	3	2	47		13	Coy, Charlotte	3
9	Moules, Richard	4	2	47		13	Cheetham, Alana	4
9	Lorimer, Louise	5	3	46		13	Cosh, Brody	5
9	Patrick, Doug	6	4	45		13	Love, Riley	6
9	Newman, Carlie	7	5	44		13		7
9		8				13		8

The report is created and printed from the **Event Race List** tab. Once the macro is complete, click the **Print** button on the tool bar to start the printing process.

Two copies of this report must be printed. Google only allows one copy to be printed at a time.

On Sundays, when **championships** are being swum, it will be necessary to set the **starting race number**, for normal races, to a number higher than '1'.

Access the **System** tab and set the **first race number** in column 2 of line 24.

24	Starting Race Number	1
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Generate a Results Entry Sheet [Macro]

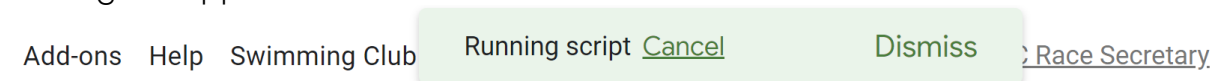
This macro creates the tab used to enter the results of the day's swimming.

Race	Lane	Event/Swimmer	Hcap	Time	Bbb	ActLn	Places	Times	Calculate	LaneTime
		FREESTYLE 50M (SENIOR)								
7	1	Dawson,Sue	Go	73		1			<input type="checkbox"/>	
7	2	Moules,Josephine	2	71		2				
7	3	Armstrong,Kerry	3	70		3				
7	4	Quinn,Michele	10	63		4				
7	5	Sullivan,Kevin	12	61		5				
7	6	Taylor,Alan	17	56		6				
7	7	Houten,Mary	18	55		7				
7	8					8				

The information is generated in the **Results Entry** tab.

CRITICAL REQUIREMENT: the **Generate a Results Entry Sheet** option must be run immediately after the **Print Events Race List** option is run. The information in the two tabs must be identical. This will only happen if they are run one after the other.

WARNING: When a macro is running, do not do anything else until the following message disappears.



Poolside Activities

The **Events Race List** must be taken to the pool as soon as it is printed. The aim is to have races starting at 10 am.

Swimmers who come to the pool without registering can be added to races poolside (although this should be discouraged). Those swimmers must be added to the empty lanes at the end of races listed in the **Events Race List**.

CRITICAL REQUIREMENT: the allocated lane numbers must **never be changed**. If a race is full, the swimmer can be added to Lane 7.

Both copies of the **Events Race List** plus the judges and timekeeper's sheets must be given to the person who will be entering the day's results.

Poolside Tasks (Winter)

Swimmer Registration and Report Generation

All swimmers must be registered online. The online registration form is the same as the one used for Summer swimming.

Swimmers who cannot register online can be registered, poolside, by asking another swimmer to do it for them, using their phone.

The tablet, hotspot, results sheets and stop watches, used for Winter swimming, are kept in a plastic box, with a green lid, in the club storeroom.

When all swimmers are registered, the online registration form must be closed and the **Event Race List** and **Results Entry Sheet** generated.

It is a good idea to ask everyone present if they have registered, before closing the form.

If they are not sure, tell them to register again. The system only uses the last entry submitted by a swimmer.

The tablet must be connected to the hotspot device. When both are turned on, the tablet should connect automatically.

If the hotspot has no charge, the tablet can be connected to the hotspot on someone's phone. The processes, run on the tablet, do not use much data.

See the section called **Winter Swimming Tablet Operation** (two pages on) for detailed instructions on how to connect and use the tablet.

On the tablet, tap the **Winter Manager** icon, select **Extract Responses and Generate Event Race List** then select **Submit**. This process will take a few minutes to extract the online registrations and generate the event race list.

CRITICAL REQUIREMENT: the length of time taken to run the process may vary, depending on how busy the Google servers are. The process has never failed. You must be patient and give it time to run.

When the extraction is finished there will be a line which shows the current date, the description **Extract Responses and Generate Event Race List** and a status of **Completed**.

Tap the **Winter Swimming** icon on the tablet and access the **Tablet Manager** tab.

Racing

Races are run using the **Event Race List** tab in the **Winter Swimming** sheet.

Results Recording

Freestyle and form stroke results are recorded on the sheet with the heading **COLLARROY SWIMMING CLUB**. The day's date must be added to the sheet.

Lane placing and time results are recorded in the order that swimmers finish.

For example,

Lane 3 – 1:05:23

Lane 4 – 1:06:35

Lane 1 – 1:06:89

Lane 2 – 1:08:01

Timed relay results are recorded on the sheet with the heading **Winter Relay Sheet**.

Relay pairs should be written on the sheet and their estimated times recorded in the **Estimate** column.

Where possible, the pairs should be written in order from fastest to slowest. This helps make the races quicker to complete.

There should be no more than three pairs in any race.

The actual time, for each pair, is recorded in the **Actual** column. The difference between the estimated and actual times are written in the **Difference** column. The differences should be calculated down to one 100th of a second.

The winners are the pair whose actual time is closest to their estimated time. Whether the time is fast or slow is not relevant.

Results Processing

The results sheets must be given to the person who will be entering the day's results.

Photographs of the results can be texted, as they are quite useable.

Winter Swimming Tablet Operation

The tablet must be connected to the hotspot device. When both are turned on, the tablet should connect automatically.

The PIN for the tablet is **1952**.

If there is no connection, you may connect by placing a finger on the tablet screen and sliding it upwards. Tap on **Settings** then **Connections** then **WiFi** then the button to turn on the WiFi.

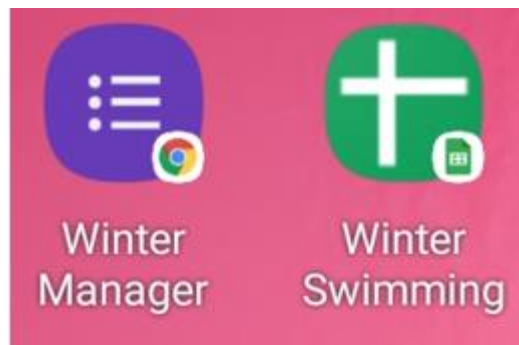
Select the hotspot to be used – the Telstra hotspot should be at the top of the list.

The password for the hot spot is **79759795**.

If the hotspot has no charge, the tablet should be connected to the hotspot on someone's phone. The processes, run on the tablet, do not use much data.

When all swimmers are registered, the online registration form must be closed and the **Event Race List** and **Results Entry Sheet** generated.

The following icons appear at the top of the main screen on the tablet.



Tap the **Winter Manager** icon and select **Extract Responses and Generate Event Race List** option then **Submit**.

Select the task to perform

☐ Extract Responses and Generate Event Race List

This process will take three to five minutes to extract the online registrations and generate the event race list.

CRITICAL REQUIREMENT: the length of time taken to run the process may vary, depending on how busy the Google servers are. The process has never failed. You must be patient and give it time to run.

Racing Handicapping System

To monitor the progress of the extraction, tap the **Winter Swimming** icon and access the **Tablet Manager** tab (located at the bottom of the screen).

When the extraction is finished there will be a line which shows the following information and a status of **Completed**.

A	B	C
Timestamp	Select the task to perform	Status
20/12/2020 01:34:15	Extract Responses and Generate Event Race List	Completed

If the **Winter Swimming** icon fails to link to the **Winter Swimming** sheet, the sheet may be accessed by placing a finger on the tablet screen and sliding it upwards. Tap the **Sheets** icon. The **Winter Swimming** sheet will be shown in the list of sheets.

Place a finger on the tablet screen and slide it downwards to return to the normal tablet screen.

When all races are complete, power down the hotspot by holding down the **On/Off** button until the **Power Off** icon appears.

The tablet is also powered down by holding down the **On/Off** button until the **Power Off** icon appears.

You should also double check that all the stopwatches are in the box.

The box should be placed back in the storeroom.

Every four weeks, someone needs to take the box (containing the tablet and hotspot) home so both devices can be recharged. It should be someone who intends to swim the following Sunday.

The chargers for the swimming tablet and hotspot are at the bottom of the box,

Monday

Finalise Race Meeting

Results Processing Summer and Winter

The results of the race meeting must be processed by Monday afternoon, at the latest.



Race Results Entry [Results Entry Tab]

The **Results Entry** tab is used to enter race results. The judge's sheet and individual timekeeper sheets are required to perform the task.

The race marshal may add swimmers to spare lanes poolside. They must be added to each race before the race results are entered.

Race	Lane	Event/Swimmer	Hcap	Time	Bbb	ActLn
11	6	Denton,Craig	9	32		6
11	7					7
11	8					8

Every spare lane in every race, in the **Results Entry** tab, contains a **down arrow** on the right side of the blank **Event/Swimmer** column.

Click on the **down arrow** to see a dropdown list of registered club members.

8	8					8
		Adams,Deenie				
9	1	Adney,Elizabeth	Go	49		1
9	2	Adney,George	Go	49		2
9	3	Armstrong,Kerry	2	47		3
9	4	Armstrong,Neil	2	47		4
9	5	Armstrong,Neil	3	46		5
9	6	Arnold,Chris	4	45		6
9	7	Aspinall,Belinda	5	44		7
9	8	Aspinall,Belinda				8
		Barnett,David				

Race Results Entry Continued [Results Entry Tab]

Scroll down the list and click on the name of the member added to the race. If the swimmer has a handicap time for the event, it will be shown and the starting handicap calculated. This step takes a second or two to complete. **Be patient!**

1	6	Chapman, Trish	9	74	6
1	7	Quinn, Michele	14	69	7

Visiting swimmers (ie. swimmers who are not registered members) cannot be added at this time, so their results should be ignored, for the moment.

Occasionally, the calculated times in the **Handicap** column, for a race, may be changed. They can be altered to match the changes on the **Events Race List**.

After additional swimmers are added, the race results may be processed.

Race	Lane	Event/Swimmer	Hcap	Time	Bbb	ActLn	Places	Times	Calculate	LaneTime
		VETS 33M FREESTYLE (SENIOR)								
1	1	Whiteman, Brent	2	0	1	5			<input type="checkbox"/>	
1	2	Whiteman, Lilian	2	0	2	4				
1	3	Armstrong, Kerry	2	81	3	6				
1	4	Moules, Josephine	2	81	4	3				
1	5	Arnold, Chris	7	76	5	7				
1	6	Chapman, Trish	9	74	6	1				
1	7	Quinn, Michele	14	69	7	2				

The judge's results are entered first, in the **Places** column. They are entered straight from the judge's sheet, in the order they are written. Press the **ENTER** key after each lane result is entered. This will cause the cursor to drop to the cell below.

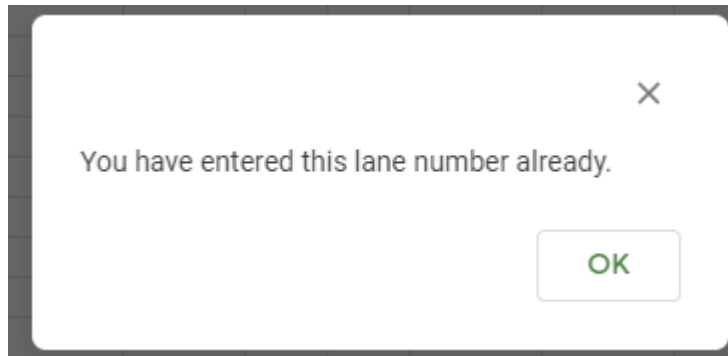
After all lane placings are entered, the cursor will move to the first cell in the column used to enter the race times for each lane. This is the **Times** column. It takes a moment or two to move to the top cell. **Be patient!**

If one or more swimmers did not swim in the race, the entry of a '9' in the cell, after the last lane from the judge's sheet is entered. This will cause the cursor to move to the first cell in the **Times** column.

You can also use the mouse to click into the first cell in the **Times** column, if the cursor doesn't move automatically.

Race Results Entry Continued [Results Entry Tab]

If a lane number is entered more than once, the following message will be shown.



Click the **OK** button, to return to the lane placings column, to change the incorrect lane number.

Race	Lane	Event/Swimmer	Hcap	Time	Bbb	ActLn	Places	Times	Calculate	LaneTime
		VETS 33M FREESTYLE (SENIOR)								
1	1	Whiteman, Brent	2	0		1	5	56	<input type="checkbox"/>	
1	2	Whiteman, Lilian	2	0		2	4	58		
1	3	Armstrong, Kerry	2	81		3	6	52		
1	4	Moules, Josephine	2	81		4	3	50		
1	5	Arnold, Chris	7	76		5	7	48		
1	6	Chapman, Trish	9	74		6	1	51		
1	7	Quinn, Michele	14	69		7	2	59		

In the **Times** column, race times are entered in strict lane number order, from lane one to lane eight. Race times converted to and rounded up to the nearest **second**.

When entering Distance swimming results, race times are rounded up and entered in **minutes and seconds**. For example, a time of 1:23:45 is entered as 1.24.

The order in which the lanes finished in the race is of no relevance to this task. A time must be entered for each lane shown in the **Places** column.

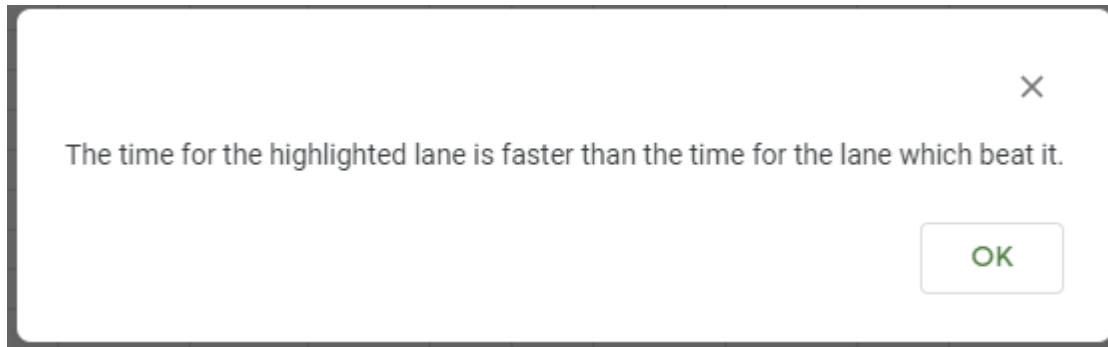
After all times are entered, the cursor will move to the tick box in the **Calculate** column. It takes a moment or two to do this. **Be patient!**

Clicking the tick box will cause the system to verify the race times entered against the judge's results. This is done to ensure the time entered for a lane is not faster than the time entered for a lane which finished ahead of it.

IMPORTANT: Sometimes, when entering results, the tick box in the **Calculate** column can be accidentally deleted. To replace it, click on another unticked box, right click the mouse, select copy, return to the cell where the missing tick box belongs, right click the mouse and select paste.

Race Results Entry Continued [Results Entry Tab]

If an incorrect time is found, the following message will be shown.



After clicking the **OK** button, the cursor will return to the cell with the incorrect time.

1	6	Chapman, Trish	9	74	6	1	51		
1	7	Quinn, Michele	14	69	7	2	46		

The time may have been entered incorrectly, or the timekeeper may have recorded an incorrect time. If the time is incorrect, adjust the timekeeper's sheet to be the same as the time of the lane which finished ahead of it.

After correcting the time, click the tick box in the **Calculate** column to perform another check of the race times.

If the validation of race times is successful, the system will calculate the net race time for each lane and decide how to adjust the swimmer's handicap, for the next time they swim the event.

J	K	L	M	N	O	P	Q	R	S	T	U	V
Calculate	LaneTime	OldEvent	OldTime	ThisTime	Diff	Place	NewEvent	NewTime	Points	Status	Apply	Post
<input checked="" type="checkbox"/>	56	BK050	62	56	-6	2	BK050	56	7	Hcap Reduced	<input checked="" type="checkbox"/>	
	58	BK050	58	54	-4	3	BK050	54	5	Hcap Reduced	<input checked="" type="checkbox"/>	
	51	BK050	58	47	-11	1	BK100	109	9	Next Event	<input type="checkbox"/>	
	58	BK050	57	53	-4	4	BK050	53	5	Broke No Place	<input checked="" type="checkbox"/>	
	62	BK050	55	55		7	BK050	56	1	Let Out	<input checked="" type="checkbox"/>	
	60	BK050	54	52	-2	6	BK050	52	5	Broke No Place	<input checked="" type="checkbox"/>	
	60	BK050	54	52	-2	5	BK050	52	5	Broke No Place	<input checked="" type="checkbox"/>	
											<input type="checkbox"/>	

If the swimmer swam faster than their current handicap time, their handicap will be reduced.

If the swimmer has not swum a first, second or third place the last three times they swam the event, they are given a let out.

This also happens if the swimmer does not swim a first, second or third place the first time they swim the event in a new year.

Race Results Entry Continued [Results Entry Tab]

If the swimmer did not swim a first, second or third place, but they broke their current handicap time, the handicap will be reduced and they will be given extra points.

If the swimmer was swimming a time trial, they will be placed at the end of the race and their race time saved as their handicap for the event.

For junior swimmers, if they swim a time which is less than the time which causes a swimmer to be moved to the next distance, the next distance event code will be displayed and the adjusted handicap time, for that event, calculated.

If the tick box in the **Apply** column is ticked, the next distance event code and calculated handicap value will be updated for the swimmer.

Unticking the tick box will cause the system to retain the original handicap for the current distance, although the handicap will be reduced if the swimmer swam faster than the handicap.

If the swimmer can move to the next distance event, the tick box will be automatically ticked for freestyle events but will remain unticked for other strokes. In that case, the tick box must be ticked to cause the swimmer to move to the next distance event.

We want to force juniors to the next event for freestyle, but allow them to choose to move for breaststroke, backstroke or butterfly. This logic only applies for 50 to 100 metre moves.

After the calculations for a race are completed, the cursor moves to the first cell in the **Places** column for the next race.

On days where the tide is so high that only the judge's results and the first three race times are available, times for the fourth and subsequent swimmers will have to be made up. Normally, 99 or 199 seconds are entered. The time must be high enough to ensure a swimmer's handicap is not reduced after the starting handicap is deducted from their race time.

Swimmers who are not registered members, but who intend to register, can be added using the **Alternative Option for New Member** tab **New Member** and **Member Handicap** entry functions.

This will ensure they have handicap times available when they finally register.

Winter Timed Relay Results Entry [Timed Relay Results Tab]

This tab is used to enter the results of the timed relay. The Winter Relay sheet is required to perform the task. It is compiled at the poolside.

The pairs of swimmers, in the race, are entered from the top down. As well as each swimmer in a pair, the place they finished must be entered.

For each swimmer, click the **down arrow**, on the right side of the blank **Swimmer Names/Placing** column, to see a list of registered club members.

Pair	Field Name	Swimmer Names/Placing
1	Swimmer One:	
	Swimmer Two:	Adams,Deenie
	Place:	Adney,Elizabeth
2	Swimmer One:	Adney,George
	Swimmer Two:	Armstrong,Kerry
	Place:	Armstrong,Neil
3	Swimmer One:	Arnold,Chris
	Swimmer Two:	Aspinall,Belinda
	Place:	Barnett,David
4	Swimmer One:	Barnett,David
	Swimmer Two:	Barnett,David
	Place:	Barnett,David

Scroll down the list and click on the name of the swimmer for each pair. You can limit the list of names shown in the list by entering a few letters of the family name. When the name is selected, press the **ENTER** key. After selecting the names of each pair, enter the finishing place.

Pair	Field Name	Swimmer Names/Placing
1	Swimmer One:	Houten,Mary
	Swimmer Two:	Quinn,Michele
	Place:	1
2	Swimmer One:	Sullivan,Kevin
	Swimmer Two:	Dawson,Sue
	Place:	4
3	Swimmer One:	Lorimer,David
	Swimmer Two:	Lorimer,Louise
	Place:	3

Once all swimmer names and places are entered, the process is complete.

If a swimmer doubles up, only the result for the best placing should be entered. Use the name of someone who does not swim in Winter for the other half of the pair.

Update Completed Results Entry Data [Macro]

After all race results are entered, the results and updated handicaps must be updated to the **Handicaps** and **Race Results** tabs.

Select the following option from the **Swimming Club Options** dropdown menu.

Update Completed Results Entry Data

This is the final step in the task of processing the results for a race meeting.

Calculate	LaneTime	OldEvent	OldTime	ThisTime	Diff	Place	NewEvent	NewTime	Points	Status	Apply	Post
<input checked="" type="checkbox"/>	56	BK050	62	56	-6	2	BK050	56	7	Hcap Reduced	<input checked="" type="checkbox"/>	Yes
	58	BK050	58	54	-4	3	BK050	54	5	Hcap Reduced	<input checked="" type="checkbox"/>	Yes
	51	BK050	58	47	-11	1	BK100	109	9	Next Event	<input type="checkbox"/>	Yes
	58	BK050	57	53	-4	4	BK050	53	5	Broke No Place	<input checked="" type="checkbox"/>	Yes
	62	BK050	55	55		7	BK050	56	1	Let Out	<input checked="" type="checkbox"/>	Yes
	60	BK050	54	52	-2	6	BK050	52	5	Broke No Place	<input checked="" type="checkbox"/>	Yes
	60	BK050	54	52	-2	5	BK050	52	5	Broke No Place	<input checked="" type="checkbox"/>	Yes
											<input type="checkbox"/>	

As each result row is processed, the **Post** column will have the word **Yes** written to it. This stops the row being processed a second time.

Handicap data is stored in the **Handicaps** tab and looks like this,

Full Name	Event Code	BBB Stroke	Handicap Time	Last Time	Last Altered	Place Last Swim
Adams,Deenie	FR050		44	47	08/12/2019	5
Adney,Elizabeth	FR050		72	77	10/11/2019	7
Adney,Elizabeth	VB025		74	96	03/11/2019	5
Adney,Elizabeth	VE033		77	80		
Adney,George	BB050	BR	73	80	27/10/2019	5
Adney,George	BR050		74	83	03/11/2019	1
Adney,George	FR050		50	52	10/11/2019	7
Adney,George	VB025		59	60		

Racing Handicapping System

Results data is stored in the 'Race Results' tab and looks like this,

Full Name	Event Code	Race Date	Race Number	Handicap Time	Handicap Seconds	Result Time	Lane Number	Placing	Points
Adams, Deenie	FR050	08/12/2019	12	43	2	47	2	5	2
Adney, Elizabeth	FR050	20/10/2019	9	71	1	74	2	6	1
Adney, Elizabeth	FR050	27/10/2019	8	71	1	82	4	5	2
Adney, Elizabeth	FR050	03/11/2019	39	71	8	89	4	6	1
Adney, Elizabeth	FR050	10/11/2019	7	71	1	77	2	7	1
Adney, Elizabeth	VB025	03/11/2019	72	73	8	96	3	5	2
Adney, George	BB050	27/10/2019	24	72	2	80	3	5	2
Adney, George	BR050	20/10/2019	30	73	0	83	2	7	1
Adney, George	BR050	03/11/2019	59	74	7	83	6	1	9
Adney, George	FR050	20/10/2019	11	48	0	54	1	7	1
Adney, George	FR050	27/10/2019	10	49	30	55	3	7	1
Adney, George	FR050	03/11/2019	41	49	3	53	3	6	1
Adney, George	FR050	10/11/2019	8	49	9	52	7	7	1
Adney, George	VE033	20/10/2019	47	58	4	62	6	4	3
Adney, George	VE033	10/11/2019	41	59	3	59	3	3	5
Adney, George	VK025	10/11/2019	20	30	15	32	4	1	9

WARNING: Macros in Google Sheets can only run for four minutes. This macro may take longer than that if there are a lot of races. If the macro stops and shows a red 'time out' error message, just restart it.

Generate Abandoned Race Results [Macro]

If a race meeting is abandoned, part way the program, swimmers registered for the abandoned races are given three points.

Prior to running this macro, the results for any races that were run must be entered and updated.

The 'Generate Abandoned Races Results' will generate an entry for each swimmer in any race that was not run. The entries are written to the **Race Results** tab. The races processed are flagged as being **Updated**.

Note that **Vets 33** metre freestyle races are excluded from this process.

Backup the Summer and Winter Sheets

Google sheets are held in the cloud so there is no real need to back them up.

However, it is recommended that local backups are taken so there is a level of local control.

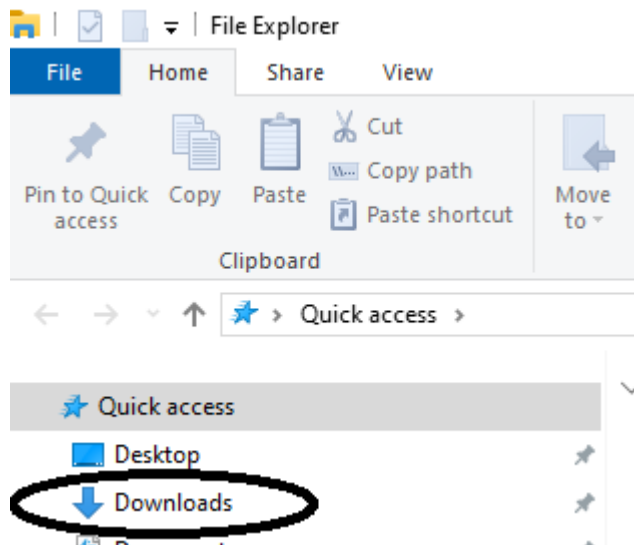
If there was a problem with the cloud backup or someone changed the scripts used by the sheets or some data was accidentally deleted, the missing information can be retrieved from the local backup.

Before performing the downloads, the old backups should be deleted from the **Downloads** directory.



Access the File Explorer icon on the Windows toolbar.



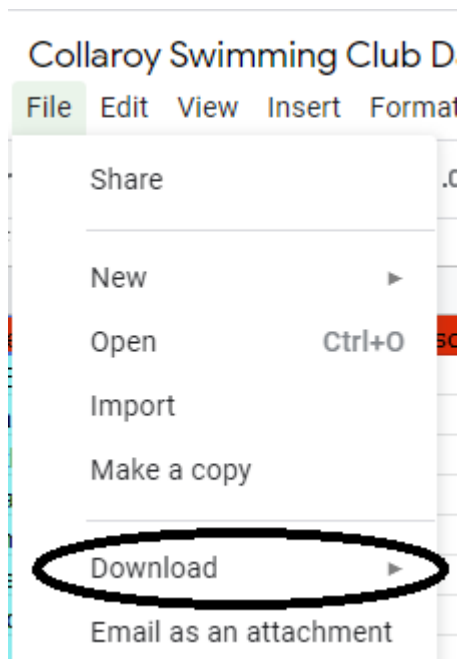
Access the **Downloads** directory in the top left corner of the File Explorer.



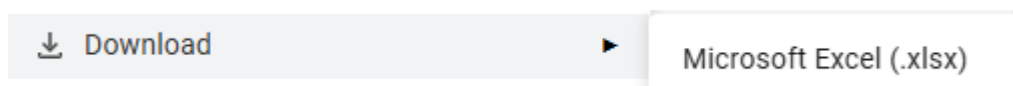
Delete any old Summer and Winter Excel sheets. They have a suffix of 'xlsx'.

▼ Today (2)			
	Winter Swimming.xlsx	30/04/2025 9:22 AM	Microsoft Excel W... 2,389 KB
	Summer Swimming.xlsx	30/04/2025 9:22 AM	Microsoft Excel W... 3,090 KB

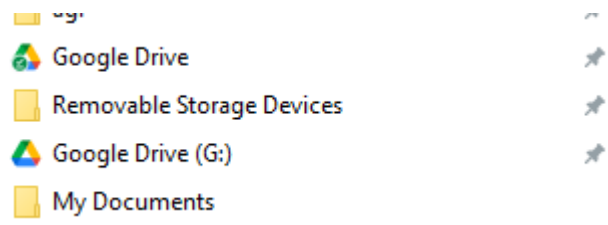
In the Google sheet, select the **Download** option from the **File** menu.



The backup should be in the form of an Excel spreadsheet.



After the Google sheet is downloaded to an Excel spreadsheet, it should be **Cut** and **Pasted**, from the **Downloads** directory, to the Google Drive.



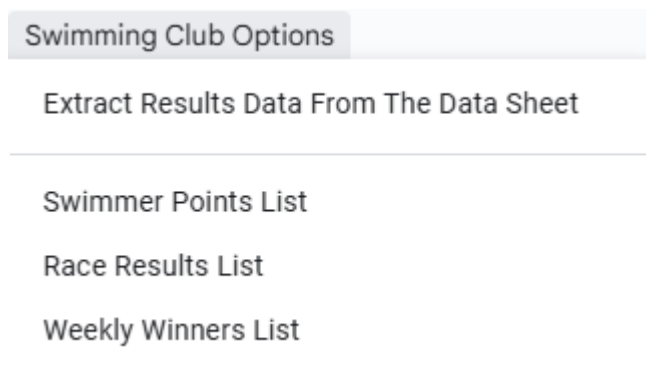
Weekly Reports [Collaroy SC Reports Sheet]

Reports which are added to the club website, every week, are generated in the **Collaroy SC Reports** sheet.

The **System** tab contains the name of the PDF file created for each report. These names must always be used as they are the names the website expects to see.

Points Totals Report PDF File Name	CSC_Points_List.pdf
Race Results Report PDF File Name	CSC_Results_List.pdf
Winners List PDF File Name	CSC_Winners_List.pdf

All operations performed by the **Collaroy SC Reports** sheet are executed by selecting a macro option from the **Swimming Club Options** dropdown menu.



Extract Results Data From The Data Sheet [Results Tab]:

This macro extracts data from the **Summer Swimming** sheet and writes it to the **Members** and **Results** tabs of the **Collaroy SC Reports** sheet.

The information used to generate the reports.

Swimmer Points List [Points Totals Tab]:

This report shows the points accumulated, by event, for all swimmers for the year to date.

Race Results List [Race Results Tab]:

This report shows the results of each race swum for the year. The report prints race meetings from the latest to the earliest.

Weekly Winners List [Winners List Tab]:

This report shows the winners of each race swum for the year. The report prints race meetings from the latest to the earliest.

There should be no reports produced for the last three weeks of the season. This is to ensure swimmer points scores are not known before **Presentation Day**.

The reports are to be supplied, in **PDF** form, to the person who maintains the club website. See the section at the end, called **Create PDF And Excel Spreadsheet Reports**, for instructions on how to create a **PDF** report.

Tuesday

Prepare For Distance Swimming (Summer) *Open Forms For Race Meeting*

The form, used by swimmers to register for swimming and to nominate the distances they wish to swim, should be opened on Tuesday or no later than midday on Wednesday.

These are the forms, accessed from the club website, by clicking this button.



CLICK TO REGISTER FOR LONG DISTANCE
RACES

Follow the instructions from **Saturday - Prepare For Sunday Swimming (Summer and Winter) - Open Forms For Race Meeting** to open the form.

IMPORTANT: On nights where championships are run, there must still be an option for swimmers to register to swim a **200m freestyle** race if they don't want to compete in the championship races.

Wednesday

Poolside Tasks Distance Swimming (Summer) *Swimmer Registration and Report Generation*

All swimmers must be registered online. Swimmers who cannot register online can be registered poolside by asking another swimmer to do it for them, on their phone.

The tablet and results sheets, used for Distance swimming, are kept in a plastic box, with a green lid, in the club storeroom.

When all swimmers are registered, the online registration form must be closed and the **Event Race List** and **Results Entry Sheet** generated.

It is a good idea to ask everyone present if they are registered before closing the forms.

The tablet must be connected to a hotspot device. We normally use the hotspot on someone's phone. The processes, run on the tablet, do not use much data.

See the section called **Distance Swimming Tablet Operation** (two pages on) for detailed instructions on how to connect and use the tablet.

On the tablet, tap the **Summer Manager** icon, select **Extract Responses and Generate Event Race List** then select **Submit**. This process will take a few minutes to extract the online registrations and generate the event race list.

CRITICAL REQUIREMENT: the length of time taken to run the process may vary, depending on how busy the Google servers are. The process has never failed. You must be patient and give it time to run.

When the extraction is finished there will be a line which shows the current date, the description **Extract Responses and Generate Event Race List** and a status of **Completed**.

Tap the **Summer Swimming** icon on the tablet and access the **Tablet Manager** tab.

Racing

Races are run using the **Event Race List** tab in the **Summer Swimming** sheet.

Results Recording

Freestyle and form stroke results are recorded on the sheet with the heading **COLLARROY SWIMMING CLUB**. The day's date must be added to the sheet.

Lane placing and time results are recorded in the order that swimmers finish.

For example,

Lane 3 – 1:05:23
Lane 4 – 1:06:35
Lane 1 – 1:06:89
Lane 2 – 1:08:01

Results Processing

The results sheets must be given to the person who will be entering the results details.

A photograph of the results can be sent, as they are quite useable.

There are detailed instructions on how results are to be entered in the **Race Results Entry [Results Entry Tab]** section.

CRITICAL REQUIREMENT: Unlike the Summer and Winter swimming, where race times are rounded up and entered in seconds, Distance swimming results are rounded up and entered in **minutes and seconds**.

For example, a time of 1:23:45 is entered as 1.24.

Every four weeks, someone needs to take the box (containing the tablet) home so it can be recharged. It should be someone who intends to swim the following Wednesday. The charger for the tablet is at the bottom of the box,

Distance Swimming Tablet Operation

The tablet must be connected to a hotspot device. The club hotspot device is used on Sunday morning, so we normally connect to the hotspot on someone's phone. The processes, run on the tablet, do not use much data.

When both are turned on, the tablet should connect automatically.

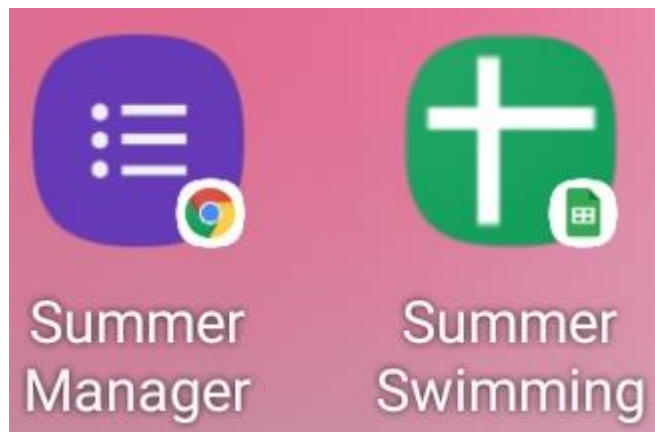
The PIN for the tablet is 1952.

If there is no connection, you may connect by placing a finger on the tablet screen and sliding it upwards. Tap on **Settings** then **Connections** then **WiFi** then the button to turn on the WiFi.

Select the hotspot to be used.

When all swimmers are registered, the online registration form must be closed and the **Event Race List** and **Results Entry Sheet** generated.

The following icons appear at the top of the main screen on the tablet.



Tap the **Summer Manager** icon and select **Extract Responses and Generate Event Race List** option then **Submit**.

Select the task to perform

☐ Extract Responses and Generate Event Race List

Racing Handicapping System

This process will take three to five minutes to extract the online registrations and generate the event race list.

CRITICAL REQUIREMENT: the length of time taken to run the process may vary, depending on how busy the Google servers are. The process has never failed. You must be patient and give it time to run.

To monitor the progress of the extraction, tap the **Summer Swimming** icon and access the **Tablet Manager** tab (located at the bottom of the screen).

When the extraction is finished there will be a line which shows the following information and a status of **Completed**.

A	B	C
Timestamp	Select the task to perform	Status
20/12/2020 01:34:15	Extract Responses and Generate Event Race List	Completed

If the **Summer Swimming** icon fails to link to the **Summer Swimming** sheet, the sheet may be accessed by placing a finger on the tablet screen and sliding it upwards. Tap the **Sheets** icon. The **Summer Swimming** sheet will be shown in the list of sheets.

Place a finger on the tablet screen and slide it downwards to return to the normal tablet screen.

When all races are complete, power down the tablet by holding down the **On/Off** button until the **Power Off** icon appears.

The box should be placed back in the storeroom.

Every four weeks, on a Sunday, the box containing the swimming tablet should be taken upstairs and the tablet recharged.

The charger for the swimming tablet is at the bottom of the box,

January

Summer Swimming Championship Preparation Weeks Swum List

The reports used for championship preparation are run from the **Collaroy SC Reports** sheet.

Swimmers who are eligible to compete in the club championships must have swum a minimum number of weeks up to and including a specific Sunday in January. It is called the **Qualification Date**. They must also be financial.

The **Weeks Swum List** shows the number of weeks and dates each swimmer has swum, up to the date. A swim on a Sunday or a Wednesday is treated as a single week. Note that a swim on a Sunday and the following Wednesday is only treated as a single week. The report appears in the **Weeks Swum** tab.

The **Weeks Swum List With Birth Date** includes the date of birth of the swimmer.

Swimming Club Options

Extract Results Data From The Data Sheet

Swimmer Points List

Race Results List

Weekly Winners List

Weeks Swum List

Weeks Swum List With Birth Date

Usually the **minimum number of weeks** to be swum is set at 5. In some circumstances, the number of weeks may be reduced or increased.

Before running the **Weeks Swum List**, the number of weeks, for that season, should be set in the system parameter in the **System** tab.

Field Name	Field Data
Data Spreadsheet ID	1bvCWX0pW6G
Number of Weeks To Have Swum To Qualify for Championships	5

CRITICAL REQUIREMENT: Before running the report, the **Extract Results Data From The Data Sheet** must be run to ensure the latest **Summer Swimming** results are copied to the **Collaroy SC Reports** sheet.

CRITICAL REQUIREMENT: The report must be run as soon as the results for the **Qualification Date** race meeting are entered and copied to the **Collaroy SC Reports** sheet. We do not want swims for weeks after the qualification date to be included.

Fastest Times Report

The **Fastest Times** report lists swimmers, by event, from the fastest to the slowest. There is a version for short distances and a version for long distances.

Each report is printed in two phases – the preparation phase and the printing phase. This is done because the time taken to prepare and print a report exceeds the maximum running time Google allows for a macro.

The reports can be run from the **Swimming Club Options** dropdown menu.

Fastest Times List - Prepare Short

Fastest Times List - Prepare Long

Fastest Times List - Print

All reports appear in the **Fastest Swimmers** tab.

The **System** tab contains the name of the PDF file created for each report. These names must always be used as they explain the content of each report.

Weeks Swum List PDF File Name	CSC_Weeks_List.pdf
Fastest Times List File Name - Short Distance	CSC_Fastest_Times_Short.pdf
Fastest Times List File Name - Long Distance	CSC_Fastest_Times_Long.pdf

Report Formats

The reports can be supplied in **PDF** form and as an **Excel** spreadsheet. Before generating them, ask the person who requested them what format they would like to receive.

See the section at the end, called **Create PDF And Excel Spreadsheet Reports**, for instructions on how to create both versions of the report.

February

Distance Championships Normal Races

Build a Race List for Distance Championships [Macro]

Distance championships normally start in February.

When distance championships are run, there is usually a 200 metre freestyle race for those swimmers who do not want to compete in the championships.

If anyone swims in that race they will receive points for the swim, when the results are processed. If no one swims in that race, this process is not needed.

To make it fair for swimmers competing in the championship races, a race must be constructed from the championship results, so they also get points.

This macro builds a list used to enter the results of distance championship events which must also be recorded as standard results.

The top part of the **Build Race** tab is updated with details of race and lane numbers as the race list is built. Before starting, check that the **Current Race Number** matches the first race number on the handwritten championship results.

Event	New Race	Event/Swimmer	Tick	Race	Lane	Hcap	Time	Bbb	Offset	Post
		Current Race Number:		1						
		Current Lane Number:		0						
		Current Lane Row		0						

A race is built by clicking the tick boxes in the order of race and lane numbers.

The **leftmost tick box** is clicked to start a new race. The swimmer in lane one of a new race must be selected first.

		FREESTYLE 200M								
FR200	<input type="checkbox"/>	Denton,Jasmyn	<input type="checkbox"/>						0	
FR200	<input type="checkbox"/>	Morgan,Belinda	<input type="checkbox"/>						0	
FR200	<input type="checkbox"/>	Clancy,Ron	<input type="checkbox"/>						339	
FR200	<input type="checkbox"/>	Arnold,Chris	<input type="checkbox"/>						334	

Racing Handicapping System

The **rightmost tick box** is used to select the remaining swimmers, in a race, from lane two to lane eight.

FR200	<input type="checkbox"/>	Taylor, Alan	<input type="checkbox"/>				296
FR200	<input checked="" type="checkbox"/>	Ortolan, Jonah	<input checked="" type="checkbox"/>	50	2	0	289
FR200	<input type="checkbox"/>	Lorimer, Louise	<input type="checkbox"/>				279
FR200	<input type="checkbox"/>	Adams, Deenie	<input type="checkbox"/>				278
FR200	<input type="checkbox"/>	Ortolan, Vanessa	<input checked="" type="checkbox"/>	50	6	13	276
FR200	<input type="checkbox"/>	Fitch, Leilani	<input type="checkbox"/>				258
FR200	<input type="checkbox"/>	Postle, Julia	<input type="checkbox"/>				256
FR200	<input type="checkbox"/>	Gillmer, Nicole	<input checked="" type="checkbox"/>	50	5	37	252
FR200	<input type="checkbox"/>	Menyhart, Ziggy	<input type="checkbox"/>				251
FR200	<input type="checkbox"/>	Carmont, Karen	<input type="checkbox"/>				249
FR200	<input type="checkbox"/>	McKee, Justine	<input checked="" type="checkbox"/>	50	3	42	247
FR200	<input type="checkbox"/>	Dhanommitrapap, Tida	<input type="checkbox"/>				246
FR200	<input type="checkbox"/>	Hatch, Charlotte	<input type="checkbox"/>				243
FR200	<input type="checkbox"/>	Wallace, Rod	<input type="checkbox"/>				243
FR200	<input type="checkbox"/>	Sandridge, Chris	<input checked="" type="checkbox"/>	50	4	50	239
FR200	<input type="checkbox"/>	Sandridge, Michael	<input type="checkbox"/>				235

As a race is built, the **Race**, **Lane** and **Hcap** (ie. starting handicap) numbers are automatically calculated. Swimmers must be entered in a strict race and lane number sequence, but races and lanes may be mixed up on the sheet itself.

In championships, there is not necessarily a swimmer in lane one. If that is the case, the lane in which the first swimmer swam must be entered before any other swimmers are selected.

FR200	<input type="checkbox"/>	Taylor, Alan	<input type="checkbox"/>				296
FR200	<input checked="" type="checkbox"/>	Ortolan, Jonah	<input checked="" type="checkbox"/>	50	2	0	289
FR200	<input type="checkbox"/>	Lorimer, Louise	<input type="checkbox"/>				279

The macro generates a list for all distance and medley strokes. Only use the events which were raced in the championship. Any races with no results entered are ignored.

CRITICAL REQUIREMENT: Because the sheet is online, the calculation and updating of race, lane and handicap values is not fast. **After you tick a box, wait until the cursor moves to the next tick box before you tick another one.** If a lane number is duplicated, correct it in the relevant cell.

You must be patient when using this tab.

Copy Distance Champs Build to Results Entry [Macro]

This macro is used to transfer details of events, created in the **Build A Race List for Distance Championships** tab, to the **Results Entry** tab. The details are added to the bottom of any existing data in the **Results Entry** tab.

Race	Lane	Event/Swimmer	Hcap	Time	Bbb	ActLn	Places	Times	Calculate	LaneTime
67	1	Brown,Anthony	2	40		1	5	21.5	<input checked="" type="checkbox"/>	21.5
67	2	McAllan,Graham	3	39		2	1	22.5		
67	3	Feltscheer,Rob	4	38		3	4	21		
67	4	Smith,Neil	5	37		4				22.5
67	5	Harling,Liam	6	36		5				21
67	6					6				
67	7					7				
67	8					8				
		FREESTYLE 200M								
50	2	Ortolan,Jonah	0	4.49		2			<input type="checkbox"/>	
50	3	McKee,Justine	42	4.07		3				
50	4	Sandridge,Chris	50	3.59		4				
50	5	Gillmer,Nicole	37	4.12		5				
50	6	Ortolan,Vanessa	13	4.36		6				

After the race details are added, the cursor is set to the first cell in the column used to enter race result lane placings.

OldEvent	OldTime	ThisTime	Diff	Place	NewEvent	NewTime	Points	Status	Apply	Post
VE033	40	41	1	2	VE033	40	7		<input checked="" type="checkbox"/>	Yes
VE033	39								<input type="checkbox"/>	
VE033	38								<input type="checkbox"/>	
VE033	37	40	3	3	VE033	37	5		<input checked="" type="checkbox"/>	Yes
VE033	36	36		1	VE033	36	9		<input checked="" type="checkbox"/>	Yes
									<input type="checkbox"/>	
									<input type="checkbox"/>	
									<input type="checkbox"/>	
FR200	289								<input type="checkbox"/>	
FR200	247								<input type="checkbox"/>	
FR200	239								<input type="checkbox"/>	
FR200	252								<input type="checkbox"/>	
FR200	276								<input type="checkbox"/>	

If existing results, in the **Results Entry** sheet, have been processed and updated to the **Race Results** sheet, the **Post** column will have the word **Yes** placed in it. This stops them being processed a second time.

Convert Distance Champs To A Race [Race Adjuster Tab]

Distance championship events, to be recorded as standard races so the swimmer also gets points, must be adjusted to add the **starting handicap times** to the **times recorded in the race**, for each swimmer. The **placings** order of the race is then calculated based on the adjusted times.

When the **Results Entry** sheet is generated, by the previous step, the details of the swimmers are also written in the **Race Adjuster** tab.

Race	Lane	Event/Swimmer	Handicap	Actual Time	Adjusted Time	Placings
		FREESTYLE 200M				
50	2	Ortolan,Jonah	0			
50	3	McKee,Justine	42			
50	4	Sandridge,Chris	50			
50	5	Gillmer,Nicole	37			
50	6	Ortolan,Vanessa	13			
51	2	Williams,Guy	0			
51	3	Hamilton,Patricia	37			
51	4	Brown,Anthony	51			
51	5	McKee,Andrew	51			
51	6	Matthews,Annabelle	23			

It is a manual task to calculate the adjusted race details. The first step is to add the **Actual Times**, from the timekeeper sheets, to the sheet. The second step is to add the **handicap seconds** to the **actual times** to get the **Adjusted Times**.

Finally, the placings, for the race, are calculated using the **Adjusted Times**.

The placings and adjusted times can then be entered in the **Results Entry** sheet.

Race	Lane	Event/Swimmer	Handicap	Actual Time	Adjusted Time	Placings
		FREESTYLE 200M				
50	2	Ortolan,Jonah	0	4.21	4.21	2
50	3	McKee,Justine	42	4.08	4.50	6
50	4	Sandridge,Chris	50	4.22	5.12	4
50	5	Gillmer,Nicole	37	4.16	4.53	5
50	6	Ortolan,Vanessa	13	4.34	4.47	4
51	2	Williams,Guy	0	3.45	3.44	3
51	3	Hamilton,Patricia	37	3.02	3.38	2
51	4	Brown,Anthony	51	3.08	3.59	6
51	5	McKee,Andrew	51	3.01	3.52	5
51	6	Matthews,Annabelle	23	3.22	3.45	4

March

Swim Club And Surf Club Relays

Relay Reports

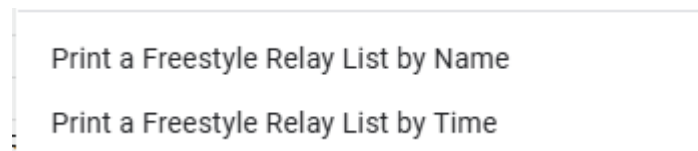
There are two relay reports which list the 50 metre freestyle handicap times for all members.

The first report is printed in member name sequence. It is used to create teams for **internal swimming club** relays.

The second report is printed in handicap time sequence, from fastest to slowest. It is used to select swimmers for the relay against the **Collaroy Surf Club**.

The report is only available in the **Summer Swimming** sheet.

The reports are run from the **Swimming Club Options** dropdown menu.



The reports appears in the **Relay List** tab.

If a swimmer does not have a 50 metre handicap time, the report will calculate one from the handicap time for the distance they swim.

Easter

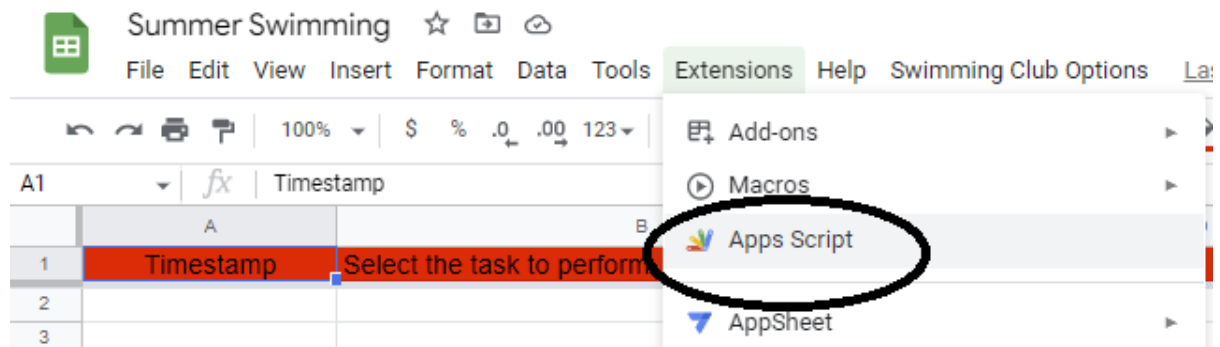
New Season Preparation for Winter Swimming Process to Set Up the Winter System

To reset the system, at the start of the winter season, two macros must be run in the **Winter Swimming** sheet.

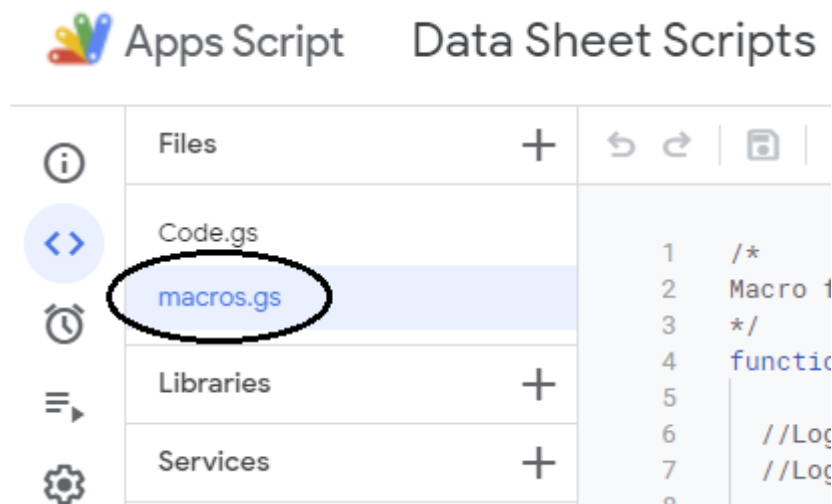
Before running the macros, you must create a copy of the **Winter Swimming** sheet and rename it **Final Winter Swimming YYYY** (ie. 2025). Copies of the sheet which are older than two years ago should be deleted.

The macros do not appear in the **Swimming Club Options** dropdown menu as they could be run accidentally, during the year.

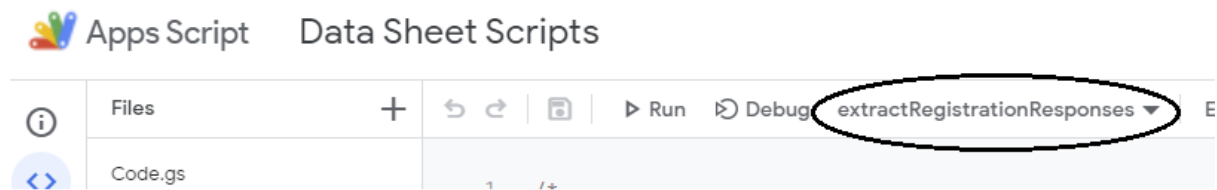
They are accessed via the **Apps Script** option in the **Extensions** dropdown menu.



Click on the **macros.gs** file name.



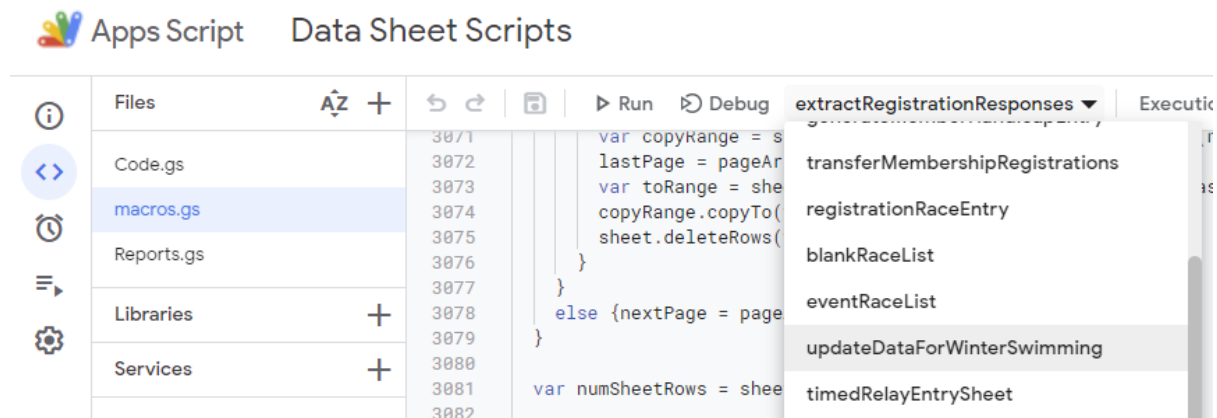
Click on the down arrow beside the name of the first macro in the file.



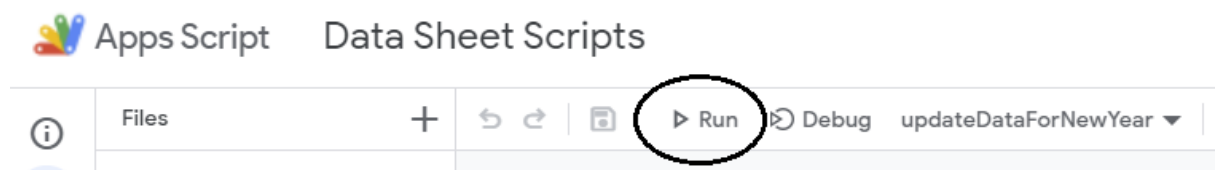
Macro To Reset Data for New Season

This macro updates the new season start and finish dates, recalculates the division codes for each swimmer using the new dates and clears the data from the previous season from the system.

Use the slider bar to locate the macro named **updateDataForWinterSwimming** and click on it to select it.



Check that the **updateDataForWinterSwimming** name is showing in the macro name box and select to **Run** the macro.



The macro will take a couple of minutes to run to completion.

Leave the screen showing on your laptop or desktop, while the macro is running, as performing other tasks seems to slow it down and you risk a timeout.

The hotspot and its charger should be transferred from the box in the office to the box in the storeroom. Make sure the tablet and hotspot are fully charged.

April

Presentation Day Reports

Summer Swimming Points Lists

The **Points Lists** reports show members' points scores, by event, from highest to lowest.

The reports are used to decide what prizes are given, to each swimmer, on Presentation Day.

The reports are printed from the **Collaroy SC Reports** sheet.

The reports can be run from the **Swimming Club Options** dropdown menu.

Year Points Vets Only

Year Points BBB Only

Year Points No BBB No Vets

Year Points BBB No Vets

Year Points Vets No BBB

Year Points Distance Only

Year Points Form Strokes

Year Points Parent & Child

All reports appear in the **Year Points Totals** tab.

The **System** tab contains the name of the PDF file created for each report. These names must always be used as they explain the content of each report.

Year End Points Vets Only	Points_Vets.pdf
Year End Points BBB Only	Points_BBB.pdf
Year End Points No BBB No Vets	Points_NoBBBNoVets.pdf
Year End Points BBB No Vets	Points_IncBBBNoVets.pdf
Year End Points Vets No BBB	Points_NoBBBIncVets.pdf
Year Points Distance	Points_DistanceOnly.pdf
Year Points Form Strokes	Points_FormStrokes.pdf
Year Points Parent and Child	Points_ParentChild.pdf

Summer Swimming Year Results

The **Year Results** reports show a list of times achieved, by event, for each swimmer. The report is printed in alphabetic sequence by swimmer's family name.

For each event, they show the start handicap time, the best time swum and the finishing handicap time.

They are used to prepare the **Presentation Day** program and to decide who the **most improved** swimmers are.

The reports are printed from the **Collaroy SC Reports** sheet.

The reports can be run from the **Swimming Club Options** dropdown menu.

Year Results By Event

Year Results By Event No BBB

Improver Year Results

The second report is the same as the first, except that it excludes BBB results.

All reports appear in the **Year Results Summary** tab.

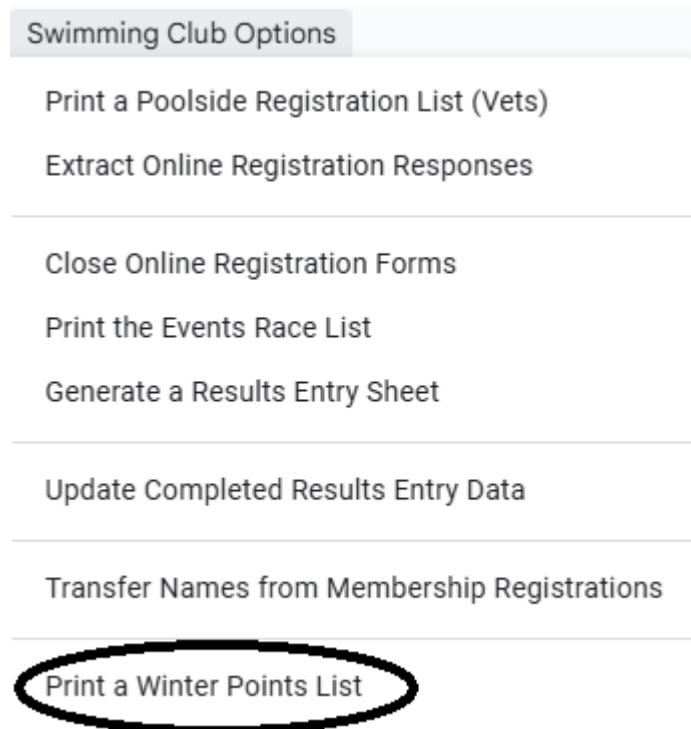
The **System** tab contains the name of the PDF file created for each report. These names must always be used as they explain the content of each report.

Year Results By Event	Year_Results_By_Event.pdf
Year Results By Event No BBB	Year_Results_By_Event_No_BBB.pdf
Improver Year Results	Improver_Year_Results.pdf

Winter Swimming Points List

The **Winter Swimming Points List** is required to select the winner of the Winter Swimming trophy. The report is printed from the **Winter Swimming** sheet.

The reports are run from the **Swimming Club Options** dropdown menu.



The report is created in the **Points Totals** tab.

The report should be given the name **WinterSwimmingPointsList.pdf**.

Report Formats

The **Points List** reports can be supplied in **PDF** form and as an **Excel** spreadsheet. Before generating them, ask the person who requested them what format they would like to receive.

See the section at the end, called **Create PDF And Excel Spreadsheet Reports**, for instructions on how to create both versions of the report.

July

Reset Member Portal For Summer Swimming

Reset The Online Portal

At the start of each **Summer Swimming** season, all members must register with the club via the online membership portal. The portal is accessed by clicking the following button on the **Collaroy Swimming Club** website.

CLICK HERE TO RENEW OR JOIN USING OUR
ONLINE PORTAL

The information entered is stored in the **Collaroy Swimming Club Member Registrations** sheet.

This sheet is used by the **Club Registrar** to record details of members who are financial and to register members with **WASA**, for insurance purposes.

Each year, the **Collaroy Swimming Club Member Registrations** sheet is reset for the new summer season. The reset should be performed well before the new summer season starts.

However, as some swimmers register for **Winter Swimming** only, the reset can only be performed a few months after that season starts.

The end of July is the perfect time to perform the reset. It is done via a macro.

Before running the macro to reset the sheet, you must create a copy of the **Collaroy Swimming Club Member Registrations** sheet and rename it **Final Collaroy Swimming Club Member Registrations YYYY** (ie. 2025).

The macro to reset the portal is run from the **Summer Swimming** sheet.

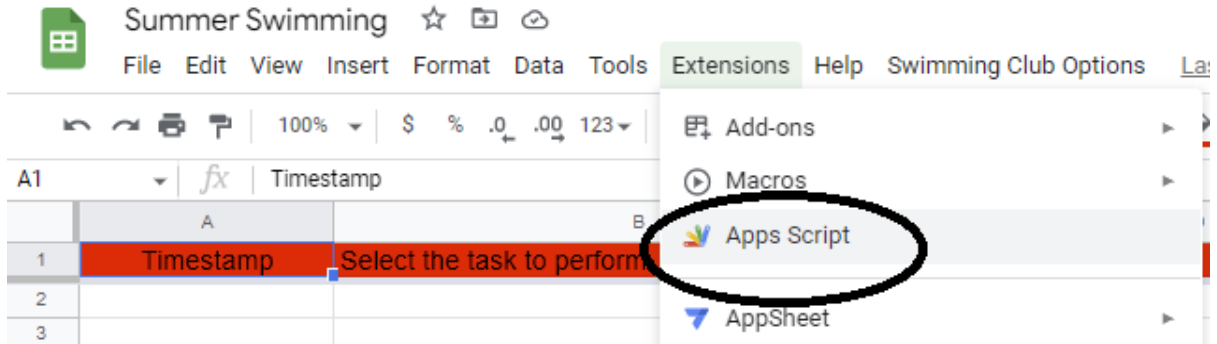
Important: The reset can only be run after the Club Committee has set the membership fees for the new season. The fees are listed in the online membership portal form.

EXPLAIN HOW TO CHANGE DATE IN HEADER OF FORM AND UPDATE MEMBERSHIP FEES

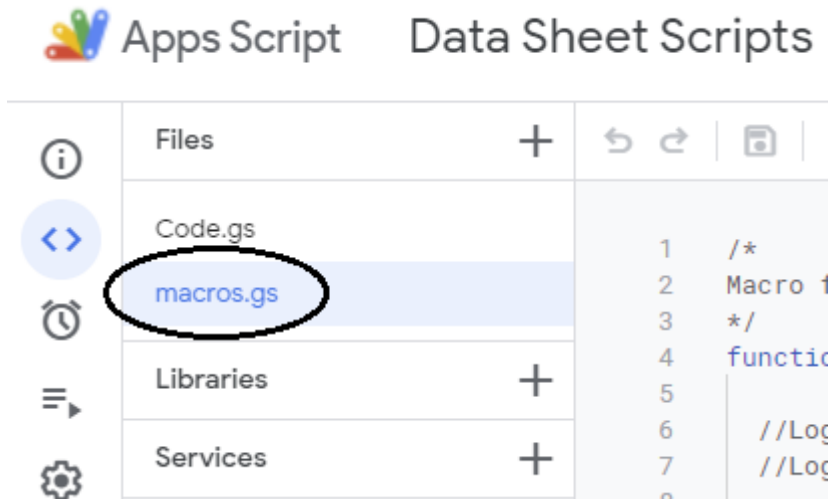
Racing Handicapping System

The macro does not appear in the **Swimming Club Options** dropdown menu as it could be run accidentally, during the year.

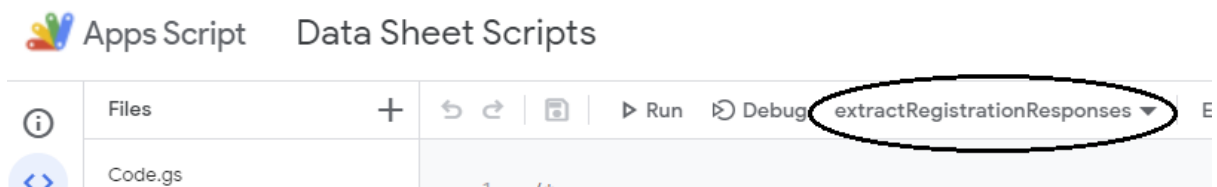
It is accessed via the **Apps Script** option in the **Extensions** dropdown menu.



Click on the **macros.gs** file name.

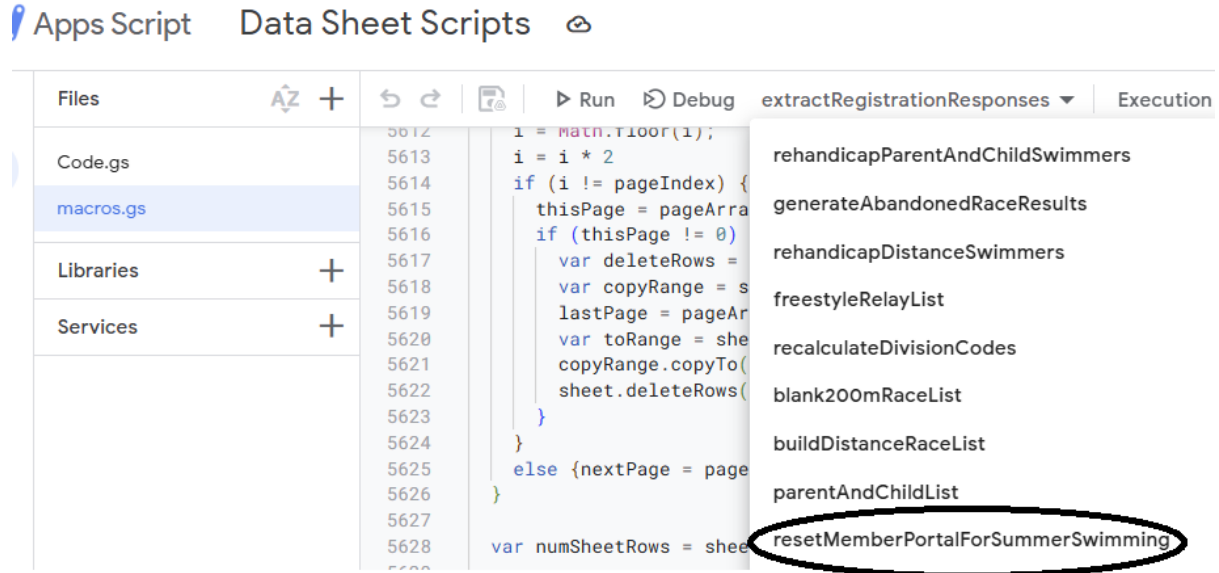


Click on the down arrow beside the name of the first macro in the file.

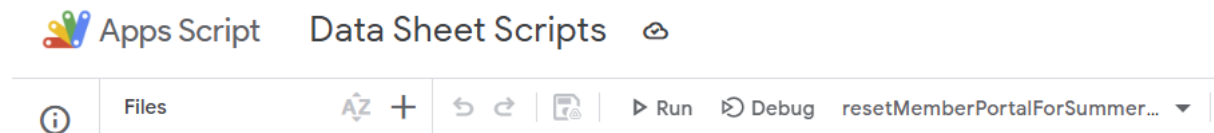


Macro To Reset The Online Portal

Locate the macro named **resetMemberPortalForSummerSwimming** and click to select it.



Check that the **resetMemberPortalForSummerSwimming** name is showing in the macro name box and select to **Run** the macro.



The macro should take a couple of minutes to run to completion.

Leave the screen showing on your laptop or desktop, while the macro is running, as performing other tasks seems to slow it down and you risk a timeout.

September

New Season Laptop Preparation Hotspot Preparation

We normally purchase data, for the hotspot, for 12 months at a time. The data should be purchased before the new season starts.

The current Telstra website, used to recharge the hotspot, is <https://recharge.telstra.com.au/enternumber>.

If that website no longer exists, perform a Google search on **telstra hotspot recharge**.

The phone number for the hotspot is **0460 314 068**.

The hotspot and charger may have to be retrieved from the box used for **Winter Swimming**.

Laptop Preparation

Before processing the **New Season Preparation For Summer System** tasks, the two Windows laptops must be turned on and be allowed to load the latest Windows updates. This can sometimes take a couple of hours to be completed.

The Chromebook should also be started up, any upgrades are performed quickly.

All machines must be connected to the hotspot when they are updated.

Results Recording Sheets

There are two sheets used to record results for **Winter Swimming** and **Distance Swimming**.

The **Results Sheet** is used to record the results of normal races for **Winter Swimming** and **Distance Swimming**.

The **Timed Relay** sheet is used to record results of the **Winter Swimming** timed relay.

At the start of each season the folder, in the box which contains the tablet used for **Winter Swimming** and **Distance Swimming**, should be checked to make sure there are enough of both sheets. You will need at least 40 of the **Results Sheet** and 25 of the **Timed Relay** sheet.

There should also be a check to ensure there are enough **New Member Handicap/Change Forms**. They are kept in the office of the clubrooms.

There is a link to PDFs, for all the sheets, on the Windows laptops.

October

New Season Preparation For Summer System Process to Set Up the Summer System

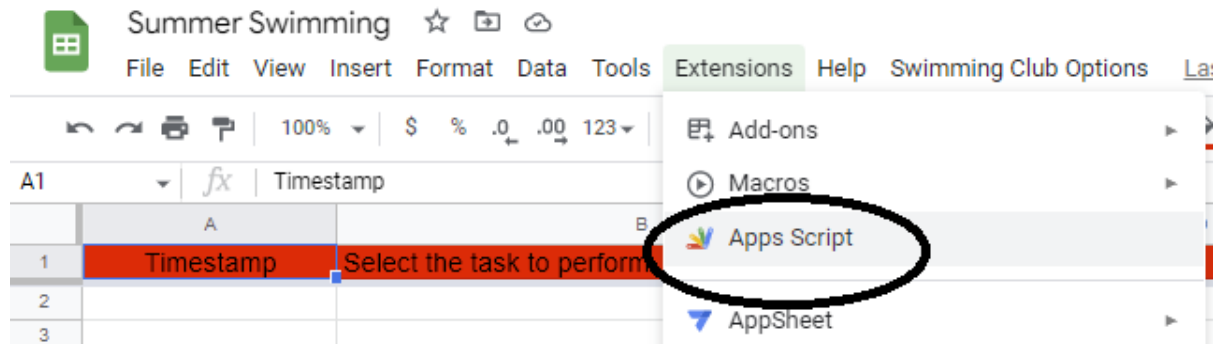
To reset the system, at the start of the summer season, two macros must be run in the **Summer Swimming** sheet.

The tasks should be performed a few weeks before the new season starts, as it is almost certain that the laptops will want to apply updates to Windows. They can take an hour or more to process.

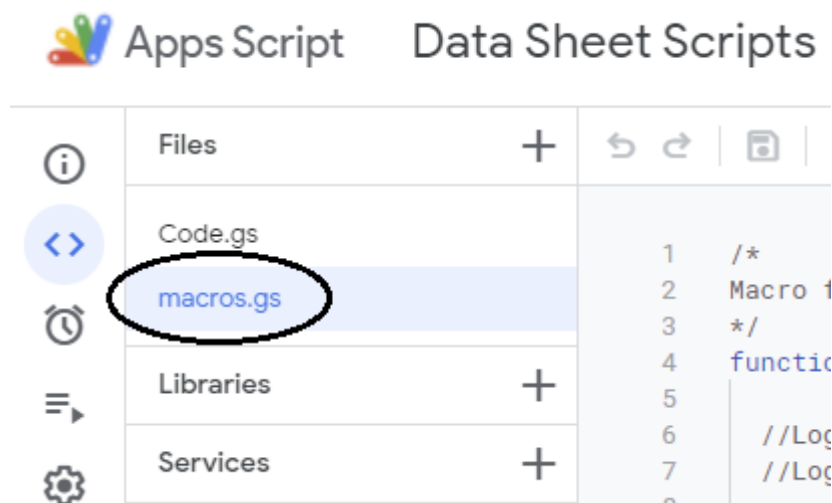
Before running the macros, you must also create a copy of the **Summer Swimming** sheet and rename it **Final Summer Swimming YYYY/YY** (ie. 2024/25).

The macros do not appear in the **Swimming Club Options** dropdown menu as they could be run accidentally, during the year.

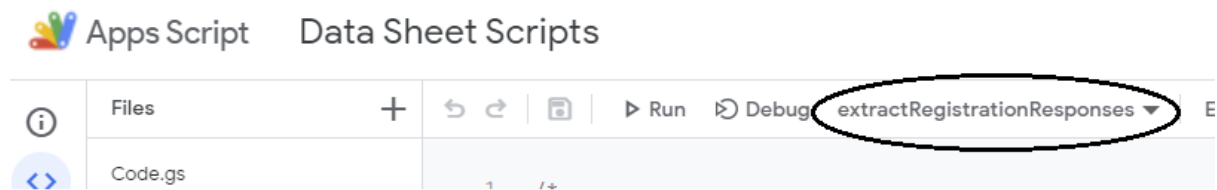
They are accessed via the **Apps Script** option in the **Extensions** dropdown menu.



Click on the **macros.gs** file name.



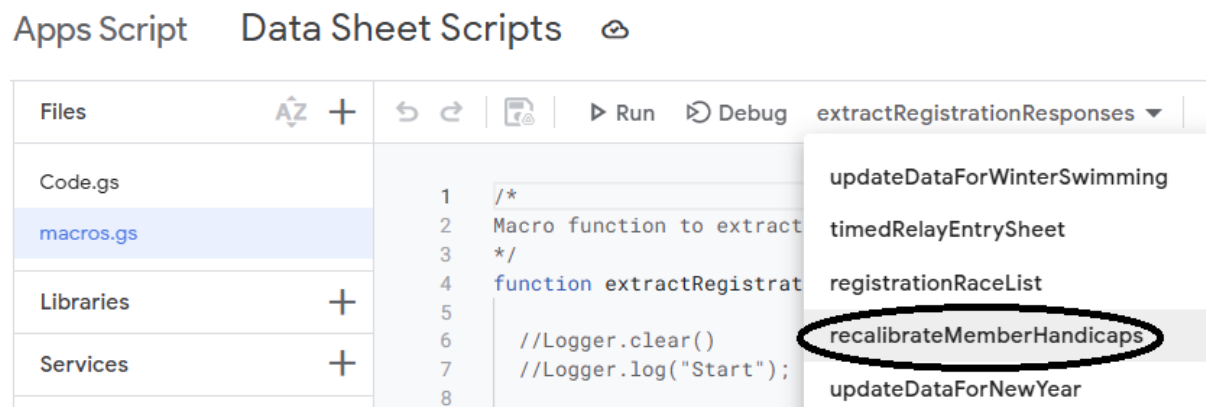
Click on the down arrow beside the name of the first macro in the file.



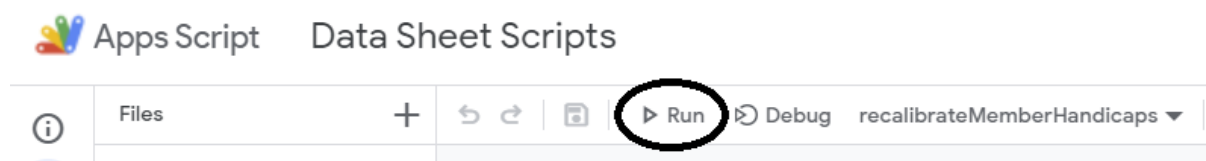
Macro To Recalibrate Swimmer Times

The macro is optional. It reviews every event handicap time for a swimmer and checks it against the fastest time the swimmer swam last season. If the fastest time is two seconds or more slower than the handicap time, the handicap time is adjusted to the fastest time minus a second.

Use the slider bar to locate the macro named **recalibrateMemberHandicaps** and click on it to select it.



Check that the **recalibrateMemberHandicaps** name is showing in the macro name box and select to **Run** the macro.



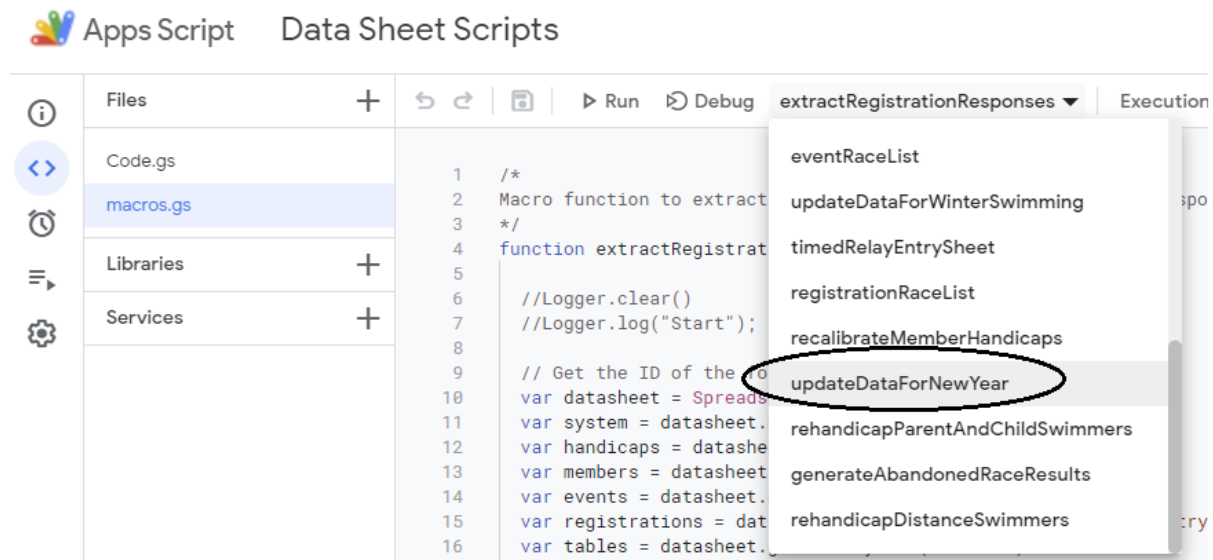
The macro should take a couple of minutes to run to completion.

Leave the screen showing on your laptop or desktop, while the macro is running, as performing other tasks seems to slow it down and you risk a timeout.

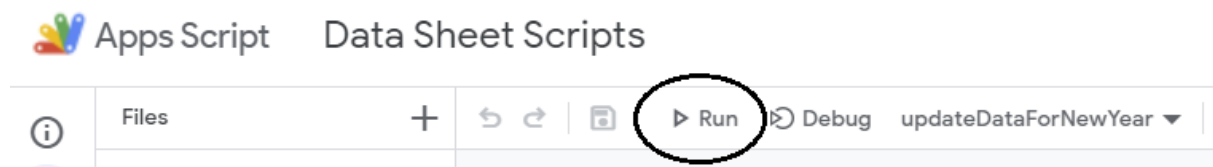
Macro To Reset Data For New Season

This macro updates the new season start and end dates, recalculates the division codes for each swimmer, using the new dates, and clears the data from the previous season out of the system.

Use the slider bar to locate the macro named **updateDataForNewYear** and click on it to select it.



Check that the **updateDataForNewYear** name is showing in the macro name box and select to 'Run' the macro.



The macro should take a couple of minutes to run to completion.

Leave the screen showing on your laptop or desktop, while the macro is running, as performing other tasks seems to slow it down and you risk a timeout.

Transfer Names From Membership Registrations

At the start of each **Summer Swimming** season, all members must register with the club via the online membership portal. The portal is accessed by clicking the following button on the **Collaroy Swimming Club** website.

**CLICK HERE TO RENEW OR JOIN USING OUR
ONLINE PORTAL**

The information entered is stored in the **Collaroy Swimming Club Member Registrations** sheet.

The **Open Forms For Race Meeting** function checks the **Collaroy Swimming Club Member Registrations** sheet to see if any new or existing members have registered. The details of new members are copied to the **Members** tab of the **Summer Swimming** sheet.

In the weeks prior to the first swim of the year, it is a good idea to run the macro which also performs the same function.

Select the option from the **Swimming Club Options** dropdown menu.

Transfer Names from Membership Registrations

This process will take a few minutes to extract the new member details.

Once the macro is complete, the tasks described in the **Prepare For Sunday Swimming - Check For New Members** section should be performed.

Members start registering well before the first swim of the summer season. This macro allows you to check the details of those members carefully, instead of in a rush on the Saturday before the first swim.

First Parent And Child/Brace Event For Year

Parent And Child/Brace List

Prior to the first **Parent and Child/Brace** event being run, for a new season, the **Parent and Child/Brace Pairs List** report should be printed and circulated to all members.

Members should be asked to send a return email nominating any new pairings they wish to use. The aim is to have most new pairings entered in the system prior to the Sunday of the first swim.

The reports can be run from the **Swimming Club Options** dropdown menu.



Print a Parent and Child/Brace Pairs List

The report is created in the **Parent And Child List** tab.

The report should be given the name **ParentAndChildPairs.pdf**.

Parent And Child/Brace Member Email Text Sample

The email, with the **Parent And Child Brace Pairs List** attached, should be sent on the **Thursday** before the first event.

The text of the email should be,

Hi Members,

Sunday sees the first Parent & Child and Brace races for this season.

If you wish to add new combinations or change existing combinations, please send the names to this email address by 7am tomorrow morning, at the latest.

We will enter the names and register the new combinations for tomorrow's races.

Alternatively, you can come to the clubrooms and register your combinations before 9:30 am.

If you do not wish to make any changes, please don't forget to register for Parent and Child/Brace using the portal on the website, together with your "Register for Sunday Races", including Vets 33m freestyle.

The password is Csc1920 for both links.

The Parent & Child/Brace event is a two person 25m relay. The first swimmer starts the race when their allocated handicap time is called. When they touch the cross rope at the 25m mark, they raise their hand in the air. At that point, the second swimmer dives in and completes the race. When the first swimmer is finished, they must stand one metre behind the cross rope.

There are two categories in the event. The Parent & Child category is for parents and their children. A child may only swim in one race but a parent may swim in as many races as they have children who want to swim.

The Parent & Child is the only swimming club event where a non-member parent can swim with children who are members.

The second category is the Brace which is separated into a Junior Brace and a Senior Brace. The brace is for swimmers who do not have anyone they can pair up with for the Parent & Child event. A Brace pair can be two juniors, two seniors or a mixture of both. Club members may only compete in one Brace event.

Other Information

Alternative Option for New Member and Handicap Entries New Members [Member/Handicap Entry Tab]

Swimmers who are not already in the system may be added via the '**NEW MEMBER DETAILS**' section of this tab.

A	B
Field Name	Description
NEW MEMBER DETAILS:	
Family Name	
Other Names	
Date of Birth	
Email Address	
Gender	
Tick to Update the Details:	<input type="checkbox"/>

Move the cursor to the **Family Name** cell and enter the details followed the press of the **ENTER** key. The cursor will then move to the **Other Names** cell.

The **Email Address** is the only field which is optional.

A	B
Field Name	Description
NEW MEMBER DETAILS:	
Family Name	Wilson
Other Names	Thomas
Date of Birth	02/05/2000
Email Address	thomas@email.com
Gender	Male
Tick to Update the Details:	<input type="checkbox"/>

When all fields are entered and the cursor is sitting in the **Tick to Update the Details** field, click the tick box to update the swimmer details into the system.

MEMBER/HANDICAP DETAILS:	
Member Names	Wilson, Thomas

After the swimmer details are updated, the **NEW MEMBER DETAILS** information will be cleared and the name of the swimmer shown in the **Member Names** dropdown of the **MEMBER/HANDICAP DETAILS** section of the tab.

Member Handicap Entry [Member/Handicap Entry Tab]

Handicaps may be added for new swimmers or updated for existing swimmers using the **MEMBER/HANDICAP DETAIL** section of this tab.

MEMBER/HANDICAP DETAIL:													
Member Names		Armstrong, Kerry											
Stroke Group (select one only)	Freestyle	FR015	0	<input type="checkbox"/>	FR025	0	<input type="checkbox"/>	FR033	0	<input type="checkbox"/>	FR050	65	<input checked="" type="checkbox"/>
Stroke Group (select one only)	Breaststroke	BR015	0	<input type="checkbox"/>	BR025	0	<input type="checkbox"/>	BR033	0	<input type="checkbox"/>	BR050	0	<input checked="" type="checkbox"/>
Stroke Group (select one only)	Backstroke	BK015	0	<input type="checkbox"/>	BK025	0	<input type="checkbox"/>	BK033	0	<input type="checkbox"/>	BK050	0	<input type="checkbox"/>
Stroke Group (select one only)	BBB	BB025	0	<input type="checkbox"/>	BB050	0	<input checked="" type="checkbox"/>						
Stroke Group (select one only)	Butterfly	BF015	0	<input type="checkbox"/>	BF025	0	<input type="checkbox"/>	BF033	0	<input type="checkbox"/>	BF050	0	<input type="checkbox"/>
Stroke Group (select one only)	Vets 33m Freestyle	VE033	0	<input checked="" type="checkbox"/>									
Stroke Group (select one only)	Freestyle 200m	FR200	0	<input type="checkbox"/>									
Stroke Group (select one only)	Freestyle 400m	FR400	0	<input type="checkbox"/>									
Stroke Group (select one only)	Freestyle 800m	FR800	0	<input type="checkbox"/>									
Stroke Group (select one only)	Freestyle 1500m	FR999	0	<input type="checkbox"/>									
Stroke Group (select one only)	Individual Medley	IM025	0	<input type="checkbox"/>	IM050	0	<input type="checkbox"/>	IM100	0	<input type="checkbox"/>	IM200	0	<input type="checkbox"/>
BBB Stroke (BR/BK/BF)		BR											
Tick to Update the Handicaps:		<input type="checkbox"/>											
		Count to 3 before ticking the box											

Select the name of the swimmer from the **Member Names** dropdown.

Click on the **DOWN ARROW** and scroll through the list of swimmers to find and select the correct one.

Alternatively, blank the contents of the **Member Names** field and enter the first few letters of the swimmer's family name. The dropdown will show swimmers whose names match the entered letters.

Tick the boxes of the event codes for which handicaps are to be added or updated. If there is a handicap time for the event, enter it between the event code and the tick box.

When all handicaps are selected, tick the **Tick to Update the Handicaps** tick box to start the update process.

As handicaps are updated, the related tick box will be cleared. When all handicaps are updated, the **Tick to Update the Handicaps** tick box will also be cleared.

Handicaps are grouped by **Stroke Group** (ie. freestyle, backstroke or breaststroke).

If the swimmer does not have an existing handicap, for the stroke group to which the event code belongs, a handicap is added with a time of 9999. This represents a time trial.

If the swimmer has an existing handicap for the stroke group, the event code is updated with the new event code and the existing handicap retained. If a swimmer is changing to a new distance, a new handicap time must be calculated.

NOTE: Handicap additions or changes are automatically regarded as being registrations for Sunday swimming. Only handicaps for strokes being swum that Sunday are used.

Parent and Child/Brace [Member/Handicap Entry Tab]

Combinations and handicaps, for the parent and child/brace races, may be added using the **PARENT & CHILD/BRACE** section of this tab.

PARENT & CHILD/BRACE:									
First Swimmer Name	Armstrong, Kerry								
Second Swimmer Name	Adney, George								
Event (select one only)	Parent & Child	PCH	0	<input type="checkbox"/>	PCB	55	<input checked="" type="checkbox"/>	PCJ	0 <input type="checkbox"/>
Update P&C/Brace Handicaps:	<input type="checkbox"/>								
Count to 3 before ticking the box									

Select the name of the first swimmer from the **Member Names** dropdown next to the **First Swimmer Name** label.

Click on the **DOWN ARROW** and scroll through the list of swimmers to find and select the correct one.

Alternatively, blank the contents of the **Member Names** field and enter the first few letters of the swimmer's family name. The dropdown will show swimmers whose names match the entered letters.

Do the same thing for the second swimmer in the combination.

Tick the box of the event for which handicap is to be added or updated. If there is a handicap time for the event, enter it between the event code and the tick box. The categories are parent and child, brace and junior brace.

When all handicaps are selected, tick the **Update P&C/Brace Handicaps** tick box to start the update process.

As handicaps are updated, the related tick box will be cleared. When all handicaps are updated, the **Update P&C/Brace Handicaps** tick box will also be cleared.

If the combination does not have an existing handicap for the event, a handicap is added with a time of 9999. This represents a time trial. If a handicap time is supplied, it is used.

NOTE: Parent and child/brace additions or changes are automatically regarded as being registrations for Sunday swimming, if the event is being swum.

Change of Name [Member/Handicap Entry Tab]

An incorrect member name may be corrected using the **CHANGE OF NAME** section of this tab.

CHANGE OF NAME:	
Current Swimmer Name	Armstrong, Kerry
Correct Swimmer Name	Armstrong, Kerrie
Update the Name:	<input type="checkbox"/>
Count to 3 before ticking the box	

Select the swimmer's name from the **Member Names** dropdown next to the **Current Swimmer Name** label.

Click on the **DOWN ARROW** and scroll through the list of swimmers to find and select the correct one.

Alternatively, blank the contents of the **Member Names** field and enter the first few letters of the swimmer's family name. The dropdown will show swimmers whose names match the entered letters.

Enter the correct name in the form 'family name,first name'. There must **NOT** be any spaces in the new name.

When the correct name is entered, tick the **Update the Name** tick box to start the update process.

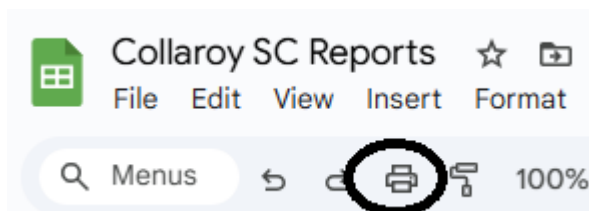
Create PDF And Excel Spreadsheet Reports

Create A PDF Report

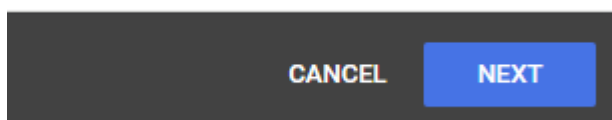
Reports used for **Championship Race** and **Presentation Day** preparation are supplied as **PDF** files and **Excel** files.

They are generated from the **Collaroy SC Reports** sheet.

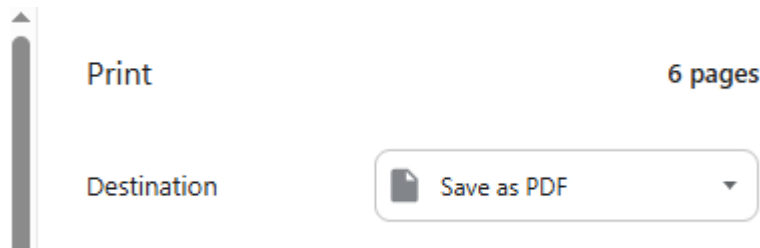
To generate a PDF, run the macro to generate the report then click the **Print** button.



Select **Next**.



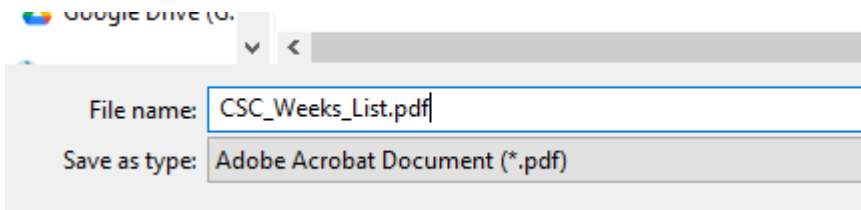
Select **Save as PDF** as the **Destination**.



All reports have predefined names. Access the **System** tab and copy the name of the report.

Points Totals Report PDF File Name	CSC_Points_List.pdf
Race Results Report PDF File Name	CSC_Results_List.pdf
Winners List PDF File Name	CSC_Winners_List.pdf
Weeks Swum List PDF File Name	CSC_Weeks_List.pdf
Fastest Times List File Name - Short Distance	CSC_Fastest_Times_Short.pdf
Fastest Times List File Name - Long Distance	CSC_Fastest_Times_Long.pdf
Year End Points Vets Only	Points_Vets.pdf
Year End Points BBB Only	Points_BBB.pdf
Year End Points No BBB No Vets	Points_NoBBBNoVets.pdf
Year End Points BBB No Vets	Points_IncBBBNoVets.pdf
Year End Points Vets No BBB	Points_NoBBBIncVets.pdf
Year Points Distance	Points_DistanceOnly.pdf
Year Points Form Strokes	Points_FormStrokes.pdf
Year Points Parent and Child	Points_ParentChild.pdf
Year Results By Event	Year_Results_By_Event.pdf
Year Results By Event No BBB	Year_Results_By_Event_No_BBB.pdf
Improver Year Results	Improver_Year_Results.pdf
Members By Division	Members_By_Division.pdf

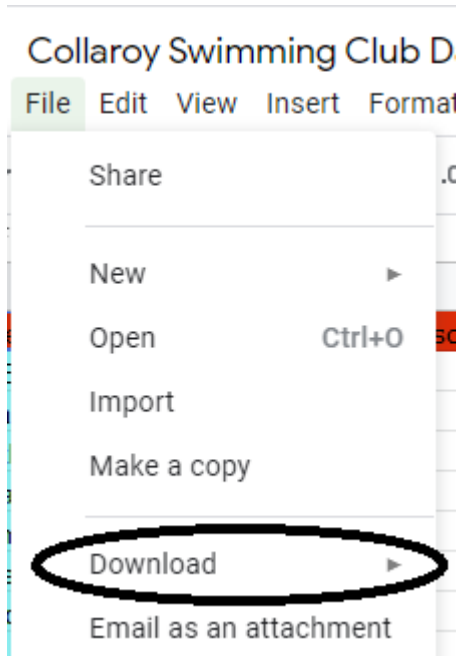
Paste in the name of the PDF file and click **Save**.



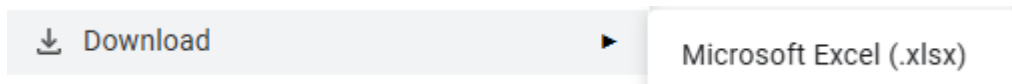
Create An Excel Spreadsheet

To generate an Excel spreadsheet, run the macro to generate the report, click the **File** button then right click on the **tab** name.

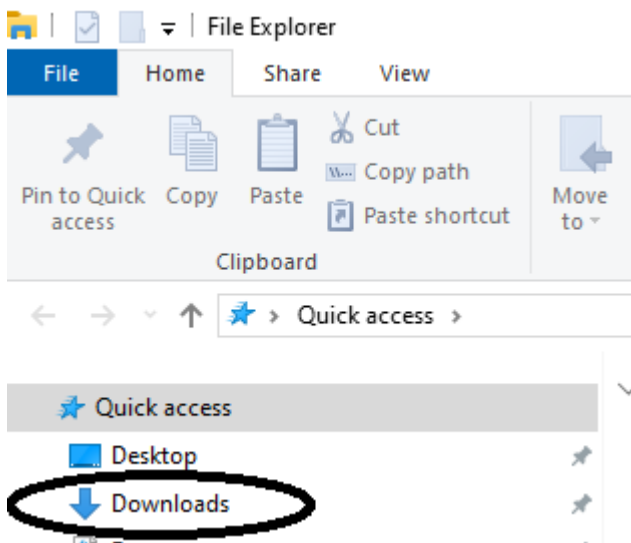
Select the **Download** option from the dropdown menu.



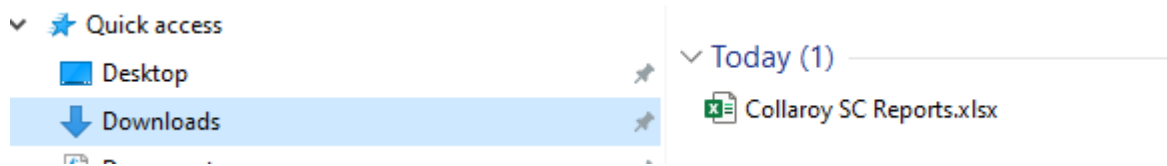
Select the **Microsoft Excel** option.



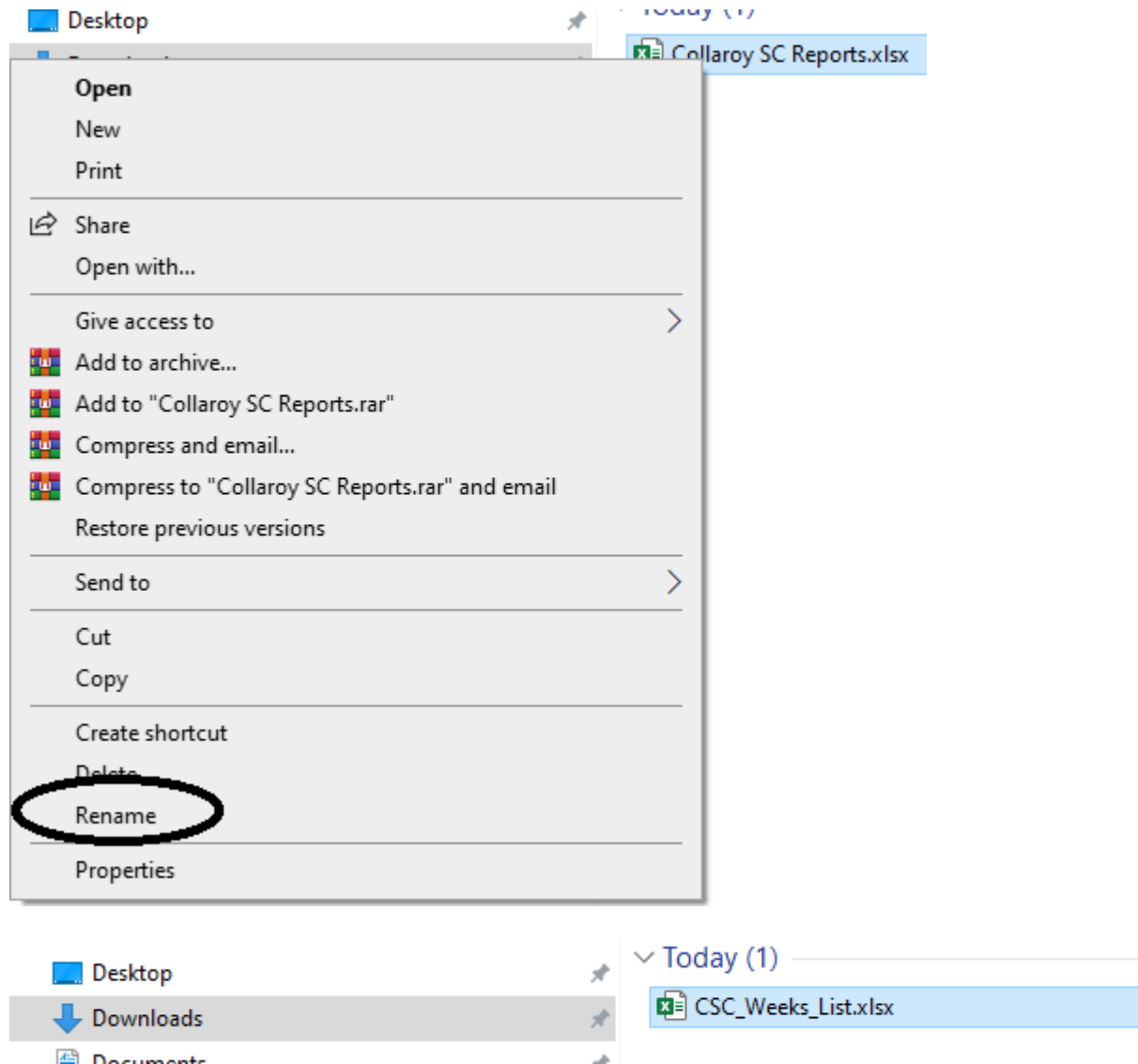
The download will take a few minutes before it is completed. When it is complete, access the **Downloads** folder in the top left corner of the **File Explorer**.



In the **Downloads** folder click on the spreadsheet and rename it using the predefined report name from the **System** tab.



Remember to remove the **PDF** suffix.



The report can then be emailed to whoever requested the report. It would be helpful to tell them which tab in the **Excel** spreadsheet to report appears.

Delete PDF And Excel Reports

After the PDF and Excel versions of the reports are emailed, they must be deleted from the **Downloads** folder. This is to ensure they are not accidentally used again.

Summer And Winter Online Registration Errors

Complaints From Members

From time to time, a member may complain that their **online registration**, for **Summer** or **Winter Swimming** did not work. The form has never been known to fail.

You can check what was entered by looking at the **Collaroy SC Forms** sheet and checking the details of their entry.

If there is no entry, it means they did not complete the form and press **Submit**.

Alternatively, they may have selected the wrong name.

Another problem is where they select to **cancel their registration** instead of choosing to **register for swimming**.

Finally, they may not have **selected** all the **strokes** they wish to swim.

The registration entries look like this.

09/11/2019 13:24:49	Done	Church,Bronte	I wish to register for swi
09/11/2019 13:25:35	Done	Church,Charlotte	I wish to register for swi
09/11/2019 13:26:05	Done	Church,Charlotte	I wish to register for swi

The reason we added this question to the form Was to try and get members to check their responses before pressing the **Submit** button.

Is The Swimmer Name Correct? *

Tick

Please double check that the correct name
has been selected then tick the box and
Submit.

☐

Members should also be told to enter a second registration if they have any doubts about what they entered. **The system will only ever use the last registration entered.**

Google Forms Failure

Generate a Registration Entry Sheet [Macro]

The Google Forms are rarely, if ever, unavailable. However, the Collaroy Swimming Club website can sometimes go down. It will not normally stay down for long, but if it does, swimmers can be registered, via a laptop, using the **Registration Entry** tab.

This macro creates the tab used to register the swimmers. Ideally, swimmers will go to the clubrooms to register but the Chromebook can be taken around to the pool.

The data in the tab is generated in member name sequence. It shows the strokes swum by each member, based on the races to be swum in the day's race meeting.

Swimmer	Event	Description	Tick	Event	Description	Tick
Adney,Elizabeth	FR050	Freestyle	<input type="checkbox"/>	VB025	Butterfly	<input type="checkbox"/>
Adney,George	BB050	BBB	<input type="checkbox"/>	FR050	Freestyle	<input checked="" type="checkbox"/>
Armstrong,Kerry	BB050	BBB	<input checked="" type="checkbox"/>	FR050	Freestyle	<input checked="" type="checkbox"/>
Armstrong,Neil	BB050	BBB	<input type="checkbox"/>	FR100	Freestyle	<input type="checkbox"/>

For each swimmer, click the **tick box**, to the right of the event description, for each stroke to be swum. You can correct an incorrect selection by unticking the tick box.

Members who manage to register online, before the website goes down, are not included in this tab as they are already in the system.

Data entered in this tab is included in the day's races when the **Extract Online Registration Responses** macro is run.

Print Clubrooms Registration List [Macro]

This macro generates a report which allows swimmers to nominate the strokes they wish to swim, for the day. Once all swimmers have been marked off, the report can be used to enter the registrations in the **Registration Entry** tab (see above).

The report is created and printed from the **'Registration List'** tab.

Swimmer/Event	Reg	Time	Bbb	Swimmer/Event	Reg	Time	Bbb
ADNEY,ELIZABETH				BARR,ELLA			
Freestyle 50m	[]	72		BBB 25m	[]	T/T	BK
Vets 25m Butterfly	[]	74		Freestyle 50m	[]	68	
ADNEY,GEORGE				BARRACLOUGH,FRANCESCA			
BBB 50m	[]	73	BR	BBB 25m	[]	33	BK
Freestyle 50m	[]	50		Butterfly 15m	[]	T/T	
Vets 25m Butterfly	[]	59		Freestyle 33m	[]	37	

Internal System Parameters

System Tab

The **System** tab contains a series of parameters which are used to tell the system how to operate.

There should be no need to ever change any of them - except the Starting Race Number.

Do not change or delete any of them – the system relies on them always being in the same row and column cell.

Some of the parameters have different values for Winter Swimming. The values are reset, each year, by the **Process to Set Up the Winter System** task.

The following is an explanation of each parameter.

Club Name: the name of the club.

Club Email: the email address of the club.

Next Meeting Date: The date of the next race meeting – automatically reset when the **Open Forms For Race Meeting** task is performed.

Year Start Date: the starting date of the current swimming year – automatically reset when the **New Season Preparation For Summer System** tasks are run.

Year End Date: the finishing date of the current swimming year – automatically reset when the **New Season Preparation For Summer System** tasks are run.

Vets Division Date: the finishing date of the Vets swimming year – always the same as the Year End Date. Reset when the **New Season Preparation For Summer System** tasks are run.

Points For First: the number of points allocated for coming first in a race.

Points For Second: the number of points allocated for coming second in a race.

Points For Third: the number of points allocated for coming third in a race.

Points For Fourth: the number of points allocated for coming fourth in a race.

Points For Fifth: the number of points allocated for coming fifth in a race.

Points For Sixth: the number of points allocated for coming sixth in a race.

Points For Seventh: the number of points allocated for coming seventh in a race.

Points For Eighth: the number of points allocated for coming eighth in a race.

Points For Timed Relay: this parameter is not used at present.

Points For Abandoned Race: the number of points allocated for registering for an abandoned race.

Points For Disqualification: this parameter is not used at present.

Club Code: a short code which identifies the club – must be set to **COL**.

Lines Per Printed Page: the number of lines which will cause printed pages to vertically align on A4 paper.

Responses Spreadsheet ID: the Google Sheets Identification Number of the sheet which collects responses from members who register for Sunday and Distance race meetings.

Maximum Lanes Available: the maximum lanes to be used for any race – must be set to seven.

Preferred Lanes Per Race: the preferred number of lanes to be used for any race – must be set to six.

Starting Race Number: the first race number of races for the race meeting – usually set to one but it may be set to later number when championship events are run.

If it is changed for a race meeting, it will be reset to '1' the next time **Open Forms For Race Meeting** is run.

Build Race List All Strokes or Exclude Short Distance: this parameter is used by a macro which is no longer in use at present.

Blank Race List All Strokes or Exclude Online: this parameter is used by the **Print a Poolside Registration List**. The options are **Exclude** strokes which are registered online, include **All** strokes or include **Vets** only. This report is only used to check that the printer is working, so there should be no need to change the parameter.

Short or Long Distance Races: this parameter is not used at present.

Member Registration Spreadsheet ID: the Google Sheets Identification Number of the sheet which collects responses from the members portal.

Season: the swimming season the data in the sheet relates to – **Summer** or **Winter**.

Telstra Hotspot ID: the identification code of the club hotspot.

Telstra Hotspot Password: the password code of the club hotspot.

Telstra Hotspot Phone Number: the phone number of the club hotspot.

Add New Handicaps Form ID: the Google Sheets Identification Number of the form described in the **New Members, Handicaps and Name Changes - Add A New Member** section.

Add Parent and Child Combination Form ID: the Google Sheets Identification Number of the form described in the **New Members, Handicaps and Name Changes - Add Parent And Child Pair** section.

Change of Name Form ID: the Google Sheets Identification Number of the form described in the **New Members, Handicaps and Name Changes – Change of Name** section.

Copy Names From Member Portal When Opening Forms: this parameter is used to indicate that the details of new members are to be copied from the **Collaroy Swimming Club Member Registrations** sheet when the **Open Forms For Race Meeting** task is performed.

The names of new members are only copied in the **Summer** swimming season. The parameter is turned on when the **Process to Set Up the Summer System** tasks are run. It is turned off when the **Process to Set Up the Winter System** tasks are run.

The Entrance Swimming Club

Preparation For Visit

Every two years, swimmers from The Entrance Swimming Club visit our pool.

The following steps are taken to include them in our system.

The **Open Forms For Race Meeting** task should be run early, so there is enough time to enable details of swimmers from The Entrance to be entered. Before opening them, ensure the results of Wednesday night distance swimming have been processed and updated.

Add the names of the swimmers using the **New Members [Member/Handicap Entry Tab]** function. Place a capital 'E' at the end of the swimmer's first name, so they can be differentiated from our swimmers (ie. enter 'Wilson,MaryE'). Give them a birthdate of 01/01/2020 for juniors and 01/01/2000 for seniors.

Enter the selected distances and handicaps for each swimmer using the **Member Handicap Entry [Member/Handicap Entry Tab]** function.

When the results of the days racing are entered (via the **Race Results Entry [Results Entry Tab]** function), ignore the results for their swimmers. That will ensure that the names and handicaps, of their swimmers, will drop out of the system at the start of the next season.

Finally, print a copy of the **Freestyle Relay List By Name**. This report is used to draw up the lists of swimmers in the club versus club relay.

Registrar Duties

Online Portal

At the start of each **Summer Swimming** season, all members must register with the swimming club via the online membership portal. The portal is accessed by clicking the following button on the **Collaroy Swimming Club** website.

**CLICK HERE TO RENEW OR JOIN USING OUR
ONLINE PORTAL**

The information entered is stored in the **Collaroy Swimming Club Member Registrations** sheet.

This is the sheet used by the Club Registrar to ensure all registered members are financial and to register them with **WASA** for insurance purposes.

The raw data from the portal form is stored in the **Member Registration Responses** tab. The columns appear across the page in the same order that data is entered in the portal form.

A	B	C	D	E	F	G	H
Timestamp	Swimmer 1: Family Name	Other Name(s)	Street Address 1	Street Address 2	Suburb Name	Postcode	Email address
14/09/2023 11:20:22	Houten	Craig Maxwell	76 Lincoln Avenue		Collaroy	2097	craig.houten@arrow.net.au
15/09/2023 10:57:09	Woodley	Leigh	125 McIntosh Road		Narraweena	2099	leigh.woodley@gmail.com
	Salbieva	Yana	1598 Pittwater rd		Mona Vale	2103	salbievs@gmail.com

The **Swimming Club Options** dropdown menu has two relevant options.

Swimming Club Options

Format Online Registration Responses

Copy To This Year Payment Summary

The **Format Online Registration Responses** macro extracts new additions from the **Member Registration Responses** tab and writes them to the **Formatted Member Details** and the **Payment Details** tabs.

The **Copy To This Year Payment Summary** macro takes the contents of the **Payment Details** tab, reformats it and writes it to the **This Year Payment Summary** tab.

At the beginning of the season, after the **Reset Member Portal For Summer Swimming** task is performed, the data from the current year tabs is copied to a series of last year tabs called **Formatted Members Last Year**, **Payment Details Last Year**, **Last Year Payment Summary** and **Email Addresses Last Year**.

Format Member Registration Responses

The **Formatted Member Details** tab shows member details reformatted so that each member is on a single line. The tab is shown in **Member Name** sequence, where the **Member Name** is formed from the **Family Name** and the first name from the **Other Name**.

Member Name	Family Name	Other Names	Birth Date	Gender	Email Address	Phone Number	line Registrati	NSW Swimming	WASA Nbr
Adamo,Ethan	Adamo	Ethan	04/12/2008	Male			Yes		7474
Adamo,Lachlan	Adamo	Lachlan	06/06/2007	Male	lachieadamo@gmail.com	480298709	Yes		7466
Adamo,Matthew	Adamo	Matthew	25/05/1977	Male	matthewadamo4@gmail.com	437487109	Yes		7467

The **Payment Details** tab is used to record details of member payments. The first five columns of the tab contain information copied from the **Member Registration Responses** tab.

Member Name	Date Registered	Method of Payment	Date of Payment	Number of Swimmers
Adamo,Matthew	11/10/2024	Direct Deposit (please email copy of receipt to collarroyswim@gmail.com	11/10/2024	6 or more swimmers add \$20 each
Adamo,Ethan	11/10/2024			
Adamo,Lachlan	11/10/2024			
Adamo,Shona	11/10/2024			
Adamo,Thomas	11/10/2024			
Adamo,Xavier	11/10/2024			
Adams,Deenie	16/12/2024	Direct Deposit (please email copy of receipt to collarroyswim@gmail.com	16/12/2024	2 Swimmers = \$120
Guezou,Kenya	16/12/2024			

The registrar uses the club bank account statement to identify members who have paid. The amount paid is recorded in the **Amount** column of the member's name.

Payments using the **Square EFT** device are also recorded in the **Amount** column as the bank statement does not itemise such payments.

Also, some people pay with cash. These payments must also be recorded.

G	H	I
Amount	WASA	Member Status
\$250.00		NEW MEMBER
-		NEW MEMBER
-		NEW MEMBER
-		NEW MEMBER
-		NEW MEMBER
-		NEW MEMBER
-		
-		

Only manually update information in the **Payment Details** tab. The **This Year Payment Summary** tab is recreated each time the **Copy To This Year Payment Summary** macro is run.

If a payment covers multiple members of the same family, the amount paid is recorded beside the first member of the family. The **Member Status** column is used flag payments from new members or donations from life members.

Racing Handicapping System

Life members are not required to pay membership fees, but some donate the equivalent to the value of the fees. Life members must register with the club each year.

The Registrar uses this tab to follow up members who have not yet paid. Members who are not financial are not eligible to swim in the Club Championships or the WASA events.

The macro will locate and insert **WASA Numbers** for existing members.

For new members, the Registrar must register them with **WASA** and record the number, supplied by **WASA**, in the **WASA Nbr** column. Refer to the **WASA Swimmer Registration** procedures below.

Copy To This Year Payment Summary

The **This Year Payment Summary** tab is a concise summary of the data in the **Payment Details** tab.

Full Name	Member Status	Date Registered	Actual Payment Date	Amount	WASA
Adamo, Matthew	NEW MEMBER	11/10/2024		\$250.00	
Adamo, Ethan	NEW MEMBER	11/10/2024		-	
Adamo, Lachlan	NEW MEMBER	11/10/2024		-	
Adamo, Shona	NEW MEMBER	11/10/2024		-	
Adamo, Thomas	NEW MEMBER	11/10/2024		-	
Adamo, Xavier	NEW MEMBER	11/10/2024		-	
Adams, Deenie		16/12/2024		-	
Guezou, Kenya		16/12/2024		-	
Allen, Isla		13/10/2024		\$60.00	

The macro also writes lines to the **No WASA Number** tab for those members who do not have a number yet. The data for this tab is taken from the **Formatted Member Details** tab.

The **No WASA Number** tab lists new members who must be registered with WASA.

First Name	Family Name	Birth Date	Street Name 1
Madeline	Carney	11/07/1998	Unit 2, 15 Ramsay St
Kim	Kimberley Brady-Kells	24/04/1975	8, Davison Street
Rose	Rowlands	09/08/2017	10 Boomerang Road

WASA Swimmer Registration

Members shown in the **No WASA Number** tab must be registered with **WASA** via their portal.

Members should not be registered unless they are financial with the Collaroy Swimming Club.

WASA Website Registration Procedure

Every year, from the start of the summer season to the end of the winter season, after a member has registered with the club and paid their membership fees, the Registrar will register them with WASA, for insurance purposes.

Members who are rejoining will already have a number in the WASA system, whereas new members will need to be added to obtain a WASA number.

The registration procedure is as follows:

Access the WASA website at **<https://members.warringahswimming.asn.au/login>**

LOGIN:

Username: maryh

Password: collaroy1

Select: Members

A list of previous Collaroy Swimming Club members will appear under the headings Name, Rego Number, Financial, Member Type, Swimmer and Primary club.

If a listed member has registered with CSC and has paid their fees, click on the **Unfinancial** text. The status will change to **Pending** until CSC pays the insurance amount to WASA. The status then changes to **Financial**.

Every month or so, WASA sends an invoice showing the list of members registered with them. It lists the amount charged for insurance, for each member. This amount is paid by CSC. The insurance charge is included in the CSC membership fees and is a once a year cost only.

For new members, double check the list to ensure their name does not appear. If it doesn't, go to the bottom of the page and click **New Member**. Enter their Name, Surname, Date of Birth, Select Male/Female, Address, Suburb, Phone Number and Email address.

The **No WASA Number** tab shows a list of members to be registered.

To finish click **Create**. A message will come up saying **Successful** and a WASA number will be supplied.

The WASA registration is now complete and the new member will be listed as **Pending** or **Financial**.

You must always **LOG OUT** before exiting from the WASA Registration System page.

The WASA number must now be added to the **Formatted Member Details** tab in the **WASA No.** column. This is to stop the member appearing in the **No WASA Number** tab again.

Sample Registrar Email Number 1

This email is sent to new members who have registered but not paid.

Hi **Member Name**.

Welcome to the Collaroy Swimming Club.

The season starts on Sunday (**add date**), races starting at 10.00am poolside.

As you are a new member could you please come up to the clubhouse (situated at the back of the surf club, through the glass door and up the stairs) on your first Sunday swim from 8.30am-9.30am to complete the handicap form detailing your preferred strokes and distances. This information is required for the online "Register for Sunday Races". Once your details are in the system I will explain the procedures.

Your Membership payment can also be made at the clubhouse at the same time using EFT,

OR

Payment can be made directly to the club's account:

Collaroy Swimming Club
Westpac Banking Corporation
BSB: 032-123
Account #: 395491.

In the meantime, please find attached a copy of the Program, a Welcome Note, and an Information for Members Booklet which you will find useful.
Look forward to meeting you.

Regards,
CSC Registrar

Sample Registrar Email Number 2

This email is sent to new members who have registered, paid and completed the handicap form.

Hi **Member Name**.

Welcome to the Collaroy Swimming Club.

As of next Sunday (**add date**), you will be able to register for Sunday swimming races using our online system. The link can be found when you go to our website 'collaroyswim.com.au'.

Look for the red button titled 'CLICK TO REGISTER FOR SUNDAY SWIMMING'.

The link is open on Saturday, from midday, and closes on Sunday at 9.45am. The password is: Csc1920

Find your name in the dropdown list, tick the races you wish to swim then select submit.

If you change your mind before Sunday at 9.45am, please cancel your registration using the same link and password - this will avoid races having empty lanes.

If you are unsure about your registration, access the link and register again. The system only ever uses the last entry you made.

Please find attached our program for the season and the Information Booklet for members.

Regards,
CSC Registrar

Sample Registrar Email Number 3

This email is sent to an existing member who has stated on their registration form that their payment method is direct transfer but no payment has been received.

*Hi **Member Name**.*

*Thank you for your family's membership registration for the new season 2025/2026. On checking the club's account, I am unable to find your payment of **Payment Amount**. Could you please transfer the amount directly to the club's account:*

*Westpac Banking Corporation
BSB: 032-123
Account #: 395491*

If you have paid, could you please send a receipt of payment.

*Regards,
CSC Registrar*

Sample Registrar Email Number 4

This email is sent to an existing member who has paid but not completed the membership registration form.

*Hi **Member Name**.*

*Thank you for your membership payment of **Payment Amount**. It appears you have overlooked submitting your membership registration form.*

The link can be found when you go to our website 'collaroyswim.com.au'.

Look for the red button titled 'CLICK HERE TO RENEW OR JOIN USING OUR ONLINE PORTAL'.

*Regards,
CSC Registrar*

Spreadsheet Scripts

Source Code

We have never had a problem with a Google spreadsheet.

No spreadsheet has ever been corrupted and none of the scripts, run by the macros described in this document, have ever been lost.

However, if it was ever necessary to reconstruct one of the Racing System sheets, text file versions of the script code have been added to a directory called **Scripts** on the Windows laptops.

The names of the text files and the sheets to which they relate are shown below.

Summer Swimming:

Sheet_Data_Code.Dat
Sheet_Data_Macro.Dat
Sheet_Data_Report.Dat

Collaroy SC Forms:

Sheet_Forms_Code.Dat
Sheet_Forms_Macro.Dat

Collaroy Swimming Club Member Registrations:

Sheet_Members_Code.dat
Sheet_Members_Macro.dat

Collaroy SC Reports:

Sheet_Reports_Code.Dat
Sheet_Reports_Macro.Dat

Winter Swimming:

Sheet_Winter_Code.dat
Sheet_Winter_Macro.Dat
Sheet_Winter_Reports.Dat