COMPLETING THE NORTH DISTRICT AUTOMATED SHEETS

NOTE: On opening either the Summary or Officials Sheet, depending on your Word security settings, a Security Warning may appear.

If you are using Word 2003 this will appear as a message box and you should select the **Enable Macros** option

If you are using Word 2007 this will appear on a line just below the toolbars. Click on the **Options** button, select the **Enable this Content** option, and then click **OK**

SUMMARY SHEET

On opening the form, you will be prompted to enter your Club Name and Code – complete this box e.g. **Aberdeen Dolphin SC – NADX –** then click the OK button. The information should be automatically inserted into the Club Name field on the form.

The cursor moves to the **Enter Meet Secretary Name** field – to complete this field simply type in the Meet Secretary's name then press the **TAB** key to move to the next field

Continue completing the fields and pressing the **TAB** key to move to the next field, until you reach the first of the summary fields – **Individual Male Entries**

To complete the summary fields simply enter the appropriate number of entries and press the **TAB** key to move to the next field. When the tab key is pressed the Total for the row which you just completed should automatically update.

Once all summary fields are completed the Summary Sheet is complete, and can be saved, then printed and dealt with as normal.

OFFICIALS SHEET

On opening the form you will be prompted to enter your Club Name and Code – complete this box e.g. **Aberdeen Dolphin SC – NADX –** then click the OK button. The information should be automatically inserted into the Club Name field on the form.

The cursor moves to the **STO Contact Name** field – to complete this field simply type in the STO Convenor's name then press the **TAB** key to move to the next field

Continue completing the fields and pressing the **TAB** key to move to the next field, until you reach the first line **of Part 1 – Officials** section.

Note: When you press the **TAB** key after you have completed the Number of Swimmers, a message box should appear confirming the number of level of officials you are required to submit. Failure to submit the correct number of officials will result in a fine.

To complete the Official details:-

- Enter the name of the official then press the **TAB** key
- At the **Duty** field click on the dropdown arrow at the end of the field and select the appropriate Duty from the list, then press the **TAB** key to continue

- At the **Signature Required** field either click on the box, or press the space bar, to check the box if the official requires signatures. If no signatures are required simply press the **TAB** key to continue

- At each **Session** field either click on the box, or press the space bar, to check the box if the official is officiating in that session., otherwise simply press the **TAB** key to continue

- At the **Mentoring Sessions** box either click on the box, or press the space bar, to check the box if any of the selected sessions as mentoring requests, then press the **TAB** key to continue.

  Note: If you do check the Mentoring Sessions box a message will appear reminding you to complete the **Mentoring Details** section for that particular official

- If you have completed the Officials section for all officials then simply click into the first line of the Mentoring Details section and complete this for each official who is requesting mentoring

  Note: In the Section boxes of the Mentoring Details section please indicate what the trainee requires to be mentored on i.e. IT, CIT, Relays etc

Once the Mentoring Details section is completed the Officials Sheet is complete, and can be saved, then emailed directly to the North District Meet Officials Convenor at officials@sasanorth.org.uk

NOTE: If the prompt box for the Club Name does not appear, or you wish to amend the Club Name, click on the **RESTART** button which should appear on your toolbar. In Word 2007, the Restart button should appear on the **Add-Ins** ribbon