Setup and Startup Instructions for the 2009 NCCC Event Completion Summary Form EXCEL 2003 16-Mar-2009

a). Select <u>T</u> ools, Then <u>O</u> ptions	
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c). Select <u>M</u>edium Then Click OK



2. Open The Blank NCCC Event Completion Summary Form

a). Select Enable Macros



b). Read the Notice Then Click OK



Page 2 of 8

c). Enter a number between 1 and 14 Then Click OK



d). If you don't enter a number, enter a wrong number, or Click Cancel, this message will appear. Click OK to try again.



e). Enter a number between 1 and 14 Then Click OK



f). The correct number of worksheets will be automatically added to the file. Click OK.



g). Enter the results data for each event.

TIPS AND TRICKS:

To copy repetitive info such as event info, entrant names, worker names, etc., for multiple events, when you open the blank Event Completion Summary for the first time, enter 1 for the number of events you are entering results for.

Enter the results info for only 1 event. Save the file with a new filename.

Re-open the file that you have just saved, except this time when prompted to enter the number of events, enter the total number of events. The information that you entered for the 1st event will be duplicated for all of the events. Then simply go to the worksheets for the 2nd + events and change the specific information such as the sanction number and entrant time/scores and points earned.

Setup and Startup Instructions for the 2009 NCCC Event Completion Summary Form EXCEL 2007 16-Mar-2009

1. Verify that Excel is setup to allow Macros to Run a). Select Developer, Then Macro Security 🔛 🔊 र (भ र 🗋 📂 🗧 2009_NCCC_For View Home Page Layout Developer 🛅 Record Macro - 🚰 Properties Import Ŗ 🖓 View Code 😫 Expansion Packs 🔤 Export ferences Insert Design Source Refresh Data Visual Macr 🕤 Run Dialog Macro Security Basic b). Select Disable all macros with notification Trust Center Trusted Publishers Macro Settings Trusted Locations For macros in documents not in a trusted location: Add-ins Disable all macros without notification Disable all macros with notification ActiveX Settings Disable all macros except digitally signed macros Macro Settings Enable all macros (not recommended; potentially dangerous code can run) Message Bar Developer Macro Settings External Content Trust access to the VBA project object model Privacy Options 2. Open The Blank NCCC Event Completion Summary Form

a). Note the Security Warning Message. Select Options...

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0	Security Warning Macros have been disa led. Options										
	A1 🔻 (C EVENT COMP	LETION SU	JMMARY						
	А	B	C	D	E	F	G	Н	1		J
1		1	NCCC EVE	NT COI	MPLET	ION SU	JMMAF	RY			
2	TYPE OF	EVENT: CLICK TO	O SELECT		DATE:		S	ANCTION #:			ĭ
3	SPONSORING CLU	B NAME:			•		CLI	JB NUMBER:			
4	4 NO. OF NCCC ENTRANTS: TOTAL ENTRANTS:										
5				_		_					
6	ENTRANT	NCC	CC CLUB	CLASS	TIME-		POINTS	UMMARY			MADIC
7	NAME	NUME	BER ABBREV.	CLASS	SCORE	EARNED +	BONUS +	TRAVEL =	TOTAL	RE	WARNS
8											
9											

b). Select <u>Enable</u> this Content



c). Read the Notice Then Click OK





h). Enter the results data for each event.

TIPS AND TRICKS:

To duplicate the results info (event info, entrant names, worker names, etc.), when you open the blank Event Completion Summary for the first time, enter 1 for the number of events you are entering results for.

Enter the results info for only 1 event. Save the file with a new filename.

Re-open the file that you have just saved, except this time when prompted to enter the number of events, enter the total number of events. The information that you entered for the 1st event will be duplicated for all of the events. Then simply go to the worksheets for the 2nd + events and change the specific information such as the sanction number and entrant time/scores and points earned.

Instructions for completing 2009 NCCC Event Completion Summary Form FRONT PAGES

16-Mar-2009

Macros: The form uses Macros. Enable Macros when prompted.									
Note on Sheet Protection: Sheet protection is enabled to avoid accidental deletions or changes, and to ensure compatibility with the									
NCCC National Points posting program. Sheets may be unprotected (without a password), however any errors caused by unprotecting									
	the sh	eets may r	not be acce	epted for N	ational Poir	nts posting			
NCCC EVENT COMPLETION SUMMARY									
TYPE OF EVENT:	TYPE OF EVENT: CLICK TO SELECT 1 DATE: 2 SANCTION #: 3								3
SPONSORING CLUB NAME:	4					CLU	IB NUMBER:	5	
NO. OF NCCC ENTRANTS:	6)				TOTAL	ENTRANTS:		7
List only NCCC members driving	Corvettes in order d	of finish by (Class.						
ENTRANT	NCCC	CLUB	CI 499	TIME-		POINTS	SUMMARY		DEMARKS
NAME	NUMBER	ABBREV.	CLASS	SCORE	EARNED +	BONUS +	TRAVEL =	TOTAL	REMARKS
8	9	10	(11)	12	13	(14)	15	16	17
			INST	RUCTION	<u>S</u>				
		ENT	ER DATA	IN YELLO	W CELLS				
		DO NO	DT ENTER	DATA IN	RED CELL	S			
1 <u>Type of Event:</u> Sel listed first. The forr	ect the event type n only allows the s	from the p standard lis	oull-down li st to be use	ist of event ed for com	choices. Motion of the choices of th	lost popula h the natio	ar events ba onal points t	ased on the racking pro	e 2008 season are ogram.
2 Date: Correct Form	at is MM/DD/YY i.	.e., 02/15/0)9.						
3 Sanction #: Correct	t Format is 2 Lette	er Region <i>I</i>	Abbreviato	n (AB) - 3 tered for c	Digit Club N	lo. (123) - with the n	3 Digit San	ction No (4	56) i.e., AB-123-
4 Sponsoring Club I	Name: Enter club	name, no s	special forr	matting is r	equired.			to tracking	program.
5 Club Number: DO	NOT ENTER. Aut	omatically	populated	from the e	ntered San	ction #			
NCCC Entrants: DO NOT ENTER. Counts the total number of NCCC. Numbers in Column B. Font is Green when points have									
been entered for all	entrants, Gold if	points hav	e not been	entered fo	r all entran	ts.			
7 Total Entrants: DO NOT ENTER. Automatically counts the total number of entrant names in Column A for both NCCC members and non-NCCC members.									NCCC members
8 Entrant name: Ent	er first and last na	me, no spe	ecial forma	itting is rec	uired.				
9 <u>NCCC Number:</u> Fo	ormat is AB-123-45	567 for Me	n or AB-12 v with the i	3-4567L fo	or Ladies. <u>D</u> ints tracking	o not inclu a program	<u>ide "LM"</u> . Th	ne form ver	ifies that the
10 <u>Club Abbrev:</u> Optional club name abbreviation if desired. Not used in the national points tracking program.									
11 Class: Enter the correct entrant class appropriate for the event type. See latest rulebook for the correct class listings.									
Time-Score: The number format automatically changes according to the event type. Speed Events is: 0:00.000 (Minutes:Seconds)									
Earned: Enter the points earned by the entrant based on their finishing position in the class. See latest rulebook for the latest points applicable to each event type.									
14 Bonus: Enter the bonus points earned by the entrant. See the rulebook for the latest points applicable for each event type.									
15 <u>Travel</u> : Enter the travel points earned by the entrant. See the rulebook for the latest travel points rules.									
16 Total Points: DO NOT ENTER. Calculated by adding together the entrants points in Columns F, G, and H.									
17 <u>Remarks:</u> Enter an	y other remarks h	ere such a	s FTDs.						

Instructions for completing 2009 NCCC Event Completion Summary Form BACK PAGES

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SANCTION #: 18									
NAME OF CLUBS EN	ITERED IN EVENT:	CLUB ABBREV.	CLUB #	MILEAGE	CLUB POINTS*	# OF ENTRIES	# OF WORKERS		
HOST CLUB: (19)		22 23	24	(25) (26)					
NAME OF WORKER	NCCC #	POS	REM	MARKS					
29		Chairperso Co-Chairp	5						
HOST CLUB: 36									
ADDRESS:									
	- 20	\							
ADDRESS)							
TELEPHONE:		/							
39	41			40)		(41)		
CHAIRPERSON SIGNATURE:	DATE:		GOVERNOR SI	GNATURE:			DATE:		
	ENTER DA								
	DO NOT ENT	ER DATA	IN RED CEL	LS					
18 Sanction #: DO NO	OT ENTER. Determined fror	m the Sanc	tion Number	entered on	the Front F	Page.			
19 Name of Host Clul	b: DO NOT ENTER. Determ	nined from	the Host Clui	o Name ent	ered on the	e Front Pag	le.		
20 Name of Clubs En	tered: Enter Club name, no	o special fo	rmatting is re	quired.					
21 Club Abbrev: Option	onal club name abbreviatior	n if desired.	Not used in	the nationa	l points tra	cking progra	am.		
22 Club Number of H	ost Club: DO NOT ENTER	. Determin	ed from the H	lost Club N	umber on t	he Front Pa	age.		
Club Number of Clubs Entered: Correct Format is 2 Letter Region Abbreviaton (AB) - 3 Digit Club No. (123) i.e, AB-123. Mileage: Enter the mileage from the home city of the entered club(s) to either the home city of the host club or									
24 event site (see rule) 25 Host Club Points:	book for requirements). Not DO NOT ENTER. Fixed at	applicable 100 points	for host club per the rule	book.					
26 Entered Club Poin the worker points of	its: DO NOT ENTER. Calcuntury of the Back Page.	ulated autor	matically usin	ig the entra	nt points oi	n the Front	Page and		
27 # of Entries: DO N	OT ENTER. Calculated aut	omatically	using the NC	CC Entrant	data from	the Front P	age.		
28 # of Workers: DO NOT ENTER. Calculated automatically using the NCCC Worker data on the Back Page.									
29 <u>Name of Worker:</u> Enter first and last name, no special formatting is required.									
30 NCCC Number: Format is AB-123-4567 for Men or AB-123-4567L for Ladies. Do not include "LM". The form verifies that the correct format has been entered for compatibility with the national points tracking program.									
31 Chair and Co-Chair chairperson for corr	31 Chair and Co-Chairpersons: DO NOT ENTER. These 2 cells are reserved for the chairperson and co-								
32 Chair, Co-Chair Points: Select the appropriate value from the pull-down list. The form only allows standard selections to be used for compatibility with the national points tracking program.									
Position Worked: Defaults to "Worker" as soon as an NCCC number is entered in Column B. You may leave this default setting or replace with the actual description of the position worked.									
34 Worker Points: DO NOT ENTER. Defaults to "2" as soon as an NCCC number is entered in Column B.									
35 <u>Remarks:</u> Enter any other remarks as needed.									
36 Host Club: DO NOT ENTER. Determined from the Host Club Name entered on the Front Page.									
The Cell A57 of the Back Page.									
Charperson Signature: DO NOT ENTER. Automatically populates using Event Chairperson Name entered in									
Cell A57 of the Back Page. <u>40</u> <u>Governor Signature:</u> DO NOT ENTER. From Governor Name entered above in Row 112 of the Back Page.									
41 Date: Enter the date that the form was completed.									