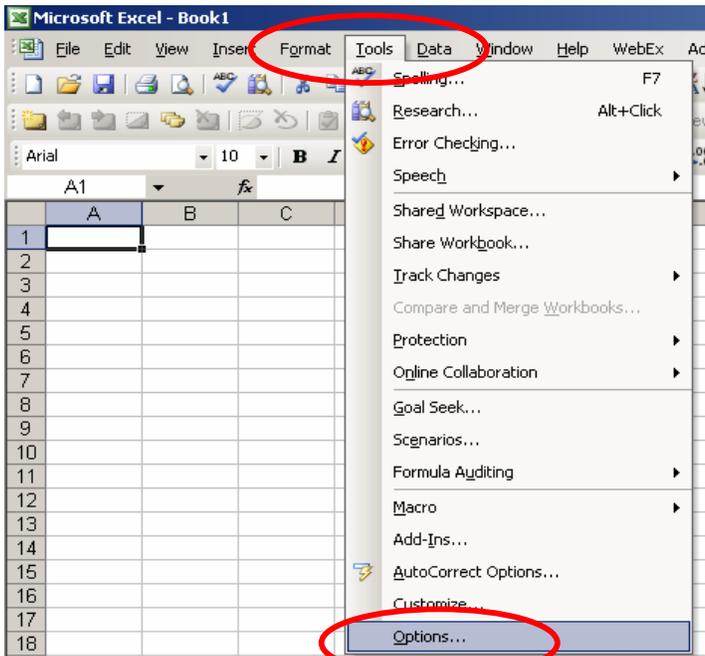


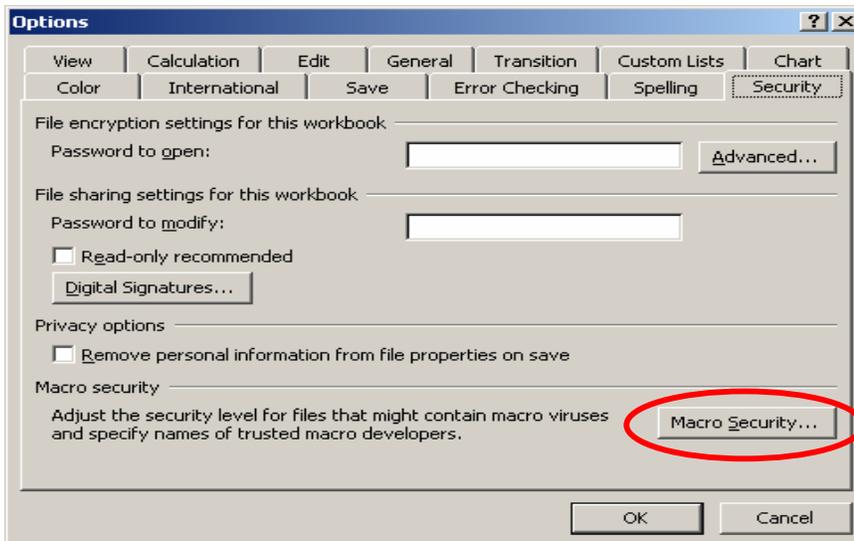
**Setup and Startup Instructions for the
2009 NCCC Event Completion Summary Form
EXCEL 2003
16-Mar-2009**

1. Verify that Excel is setup to allow Macros to Run

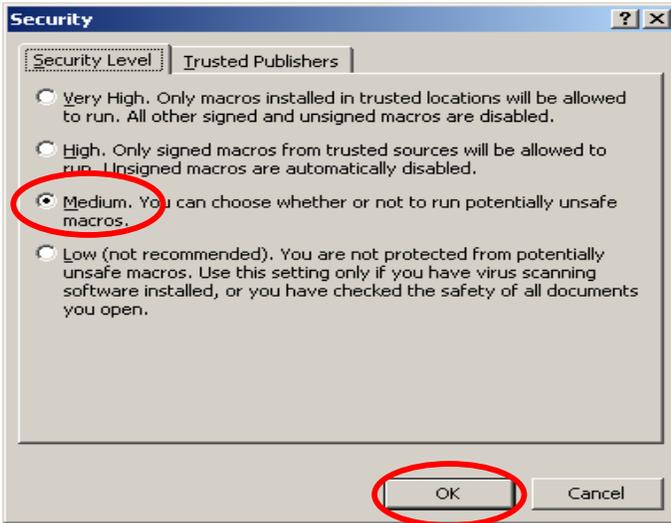
a). Select Tools, Then Options...



b). Select Macro Security..

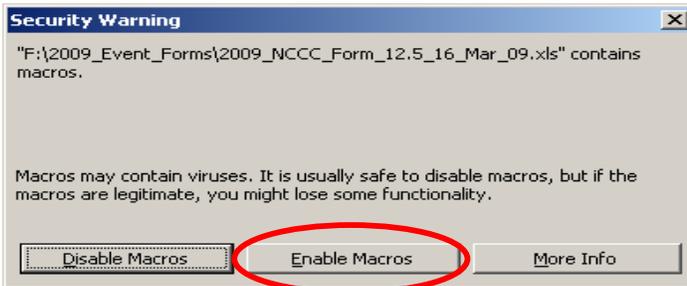


c). Select Medium Then Click OK

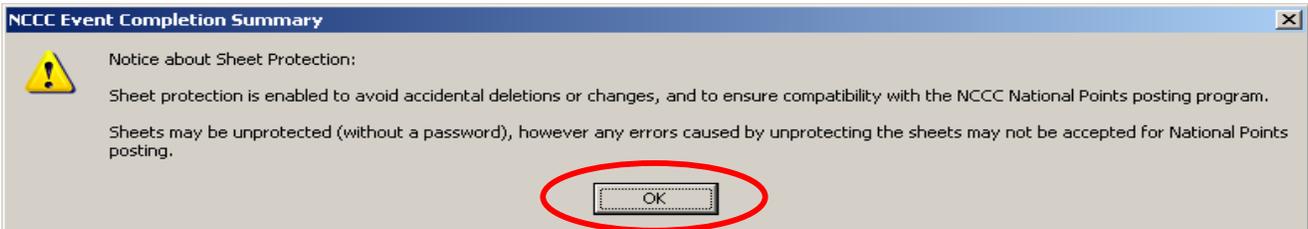


2. Open The Blank NCCC Event Completion Summary Form

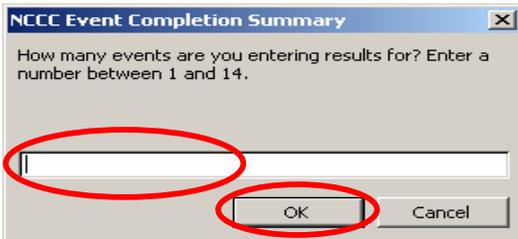
a). Select Enable Macros



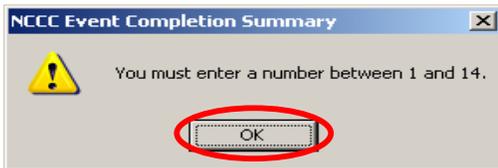
b). Read the Notice Then Click OK



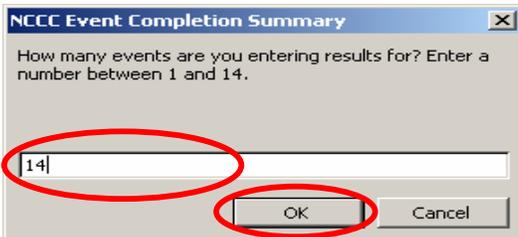
c). Enter a number between 1 and 14 Then Click OK



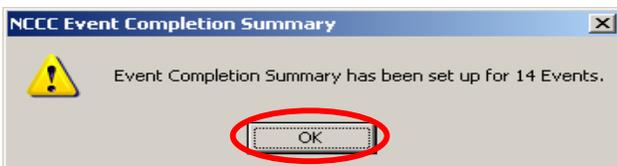
d). If you don't enter a number, enter a wrong number, or Click Cancel, this message will appear. Click OK to try again.



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.

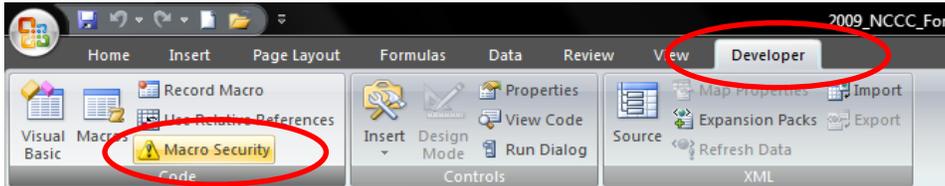
Enter the results info for only 1 event. Save the file with a new filename.

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.

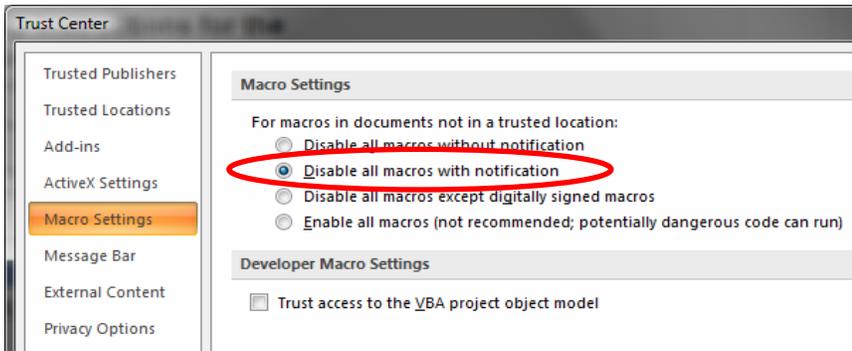
**Setup and Startup Instructions for the
2009 NCCC Event Completion Summary Form
EXCEL 2007
16-Mar-2009**

1. Verify that Excel is setup to allow Macros to Run

a). Select Developer, Then Macro Security

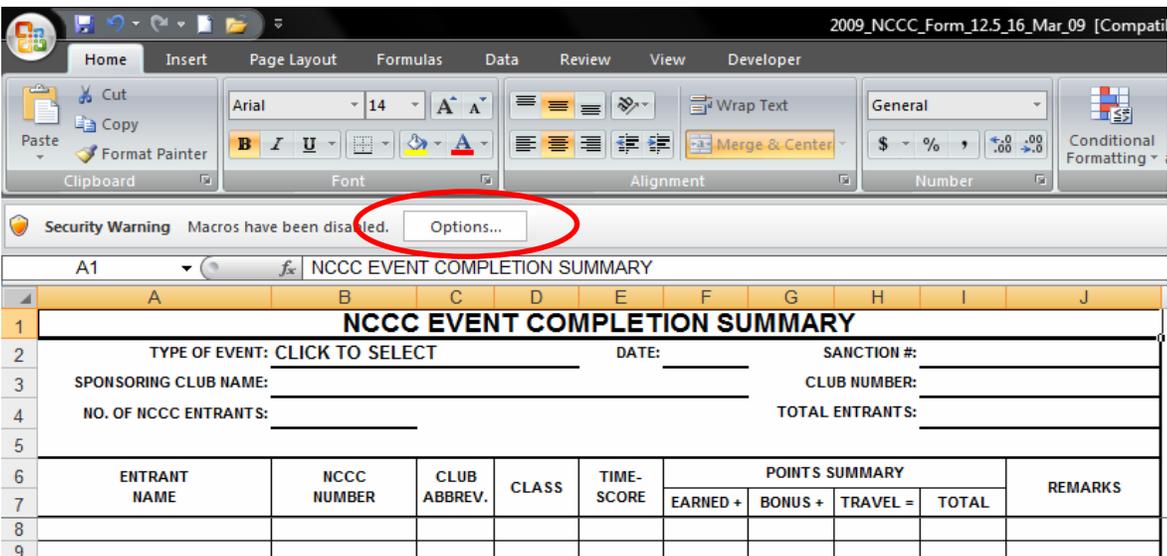


b). Select Disable all macros with notification

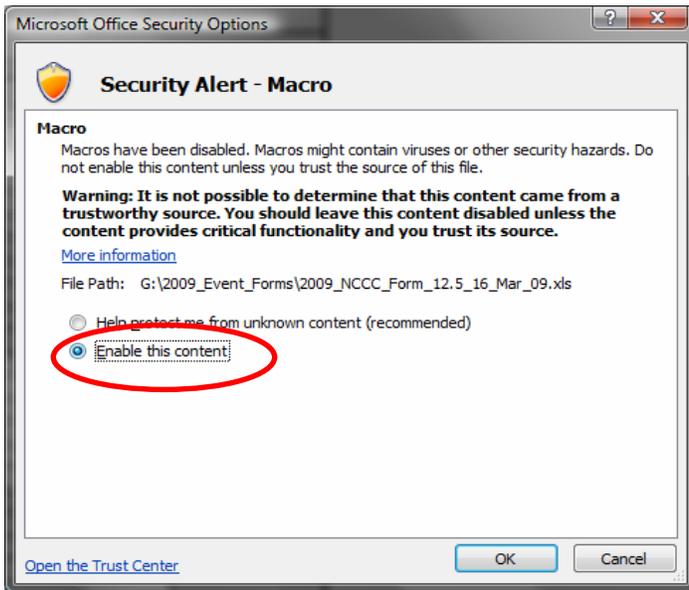


2. Open The Blank NCCC Event Completion Summary Form

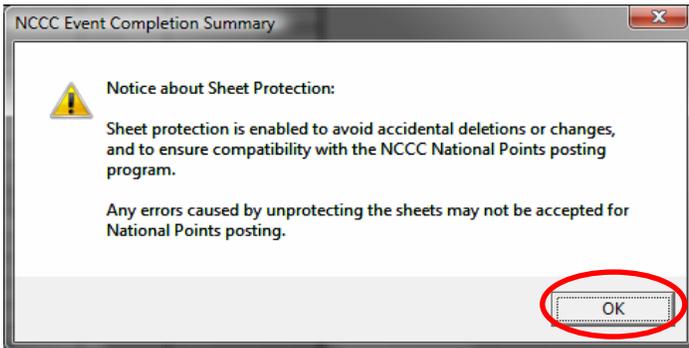
a). Note the Security Warning Message. Select Options...



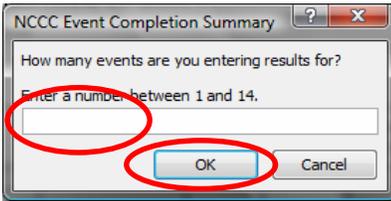
b). Select Enable this Content



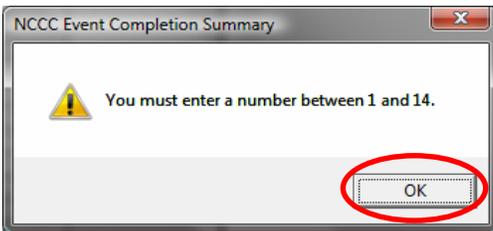
c). Read the Notice Then Click OK



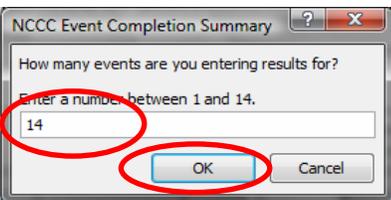
d). Enter a number between 1 and 14 Then Click OK



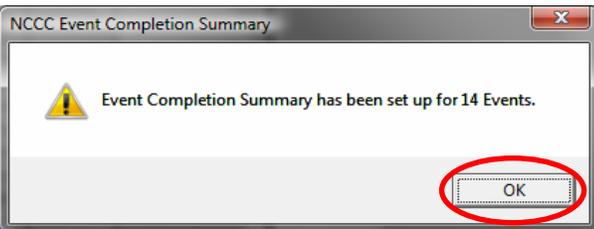
e). If you don't enter a number, enter a wrong number, or Click Cancel, this message will appear. Click OK to try again.



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



g). The correct number of worksheets will be automatically added to the file. 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 sheets may not be accepted for National Points posting.

NCCC EVENT COMPLETION SUMMARY

TYPE OF EVENT: CLICK TO SELECT (1)	DATE: (2)	SANCTION #: (3)
SPONSORING CLUB NAME: (4)		CLUB NUMBER: (5)
NO. OF NCCC ENTRANTS: (6)		TOTAL ENTRANTS: (7)

List only NCCC members driving Corvettes in order of finish by Class.

ENTRANT NAME	NCCC NUMBER	CLUB ABBREV.	CLASS	TIME-SCORE	POINTS SUMMARY				REMARKS
					EARNED +	BONUS +	TRAVEL =	TOTAL	
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

INSTRUCTIONS

ENTER DATA IN YELLOW CELLS

DO NOT ENTER DATA IN RED CELLS

- 1** **Type of Event:** Select the event type from the pull-down list of event choices. Most popular events based on the 2008 season are listed first. The form only allows the standard list to be used for compatibility with the national points tracking program.
- 2** **Date:** Correct Format is MM/DD/YY i.e., 02/15/09.
- 3** **Sanction #:** Correct Format is 2 Letter Region Abbreviaton (AB) - 3 Digit Club No. (123) - 3 Digit Sanction No (456) i.e., AB-123-456. The form verifies that the correct format has been entered for compatibility with the national points tracking program.
- 4** **Sponsoring Club Name:** Enter club name, no special formatting is required.
- 5** **Club Number:** **DO NOT ENTER.** Automatically populated from the entered Sanction # .
- 6** **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 have not been entered for all entrants.
- 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.
- 8** **Entrant name:** Enter first and last name, no special formatting is required.
- 9** **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.
- 10** **Club Abbrev:** 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.
- 12** **Time-Score:** The number format automatically changes according to the event type. Speed Events is: 0:00.000 (Minutes:Seconds) Non-Speed is a general number format. Enter the speed event time or the score for non-speed events.
- 13** **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** **Travel:** 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** **Remarks:** Enter any other remarks here such as FTDs.

Instructions for completing 2009 NCCC Event Completion Summary Form BACK PAGES

16-Mar-2009

SANCTION #: 18						
NAME OF CLUBS ENTERED IN EVENT:	CLUB ABBREV.	CLUB #	MILEAGE	CLUB POINTS*	# OF ENTRIES	# OF WORKERS
HOST CLUB: 19	21	22	24	25	27	28
20		23		26		
NAME OF WORKER	NCCC #	POSITION WORKED		POINTS	REMARKS	
29	30	Chairperson 31		32	35	
		Co-Chairperson		34		
		33				
HOST CLUB: 36						
EVENT CHAIRPERSON: 37						
ADDRESS:	38					
TELEPHONE:						
GOVERNOR:						
ADDRESS:						
TELEPHONE:						
CHAIRPERSON SIGNATURE: 39	DATE: 41	GOVERNOR SIGNATURE: 40	DATE: 41			
INSTRUCTIONS						
ENTER DATA IN YELLOW CELLS						
DO NOT ENTER DATA IN RED CELLS						
18 Sanction #: DO NOT ENTER. Determined from the Sanction Number entered on the Front Page.						
19 Name of Host Club: DO NOT ENTER. Determined from the Host Club Name entered on the Front Page.						
20 Name of Clubs Entered: Enter Club name, no special formatting is required.						
21 Club Abbrev: Optional club name abbreviation if desired. Not used in the national points tracking program.						
22 Club Number of Host Club: DO NOT ENTER. Determined from the Host Club Number on the Front Page.						
23 Club Number of Clubs Entered: Correct Format is 2 Letter Region Abbreviation (AB) - 3 Digit Club No. (123) i.e., AB-123.						
24 Mileage: Enter the mileage from the home city of the entered club(s) to either the home city of the host club or event site (see rulebook for requirements). Not applicable for host club.						
25 Host Club Points: DO NOT ENTER. Fixed at 100 points per the rulebook.						
26 Entered Club Points: DO NOT ENTER. Calculated automatically using the entrant points on the Front Page and the worker points on the Back Page.						
27 # of Entries: DO NOT ENTER. Calculated automatically using the NCCC Entrant data from the Front Page.						
28 # of Workers: DO NOT ENTER. Calculated automatically using the NCCC Worker data on the Back Page.						
29 Name of Worker: 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-Chairpersons: DO NOT ENTER. These 2 cells are reserved for the chairperson and co-chairperson for compatibility with the national points tracking program.						
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.						
33 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 Remarks: Enter any other remarks as needed.						
36 Host Club: DO NOT ENTER. Determined from the Host Club Name entered on the Front Page.						
37 Name of Event Chairperson: DO NOT ENTER. Automatically populates using Event Chairperson Name entered in Cell A57 of the Back Page.						
38 Chairperson, Governor Contact Information: Enter contact information. No special formatting is required.						
39 Chairperson Signature: DO NOT ENTER. Automatically populates using Event Chairperson Name entered in Cell A57 of the Back Page.						
40 Governor Signature: 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.						