

**ZTI**

Sheet	Ins
Sorting	1
	2
To Start the Cycle	1
	2
	3
	4

Register	1
	2
	3
	4

Summary	1
	2
	3

<i>Protocol</i> Scores	1
	2
	3

Scorers	1
	2
	3
Players & Scorers	1
	2
	3
	4
	5
	6

## DP Event Data File Instructions

### Instructions

#### **DO NOT SORT ANY DATA for submission**

If you want to sort, you will need to **SAVE** doc first, then *Unprotect* the sheet, then sort, then save the doc under a **DIFFERENT** name or save as a .pdf, then close the spreadsheet doc **WITHOUT SAVING AGAIN!** Make sure that you send in the unsorted file.

Make a copy of this file and save it in a ZTDP folder with the appropriate date (YY MM DD) of the end of your first event and your district abbreviation - e.g. 03 2017 ZTDP Ladies Event Data (17 06 30 EPB).xls

Open this newly saved file and enter the Register details (see below)

Change the word *District* in all the sheet headers to your District's abbreviation - e.g. EPB

For each subsequent event, open the previous event's sheet and save the file with the next event's end date, then delete all the scores

Enter the details of your players in the appropriate table (*Joe Soap* - NOT ALL CAPS) - this will automatically populate the Scores sheet. 36 spaces provided for possible interest for first 3 events - thereafter, the maximum number is 12 for Z-Squad (hide any rows not used) and you probably want to limit your EZ-Squad to 24. More names can be added should you wish to do so, but remember to copy the formulas to any new rows you create (unprotected view)

If a player is unable to attend an event (after the first one) for some reason, please do not delete the name or row from the spreadsheet - that player's scores will just be blank for that event, but it will help make collation of results a lot easier if they remain on the list!

If a selected player withdraws, highlight the name on the register and, if you find it more convenient, just **DO NOT** delete!

Print this sheet for Registration just before each event, to help you do rink allocations for each protocol.

*The purpose of this sheet is to give you and the National Academy quick access to player contact details*

This sheet is completely automated to draw summary scores from individual protocol Scores sheet.

If you unprotect the sheet, **it is very important that you do not change any of the numbers in column B or over-write any of the cells that contain formulas!!**

All players' names are automatically on this sheet, with automatic calculations to occur as soon as you start entering scores.

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Only 1 set of each protocol-set is required per cycle by the National Academy. Please submit your completed spreadsheets after completing each set of 3 protocols (one event). **Please do not only select the highest scores over multiple assessments days - submit all of them!**

Try and fill in names for all the people who are willing to help at these events - try and fill up your scorer needs with competent coaches first. If you still have gaps, try and find competent players to fill in as needed.. If you complete the information on this list, you will have quick access to the contact list of people willing to assist.

Once you have the Scorers' names and contact details, please send them the Player Protocol file, so that they can prepare, and inform them that they need to register with Event Management at least 15 minutes before their session.

Print a copy of this sheet for your information to tick people off as they arrive and have the phone numbers handy if they are late!

If you only have a few rinks, you probably do not need to use this sheet at all - your choice!

This sheet is to help you organise one green of players and scorers onto rinks, which also indicates who should play first for that exercise. *NOTE: this is set up for 12 players - if you have less than 12, you will need to Uprotect Sheet (Review ribbon), select the whole sheet and unhide columns and then change the player numbers (the names will automatically change) to suit the number of players you have. Also, if you have extra players on your list, filling in for unavailable players or players who have quit during the year, you will need to change the numbers to bring in those players with numbers greater than 12.*

Fill in the Green you will be using for the day

In the lines above each rink, enter the scorers you want to allocate to each rink - if the same scorers stay with you all day, just enter the names once in the Ex 1 column.

The player names and order of play for each exercise should already be there for all the players you have entered on the player register, up to 12 names.

Print a copy for each rink-clipboard and an extra one for display on the day