

# **APBA INBOARD SCORERS PROGRAM INSTRUCTION HANDBOOK**

---

***REGULAR EVENT VERSION (2 DAYS)*** *Inbregprog06*

***CHAMPIONSHIP VERSION*** *INBCHAMPROG06*  
*(with Two Round Qualifiers' and Extra Race)*

*(Microsoft Excel 97 and higher)*

---

## **Table of Contents**

<b>Page 2</b>	<b>Overview</b>
<b>Page 3</b>	<b>Registration: Summary Sheets</b>
<b>Page 5</b>	<b>Registration: Member Data Sheet</b>
<b>Page 6</b>	<b>Registration: Roll Call/Announcer Sheets</b>
<b>Page 7</b>	<b>Registration: Boat Data Sheet</b>
<b>Page 8</b>	<b>Registration: Schedule Sheet</b>
<b>Page 9</b>	<b>During the Race: Summary Sheets</b>
<b>Page 10</b>	<b>During the Race: 1<sup>st</sup> and 2<sup>nd</sup> Round Qualifier Sheets</b>
<b>Page 11</b>	<b>After the Race: Results Sheets</b>
<b>Page 12</b>	<b>Submitting Summary Sheets</b>
	<b>Troubleshooting</b>

## Instructions for Scoring an Inboard Race Using the Computerized Scoring Program

In order to use these programs, you will need a computer with Microsoft Excel 5.0 or higher. You should also have an **intermediate to advanced** working knowledge of Microsoft Excel or Lotus 123.

Enclosed are the instructions for the Inboard Computerized Scoring Programs for a regular two-day event and the program for scoring an Inboard Championship Event (two or three day).

By using this program, all information for scheduling, roll call, the announcers, race result for race committees and the press, to submitting the summary sheets come from the entry blanks and Scorers/Timers Sheets so there is no need to imprint member cards on manual summary sheets unless you do not have a laptop for use at the race site.

**Please read these directions carefully prior to using these programs. We recommend you do a practice or trial run on the program. DO NOT WAIT UNTIL THE DAY OF THE RACE TO USE THE SCORING PROGRAM OR READ THESE INSTRUCTIONS.**

1. Open the appropriate program in Microsoft Excel. You will see the following tabs across the bottom.

1. MEMBER DATA - This is where all racer information is located.	14. 1 LTR (01140) – Summary Sheet for 1 Litre (Modified) class – up to 24 boats
2. BOAT DATA – This is where all boat information is located.	15. 1.5 ST (01160) – Summary Sheet for 1.5 Stock class – up to 24 boats
3. PREREGISTERED BOATS – Optional Use sheet for recording pre-registered boats.	16. 2.5 ST (01130) – Summary Sheet for 2.5 Stock class – up to 24 boats
4. SCHEDULE – DAY 1 – A manually entered sheet used for recording & printing Schedule Sheets for Day 1	17. 2.5 MOD (01040) – Summary Sheet for 2.5 Modified class – up to 24 boats
5. ROLL CALL – DAY 1 – Roll Call and Announcers Sheet for Day 1	18. 5 LITRE (01110) – Summary Sheet for 5 Litre class – up to 24 boats
6. DAY 1 Q & F COMB RESULTS – Combined heat results sheet for day 1 only.	19. NM (01030) – Summary Sheet for National Modified class – up to 24 boats
7. DAY 1 FINALS RESULTS – Results sheet for day 1 final heat only.	20. GNH (01020) – Summary Sheet for Grand National Hydro class – up to 24 boats
8. SCHEDULE – DAY 2 – A manually entered sheet used for recording & printing schedule sheets for Day 2	21. JS (01220) – Summary Sheet for Jersey Speed Skiff class – up to 24 boats
9. ROLL CALL – DAY 2 - Roll Call and Announcers Sheet for Day 2	22. SS (01230) – Summary Sheet for Super Stock class – up to 24 boats
10. DAY 2 Q & F COMB RESULTS – Combined heat results sheet for day 2 only.	23. PS (01600) – Summary Sheet for Pro Stock class – up to 24 boats
11. DAY 2 FINALS RESULTS – Results sheet for day 2 final heat only.	24. KRR (01330) – Summary Sheet for K-Racing Runabout class – up to 24 boats
12. WKND Q & F COMB RSLTS – Results sheet for all heats run in a weekend.	25. GP (01520) – Summary Sheet for Grand Prix class – up to 24 boats
13. WKND FINALS COMBINED RSLTS – Results for weekend finals only.	26. CB (01210) – Summary Sheet for Cracker Box class – up to 24 boats.

There are also (4) Template Tabs for additional classes.

The Championship Program will have additional roll call, schedule and results sheets for the extra day of racing as well as qualifier calculation sheets.

## Registration: Summary Sheets

1. On the summary sheet, enter the City, State and Sanction Number.
2. Enter the dates in cells E13 for the first day, E17 for the second day, and E21 for the third day on the Championship program) they will be copied down the sheet.  
(The City, State, Sanction Number and Date cells on the 1 Litre sheet are linked to the corresponding cells on all the summary sheets, therefore, it is only necessary to enter this information once.)
3. As you receive, the Entry Blanks enter the Primary Boat Number in the first cell of column A of each entries section. If you are entering a boat that has both an APBA and a CBF number at a joint sanctioned event, you will enter the Secondary Boat number in the next cell down. (Remember to enter the boat #'s as designation letter, hyphen, number (T-1, CS-2, JS-57, K-999).) There are blocks for up to 24 boats.
4. After entering all the boats, you can group the unused section. It is extremely important that you do not delete rows.

### Summary Sheet for Regular Event Program

The screenshot shows an Excel spreadsheet titled "Reg Prog for Inst Booklet 07". The main data area is as follows:

RACE AT:		Wildwood Crest, NJ		2.5 LITRE STOCK ( 01130)		SANCTION NO. 1766			
RACER INFORMATION		YEAR		QUALIFICATION HEATS				FINAL	Total
		Region		Heat 1A	Heat 1B	Heat 1C	Heat 1D	Heat	Time
1)OWNER/DRIVER				Time	Time	Time	Time	Position	Overall
2)DRIVER/RIDER				Position	Position	Position	Position	Points	Position
3)DRIVER/RIDER				Position	Position	Position	Position	Points	Total Pt
4)DRIVER/RIDER				Position	Position	Position	Position	Points	Total Pt
BOAT #	APBA/CBF#								
37	11062	R SAM HORNER	2007						00:00:00
38	S-88	4131 CUTTY BARK ROAD BALTIMORE, MD 21220	2007						
39	2507	ROBERT KENNEDY	2007						
40		537 CONNELL DRIVE BEAR, DE 19701	2007						
41		#N/A	#N/A						
42		#N/A	#N/A						00:00:00
43		#N/A	#N/A	0	0	0	0		0
44		#N/A	#N/A						0
45	422	GREGORY BARKER	2007						00:00:00
46	S-9	CS025 835 N COLONY RD GRAND ISLAND, NY 14072-2901	2007						
47				0	0	0	0		0
48	CS-9								00:00:00
49									
50									00:00:00
51									0

Red callout boxes in the image indicate the following instructions:

- "Enter Dates Here" points to cells E13, E17, and E21.
- "Enter Primary Boat # Here" points to cell A48.
- "Enter Secondary Boat # Here" points to cell B48.



## Registration: Summary Sheets Continued

- Enter Primary Member Number in first cell of Column B of each section for the entry.  
If you are entering a member who is both an APBA and CBF member at a joint sanctioned event, you will enter the Secondary Member Number in the next cell down. (Remember to enter CBF #'s with a C followed by the member number (C5111).) You can enter up to four members for each entry in the regular program and up to six members in the championship program.
- If the member data does not show up or is not the current information after entering a number go to the "Member Data Sheet" to verify the member is listed and/or if the number was entered correctly. If he/she is not listed, you will need to add them in the "Member Data" Sheet. If they are listed but the data is not current, make the changes as needed. **Do not add or change the member's data on the summary sheet, go to the "Member Data" sheet.**
- If the member's registration year is not the current registration year, you must go to the "Member Data" Sheet and enter it. **Do not change the member's registration year on the summary sheet; go to the "Member Data" sheet and change it there.**
- If you have an entry blank and are waiting on cards your can save time by entering the information that you have and entering one of the following:  
NDC1 for Need Drivers Card  
NOC1 for Need Owners Card  
NRC1 for Need Riders Card

Summary Sheet for Championship Program

The screenshot shows an Excel spreadsheet with the following structure:

- Row 4:** RACE AT: ENTER RACE LOCATION (CITY, STATE) | 1.5 LITRE STOCK (01160) | SANCTION NO. ENTER #
- Row 7:** RACER INFORMATION | YEAR | QUALIFICATION HEATS | FINAL Heat | Total Time
- Row 8:** | | Heat 1A Time/Pos | Heat 1B Time/Pos | Heat 1C Time/Pos | Heat 1D Time/Pos | Qualifier Heat Points | Time Position | Overall Position
- Row 9:** | 1) OWNER/DRIVER | | | | | | | | |
- Row 10:** | 2) DRIVER/RIDER | | | | | | | | |
- Row 11:** | 3) DRIVER/RIDER | | | | | | | | |
- Row 12:** | 4) DRIVER/RIDER | | | | | | | | |
- Row 13:** BOAT # | PBA # | Region | | | | | | |
- Row 14-24:** Multiple rows for racer entries, each with columns for member numbers and performance metrics.
- Row 25:** BOAT # | PBA # | Region | | | | | | |
- Row 26-34:** Additional rows for racer entries.

Annotations in the image include:

- A blue box with the text "Blue Section for Championship Event" pointing to the top portion of the spreadsheet.
- A white box with the text "White Section for Separate Day Event" pointing to the bottom portion of the spreadsheet.
- A blue box with the text "Enter Owner/Driver # Here" and an arrow pointing to the '1) OWNER/DRIVER' column.
- A blue box with the text "Enter Driver/Rider # Here" and an arrow pointing to the '2) DRIVER/RIDER' column.
- A large "Page 1" watermark is centered on the spreadsheet.

## Registration: Member Data Sheet

1. Verify the Names; Addresses and Current Year are the same as on the member card. Make the changes if necessary. **Change the member's registration year to the current year only after the current membership is verified. DO NOT CHANGE THE YEAR DOWN THE ENTIRE COLUMN.**
2. Enter any missing data in the corresponding cells, i.e.: current member number, names, region number, street address, city/state/zip code, telephone number, member year, (capsule training date and physical date are optional). CBF member numbers include C for Canadian followed by member number (C5111).
3. New Members & Single Event Members – When entering new members it is best to enter them using NM followed by a number sequence (NM042107, or NM080407). Be consistent with the format that you use. Use an SE followed by the number of the single event application (SE7305) when entering single event members to make it easier to identify your single event members and match their documentation.

**Remember: Missing data will not appear on any of the other sheets in the program.**

ADP#s	First Name	Last Name	Region	Street Address	City, State, Zip Code	Telephone #
690	DUSTY	BRADLEY	4	961 BROWNSVILLE ROAD	CENTREVILLE, MD 21619	410-758-4961
691	BRANDON	KENNEY	3	637 CONNELL DRIVE	BEAR, DE 19701	302-836-4511
692	ZACK	ARROM	3	118 DOVER COURT	GALLOWAY, NJ 08205-6000	609-287-9106
693	MICHAEL	WELLS	2	503 ANTHONY STREET	OGDENSBURG, NY 13669	315-394-1311
694	FRANK	BECK	3	2315 PRIMROSE COURT	MAYS LANDING, NJ 08330	609-645-8264
695	ROBERT	WOOD	3	13 SCHOOLHOUSE DRIVE	SOMERSPOINT, NJ 08244	609-713-7386
696	MARC	LECOMPTTE		410 CHAMPLAIN	VALLEYFIELD, QU J6T 5Y7	450-370-0313
697	BRIAN	SMITH	4	1244 MAPLE ROAD	ARNOLD, MD 21012	410-271-6027
698	DONNY	ASHTON	1	1070 EASTON VALLEY ROAD	EASTON, NH 03580	80-382-3909
699	ROBERT	FLAYHART	4	42 S MAIN STREET	PORT DEPOSIT, MD 21904	
700	MATTHEW	O'CONNOR	2	89 JEFFERSON STREET	CATTARAUGUS, NY 14719	732-996-4735
701	JODI	KLEIN BROWN	3	595 NORTH 1ST STREET	HAMMONTON, NJ 08037	609-652-9117
702	WARREN	BROWN IV	3	410 E GREAT CREEK ROAD	GALLOWAY TWSP, NJ 08205	
703	CLAUDE	BERGERON	2	90 TALBOT	VALLEYFIELD, QUE CAN J6T-6J8	450-371-8722
704	MEL	TREVOCHKA		937 TAMBOURINE TERRACE	MISSISSAUGA, ON L5C 1S5	416-540-0648
705	ALAIN	HAINEAULT		142 ST PHILIPPE	VALLEYFIELD, QUE	450-377-4024
706	NORMAN	SHANNON				450-377-4222
707	PAUL	MATHIEU				450-447-3167
708	JEAN-FRANCOIS	LATOUR				450-225-2464
709	GREGORY	BARKER				716-773-1191
710	DONALD	LESS				716-773-9008
711	TOSH	SMITH				705-329-0444
712	DAVID	ARCHABLE	6	4237 FOREST AVE	CINCINNATI, OH 45212-3349	513-631-7713
713	BERNARD	LAPIERRE		161 ST-LOUIS	VALLEYFIELD, QUE CAN	450-371-0910
714	DEREK	ANDERSON	2	26 JAFFA AVE	CANDIAC, QUE CAN J5R 3R3	450-632-5688
715	DOMINIC	COURNOYER	2	1878 CHENAL DU-MAINE	STE-ANNE-DE-SOREL, QUE CAN J3P-5N2	450-746-1622
716	NORMAN	ENSBURY	2	2 PELLETIER	CHATEAUGUAY, QUE, CAN	450-691-7085
758	CHRIS	FLEEAR	4	6350 CENTER DRIVE	NORFOLK, VA 23502	
759	WARREN	BROWN III	3	595 W 1ST RD	HAMMONTON, NJ 08037	609-839-9831
760	BILLY	SEWELL	4	309 MARYLAND AVENUE	CENTREVILLE, MD 21660	
761	DAVID	BAKER	4	1112 SPANIOD NECK ROAD	CENTREVILLE, MD 21617	

After updating the "MEMBER DATA" sheet, be sure you save a copy of the sheet as a separate file. If you already have a copy of the "MEMBER – BOAT DATA" file, you can copy and paste this sheet into that file and into the master scorers program.



## Registration: Role Call/Announcer Sheets

The following sheets are linked, The Role Call/Announcer Sheets, Summary Sheets, Member Data and Boat Data sheets. As you add Boat and Member #'s to the "Summary Sheets", they are auto filled into the Role Call/Announcer Sheets and results sheets for all days. The program then compares the boat number to the boats listed on the "Boat Data" sheet and automatically fills it in. If the boat name does not appear, you must go to the "Boat Data" sheet and enter the required information.

After Elimination (Qualifier) Heats are drawn, enter the heat numbers in Column A and group and hide the unused rows. (To do this first select the range and click on the Group Arrow Tool Button. Clicking on the minus sign button will close (or hide) rows and columns. Clicking on the plus button will open (unhide) the grouped rows and columns.) Then you can sort by the qualifier heats. To sort, select the rows, click on data, click on sort, then select sort by column A to sort by qualifier heats.

Sections for classes that are not running can be grouped and hidden or deleted. Open Columns C through E and G through F if you want to use them for results or close them if not. If using this sheet for results you will have to sort your rows in descending order by points.

Make sure your page is setup to print at 75% landscaped on legal size paper or 55% on letter size. It is easiest to work in "Page Break Preview" that way you can adjust your pages as needed.

Print and use these sheets for roll call at drivers meeting and make a copy for each announcer, photographer, etc.

The screenshot displays an Excel spreadsheet titled "DRIVERS ROLL CALL/ANNOUNCER'S SHEET" for a "1.5 LITRE STOCK ( #1160 )" class. The spreadsheet has columns for Qualifier Heat, Qualifier Position, Qualifier Points, Qualifier Time, Final Position, Boat #, Boat Name, Owner/Driver, and Driver/Owner. The data is organized into rows, with some rows grouped together. Red callout boxes provide instructions on how to use Excel's grouping features: "Click Here to Group" points to the Grouping icon in the ribbon, "Click Here to Ungroup" points to the Ungrouping icon, and "Select Rows to Group" points to a range of rows in the data table.

HEAT	QUAL POS	QUALIFIER POS	PTS	TIME	FINAL POS	Boat #	BOAT NAME	OWNER/DRIVER	DRIVER/OWNER
5	-	-	-	00:00.00	1	T-3	SUPERSTITION	BRADY H BRADFORD, JR, FISHING CREEK, MD	FENRY WALTON, JR, EAST NEW MARKET, MD
6	-	-	-	00:00.00	2	T-8	MY MISTAKE	JOHN SHAW, SUCCASUNNA, NJ	RICHARD SHAW, SUCCASUNNA, NJ
7	-	-	-	00:00.00	3	T-37	SONIC SPEED	VILLIAM MCCONAN, QUEENSTOWN, MD	AMY BROCKSON, CENTERVILLE, MD
9	-	-	-	00:00.00	4	T-44	VALJBY ON WATER	ZACK APPOAM GALLOVAY, NJ	#N/A
9	-	-	-	00:00.00	5	T-5	TROPHY HUNTER	DOUGLAS V HAGATHA, ELIZABETH CITY, NC	JAMES McMULLEN, STEVENSVILLE, MD
11	-	-	-	00:00.00	6	T-1	TANGLED UP IN BLUE	KELLY SHANE, HAVRE DE GRACE, MD	JAMES SHANE, HAVRE DE GRACE, MD
11	-	-	-	00:00.00	7	T-25	SHAMELESS SAY WHAT?	BRANDON KENNEDY, BEAR, DE	GEORGE KENNEDY, JR, BEAR, DE
12	-	-	-	00:00.00	8	T-40	VENY'S TAVERN GIRL	MICHAEL VELLE, OGDENBURG, NY	#N/A
13	-	-	-	00:00.00	9	T-29	CHASSY TAIL	BRIAN SMITH, APRFIELD, MD	#N/A

## Registration – Boat Data Sheet

The “Boat Data” sheet is the database for boat information. This is where you will input the boat number, boat name and owner name. Don’t forget to change the data for the highpoint #1 boats.

The classes are listed in the following order: 1.5 Stock, 1 Litre, 2.5 Stock, 2.5 Modified, 5 Litre, National Modified, Grand National Hydro, Jersey Speed Skiff, Super Stock, Pro Stock, K-Racing Runabout, Grand Prix, and Cracker-Box.

After updating the “BOAT DATA” sheet, be sure you save a copy of the sheet as a separate file. If you already have a copy of the “MEMBER – BOAT DATA” file, you can copy and paste this sheet into that file and into the master scorers program.

1.5 STOCK (01160) - T			1 LITRE (01140) - Y (CY)			2.5 STOCK (01130) - S CS				
BOAT #	BOAT NAME	OWNER NAME	BOAT #	BOAT NAME	OWNER NAME	BOAT #	BOAT NAME	OWNER NAME		
1	CT-10	FLYN EAGLE	ABBOTT, JOHNATHAN	1	Y-1	FAST EDDIE TOO	SECHLER, JIM	1	CS-00	BANK ON IT
2	T-1	TANGLED UP IN BLUE	SHANE, KELLY	2	Y-103	VAGABOND I	STRUZEK, TIMOTHY	2	CS-1	FAST EDDIE
3	T-10	FLIRTIN WITH DISASTER	WEBER, MIKE	3	Y-11	POLE CAT II	DODGE, RUSSELL K	3	CS-10	WET SPOT RACING
4	T-11	MY MISTAKE	SHAW, JOHN	4	Y-12	MISS DREAM	GUTIERREZ, JOE	4	CS-20	SONIC WAVE
5	T-14	HIGHJACKER	SHANE, ROBIN	5	Y-14	MY MISTAKE	SHAW, JOHN	5	CS-27	MISS KAROLANE
6	T-141	LIQUID SHIP	SHANE, JIMMY	6	Y-15	THE LEGEND	BROWNING, TERRY JR	6	CS-47	HAVE FUN
7	T-15	HOTT STUFF	BROWNING, KASEY	7	Y-150	DREAMS	EBLING, THOMAS	7	CS-5	BANK ON IT
8	T-155	THE LEGEND	BROWNING, TERRY JR	8	Y-151	TSUNAMI	DONLEY, BOB	8	CS-60	ORANGE RUSH
9	T-17	TANGLED UP IN BLUE	SHANE, KELLY	9	Y-16	LIL MISS MAVERICK	NICHOLSON, BRIAN	9	S-1	FAST EDDIE
10	T-18	THE LEGACY	BENZINGER, FRED JR	10	Y-17	MODERN DRUMMER	SANKUER, JEFFREY	10	S-10	HEATWAVE
11	T-189	DAD'S TOO	HUESTON, SHANE	11	Y-18		VALUM, KJELL	11	S-12	MISS DREAM
12	T-2	SHAWNUFF	SHAW, RICHARD	12	Y-20	WIND SHEAR	WILSON, JAMES	12	S-13	
13	T-20	HOT FLASH	WILSON, CHRISTINE	13	Y-22	INSTANT POVERTY III	SHAW, RICHARD	13	S-14	HJACKER
14	T-24	WANNA BEE II	DIXON, JAMES	14	Y-222	MISS LYNN	HECKMAN, J SCOTT	14	S-145	LIL LECTRON
15	T-25	SHAMELESS SAY WHAT?	KENNEDY, GEORGE JR	15	Y-223	MISS LYNN	CHEEZUM, JOSEPH	15	S-145	LIL LECTRON
16	T-26	AHH SUM SECRET	HENDERSON, JET	16	Y-224	MISS LYNN	DIXON, JAMES	16	S-15	BROWNING'S MARIN
17	T-26	AHH SUM SECRET	HENDERSON, BE	17	Y-225	MISS LYNN	ARCHABLE, DAVID	17	S-151	TSUNAMI
18	T-29	CHASIN' TAIL	SMITH, BRIAN	18	Y-226	MISS LYNN	PERKINS, BRIAN	18	S-17	THE BAD HABIT
19	T-3	SUPERSTITION	BRADY H BRADF	19	Y-227	MISS LYNN	MINNICH, RALPH	19	S-17	THE BAD HABIT
20	T-37	SONIC-SPEED	MCCOWEN, BILL	20	Y-228	MISS LYNN	OSTERHOUT, TRACY	20	S-19	CLAIM JUMPER
21	T-40	VINN'S TAVERN GIRL	WELLS, MICHAEL	21	Y-33	TRAKKA	CHRISTENSEN, ERIC	21	S-2	SUPERIOR MISS
22	T-41	IT'S A FLOATER	SHANE, JIMMY	22	Y-37	SONIC SPEED	MCCOWAN, WILLIAM	22	S-24	THE INTIMIDATOR
23	T-44	GOOD OLE BOYS	SOVIE, JOSEPH	23	Y-4	HOOSIER DADDY	STRUZEK, TIMOTHY	23	S-25	SHAMELESS
24	T-5	TROPHY HUNTER	HAGATHA, D WAYNE	24	Y-41	YOU GO GIRL	GILDAY, BETH	24	S-25	SHAMELESS
25	T-51	SAMS TOY	OSBORNE, THOMAS	25	Y-43	BAD INFLUENCE	THORNE, ROBERT	25	S-251	MY MISTRESS
26	T-53	PORT INDIAN RACING	HUGANIR, THOMAS	26	Y-44	GOOD OLE BOYS	SOVIE, JOSEPH	26	S-261	SEALAND SPECIALT
27	T-550	A&A HOSTILE HUNTER	MCMULLEN, JAMES	27	Y-52	ROOSTERTAILS RACING	BOWSHER, SEAN	27	S-285	RED BARON
28	T-64	WALKIN' ON WATER	ARROM, ZACK	28	Y-54	PINK PANTHER II	WILSON, VALERIE	28	S-29	HOSTILE TAKEOVEF
29	T-71	THAT 70'S BOAT	SHANE, STUART	29	Y-54	PINK PANTHER II	WILSON, DURWOOD SR	29	S-32	WYNOT



## Registration: Schedule Sheet

The schedule sheets, although useful time savers do not have to be used. They are not linked to any other sheets and require manual data entry. There are several class headers that you can copy and paste or just change the defaults. Add the heats in column B, and type the boat numbers into each section. Print however many copies you might need, do not forget to make copies for your turn judges, pit managers, judges stand personnel, announcers, etc.

The screenshot shows a Microsoft Excel spreadsheet titled "Inbreprog06" with a "Schedule" tab selected. The spreadsheet is organized into columns for different race classes and rows for individual heats. The columns are labeled as follows:

- Column B: Schedule
- Column C: 1.1TR MOD (Y)
- Column D: 1.5 ST (T)
- Column E: 2.5 ST (S) - 1Q
- Column F: 2.5 ST (S) - 2Q
- Column G: 2.5 (S) - FINAL
- Column H: 5 LTR (E) - 1A
- Column I: 5 LTR (E) - 1B
- Column J: 5 LTR (E) - 1C
- Column K: 5 LTR (E) - 1D
- Column L: 2.5 MOD (A) - 1A
- Column M: 2.5 MOD (A) - 1B
- Column N: 2.5 MOD (A) - 1C
- Column O: 2.5 MOD (A) - 1D
- Column P: (NM) - 1A
- Column Q: (NM) - 1B
- Column R: (NM) - 1C
- Column S: (NM) - 1D
- Column T: (GNH) - 1A
- Column U: (GNH) - 1B
- Column V: (GNH) - 1C
- Column W: (GNH) - 1D
- Column X: JS - 1A
- Column Y: JS - 1B
- Column Z: JS - 1C
- Column AA: JS - 1D
- Column AB: PS - 1A
- Column AC: PS - 1B
- Column AD: PS - 1C
- Column AE: PS - 1D
- Column AF: K - 1A
- Column AG: K - 1B
- Column AH: K - 1C
- Column AI: K - 1D

The rows are numbered 1 through 37. Row 1 is labeled "ENTER RACE SITE HERE". Row 2 is labeled "Schedule". Rows 3-14 are for 1.1TR MOD (Y) heats. Rows 15-27 are for 1.5 ST (T) heats. Rows 28-31 are for 2.5 ST (S) - 1Q heats. Rows 32-35 are for 2.5 ST (S) - 2Q heats. Rows 36-37 are for 2.5 (S) - FINAL heats. A "Page 1" watermark is overlaid on the spreadsheet.

## During the Race: Summary Sheets

The summary sheets on the regular program will accommodate one round of up to four qualifier heats and a final for each day of racing. The summary sheets on the championship program will accommodate two rounds of up to four qualifier heats each, and a final for one race and one round of up to four qualifier heats and a final for another.

Enter the time for each boat in the appropriate heat block. Use DISQ, DNF, DNF/FLIP, DNS, or TNT. If "Time is not taken", enter TNT for heat time and enter the correct position in the position block below it, points will then calculate correctly. In case of a tie in position you will have to manually enter the correct positions based on the fastest time. These adjustments will also have to be made on the results sheets.

Type any comments and/or explanations of penalties, etc. for each boat, in the empty cells under driver names and addresses, these should at least match the comments on the scorers sheets. It is recommended you use a different font color for comments. If there are no empty cells, insert a text box and enter the comments there. To do this Click on the Text Box Button and the Drawing toolbox will open up. Click on the Text Box in the tool bar, drag, drop and draw the text box, type in your comments.

- Examples: SAT Q-CHOPPING 104; TURN 2 LAP 2 1 MIN PENALTY
- **SAT FINAL - HEAT STOPPED 2:42 PM; FLIP TURN 1, LAP 1**
- SUN Q – TNT – Referee called for Black Flag, scored per Rule # 18.6
- SUN FINAL - 1 MINUTE PENALTY – BG
- **NO NATIONAL POINTS – LESS THAN 3 LEGAL STARTERS**

Time must be entered as minutes, colon, seconds, period, hundredths  
**3:40.62**

After the race add in the 40 DNF points per the rule book, print and review a copy of your summary sheets before finalizing.



During the Race – Championship Program – 1<sup>st</sup> and 2<sup>nd</sup> Round Qualifier Pages

These are optional pages. The boat #, position and time from each qualifying heat are taken from the summary sheets and placed in order of time. These sheets can be printed and posted for viewing. Columns AG through AI can be used to copy, paste and sort the boats from all heats to see the order for fastest time.

ELIMINATION HEAT 2B			ELIMINATION HEAT 2C			ELIMINATION HEAT 2D			ORDER BY TIMES		
POS	BOAT #	TIME	POS	Boat	Time	POS	BOAT #	TIME	POS	Boat	Time
1	#N/A	#N/A	1	#N/A	#N/A	1	#N/A	#N/A			
2	#N/A	#N/A	2	#N/A	#N/A	2	#N/A	#N/A			
3	#N/A	#N/A	3	#N/A	#N/A	3	#N/A	#N/A			
4	#N/A	#N/A	4	#N/A	#N/A	4	#N/A	#N/A			
5	#N/A	#N/A	5	#N/A	#N/A	5	#N/A	#N/A			
6	#N/A	#N/A	6	#N/A	#N/A	6	#N/A	#N/A			
7	#N/A	#N/A	7	#N/A	#N/A	7	#N/A	#N/A			
8	#N/A	#N/A	8	#N/A	#N/A	8	#N/A	#N/A			
9	#N/A	#N/A	9	#N/A	#N/A	9	#N/A	#N/A			
10	#N/A	#N/A	10	#N/A	#N/A	10	#N/A	#N/A			
11	#N/A	#N/A	11	#N/A	#N/A	11	#N/A	#N/A			
12	#N/A	#N/A	12	#N/A	#N/A	12	#N/A	#N/A			
13	#N/A	#N/A	13	#N/A	#N/A	13	#N/A	#N/A			
14	#N/A	#N/A	14	#N/A	#N/A	14	#N/A	#N/A			
15	#N/A	#N/A	15	#N/A	#N/A	15	#N/A	#N/A			
16	#N/A	#N/A	16	#N/A	#N/A	16	#N/A	#N/A			
17	#N/A	#N/A	17	#N/A	#N/A	17	#N/A	#N/A			
18	#N/A	#N/A	18	#N/A	#N/A	18	#N/A	#N/A			
19	#N/A	#N/A	19	#N/A	#N/A	19	#N/A	#N/A			
20	#N/A	#N/A	20	#N/A	#N/A	20	#N/A	#N/A			
21	#N/A	#N/A	21	#N/A	#N/A	21	#N/A	#N/A			
22	#N/A	#N/A	22	#N/A	#N/A	22	#N/A	#N/A			
23	#N/A	#N/A	23	#N/A	#N/A	23	#N/A	#N/A			
24	#N/A	#N/A	24	#N/A	#N/A	24	#N/A	#N/A			

## After the Races – Results Sheets

As you enter the results on the “Summary Sheets”, they are automatically filled in on the results sheets and the roll call/announcers sheets. If an entry has “TNT”, you must manually enter their position on the results sheet. The event and the race committee will determine the results sheet you use. There are several results sheets to choose.

### Regular Program

1<sup>st</sup> Day Final Results and 2<sup>nd</sup> Day Final Results – Results based on the final heat only

1<sup>st</sup> Day Q and F Comb Results and 2<sup>nd</sup> Day Q and F Comb Results – Results for each day based on the combined totals of the qualifier and final heats.

WKND Q & F Comb Rslts – Overall results based on all the heats for the event combined

WKND Final Combined Rslts – Results based on the combined finals.

### Championship Program

Champ Finals Results – Final Heat Results for a championship or a 2 round qualifier race only

Champ Q & F Comb Results – Combined Results of the Best Qualifier and the Final Heats of a championship or 2 round qualifier race

2<sup>nd</sup> Race Comb Results – Combined Qualifier and Final Heat Results for the separate points race for the event.

2<sup>nd</sup> Race Finals Results – Final Heat results for the separate points race for the event.

WKND Q & F Comb Rslts – Combines all the heats for the event

WKND Finals Combined Rslts – Combines only the final heat for the event.

**DO NOT FORGET TO SORT YOUR ROWS TO PUT THE BOATS IN THE CORRECT ORDER BY THE DESIRED COLUMN.**

Group and hide any participants that you do not need to show. Print enough copies to hand out.

PORTSMOUTH, VA											Saturday, April 23, 2011	
COMBINED HEAT RESULTS FOR											SANCTION #: 1466	
SAT QUALIFIER			SAT FINALS			COMBINED			1 LITRE (01140)		OWNER-DRIVER DRIVER/RIDER	
POS	PTS	TIME	POS	PTS	TIME	POS	PTS	TIME	Boat #	BOAT NAME	OWNER-DRIVER	DRIVER/RIDER
4	85	00:00.00	-	-	00:00.00	4	85	00:00.00	Y-25	MY MISTRESS	DAVID ARCHIBALE, CINCINNATI, OH	#N/A
1	100	04:02.84	-	-	00:00.00	1	100	04:02.84	Y-57	Y'S GUY	DAN KANFUSH, NAASAPA FALLS, NY	#N/A
2	96	04:07.18	-	-	00:00.00	2	96	04:07.18	Y-1	SHAMELESS OUTLAW	ROBERT WILSON, SEVERN, MD	#N/A
-	-	00:00.00	-	-	00:00.00	-	-	00:00.00	Y-20	WIND SHEAR	JAMCO WILSON, GRAND BLANC, MI	AADON WILSON, WATERFORD, MI
3	90	04:48.19	-	-	00:00.00	3	90	04:48.19	Y-54	PINK PANTHER II	ADAM WILSON, WATERFORD, MI	#N/A
1.5 LITRE STOCK (01160) <th colspan="2">OWNER-DRIVER DRIVER/RIDER</th>											OWNER-DRIVER DRIVER/RIDER	
-	-	00:00.00	-	-	00:00.00	-	-	00:00.00	#1	#N/A	#N/A	#N/A
-	-	00:00.00	-	-	00:00.00	-	-	00:00.00	#2	#N/A	#N/A	#N/A
-	-	00:00.00	-	-	00:00.00	-	-	00:00.00	#3	#N/A	#N/A	#N/A
-	-	00:00.00	-	-	00:00.00	-	-	00:00.00	#4	#N/A	#N/A	#N/A
-	-	00:00.00	-	-	00:00.00	-	-	00:00.00	#5	#N/A	#N/A	#N/A
-	-	00:00.00	-	-	00:00.00	-	-	00:00.00	#6	#N/A	#N/A	#N/A
-	-	00:00.00	-	-	00:00.00	-	-	00:00.00	#7	#N/A	#N/A	#N/A
-	-	00:00.00	-	-	00:00.00	-	-	00:00.00	#8	#N/A	#N/A	#N/A
-	-	00:00.00	-	-	00:00.00	-	-	00:00.00	#9	#N/A	#N/A	#N/A
-	-	00:00.00	-	-	00:00.00	-	-	00:00.00	#10	#N/A	#N/A	#N/A



## Submitting Summary Sheets:

1. Print out the sheets, if you have not reviewed them and made any corrections do it now and reprint.
2. Sign the summary sheets
3. For each class attach the entry blanks to the back of the summary sheets in the same order as they are listed on the summary sheets.
4. Attach the scorers and timers sheets behind the entry blanks.
5. See your "Scorers Handbook" for more information.

## Troubleshooting

This section can help with problems you may have with the scoring program. Remember this program is an Excel file. If you continue to have problems with the scorers program we suggest manuals and books specifically designed for Excel be reviewed. Some suggested books: The Excel instruction manual that came with your program, "Excel for Dummies", and many more. There are also websites available with tutorials, and downloads.

### **Problem: I see "####" or "value" on the spreadsheet.**

Solution: Did you use the "Space Bar" or "Formula Bar" (the white bar above the columns) to clear the cells? If you are clearing a time or number cell, you must use the "Backspace" key or the "Delete" key. Use the "Undo" command when necessary to undo any mistakes in typing or deleting.

### **Problem: I typed "NTT" or "DQ" and I am getting "####" signs.**

Solutions: You MUST use the codes specified in the directions:

DNS for Did Not Start

DNF for Did Not Finish

DNF/FLIP for Did Not Finish/Flip (Accident)

DISQ for Disqualified

SCRATCH for Scratched at Drivers Meeting

TNT for Time Not Taken

### **Problem: I typed the time and I am getting "####" signs.**

Solution: Check the format that used when typing in the time. Remember time must be entered as: Minutes, Colon, Seconds, Period, Hundredths

**4:45.35**

### **Problem: I entered the member number and I see #N/A, instead of member information.**

Solution: First, check the member card to verify the member number was entered correctly, if a CBF member type a "C" before the number. If entered correctly go to the "Member Data" sheet and enter the member's info there. DO NOT ENTER THE MEMBERS NAME AND ADDRESS ON THE SUMMARY SHEETS, ROLL CALL/ANNOUNCER SHEETS, or RESULTS SHEETS. It will not be stored in the database and will not populate to the other sheets.

**Problem: I entered the boat number on the summary sheet and I see #N/A on the "Roll Call" sheet instead of boat name and owner and drivers info.**

Solution: First, check the boat number was entered correctly: designated letter, hyphen, and number (T-5). If entered correctly go to the "Boat Data" sheet and enter the info from the entry blank and/or card there. DO NOT ENTER THE BOAT NAME, OWNER, DRIVER or RIDERS NAMES ON THE ROLL CALL/ANNOUNCER SHEETS, or RESULTS SHEETS. It will not be stored in the database.

**Problem: I get the wrong boat name on the roll call/announcers sheet and the results sheets.**

Solution: First, verify the correct boat number is entered for that participant. If it is, go to the "Boat Data" sheet to verify the correct data is entered for that boat number. If it is, the problem may be caused by the look up formula. Sort the class by boat number order and that should fix it.

**Problem: I have boats that should receive 40 points for starting and not finishing, per the rulebook and the points do not show up.**

Solution: These points have to be manually entered in after the event. The program does not calculate these.

**Problem: I am scoring a championship or bonus point race and the program only shows regular points.**

Solution: The program does not calculate bonus points. Bonus Points are given at headquarters