

Race Registrar

Developers / Authors

Jeff Hendricks
360.600.1513

Tad Unger
360.609.3971

Race_Timer@comcast.net

[Quick Start Guide](#)

Application Version

3.47 for

- **Win XP - Excel 2003 and 2007**
- **Vista – Excel 2003**

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New Features

- Phone number field.
- Reorganized fields
 - On the left: data required for accurate results processing
 - On the right: other data

Getting Started

1) Create a new sheet with default column titles by clicking Race Registrar > New Sheet on the main menu. These may be amended as desired. Or column titles may be created manually, but the titles must begin in cell 'A1.'

2) Start Race Registrar from the main menu.

3) Race Registrar attempts to find likely columns to put into each of the column title definitions. Check these and add or change as needed. The column definitions for that worksheet will be saved and re-loaded the next time Race Registrar is used on that worksheet.

Note: There are 2 miscellaneous column definitions available. *Misc. Text* is intended for text notes unique to each participant. *Misc. List* provides a drop-down list of recurring items, such as T-shirt sizes.

4) Click 'Load Participant Data,' and Race Registrar will load the data from the worksheet according to the column definitions specified. The column definitions will be disabled, and the boxes in the Edit Participant area will be enabled if there are corresponding columns defined for them. This is *Search Mode*.

Race Registrar -- Data from Worksheet 'Participants'

Column Definitions for sheet 'Participants'

First Name	First Name	Address1	Address 1	Phone	Phone	Race Name	
Last Name	Last Name	Address2		Race Number	Race 1 #	Wave/Offset Time	Race 1 Offset
Birthdate		City	City	Team Number		Misc. Text	
Age	Age	State	State	Team Name		Misc. List	T-shirt Size
Gender	Gender	Zip Code	Zip	Team Category		<input type="button" value="Change Column Definitions"/>	

Edit Participant Data (30 registrants, 0 teams)

Current Event Data				Other Data			
First Name	Last Name (sorted)			Address1			
Tad	Unger			111 W 25th St			
Gender	Birthdate	Age	Race Number	Address2 / E-mail			
M		39	10010				
Wave/Race Name		Wave/Offset Time [min]		City	State	Phone	
				Vancouver	WA	360-609-3971	
Team Number	Team Name			Zip Code	Misc. Text		
				98660			
List Teams		Team Category		Misc. List: 'T-shirt Size'			
				L	<input type="button" value="List"/>		
<input type="button" value="Edit Participant"/>		<input type="button" value="Copy to New"/>		<input type="button" value="New Participant"/>		<input type="button" value="Print Participant"/>	
						<input type="button" value="Close"/>	

Search Mode

Use this mode to search for participants in the worksheet database. Type the first few letters of a last name already on the worksheet (from which data was loaded) and the first matching occurrence will show up. The scroll bar at the left may also be used. The scroll order is:

- alphabetized by Last, then First names when typing in the Last Name box;
- alphabetized by First, then Last names when typing in the First Name box;
- sorted by Race Number, then alphabetized (in the case of duplicate race numbers) by Last, then First names when typing in the Race Number box.

When a participant's data is shown in the Edit Participant area, that data may be edited by clicking on 'Edit Participant.' This is *Update Mode*.

Update Mode

Use this mode to change data for the current participant. Any data in enabled boxes may be changed. If a change is made to a box, the background becomes yellow. When changes are completed, click 'Update Participant' to save the changes to the worksheet. The row of the worksheet containing the participant's data will be selected on the sheet for viewing. At any time click 'Cancel' to disregard any changes made and reload the saved data. After update or cancel, the mode is changed back to search.

A new participant may be added by clicking 'New Participant.' If a new participant is being added with the same address as the currently visible participant, 'Copy to New' will create a new participant and copy the address. This is *Add Mode*.

Add Mode

Use this mode to add a new participant to the worksheet. Add information in any of the enabled boxes. *At least a First or Last name must be entered.* When adding data is completed, click 'Add Participant' to save the new participant to the worksheet. The new row of data is appended to the last row of data on the worksheet, which will be highlighted. At any time click 'Cancel' to disregard the changes made. The new participant will not be added. After update or cancel, the mode is changed back to search.

Print Participant

Click 'Print Participant' to print the currently shown participant's information to the *default printer*.

Upon loading all data, and updating or creating a new participant, some error checking occurs. Race Registrar looks for duplicate race numbers and missing data.

Error Checking

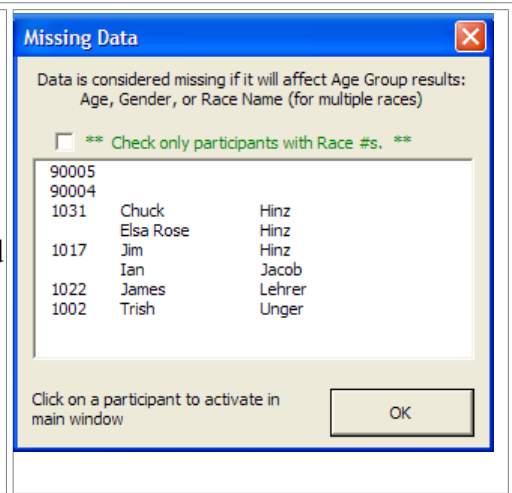
Duplicate Race Numbers:

If there are any duplicate race numbers on the worksheet, a small window comes up to identify them.



Missing Data:

Any participants who are missing data that will affect race results (age, gender, or race name in the case of multiple races) are identified in another small window. *Choose to check only those with race numbers.*



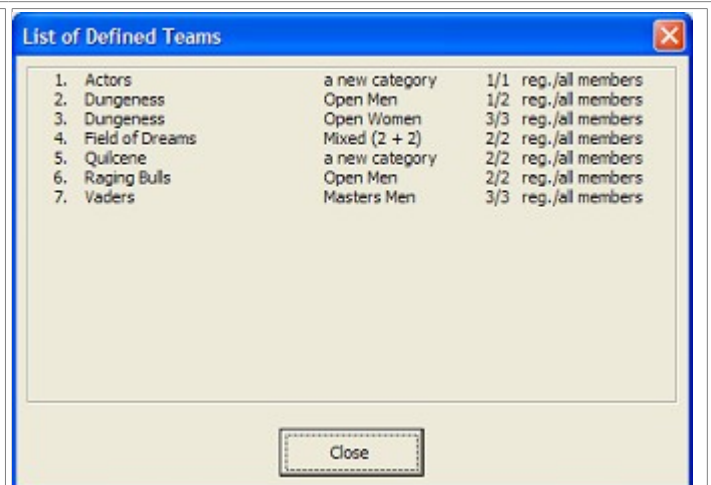
In either window, click on a participant to activate in the main window.

Missing data is further highlighted in the main window by a pink background in the text box with the data that is considered missing.

List Items

List Teams:

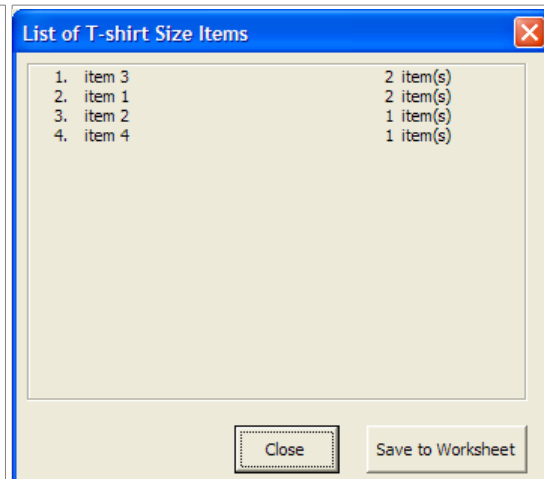
View all the teams and categories. A count of all team members as well as those who have registered (having a race number) is included.



List:

View all the unique items in the 'Misc. List' column, if selected. A count of the occurrence of each item is included. Save this list to a new worksheet for later use. (This function overwrites an existing worksheet.)

(Suggestion: Use this for T-shirt sizes.)



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Create a New Team, Category or List Item

While updating or adding a participant, type the text of the new item in the drop-down box. When 'Update' or 'Add' is finally clicked to save the changes, the new item will be available in the list for future use.

Change Column Definitions

If a change needs to be made to the column definitions, click 'Change Column Definitions.' This will disable the Edit Participant area and allow changes to be made to the defined columns. If the 'Change Column Definitions' button is clicked while editing or adding a participant, you will be prompted to save or cancel the current changes.

Exiting

Click 'Close' to exit the program. Upon exiting there is a final warning if there are any duplicate race numbers.