

6 DIVE MEET PROGRAM

The program used at regular season county high school meets for diving is actually an **Excel** spreadsheet. Directions are available in the spreadsheet as a quick reference for basic operations. There are two versions of the 6 dive program. The choice of version used at a meet depends upon the number of judges: three or five. The user must use Microsoft Excel, version 2003 or later for optimal performance.

Keep the master copies of the diving program files in tact. Make a copy of the file you need and rename it to reflect the name and date of each meet. The master files should **NEVER** be used for a meet.

PRE-MEET PREPARATION

CREATING THE MEET FILE

Copy a file by selecting it in the file tree list then clicking **CTRL + C**. This places it on the computer's clipboard. Paste the copy in a folder of your choice by clicking an empty portion of the folder window then clicking **CTRL + V**. This places a new copy into the selected folder. Right click the highlighted file and select **Rename**. The old name is highlighted and will be overwritten as you type the new name. The file name should reflect the date and meet name (usually the participating teams). Type the new name and click **Enter** or some other area of the window.

WORKSHEETS (TABS)



The workbook window has many color-coded tabs at the bottom. Click on a tab to select a worksheet. Each tab is named for a different diver or program function. The tabs are color-coded to make it easier to keep track of where you are. When a tab is selected, there is a small line of color at the bottom of the tab. When not selected, the entire tab is filled with color. The first tab, **Instructions**, contains basic instructions for using the spreadsheet.

Input is the sheet where all the athletes' names and school information is entered. The **Finish** sheet is used to view the final results and may be sorted without changing data on the other worksheets.

The fourth worksheet from the left, **Announcer List**, is a printable, round by round list of all divers and the dives to be performed that may be provided to the announcer. This leaves the dive sheets with the scorekeepers. Each round is printed on a separate page and includes a checkbox to help the announcer keep his place. This sheet is populated automatically as the operator inputs the divers' information.

Announcer's List of Divers and Dives							
Round 1				9/3/07	<i>dive test</i>		
✓	Dive Order	Diver Name	School	Dive Num	DiveDescription	Position	DD
	1	sue diver	PHS	102	Forward 1 SS	t	1.4
	2	joe diver	PHS	103	Forward 1 1/2 SS	t	1.6
	3	dan swimmer-diver	Norcross		#N/A		####
	4	NAME	SCHOOL		#N/A		####
	5	NAME	SCHOOL		#N/A		####
	6	NAME	SCHOOL		#N/A		####
	7	NAME	SCHOOL		#N/A		####
	8	NAME	SCHOOL		#N/A		####
	9	NAME	SCHOOL		#N/A		####
	10	NAME	SCHOOL		#N/A		####
	11	NAME	SCHOOL		#N/A		####
	12	NAME	SCHOOL		#N/A		####
	13	NAME	SCHOOL		#N/A		####
	14	NAME	SCHOOL		#N/A		####
	15	NAME	SCHOOL		#N/A		####
	16	NAME	SCHOOL		#N/A		####
	17	NAME	SCHOOL		#N/A		####
	18	NAME	SCHOOL		#N/A		####
	19	NAME	SCHOOL		#N/A		####
	20	NAME	SCHOOL		#N/A		####
	21	NAME	SCHOOL		#N/A		####
	22	NAME	SCHOOL		#N/A		####
	23	NAME	SCHOOL		#N/A		####
	24	NAME	SCHOOL		#N/A		####
	25	NAME	SCHOOL		#N/A		####
Round 2				9/3/07	<i>dive test</i>		
✓	Dive Order	Diver Name	School	Dive Num	DiveDescription	Position	DD
	1	sue diver	PHS	204	Back 2 SS	p	2.5
	2	joe diver	PHS	206	Back 2 1/2 SS	t	3

INPUTTING ATHLETES

After the official has placed the divers in dive order, begin inputting their information on the **Input** worksheet; Transfer the student's ID Number, Name, School, and gender from the dive sheets. Items with the yellow background are required. Gwinnett public school participants should provide a student ID number. It is possible to enter a student without the **ID**; Opponents from outside Gwinnett County or private schools will not have an **ID**.

At the far top right of the sheet, enter the meet name and date. The meet name should reflect the participants. Data on this sheet is linked to other worksheets in the workbook. On this worksheet only, it is a good idea to delete the default data in the unused rows.

DIVE ORDER	STUDENT ID#	STUDENT NAME	SCHOOL	M/F	Date Meet
1	123456789	sue diver	PHS	f	09/03/07 dive test
2	987654321	joe diver	PHS	M	
3	NUMBER	NAME	SCHOOL	gender	
4	NUMBER	NAME	SCHOOL	gender	

INPUTTING DIVES

Click the **Diver 1** tab. Initial information for the first diver is already entered via links to the **Input** sheet.

Diver's Name		School	Gender	Diver #									
sue diver		PHS	f	1									
Dive Order	Dive Num	Dive Description	Dive Position	DD	Judges Score					Judges Total	Score	Cumulative Score	DQ Code
					1	2	3	4	5				
1	V			#N/A	0.00	0.00	0.00	0.00	0.00	0.00	#N/A	#N/A	
2				#N/A	0.00	0.00	0.00	0.00	0.00	0.00	#N/A	#N/A	
3				#N/A	0.00	0.00	0.00	0.00	0.00	0.00	#N/A	#N/A	
4				#N/A	0.00	0.00	0.00	0.00	0.00	0.00	#N/A	#N/A	
5				#N/A	0.00	0.00	0.00	0.00	0.00	0.00	#N/A	#N/A	
6				#N/A	0.00	0.00	0.00	0.00	0.00	0.00	#N/A	#N/A	

Student ID# 123456789
DATE Enter Date here
MEET Enter Meet Name here

Fill in the dive numbers in order of performance. Press TAB and enter the dive position (A, B, C, or D). The Description and DD are automatically populated. DD may be lowered for a voluntary dive, but not raised. Maximum DD for a voluntary dive is 1.8.

A - Straight, B - Pike, C - Tuck, D - Free

Enter "F" in the DQ Code column for a failed dive. Two or more failed dives disqualifies the diver (DQ will display in cell V16 and transfer to the results sheets).

Enter each dive in order as it appears on the diver's handwritten dive sheet. Data entry is restricted on these diver worksheets; only cells that may be edited may be selected. Yellow filled cells are user entry cells.

In the first row, enter the dive number in the **Dive Num** column, then press **Tab**. Entering an invalid dive number causes an error message to display in the **Dive Description** column. In the 6 dive meet format, the first dive must be the voluntary dive and is, therefore, preset for this. No value is required in the **Vol** (voluntary) column for any dive and is passed over.

Dive Order	Dive Num	VOL	Dive Description	Dive Position	DD	1
1	102	V	Forward 1 SS	c	1.4	0.00
2					#N/A	0.00

Dive Num	VOL	Dive Description
102	V	Forward 1 SS
109		INVALID DIVE #

If a dive number is repeated in the list, an error message displays alerting you to the mistake.

Dive Num	Vol	Dive Description
101		Forward Dive
101		DUPLICATE DIVE NUMBER!

The **Dive Description** cell is automatically populated after the dive number has been entered and you move to the **DD** cell. Enter the code for the desired **Dive Position**. Press **Tab** again and the degree of difficulty is automatically populated in the **DD** column.

DD (degree of difficulty) may be overwritten per official diving rules. It may be made lower than the dive default but never raised. Also, you will see an error if the voluntary dive has too high a **DD**; It may not be above 1.8. The **DD** cell will turn red and include an exclamation mark to denote this error. An error message also displays at the bottom of the screen.

Dive Num	Vol	Dive Description	Dive Position	DD	Judges Score					Jt
					1	2	3	4	5	
305	V	Reverse 2 1/2 SS	c	3.0 !	0.00	0.00	0.00	0.00	0.00	
				#N/A	0.00	0.00	0.00	0.00	0.00	
				#N/A	0.00	0.00	0.00	0.00	0.00	
				#N/A	0.00	0.00	0.00	0.00	0.00	
				#N/A	0.00	0.00	0.00	0.00	0.00	
				#N/A	0.00	0.00	0.00	0.00	0.00	

The voluntary dive DD cannot be greater than 1.8.

Reposition the cursor in **Row 2** and repeat the process until all dives are entered. A diver must include at least one dive from each of the five dive groups. If the entered list does not represent all these groups, an error is displayed.

Dive Order	Dive Num	Vol	Dive Description	Dive Position	DD	Judges Score				
						1	2	3	4	5
1	201	V	Back Dive	c	1.5	0.00	0.00	0.00	0.00	0.00
2	302		Reverse 1 SS	b	1.7	0.00	0.00	0.00	0.00	0.00
3	5211		Back Dive, 1/2 Twist	a	1.8	0.00	0.00	0.00	0.00	0.00
4	104		Forward 2 SS	c	2.2	0.00	0.00	0.00	0.00	0.00
5	303		Reverse 1 1/2 SS	c	2.1	0.00	0.00	0.00	0.00	0.00
6	202		Back 1 SS	b	1.6	0.00	0.00	0.00	0.00	0.00

Fill in the dive numbers in order of performance. Press TAB and enter the dive position (A, B, C, or D). The Description and DD are automatically populated. DD may be lowered for a voluntary dive, but not raised. Maximum DD for a voluntary dive is 1.8.

Student ID# 123456789
 DATE Enter Date here
 MEET Enter Meet Name here

A - Straight, B - Pike, C - Tuck, D - Free

All 5 dive groups must be represented!

To make entry of scores during the meet a little easier, change the worksheet tab names to display the names of the divers. To do this, double-click the tab. The current text is highlighted. Type the new name and press Enter.



Save the workbook using the floppy disk icon on the toolbar after all pre-meet entry is complete and before diving begins as a safeguard for your data.

CAUTION: Do not move or delete a worksheet. If a diver is scratched, click on that worksheet tab. Then, go to the **Format** menu, select **Sheet** and then **HIDE**. This will hide the scratched diver's worksheet. Moving or deleting a worksheet will upset the links in the workbook and create errors in the results.

MEET OPERATION

INPUTTING SCORES

The difference between the two dive programs is the number of judges' scores that may be input. In the 3-Judge version, the fourth and fifth judge's scores are hardcoded into the spreadsheet. The last two scores in **Columns 4** and **5** cannot be selected or changed. These represent the highest and lowest scores (10 and 0) and are not factored into the final award computation. In the 5-Judge version, values are entered into all five judges' score columns. The program determines the highest and lowest scores entered for each dive and omits them before calculating the final score.

Place the cursor in **Column 1** in the **Judges Score** section for the first dive. Type the score then **Tab** to move to the next column.

Judges Score					Judges Total	Score	Cumulative Score	DQ Code
1	2	3	4	5				
2.00	2.50	3.00	10.00	0.00	7.50	10.50	10.50	
3.00	3.50	4.00	10.00	0.00	10.50	26.25	36.75	
5.00	5.00	4.50	10.00	0.00	14.50	43.50	80.25	

Enter all the scores in this manner. Un-weighted scores are seen in the **Judges Total** column. The weighted score appears under **Score**. The last column, **Cumulative Score**, keeps a running total of the diver's accumulated score as the meet proceeds.

NOTE: This sheet works properly under the premise that Row I was used for the first dive. If, for any reason, there is no input in this row, the cumulative score will not work and final results will not be valid.

If a score higher than 10 is entered for any of the judges scores, the invalid cell turns red to denote the error. The most common cause of this error is forgetting to type the decimal point.

Judges Score				
1	2	3	4	5
2.00	2.50	3.00	10.00	0.00
3.00	3.50	4.00	10.00	0.00
5.00	5.00	45.00	10.00	0.00

A failed dive receives no score; Leave the default zero scores in all three (or five) columns and place "F" or "f" in the DQ Code column at the right for that dive. If a diver fails two or more dives, she is disqualified. If two or more "F"s entered in the DQ Code column, DQ appears below in cell VII and also on the Finish sheet.

Judges Score					Judges Total	Score	Cumulative Score	DQ Code
1	2	3	4	5				
0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	f
3.00	3.50	4.00	10.00	0.00	10.50	26.25	26.25	
5.00	5.00	4.50	10.00	0.00	14.50	43.50	69.75	
4.00	4.00	4.00	10.00	0.00	12.00	31.20	100.95	
0.00	0.00	0.00	10.00	0.00	0.00	0.00	100.95	f
5.00	6.00	6.50	10.00	0.00	17.50	49.00	149.95	
								DQ

6 DIVE SCORE	DIVE ORDER	DQ	M/F
149.95	1	DQ	f

ANNOUNCING FINAL DIVE SCORES

At the conclusion of the last dive, **Save** the workbook to protect the data before performing any sorting or filtering. Click the **Finish** sheet tab. The results for all divers appear in **Column D**.

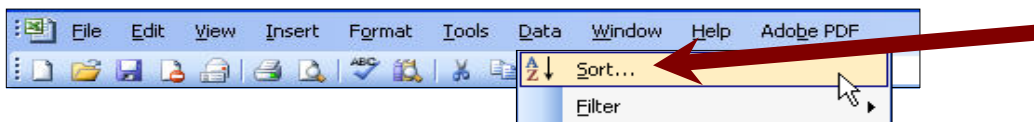
NOTE: Six dives must be present for each diver and include scores. A final cumulative score for the diver will not be transferred back to the **Finish** sheet without all six dives.

In order to display the final results by gender and top scores you need to **Sort** the **Finish** worksheet. Select the data to be sorted by clicking the mouse in **Cell A1**. Continue to hold the left mouse button down and drag it to the right to **Column G**, then down to the bottom of the last row in which a diver's information

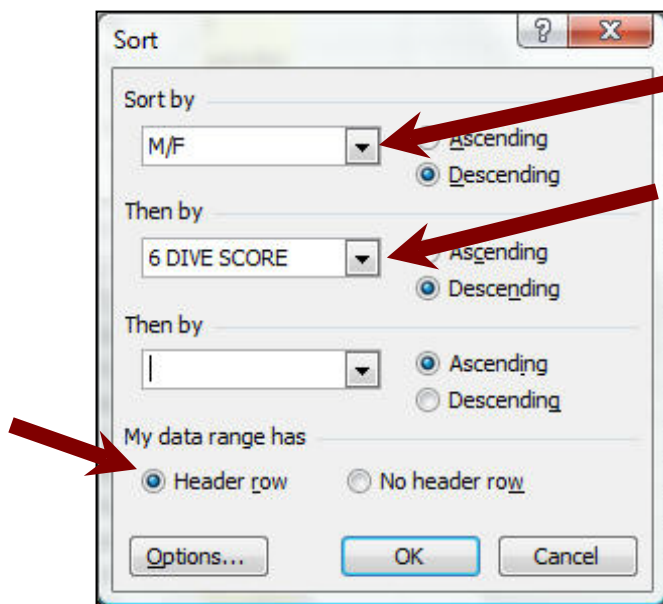
has been entered. **Do not select any empty rows or, columns beyond G.**
 All participants should be highlighted with their results and data.

STUDENT ID#	STUDENT NAME	SCHOOL	6 DIVE SCORE	DIVE ORDER	DQ	M/F		
123456789	sue diver	PHS	188.50	1		f	Date	09/03/07
987654321	joe diver	PHS	129.90	2	DQ	m	Meet	dive test
147852369	dan swimmer-diver	Norcross	124.00	3		M		

While the data is still selected, choose the **Sort** option on the **Data** menu. This opens the **Sort** dialog box.



Because the row containing column headings was also selected, the radio button, **Header row**, has been selected by **Excel**. This option displays column heading text in the **Sort by** drop down lists making it easy to choose your sorting criteria. The first criteria should be, **M/F** to put the results in gender order (you may use ascending or descending; it doesn't matter). Select **6 DIVE SCORE** for **Then by** in descending order, to sort the scores by highest to lowest within the genders. Click **OK**.



NOTE: Sorting the Final worksheet does NOT change the data on any of the individual divers' worksheets. Also, note that DQ'd divers remain in the sorted final standings. If you overwrite their scores as 0 (on the **Finals** worksheet only) the sort operation will place them at the bottom of the standings.

A	B	C	D	E	F	G
STUDENT ID#	STUDENT NAME	SCHOOL	6 DIVE SCORE	DIVE ORDER	DQ	M/F
987654321	joe diver	PHS	129.90	2	DQ	
147852369	dan swimmer-diver	Norcross	124.00	3		M
123456789	sue diver	PHS	188.50	1		f



Announce the standings.

Close the program. You don't need to save upon closing this time as long as you saved after the last dive.

Provide the meet file to the computer operator who will copy it to the home team's computer. The operator will pull the scores from the spreadsheet and enter them into the Hy-Tek Meet Manager file. The computer operator will provide copies of the spreadsheet program to each of the coaches at the conclusion of the meet.