

# APPENDIX E: DIVING PROGRAM

## 6 DIVE MEET

### PRE-MEET PREPARATION

#### CREATING THE MEET FILE

The program used at county high school meets to score diving is actually an **Excel** spreadsheet. There are directions on the first page of the spreadsheet for entering data, sorting, and submitting results for upload to the website.

Each team should keep a master copy of the diving program file. Make a copy of this file and rename it to reflect the name and date of each meet. The master file should **NEVER** be used for a meet.

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 pastes a new copy into the selected folder. Right click the highlighted file and select **Rename**. The old name is highlighted and ready for replacing. The file name should reflect the date and meet name. 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 so that the dive sheets may remain at the score table. Each round will be 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	dive test		
✓	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	dive test		
✓	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 them on the **Input** worksheet; Transfer the student's ID Number, Name, School, and gender from the dive sheets. All items with the yellow background are required. All Gwinnett participants must have the ID number entered in order for the results to be accepted on the website later. Each computer will have a file placed on it at the start of the year with the ID numbers of all divers in

Gwinnett County. The list will have an auto-filter already in place so that the operator may select only the schools needed for a particular meet. Refer to the section, *Error! Reference source not found.* It is possible to enter a student without an ID number; Opponents from non-Gwinnett County schools may be entered without the ID.

At the far top right of the sheet, enter the meet name and date. The meet name should reflect the participants. Input values on this sheet are linked to other sheets in the workbook. You may delete the default data in unused rows.

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

### INPUTTING DIVES

Click the **Diver I** tab. The initial information for the first diver from the **Input** sheet is already there.

Diver's Name		School	Gender	Diver #	Judges Score					Judges Total	Score	Cumulative Score	DQ Code
sue diver		PHS	f	1	1	2	3	4	5				
Dive Order	Dive Num	Dive Description	Dive Position	DD	1	2	3	4	5	Total	Score	Cumulative Score	DQ Code
1	V	#N/A		#N/A	0.00	0.00	0.00	10.00	0.00	0.00	#N/A	#N/A	
2		#N/A		#N/A	0.00	0.00	0.00	10.00	0.00	0.00	#N/A	#N/A	
3		#N/A		#N/A	0.00	0.00	0.00	10.00	0.00	0.00	#N/A	#N/A	
4		#N/A		#N/A	0.00	0.00	0.00	10.00	0.00	0.00	#N/A	#N/A	
5		#N/A		#N/A	0.00	0.00	0.00	10.00	0.00	0.00	#N/A	#N/A	
6		#N/A		#N/A	0.00	0.00	0.00	10.00	0.00	0.00	#N/A	#N/A	

Fill in the dive numbers in order of performance. Press TAB and enter the dive position (T, P, S, or F). 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.

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).

Student ID# 123456789  
DATE 09/03/07  
MEET dive test

Enter each dive in order as it appears on the diver's handwritten dive sheet. Entry is restricted on these diver worksheets; Only cells that may be edited may be selected. Enter the dive number in the **Dive Num** column and press **Tab** (In the 6 dive meet format, the first dive must be the voluntary dive and is therefore, preset for this. Nothing is required in the **Vol** column for any other dive and is passed over). An invalid dive number will display an error message in the **Dive Description** column.

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

VOL	Dive Num	Dive Description
	109	INVALID DIVE #

The **Dive Description** cell is automatically populated once the dive number is entered. Enter the code for the desired **Dive Position**. Press **Tab** again and the degree of difficulty is automatically populated in the **DD** column. Reposition the cursor in **Row 2** and repeat the process until all dives are entered. Yellow filled cells are user entry cells.

Diver's Name			School	Gender	
sue diver			PHS	f	
Dive Order	Dive Num	Vol	Dive Description	Dive Position	DD
1	305	V	Reverse 2 1/2 SS	t	3.0 !

**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.

To make entry of the scores later in 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.

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**CAUTION:** Do not move or delete a worksheet after diver information has been entered. 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.

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## MEET OPERATION

### INPUTTING SCORES

Scores for each dive are entered only in the first three scoring columns for a 6-dive meet. Place the cursor in **Column 1** of the **Judges Score** section for the first dive. Type the score then **Tab** to move to the next column. Enter all three scores in this manner. The last two scores in **Columns 4** and **5** cannot be selected or changed. The total of all un-weighted scores are seen under **Judges**

**Total.** The weighted score appears under **Score**. The last column, **Cumulative Score**, keeps a running total of all dives as entry moves down the sheet.

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	

**NOTE:** This sheet works properly under the premise that the **Row 1** 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 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 are 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	
<b>DQ</b>								

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.

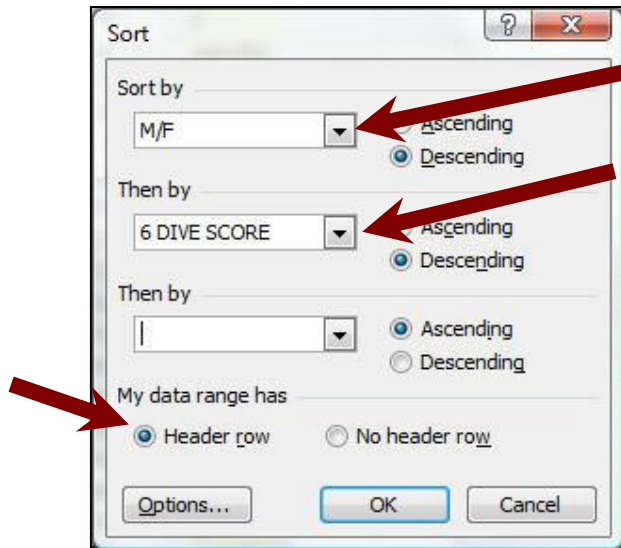
In order to display the final results by gender and top scores you need to **Sort** the **Finish** worksheet. Select the data to be sorted by clicking the mouse in **Cell A1**. Continue to hold the left mouse button down and drag it to **Column G**, then down to the bottom of the last row in which a diver's information has been entered. **Do not select any empty rows or columns beyond G.** All the 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
987654321	joe diver	PHS	129.90	2	DQ	m
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 the 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**. Print a copy of the scores for the Hy-Tek computer people so that they may enter the scores into the meet program and score the entire meet.



**NOTE:** The linked *Athlete* data on each tabbed sheet will **NOT** change the data on each of the divers' worksheets as in past versions of the program. Also, note that DQ'd divers remain in the final standings when sorted. You may overwrite their scores as 0 in order for the sort operation to 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



### NON-COUNTY DIVERS

When results include non-county divers, the athletes will not have student ID numbers. These numbers are required for results to be uploaded to the county website. Therefore, non-county diver results may not be included in the file that is to be uploaded.

The simplest way to make sure that only county diver results are included in the uploaded file is to make a copy of the file for upload. When the meet is over, close the workbook. Make a copy of the file in the same manner as you created a copy of the master dive program. Include some designation in the file name to distinguish this copy from the other (**Suggested:** Add the words “*complete results*” to the file name that includes all athletes or “*website results*” for the file to be uploaded to the website).

Open the file you will upload to the website. On the **Finish** worksheet, delete all athletes who are not members of a county team. Re-sort the results so that there are no empty rows between athletes. Save the file. Only the **Finish** worksheet is actually accessed during the upload process. Since you have another complete copy of the file, you have not truly lost any results.