Hulp dokumente om makliker te werk.
Documents to assist and explain procedures.

Team selection.

On completion of a meetings you can select a new team based on the results of the meeting.

Click on **Utilities** followed by **Team Select.**

Enter the new team's name and abbreviation,

Remove the marks for ages not to be included and set other options to your requirements.

Click on Select team.

Click on **Events** and check the number of entries per event.

Click on **Names** to displa the list in alphabetical order. The display order will be used in the spreadsheet.

Click on **Export Spreadsheet**.

Be patient. **Excel** wil open in the background and populate the template spreadsheet with the names. Wait until it is closed before exiting the program to check the new spreadsheet.

The new spreadsheet will be in C:\Athletics\Import with the given abbreviation as the name. if it appears blank, click on View and then on Unhide.

If the spreadsheet contains any information not related to this meeting, the template was not empty. To correct this go to **C:\Program Files(x86)\BSport** and open **Team.xls**. remove any data on the **Team**, **Male** and **Female** pages. Save it and then repeat the **Team select** option.

Use the generated spreadsheet for any additions, deletions, replacements or event changes.

Make sure that the correct new name and abbreviation appears on the Team page.

Use this as the import sheet for the next meeting,

Sarel Bekker – 083 734-7079
sbekker@bsport.co.za