

## How it works:

# The ARA Scoring Program

What is it? • Why should I use it? • Do I have to use it? • How do I use it?

For almost a year now, there has been a link on the ARA website for a “Scoring Program.” Several Match Directors have been brave enough to download the Program and try it out. So I thought it was about time I explain the hows and whys of the Program. I won’t pretend to understand how the Program works, but it does. And the one thing that I have discovered is that it saves me a whole lot of time. Now whether it will save you any time, that is up to you to decide.

## What is the Scoring Program?

Doug Weeter, from Georgia, originally built this Program for RBA. He saw how it could help other disciplines as well, and contacted me. After several months of e-mails, phone calls, formatting, reformatting, and lots of testing, Doug perfected it to the point where I could make it available on the ARA website.

The Scoring Program is not actually an “application” or “program” in the sense that most of us are accustomed to. It is actually an Excel file with formulas and macros. You don’t really have to understand Excel to use it. I understand Excel and I understand some of the formulas. I have even worked with macros a time or two. I have absolutely no clue how this Program works. But that’s okay because all we are going to do is enter our information and let the Program do all the work for us. It can’t get any simpler than that.

The purpose of the Program is to provide a format that the Match Directors can use to input scores, calculate the points and finishes, print out copies for the competitors and generate an Excel file that can be e-mailed to the ARA Business Office. Once we receive the Excel file it can be directly imported into the existing ARA database. This would allow for timelier updates to the ARA website and greatly reduce my already heavy ARA workload.

## Why should I use it?

I would have thought that timelier updates to the website would be all the encouragement that you needed. But if you still want more, how about the fact that it does all the math for you, calculates the points then adds them to the aggregate. Once you input the equipment for your regular competitors you never have to do it again (unless they change equipment). Several Match Directors have laptops or even PCs at their range. This Program allows them to have a print out of the final results by the time all of the competitors have put away their equipment and are settling down with a cool refreshing beverage.

## Do I have to use the Program?

No, of course not. We still have a few Match Directors who don’t have computers and probably many more who just aren’t familiar enough with either Excel or computers, in general. And if you do not own a copy of Excel, I am not going to require that you go out and spend money on software. So no, I will not make the Scoring Program mandatory. Obviously, the more Match Directors who use the Program the better.

## How do I use it?

Well I thought you would never ask. The rest of this article will delve deeply into the wonders of the Scoring Program. I’ll give you some tips to make things easier, plus some all important warnings to prevent you from making more work for yourself.

These instructions will probably be too basic for most of you and some of the warnings may scare some of you off totally. I don’t want to scare you or sound condescending, but I still want to provide you with enough information to help you decide if this is a Program you want to use. So, skip over the parts that may be too basic for your level, but please read all the Tips. Oh, and also read Step #5 about creating the e-mail file. This is where there seems to be the most confusion.

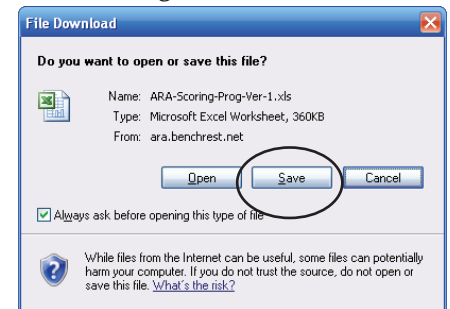
## TIP #1

**The Program was created in Excel 2003. If you have an earlier version of Excel it may not work.**

## STEP #1

### Download the Scoring Program

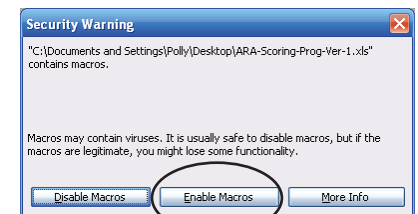
The link to download the Program is on the left side of the ARA website, under Match Directors. Simply click on the link and save the file to your hard drive.



### Opening the Program

Open the Program like you normally open your files. Whether you double click the icon or name, or open Excel, then go to File Open. A Security Warning will pop up giving you the option to Disable or Enable Macros.

Choose to Enable Macros.



## TIP #2

**To select a button you have to use your mouse. You cannot tab over to it and hit the Enter key.**

Go To Main Menu

# The Five Menus/Worksheets/Tabs

Once you open the Program, if you look at the bottom of the file you will notice that there are five tabs or worksheets. As we go through the Program you will also notice that some of the buttons refer to menus. So, for the sake of consistency throughout this article, I will be referring to these menus and worksheets as Tabs. I am going to briefly describe each Tab here, and then there will be more detail and a graphic later in the article.

## The Intro Tab

The first time you open the Program it will automatically open to the **Intro or Instruction Tab**. Reading the Instructions will help familiarize you with the Program. You can always refer back to the Instructions at any time. When you are ready to begin click on the **Go To Main Menu** button.

## The Main Tab

All of the fields on this Tab should be pretty self-explanatory.

## The Scores Tab

This is where you will be entering your competitors, benches, and scores. By clicking on the **Equipment** button, you will also be able to enter the equipment for each competitor. At the completion of your match the Program will calculate the aggregates and add points. You will be able to print out copies and then prepare a separate Excel file that can be e-mailed to the Business Office.

## The LkupTables Tab

All of the other Tabs use information found on this Tab. These are called Look Up Tables. It is very important that you NOT make changes to this Tab unless you are using the **Add New Shooters** buttons. Even a simple little change can wreak havoc in this Program.

## The E-mail Tab

If you click on this Tab you will see a blank worksheet. This worksheet will actually be created as the final step.

## The Main Tab

The screenshot shows the 'ARA Benchrest Scoring Program' interface. The title bar includes '01/01/07 Ver1'. The main area contains several input fields and buttons:

- New Match** (red button): A callout box explains it 'Clears any previous entries'. A warning '(Caution - See Instructions)' is visible below it.
- Go to Instructions** (green button): A callout box explains it 'Takes you to the Intro/Instructions Tab'.
- Add New Shooters** (blue button): A callout box explains it 'Takes you to the LkupTables Tab'.
- Date** (text field): Contains '10 May 07'. Callout: 'Date of the Match'.
- Range** (dropdown menu): Contains 'Air Capitol Gun Club'. Callout: 'Club Name'.
- Event** (dropdown menu): Contains 'Club Match'. Callout: 'Regular Club Match or Tournament'.
- Number of Targets Scheduled** (text field): Contains '3'. Callout: 'Number of Targets Scheduled'.
- Go to Score Entry** (dark blue button): A callout box explains it 'Takes you to the Scores Tab'.

On the left side, a checkbox is checked, with a callout box stating: 'Tells the Program to keep the Competitor information, including equipment.'

## TIP #3

**To select a button you have to use your mouse. You cannot tab over to it and hit the Enter key.**

## TIP #4

In some instances, you must complete a transaction before you can click on a button. You can hit the Enter key or the Tab key, or you can click in an empty field. If you click on a button and nothing happens, this may be the cause.

**There's more, don't stop now.**

## STEP #2

### Adding New Shooters

At some point you will need to add the name and ID number of a new competitor.

Click on the **Add New Shooters** button. This will take you to the LkupTables Tab.

Click on the **Go To End of List** button. Input the name and ID number.

Click on the **Sort Participants** button. You can sort the competitors by either first name or last name. Whichever is easiest for you. Just click on the little round radial button next to your choice before you click the **Sort Participants** button.

Make sure that you click or tab out of the field then click on the **Return to Scores** button.

## TIP #5

**DO NOT DELETE rows or columns on the Lkup Tables Tab.**

## STEP #3

### Getting Started

By following these easy steps you can customize the Program so that you don't have to enter your competitor information every time:

- a. On the Main Menu Tab select your Club in the Range pull-down menu. Click on the little down arrow and scroll through the list of Clubs until you find yours, then click on it.
- b. Click on the **Add New Shooters** button.
- c. As you scroll through the list of competitors, put an "A" in the column to the left of their name. (Hint: Use the letter "A" to indicate your regular attendees, and the letter "B" to indicate those who attend more sporadically.)
- d. After you have indicated all of your competitors, click on the **Sort Participants** button. This will resort the entire list of competitors with yours at the top.
- e. Click on the **Return to Main Menu** button.
- f. Back on the Main Menu Tab click on the little box at the top left of the page, next to the **New Match** button. This little button will tell the program that these are your regulars and it will keep their names and equipment information.
- g. Choose what type of match you are hosting: Club Match, Club Tournament, or State Tournament. And then the number of targets. This tells the program how many points to calculate.
- h. Click on the **Go to Score Entry** button.

You are now ready to enter the scores from your match.

## STEP #4

### Entering Scores

The first time you go to the Scores Tab the competitor name fields will be empty but the name of your Club and the date of the match will already be filled in. You are now ready to add your competitors and their equipment.

- a. Click in the first field under Shooter Name. A Drop Down list will appear and your competitors (that you have already identified) will be at the top of the list. Choose your first competitor from the list, or you can also just type in the first and last name of the competitor and then hit the tab key. The ARA ID# will automatically fill in.
- b. After drawing for benches, add the Bench Number.
- c. Click the **Enter Equipment** button.
- d. As you click on each field, a Drop Down menu will appear. Choose the appropriate equipment for each competitor. After all equipment has been entered, click on the **Enter Scores** button to go back to the Scores Tab.
- e. Enter the scores for each competitor.
- f. After all scores have been entered, click on the **Calculate Results** button. This button tells the Program to add up all the scores, get the aggregate, sort by place of finish, and add the points.

## TIP #7

If you are going to take advantage of the **Print Results** button you **MUST** input a Bench Number.

## TIP #6

**On the Scores Tab NEVER, EVER type information into the ID# column or the Total column.**

## STEP #5

### Create E-Mail File

This is the final step for each Match. It is the easiest but most misunderstood step.

Click the **Create E-Mail File** button. This button tells the Program to take all of the information that you just entered and create a new, separate Excel file.

Choose File, Save As and save the new file using the following naming format: mmddyy Club Name.xls (ex: 051007 Crosswinds 2.xls).

Now you can send this file to the ARA Business Office as an attachment to an e-mail.

## STEP #6

### Close out of the Program

You can now X out of the Scoring Program making sure to Save Your Changes.

## **TIP #8**

If you choose to use this Program there is just one more very important piece of advice:

**DO NOT** send a paper copy of your Match Report to the Business Office.

You can use PayPal to pay your Match Fees or you can still send a check or money order.

On a separate piece of paper you should include the following information:

Name of Club

Date of Match

Scoring Team

Weather (optional)

Also let us know if you had any Juniors.

Receiving a copy by e-mail AND a paper copy in the mail gets to be VERY confusing.

## **TIP #10**

**Before you add a new shooter, make sure that the name is not already in the list. If you need to change an existing competitor ID number, make sure you let the Business Office know.**