

## Additional Instructions for using this spreadsheet

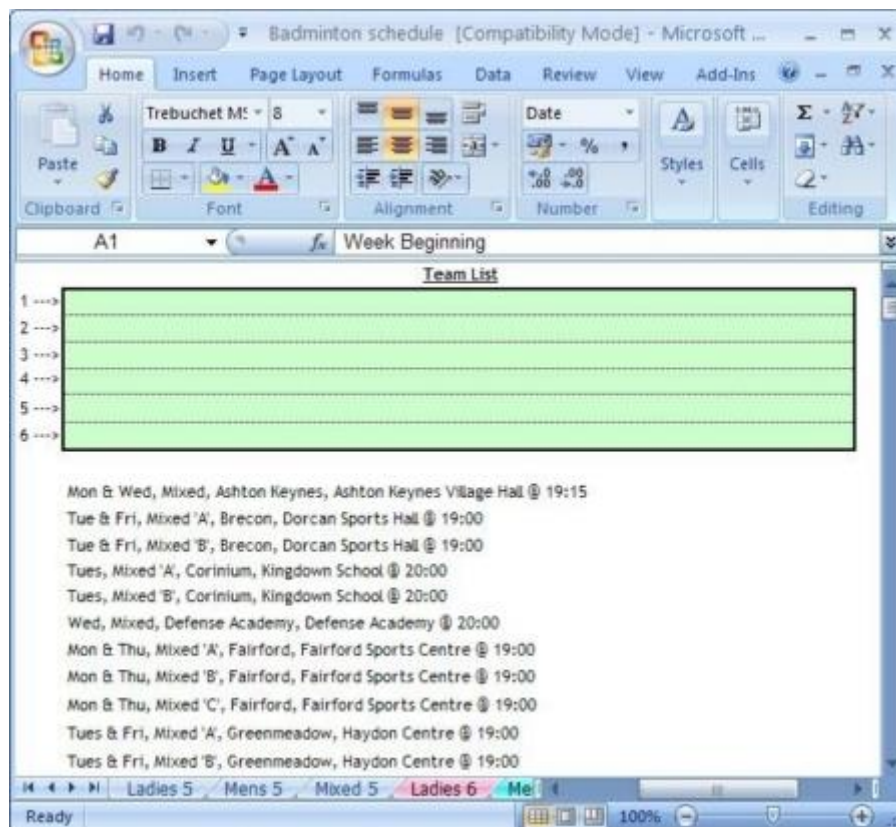
Download and save the Excel spreadsheet. When you open the spreadsheet up, ensure that you 'enable macros' or otherwise the macro's will not work.

The [contacts](#) page should be up to date with the correct details with exception of any last minute changes. Please feel free to check it and correct any that are wrong. However make sure that the fields and formats stay the same. If you find any that are different, please let me know via the email address below, and I will update the spreadsheet.

Save this excel sheet as the team you are scheduling for (i.e. Nationwide Mens A). That way you ensure that you will always keep the blank spreadsheet as a master copy.

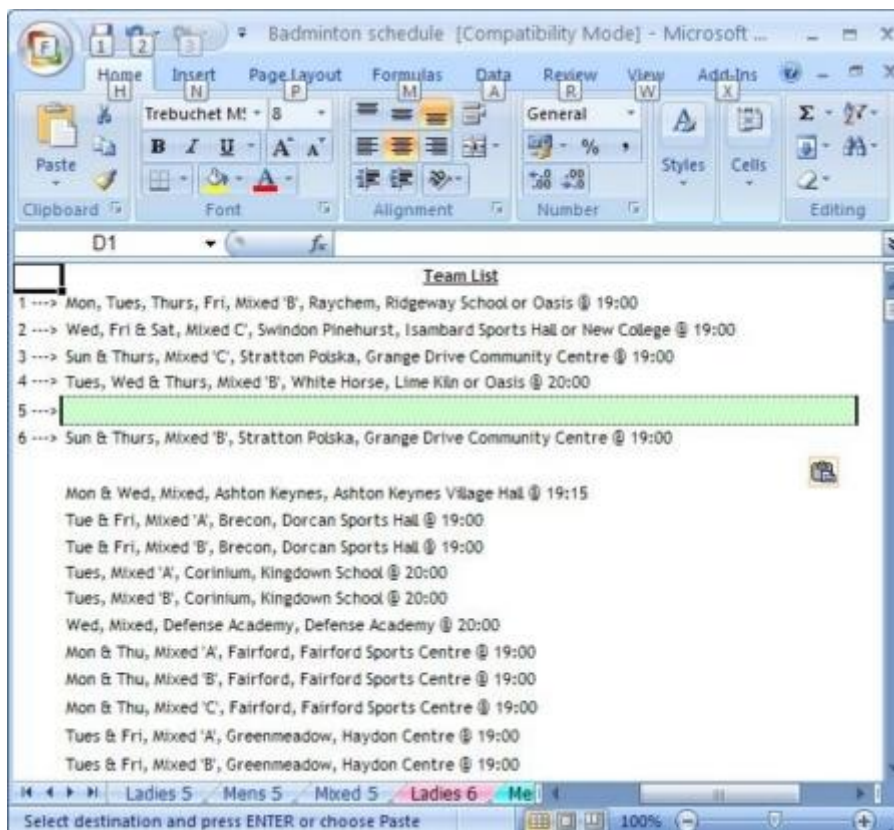
Go the correct page you are scheduling for, depending on the number of teams in your league and whether it is [Ladies, Men's, or Mixed](#). For the 2008/2009 season, this should only be the divisions of 6 for the Ladies, Men's, or Mixed and 1 league of 7 for the Ladies, even though some of the Men's & Mixed have only 5 teams in, you must use the '6' pages for them. It will be explained below.

Click on the 1<sup>st</sup> yellow button. This will add only the correct teams in for this page from the [contacts](#) page. This will give the following result. The example below is for the Mixed division 4.

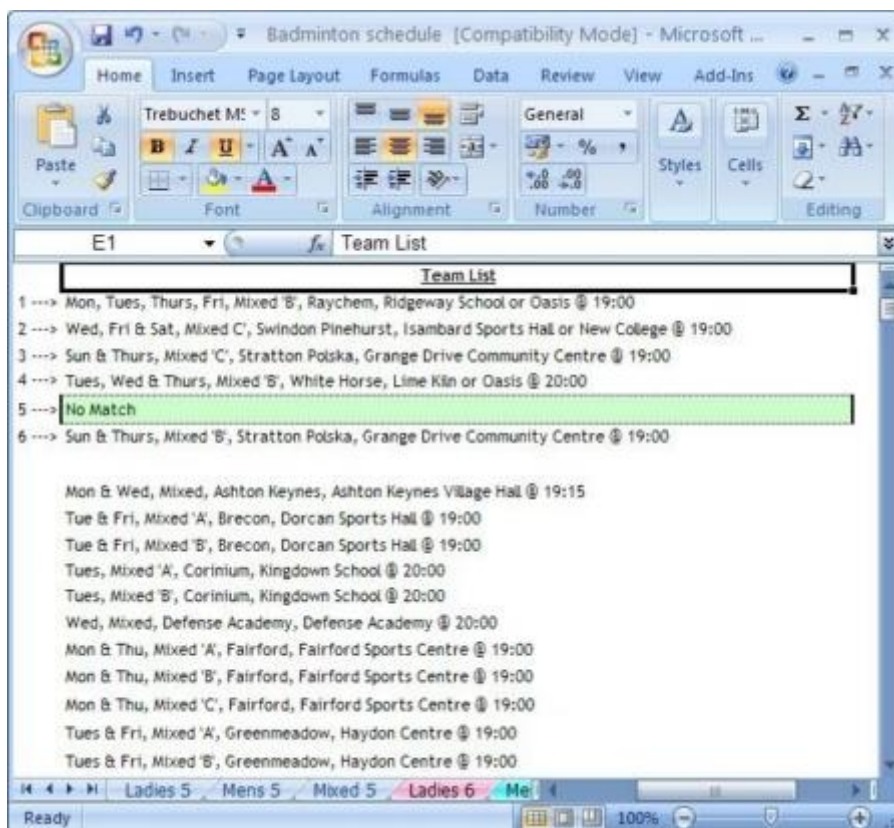


Now you have all the current teams you require. Now copy and paste the teams from the list just created into the green boxes that correspond to the numbers from your division in the badminton handbook.

It should look like this.



NB - All 6 green cells must have a value in. If you only have 5 teams in your division, then manually key in 'No match' into the blank space. It should look like this.



When you have all your teams entered, click on the 2<sup>nd</sup> yellow button. This will transfer the teams you have picked for your division and schedule them throughout the year.

You should now see a list of all the matches for the season in your division. Although the dates are not there, you will see that the matches have been scheduled for the weeks that they are due to be played. The only thing left to do, is match the day with the date. Some teams will have multiple days & times against them. You will need to check with the opposition for the correct time / venue.

Save the document. Now pass it to your captain's to check.

If at any time you get a problem, just close the spreadsheet and answer 'No' to save changes. Then just start again.

I hope you find this spreadsheet useful.

Any problems, let me know - [stevenhares@f2s.com](mailto:stevenhares@f2s.com)