Guide to the TT Event Tool Basic Mode

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Introduction

▶ The TT Event Tool is an Excel application for producing start sheets and result sheets of TT events

▶ Many users of the tool want to load a start sheet, enter results on the day, and produce reports of the results, so called "Basic Mode"

▶ This guide explains how to use the tool in Basic Mode

▶ After reading this short guide, a user should be able to start entering results in 5 minutes and produce the results with a click of a button after the result of the last finisher is known

▶ The tools is fully described in the TT Event Tool User Guide, but you do not need to read that to understand this guide

Step 1: Download the tool

▶ Click on, or copy and paste this link into your browser search box:

    ▶ https://www.dropbox.com/sh/jqybe7ayhm0ont8/AADv1kPhvlyFsBcPZ7BS2Fz6Ta?dl=0

▶ A Dropbox window appears; select "TT Event tool" and then click "Download"
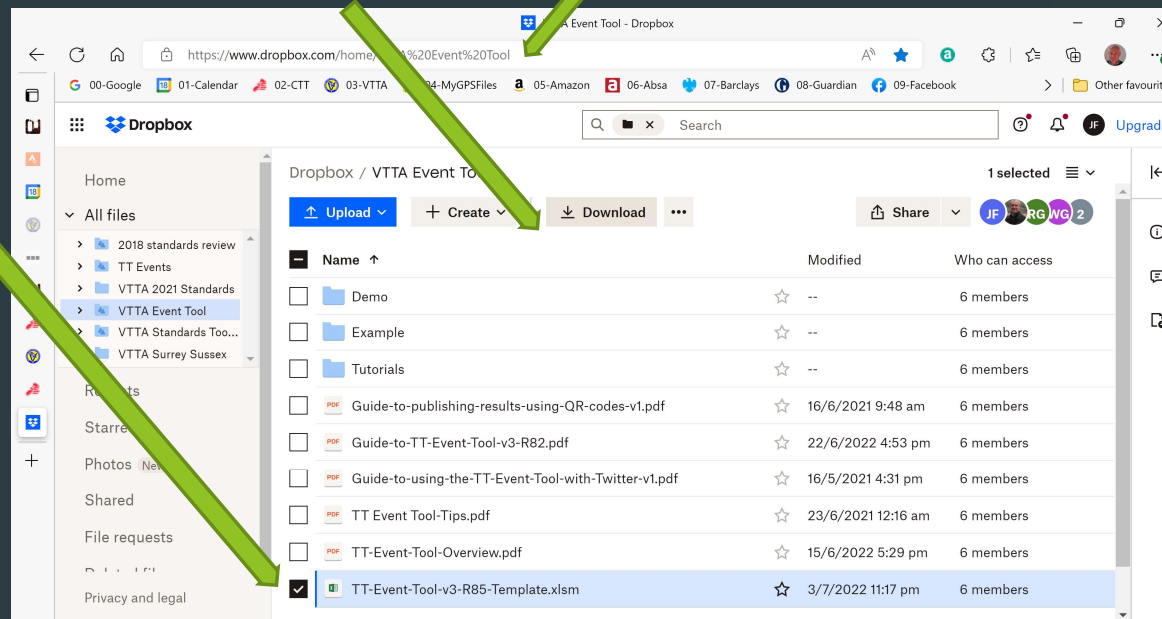
Guide to TT Event Tool Basic Mode

Step 2: Set up your working folder

- ▶ Create a folder for your event
  - ▶ In this example I created C:\MyTTs\MyEvent
  - ▶ This folder is called the "Working Folder" by the tool
- ▶ Copy the tool template from your Downloads folder to your Working Folder
- ▶ Rename the tool template file for your event
- ▶ Copy the start sheet csv for your event to the working folder – this can be downloaded from the ctt site
- ▶ After the above steps, your folder should look like what you see on the right
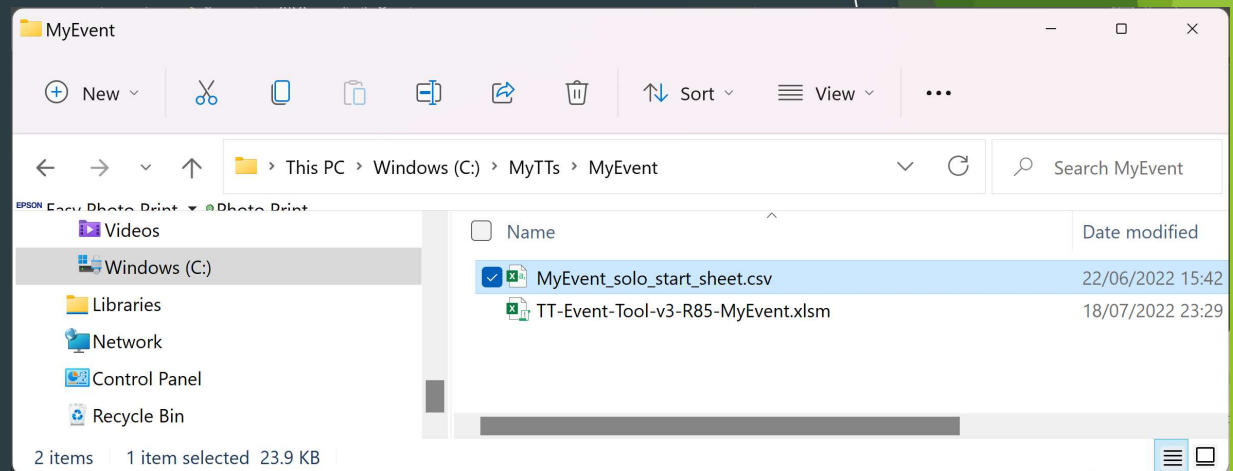
Step 3: Open the tool

▶ Close any other spreadsheets you have open and then click on the tool

▶ The tool opens, shows you a picture, and then clears to present a worksheet called Basic Macros

Click a button to run a macro

Events	Setup Event	Input the date, time and other general information about the event. Define the working folder where files will be input from and output to.
Solo Start Sheet	Import Solo Start Sheet	Import the solo start sheet csv file downloaded from the ctt site and load it into the Solo_Start_Sheet worksheet
Solo Result Sheet	Edit Solo Result	Enter and modify the result for each rider. When you have entered results, refresh and view the result worksheets. You can also copy and paste information from any result worksheet into another document.
	Import Solo Result Sheet	Import the solo result sheet csv file downloaded from the ctt site and load it into the Solo_Result_Sheet worksheet
Publish Reports	Refresh	Refresh the reports. Do this after you have loaded or changed data and before viewing and publishing.
	Publish Solo Start Sheet	Publish the solo start sheet as a pdf. You can also copy and paste information from the Solo_Start_Sheet into another document.
	Publish All Solo Distance Results	Publish all the solo distance event result reports as pdfs. Files will be put in your working folder defined in setup.
	Publish All Solo Time Results	Publish all the solo time event result reports as pdfs. Files will be put in your working folder defined in setup.

Title | **Basic_Macros** | All_Macros | Event | Custom _Text | Solo_Start_Sheet | Solo_Start_Sheet_Report | Solo_Result_Sheet | Solo_Distance_Report_1 ...

Step 4: Setup Event

▶ Click on the Setup Event button in the Basic Macros screen

▶ The tool shows you a form to enter details about the event

▶ You must enter the "Event Name", "Event Date", "Start Time" and "Distance/Time"

▶ Click on OK

Setup Event

Event Name: Template   Closing Date:

Event Date: 17/2/2023   Start Time: Watch Start Time:

Distance/Time: 10

Unit
◉ mile   ○ hour   ○ kilometer

Race ID: Course:

☑ Show Overall Results   ☐ Show Tandems   ☐ Show Entry Lists

☑ Show VTTA Results   ☐ Show Age Band Results

Show VTTA Results Options
○ Plus
○ Age Adjustment
◉ Both

Show Age Band Results Options
◉ Race Day
○ UCI

☐ All Macros mode
☐ Show Info Messages

Tips:
Complete the panel and click OK to continue or click Cancel to abort. Hover over the center of each field for tips.

OK   Cancel

Step 5: Set the working folder

- ▶ A folder picker pops up and invites you to tell the tool where your working folder is

- ▶ In this example we have navigated to the MyEvent folder and selected it, so it appears in the Folder Name box

- ▶ Click on OK

- ▶ Setup completes
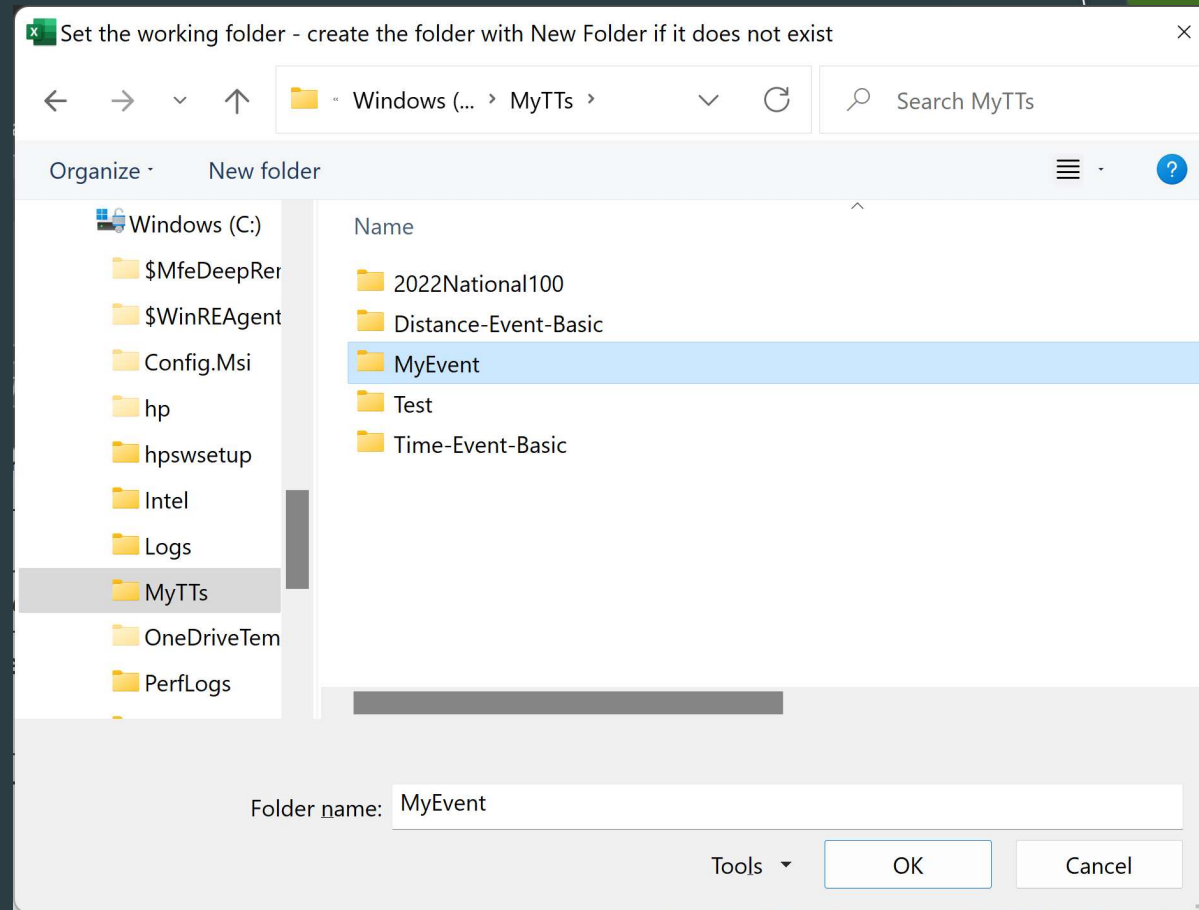
Step 6: Import the start sheet

- After setup the tool returns to the Basic Macros screen

- Click on Import Solo Start Sheet

- A file picker appears and invites you to select the start sheet

- In this example we have navigated to the MyEvent folder and selected the MyEvent start sheet, so it appears in the File Name box

- Click on OK

- Import starts

- If you get a warning about a data item, make a note and click OK. You can fix it later.
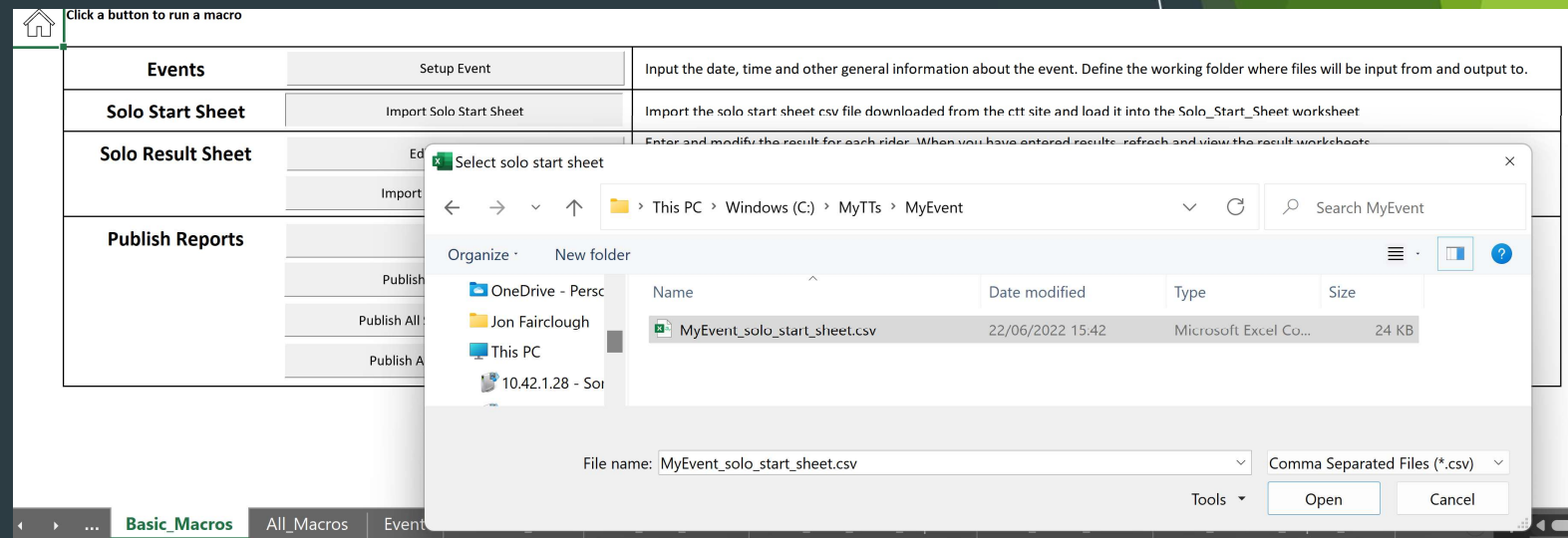
Step 6: Review the start sheet

▶ Go to the Solo Start Sheet worksheet. You can see the start sheet has been imported and the standards calculated for riders in the VTTA

▶ In this example there were warnings that some group names were not correct in the start sheet file; you should correct them now (e.g. Nottingham & East Midlands should be East Midlands)

Step 7: Enter results

▶ Go to the Solo Result Sheet worksheet and click on the Edit Solo Result button in the top left of the screen

▶ A form pops up – enter the bib number of the rider whose result you want to add and click search

▶ Enter the result – in this example 1:06:00, and click "Update"

▶ Instead of using the form, you can type the result directly into the time or distance column but beware – it is not validated!

Step 7: View interim results

▶ After you have entered some results and you can view the interim results,

▶ Click on "Cancel" to make the Edit Result form disappear

▶ Go to the Solo Distance Report worksheet (this will have a number after it) and view the interim results

▶ You can click on Edit Solo Result in this work sheet to bring up the form to enter more results, or go to Solo Result Sheet as in Step 6

Step 8: View Final results

▶ After you have entered all the riders' results you can view the final results

▶ In this example, use the Import Solo Results macro to import the ctt results csv file

▶ Scroll through the worksheets displaying the results and view the ones you want to see

▶ The screen shot below shows the VTTA Solo Distance Results

MyEvent
VTTA Solo Results

R34/25
17/10/2020

25 mile

Publish VTTA Solo Distance Results

Pos	Rider	Age	Club	Group	Flags	Plus	AAT	Time	PosO	PosMV	PosWV	Bib
1	Keith Ainsworth	61	Sheffrec CC	North Midlands		+00:20:31	00:45:29	00:50:20	1	1		120
2	Angela Carpenter	52	...a3crg	Wessex		+00:19:55	00:46:05	00:54:58	24		1	66
3	Ron Hallam	90	South Pennine RC	East Midlands		+00:19:48	00:46:12	01:11:42	76	2		9
4	Tim Hood	59	Team Bottrill	Midlands		+00:18:47	00:47:13	00:51:27	6	3		40
5	Geoff Platts	65	Team Bottrill	East Midlands		+00:18:29	00:47:31	00:53:46	17	4		51
6	Mark Ellis	56	Team Milton Keynes	East Anglian		+00:18:10	00:47:50	00:51:13	3	5		90
7	Ian Guilor	53	Mapperley CC	East Midlands		+00:17:56	00:48:04	00:50:41	2	6		95
8	Deborah Moss	50	Team Merlin	North Lancashire & Lakes		+00:17:21	00:48:39	00:57:02	34		2	99
9	Sarah Lewthwaite	47	Team Sportslab	Yorkshire		+00:17:20	00:48:40	00:56:20	32		3	12
10	Andy Thomas	51	Lindsey Roads Cycling Club	East Midlands		+00:16:49	00:49:11	00:51:21	5	7		106
11	Michael Wills	60	Team Lutterworth Cycle Centre	East Midlands		+00:16:32	00:49:28	00:54:00	19	8		31
12	Michael Stevens	71	Melton Olympic CC	East Midlands		+00:16:18	00:49:42	00:58:34	39	9		89
13	Jo Corbett	65	Sherwood CC	East Midlands		+00:16:17	00:49:43	01:02:56	67		4	17
14	Chris Ward	55	Spalding CC	East Midlands		+00:16:11	00:49:49	00:52:56	12	10		111
15	Robert Gibbons	47	Race Rapid	East Midlands		+00:16:06	00:49:54	00:51:13	3	11		70
16	Nick Cave	55	Team Lutterworth Cycle Centre	East Midlands		+00:16:04	00:49:56	00:53:03	13	12		86
17	Stuart Wells	49	Lindsey Roads Cycling Club	North Midlands		+00:16:01	00:49:59	00:51:42	7	13		116
18	Sean Vincent	50	Race Hub	East Midlands		+00:15:52	00:50:08	00:52:04	9	14		85
19	Kevin Hobbs	50	Peterborough CC	East Anglian		+00:15:50	00:50:10	00:52:06	10	15		118

Club_Distance_Result | Awards_Distance_Overall_screen | Awards_Distance_Overall | **VTTA_Solo_Distance_Result** | VTTA_M_Solo_Distance_Result | VTTA ...

Step 9: View Awards

▶ Scroll to the VTTA Awards Distance screen worksheet to get a summary of who has won what

▶ This worksheet has been designed for use at an awards presentation

MyEvent **25 mile** **R34/25**
VTTA Awards **17/10/2020**

VTTA Overall Competition
1st on standard
2nd on standard
3rd on standard
4th on standard

Pos	Rider	Age	Club	Group	Time	Plus	AAT
1	Keith Ainsworth	61	Sheffrec CC	North Midlands	00:50:20	+00:20:31	00:45:29
2	Angela Carpenter	52	...a3crg	Wessex	00:54:58	+00:19:55	00:46:05
3	Ron Hallam	90	South Pennine RC	East Midlands	01:11:42	+00:19:48	00:46:12
4	Tim Hood	59	Team Bottrill	Midlands	00:51:27	+00:18:47	00:47:13

VTTA Men's Competition
1st on standard
2nd on standard
3rd on standard

Pos	Rider	Age	Club	Group	Time	Plus	AAT
1	Keith Ainsworth	61	Sheffrec CC	North Midlands	00:50:20	+00:20:31	00:45:29
2	Ron Hallam	90	South Pennine RC	East Midlands	01:11:42	+00:19:48	00:46:12
3	Tim Hood	59	Team Bottrill	Midlands	00:51:27	+00:18:47	00:47:13

VTTA Group Competition
Group Team, 1st on standard
Group Team medal, 1st member of group on standard
Group Team medal, 2nd member of group on standard
Group Team medal, 3rd member of group on standard

Pos	Group	Group time plus	Group AAT	Rider	Age	Club
1	Manchester & North West	+00:39:14	02:38:46	Ian Peacock	68	Leek CC - Den Engel Belgian
				Stephen I'Anson	64	Buxton CC/Sett Valley Cycles
				Barrie Whittaker	63	Lyme Racing Club

VTTA Club Competition
Club Team, 1st on standard
Club Team medal, 1st member of club on standard
Club Team medal, 2nd member of club on standard
Club Team medal, 3rd member of club on standard

Pos	Club.	Club time plus	Club AAT	Rider	Age	Group
1	Peterborough CC	+00:43:00	02:35:00	Kevin Hobbs	50	East Anglian

VTTA_F_Solo_Distance_Result VTTA_Club_Distance_Result VTTA_Group_Distance_Result **VTTA_Awards_Distance_screen** VTTA_Awards_Distance

Step 10: Publishing results

▶ Scroll to the Basic Macros worksheet

▶ Click on Publish All Solo Distance Results

▶ A pop-up appears asking you where you want the tool to write the reports to

▶ In this example I navigated to the working folder MyEvent and created a subfolder called pdf for them

▶ Click OK and files will be written there
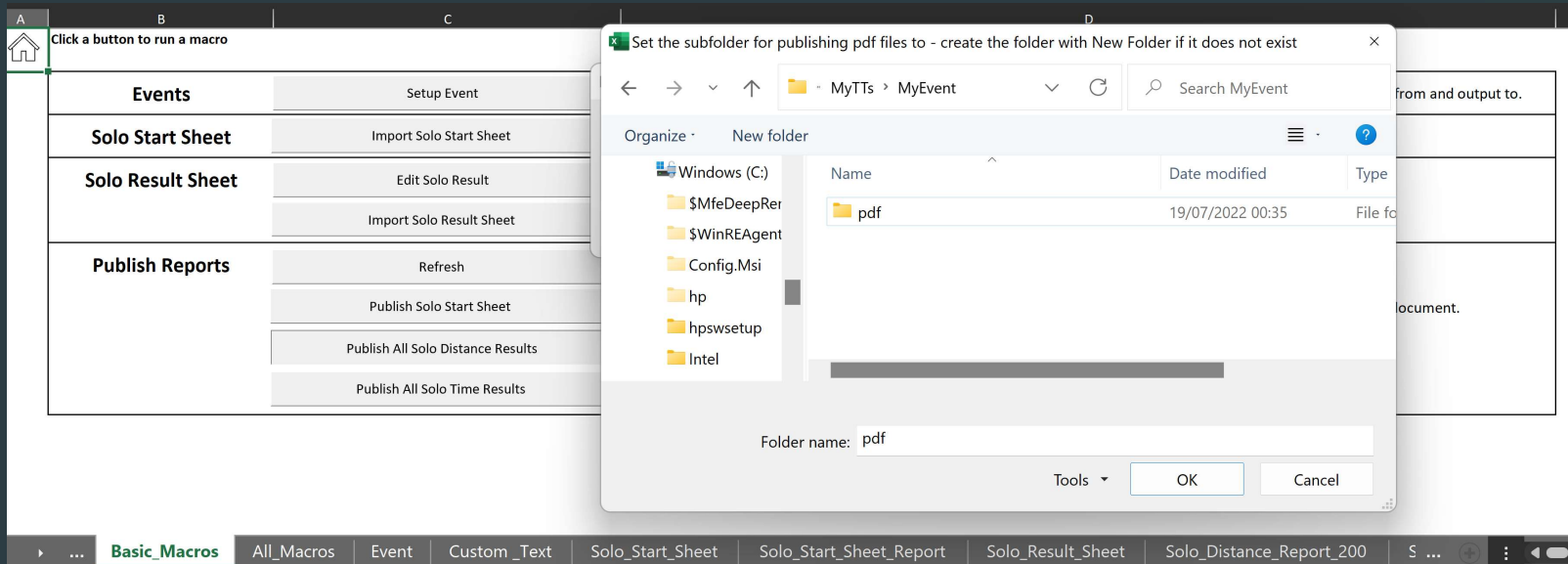
Step 11: Printing results

▶ Open the folder where you published results to

▶ You will see pdfs with all the results there

▶ You can print these documents
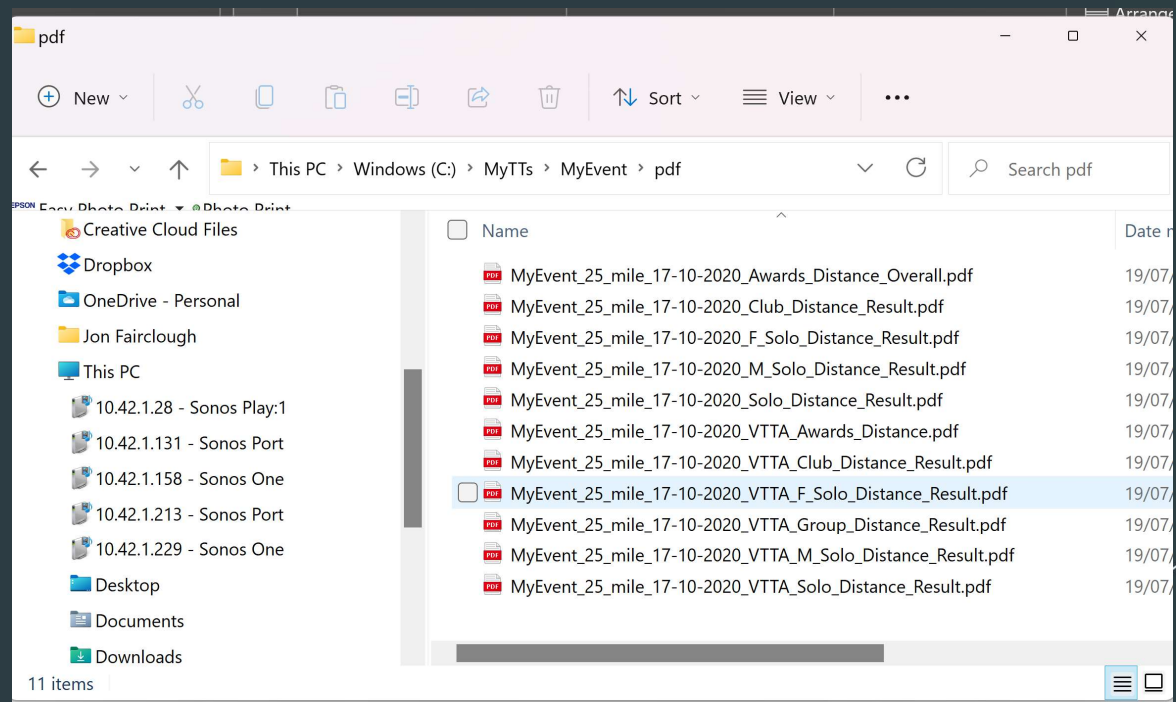
Step 12: FAQs

▶ I want to make my own document with the results of the event

  ▶ You can copy content from the tool and paste it into your document and apply your preferred format

▶ I want to publish the results on internet

  ▶ You make your pdf folder a shared folder using Dropbox or similar and publish a link

  ▶ See the "Guide to TT Event Tool" for more detail

  ▶ To share links easily, use the QR code method described in "Guide to publishing results with QR codes"

▶ I want publish results on Twitter

  ▶ See the "Guide to using the TT Event Tool with Twitter"

▶ I want to process tandem results

  ▶ Select All Macros mode and Show Tandems during Setup Event

▶ I want to see age group results

  ▶ Select "Show Age Band results" during setup and set the age band parameter values

▶ I have want to change something in event Setup

  ▶ Go to the All macro worksheet and select Update Event Settings

Thank you!