

# Guide to the TT Event Tool Basic Mode

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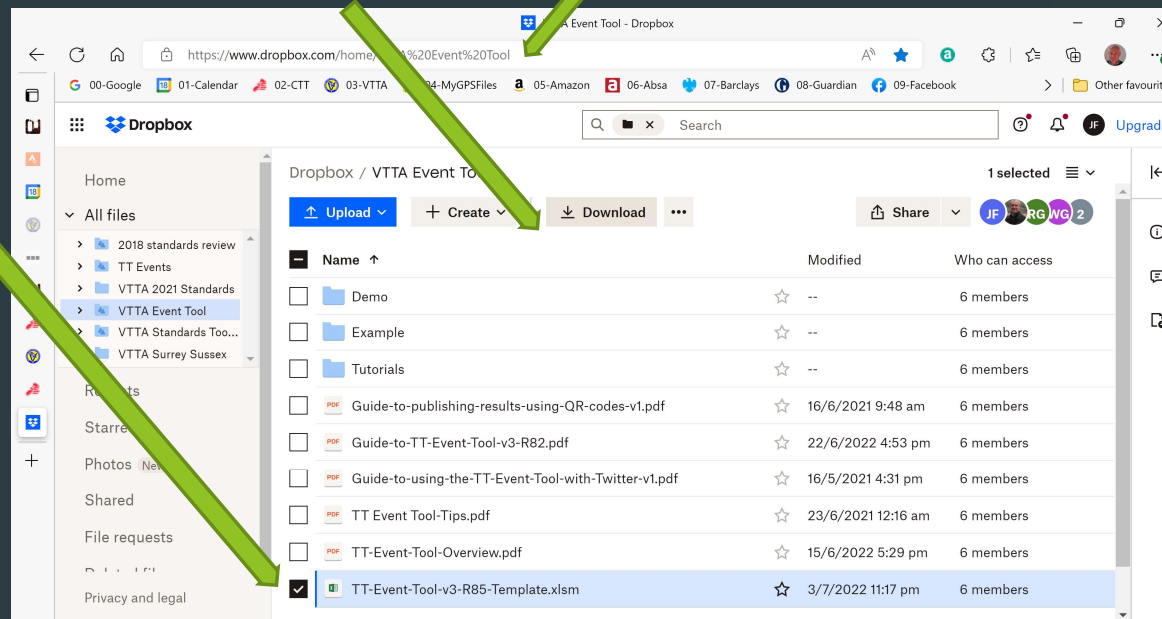
17<sup>th</sup> March 2023

# 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 tool 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

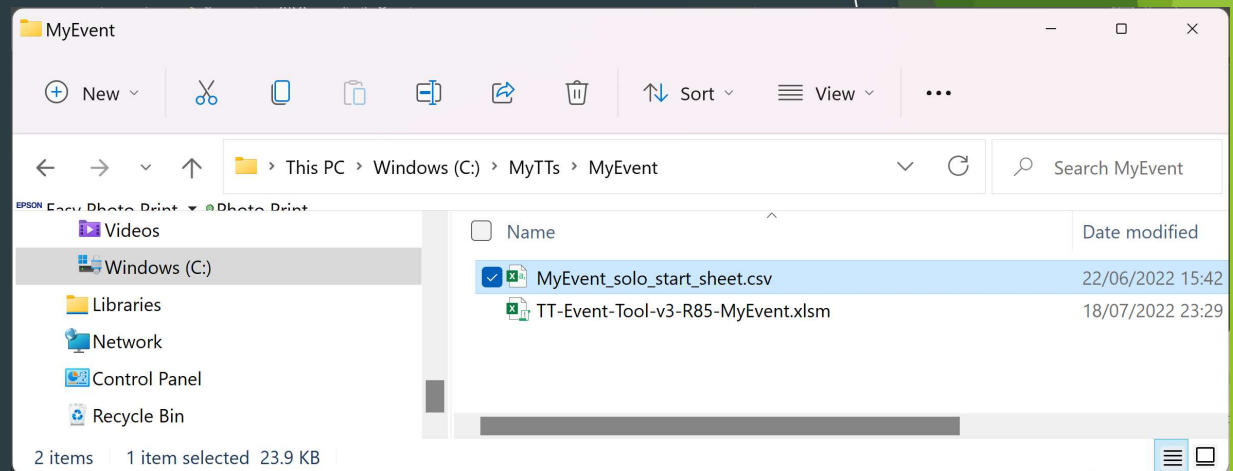
- ▶ Click on, or copy and paste this link into your browser search box:
  - ▶ <https://www.dropbox.com/sh/jqybe7ayhm0ont8/AADv1kPhMyFsBcPZ7BS2Fz6Ta?dl=0>
- ▶ A Dropbox window appears; select “TT Event tool” and then click “Download”



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

<b>Events</b>	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.
<b>Solo Start Sheet</b>	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
<b>Solo Result Sheet</b>	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
<b>Publish Reports</b>	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:  Closing Date:

Event Date:  Start Time:  Watch Start Time:

Distance/Time:  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

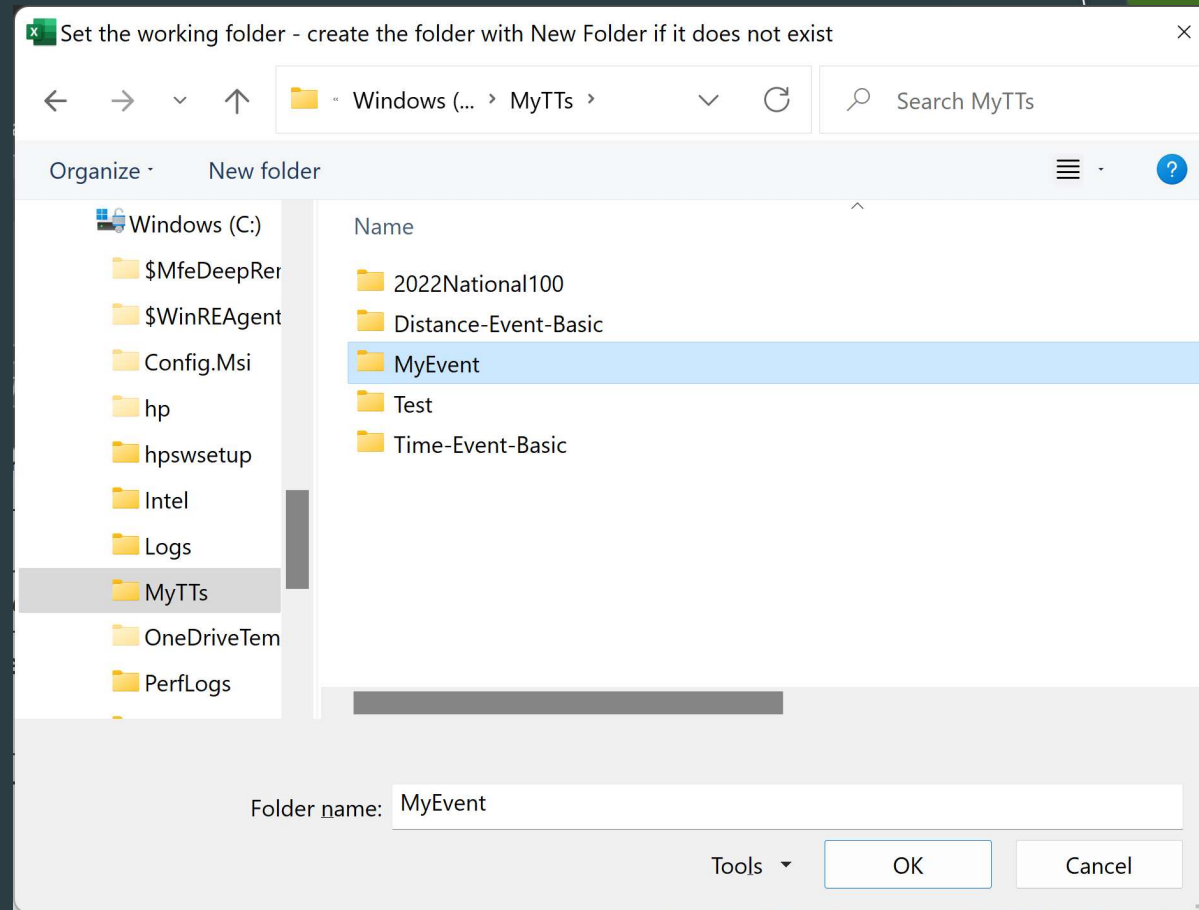
Show Age Band Results Options:  Race Day  UCI

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.

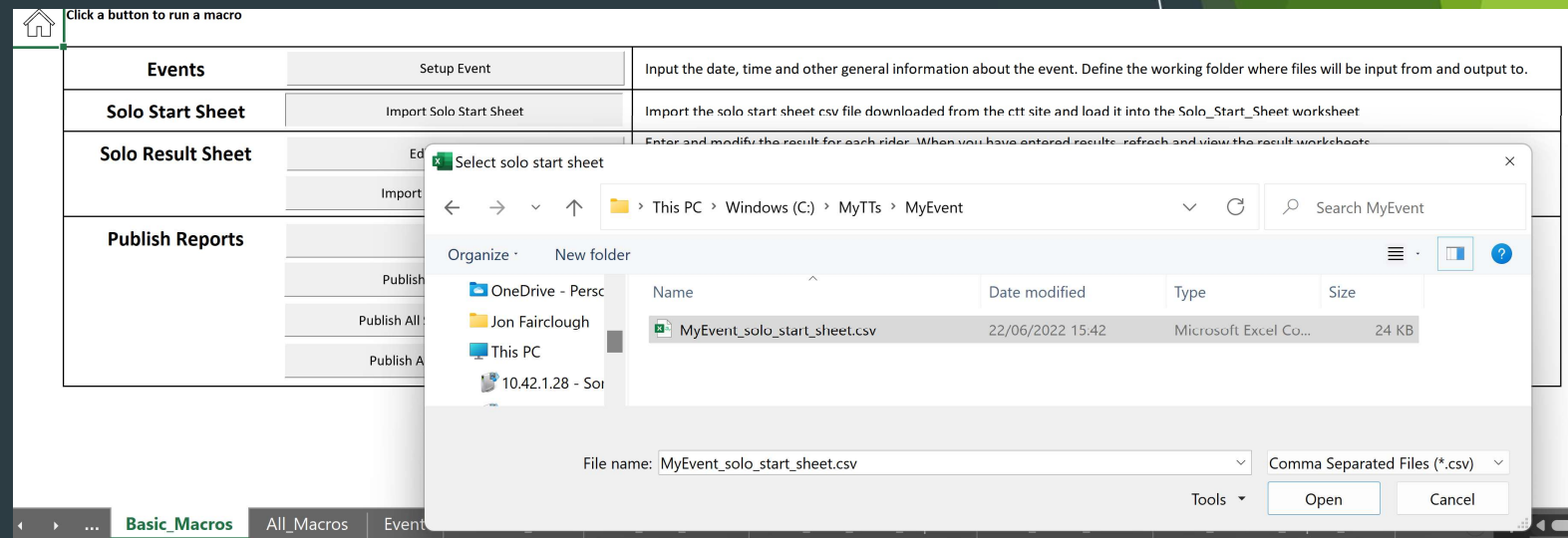
## Step 5: Set the working folder

- ▶ 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)

Edit Solo Starter		entry_id	ctt_number	reserve_rider_requested	number	start_time	team_id	firstname	lastname	club	gender	category	dob	age_on_day	tricrose	vta_standard	10 miles	25 miles	50 miles	100 miles	12 hour	24 hour	hill climb	What is your PB (hours:minutes:seconds) - in the 1-4-5 years	Any comments	vta_group	
2		870291	3129		1	13:01:00		Ben	Hamilton	Rutland Cycling Club	Male	Veteran	28/07/1946	74		01:16:28	0:22:40	1:01:56	2:33:25					1:01:56		North Midlands	
3		869492	2038		2	13:02:00		Theresa	Taylor	Ribble Valley Crossroads Care Cycling	Female	Veteran	27/02/1960	60		01:17:17	0:24:23	1:02:04	2:15:31	4:36:30	0:00:00			1:02:04		North Lincs & Lakes	
4		871059	3169	TRUE	3	13:03:00		Anne	Staley	Mercia - Lloyds Cycles CC	Female	Veteran	08/01/1950	70		01:21:37	0:25:30	1:07:22						1:07:22		Nottingham & East Midlands	
5		869977	6977	TRUE	4	13:04:00		Sydney	Wilson	Sheffield Phoenix CC	Male	Veteran	21/10/1928	91		01:33:05		1:17:00						1:17:00	VTTA member North Midlands b	North Midlands	
6		862677	1253	TRUE	5	13:05:00		Phil	Guy	North Shropshire Wheelers	Male	Veteran	15/06/1948	72		01:15:23	0:22:59	0:58:32	2:09:44					0:58:32	Can I have an early start please?	Merseyside	
7		866230	8020	TRUE	6	13:06:00		Garry	Shuker	Walsall Roads Cycling Club	Male	Veteran	08/11/1955	65		01:11:53	0:23:38	0:58:25	2:05:50					0:58:25		Midlands	
8		869853	5652		7	13:07:00		Roderick	Remedios	Birchfield Cycling Club	Male	Veteran	02/08/1949	71		01:14:52	0:25:05	1:01:01						1:01:01	South Pennine. A25/11	Midlands	
9		864247	61		8	13:08:00		Sandy	Wallace	Fife Century Road Club	Male	Veteran	27/06/1946	74		01:16:28	0:23:13	1:01:30	2:07:35					1:01:30		Scotland	
10		866740	5201	TRUE	9	13:09:00		Ron	Hallam	South Pennine RC	Male	Veteran	09/06/1930	90		01:31:30	0:24:45	1:05:17	2:15:45					1:05:17	VTTA member Nottingham and	Nottingham & East Midlands	
11		858041			10	13:10:00		Mathew	Stonley	Mapperley CC	Male	Veteran	03/10/1973	47		01:07:19	0:21:28	0:53:15	1:53:46					0:53:56		Nottingham & East Midlands	
12		870376	19047		11	13:11:00		Philip	Hill	Pirate juice cc	Male	Veteran	09/05/1963	57		01:09:39	0:21:34	0:56:38	2:02:45	4:18:26		0:00:00		0:56:38		Merseyside	
13		869867	2970	TRUE	12	13:12:00		Sarah	Lewthwaite	Team Sportslab	Female	Veteran	24/09/1973	47		01:13:40	0:22:34	0:59:38	2:08:05			0:00:00		0:59:56	Best +12min50 at age 45. VTTA Yorkshire	North Midlands	
14		870692			13	13:13:00		Greg	Elliott	Harworth and District Cycling Club	Male	Veteran	23/06/1951	69		01:13:55	0:24:57	1:00:00						1:00:00	I am a member of the North Mic	North Midlands	
15		868311	8636	TRUE	14	13:14:00		Anthony	Marlow	Mercia - Lloyds Cycles CC	Male	Veteran	10/12/1944	75		01:17:04	0:23:56							1:02:18		North Midlands	
16		868177	1903		15	13:15:00		Alan	Cooke	Peak Road Club	Male	Veteran	19/07/1964	56		01:09:23		0:53:13							0:53:13	If possible could I request an ear	North 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!

The screenshot shows the 'Edit Solo Result' dialog box overlaid on a spreadsheet. The spreadsheet has columns for number, first name, last name, entry\_id, user\_id, race\_id, time hh:mm:ss, and distance. The 'Edit Solo Result' dialog box contains the following fields and controls:

- Bib Number: 1
- First name: Ben
- Last: Hamilton
- Result: 01:06:00
- Flags:  None,  DNSA,  DNS,  DNF,  Disqualify
- Tips: Set a Bib Number or First Name and Last Name and click Search. Review/edit data and click Save, Update, Delete, Clear or Cancel. Hover on a box for tips.
- Buttons: <<, <, Search, >, >>, Save, Update, Delete, Clear, Cancel

# 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

MyEvent Solo Report R34/25 17/10/2020

Bib	Rider	Age	Club	Group	Flags	Time	Plus	AAT	PosO	PosP	PosMV	PosWV	Bib	Rider	Age	Club	Group	Flags	Time	Plus	AAT	PosO		
1	Ben Hamilton	74	Rutland Cycling Club	North Midlands		01:05:00	+00:11:28	00:54:32	1	1	1	1	67	Jymmy Trevor	48	Jem Hadar Racing	Yorkshire							
2	Theresa Taylor	60	Ribble Valley Crossroads Care Cycling Team	North Lancashire & Lakes		01:09:23	+00:07:34	00:58:06	2	2	1		68	Chris Spray	34	Ratae RC	East Midlands							
3	Anne Staley	70	Mercia - Lloyds Cycles CC	East Midlands									69	Steve Cornish	64	Mid Shropshire Wheelers	Merseyside							
4	Sydney Wilson	91	Sheffield Phoenix CC	North Midlands									70	Robert Gibbons	47	Race Rapid	East Midlands							
5	Phil Guy	72	North Shropshire Wheelers	Merseyside									71	Richard Oakes	51	Team Ohten Aveas	East Midlands							
6	Garry Shuker	64	Walsall Roads Cycling Club	Midlands									72	Simon Inman	47	OVV	East Midlands							
7	Roderick Remedios	71	Birchfield Cycling Club	Midlands									73	Roger Sewell	73	Wisbech Whs	East Anglian							
8	Sandy Wallace	74	Fife Century Road Club	Scotland									74	Drew Donaldson	61	Glasgow United CC	East Midlands							
9	Ron Hallam	90	South Pennine RC	East Midlands									75	Andrew Grant	67	Cambridge CC	East Anglian							
10	Matthew Stonley	47	Mapperley CC	East Midlands									76	Trevor Mayne	57	Birdwell Wheelers	North Midlands							
11	Phillip Hill	57	Pirate Juice cc	Merseyside									77	Greg Plummer	59	Springfield Financial Racing Team	North Lancashire & Lakes							
12	Sarah Lewthwaite	47	Team Sportslab	Yorkshire									78	Robert Gower	60	Mercia - Lloyds Cycles CC	Midlands							
13	Greg Elliott	69	Harworth and District Cycling Club	North Midlands									79	Stephen l'Anson	64	Buxton CC/Sett Valley Cycles	Manchester & North West							
14	Anthony Marlow	75	Mercia - Lloyds Cycles CC	North Midlands									80	Dale Lush	41	Kingston Phoenix RC	Surrey/Sussex							
15	Alan Cooke	56	Peak Road Club	North Midlands									81	Antony Gough	46	Velo-One Cycling Team(Staples Vegetables/	East Midlands							
16	Simon Geraci	53	Team Swift	Yorkshire									82	Matt Stell	43	Springfield Financial Racing Team	North Lancashire & Lakes							
17	Jo Corbett	65	Sherwood CC	East Midlands									83	Paul Mapletoft	57	Kiveton Park Cycling Club	North Midlands							
18	Lindsay Clarke	58	Fenland Clarion CC	East Anglian									84	Mandy Bunn	51	Datalynx-Parenesis Cycling	East Anglian							
19	Michelle Morley	54	Team Swift	Yorkshire									85	Sean Vincent	50	Race Hub	East Midlands							
20	Neal Parkin	41	Team Bottrill	East Midlands									86	Nick Cave	55	Team Lutterworth Cycle Centre	East Midlands							
21	Ed Watson	45	Ratae RC	East Midlands									87	Michelle Lee	47	PDQ Cycle Coaching	West							
22	Jez Willows	55	Sherwood CC	East Midlands									88	Daryl Stroud	56	Gloucester City Cycling Club	West							
23	Sue Cheetham	56	North Lancashire Road Club	North Lancashire & Lakes									89	Mike Nick Cave (Rider)	46	h Olympic CC	East Midlands							
24	Karen Brooks	61	Team Sportslab	North Midlands									90	Ma		Milton Keynes	East Anglian							
25	Steven Hilton	51	Warrington Road Club/Horton Light Engines	Manchester & North West									91	Ant		ing CC	East Anglian							
26	Simon Law	54	Race Rapid	Midlands									92	Coll		idge CC	East Anglian							
27	Malcolm Smith	57	Peterborough CC	East Anglian									93	Steve Bray	50	FTP (Fullfil The Potential) Racing	West							
28	Mike Twelves	56	Team Ohten Aveas	East Midlands									94	David Evans	64	Team Echelon	Midlands							
29	Dave Mason (Trike)	46	Lincoln Wheelers CC	East Midlands									95	Ian Guilor	53	Mapperley CC	East Midlands							
30	Daniel Barnett	46	Team Bottrill	East Midlands									96	James Fawcett	54	...a3crg	Wessex							

Basic\_Macros All\_Macros Event Custom\_Text Solo\_Start\_Sheet Solo\_Start\_Sheet\_Report Solo\_Result\_Sheet Solo\_Distance\_Report\_200


# 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**  
**VTTA Awards**

**25 mile**  
**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

**R34/25**

**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 l'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

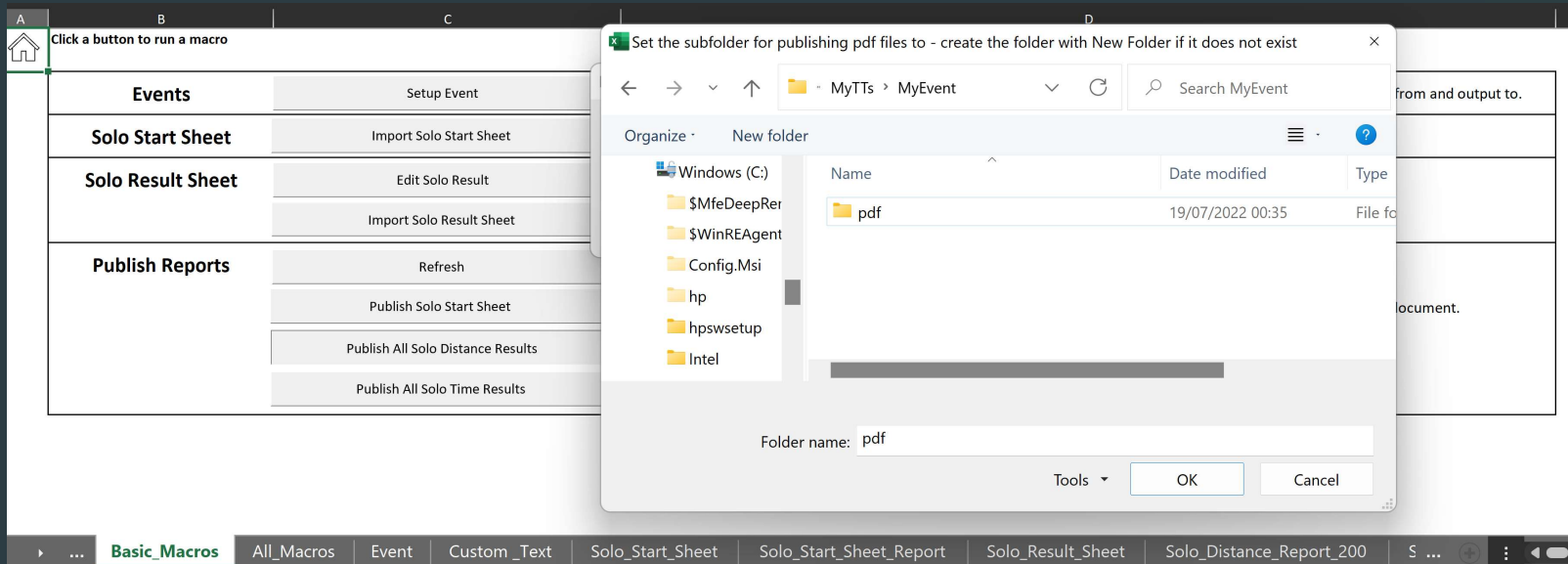
Pos	Club.	Club time plus	Club AAT Rider	Age	Group
1	Peterborough CC	+00:43:00	02:35:00 Kevin Hobbs	50	East Anglian

◀ ...
VTTA\_F\_Solo\_Distance\_Result
VTTA\_Club\_Distance\_Result
VTTA\_Group\_Distance\_Result
VTTA\_Awards\_Distance\_screen
VTTA\_Awards\_Distance
▶



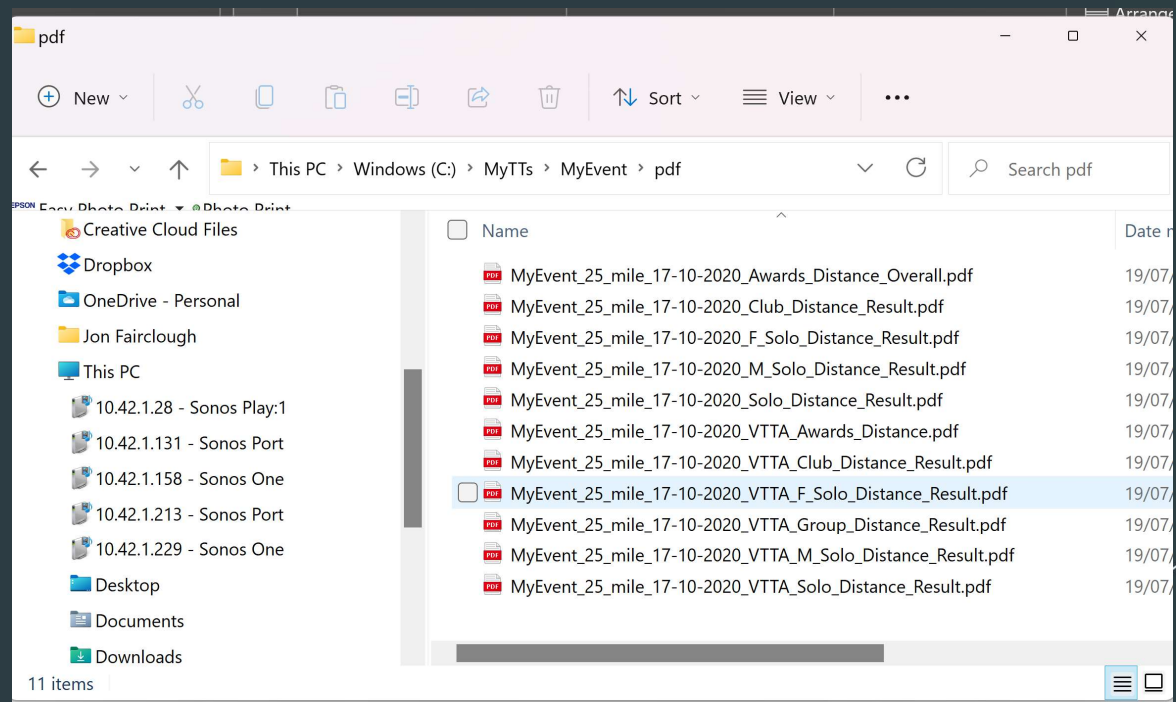
# Step 10: Publishing results

- ▶ 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



The background features a dark blue, almost black, trapezoidal shape on the left side, which tapers towards the right. To the right of this shape, there is a complex arrangement of overlapping, semi-transparent green polygons in various shades, creating a layered, geometric effect. The overall composition is modern and minimalist.

Thank you!