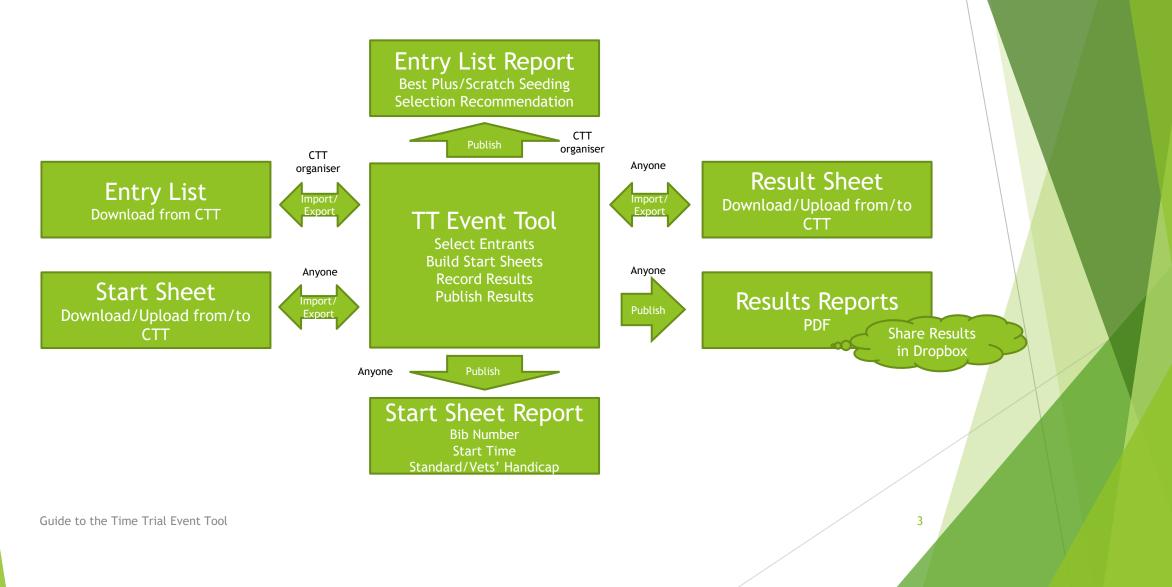
Guide to the Time Trial Event Tool

Jon Fairclough 29th February 2024

Introduction

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TT Event Tool overview



What the Time Trial Event Tool does

The purpose of the Time Trial Event Tool is to prepare start sheets and produce results for cycling time trials.

The tool has the following capabilities:

- produce results for distance events of any length and time events of any time
- produce results for up to 200 solo riders and 50 tandem pairs
- produce results for bike and trikes
- produce results overall (aka scratch), on VTTA standard (plus) and Vets' Handicap
- produce results for open and female solo riders
- produce results by age band (both age on race day and UCI age on 31st December of year of event)
- produce overall and VTTA standard results for clubs
- produce VTTA standard results for groups
- determine who has won awards for events
- select views one or more of general information, overall (scratch), VTTA standard (plus and Vets' Handicap result), age band, tandem so you only see what you want to see, or what you have data for
- import and append ctt format solo and tandem entry lists for calculation of vtta standard, best plus and rider seeding (300 riders allowed on solo entry list and 150 on tandem entry list)
- accept riders for event dependent upon scratch (aka personal best) seeding or best plus seeding
- copy accepted rider details from the entry list to the start sheet for manual editing of start time and bib number
- build start sheet from accepted entrants on entry list according to rider (personal best) seeding
- calculate bib number and start time from personal best information in the start sheet, defaulting personal bests to those of the slowest rider if absent
- produce a formatted start sheet for publication
- import and append ctt format solo and tandem start sheets and calculate vtta standard and solo rider (personal best) seeding
- import VTTA membership data, if missing from the start sheet, and match to startsheet information, providing alerts where appropriate for inactive riders, unlinked riders and club mismatches
- add a rider from entry list to the start sheet (e.g. for addition of a reserve rider)
- delete a rider from the start sheet
- produce start sheets in printable format for event documentation
- add results data both actual and watch time, rider by rider, during an event and present a report of current status during the event
- produce results as described above in printable portrait format for publication as a PDF; the folder may be shared (e.g. Dropbox) so results can be viewed online
- export ctt format solo and tandem result sheets for upload to the ctt web site
- import ctt format solo and tandem result sheets (instead of adding results data rider by rider)

Prerequisites for using the Time Trial Event Tool

- The prerequisites for using the Time Trial Event Tool are:
 - ► A basic level of Excel, including
 - Navigating around a workbook multiple worksheets
 - Entering text into cells
 - Filtering columns of data
 - ► A recent version of Excel, such as
 - Excel for Microsoft 365 (the tool was developed on this version)
 - Excel for Microsoft 365 for Mac
 - Excel for the web Excel 2019
 - Excel 2019 for Mac
 - Other versions of Excel from 2013 onwards
 - A modern powerful PC the event tool was developed on an HP Laptop PC with intel i7 CPU (4 cores) and 8 GB RAM running Windows 10 and Microsoft 365

About the Time Trial Event Tool

- The workbook and many of the worksheets are protected. White cells are available for data entry; all coloured cells are protected to prevent users accidentally overwriting data and formulae.
- The report tabs that contain pivot tables are not protected, so you can tailor them to you own requirements.
- The tool contains macros (so it is Excel filetype xlsm), and so it must be used with native Excel, not Excel online.
- A ctt entry list, start sheet and result sheet csv file column heading must have one of the values defined in the ctt fields tab in the tool; if there is a mismatch, edit the csv file with Excel to correct it.
- There is a Troubleshooting tab can tips and tricks to deal with and problems you encounter.
- If you cannot resolve an issue, please send your copy of the event tool and any csv files to the VTTA IT manager at itmanager@vtta.org.uk

Acquiring a copy the Time Trial Event Tool

The tool should be downloaded using the following link:

<u>https://www.dropbox.com/sh/jqybe7ayhm0ont8/AADv1kPhMyFsBcPZ7BS</u> <u>2Fz6Ta?dl=0</u>

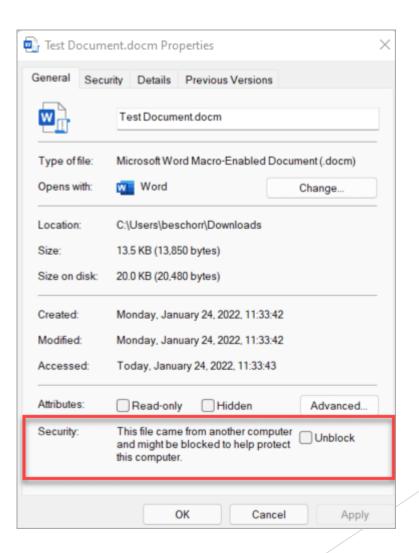
- Copy the latest version to your PC, e.g.
 - TT-Event-Tool-vN-RXX-Template
- "N" identifies a major release with functionality changes, "XX" indicates a minor release with code changes
- A Time Trial Event Tool file suffixed "Template" has no data in it and is set "read only", so make a copy when you start to use it
- A Time Trial Event Tool file suffixed with an event name instead of "Template" will normally have data in it
- Use the template for new events

Setting up your PC for using the tool

命 Home	Region	
Find a setting	Country or region	Related settings
Time & Language	United Kingdom V	Additional date, time & regional settings
	Windows and apps might use your country or region to give you local content.	
誌 Date & time	iocai content.	Get help
Region	Regional format	Give feedback
a [‡] Language	Current format: English (United Kingdom)	
	Recommended [English (United Kingdom)]	
Speech	Windows formats dates and times based on your language and regional preferences.	Go to Windows
	regional preferences.	
	Regional format data	Settings and Find
	Select Change data formats to switch between calendars, date and time formats supported by the region.	•
		Region settings
	Calendar: Gregorian Calendar First day of week: Monday	
	Short date: 30/06/2020	
	Long date: 30 June 2020	
	Short time: 12:38 Long time: 12:38:27	
	Change data formats	– – – – – – – – – – – – – – – – – – –
	change data formata	Ensure short date
		format is set to
		DD/MM/YYYY

Unblocking the TT event tool file

- When you open a macro enabled spreadsheet such as the TT event tool Excel may give your message "A potentially dangerous macro has been blocked"
- If you get this message then you should close the file and right click on it in MS File Explorer to unblock it.
- See <u>A potentially dangerous</u> <u>macro has been blocked -</u> <u>Microsoft Support</u>

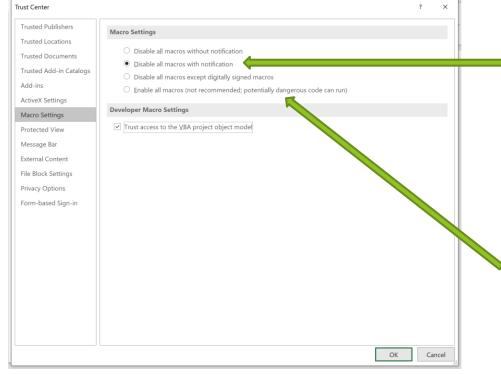


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Setting up Excel for using the tool - macros

The tool contains macros (so it is Excel filetype xlsm), and so it must be used with native Excel, not Excel online.

You should enable macros when opening the tool. Before you use the tool, set up Excel as shown below.



In Excel, select File/Options/Trust Center/Trust Center Settings/Macro Settings and set the radio buttons as shown.

When you open the tool, you will see a message that macros are disabled. You should click the button "Enable Content".

To avoid having to enable macros every time, you can check the enable all macros button, but the consequence of this is that macros are enabled for all spreadsheets you open, and you risk running malicious code.

Setting up Excel for using the tool - pivot tables

cel Options	?	×
General	Change options related to data import and data analysis.	
Formulas		
Data	Data options	
Proofing	Make changes to the default layout of PivotTables: Edit Default Layout	
Save	Disable undo for large PivotTable refresh operations to reduce refresh time	
Language	Disable undo for PivotTables with at least this number of data source rows (in thousands): 300 $\hat{\downarrow}$	
Ease of Access	Prefer the Excel Data Model when creating PivotTables, QueryTables and Data Connections	
Advanced	☑ Disable undo for large Data Model operations	
Customize Ribbon	Disable undo for Data Model operations when the model is at least this large (in MB): $\$	
Quick Access Toolbar	Disable automatic grouping of Date/Time columns in PivotTables	
Add-ins	Show legacy data import wizards	
Trust Center	From Access (Legacy) From QData Data Feed (Legacy)	
	From Web (Legacy)	
	From Iext (Legacy)	
	From SQL Server (Legacy)	

The event tool uses Excel pivot tables to display results. When results are updated, the pivot tables need to be refreshed. You can speed up the refresh by disabling undo.

Note that this is a global Excel setting, so will affect all your workbooks.

In Excel, select File/Options/Data and set the checkbox as shown.

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Security in the tool

Cell Colour	Description	User access	Comment				
White	Source data/text/comment	Read/Write	User can add/delete/update source data in these cells; input data must be always be text				
Green	Calculated cells	Read only	These cells contain formulae that can be dragged to copy				
Green	Calculated cells	Read only	These cells contain formulae that can be dragged to copy				
Dark green	Calculated cells	Read only	These cells contain formulae that cannot be dragged to copy, you must copy and paste (used for tandems, copy and paste pairs of o	cells fo	<mark>r the ta</mark>	ndem pa	air)
Blue	Calculated cells for export	Read only	These cells contain formulae. Values may be copies				
Yellow	Values copied from blue cells	Read/Write	These cells contain values; when pasting, paste values only				
Grey	Header text	Read only	These cells contain the name of the data in the row/column				
Red	Choice cells	Read/Write	These cells contain a list of values for a user to choose				
Gold	Constants	Read only	These cells contain fixed values				

Colour indicates how a cell should be accessed by a user

The workbook and many of the worksheets that are protected. White cells are available for data entry; all coloured cells are protected to prevent users accidentally overwriting data and formulae.

Getting started

1.1 Open the tool

- 1.2 The tool is a 5 MB file and can take a little time to open please be patient!
- 1.3 You may see messages "Excel not responding" from the operating system this is because Excel is busy - ignore the messages
- 1.4 The tool may contain data from an event; this data is cleared during the setup operation; you do not need to clear it before setup.
- 1.5 The splash screen appears after opening and shows for 5 seconds. You can close it early by clicking on the X on the splash screen.
- 1.6 The tool has two user modes: **Basic Macros** mode and **All Macros** mode. If you just want to work with solo start sheets and result sheets, use the Basic Macros mode that the tool starts up in. If you want to do more than that, select All Macros mode during setup.

Setup an event

- 2.1 Go to the Basic_Macros tab; this contains only the macros needed for working with solo startsheets and result sheets, the most common use.
- 2.2 Click the **Setup event** button.
- 2.3 Set the Event Name, e.g. "VTTA National Championship", Event Date and Start time. Leave Watch Time blank if you do not know it or results are not given in Watch Times. Set Closing Date if you want to use the Check VTTA macro.
- 2.4 Set the Distance/Time value and unit it is measured in; as well as the normal 10 mile, 15 mile, 25 mile, 30 mile, 50 mile, 100 mile, 12 hour and 24 hour events, you can define any distance of event in miles and kms and any duration of event (within limits!). You can set the Race ID and Course if known.
- 2.5 Leave the "Information Messages" and "All Macros mode" unticked unless you want to work with all the macros in the tool and get detailed messages of what the tool is doing.
- 2.6 Select the views you want to see; if you want to see scratch results, tick "show overall"; if you want to see VTTA results and have VTTA member data (group, date of birth), tick "show VTTA", if you have tandem riders, tick "show tandems", if you want to see Age Band Results and have the ages of most riders, tick "show age band". You can opt to show VTTA Pluses, Age Adjustments or both. You can opt to show race day age bands or UCI age bands. The default settings are suitable for most events.
- 2.7 Identify a folder on your PC for storing files associated with the event you want to use the tool for, such as entry lists, start sheets, result sheets, membership exports; you identify the folder to the tool during setup; if it does not exist it will be created; the tool will used the folder name to read and write files from and to. The tool calls this folder the "working folder".

Basic Macros mode

- 3.1 If you have a start sheet in csv format, click on the **Import Solo Startsheet** button. The start sheet will imported and VTTA standard, best plus and rider seeding on best plus and scratch, and age adjusted time or distance will be calculated.
- 3.2 If you are warned that the startsheet contains no date of birth or incorrect group membership info, go to the **Solo_Start_Sheet** and use the **Edit Solo Starter** macro to enter/correct it.
- 3.3 To get the VTTA standards, scratch time rider seeding and Age Adjusted Times/Distances for each rider, view the **Solo_Start_Sheet_Report.**
- 3.4 During the event you can add results one by one using the **Edit Solo Result** macro. Use the search, forward and back buttons to find the rider. Alternatively, type the result directly into the **Solo_Result_Sheet**.See the next slide "Adding the results from the Finish Line".
- 3.5 After the event you can import a csv format results sheet downloaded from the ctt site using the Import Solo Result Sheet button. This will overwrite any results you added during the event.
- 3.6 During and after the event you can see results on the **Solo_Distance_Report** sheet or **Solo_Time_Report** sheets. There are layouts chosen automatically for up to 50, 51-100 and 101-200 starters.
- 3.7 After the event you can output all the results in PDF format using the **Publish All Solo Distance Results** and **Publish All Time Results** buttons.
- 3.8 Go to the Awards worksheets to see who has won what
- 3.9 If you want to use material from any part of the tool, you can copy and paste it directly from the tool into your document.

Adding the results from the Finish Line

Options:

- 1. The timekeeper supplies a list of bib numbers and actual or watch times and you load them one by one using Edit Result or by typing into the result worksheets of the TT event tool.
- 2. There is someone at the finish line who has a mobile phone or tablet, and data connection, who creates a xlsx spreadsheet in a shared folder with mobile Excel with two columns "number" and "time". Every time a rider finishes, the person adds the rider's number and time to the list and saves the file. Back at HQ the person running the TT event tool opens the spreadsheet, checks the data is ok and saves it as a csv, and then imports the csv into the TT event tool and refreshes the results.
- 3. A variation of option 2 is to use an app such as the android app CSV Editor to create and edit the results csv file. To send the results to HQ with CSV editor, the user has to share the file to a shared folder, such as Dropbox. CSV editor creates a "sent files" folder in Dropbox from which the user at HQ can import the latest results csv file. This saves the person at HQ converting the file format from xlsx to csv, but omits the check on the data before importing.

Setting up the Event Reports

- 4.1 If you want to tailor the text describing the awards go to the Custom text tab. Adding custom text overrides the default; deleting custom text restores the default. Custom text is cleared on setup; but you can copy and paste custom text to the saved custom text cells for reuse.
- 4.2 The age band reports will include any rider who has a stated age; if the age of the rider is not in the start sheet, you can type it in. You do not need to input the age of a VTTA member, as this is derived from the date of birth.
- 4.3 There are three versions of each solo report tab: one for up to 50 riders, one for up to 100 riders and one for up to 200 riders. The tool selects the appropriate one. They are sorted in bib number order. When a startsheet is loaded, the number of riders is counted and the appropriate report presented. You can equalise the depths of each table in the report see the distance event intermediate tutorial for more detail.

4.4 If you just want to work in Basic Macros mode, you can skip to slide 20.

All Macros mode: Import and configure entry lists

- 5.1 Entry List processing is available in All Macros mode. To enable it go to the Macros worksheet and run the Update Event Settings macro. Select All Macros mode and click Ok. Then click the Unhide Entry List buttons for solo and tandem as appropriate.
- 5.2 If you have an entry list in csv format, click on the **Import Solo/Tandem Entry List** button. If you have two solo entry lists, e.g. for open and female, then click on **Append Solo Entry List** to add the second. The entry list will imported and VTTA standard, best plus and rider seeding on best plus and scratch, and vets' handicap time or distance will be calculated.
- 5.3 You can check VTTA membership and correct group names with the **Check Solo/Tandem Entry List** button. Get a VTTA member export file and place it in the working folder. Messages are copied to the CheckSoloEntryListLog/CheckTandemEntryListLog placed in your working folder for follow up.
- 5.4 You can modify the entry details and approve entrants selectively with **Edit Solo/Tandem Entrant**, and add the entrant to the start sheet.
- 5.5 Click on Accept Solo/Tandem Entrants to accept a set number of entrants (e.g. 120) who have the best scratch times or plus's. View the Solo_Entry_List_Report or Tandem_Entry_List_Report and use it to accept/reject entrants on the CTT site.
- 5.6 You can make a start sheet by click on either **Build Solo/Tandem Start Sheet from Entry List** or **Copy Accepted Entries to the Solo/Tandem Start Sheet** to make the start sheet(s). When building, the macro uses the rider/pair seeding to calculate bib number and start time. When copying, the macro leaves the bib number and start time blank for you to complete (or use the **Build Start Sheet** macros - see next slide). If you have built your start sheet from the entry list go to step 6.5; if you have copied it, go to step 6.3.

All Macros mode: import and configure start sheets

- 6.1 If you have a start sheet in csv format, click one or both of the Import Solo Startsheet and Import Tandem Startsheet buttons. If you have two solo start sheets, e.g. for open and female, then click on Append Solo Start Sheet to add the second. The start sheet will imported and VTTA standard, best plus and rider seeding on best plus and scratch, and vets handicap time or distance will be calculated.
- 6.2 If warned that the startsheet contains no date of birth and group membership info, either enter directly using the Edit Solo/Tandem Starter macros after import, or get a member export csv from the membership system and place a copy in the working folder; then run the Check Start Sheet VTTA Membership macros to import the relevant data. Messages are copied to the CheckSoloStartSheetLog and CheckTandemStartSheetLog placed in the working folder for follow up.
- 6.3 If your start sheet has PB data, you can calculate bib number and start time using the Build Solo Start Sheet and Build Tandem Start Sheet macros. These macros overwrite any bib number or start time present. If PB data is absent, a default value is calculated based upon the slowest PB.
- 6.4 To set the start times and bib numbers manually, use the **Edit Solo/Tandem Starter** macro, or export the start sheet(s) and edit in Excel and import.
- 6.5 To get the VTTA standards, scratch time rider seeding and Age Adjusted Times/Distances for each rider, view the **Solo_Start_Sheet_Report** and **Tandem_Start_Sheet_Report**.
- 6.6 To add a reserve rider from the entry list to the start sheet, click on the Add command within Edit Solo/Tandem Entrant. To delete a rider from the start sheet, use the Delete command in the Edit Solo/Tandem Starter macro.

All Macros mode: during the event

- 7.1 To capture and display results during an event, go to the Solo_Distance and Tandem_Distance or Solo_Time and Tandem_Time report tabs.
- 7.2 If you are given watch times, use the **Update Event Settings** macro to enter the stopwatch start time in the setup panel.
- 7.3 Use the **Edit Solo/Tandem Result** command to work with individual results. You can search for a rider, save a result, update the results and delete a result. You can enter actual times or watch times. See also the slide "Adding the results from the Finish Line".
- 7.4 Use the **Edit Solo Starter** macro or **Edit Tandem Starter** to change the start time of a rider or tandem pair.
- 7.5 Changes do not display in the report after using the Save command in the **Edit** macros. This is because refreshing all the displays can take a few seconds depending upon how fast your machine is. To display the changes use the Update command. After you have made a set of changes, click on the **Refresh** macro to update the formatting of the reports.
- 7.6 If you are sharing results during the event through Dropbox or similar, click on the **Publish** button to create/update the pdf with the latest results
- 7.7 Go to the results tabs and view them.
- 7.8 Go to the Awards tabs and view who has won what.

All Macros mode: after an event

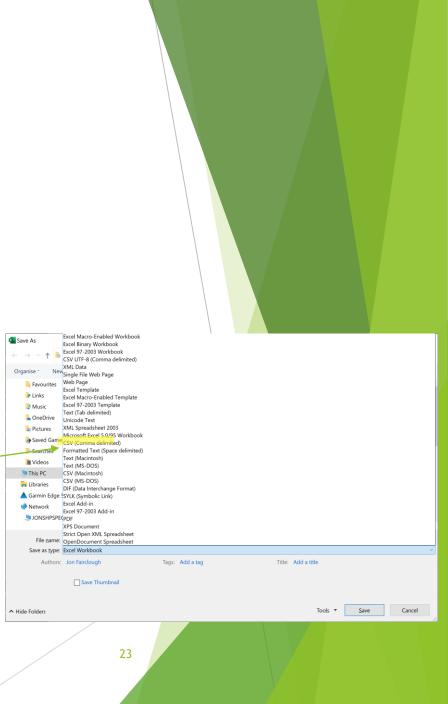
- 8.1 Go to the macros tab and use one or two of the **Publish_All** buttons to publish all the results in one command.
- 8.2 You can use the **Export Solo Results** and **Export Tandem Results** buttons to produce a ctt result sheet containing scratch and VTTA standard (i.e plus) values for upload to the ctt website.
- 8.3 If a ctt results file already exists, use the **Import solo results** and **Import tandem results** macros to add the results instead of adding them singly. This operation matches start sheet and result sheet entrants by bib number. If you have multiple results files, e.g. for open and female, use Import solo results for the first file and **Append solo results** for the subsequent files.
- 8.4 If you have results in the form of watch times, the watch start time should be entered using the **Update Event Settings** macro and the a ctt results file with the watch time in the time column can be imported using use the **Import solo watch time results** and **Import tandem watch time results** macros, instead of adding them singly. This operation matches start sheet and result sheet entrants by bib number. If you have multiple results files, e.g. for the first batch of riders, second batch of riders, use Import solo watch time results for the first file and **Append solo watch time results** for the subsequent files.

Time entry

- Time entry with two colons and one or two digits either side of them is acceptable e.g. HH:MM:SS, H:MM:SS , H:M:SS etc
- Time entry with one colon and one or two digits either side is interpreted by context; for start times it is interpreted as HH:MM and for result times it is interpreted as MM:SS
- > The time result of a rider can be entered as:
 - Elapsed time
 - ▶ The elapsed time is the clock time at finish minus clock time at start, in HH:MM:SS
 - Watch time
 - ▶ The stop watch time is the time a rider passes the finish, as HH:MM:SS
 - > The stop watch is started at the "Watch Start Time"
 - > The Watch Start Time is entered using the Setup Event or Update Event Settings macro
 - > The Watch Start Time is normally the time the first rider starts, to align start times with bib numbers
 - Rider Elapsed time = Rider Watch time (Rider Start Time Watch Start Time)
 - Examples
 - the Watch start time and the first rider starts at 07:01; rider 3 starts at 07:03. The stop watch time when rider 3 finishes is 00:27:34. The actual time = 00:27:34 (07:03:00 07:01:00) = 00:25:34
 - the Watch start time is 07:00 and the first rider starts at 07:01; rider 3 starts at 07:03. The stop watch time when rider 3 finishes is 00:28:34. The actual time = 00:28:34 (07:03:00 07:00:00) = 00:25:34

CTT files

- > You can download XLS files and CSV files from the CTT site
- ► The TT Tool only imports CSV files
- Troubleshooting...
 - Make your CSV file writable (i.e not read-only)
 - If you have another problem importing a CSV file then
 - 1. Open the file in Excel
 - 2. Inspect the data and fix anything that looks wrong (e.g. header fields time results format)
 - 3. Save it as CSV (Comma delimited) note there are multiple CSV variants, so select the right one shown in the screenshot!
 - You can convert an XLS or XLSX file to a CSV using steps 1 to 3 above



CTT file contents

- CTT files are entry lists, start sheets and result sheets in CSV format
- The possible CTT file contents is defined in the tool in the CTT fields worksheet. Use the Unhide Info Tabs macro to see it.
- The TT event tool looks for CTT column names and copies any data with the matching column name into the tool. This means that csv files can be missing columns and still be imported.
- The TT event tool allows an alias to be defined for a column name. Some CTT column names vary, for example "bib" is sometimes used instead of "number", and so "bib" is defined as an alias for "number". Any column with a heading "bib" or "number" will be imported and called "number".
- The "bib" or "number" value must be an integer, not a word such as "reserve". Results are matched to the startsheet using the bib number.

Results Reports

- Provisional and Final Results
 - If you wish to mark the results as "Provisional" or "Final", then put these words in the event title in the "Setup" or Update Event Settings" macros. These words will appear at the top of every report and in the filename of every publish or export.

Producing custom reports

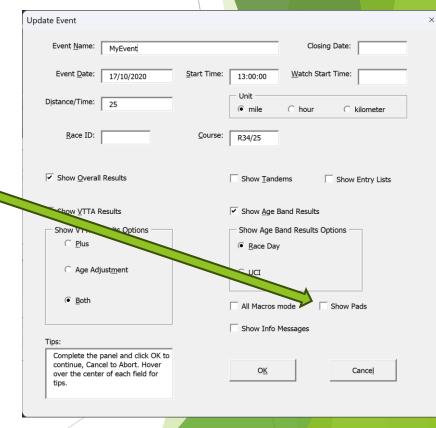
- Most organisers produce a startsheet report and a result report with a mixture of text and tables.
- The TT Event Tool is an Excel document and content can be selected, copied and pasted into another document.
- The pdf reports may also be used as input if you have the Acrobat editor; copying content from a pdf reader is not recommended as formatting is lost in the copy and paste operation.

VTTA settings

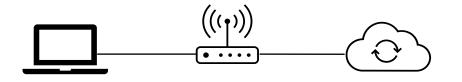
- The TT event tool will calculate a standard, age adjustment, plus or age adjusted result if the rider category in the entry list or start sheet if the VTTA group value is not null (empty cell).
- Organisers may wish to give all Veterans a standard and plus etc whether or not they are a VTTA member. In such cases they should assign the group value to something different to an existing group; the group names Guest1, Guest2, Guest3, Guest4 are provided in a drop down for this. The Guest group names can be customised in the Custom Text worksheet.
- When an entry list or start sheet is loaded group names are checked against the existing group names and guest group names. If there is a name not in this list then a warning is issued so the user can correct the group names, either manually in the import file, or in the entry list and start sheet worksheets in the tool, or by running the VTTA member check macro.
- For a VTTA National Championship, setup the Custom Text worksheet to describe the awards using the text provided on the right of the worksheet.

What if my data is not in a CTT csv?

- If your data not in the format of an entry, start sheet or result sheet csv then you can copy and paste it into the scratch pads in the TT Event tool and then use Excel formula to put it into the appropriate field of the entry list, start sheet or result sheet
- The empty worksheets Pad1 and Pad2 are shown by ticking the Show Pads box when setting up an event or when updating event settings
- As an example, Zwift power provides a spreadsheet that contains the results of a Zwift event. This spreadsheet data is copied and pasted into Pad1. Pad2 is then used to prepare the data in Pad1 for use in the Start Sheet and Result Sheet worksheets



Results distribution configurations



Run the TT event tool on a laptop connected to the internet via modem





Run the TT event tool on a laptop connected to the internet via a mobile hotspot on a smartphone





Run the TT event tool on a laptop connected to a projector that creates a screen display

Run the TT event tool on a laptop connected to a monitor

Tutorials

- **G**o to the Dropbox where the event tool template is and copy the Tutorials folder
- Work through the tutorials in this order, starting from a template
 - Tips
 - Distance & Time Event basics focus on producing results
 - Distance & Time Event intermediate focus on building and check start sheets
 - > Distance & Time Event advanced focus on processing entry lists and building start sheets
- Each tutorial takes you through the using the tool for one event, illustrating the various features.
- The tutorials are all written assuming All Macros mode. Select it during Setup Event. Note all the Basic Macros are also in the All Macros worksheet.
- ► The csv files for each tutorial, a copy of the tool and the reports is found in \Tutorials\MyTTs\
- Copy the template into each example subfolder when you start the tutorial and start from that, not the reference copy of the tool with data
- If you want a VTTA membership file for the member check macros, email the IT manager <u>itmanager@vtta.org.uk</u> saying which tutorial you need it for. You should be a VTTA official, or have the permission of a VTTA official to request a copy of this file.

Troubleshooting and support

- There is a Troubleshooting tab with help on how to deal with any problems you encounter
- If you cannot resolve an issue, please send your copy of the event tool and any csv files to the VTTA IT manager at <u>itmanager@vtta.org.uk</u>

Thank you!