Instructions how to _use_ this spreadsheet – intended for Shotgun _Organizers_

Video 1 transcription:

The purpose of this spreadsheet is to manage the scheduling of golf competitions held on a monthly basis, called shotguns, in which 9 holes are being played.

This sheet tab shows a master list of all golf members, from which a list of participants is created. Members sign up to take part in a shotgun. For each contestant, we enter his or her current handicap in column F and place a "yes" in column G next to the person's name.

For example, Frank Aaron, with ID #1 signed up for the upcoming shotgun and his handicap is **24.3**. We enter Frank's handicap in cell F2 and place a "yes" in cell G2. In column H his playing handicap now shows as "11". David Anderson, with ID #2, signed up with handicap 21.5, we enter "yes" for him in cell G3; he gets "9" extra strokes. Annie Callahan lowered her handicap from 24 to 22.9, so in cell F7 we enter her new handicap. She now gets 14 strokes instead of 15.

For purpose of this demonstration, all other entries have been made. In cell G1 we enter the date of the shotgun, which is in this example April 9th. On odd days, holes 1 through 9 are played, so we will work here with column H and ignore column I (which is used for even days).

The next step is to filter the participants from the master list and to sort them by gender and by handicap (A to Z, so lowest first). To do so, click on the macro button "*Filter List 1-9*". In case we need to make changes afterwards, we can remove the current filter by clicking on the "remove filter" button. In our example we keep our current filter.

Now we have a sorted and filtered list of participants. The next step is to create a printable list of all players as an overview. To do so, click on the button "*Copy list 1-9*".

A new "*sheet tab*" is created. To rename the sheet, right-click on the sheet tab and rename it as "print list April 9" and press Enter. Now we have created a printable overview of participants, which we can use to schedule the players.

The next step is to position the players. Click on the sheet tab "*Flight Schedule odd 1-9*" to do so. The player with the lower handicap will be placed in the left column, the higher handicapper on the right. In this example we will schedule the players as follows:

- In cell **A5** enter ID number **16**: *Justin Evens* will show in cell B5, with playing handicap **5.** Then hit the tab key on your keyboard to move to cell D5
- In cell **D5** type **35**: *Mary Martinez'* name will show, with playing handicap **9**
- Their combined playing handicap is 7. Together they receive 7 additional strokes.
- The next player is **#49** for Harry Wood. His playing handicap is **8.** He will play in the same flight with **#40**: Diane Niemeyer. Her playing handicap is **13** and together they receive **10** extra strokes.

We schedule all players in the same manner. When the players' list is complete, we need to create labels to put on the scoring cards.   I will show you how in the next video.

Creating labels for scoring cards – Using Word 2010 or 2013

In this video, we will create labels for the player's scoring cards. The current sheet tab *Flight Schedule Odd 1-9* now shows the scheduled players. Click on sheet tab "*labels 1 - 9*", showing the same names which have been entered in "*Flight schedule odd 1-9*".

The data source, sheet "labels 1-9" shows the field names "Hole", "Flight", "Player 1", "Player 2" and "Extra strokes". We will need these headings to create the labels.

Next, we will create a mail merge project in MS Word and use this sheet tab "labels 1-9" as our data source.

Open a blank document in MS Word and click **Mailings.** Under "*Start Mail Merge*" click the down arrow and select "*Step-by-Step-Mail merge Wizard*." In the Mail Merge Pane, select **Labels** as the document type and click Step 1 of 6: Next: Starting document.

Click Label Options: In our example we will use Avery US Easy Peel address labels 5160. Click step 2 of 6: Next: Select recipients and click the browse button: Now we select our data source: the spreadsheet **Shotgun Schedule April** from the appropriate location.

There are many sheet tabs to choose from in this dialog box but we need to select the sheet tab **Labels 1-9$** and click OK. Click step 4: Next arrange your labels.

Because we need to create custom labels we can't use the address block but will choose "More items" from the available options. We manually type the first line: *Shotgun April 9* and press Enter. Then we choose the following field names:

Shotgun April 9
«Hole» «Flight_»
«Player_1» &
«Player_2»
Strokes: **«Extra_Strokes»**

The *preview results button* will show as follows:
Shotgun April 9
Hole 1 Flight 1
Justin Evans &
Mary Martinez
Strokes: **7**

For all the information to fit correctly we need to remove the extra space MS Word adds between lines. Click under **Paragraph** and click "**Remove space before paragraph**."

Next we need to replicate the labels. Click on "**Update Labels**". Then in step 4 Click **Preview your labels**. We do not need to edit the recipients list; click step 5: **Next complete the merge**. Do *not* print the labels yet, but click instead on "**Edit individual labels**". In the dialog box

"merge to new document" click "**All**" and **OK**. A new document "**labels1**" has been created. These labels are ready to be put on the scoring cards. Save or print the labels.

Instructions to keep score after the shotgun and to determine the winners

Video 3 transcription

The last step in the process is to enter the point scores of each flight. In this example, the scores of flights 4 through 7 already have been entered. We will enter here the scores of the first three flights.

For the *first* flight click cell **H5** to enter **20** and in cell **H6** we enter a point score of **19**. Cell H7 shows the total score of 39, which we also find displayed in cell L5.

Currently Flight 1 is ranked number one, but shares this rank with Flight 4. At this moment, they share first place with a winning score of 39.

For the second flight, in cell **H9** we enter **20**, and in cell **H10** a score of **21** and with a score of 41, flight 2 becomes the winning flight.

Next, we enter the score of the third flight, with point scores of **18** and **17** they are ranked 5th and share their place with flight 6, with both a score of 35.

Flight 2 is the winner, flight 1 and 4 share the second place. Flight 4 shows a ranking of "3" only because Flight 1 is listed above flight 4.

I chose to set up the ranking formula in this manner, instead of showing a ranking of "2" twice and no listing of a #"3" rank.

This completes my instructions for a shotgun organizer.