



To: Women's Committee
From: Donna Mitchell – Golf Programs Coordinator
Subject: **Golf NSW Women's Medal Competition Computer Program**

We have just forwarded you a copy of the Golf NSW Women's Medal Competition Program. This file has been thoroughly scanned and is free of any viruses. Please follow the directions below to install the program on your computer.


Steps:

1. Right click on the 'New Computer Program.xls' file in your email .
2. Select 'Save As' and save the file in an appropriate folder on your C:\ drive as an excel file (save as .xls)
3. Name the file 'Golf NSW Women's Medal Competition.xls'.
4. Now we recommend that you save another copy of this file as a Back-up.
5. Right click on the File again in your e-mail.
6. Select 'Save As' and save the file in an appropriate folder on your C:\ drive as an excel file (save as .xls)
7. Name the back-up file 'Golf NSW Women's Medal Competition – Copy.xls'. this is a safe guard so that if your original file is corrupted you have a back-up file.

Start using the program:

1. Start-up Microsoft Excel
2. Open your working file 'Golf NSW Women's Medal Competition.xls'
3. It will ask you if you want to 'Disable Macros' or 'Enable Macros' – choose 'Enable Macros'.
4. You will see tabs at the bottom of the work sheet – which are named Division 1 – Weekday etc.
5. Select which Division and Weekday or Weekend.
6. If you have a combined Competition – simply use one of the division tabs and at the top of the page in Division write '**Combined**'.
7. Enter your 'Golf Club' and Division at the top of the sheet.
8. Enter the names in the 'Name Column'
9. After each round enter the Gross Score in the 'Gross Score' column.
10. Enter the Handicap in the 'Handicap Column'.
11. File 'Save'

IMPORTANT

- ◆ DON'T TYPE ANY DATA INTO THE RED or TEAL COLUMNS AT ANY TIME (if you do click on the undo button )
- ◆ DON'T INSERT OR DELETE ANY ADDITIONAL ROWS OR COLUMNS, THIS WILL AFFECT THE CALCULATIONS.

To calculate the Best 3 Aggregate Scores:

1. Only after all 6 rounds have been played you click on the 'Get Best 3' Button. **(Prior to clicking on the 'Get Best 3' Button, you need to add "dummy" scores for any players who haven't played 3 rounds - eg. 200 so she could not possibly win.)** This will calculate the Aggregate score for each person.
2. IMPORTANT: we advise you to keep a back-up copy of all the scores after the final round has been entered, before going to the next step of determining the winner.
3. Click 'File', 'Save As' – 'Golf NSW Women's Medal Competition – Scores'

Determining the Winner:

1. Click and highlight from the first name (Cell A10), across and including the 'Best 3 Aggregate Scores' column (Cell T10), then down to the last name in the sheet. (ie, all names, scores & aggregate scores should be highlighted).
2. Go to 'Data' - 'Sort' - and in the 'Sort By' box select 'Column T or 'Nett Rounds'. Ensure 'Ascending' is checked, then click 'OK'.
3. This will sort the 'Best 3 Aggregate Scores' and determine the winner. The file is now ready to be saved in its final form to be sent to Golf NSW
4. Choose, 'File' - 'Save As', and again change the name to 'Golf NSW Women's Medal Competition – Final Results'

AFTER COMPLETION OF ALL MEDALS ROUNDS:

Mail to Golf NSW, PO Box 195, Arncliffe NSW, 2205

If you have any problems please contact Golf NSW

Donna Mitchell, Golf Programs Coordinator

Ph. (02) 9505 9105 OR Email: donna.mitchell@golfnsw.org