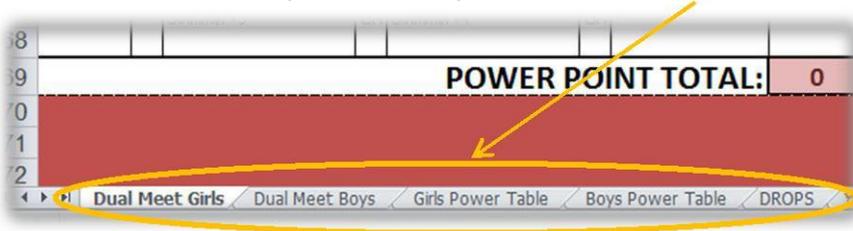


Directions for Using Microsoft Excel File to Complete Your Team's Entries

1. Download the Excel Spreadsheet from NISCA's website to a location you will remember on your computer
2. Open the Excel Spreadsheet
3. At the bottom of the spreadsheet, you will notice 5 Tabs:



Be sure to click on the appropriate tab for which you are doing your entries. You do not want to make the mistake of entering your boys' team times on the Girls' spreadsheet!

Of the 5 tabs, you only need to use either the **"Dual Meet Girls"** or **"Dual Meet Boys"** tabs. The other tabs are used to compute the power points on the dual meet form.

4. Enter all appropriate school/coach info in gray cells
5. Enter full swimmer/diver name for each event
6. Enter swimmer/diver grade level (9, 10, 11, 12) for each event
7. When entering all times, **do not use colons or decimal points**; for example, if a time is 1:54.34, simply enter 15434. If the time is 21.43, enter 2143. The sheet will automatically convert your entry to have the appropriate colons/decimal points
8. When entering diving scores, enter the score without the decimal point; for example, if a diver's score is 213.45, enter 21345 into the diver's score cell. If the diver's score is 415.00, enter 41500.
9. For divers, make sure you indicate if the score was from a 6-dive or an 11-dive meet
10. After you enter a swimmer/divers time/score, their corresponding PowerPoint value will appear in the "Points" column
11. A running total of your total team score will appear at the bottom of the sheet as you enter times / diving scores
12. When you have completed your line-up and entered all times, check your sheet for any possible errors
13. Print a copy of your entry form and mail it the following:
 Claude Valle
 P.O. Box 207
 Weston, MA 02493-0207
14. You can also email a .pdf copy of your entries to powerpoint@niscaonline.org