

Completion Assistant for Data Entry- Sheet (Excel)

Cell A1:

ENTER Federation name (e.g. OeAMTC for Austria) will be automatically copied to every line (starting at line 12) when in column "C" a name is entered

Cell D1:

ENTER Country name of Federation

Cell AC6 to AG6:

INFO: show actual prices per person for accommodation in the corresponding category(fix)

Cell AJ6 to AM6:

INFO: show prices per person for excursions(fix)

Cell AO6:

INFO: shows actual entry fee

Cells in line 7:

CALCULATED: show number of values of the corresponding columns

Cells in line 8:

CALCULATED: show Euro(€) values of the corresponding columns

Cell D9:

ENTER name of national delegate

Cell O9:

ENTER FIM licence number of national delegate

Line 10 and 11:

INFO: sample entries(fix)

Starting in Line 12:

ENTER data of participants

Column A:

will be filled **automatically** when in column "C" the name is entered

Column B:

ENTER current number of the participant (rider: number + "a", passengers: number + "b" or "c" or "d")

Column C:

ENTER FIM Personal ID of the participant, if known

Column D:

ENTER family name as shown in the sample entry

Column C:

ENTER first name as shown in the sample entry

Column F/G:

ENTER a mark if participant is a rider or passenger

Column H:

ENTER birthday in format DD.MM.YYYY

Column I/J:

ENTER a mark if participant is male/female

Column K:

ENTER if participant is FIM meritum holder

Column L:

ENTER club

Column M:

ENTER "yes", if club is affiliated to FMN

Column N:

ENTER distance in km of the club headquarter to venue

Column O to S:

ENTER a mark for type of vehicle

Column T to W:

self-explanatory

Column X:

ENTER a mark if bike has alternative energy

Column Y:

self-explanatory

Column Z/AA:

ENTER date of arrival and departure in format DD.MM.YYYY

IS NECESSARY AS AMOUNT OF ACCOMMODATION is CALCULATED **automatically** !!!

Column AB:

CALCULATED: shows number of nights for accommodation

Column AC to AG:

ENTER in the corresponding column the value shown in line 6 for accommodation

Column AH:

CALCULATED: shows Euro(€) values (total accommodation)

Column AI:

ENTER current number with whom participant will share accommodation (column "B")

Column AJ to AM:

ENTER in the corresponding column the value shown in line 6 for excursions

Column AN:

CALCULATED: shows Euro(€) values (total excursions)

Column AO:

will be filled **automatically** when in column "C" the name is entered

0-7 years € 0.- / 8-12 years € 92,50 / all other € 185.-

Column AP:

CALCULATED: show Euro(€) values (accommodation + optional excursions + entry fee)

Column AQ:

ENTER a mark if special diet is needed

Column AR:

CALCULATED: shows age of children for calculating the entry fee:

Column AS:

ENTER any comments for the organiser

!!! IMPORTANT !!!

COLUMN A and D to U are necessary to guarantee correct results!!!