



USING EXCEL FOR AN ANNUAL FIXTURE LIST

David Weston writes about the Excel program on your computer to produce the Annual Fixture List.

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Rather than use a paper Diary to take bookings and produce the annual fixture list, Excel may be used. Excel is a powerful tool, in particular, it has search facilities that are especially quick and useful to operate. It can carry out Simple searches, Multiple searches and Wild Card searches. From the data on computer, it is then possible to produce various print outs: the Annual List, By Month, Men's Fixtures, Ladies, Junior and Senior Lists, Mixed events, Weekend only events, Matches v Local Clubs. In addition, to have readily available, on screen, possible dates for Visiting Parties, and with little or minimal editing produce the print for the Club Year Book without the need for internal proof reading.

The simple step necessary to allow such searches to operate is to have a coding system on the principal search fields. Each user may devise their own, but for illustrative purposes, the fields in bold are "Search Fields" The table is 10 Columns wide by 365 + Lines. Each Fixture or Booking occupies a single line.

- A** **Month**
- B** **Day**
- C** Date
- D** **Code**
- E** **Status**
- F** **Event**
- G** **Venue**
- H** Number
- I** Time
- J** Addition Information

A = Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.

B = Mon, Tue, Wed, Thu, Fri, Sat, Sun.

E = C (Confirmed) P (Provisional) E (Enquiry) F (Carried Forward from the previous year) X (don't book here)

F = Booking title but for a Club Match, the same format for the name must be used (Tiverton) League match Lge.

G = All functions at the Home Club are marked EP , Away functions with an abbreviation Tiv, B&B, B&C, etc

It is the Code field that provides power to the system. Up to three search letters may be used.

First letter

L = Ladies, J = Juniors, S = Seniors, H = Men (he) HL then becomes a Mixed fixture.

Second letter

M = Match, I = Internal, O = Open, C = County, N = Night for Juniors,

Double letters - for bookings.

VP = Visiting Party, QQ = Lounge, KK = Committee Room, PA = Club "ProAm".

Using the above system, a Junior Match will be JM, a Seniors Club Competition will be SI, a Ladies Open will be LO, a Men's County fixture HC, a Mixed Club Competition will be HLI, JN is Junior Club Night, HO is a Men's Open, LC a Ladies County Fixture.

If the club arranges Men's matches against Tiverton on Saturday June 6th at Enmore Park at 13:00 for a team of 12 per side, and the return on Sunday August 4th at Tiverton at 13:00 then:

Jun	Sat	06/06/02	HM		
C		Men v Tiverton EP	24	13:00	Match Meal
Aug	Sun	04/08/02	HM		
C		Men v Tiverton Tiv	12	13:00	
Sep	Sat	14/09/02	HM		
C		Lge v Tiverton Tiv	10	11:00	

The third fixture is a Men's League Match away to Tiverton.

Note that the number in column H gives the Caterers the number of meals to produce and the Secretary a tee booking of 1 hour (The Club allows 1 hour for 24 person-starts, 4s at 10 minute intervals, 3s at 7/8 minutes). For the away match the Team Captain needs 12 players, for the League match only 10.

The Club allows Visiting Parties to book on Mondays, Thursdays, and Fridays but only if there is no regular Club fixture. When the Fixture List is set up initially, those days have VP in the code column even though they have not, as yet, been booked. They are available for booking.

To show the capabilities of the system let us suppose we search and print, the following:

On Column A for Aug

The machine will show all fixtures in August.

On Column B for Wed

The machine will show all fixtures on a Wednesday

On Column B for S*

The machine will show both Saturday and Sunday fixtures

On Column G for EP

The machine will show only the events taking place at Enmore Park

On Column F for Tiverton

The machine will show **ALL** matches, Men's, Juniors, Ladies and Senior and League matches against Tiverton.

On Column F for Lge

The machine will show the Men's League Fixture List.

Having established the principles, then searches may be applied to the Code field. * is especially useful, as L* will find ALL fixtures involving the Ladies, HL* all the mixed fixtures. A search for VP will produce both the booked and un-booked dates, but a second search on the events' field for blanks will show the non-booked dates only. The Cleaners may be given a print out of KK (Committee Room) each month so they are aware of the need to clean and set out the room prior to the meeting.

In using the system, it is essential to keep a note when changes were made to the list by typing the current date in the date field. If one wishes to print any list, the title of that list is typed on the heading line. Then the search code is typed into the search field to be used and also onto a blank second line. After the search, the two search codes are deleted, before the headed list is printed.

For anyone wishing to "play" with the system, a copy of an annual fixture list may be downloaded from the GCMA web site.

For a Simple Search, Click "Data", Click "Filter", Click "Autofilter". A set of black arrows will appear in each column on line one. Click on Column A and a list of available searches appears. Click "Ju" and all and only the fixtures in June appear. The black arrow turns blue indicating that search field is being used. Click the blue arrow, and then (all) on the list that appears, and you will return to the original Fixture List.

For a Double Search, click on column D, pull down the marker on the RHS of the list that appears, until VP shows, Click VP. You should now see a list of All Visiting Parties together with un-booked but available dates. Click column F, and pull down the marker to the bottom to obtain "blanks". Click on "blanks". The arrow will turn blue and you should now have a list of available dates for that season. You should have two blue arrows. Click on the blue arrow on column F followed by all, click on the blue arrow on column D, followed by all, (if all does not appear, pull the marker at the RHS to the top and it should) the original Fixture List should be displayed.

For a “Custom” search, click column F. Click on “Custom”. You will see four boxes. The one on the top left displays “equals”. Click on the arrow to obtain the other options. Pull down the marker to arrive at “contains” Click “contains”. Then type “Mendip” in the box at the top RHS. Click OK. You should then have a list of matches of all types, home and away, between the two Clubs. Click the blue arrow, pull up the marker and click “all” and the full Fixture List should reappear. There are numerous other useful searches that would be of interest to someone using the system but not to a casual reader.

Should any GCMA member need help, advice or tuition on the system, it may be obtained free by contacting Dave Weston on 01278 653192.

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