



USA Jump Rope  
Regional Tournament Registration  
User Guide  
2014 Edition

[www.usajumprope.org](http://www.usajumprope.org)

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## System Requirements

The Team Registration file is a Microsoft Excel workbook that requires Microsoft Excel 2000 and newer versions to run.

**NOTICE: This Excel workbook contains software code. Do not attempt to modify this code or the workbook structure in anyway as it may break the application and your team may not be registered or registered properly. Also, the worksheets are protected so that you many only enter data into data entry cells.**

## Instructions

As a convention in this spreadsheet, cells that are highlighted in gray require no data entry. You only need to enter data in the white cells under the appropriate columns.

### 1) Enter Team Information (Team Info Tab)

On the first tab of the spreadsheet please fill in the empty cells as shown below.

<b>Your Tournament Name HERE</b>	
<b>Team:</b>	
<b>Coach:</b>	
<b>Coach Phone #:</b>	
<b>Coach Email:</b>	
Teams must declare a "coach of record" for each tournament. The coach of record is any adult that will fulfill the duties of the official coach if the official coach is unavailable due to judging, competing, serving as a tournament director, or is absent from the premises for any reason. The coach of record may be contacted in case of emergency, file protests, advocate for jumpers, and act as the official spokesperson for the team when the official coach is not available.	
<b>Coach of Record:</b>	
<b>Additional Coaches of Record for access to coaching boxes:</b>	

**IMPORTANT:** Your team will be assigned a unique Team # in order to properly register your team in the Tournament software. Do not modify this number. Also, this workbook is designated as either USA or AAU. Do not change this designation.

For Tournament Director Use Only (v5)	
Team #	1
Tournament Type	USA

## 2) Enter Judges Information (Judges Tab)

Judges					Team:
<small>(Each team is required to provide one certified judge for every four entries, both speed and freestyle)</small>					
#	First Name	Last Name	Level (1 or 2)	Speed (Y or N)	Freestyle (Y or N)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

## 3) Enter Wildcard Information (Wildcard Tab)

Wildcards (see Rulebook for details)		Team:
Name of Jumper wildcarding	Event	Age Group

#### 4) Enter Competitor Information (Competitor Tab)

On the competitor tab you'll enter the First and Last name for each competitor, their sex (M/F) and their birthday. This will automatically calculate their age as of 01-Sep-2014 and assign them to the appropriate age group. If the competitor is participating in the tournament but not intending to qualify for nationals, please indicate so by placing selecting "Y" in the Non-Qual column.

The number indicated in the Participant ID# column will be used on the rest of the event tabs to enter competitors into the events. This is the only form where you'll need to enter their names.

Competitor Information								Team:
Participant ID#	First Name	Last Name	USAJR/AAU #	M/F	Bday (mm/dd/yyyy)	Age (9/1/11)	Age Group	Non-Qual (Y or N)
1	Justin	Bieber		M	01/01/1995	16	15-17	N
2	Miss	Piggy		F	02/14/2001	10	10-Under	N
3								
4								
5								
6								
7								
8								
9								
10								
11								

**TIP: Print the Competitor worksheet to make it easier to complete the other worksheets. The print area has already been defined for this worksheet to print 1 sheet wide and 2 sheets tall.**

#### 5) Enter Event Information

Once the team information and competitors have been entered, you are ready to begin entering event information. Events are grouped by tabs and you can enter in any order you like. You will only have to enter the Participant ID# listed on the Competitor tab, so it might be helpful to print out the Competitor tab or split your screen into two windows (View->New Window then View->Arrange Windows->Vertical) so you can view the Competitor tab and events tabs side by side.

### 6) Enter Group Event Information (Group Team Show Tab)

Enter the Participant ID# for each jumper participating in the Small and Large Group Events. As you enter the Participant ID# the jumper’s name will automatically populate in the Last Name and First Name columns.

Team Show						Team:					
Group Team Show - Small Group Division						Group Team Show - Large Group Division					
#	Event	Age	Participant ID#	Last Name	First Name	#	Event	Age	Participant ID#	Last Name	First Name
1	TSS	Any	1	Justin	Bieber	1	TSL	Any	1	Justin	Bieber
2	TSS	Any	2	Miss	Piggy	2	TSL	Any	2	Miss	Piggy
3	TSS	Any				3	TSL	Any			
4	TSS	Any				4	TSL	Any			
5	TSS	Any				5	TSL	Any			
6	TSS	Any				6	TSL	Any			
7	TSS	Any				7	TSL	Any			
8	TSS	Any				8	TSL	Any			
9	TSS	Any				9	TSL	Any			
10	TSS	Any				10	TSL	Any			
11	TSS	Any				11	TSL	Any			
12	TSS	Any				12	TSL	Any			
						13	TSL	Any			
						14	TSL	Any			
						15	TSL	Any			
						16	TSL	Any			
						17	TSL	Any			
						18	TSL	Any			
						19	TSL	Any			
						20	TSL	Any			
						21	TSL	Any			
						22	TSL	Any			
						23	TSL	Any			
						24	TSL	Any			
						25	TSL	Any			
						26	TSL	Any			
						27	TSL	Any			
						28	TSL	Any			
						29	TSL	Any			
						30	TSL	Any			

### 7) Enter Individual Event Information

As with the group events, the Participant ID# will be entered for each jumper in the appropriate age and gender group.

Male Single Rope Individual Speed (60 Seconds)						Team:					
List the entries in each age group last name, first name. Please indicate those not interested in qualifying for Nationals											
10 and under age group						11 - 12 age group					
#	Event	Age	Participant ID#	Last Name	First Name	#	Event	Age	Participant ID#	Last Name	First Name
1	MSRS	10-under				1	MSRS	11-12			
2	MSRS	10-under				2	MSRS	11-12			

The spreadsheet is designed to flag you with a RED highlight if you enter a competitor into the wrong age or gender group. For example, In the Male 15-17 age group, entering Justin Bieber would be valid as he is male and 16, whereas Miss Piggy would be flagged as she is female and 10.

15 - 17 age group					
#	Event	Age	Participant ID#	Last Name	First Name
1	MSRS	15-17	1	Bieber	Justin
2	MSRS	15-17	2	Piggy	Miss
3	MSRS	15-17			

Missy Piggy would appropriately be entered into the Female Single Rope 10 and under group as shown below. Entering Justin Bieber in any of the female categories will be flagged as well as entering Miss Piggy in the incorrect age group.

Female Single Rope Individual Speed (60 Seconds)										Team:	
List the entries in each age group last name, first name. Please indicate those not interested in qualifying for Nationals											
10 and under age group					11 - 12 age group						
#	Event	Age	Participant ID#	Last Name	First Name	#	Event	Age	Participant ID#	Last Name	First Name
1	FSRS	10-under	2	Piggy	Miss	1	FSRS	11-12	2	Piggy	Miss
2	FSRS	10-under	1	Bieber	Justin	2	FSRS	11-12	1	Bieber	Justin
3	FSRS	10-under				3	FSRS	11-12			

The above instructions will work for the following individual event categories {NOTE: this list may change as new events are added by USAJR or if you are completing for an AAU tournament}:

- Male SR 30 Second Speed
- Male SR Individual Speed
- Male 3-second Double Under
- Male SR Endurance Speed
- Male SR Individual Freestyle
- Female SR 30 Second Speed
- Female SR Individual Speed
- Female 3-second Double Under
- Female SR Endurance Speed
- Female SR Individual Freestyle
- Triple Unders

## 8) Enter Pairs & Double Dutch Event Information

As with individual events, the participant ID# will be used for assigning pairs and double dutch events, but in each event multiple jumpers will be assigned.

Single Rope Speed Relay:										Team:
List the entries in each age group last name, first name. Please indicate those not interested in qualifying for Nationals.										
12 and under age group										
#	Event	Age	Participant ID#	Name	Participant ID#	Name	Participant ID#	Name	Participant ID#	Name
1	SRSR	12-under								
2	SRSR	12-under								
3	SRSR	12-under								
4	SRSR	12-under								
5	SRSR	12-under								

In each case the entries will be validated for age and gender. However, since jumpers are allowed to jump up to the oldest member of the group, the validation in these cells only checks for over age jumpers. Therefore it is possible to assign a group of 12 year olds to the 15-17 age group without getting flagged. For the group events the name of the competitor is followed by their age in parentheses to help avoid this from happening.



**Single Rope Speed Relay:**

List the entries in each age group last name, first name. Please indicate the  
12 and under age group

#	Event	Age	Participant ID#	Name	Participant ID#	Name	Participant ID#
1	SRSR	12-under	1	Bieber, Justin (16)	2	Piggy, Miss (10)	


The following group events are included in tabs on the spreadsheet {NOTE: this list may change as new events are added by USAJR or if you are completing for an AAU tournament }:

- Single Rope Pairs Freestyle
- DD Speed Relay
- Double Dutch Single Freestyle
- SR Speed Relay
- SR Speed Medley
- DD Pairs Speed
- Double Dutch Pairs Freestyle
- Male Individual Rope Singles
- Female Individual Rope Singles
- Individual Rope Pairs
- Double Dutch Pentathlon

**That's it!** Save the spreadsheet and send it back to your regional tournament director, or person handling team registrations.

**NOTE:** If you must make changes to your team registration, it is recommended you make the change in the spreadsheet and resend. The Tournament software can automatically re-register your entire team more efficiently than manual adjustments.

**Print Workbook Instructions:**

To print the entire workbook, select the radio button  next to **Entire Workbook**. You can also click Preview to view the entire printout and review before selecting OK and committing the worksheet to paper.

