

# South East Region Floor & Vault Intention Sheet Checker

# User Guide

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# GUIDE TO COMPLETING THE COMPUTERISED INTENTION SHEETS

## INTRODUCTION

New computerised Intention Sheets will be in use for Regional F & V competitions after summer 2017. These sheets use Microsoft Excel spreadsheets, in which macros automate the process. MS Excel needs to be on your computer. The computerisation essentially involves two aspects.

1. When a coach enters a skill element, the system will autocomplete the Difficulty and Group.
2. The coach can then ask the system to check that all Special Requirements have been met.

Any mistakes / omissions will be flagged up.

This guide is intended to get you up and running quickly and easily. An illustrated version, with animated images, is also being sent to clubs. The files will be available on the SE Regional website.

If you don't have access to MS Excel you can still print out the intention sheets and complete these by hand. Obviously you must then manually check these for correct application of the criteria.

Whichever way you do it, the intention sheets must still be sent to the Judging Convener for distribution to the judges on the day.

We have not computerised the Novice level Intention Sheet, as Regional competitions do not require these. However, this can be added if clubs feel it would help them to put correct routines together.

## GETTING STARTED

### WHAT YOU WILL SEE

**Yellow banner.** On opening any of the intention sheets, you will almost certainly see a yellow banner at the top, with a button saying Enable Content. Click on this to proceed. This allows you to start work.

These intention sheets are very similar to previous paper versions, but there are some new aspects:

**Template.** The sheet you see is your working sheet in constructing a routine. It is identified on the bottom tab as the 'Template'. We will be referring to the Template frequently.

**'New' button.** This saves the routine you have finished as a separate named sheet and allows you to start a new routine on the template. Note: the Template still shows the original routine, which you can overwrite. This makes it easier to produce routines which are only different by a couple of elements. The 'New' button is present on every sheet. As you will see, you can make changes to any particular gymnast's sheet in the workbook (the spreadsheet document containing all the routines for that level), then click 'New' and name it. The system then reverts to the Template routine.

**'Save workbook as PDF' button.** When you have finished producing one or several routines, clicking this button will save all of them to a PDF folder ready for printing.

**'Delete Sheet' button.** This deletes any sheet, with its bottom tab, except the Template. You can delete the Template contents, as normal in spreadsheets, but not the Template itself. Note that, while you can see them on the screen, none of these buttons appear on the printed copies.

**Red 'Flags' in the Judges Section.** Until routine elements and special requirements have been identified, all statements in this section are highlighted in red. As you identify each item, the corresponding 'flag' changes to green.

## STARTING THE ROUTINE

**We are going to start with a routine for just one gymnast. Later we will show how variations work.**

1. There are separate Intention Sheets for each level. Open the one you want and in the Template enter the **'Gymnasts Name'** in the spreadsheet cell underneath.
2. Next, click on the cell next to **'Gender'** and select as appropriate. Note: you must do this at this stage, otherwise the Special Requirements checking system will not be activated.
3. If known, enter the **Gymnast's Number** in the designated field.
4. Add the **Club Name**
5. Start entering the **elements**. Use a word from the element description in the criteria. When you start typing, a drop-down menu will be available by clicking on the selection arrow which appears in the small box on the right. You can then click on the correct choice. The **difficulty and group** will automatically appear in those columns.

## ROUTINE CONTENT

You now have two options in how to proceed.

### **Option One: Write up the whole routine first**

1. We recommend that you carry on down the Elements column and list all 10 elements in the routine. Routines with less than 10 elements are quite acceptable but you will see a red warning flag telling you that the special requirements / bonuses may not be complete.
2. Coaches deal with routine construction in different ways, but we would recommend that you choose 8 elements that satisfy the Group & Difficulty requirements, before adding the 2 Bonus elements. However, you can list 10 elements straight away. The system will show red flags until 2 of the 10 elements are identified as bonuses.
3. If you have met the Difficulty and Group requirements correctly, the corresponding Judges Section will turn green.

At this point the basic routine is ready for Special Requirements (SR) to be identified

4. For each element entered a drop down menu is available in the Special Requirements (SR) column. This reveals a list of possible SRs for that element. Click on the appropriate one. If your choice is valid, the corresponding number in the Judges Section will turn green.
5. When you are identifying which SR is applicable, please use the drop down list method only. Unlike when entering routine elements, trying to type the SRs in may produce errors.
6. Carry on until all SRs have been met and all flags in the Judges Section are green.

### **Option Two: Check on the SRs as you add elements**

1. Enter the elements one or two at a time.
2. For each entry you can check on SR options as you go, by using the drop down arrow in the SR column. The system will still offer options each time, but you may be making more changes as the routine develops.
3. Again, remember to use the drop down list method, as trying to type the SRs in may produce errors.
4. Carry on until the routine is complete and all SRs have been met.
5. If you have met the Difficulty & Group requirements and the SRs correctly, both areas in the corresponding Judges Section will turn green.

### **Notes on completing the automated Special Requirements section on the Intention Sheet**

As stated in the Intermediate and Advanced SR criteria, the system will not allow you to select Intermediate elements from Group C4, and Advanced elements from Group D4.

### **How the Special Requirements in the Judges Section work**

As you can see, the SR column in the Judges Section of the intention sheet shows numbers and values, e.g. at Intermediate level: 1 = 0.2; 2 = 0.2 etc.

These numbers represent each statement in the SR section of the criteria. Taking Intermediates again:

- The 2 'Girls' requirements in the Judges Section are numbered 1 and 2.
- The 2 'Boys' requirements are also numbered 1 and 2. There is no conflict here, as a routine will be either for a girl or a boy.
- The three 'All' requirements are numbered 3, 4 and 5 in the judges section.

Similar thinking is applied to all the other levels

## BONUSES

- These work in a similar way to Special Requirements, using the drop down box only. The flag stays red until the bonus is identified correctly in the bonus column.
- NB at all levels, bonuses can be used to complete the Group Requirements correctly. The system takes this into account. Using bonuses like this does not apply to Special Requirements. If you try to do this the flag stays red.
- As stated in the Intermediate and Advanced criteria, the system will not allow you to select any element from Group C4 and D4. If you try, the flag will stay red. See the criteria for specific rules regarding Bronze and above.

## UPGRADED ELEMENTS

At this time, this software cannot process upgraded elements. We propose that, if you are including upgraded elements in the routine, you proceed as follows:

- First, enter the basic routine without the upgrade. If it satisfies all the criteria, this routine will have all flags showing green.
- Now change the element in question to the higher version: start to retype and then choose the higher element from the drop-down menu. This will move the 'Difficulty' cross ('X') correctly to the higher 'Difficulty' column, but the 'Difficulty' boxes in the Judges Section will now have red flags, as will the 'Bonus' total.
- Ignore these flags but type the word "Upgraded" next to this element in the Execution column (which would normally be blank).

This will alert the judges to the fact that you have used an upgraded skill and that, while there are red flags to be checked, the routine is otherwise sound.

## GENERAL POINTS

- In the Judges Section the Difficulty column shows a value total. If the Group elements are chosen incorrectly this Difficulty total flag will stay red.
- NB remember that if the Difficulty content is not met then bonuses cannot be achieved and the bonus flag will show red

## COMPLETING THE ROUTINE FOR ONE GYMNAST

At this point you will have a routine that satisfies the criteria for one gymnast, ready for printing for your own use and for sending to the judging convener. This routine is saved as a PDF file. To do this click on the '**Save Workbook as PDF**' button and the system will offer to save it as "level" & "Intention Sheet". As this routine is only for one gymnast you can change this to the gymnast's name (and level if you wish).

If that is your only gymnast at that level, save the document as an Excel file and close it. The PDF is saved separately on your system. If you have more gymnasts at that level, see below.

## VARIATIONS

### 1. ONE STANDARD ROUTINE SERVES SEVERAL GYMNASTS (SET ROUTINES)

- a. Where a number of gymnasts use the same routine, for each level compile the routine for the first gymnast as above, but this time leave the name and number blank.
- b. When finished, click the **'New'** button. A dialog box will pop up. Enter the full name for the gymnast whose routine you have just finished. This saves the routine as a new sheet in your Excel workbook, with that gymnast's name both at the top and on the tab at the bottom. Open that sheet and add the gymnast's number, or you can add it later.
- c. The original routine is still on the **'Template'**, but without a name and number. Click **'New'** and in the pop up dialog enter the next gymnast's name. This is now saved as above.
- d. Carry on for each gymnast. You will now have a spreadsheet with as many sheets as you have gymnasts performing the same set routine, each showing the gymnast's name at the top of the intention sheet and in the bottom tab. Numbers can be entered at any time.
- e. If you have several gymnasts all performing the same set routine, but decide to 'tweak' one of them, you can do this on that gymnast's tabbed page, then re-save the workbook.
- f. When finished you can now print out the routines for each gymnast and / or send them all as one file to the judging convener at the appropriate time.

### 2. GYMNASTS HAVE SIMILAR ROUTINES, WITH ONLY A FEW ELEMENTS DIFFERENT

- a. If only a couple of elements, or so, are different from one routine to the next at the same level, choose one of them to serve as a 'master'.
- b. Enter this routine in the **'Template'** sheet, as above.
- c. Click on **'New'**, which saves that routine using that gymnast's name on a new sheet, as above, but don't delete the master **'Template'** routine.
- d. Amend the master routine to show the relevant elements for your next gymnast and click on **'New'** to save that.
- e. Carry on amending the master routine for each gymnast until finished. Click on **'Save Workbook as PDF'**.

### 3. EACH GYMNAST HAS A DIFFERENT ROUTINE

- a. Enter the routine for the first gymnast, as earlier in this guide, on the **'Template'** sheet.
- b. Click **'New'**. A new saved sheet will be added, with that gymnast's routine. The gymnast's name will show on the bottom tab.
- c. Return to the **'Template'** sheet and clear it.
- d. Enter the routine for your next gymnast as before. Click **'New'** to save it
- e. When finished for all gymnasts at that level, click on **'Save Workbook as PDF'**.

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