CARSHOWSOFTWARE.COM

Car Show Ballot Counting Software

From
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Welcome! Your single-license purchase allows you to customize the header area of the document so the name of your car show appears on each page you print. Below are instructions on how to do that. Your business is appreciated and we wish you the best with your events.

Before we get started:

1. *When you open the file, ENABLE MACROS when Excel asks.*

2. *Once the workbook opens, hold down the shift key, click the NAME ENTRY tab, and click the DB tab.*

| Name Entry | BallotVotes | Ballot Print Sheet | Class Winners | Entries by Class | Judged | Judged Print Sheet | Judged Print Sheet by Class | Judged Class Winners | DB |

Sum=0

3. *With the tabs selected, choose HEADER AND FOOTER from the view menu.*
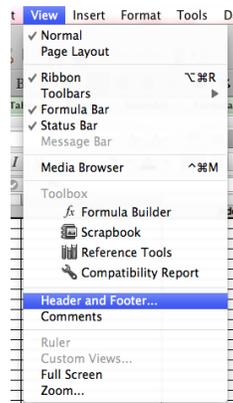
4. *Edit the information in the custom CUSTOM HEADER field to reflect the name of YOUR CAR SHOW by clicking the CUSTOM HEADER button and replacing the YOUR CAR SHOW text in the window that pops up. THIS IS THE ONLY AREA YOU SHOULD EDIT.*
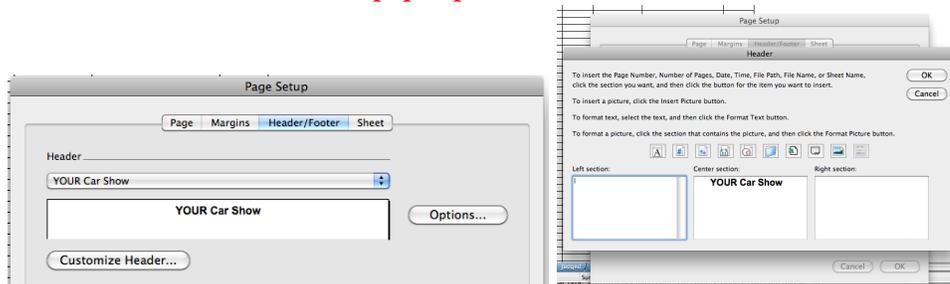
5. *MAKE SURE YOU SAVE YOUR DATA FROM TIME TO TIME!*

- **NAME ENTRY** (*Optional*)

At the left is the car number assigned to a car. Next to the car number, you can type in the drivers name, car type, and all associated data. This can be done as cars are registering. The whole tab is an *option* that will add to the BALLOT PRINT SHEET tab this information next to the winning car numbers.

If you have user data stored in the Data Base ("DB") tab, you will only need to enter the driver name followed by a carriage return or tab key to fill the remainder of the form. This will save you a LOT of time filling out driver data.

CLASS DATA (*Optional*)

If you are voting by classes, the information on the right of the Name Entry tab will need to be filled out.

The "Alias" rows will hold the name of your classes. "GM", "FORD", "MOPAR" Etc.
The number just to the left is the class number. (At this time alpha class designation is not supported"

In the chart below you can see that GM is assigned to class 1. FORD to class 2. MOPAR to class 3

Class	Alias
1	GM
2	FORD
3	MOPAR

Just to the left of this is another column called "Class" This is where you will assign the drivers car number to a class. Example, Car #5 is a Buick. In the #5 line under class, you would enter a "1" (GM).

PRINT DASH PLAQUE

To the far top right, there is a printer icon. Clicking on this will print a dash plaque (see DashP tab) based on what line your cursor is on. The box to the left of the printer will display the row of data that will be printed.

- **BALLOT VOTES**

Cars ballots are entered at the left most column. Just keep entering the ballots until you are done. When the gear icon is clicked, the D and E columns for the car number and total votes were generated. You can click the this any time you want to see an update.
The "*Total Votes Cast*" and "*SUM Total Votes*" should be the same number. If it is not, you more than likely, have a blank left most cell.

To find the missing cell, click the search icon. You should find an empty cell. If this happens, just fill it with a 00 or something you are not using. Click the gear icon again and check your numbers.

The trash can icon will delete ALL your entries!!! ONLY DO THIS AFTER THE SHOW IS COMPLETE. You can't get them back!! You will get a warning box asking again if you really want to do this.

Specialty votes can be input with a leading "alpha" character if needed. Like best paint or best interior. Car # 5 is voted as best paint. Input the number as p5, or interior as i5.
These will be counted and sorted to give you the winners, yet, will NOT be entered into the class data because i5 is not a real vehicle. This works very well most any show makeup.

- **BALLOT PRINT SHEET**

This tab will show the results calculated by the "BallotVotes" sheet.
If you have added names or class information on the "Name Entry" sheet, they will be added here as well. This is an informational sheet only. NO data can be modified on this page.

This is the sheet I use most to determine the winners. When printing it out, ALWAYS specify the number of pages you want. You will get the top 49 vote getters on the first page, so how many pages do you need.

- **CLASS WINNERS**

This tab will calculate the top winners by class. All the sheets have been filled in up to this point, however, you will need to click one of the refresh arrows in the upper right corner to refresh this sheet.

You have two options. Display ALL the entries by class. This is an option, but really not needed. If you are doing awards for the top 3, put a "5" in the box next to the upper arrow. Click the refresh arrow to calculate the top 5 winners in each class.

I usually do a few more than is needed in case one is a best in show, or other specialty award winner. I just cross him off the list and take the next one down.
 It's a matter of preference as to how you run your show. Again, determine how many pages you need, and select print for a hard copy.

- **ENTRIES BY CLASS**

When clicking the refresh arrow on this sheet, you will get a list of ALL the entries by class number. This might be used to double check you classes, or make sure all ire in the right class.

The grid to the right will show real time how many vehicles are registered by class.
Again, it is just informational. You might find that some classes are too large or too small. A good tool for fine tuning next years show.

- **JUDGED**

If you have judges doing the scoring, this tab is for you! Add your car number to the far left column. They do NOT have to be in order, but there can be NO empty cells between car numbers. Next, add the judge's score under any of the five judges' columns. If more than one judge is working, add his score to another column. Which column doesn't matter as all the scores are averaged and displayed in the "average" column.

When complete (or anytime you want a quick update), click the gear icon to get your results and winners. As in the "ballotvotes" tab, the "cars listed" and "cars counted" should match.

- **JUDGED PRINT SHEET**

As noted on the other print sheets, simply select how many pages you want to print. The print is set for 49 vehicles per page and will print out ALL the judged vehicles.

- **JUDGED PRINT SHEET BY CLASS**

Similar to the "judged Print Sheet" however, displays ALL vehicles by class.
Click the upper right refresh Arrow to refresh the sheet.

- **JUDGED CLASS WINNERS**

Very similar to the "Judged Print Sheet by Class", however you select how many vehicles you would like to display and print. The refresh arrow again is in the upper right corner. Input the number of vehicles you want to display (print) into the box to the right of the arrow. Then click the arrow to refresh.

- **DB**

This is the "DB" or Data Base sheet. I add all the driver's information to this sheet after the show is over. When filling out the "NAME ENTRY" sheet, the program will look at this folder (after the name row is filled out), and fill in any remaining fields. Saves lots of entry time for repeat drivers.

An added option on this page is the ability to send bulk emails. You must be using Microsoft Outlook to take advantage of this feature.
Click the e-mail icon at the upper right of the sheet to add all emails that are found on this sheet and start a new Outlook message.

- **Mailing List**

The "MAILING LIST" tab will print out Avery #5160 labels from the "NAME ENTRY" or "DB" tab, depending on which (upper right) arrow you click.

I have added some print setup screen shots to help with the printing of the labels. Again, make sure you specify the page range on your printer to eliminate numerous wasted pages of paper.

- **DashP**

This tab is where you will configure show name and any information you would like on the window dash plaques. You can configure the:

Upper left box (1st)

Box below it (Annual)

And the large text box (Enter the name of your show here)\

All other fields are locked.

When the printer is clicked on the NAME ENTRY tab, this is the information that will be printed out.