

# Creating an Easycomp Import File (Ballroom)

This paper is designed to explain the process of creating an Excel spreadsheet containing data for a Ballroom / Latin event, which is capable of being imported into Easycomp. It is not difficult, but it's important to carefully read this document to ensure a smooth import.

The Excel workbook contains one or more Worksheets (hereafter called "sheets" for convenience), which contain different information:

- Competitions (mandatory)
- Entries (optional)
- Competitors' names (optional)
- Judges (optional)

Only the Competitions sheet is mandatory. The rest are only required if you wish to include them in the import process. The data for entries, names and judges can be imported or they can be entered into Easycomp manually, if you wish. Of course, competitions can also be entered manually, but the fact that you're reading this document means that you don't want to do that.

## Competitions

The competitions sheet list all the competitions together with their dances. It consists of two columns:

Column A	Column B	Column C
Competition name	Dance letters	Unused*

\*Column C may be used for entries, see "Entries, Option 2" later.

Here is an example of a typical Competitions sheet:



	A	B	C
1	J01 Juvenile Beginners Couples WQ	WQ	
2	J02 NL Juvenile U10 Couples WT	WT	
3	J03 NL Juvenile All Girls Couples TQ	TQ	
4	J04 Juvenile Open Couples Vw	V	
5	J05 Juvenile Open 2 Dance Couples FT	FT	
6	J08 NL Junior U14 Couples WTQ	WTQ	
7	J10 Junior Open Couples Vw	V	
8	J11 Junior Open Couples 2 Dance FT	FT	
9	J12 NL NW Masters Junior Trophy WTVFQ	WTVFQ	
10			

Jun Ballroom

The competitions on the sheet will be created in Easycomp on a tab which has the same name as the sheet. In the above example, Easycomp will create a tab called “Jun Ballroom” and populate it with the competitions in the sheet.

You can split the competitions over several sheets to organise them as you wish. Easycomp will create a new tab for each sheet and give the tabs the same names as the sheets. For example, you could create a new sheet called “Juv Latin” which contains all the juvenile Latin competitions. Here is an example of a typical file showing how a day’s competitions might be organised into four tabs in Easycomp.

	A	B	C	D
1	J13 Juvenile Beginners Couples CJ	CJ		
2	J14 NL Juvenile U10 Couples CS	CS		
3	J15 NL Juvenile All Girls Couples RJ	RJ		
4	J16 Juvenile Open Couples Paso	P		
5	J17 Juvenile Open 2 Dance Couples SR	SR		
6	J18 NL NW Masters Juvenile Trophy CSRJ	CSRJ		
7	J20 NL Junior U14 Couples CRJ	CRJ		
8	J22 Junior Open Couples Paso	P		
9	J23 Junior Open 2 Dance Couples SR	SR		
10	J24 PP NW Masters Junior Trophy CSRPJ	CSRPJ		
11	S21 Under 8 Open Solo J	J		
12	S22 Juvenile Beginners Solo C	C		
13	S23 Juvenile U10 Open Solo C	C		
14	S24 Juvenile 10-11yrs Open Solo S	S		

< > | Jun Ballroom | **Jun Latin** | Adult Ballroom | Adult Latin

Notes:

- The Competitions sheet or sheets must be the first sheets in the file.
- All Competitions sheets must be created before adding any other types of sheet.
- The competition name is limited to 60 characters (40 for Easycomp versions earlier than V11). Although Excel will allow you to enter more than the limit, Easycomp will remove all extra characters.
- The competition name should not include any of the following characters. Excel will not prevent you entering them, but Easycomp will remove them if you do.

[ ] ( ) ~ ` ! @ # £ \$ % ^ \* + = { } " ' " : ; , < > \ / ?

# Entries

There are three possible ways of putting Entries into the spreadsheet. The method you choose to use will usually depend on how the information has been provided to you.

## Entries Option 1

An Entries sheet is created with three columns:

Column A	Column B	Column C
Competition name	Entry number	Entry name

Here is an example of an Entries sheet using option 1

	A	B	C
1	A01 NL Adult Beginner Couples WQ	62	Davy Speelman and Sharon Tomkins
2	A01 NL Adult Beginner Couples WQ	71	Paul Pritchard and Lena Pritchard
3	A01 NL Adult Beginner Couples WQ	84	Iain Pay and Joanne Pay
4	A01 NL Adult Beginner Couples WQ	107	Richard Graye and Jennifer Graye
5	A02 NL Adult Novice Couples WT	62	Davy Speelman and Sharon Tomkins
6	A02 NL Adult Novice Couples WT	71	Paul Pritchard and Lena Pritchard
7	A02 NL Adult Novice Couples WT	83	Bethany Dixon and Lucy McLoughlin
8	A02 NL Adult Novice Couples WT	84	Iain Pay and Joanne Pay
9	A02 NL Adult Novice Couples WT	107	Richard Graye and Jennifer Graye
10	A03 Open Novice 1 Dance Couples Q	62	Davy Speelman and Sharon Tomkins
11	A03 Open Novice 1 Dance Couples Q	71	Paul Pritchard and Lena Pritchard
12	A03 Open Novice 1 Dance Couples Q	83	Bethany Dixon and Lucy McLoughlin
13	A03 Open Novice 1 Dance Couples Q	84	Iain Pay and Joanne Pay
14	A03 Open Novice 1 Dance Couples Q	107	Richard Graye and Jennifer Graye

The green brackets have been added to the image to highlight the fact that each competition has one row for each entry in it. This method can be extremely tedious to create manually, but if your entries' data has been supplied to you by an on-line entry system, you may be able to use the file that they supply to you with little or no alteration.

## Entries Option 2

The competitors' entry numbers can be added directly to the Competitions sheet by making use of its unused column C:

Column A	Column B	Column C
Competition name	Dance letters	Entry numbers, separated by commas

Here is an example of the Competitions sheet with the entries added to its column C:

	A	B	C
1	C01 Under 8 Couples Q	Q	69
2	C02 NL Under 10 Couples TQ	TQ	27
3	C03 Under 12 Couples F	F	99
4	C04 NL Juvenile All Girl Couples WQ	WQ	27,91,13
5	C05 NL Juvenile Beginner Couples WQ	WQ	13,27,69,85,91,99,111
6	C05a NL Juvenile Novice Couples TQ	TQ	27,85,99
7	C06 Under 12 Couples WT	WT	27,85,99
8	C07 PP Juvenile Gold Cup Couples WTFQ	WTFQ	99
9	C17 NL Under 14 Couples WQ	WQ	51
10	C18 Under 16 Couples Q	Q	51
11	C21 Under 16 Couples WF	WF	51
12	C22 PP Junior Gold Cup Couples WTFQ	WTFQ	51,55
13	S31 Under 6 Solo W	W	19,50,57,62,67,92
14	S32 Under 6 Solo Q	Q	19,50,57,62,67,92
<div style="display: flex; align-items: center;"> <span style="margin-right: 10px;">&lt; &gt;</span> <span style="background-color: #e0e0e0; padding: 2px 5px; border: 1px solid #ccc;">Ballroom</span> </div>			

## Entries Option 3

The third option is to create an Entries sheet which consists of a list of competitors and the competitions that each one has entered:

Column A	Column B	Column C
Entry number	Entry name	Index numbers of competitions entered, separated by commas

	A	B	C
1	1	Maddie Kell & Harriett Williams	2,5,6,31,34,35,
2	2	Freya Smart & Jessica Ward	2,5,6,31,34,35,
3	3	Rosie Eacott & Anastasia Salvage	
4	4	Jacek Lisinski & Maya Wilangowski	3,4,8,32,33,37,
5	5	Max Brooker & Evelina Luckaite	6,7,8,35,36,37,
6	6	Ruth Parsons & Emma Chant	2,5,6,31,34,35,
7	7	Michael Nedashkivskyi & Michelle Nedashkivska	3,6,7,32,35,36,
8	8	Faith Raynor & Eva Pearl Powell	1,2,5,30,31,34,
9	9	Harlow Carey & Hattie Norris	3,4,5,32,33,34,
10	10	James Edwards & Bonnie Gorham	1,2,30,31,
11	11	Miguel Martin Zhurov & Myla Giamattei	3,4,32,33,
12	12	Carys Williams & Belle Tupman	33,37,
13	13	Lexi Fung-Yun & Amelia Edwards	4,8,33,36,37,
14	14	Indie Bodman & Gracie-Mae Harry	1,2,5,30,31,34,
15	15	Oliver Chambers & Shamiso Daugherty	1,2,6,30,31,35,
16	16	Leo Jury & Summer Denton	1,2,30,31,
17	17	Charlie Jennings & Brooke Smith	1,30,
18	20	Maddie Kell	9,10,15,38,39,44,
19	21	Harriett Williams	9,10,15,38,39,44,



### IMPORTANT NOTE:

The competition “index numbers” refer to the order in which the competitions have been entered on the sheets. For example, if sheet 1 contains 30 competitions and sheet 2 contains another 15, the competitions on sheet 1 will have index numbers from 1 to 30 inclusive, and those on sheet 2 will be have index numbers from 31 to 45.

The index numbers are not visible, and they do not necessarily bear any relationship to any numbers that you might have put in the competitions’ names. For example, if you created a competition called “01 Junior Open 5 Dance Ballroom”, and it appears in the fifth row of the first sheet, its index number will be five, not one. However, if it appears in the fifth row of the second sheet and the first sheet has 30 competitions, its index number will be 35 (30 + 5).

## Entry Names

This is a single sheet which lists all competitors with their numbers and names. It consists of two columns:

Column A	Column B
Entry number	Entry name

	A	B	C	D	E	F
1	1	Charlotte Bragg				
2	2	Alejandro Louis Bradley and Ella Wood				
3	3	Alan Mee and Suzann Rose				
4	4	Ruby Jones				
5	5	Adam Cawood and Patricia Cawood				
6	6	Jessica Muxlow and Andrew Jones				
7	7	Cleo Cox				
8	8	Scarlet Mckenna				
9	9	Willow-Rose Bullock				
10	10	Ian Blaikie and Lisa Eastwood				
11	11	Harriette Phillips				
12	12	Ian ogden and Karen ogden				
13	13	Tilly Ellel				
14	14	Eliana-Rose Carr				

Jun Ballroom | Jun Latin | Adult Ballroom | Adult Latin | Entries | **Names**

Notes:

- This sheet is not needed if Entries Option 3 has been used.
- This sheet must be the last one in the Excel file
- The sheet must not contain duplicated entry numbers

If you need to include names of dance schools, towns, regions, countries and so on, append that data to the end of each name, separated by a “/” character (only applicable to Easycomp V11 or later). For example:

	A	B
1	1	Francesca Atherton and Charlotte Buckley/Cadmans Dance Centre
2	2	Alfie Jones/Dancestars
3	3	Renne-Louise Mberi/Diamond Dancentre
4	4	Grace Cassells and Eilidh MacLeod/Topaz Dance
5	5	Ellie Pugh and Lucy Bloomfield/Smith Jaques Dance Studio
6	6	Alina Garvey and Grace Maclure/Topaz Dance
7	7	Aria Wild and Myla Mundell/Maria Carney School of Dance
8	8	Ivy Irwin and Ava Leary/Tighe Elite Dance
9	9	Lydia Bell and Hattie Dunn/Smith Jaques Dance Studio
10	10	Katie Carson/Cadmans Dance Centre
11	11	Betsy Pickford and Olivia Buckley/Cadmans Dance Centre
12	12	Darcey Pallister and Isla Body/Smith Jaques Dance Studio
13	13	Abbie Williams and Erin Beck/Young’s Academy
14	14	Claire Scrafton and Lorraine Eagling/Cadmans Dance Centre
15	15	Elissa Green and Nieve Green/RADA

# Judges

The Judges sheet contains the names of the adjudicators and their identifying letters. It consists of two columns:

Column A	Column B
Judge letter	Judge name

For example:

	A	B
1	A	Chloe Hewitt
2	B	Richard Rose
3	C	Scott Draper
4	D	Duncan Trever
5	E	Jackie Conway (chair)
6		
7		