

# Creating an Easycomp Import File (Freestyle)

This paper is designed to explain the process of creating an Excel spreadsheet containing data for a single-dance event such as Freestyle, Street and Cheer, 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)
- Competitors' names (optional)
- Entries (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. It consists of three columns:

| Column A         | Column B | Column C      |
|------------------|----------|---------------|
| Competition name | Unused   | Grade points* |

\*Column C is used to indicate that finalists may be awarded grade points. Enter "G" in this column if appropriate.

Here is an example of a typical Competitions sheet:

|    | A                        | B | C |
|----|--------------------------|---|---|
| 1  | F01 Solo Beginners U4    |   | G |
| 2  | F02 Solo Beginners U6    |   | G |
| 3  | F03 Solo Beginners U8    |   | G |
| 4  | F04 Solo Beginners U10   |   | G |
| 5  | F05 Solo Beginners U12   |   | G |
| 6  | F06 Solo Beginners U14   |   | G |
| 7  | F07 Solo Beginners U16   |   | G |
| 8  | F08 Solo Beginners Adult |   | G |
| 9  | F09 Solo Starters U6     |   | G |
| 10 | F10 Solo Starters U8     |   | G |

Solo (+)

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 “Solo” 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 “Pairs” which contains all the pairs 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 |
|----|-----------------------|---|---|
| 1  | SP01 Slow Pairs U6    |   |   |
| 2  | SP02 Slow Pairs U8    |   |   |
| 3  | SP03 Slow Pairs U10   |   |   |
| 4  | SP04 Slow Pairs U12   |   |   |
| 5  | SP05 Slow Pairs U14   |   |   |
| 6  | SP06 Slow Pairs U16   |   |   |
| 7  | SP07 Slow Pairs U18   |   |   |
| 8  | SP08 Slow Pairs Adult |   |   |
| 9  |                       |   |   |
| 10 |                       |   |   |

◀ ▶ | Solo | Pairs | Slow | **Slow Pairs** | ⊕

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.

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

# 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                 |
|---|---|-------------------|
| 1 | 1 | Ysobella Hurst    |
| 2 | 2 | Violet Bergin     |
| 3 | 3 | Tilly May Dobbins |
| 4 | 4 | Teigan Rycroft    |
| 5 | 5 | Tara Murphy       |
| 6 | 6 | Swaran Sahota     |
| 7 | 7 | Summer Fagan      |
| 8 | 8 | Sophie Thomas     |

Notes:

- 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 | Ysobella Hurst/KCM            |
| 2 | 2 | Violet Bergin/MAC Dance       |
| 3 | 3 | Tilly May Dobbins/Expressions |
| 4 | 4 | Teigan Rycroft/MAC Dance      |
| 5 | 5 | Tara Murphy/Extravadance      |
| 6 | 6 | Swaran Sahota/Expressions     |
| 7 | 7 | Summer Fagan/Appledance       |
| 8 | 8 | Sophie Thomas/Fusion          |

You can also copy and paste names directly into Easycomp from a spreadsheet. If you will be pasting the names, the dance schools can be put into column C, if you wish. For example:

|   | A | B                 | C            |
|---|---|-------------------|--------------|
| 1 | 1 | Ysobella Hurst    | KCM          |
| 2 | 2 | Violet Bergin     | MAC Dance    |
| 3 | 3 | Tilly May Dobbins | Expressions  |
| 4 | 4 | Teigan Rycroft    | MAC Dance    |
| 5 | 5 | Tara Murphy       | Extravadance |
| 6 | 6 | Swaran Sahota     | Expressions  |
| 7 | 7 | Summer Fagan      | Appledance   |
| 8 | 8 | Sophie Thomas     | Fusion       |

⚠ Using column C will ONLY work when copying and pasting. It will NOT work when importing.

It is also possible to (optionally) add the competitions that dancers have entered. To do this, list all the index numbers of competitions entered, separated by commas, in column C as shown below.

|   | A | B                             | C              |
|---|---|-------------------------------|----------------|
| 1 | 1 | Ysobella Hurst/KCM            | 2,5,6,31,34,35 |
| 2 | 2 | Violet Bergin/MAC Dance       | 2,5,6,31,34,35 |
| 3 | 3 | Tilly May Dobbins/Expressions | 2,5,6,31,34,35 |
| 4 | 4 | Teigan Rycroft/MAC Dance      | 3,4,8,32,33,37 |
| 5 | 5 | Tara Murphy/Extravadance      | 6,7,8,35,36,37 |
| 6 | 6 | Swaran Sahota/Expressions     | 2,5,6,31,34,35 |
| 7 | 7 | Summer Fagan/Appledance       | 3,6,7,32,35,36 |
| 8 | 8 | Sophie Thomas/Fusion          | 1,2,5,30,31,34 |
| 9 | 9 | Sophie Wilkinson/Appledance   | 2,4,5,22,23,24 |



**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).

# 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 | Rachel Bone        |
| 2 | B | Diane Appleyard    |
| 3 | C | Gary Sykes         |
| 4 | D | Sasha Mathias      |
| 5 | E | Kelly Howard-Jones |
| 6 | F | Sharon Hodgkin     |
| 7 | G | Stephanie Jones    |
| 8 |   |                    |