How to use the team practice scheduling tool

- Go to https://1drv.ms/x/s!AvOgaHOwIju6dH9PYMh1DpiMzm4?e=fEPijC
- Wait for the excel workbook to load, this may take a few minutes
- Click on the sheet named for the month you want to work in
- Right click on the name of the sheet and select "Pause Protection" - If this is not an option (ie it says resume protection) another person may be working in the sheet OR it may have been left unprotected (MAJOR ISSUE!!!) but it is ready to be worked in
- Use this password: qK89hj
- Add/move/adjust your team practices. Remember:
  - Use the code for your team, if you need to look this up go to the first sheet in the workbook (Legend)
  - If you need to split your team into multiple groups please contact Andrew or Tim at IICL
  - Put in your code in the appropriate place for <u>all places you will be riding, even if you are just passing through an area.</u>
  - Do not move or change another teams entries!!
- When you are done with a month right click on the sheet name and "resume protection".
- Repeat for remaining months
- When you are done there should be little locked icons (see below) for all months. The ONLY exception is if someone else is working in the sheet (see next point for this item)
  - All locked:
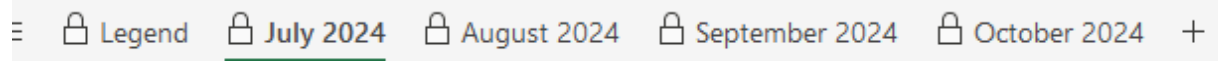
  - If someone else is working in the workbook you will see them in the top right corner where it will show little circles for everyone in the workbook. Click on each circle to see where they are working. If they are putting in team information then leave their sheet unlocked!
  - If you are ever in doubt just lock all sheets! This may cause a minor annoyance for anyone in the sheets BUT it is better then a random person causing issues.

If you run into issues or questions please contact Tim Curry (tim@idahomtb.org) or Andrew Shaber (andrew@idahomtb.org).

Have a kick butt season!!