**Race Meeting:**

1. Hand out each club’s list and have them correct / sign & date / return with payment
2. Recommend having a couple extra folks. Collect forms, collect money.
3. Go over the rules / time & place. Everyone makes two runs – each course, etc.
4. Answer questions
5. Put all racers into Master WB and then get master racer list to the resort

**After the Races**

Filling out the master spreadsheet and getting ready for the awards presentation

1. On the Pacesetter Info tab fill in the pacesetter handicap and time for each course
2. On the Master tab fill in each racer’s time on each of the courses
3. If the resort results show a medal you can add that in column Q
4. What to do with DNR / DNF/ no shows, etc. – put in DNF only so the formula works
5. Now copy columns A thru R to the **club points tab**
6. Using the lookup table and each racer’s best handicap / sex you will assign points to each racer in column R
7. Sort this entire sheet by club / sex / slowest to fastest
8. Insert a couple blank lines between each club and then total each club’s points
9. Go to Club Division & HDCP tab and put in points for each club. It will calculate the adjusted points for you.
10. Place a 1st / 2nd / 3rd in the right hand column according to the point totals
11. Print out each club’s results and place in envelope with their Nastar / Epic medals
12. Now put another copy of the A thru R columns on the master tab over on the **individual tab**
13. Sort this whole sheet by sex / age group / fastest to slowest
14. Place a 1st / 2nd / 3rd next to the appropriate name in each age group
15. Determine fastest overall male and female and write that down somewhere
16. Print enough copies of this sheet for each club and place in their envelope
17. Print an extra copy for the awards presenter (write down the overall award on this copy)
18. Print out the Club Division & HDCP sheet for the presenter to use on the club awards
19. Set out enough TSC medals for all the individual folks ready to take to the awards party
20. Print out a certificate for the 1st / 2nd place clubs in each division. If there are not a large number of clubs you might print all potential options before leaving home and toss rest when done.