

How to insert the category into your race file.

This will teach you how to write the function to auto populate the Category into your race list based on the racers USSA Id

Step 1: Download the PNSA Cat List, open in excel, Click "Enable Editing" and the "Read Only" option

Step 2: Unmerge the PNSA Header in row 1. (THIS IS CRITICAL)

Step 3: Download your race registration open in excel

Step 4: Copy your list of racers (Say the woman's list) into a new worksheet in the PNSA points list.

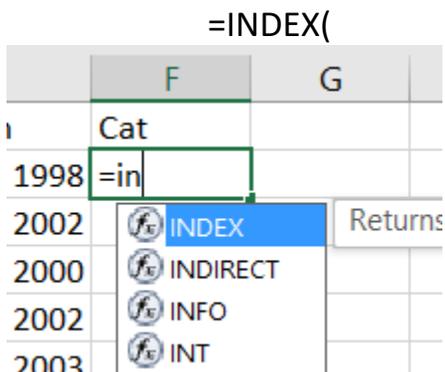
Step 5: In the new worksheet, in the last column, use the title "Cat" in the header.

	A	B	C	D	E	F
1	USSA Id	Last Name	First Name	Club	Year of Birth	Cat
2	6131437	Smith	Sierra	Crystal Mountain Alpine Club	1998	
3	6288788	Zaruby	Anna	Skykomish Ski Team	2002	
4	6480861	Jones	Hailley	Mission Ridge Ski Ed Foundation	2000	
5	6314120	Gibbons	Anna	Crystal Mountain Alpine Club	2002	

Step 6: In the row below team and next to your first racer, now your going to build a formula that will look like this:

```
=INDEX("PNSA W1016"!L:L,(MATCH(C4,'PNSA W1016'!D:D,0)))
```

So you'll type "=INDEX" You'll need to hit "tab" or click on the "INDEX" tag in the formula pop up, then it will display



Next, you'll select the woman's (or man's) list, and it will look like

```
=INDEX('name of the worksheet here'!
```

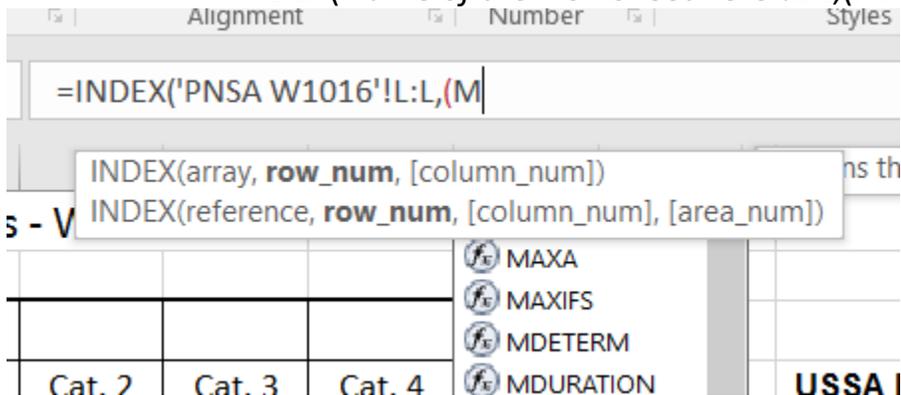
Then click the letter of column where the Category is listed, should be column "L"

Now your formula reads:

=INDEX('name of the worksheet here'!L:L

Type ",(MATCH" then hit "tab" or click on the "MATCH" tag in the formula pop up, then it should display

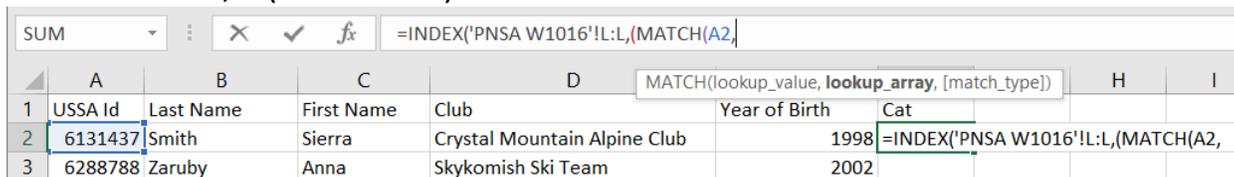
=INDEX('name of the worksheet here'!L:L,(MATCH(



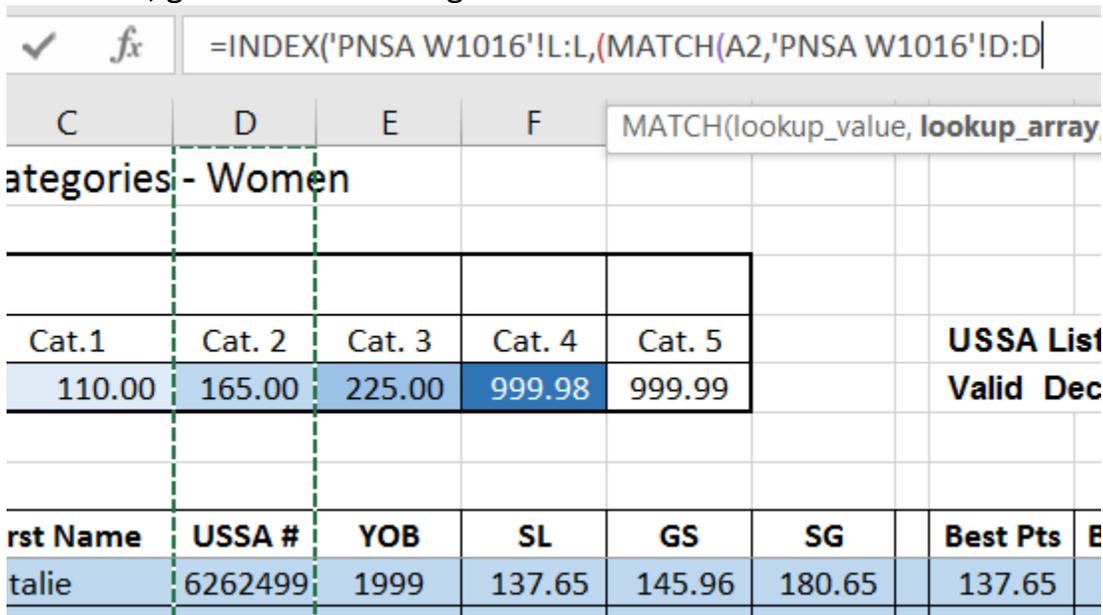
(The "MATCH" function is behind the "INDEX" function dialogue)

Now select the "USSA ID" from the row you are writing the formula in and add the "," after it.

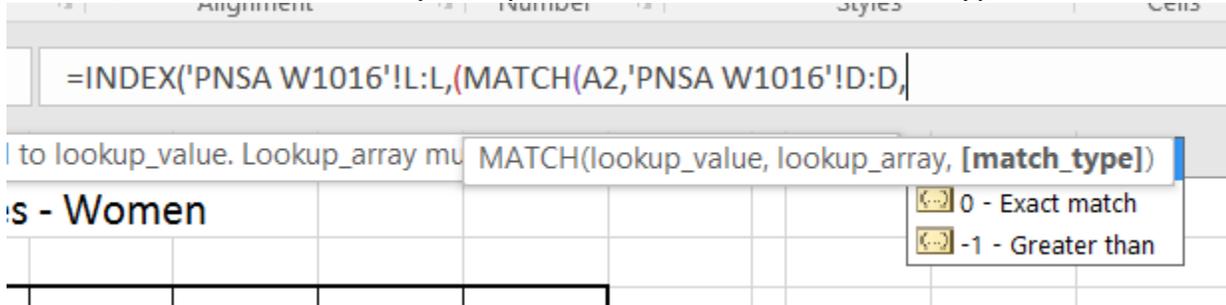
A2, (in this case)



Now , go back to selecting the PNSA worksheet and the USSA column which should be "D"



Add a "," after the last entry and you'll now choose the match type of "0" for "Exact Match"



Add your 3 ")))" after the "0" and press enter

Now you have this:

Copy it down, and check a few to see if they are "Matching" the correct USSA id.

If you double click the formula, then you can see the link to the USSA Id for the row you are in.

4	6480861	Jone Haille	Missi	2000	2
5	6314120	Gibb Anna	Cryst	2002	2
6	6543565	Gros Riley	Missi	2003	=INDEX('PNSA W1016'!L:L,(MATCH(A6,'PNSA W1016'!D:D,0)))
7	6246046	Farle Amy	Missi	2002	INDEX(array, row_num, [column_num])
8	6319859	Dutt Catie	Skykc	2001	INDEX(reference, row_num, [column_num], [area_num])
9	6541282	Kenk Hattie	Steve	2001	4

Here you see A6 is highlighted and you're in row 6.

If you want to sort the group by their Cat, you need to copy the Cat column and paste it as a value.

Now when you upload to Split Second, you can label that column as "Team" or however you enter it into your race file

Congrats. You just saved yourself a bunch of manual labor.

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503-577-1570 if you have any questions.