

NVSL Meet Ribbon Labels Template

With access to Microsoft Office and some Mail Merge know-how you can use this resource to create ribbon labels for your meet.

This template uses the Avery mailing labels with 30 labels per sheet.

In this folder are three files. **After you download the zip file you must first extract the files into a folder on your computer.** When you open the files by double-clicking the zip file, you are NOT extracting the files. Right-click the zip file and select "Extract All". It will then create a new folder with these files within it.

Two are required for mail merge.

- RibbonLabelData.xlsx
- RibbonLabels.docx

There is one additional optional file:

- RibbonLabels-NoMerge.docx

If you aren't comfortable with mail merge, you can use this file to pre-populate the meet and date, but you will hand-write the divers names at the pool. Simply skip to Step 3 below to search and replace the content and you're ready to print them.

Important! - The first time you download and open the extracted files on a computer, you must approve the security and setup the connection between the files. As this is only done the first time, those instructions are included at the end of this document. If this is your first time, start there then come back to step 1 for each meet.

Step 1 – Paste the roster data into RibbonLabelData.xlsx.

On the link you received with the weekly scoreboard file, click the link to the separate sheet for entering in result data by following the steps labeled 1 and 2 on the sheet as shown here:

The screenshot shows a document titled "Week of: 6/20/2023". It contains two main sections: "SECTION 1-PARENTS:" and "SECTION 2-DIVE REPS, SECRETARIES, DIVISIONAL COORDINATORS ONLY:". Section 1 instructs parents to click on tabs titled "D1-MeetResults" at the bottom of the browser to review scores. Section 2 instructs dive reps to click blue links to open Divisional Reporting Meet Sheets. A list of links is provided for Div 1 through Div 6, each with a "hover then click!" instruction. A callout box with a blue arrow points to the first link, and another callout box with a blue arrow points to the "hover then click!" instruction. A third callout box with a blue arrow points to a browser window showing the "NVSL_DiveResults_2021-..." sheet.

Week of: 6/20/2023

SECTION 1-PARENTS:
Click on the tabs titled 'D1-MeetResults' at the bottom of your browser to review your Div's scores for week of 6/20/2023

Click on the tab titled "MeetResultsScoreBoard" where you can see a summary of all divisional meet scores being posted realtime. Alternately, you can click on the view-only version of the divisional details by clicking on the tabs at the bottom titled "D1-MeetResults" or "D2-MeetResults", etc., to see the participants and scores as they are being reported by the team reps, secretaries and divisional coordinators. Due to heavy viewing on Tuesdays and Wednesdays, if you see an error such as "Loading..." for more than 30 seconds, please wait a moment and then click reload on your browser, sometimes even Google gets overwhelmed :-)

SECTION 2-DIVE REPS, SECRETARIES, DIVISIONAL COORDINATORS ONLY:
Click blue links below for your Divisional Reporting Meet Sheets for week of 6/20/2023

The 8 links below are for Team Reps/DCs only to access their Divisional Reporting Meet Sheets to enter/confirm diver data and scores for the week of 06/20/2023. Please click on your Division's Meet Sheet above and try IMMEDIATELY to enter some of your divers to ensure you don't have issues on Tuesday night.

Div 1: DIVE REP/DC ONLY Click to Open D1 Meet Sheet 6/20/2023 - hover then click!

Div 2: DIVE REP/DC ONLY Click to Open D2 Meet Sheet 6/20/2023 - hover then click!

Div 3: DIVE REP/DC ONLY Click to Open D3 Meet Sheet 6/20/2023 - hover then click!

Div 4: DIVE REP/DC ONLY Click to Open D4 Meet Sheet 6/20/2023 - hover then click!

Div 5: DIVE REP/DC ONLY Click to Open D5 Meet Sheet 6/20/2023 - hover then click!

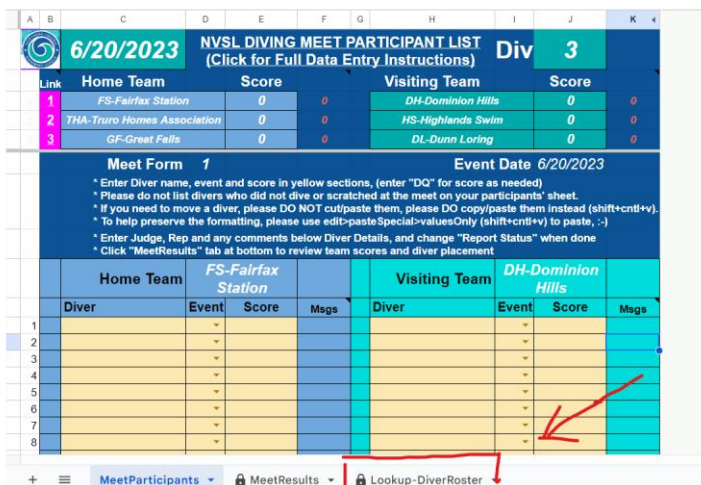
Div 6: DIVE REP/DC ONLY Click to Open D6 Meet Sheet 6/20/2023 - hover then click!

1 Hover over link for your Division

2 Then Click on Popup when it Appears

NVSL_DiveResults_2021-...

Then once on that page, click the third tab, called “Lookup-DiverRoster” as indicated in the image below by the red arrow.



Then on that page, on the left side is the roster for the entire division, sorted by team. On the right site is the entire roster where each team is it's own column.

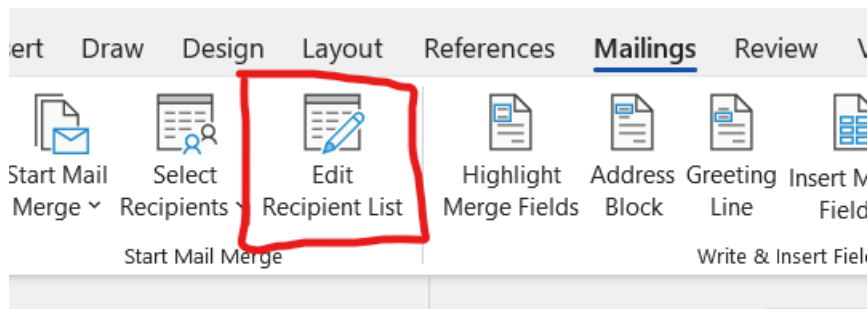
Copy all the cells starting with A:3 and B:3 all the way down for the team you need, including bot the team name and the diver's name.

	A	B	C	D	E	F
1	Official NVSL Diver Rosters for Division 3 in year of:					2023
2	Diver Team: (3 teams)	Diver Name: (158 divers)	Age on June 1	Gender	Calculated Event	Calculated DiveUp Event
3	DH	Abby Panko	8	G	F	J
4	DH	Abby Putnam	16	G	S	S
5	DH	Adrienne Minkoff	9	G	F	J
6	DH	Andrew Aldonas	7	B	F	J
7	DH	Arianna Potter	8	G	F	J
8	DH	Ben Panko	11	B	J	I
9	DH	Caden Hall	8	B	F	J
10	DH	Cam Kirchoff-Johnson	11	B	J	I

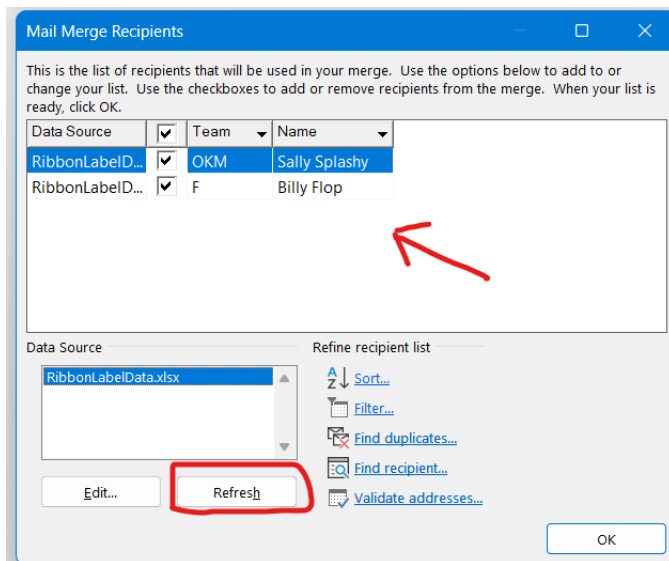
Then open the RibbonLabelData.xlsx file included in this package and select only cell A:2 and Paste into the sheet being sure to match the destination formatting, when prompted and save the file.

Step 2 – Connect the ribbon label file to the sheet data

From the Mailings Tab, select “Edit Recipient List” as shown here. If you cannot click on “Edit Recipients List” go back to the setup instruction at the end of this document and try those steps again.



In the next window, select the excel file in the lower left window and click Refresh. You should see your diver names show up. If you don't make sure you saved the excel file after you pasted it in the previous step.



Once you have verified they are there, you are ready to print the labels!

Step 3 – Edit the labels for your meet.

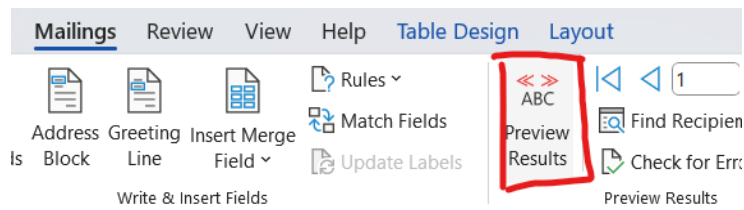
In the file as you received it the team names are TeamA and TeamB and the date of the meet is 6/28/2022.

Do a global search and replace to change TeamA to the visiting team name and TeamB to the away team name (It is recommended to use the team abbreviation as the full name may not fit).

Do a global search and replace to change the date to the date of the meet.

Step 4 – Print the labels

Still in the word file, go to the Mailings tab and click "Preview Results". The file should show all the divers with their pool affiliation. The age group, score and place are left blank to be filled in at the table.



Once you have made sure it looks good, on the “Mailings Tab”, click “Finish and Merge”, then “Edit Individual Documents”. This will create a new file with the labels ready to be printed. You can also take a moment here to correct any of the individual labels, if desired.

You are now ready to print the file onto your labels!

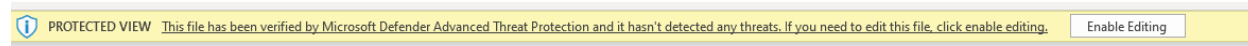
Good luck!

Initial Setup

Step 1 - Enable editing in the files to turn off Protected View

Because these documents were downloaded from the internet (or emailed to you), a security feature takes over to make sure you acknowledge that the file is from a safe place and can be trusted.

After you have extracted the zip files from the package and have opened them, you will be prompted with a message in a yellow bar near the top that reads something similar to this (depending on your version of Excel and the security features available to you).



For more information on Protected View, or to see other ways this message can appear, see this link.

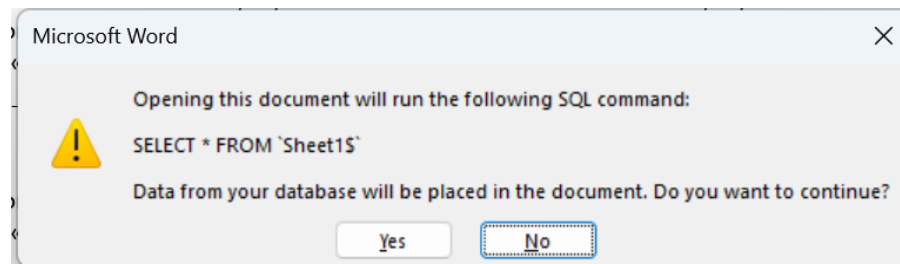
<https://support.microsoft.com/en-us/office/what-is-protected-view-d6f09ac7-e6b9-4495-8e43-2bbcd9cb6653>

Click “Enable Editing”.

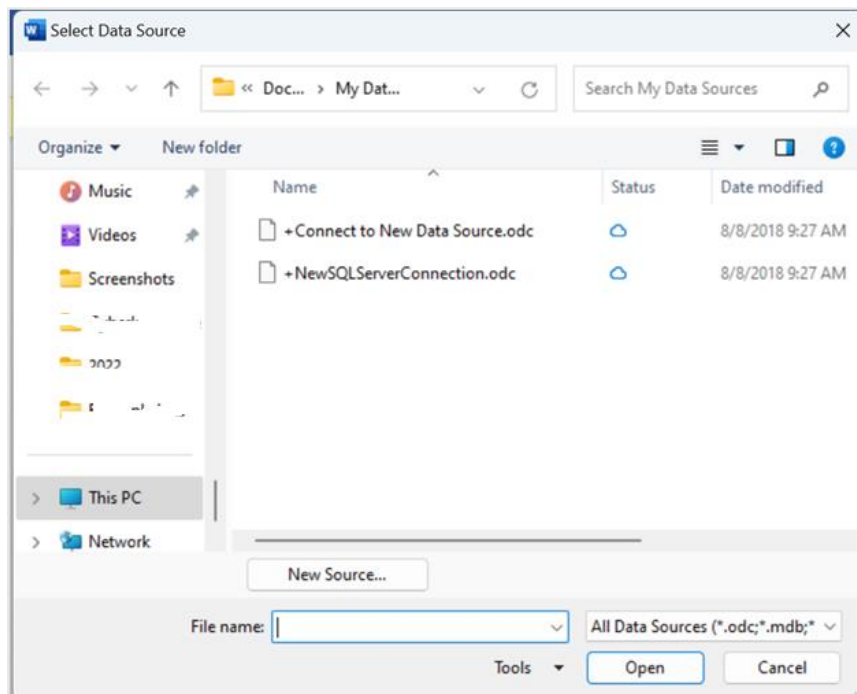
Step 2 – Link the files

Because the files are not on the computer that created these files, you must link them so the label sheet knows where to find the data. When you first open the Labels word document, it will produce several prompts. I will explain what they mean and how to respond to them:

1 – Is it OK to run a command to connect to a data source? Answer **Yes** to this prompt. Word doesn’t yet realize the file it used to connect to has moved, but it still has instructions to run this command to try to open it. You must click Yes on this question.



2. Select Data Source – Ok, so you’ve told Word it’s ok to run a command to fetch data, but now you need to tell it where to find the data. In this window, you must locate the ribbon labels sheet that came with the package then click “Open”.



Once you have connected the files, go to the “Mailings” tab of the Word file. You should see the data listed under “Edit Recipient List”. If so, you are ready to proceed with the steps in the main part of this document.

If “Edit Recipient List” is greyed out, the connection was not made successfully. You can fix this by clicking **Select Recipients** -> **Use an Existing list**, then the same screenshot from just above this paragraph will return. Point it to the Excel file and you should be ready to go.