ELECTRONIC MANAGERS TOOL USER MANUAL

Table of Contents

Electronic Manager's Tool - Introduction	2
The opening screen	2
Principal approval email template	7
Other checklist and records management sheets	.11



Electronic Manager's Tool - Introduction

We have developed this tool to help team managers complete some administration tasks of their teams. It will also consolidate some of the records you need to keep and submit to our office at the end of your team's state championship.

This tool is designed to be used in Microsoft Excel 365, Microsoft Excel 2019, or Microsoft Excel 2021 or later. It has been tested to work on both Microsoft Windows PCs and laptops as well as Mac Laptops.

The opening screen



The screenshot above is your opening screen.

You should enter your team information here. Not all cells on every row must be completed in full.

Notice the burnt orange buttons at the top. **1** This is your navigation system.

To move from task to task, just press one of these buttons after you have entered your team's information on this sheet.

To fill in the information on this screen

STEP 1

Select your team from the drop-down list in the 'Team' cell.

Sport Team: 2 4 Team: Region: 6 Istralian Football (10-12 girls) Istralian Football (13-15 boys) Istralian Football (13-15 girls) Iseball (12-14 years) Iseball (15-18 years) Isketball (10-12 boue) Team Officials Position First Nat 8 9 10 11 12 13 asketball (10-12 boy asketball (10-12 girls 15 Team Members

STEP 2

Fill in team officials section.

The 'Position', 'School', 'Gender', and 'Consent' cells are all drop-downs for you to select from.

STEP 3

Fill in your team member team information.

Type team member's playing number (if different to the default number on the row being edited).

this will auto-complete when you enter a team member's first name.

Skip over the "Role" cell as

Team Members Role Playing No Stude 1 2 3

Team Members

Playing No.

1 2 3



First Name

Marcus

Luk

Ŧ

M

Select the team member's school from the drop-down list in the row cell.

Playing No	Role	First Name	Last Name	School
1	Student	Marcus	Moronge	Banksia Beach SS
2	Student	Luke	Coolighan	
3				Good Shepherd Lutheran College Grace Lutheran College (Rothwell)
4 5				Grace Lutheran College (Caboolture) Grace Lutheran Primary School Hercules Road SS
6				Hercules Road 33 Home School / Other Distance Ed
7				Horizons College of Learning and Enri
8				Humpybong SS

Team Offic				
Position	First Name	Last name	School	Gender
Manager	John	Jones	Baringa State Primary School	-
			Baringa State Primary School Baringa State Secondary College	^
			Beachmere SS	
			Beerburrum SS	
Team Mem	bers		Beerwah SHS Beerwah SS	
Plaving No	Role	First Name	Bellmere SS Birali Steiner School (Beachmere)	Y Gend
r laying No	▼ 1000 100 100 100 100 100 100 100 100 1			- (M/F
1				

Do the same for team member's gender.



Type in their date of birth. It will automatically default to dd/mm/yy to comply with QRSS's DOB format on their consent summary.

The 'consent' cell is optional to complete on this tab. It will automatically complete on the team list when you click the 'TEAM LIST' button.

Select the team member's details of name consent from the drop-down list in the cell.

Now you will enter in the playing uniform order information for your team member. The title of these columns will change depending on which sport team this tool is being filled out for.

In this example it is a baseball team.

Available sizes will also change depending on the sport team.

Date of Birth	Date of Birth DD/MM/Y	Consent Re
01/02/00	01/02/00	
14/10/2011	14/10/11	•



Note: If a team member does not have consent for their name to be published, you will need to type in a replacement code for them that will be published in lieu of their name. We suggest using the code 'SUN", then the team member first name and last name initials, then the numer 001 (if this is the first player in the team who cannot have their name published).

Overshirt Size 🔽	QTY 🔽	Undershirt Size 🖵	Ω ΤΥ
М	1		
C14	1		T
		- C08 C10 C12 C14 KS S M	▲

Note: You can leave a cell blank if a team member is not ordering a particular playing uniform item.

Be sure to double-check the entered sizes and quantities to be ordered. It is not always possible to order additional playing uniform items due to manufacturing timelines.



If a team member withdraws for any reason, select "Withdrawn" in the State column for that team member.

	1
Status	l
•	
	I
T	I
Withdrawn	I
	I

The team member's row will then be struck through and changed to red.

Team Members														
Playing No	Role	First Name	Last Name	School 🗸	Gender (M/F) 🖵	Date of Birth DD/MM/Y	Consent	Replacement Code	Details of name consent	Overshirt Size 🖵	QTY 🚽	Undershirt Size 🖵	ΩΤΥ	Status 🔽
1	Student	Marcus	Moronge	Banksia Beach SS	М	01/02/00			Full name	М	1			
2	Student	Luke	Coolighan	Home School / Other Distance	M	14/10/11			First name only	C14	4	C12	4	Withdrawn
3	Student	Zane	Xzerkove	Banksia Beach SS	М	15/09/09			No name	S	2	XS	1	
4														

STEP 4

When your team info is complete, you will need to save out your team order and email it to our office so that we can place the playing uniform order with the manufacturer.

Click on the 'TEAM ORDER' button.

This will extract the team order sheet into a new Excel workbook. The name of the new workbook will appear something like "Book1", "Book2", etc.

Save this file to your computer. Remember to rename it to something more relevant. For example "Baseball 12-14 team order 1.xlsx".

If you see the dialog box in the screenshot, just click the "More options" to pop-up the 'Save As' dialog box, where you can select your folder where you keep all your team related documents.





n Uniform Urder: Baseball (12-14 years)

	Baseball (1	2-14 years)			As at:			
	Sunshine (
rembers made-to								
(M/F)	First Na	×	rt ▼	QTY 🝷				
<u> </u>	Marcus				1			
	Luke	File name		**	1			
	Zane	Book8	.xlsx	-	2			
	Chase Alexander				1			
-	Paddy				1			
	Alan	s choose a cocadon						
-	William	OneDrive - Department of Education			1			
	Roman	Ihalv4@eq.edu.au » OneDrive - Department of Education	•		1			
	Jasper				1			
	Deigo				1			
	Lachlan				1			
	Jordan	More options Save Don't Save Can	cel		1			
	Lincoln				1			
	Edwina	00103 0000000 2	012		1			
		16						
		17						
		18						
		19						
_		20		_				

STEP 5

Attach the newly saved Team Order spreadsheet to a new email and email it to our office for processing.

回り Baseball 12-14 yrs team order 1 - M... F ® ∽⊂⇒́ File Message Insert Draw Options Format Text Review Help Acrobat Q Tell me 🖉 Signature ~ 🛛 Attach File 🗸 Table ~ <u>о</u>~ Pictures ~ 3 . . . E

TEAM LIST

STEP 6

Now you need to save out the QRSS team list consent summary.

Click the 'TEAM LIST' button.

Once again, you will need to save this new Excel workbook to your computer where you have saved all your other team related documents.

Again, rename the spreadsheet when you save it, and then email this spreadsheet to our office for forwarding to the region hosting your team's state championship.

If you need to make changes to your team, update the Electronic Manager's Tool, reprinting the team order and team list and forward these through to our office.

B	С	D		E	F	G	н	ı Departr	J nent of Educati
Quee		Representati	Representați		ort Te	am List S	Summa		
Dis	**This is to be strict/Region (if required):	e completed at district, regi	Save your ch	anges	to this file	e?	×		
	Sport: Submitted to:		Baseball	Book9 Choose a Location				.xIsx	12-14 boys & girls
Playing Numb <mark>r</mark>	2 V Role V V		OneDriv		ortment of E OneDrive - Dep		- Education	Details of Nam Consent	
1	Student	Marcus Moronge	Banksia Beach S	More options		<u>S</u> ave	Do <u>n</u> 't Sa	ve Cancel	Full name
2	Student	Luke Coolighan	Home School / Oth	her Distance Ed	м	14/10/11	YES	** WITHDRAWN **	First name only
3	Student	Zane Xzerkove	Banksia Beach SS	;	M	15/09/09	NO		No name
4	Student	Chase Smith	Jinibara SS		м	24/06/09	YES		Full name
5	Student	Alexander Jones	Glenview SS		м	12/12/00	YES		Full name

Note: If a team member has withdrawn, notice that they still appear in the team list, just crossed out and marked in red. This give an audit trail of who was originally in the team, and who has been withdrawn and replaced. It helps us to ensure that team list information appears correctly in championship programs, etc.

To reprint the team order, follow STEP 4.

To reprint the QRSS Team List Consent Summary, Follow STEP 6.

Principal approval email template

This updated Electronic Manager's Tool no longer automatically loads up principal approval emails into Microsoft Outlook for your. But it can still help you to complete this task easily.

STEP 1

Click the 'PRINCIPAL EMAIL TEMPLATE' button.

A B



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D

E F G H I J

This will take you to the
'Principal Permission' tab in
the spreadsheet.

			0	epartment of Education	TEAM INFO
	Queens	land Representative Sch	ool Sport	-	
-	Dear Prin	cinal			
-	Dearrinn	cipai,			
	The stude	ents listed below have bee	en invited to join the Sunshine Coast r	egional	
	Baseball	(12-14 years) team. Dep	artmental approval has been given for	this activity.	
-		mpionship dates:			
-	Location.				
1 2	Please co	onfirm that each student in	n the list below are still enrolled at you	school camp	
-			to attend this activity by replying to this		
-			DB cell next to their name.		
5					
;	lf a studei	nt listed below does not h	ave approval to attend this event, pleas	se write	
7	"not appro	ove" in the DOB cell for the	at student.		
В					
-		Certification:			
	-		w are enrolled at this school. I approv hip on the dates above and at the locat		
2	allenuine	e unoo state unampionsi	inp on the dates above and at the locat	ion above.	
÷					
	Playing	Name (First Name	School	DOB	
5	Numb 👻	Surname) 🚽	▼	DD/MM/Y -	
	1	Marcus Moronge	Banksia Beach SS		principal@banksiabeachss.eq.edu.a
3	2	Luke Coolighan	Home School / Other Distance Ed		0
5		Luke Coolighan Zane Xzerkove	Home School / Other Distance Ed Banksia Beach SS		0 principal@banksiabeachss.eq.edu.a
3 7 3	2				-
6 7 8 9	2	Zane Xzerkove	Banksia Beach SS		principal@banksiabeachss.eq.edu.a
5 7 8 9 0	2 3 4	Zane Xzerkove Chase Smith	Banksia Beach SS Jinibara SS		principal@banksiabeachss.eq.edu.a principal@jinibarass.eq.edu.au

STEP 2

Fill in the 'State championship dates' cell and the 'Location' cell for your email letter.

State championship dates:	20-23 April 2023
Location:	Cairns Heat Baseball, Trinity Beach

STEP 3

Filter the team member list so that only students from the same school appear in the list.



STEP 4

Click into the cell below the last row and cell in your filtered team list.

9 Principal Certification:

8

2

I certify that the students listed below are enrolled at this school. I approve for them to
 attend the QRSS state championship on the dates above and at the location above.

	Playing	Name (First Name	School		DOB
	Numb 🚽	Surname) 🚽	0011001		DD/MM/Y -
	1	Marcus Moronge	Banksia Beach SS		
	3	Zane Xzerkove	Banksia Beach SS		
	8	William Robins	Banksia Beach SS		
	10	Jasper Green	Banksia Beach SS		
ĺ			•	(
ļ					

Now highlight all the cells to the left of this cell and up to the top of the sheet.

	А	В	С	D
			De	partment of Education
	Queens	land Representative Sch	ool Sport	1.
1				
3	Dear Prin	cipal,		
4				
5	The stude	ents listed below have bee	en invited to join the Sunshine Coast re	gional
7			artmental approval has been given for t	-
8				
9	State cha	mpionship dates:	20-23 April 2023	
10	Location:		Cairns Heat Baseball, Trinity Beach	
11	Please or	onfirm that each student in	the list below are still enrolled at your	school comp
12			to attend this activity by replying to this	
14		heir date of birth in the DC		
15				
16	lf a stude	nt listed below does not h	ave approval to attend this event, pleas	e write
17	"not appro	ove" in the DOB cell for tha	at student.	
18	Drincipal	Certification:		
			w are enrolled at this school. I approve	e for them to
21	-		ip on the dates above and at the locati	
22				
27	Playing	Name (First Name		DOB
25	Numb -		School	
26	1	Marcus Moronge	Banksia Beach SS	
28	3	Zane Xzerkove	Banksia Beach SS	
33	8	William Robins	Banksia Beach SS	
35	10	Jasper Green	Banksia Beach SS	
56				
51	-			

STEP 5

Copy the selected area. In Windows, press CTRL+C, In Mac, press Command+C. Or you can use your own preferred method of copying and pasting.

Now change to your email program (for most officials, this will be Outlook).

Create a new message.

Now paste your copied cells into your email program. For most officials, this will be outlook.

Please note that for illustration purposes, the screenshot has been zoomed to reduce in the view percentage.

When you do this step the text and the list will appear larger in your email body.

Your email is now almost ready for sending.

File I	<mark>∕lessag</mark> € Insert D	ium optio			eview	нер			-
Ĉi ~	Irebuchet	t MS 🗸	11 👻	В	Ι	<u>U</u>	•••	Г <u>ы</u>	•••
~	From 🗸	LEIGH.HA	LVORSEN@	qed.qld	.gov.au				
\triangleright									
Send	То								
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The studen Baseball (1	ts listed below have been i 2-14 years) team. Departr	-		-			_		
The studen Baseball (1 State cham	ts listed below have been i	mental approva	al has been giv	en for thi	s activity.]		
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The studen Baseball (1 State cham Location: . Please con and that the entering the if a student in a student	ts listed below have been i 2-14 years) team. Departs pionship dates: firm that each student in th ay have your permission to air date of birth in the DOB listed below does not hav rea in the DOB cell for that certification: the students listed below 2RSS state championship Name (First Name	20-23 April 2 Caims Heat Caims Heat e list below are e attend this act cell next to the e approval to a student. are enrolled at	al has been giv 2023 Baseball, Trin e still enrolled tivity by replyir eir name. ttend this ever ttend this ever this school. I bove and at th	ity Beach at your so ng to this o nt, please approve	s activity.	0 0B]		
The studen Baseball (1 State cham Location: . Please con and that the entering the if a student if a student if a student in ot approv Principal C l certify that attend the (<u>Playing</u> <u>Number</u>	ts listed below have been i 2-14 years) team. Departu pionship dates: firm that each student in th ey have your permission to eir date of birth in the DOB listed below does not hav re" in the DOB cell for that Certification: t the students listed below 2RSS state championship Name (First Name Surname)	20-23 April 2 Caims Heat e list below and attend this act cell next to the e approval to a student. are enrolled at on the dates a	al has been giv 2023 Baseball, Trin e still enrolled tivity by replyir eir name. ttend this ever tthis school. I school	ity Beach at your so ng to this o nt, please approve	s activity.	0]		
The studen Baseball (1 State cham Location: . Please con and that the entering the if a student if a student in ot approv Principal C I certify that attend the (Playing Number 1	ts listed below have been 1 2-14 years) team. Departs pionship dates: firm that each student in th ay have your permission to air date of birth in the DOB listed below does not have e" in the DOB cell for that certification: t the students listed below QRSS state championship Name (First Name Surname) Marcus Mocouge	20-23 April 2 Caims Heat e list below are attend this act cell next to the e approval to a student. are enrolled at on the dates a Banksia Bea	al has been giv 2023 Baseball, Trin e still enrolled tivity by replyir eir name. ttend this ever ttend this ever this school. I bove and at th School ach SS	ity Beach at your so ng to this o nt, please approve	s activity.	0 0B			
Baseball (1 State cham Location: . Please con and that the entering the If a student "not approv Principal C I certify that attend the (Playing Number	ts listed below have been i 2-14 years) team. Departu pionship dates: firm that each student in th ey have your permission to eir date of birth in the DOB listed below does not hav re" in the DOB cell for that Certification: t the students listed below 2RSS state championship Name (First Name Surname)	20-23 April 2 Caims Heat e list below and attend this act cell next to the e approval to a student. are enrolled at on the dates a	al has been giv 2023 Baseball, Trin e still enrolled tivity by replyir eir name. ttend this ever this school. I bove and at th School ach SS ach SS	ity Beach at your so ng to this o nt, please approve	s activity.	0 0B			

STEP 6

Back in your EMT spreadsheet, you will see an email address to the right of your filtered team list

Name	•	School		DOB	
e)	•	301001	. .	DD/MM/Y 🚽	
		Banksia Beach SS			principal@banksiabeachss.eq.
		Banksia Beach SS			principal@banksiabeachss.eq.
		Banksia Beach SS			#N/A
		Banksia Beach SS			#N/A

Copy the email address. This is the email address you will use to send your principal permission email to.

Paste the copied email address into your 'TO:' email field.

File Me	essage Inse	rt Draw Options Format Text Review Help Acrobat
Êi • ≼	3	✓ 10 ✓ B I U ∠ ✓ A ✓ Ξ ✓ ···· _{IS}
\triangleright	From 🗸	LEIGH.HALVORSEN@qed.qld.gov.au
Send	То	PRINCIPAL, Banksia Beach State School
	Cc	
	Bcc	
	Subject	

Next enter your subject line

Enter the following text into the email subject line.

Must Act: Principal approval required for students to attend a QRSS state championship

STEP 7

Now press the 'SEND' button and your email will be placed into your outbox and then sent by your email program.

STEP 8

Repeat the principal approval email template steps until all team member school principal approval emails have been sent.

Other checklist and records management sheets

This tool has other sheets you should use to record important team information as DoE records. By pressing the button at the top of each of these sheets, this will return you to the main spreadsheet and your navigation menu.

Team Member Checklist

Use this sheet to record important team member milestones such as offer acceptance, Permission forms being returned, Consent forms being returned, principal approve, etc.

				1								
Feam:	Baseball (12-14 ye	ears)										
Region:	Sunshine Coast]								
Playing No	First Name	Last Name	School		Permissio n Form	Consent Form Returned	Principal Approval	Medical Alert	Medical Clearance	Other	Other 2	Comments
1	Marcus	Moronge	Banksia Beach SS									
2	Luke	Coolighan	ome School / Other Distance I	d								
3	Zane	Xzerkove	Banksia Beach SS									
4	Chase	Smith	Jinibara SS									
5	Alexander	Jones	Glenview SS									
6	Paddy	O'Keefe	Redcliffe SHS									
7	Alan	Jones	Mountain Creek SHS									
8	William	Robins	Banksia Beach SS									
9	Roman	Macher	Burnside SS									
10	Jasper	Green	Banksia Beach SS									
11	Deigo	Gonzalas	Deception Bay SS									
12	Lachlan	Tomas	Nambour Christian College									
13	Jordan	Bridges	Maleny SHS									
14	Lincoln	Abrams	Maroochydore SHS									
2	Edwina	Jones	Caboolture SHS									
16	r											
17	r											
18	· ·		·									

Training attendance records

Use this sheet to record team member attendance at training sessions.

Team member contact information

Use this sheet to record contact information for your team members.

feam:	Baseball (12-14 y	ears)															
tegion:	Sunshine Coast																
-																	
Playing No	First Name	Last Name		Date -													
3	Zane	Xzerkove	Banksia Beach	s													
4	Chase Alexander	Smith Jones	Jinibara SS Glerwiew SS														
6	Paddy	O'Keefe	Redcliffe SHS														
7	Alan	Jones	Mountain Creek S	IS													
8	William	Robins	Banksia Beach	S													
9	Roman	Macher	Burnside SS Banksia Beach														
10	Jasper Deigo	Green Gonzalas	Deception Bay 5														
12	Lachlan	Tomas	Nambour Christian C														
13	Jordan	Bridges	Maleny SHS														
14	Lincoln	Abrams	Maroochydore S	S													
2	Edwina	Jones	Caboolture SH														
17																	
										T	AM INFO	,					
			tact Info	Base	ball (12-14	l ye	ars)		T	SAM INFO	2					
leam:	Baseball	(12-14 years		Base	ball (<mark>12-1</mark> 4	1 ye	ars)		T	EAM INFO	,					
		(12-14 years		Base	ball (12-14	l ye	ars)			AM INFO						
eam:	Baseball Sunshine	(12-14 years Coast		Base	ball (School	12-14	l ye		Parent Name			ent Phon	0		Parent E	mail	
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eam: legion: Playing No	Baseball Sunshine	(12-14 years Coast	ast Name Moronge		School sia Beach	ı SS			Parent Name				0		Parent E	mail	
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eam: legion: Playing No 1 2 3 4	Baseball Sunshine First N Mare Lui Zar Cha	(12-14 years a Coast lame cus cus ta ne use	ast Name Moronge Coolighan Xzerkove Smith	Bank Iome Schoo Bank Ji	School sia Beach I / Other I sia Beach nibara SS	i SS Distance I i SS			Parent Name				e		Parent E	mail	
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eam: egion: Playing No 1 2 3 4 5 6	Baseball Sunshine First N Mare Lui Zar Cha Alexa Pad	(12-14 years a Coast ame cus cus se inder Idy	ast Name Moronge Coolighan Xzerkove Smith Jones O'Keefe	Bank Iome Schoo Bank Ji Gi Re	School sia Beach I/ Other [sia Beach nibara SS enview SS dcliffe SH	1 SS Distance I 1 SS 3 3 S			Parent Name				e		Parent E	mail	
eam: egion: Playing No 1 2 3 4 5 6 7	Baseball Sunshine First N Mare Lui Zar Cha Alexa Pad	(12-14 years a Coast lame cus cus ca se inder Idy an	ast Name Moronge Coolighan Xzerkove Smith Jones O'Keefe Jones	Bank Io me Schoo Bank Ji Gi Re Mount	School sia Beach I / Other D sia Beach nibara SS enview SS dcliffe SH ain Creek	1 SS Distance I 1 SS 3 3 5 S SHS			Parent Name				e		Parent E	mail	
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Now that you have completed this user guide, you are ready to use our tool.

If you have any queries or suggestions about the tools we provide to help you fulfil your role, please contact us. We are happy to help you out in any way that we can.