

# ELECTRONIC MANAGERS TOOL USER MANUAL

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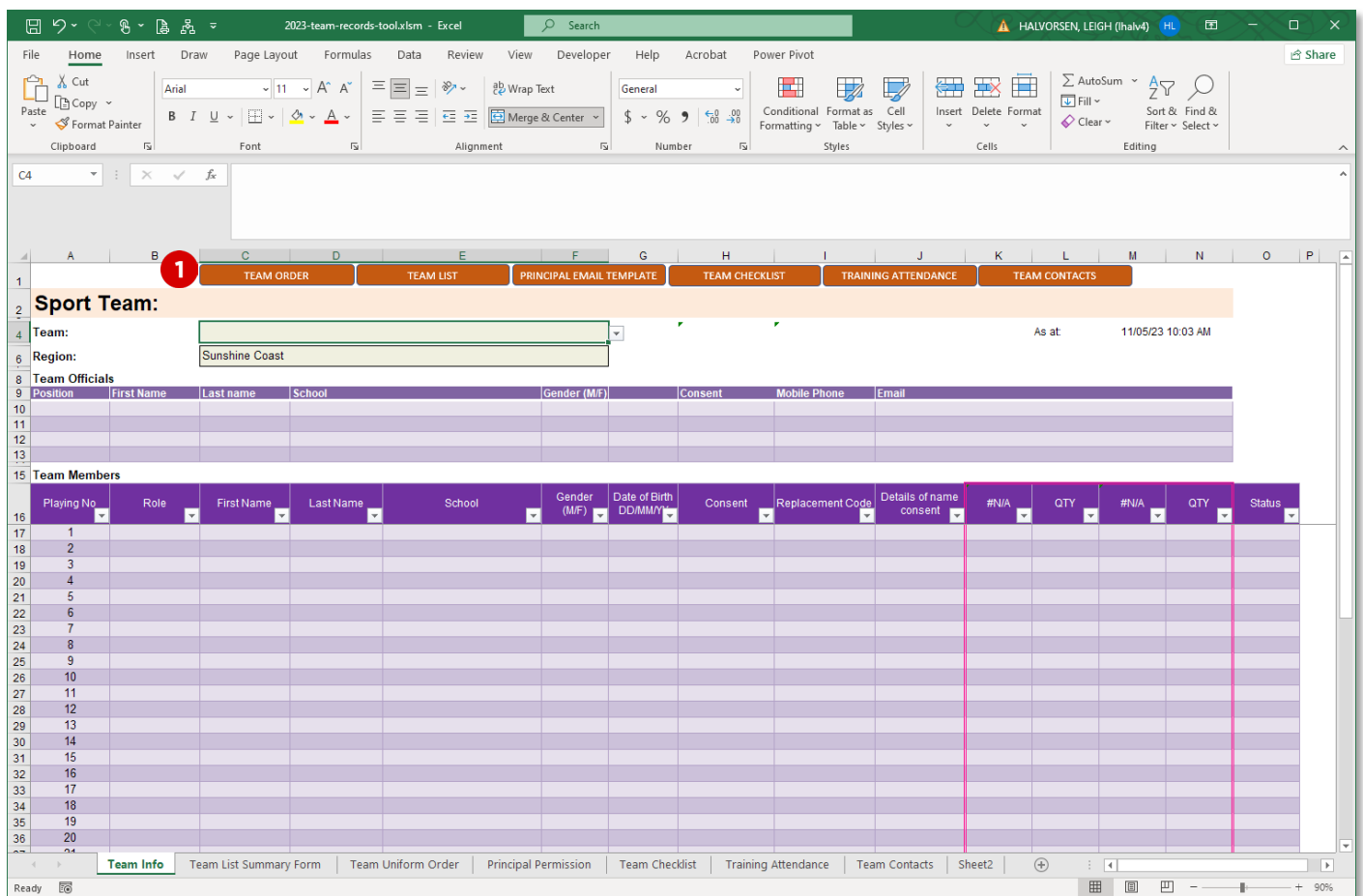


# Electronic Manager's Tool - Introduction

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.

### 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).

Skip over the "Role" cell as this will auto-complete when you enter a team member's first name.

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

Do the same for team member's gender.

Gender (MF)	Date DD
M	01
M	14
F	
M	

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.

Date of Birth DD/MM/YY
01/02/00
14/10/2011

Date of Birth DD/MM/YY	Consent	Re
01/02/00		
14/10/11		

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.

Consent	Replacement Code	Details of name consent	Ov
		Full name	
		First name only	
		Full name	
		First name only	
		No name	

*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).*

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.

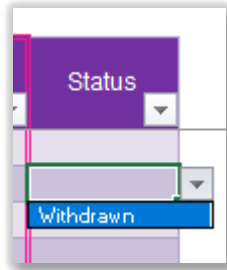
Available sizes will also change depending on the sport team.

Overshirt Size	QTY	Undershirt Size	QTY
M	1		
C14	1		

*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.



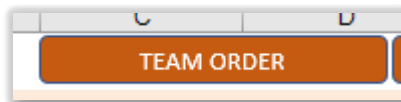
The team member's row will then be struck through and changed to red.

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2	Student	Luke	Coolighan	Home School - Other Distance	M	14/10/11			First name only	C14	1	C12	1	Withdrawn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

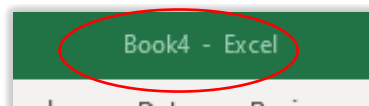
#### STEP 4

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 Order: Baseball (12-14 years)**

Baseball (12-14 years) As at [ ]

Sunshine Coast

Members made to [ ]

(M/F)	First Name	QTY
	Marcus	1
	Luke	1
	Zane	2
	Chase	1
	Alexander	1
	Paddy	1
	Alan	1
	William	1
	Roman	1
	Jasper	1
	Deigo	1
	Lachlan	1
	Jordan	1
	Lincoln	1
	Edwina	1
		16
		17
		18
		19
		20

Save your changes to this file?

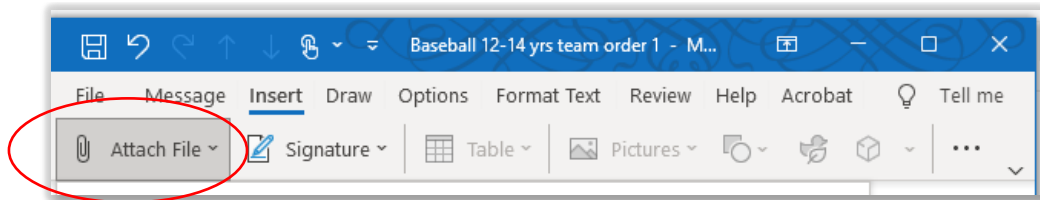
File name: Book8.xlsx

Choose a Location: OneDrive - Department of Education (lhalv4@eq.edu.au)

More options... Save Don't Save Cancel

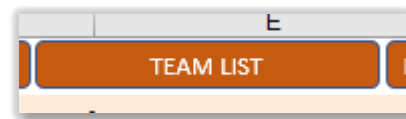
## STEP 5

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



## STEP 6

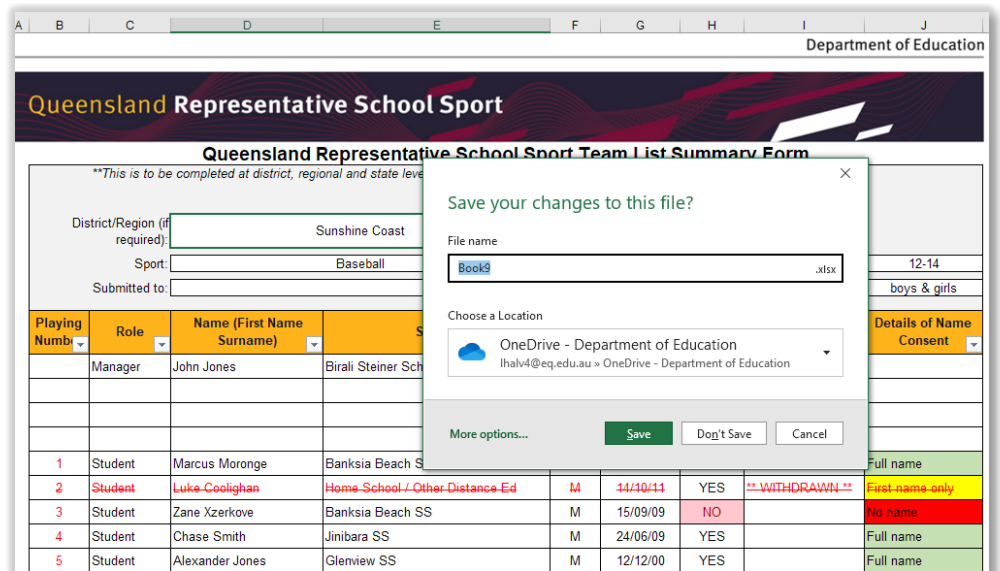
Now you need to save out the QRSS team list consent summary.



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.

*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.

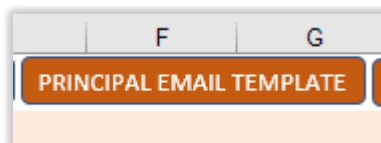
To reprint the QRSS Team List Consent Summary, Follow STEP 6.

## 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.



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

Department of Education

**Queensland Representative School Sport**

Dear Principal,

The students listed below have been invited to join the Sunshine Coast regional Baseball (12-14 years) team. Departmental approval has been given for this activity.

State championship dates: .....

Location: .....

Please confirm that each student in the list below are still enrolled at your school camp and that they have your permission to attend this activity by replying to this email and entering their date of birth in the DOB cell next to their name.

If a student listed below does not have approval to attend this event, please write "not approve" in the DOB cell for that student.

**Principal Certification:**

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 Numb	Name (First Name Surname)	School	DOB DD/MM/Y
1	Marcus Moronge	Banksia Beach SS	
2	Luke Coolighan	Home School / Other Distance Ed	
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	

principal@banksiabeachss.eq.edu.au  
0  
principal@banksiabeachss.eq.edu.au  
principal@jinibarass.eq.edu.au  
principal@glenviewss.eq.edu.au  
principal@qpsc.eq.edu.au  
principal@mountaincreekshs.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.

Playing Num	Name (First Name Surname)	School	DOB DD/MM/Y
1	Marcus Moronge	Banksia Beach SS	
2	Luke Coolighan	Home School / Other Distance Ed	
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	

### STEP 4

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

Principal Certification:  
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 Num	Name (First Name Surname)	School	DOB 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	



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

Department of Education

**Queensland Representative School Sport**

Dear Principal,

The students listed below have been invited to join the Sunshine Coast regional Baseball (12-14 years) team. Departmental approval has been given for this activity.

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

Please confirm that each student in the list below are still enrolled at your school camp and that they have your permission to attend this activity by replying to this email and entering their date of birth in the DOB cell next to their name.

If a student listed below does not have approval to attend this event, please write "not approve" in the DOB cell for that student.

**Principal Certification:**  
 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 Numb	Name (First Name Surname)	School	DOB 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	

**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).

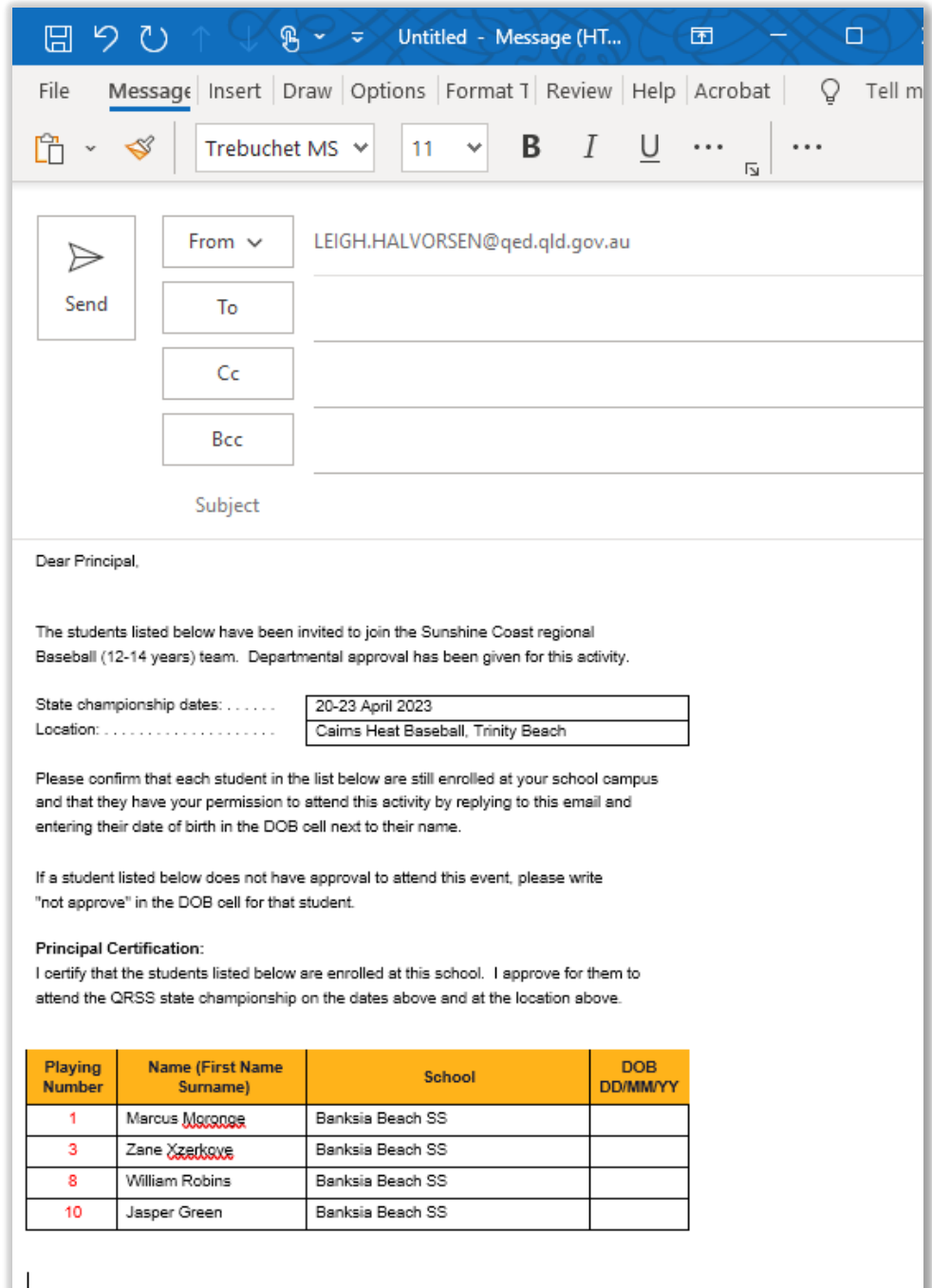
Create a new message.

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.*

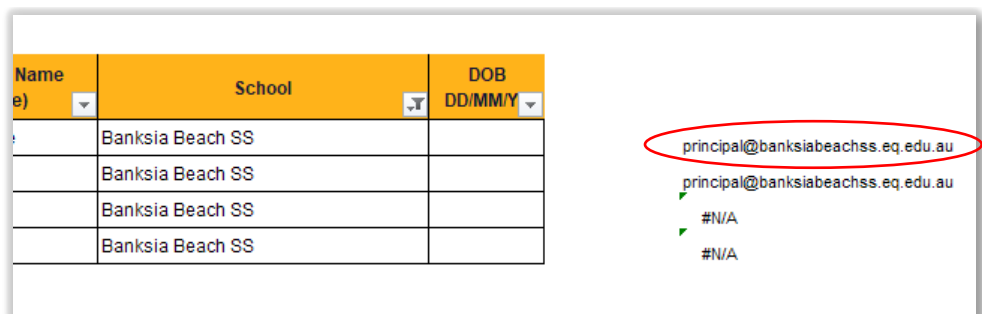
*When you do this step the text and the list will appear larger in your email body.*

Your email is now almost ready for sending.



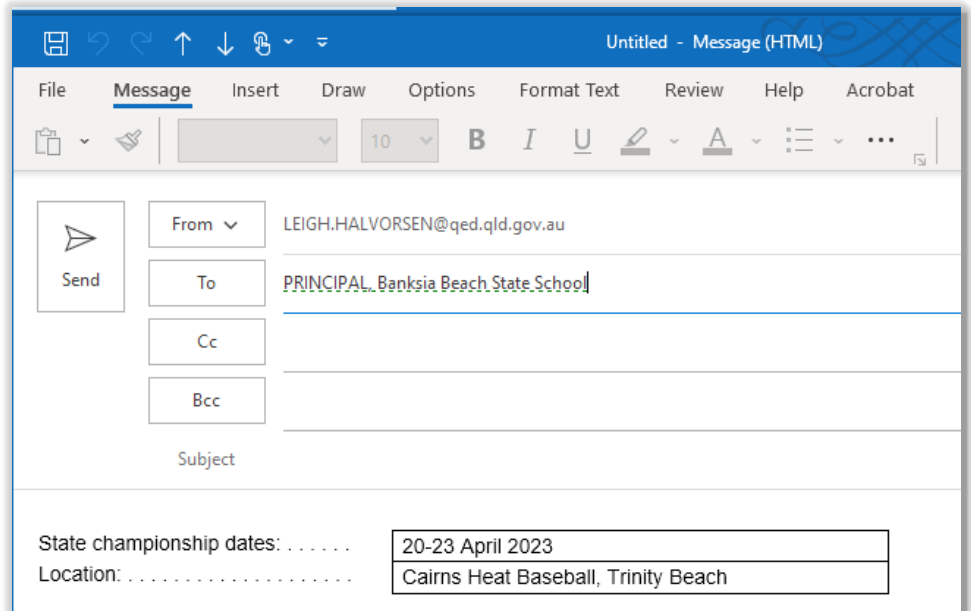
**STEP 6**

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



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.



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.

Team Member Checklist: Baseball (12-14 years)													
TEAM INFO													
Team:		Baseball (12-14 years)											
Region:		Sunshine Coast											
Playing No.	First Name	Last Name	School	Accept Offer	Permission Form	Consent Form Returned	Principal Approval	Medical Alert	Medical Clearance	Paid	Other	Other 2	Comments
1	Marcus	Moronge	Banksia Beach SS										
2	Luke	Cooligan	Banksia Beach SS										
3	Zane	Xzerlove	Banksia Beach SS										
4	Chase	Smith	Jimbira 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	Thomas	Nambour Christian College										
13	Jordan	Bridges	Maleny SHS										
14	Lincoln	Abrams	Maroochydore SHS										
2	Edwina	Jones	Caboulture SHS										
16													
17													
18													

## Training attendance records

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

Training attendance: Baseball (12-14 years)																		
Team: Baseball (12-14 years)																		
Region: Sunshine Coast																		
Playing No	First Name	Last Name	School	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12	Date 13	Date 14	Comments
3	Zane	Xerhava	Banksia Beach SS															
4	Chase	Smith	Jimibara 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	Maroochydrone SHS															
2	Edwina	Jones	Caboorture SHS															
16																		
17																		

## Team member contact information

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

Team Member Contact Info: Baseball (12-14 years)						
Team: Baseball (12-14 years)						
Region: Sunshine Coast						
Playing No	First Name	Last Name	School	Parent Name	Parent Phone	Parent Email
1	Marcus	Moronge	Banksia Beach SS			
2	Luka	Coolighan	Home School / Other Distance Ed			
3	Zane	Xzerkove	Banksia Beach SS			
4	Chase	Smith	Jimibara 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	Maroochydrone SHS			
2	Edwina	Jones	Caboorture SHS			
16						
17						

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.