# Instructions for creating import-ready start lists with OpenOffice (LibreOffice)

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# 1. Introduction

With the help of start lists you can organise championships and competitions and transfer competitor information and the relevant competition programme (discipline) to the Meyton target control PCs. The necessary data for an event may either be entered via the Meyton Start List Manager (StaLisMan) or prepared at home using OpenOffice (LibreOffice). These instructions describe how to edit an existing OpenOffice table so that the data can be imported with StaLisMan.

# 2. Template

In order to make entering the data as easy as possible for the user, the Meyton company offers templates for start lists in Excel or in OpenOffice format on our homepage www.meyton.info in the zone **Customer service→Documents / Downloads→Importing start lists**. Please download the appropriate file and open it as a chart. The template files already contain all the necessary data columns and a couple of example data sets. In addition, all the data columns are complete with headings, commentaries and explanations.

**Please take care not to change the order of the data columns when making changes to a template file!**

# 3. Compulsory fields

The first eight columns of the chart contain compulsory fields, which need to be filled out for every data set within the chart! In these fields you need to enter the following information:

1. **StartNo.:** The start number is a unique (sequential) number for the starting position of the shooter within the start list. Please note that each start number may only be used once within the start list!

2. **Name:** The shooter's name. We recommend always using the order surname, christian name (for example Doe, John) for inputting the names.

3. **PassNo.:** Sport pass number, membership number or other number which uniquely identifies the shooter. Note: If you enter a 0 in this field, the system will automatically assign a pass number to every shooter when the data is imported.

4. **Team:** The name of the team which the shooter is representing in this competition. The same team name must be used for all shooters belonging to this team. If two teams are representing the same club in the competition, then each team needs to be given a unique name (e.g. SV Meyton 1, SV Meyton 2, ...). If the shooter is not a member of a team, this field may be left empty.

5. **TeamNo.:** The team number is a unique ID-number assigned to the team which the shooter is representing in this competition. All

shooters who are members of the same team must have the same team number. If two teams are representing the same club in the competition, then each team needs to be given its own number. If a shooter does not belong to a team, a 0 must be entered here.

*Note: If the team name has been filled in and a 0 has been entered, the system will automatically assign the team numbers when the data is imported.*

6. **Club:** The name of the club which the shooter is representing in this competition. The same club name must be used for all shooters who belong to the same club. If a shooter does not belong to any club, this field may remain empty.

7. **ClubNo.:** The club number is a unique ID-number assigned to the club which the shooter is representing in this competition. All shooters who are members of the same club must have the same club number. If a shooter does not belong to a club, a 0 must be entered here.

*Note: If the club name has been filled in and a 0 has been entered, the system will automatically assign the club numbers when the data is imported.*

8. **FPNo.:** The number of the firing point on which the shooter will compete. If no specific firing point allocation is desired, a 0 must be entered here.

# 4. Optional data fields

In addition to the compulsory fields described under 3. above, there are several further optional data fields which can be filled out if desired, but which do not have to be contained within the start list. Two columns directly next to one another are always required for the optional data fields. In the first column, a switch (for example -m) is set which establishes the meaning of the information in the following column. In contrast to the compulsory fields, you do not have to observe a defined sequence when using the optional fields.

The following optional data fields are available:

1. **Sex and year or date of birth**

   The switches -L oder -G allow you to define the sex of the shooter. -L stands for Ladies (female) and -G for Gentlemen (male). In the following column, you can then enter the year or, if preferred, the date of birth of the shooter.

   Examples:

   | | |
   |---|---|
   | -L | 1953 |

   Female competitor born in the year1953

   | | |
   |---|---|
   | -G | 26.11.1947 |

   Male competitor born on 26.11.1947

2. **Competition class**

   The switch -c in the first column and the relevant classification number in the second, can be used to define the competition class of the shooter (for example seniors, juniors, ladies, etcetera). The classification numbers for the different competition classes will usually be found in the relevant competition rule book.

   Examples:

   | | |
   |---|---|
   | -c | 50 |

   Veterans

   | | |
   |---|---|
   | -c | 41 |

   Junior B girls

### 3. Discipline

Setting the switch -m in the first column and the discipline number in the following column enables the discipline in which the shooter will be competing to be set. The discipline number consists of the number assigned to that discipline in the German Shooting Federation Rules (3 figures) combined with the number of shots to be fired (3 figures). The discipline numbers for the different courses of fire can be found in the German Shooting Federation rulebook..

Examples:

| -m | 110020 | Air rifle (1.10) with 20 |
|----|--------|---------------------------|
| -m | 210040 | Air pistol (2.10) with 40 competition shots |

### 4. Result list

Setting the switch -t in the first column and the name of the results list in the following column enables you to set the path to the results list where the shooter's scores will appear. It is a good idea to assign the scores for different disciplines or competition classes to different results lists. This makes it easier to select the targets to be grouped together when you are creating results lists with the ranking list programme at the end of the competition.

Examples:

| -t | Air rifle supported |
|----|---------------------|
| -t | Air pistol 40 shots |

### 5. Qualifying score

Setting the switch -q in the first column and the qualifying score in the following column enables the qualifying score to be imported when running a final. The qualifying score must be entered as a single set of figures without a decimal point.

Examples:

| -q | 6840 | Qualifying score 684,0 points |
|----|------|-------------------------------|
| -q | 3984 | Qualifying score 398,4 points |

## 6. Federation

Setting the switch -N in the first column and the abbreviation for the federation in the following column enables you to set the federation for which the shooter is competing.

Examples:

| | | |
|---|---|---|
| -N | NSSV | Shooter belongs to the "Lower Saxony Sportschützenverband" |
| -N | WSV | Shooter belongs to the "Westphalia Schützenbund" |

## 7. Start time

Setting the switch -D in the first column and the start time in the following column can set the time at which the shooter will compete.  The start time must be entered in the following format:

<yyyy><mm><dd><hh><mm>

| | |
|---|---|
| <yyyy> | 4 figure entry for year |
| <mm> | 2 figure entry for month |
| <dd> | 2 figure entry for day |
| <hh> | 2 figure entry for hour |
| <mm> | 2 figure entry for minutes |

Examples:

| | | |
|---|---|---|
| -D | 201204271030 | Start on 27.04.2012 at 10:30 |
| -D | 201110010800 | Start on 01.10.2011 at 08:00 |

# 5. Example of a finished start list

| #Start No | Name | PassNo | Team | | Club | | FPNo | Sex (year of birth) | | Federation | | Class | | Discipline | | Results list | | Start time | | Qualifying score | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Mustermann, Max | 4578965 | SV Meyton 1 | 1 | SV Meyton | 1 | 1 | -G | 1965 | -N | NSSV | -c | 50 | -m | 110020 | -t | LG_20 | -D | 201109251015 | -q | 3847 |
| 2 | Mustermann, Ingo | 5764356 | SV Meyton 1 | 1 | SV Meyton | 1 | 2 | -G | 1975 | -N | NSSV | -c | 10 | -m | 110020 | -t | LG_20 | -D | 201109251015 | | |
| 3 | Mustermann, Lisa | 4578965 | | 0 | SV Meyton | 1 | 3 | -L | 1994 | -N | NSSV | -c | 43 | -m | 110040 | -t | LG_40 | -D | 201109251100 | | |
| 4 | Mustermann, Julia | 4564123 | | 0 | SV Meyton | 1 | 4 | -L | 1984 | -N | NSSV | -c | 11 | -m | 110040 | -t | LG_40 | -D | 201109251100 | | |
| 5 | User, Alice | 2890459 | | 0 | | 0 | 5 | | | | | -c | 61 | -m | 110040 | -t | LG_40 | -D | 201109251100 | -q | 3847 |
| 6 | User, Joe | 3459056 | | 0 | SV München | 2 | 6 | -G | 1980 | | | | | -m | 210020 | -t | LP_20 | -D | 201109251200 | | |

# 6. Export a start list to CSV

In order to import a start list which has been created with OpenOffice (LibreOffice) using StaLisMan, the list must first be converted into what is known as CSV (Character Separated Value) format. To do this, you need to:

1. Choose from the File menu the option "**Save as...**"

2. In the dialogue which appears, choose under "**Filter**" the option "**Text CSV (.csv)**" and save the information.  If on so doing, a window appears with the warning "This document may contain formatting or content..." select the option "Use Text CSV Foramt".
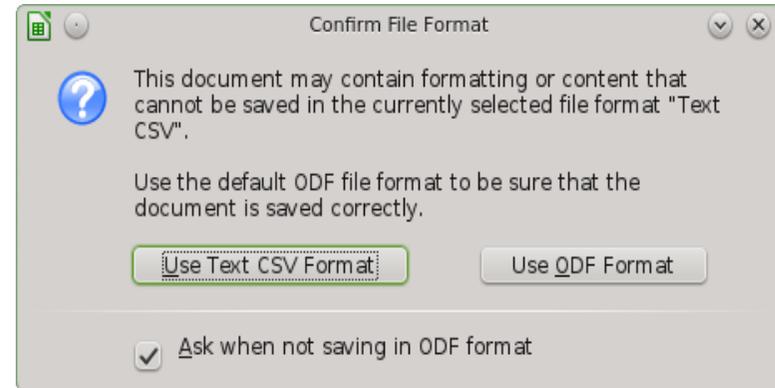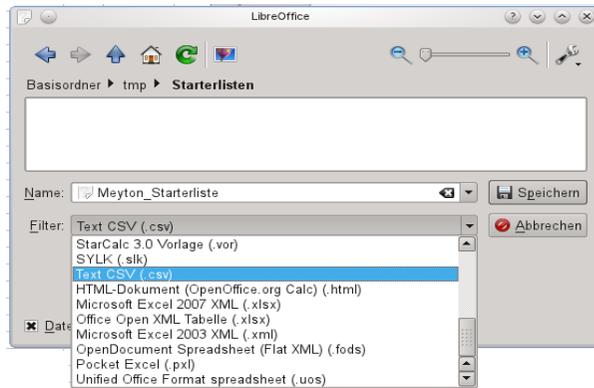


3. At this point a window allowing you to choose the character set and the field and text separators. Please choose the following options:
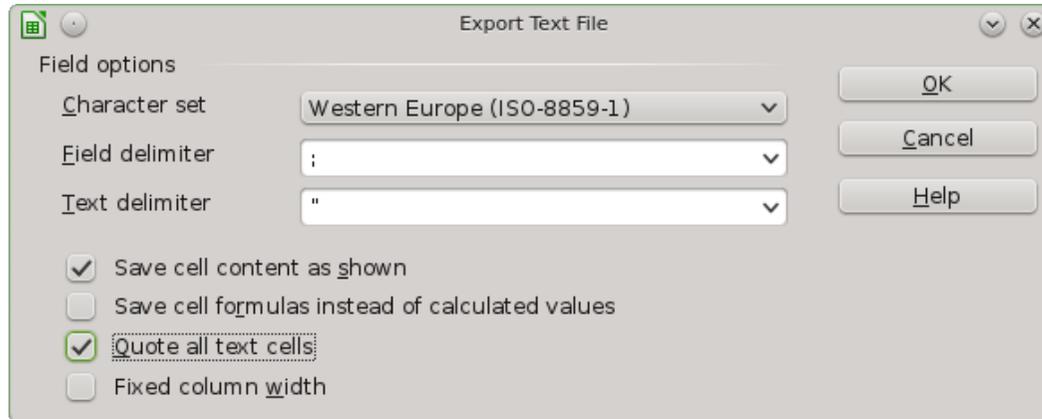
Character set: **Western Europe (ISO-8859-1)**
Field delimiter: **;**
Text delimiter: **"**

In addition you need to activate the options:

-**Save cell content as shown**
-**Quote all text cells**

## 7. Example of a finished CSV File

```
1;"Mustermann, Max";4578965;"SV Meyton 1";1;"SV Meyton";1;1;"-G";1965;"-N";"NSSV";"-c";50;"-m";110020;"-t";"LG_20";"-D";201109251015;"-q";3847;;

2;"Mustermann, Ingo";5764356;"SV Meyton 1";1;"SV Meyton";1;2;"-G";1975;"-N";"NSSV";"-c";10;"-m";110020;"-t";"LG_20";"-D";201109251015;;;;

3;"Mustermann, Lisa";4578965;;0;"SV Meyton";1;3;"-L";1994;"-N";"NSSV";"-c";43;"-m";110040;"-t";"LG_40";"-D";201109251100;;;;

4;"Mustermann, Julia";4564123;;0;"SV Meyton";1;4;"-L";1984;"-N";"NSSV";"-c";11;"-m";110040;"-t";"LG_40";"-D";201109251100;;;;

5;"User, Alice";2890459;;0;;0;5;;;;;"-c";61;"-m";110040;"-t";"LG_40";"-D";201109251100;"-q";3847;;

6;"User, Joe";3459056;;0;"SV München";2;6;"-G";1980;;;;;"-m";210020;"-t";"LP_20";"-D";201109251200;;;;
```

## 8. Import CSV File in StaLisMan II

In order to import the CSV File using StaLisMan II, you need to:

1. Click on the symbol [image] in the Tool bar or select the option "**File->Import start list**" from the menu.
2. A window will appear in which you can select the data to be imported and also the import format.
3. Use the button **"Open files"** to choose the previously created CSV file. It is possible to import several data files at once.

4. In the area **"File format"**, select the option **"Meyton textformat (DAVID21, WM-Shot)"**.

5. Now click on the button **"Start import".**