

Instructions Form for Completing “Doubles Pass List.exe”

I. Opening the Document:

- A. Go to www.usawaterski.org
- B. across the top click on Show Skiing
- C. Along the left edge click on Athlete’s Resources
- D. From the list that opens click Doubles Pass List (Excel). The doubles form should open.

II. Completion of the Form

- A. Enter the competitor’s names next to the “Couples Names;”
- B. Enter the “Division” in which you will ski (Open, ect)
 1. click in the large square to the right where it says “Division”.
 2. Enter proper division (Open, ect).
- C. Enter your list of lifts per pass
 1. First select the difficulty level
 - a. click the cell under “Difficulty Level”
 - b. A down arrow will appear to the right of that cell, click the down arrow to display a list/drop down menu of options
 - c. select the difficulty level of the lift you are doing from the drop down menu (If you are unsure of the difficulty level, you can find the doubles trick values form at <http://www.usawaterski.org/pages/officials/nssa/DoublesTrickValues.pdf>)
 2. Select the Lift you will perform
 - a. click cell to the right of the “Difficulty Level” you just entered (under “Lift/Maneuver”)
 - b. A down arrow will appear to the right of that cell, click the down arrow to display a list/drop down menu of options
 - c. Select the name of your move from the drop down menu.
 - d. If the lift is not listed
 - i. double check the difficulty value is correct
 - ii. if it is and you still do not see your lift
 - (i) mark the difficulty as uncategorized using the drop down menu
 - (ii) type in the name of the move in the cell to the right, under the “Lift/Maneuver” column (the judges have been instructed on how to handle this).

D. Repeat this for each or your passes, leaving blank any cells you do not need in each pass.

III. Before closing the form, Print the desired number of copies required for the entry process

IV. Save the form for your convenience and future reference.