

Instructions Form for Completing “Swivel 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 Swivel Pass List (Excel). The swivel form should open.

II. Completion of the Form

- A. Enter the competitor’s name
 1. click in the cell to the right of the “Competitors Name” cell and enter your name,
- B. Enter the “Division” in which you will ski (Open, ect)
 1. click in the cell to the right where it says “Division”.
 2. Enter proper division (Open, ect).
- C. Enter your list of turns per pass
 1. First select the difficulty level
 - a. click the cell to the right of “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 turn you are doing from the drop down menu (If you are unsure of the difficulty level, you can find the swivel trick values form at <http://www.usawaterski.org/pages/officials/nssa/SwivelTrickValues.pdf>
 2. Select the turn you will perform
 - a. click the cell to the right of the “Difficulty Level” you just entered
 - b. A down arrow will appear to the right of that square, click the down arrow to display a list/drop down menu of options
 - c. Select the name of your turn from the drop down menu.
 - d. If the turn is not listed
 - i. double check the difficulty value is correct
 - ii. if it is and you still do not see your turn
 - (i) mark the difficulty as uncategorized
 - (ii) type in the name of the move in the cell to the right, under the “Turns” column (the judges have been instructed on how to handle this).
- D. Repeat this for each of your passes, leaving blank any squares 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.