

# Completion Assistant for Entry- and Accommodation

## Cell A1:

**ENTER** Federation name (e.g. AMF for Austria) will be automatically copied to every line (starting at line 13) when in column "D" a name is entered

## Cell D1:

**ENTER** Country name of Federation

## Cells in line 7:

**CALCULATED:** show number of values of the corresponding columns

## Cell D9:

**ENTER** name of national delegate

## Cell O9:

**ENTER** FIM licence number of national delegate

## Line 10 to 12:

**INFO:** sample entries(fixed)

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## **Starting in Line 13:**

**ENTER** data of participants

## Column A:

will be filled **automatically** when in column "D" the name is entered

## Column B:

**ENTER** current number of the participant (same number for rider and all passengers)

## Column C:

**ENTER** FIM Personal ID of the participant, if known

## Column D:

**ENTER** family name as shown in the sample entry

## Column E:

**ENTER** first name as shown in the sample entry

## Column F/G:

**ENTER** a mark if participant is a rider or passenger

## Column H:

**ENTER** birthday in format DD.MM.YYYY

## Column I/J:

**ENTER** a mark if participant is male or female

## Column K:

**ENTER** if participant is FIM meritum holder

## Column L:

**ENTER** club

**Column M:**

**ENTER** "yes", if club is affiliated to FMN

**Column N:**

**ENTER** distance in km of the club headquarter to venue

**Column O to Q:**

**ENTER** a mark for type of vehicle

**Column R to U:**

self-explanatory

**Column V:**

**ENTER** a mark if bike has alternative energy

**Column W:**

self-explanatory - if agreed by the participant to use

**Column X/Y:**

**ENTER** date of arrival and departure in format DD.MM.YYYY

**Column Z:**

**CALCULATED:** shows number of nights for accommodation, calculated automatically.

**Column AA:**

**ENTER** current number with whom participant will share accommodation (column "B")

**Column AB to AD:**

**ENTER** a mark for type of accommodation

**Column AE:**

**ENTER** any comments for the organiser

**!!! IMPORTANT !!!**

***COLUMNS A to W are necessary to guarantee correct results!!!***