

# Self-credit Spreadsheet – Individual User for 3077 – HELP File

Revision 1.0 – October 31, 2017

## A. General Functionality of this Spreadsheet

No.	Subject:	Discussion / Instruction:
1	Purpose	<p>a) Allow county hunters to log and submit self-credit for various awards which was approved on 2/15/17 for mobile/portable stations who transmit from a county and make at least one valid contact prior to those rules changes being incorporated in MARAC Logger.</p> <p>b) This spreadsheet is intended to provide a standard format for submission of the self-credit documentation in order to minimize the impact on the Awards Secretary (or other designated alternates) who are reviewing and processing submissions which are not automatically included in Logger.</p>
2	Scope	<p>This spreadsheet is not intended to be used for logging self credits associated with Master Gold, Master Platinum, Mobile Diamond, Double Diamond or other awards which already have programming for those self-credits included in the MARAC Logger program. It was assumed that functionality is being used within Logger or some other “Primary Logging Tool”.</p> <p>This particular spreadsheet with “Indiv3077” (Individual User for all 3077 counties) in the title is designed for use by someone who frequently goes on trips where counties may be put out in many different states over time. It is pre-populated with sections for each of the 50 states and every county in each state. It also contains summary rows at the end of each state that “count” the number of entries for each of the 13 awards that self-credit can be associated with as a result of rules changes in February and June of 2017.</p> <p>This spreadsheet is NOT of any value to county hunters that are not transmitting from a county in a mobile or portable operation. Those individuals will not be able to take self-credit for transmitting from their home county in fixed operation.</p> <p>A similar spreadsheet with “Indiv-Unpop” (Individual User – Unpopulated) will be issued with a separate help file that does not have all of the states and counties pre-populated in the file. It will be a simple spreadsheet with the same column headings but will allow those that only transmit from a few counties in a few states to just enter the states/counties they run at the time they run</p>

		<p>them and maintain a much smaller set of data.</p> <p>A similar spreadsheet with “Team3077” (Team Users for all 3077 counties) in the title will be issued with a separate help file that is set up with more columns for both members of an OM/YL team to log their contact credits on the same row for each county. The “My Operation” data in column C and the “Contact Information” in columns D – F will be the same for both team members, but their needs and associated credits will be unique for each member in most cases.</p>
3	Information Pre-populated in spreadsheet	A standardized list of all counties (column B) in alphabetical order for each state (column A) is provided on the Data tab in the spreadsheet. Standard column headings have been added across the spreadsheet in columns A through W and rows 3 through 5 that should NOT be modified by anyone using the spreadsheet.
4	Orientation pertaining to use of the spreadsheet	<p>All information pertaining to any self-credit contacts the user has obtained by transmitting from various counties in mobile or portable operation should be entered on the sheet labeled DATA.</p> <p>The information to be entered in columns C-F pertains to the type of operation (M or P) you had during the transmission and the contact information (where headers are shaded yellow) for just one valid contact you made while transmitting from that county (typically it would be the first person worked when transmitting). It does not matter what credits that operator has since you are able to claim YOUR credits you can convey to others for yourself in a county you transmit from as long as you have one valid contact.</p> <p>The information to be entered in columns G-W pertains to any self-credit the user is claiming from having made a valid contact from that county for the specific 13 awards for which self-credit was authorized in February and June of 2017. All such contacts must have been made on or after 2/16/17. Headers for these fields are shaded in blue. These columns are used to capture self-credit earned for all 13 of the designated awards in one place.</p>
5	Data which CAN be modified by user	The only data that should be modified by users of the spreadsheet are columns C through W in the rows for a particular county in any state.
6	Data which CANNOT be modified by user	The column heading descriptions as well as the order in which they appear on the spreadsheet should NOT be

		modified. Also, the subtotal lines following the last county in each state should NOT be modified. They have formulas which calculate the number of actual counties in the state which reflect self-credit changes for each award.
7	Logging self-credit claimed by transmitting from a county	<p>The logging of self-credit earned by transmitting from a county is:</p> <p>a) Only necessary when the station operator is operating in mobile/portable operation AND the operator "earns" some credit that fulfills a valid need at that point in time that is not currently implemented in MARAC Logger (or another primary logging tool). If the operator does not fulfill any current needs by transmitting from a county, then no entry should be made for that county because it: 1) is irrelevant to achievement of any award, AND 2) it adds unnecessary data fields that would have to be eliminated/hidden later to minimize data which has to be reviewed by the Awards Secretary to verify completion of all requirements for an award.</p> <p>b) Achieved by entering data in the various columns of the spreadsheet as specified in section C below.</p>
8	Updating of credits earned on different dates by transmitting from a particular county	<p>a) An operator may earn additional credits when transmitting from a county on a subsequent date IF the operator has earned additional stars or bingo credits since the last time they transmitted from that county OR if they transmit from a different band than they had previously transmitted on.</p> <p>b) The way this is to be done is specified in detail in section D below.</p>
9	"User Credit Log" tab	The User Credit Log tab is a place where the user should record their individual USA worked all counties star value and Bingo credit value over time. Each time they earn a new star or bingo credit, they should update the appropriate column in the table to reflect the date on which another star or bingo credit was earned. This info can be used as a quick reference to validate any credits you have recorded on the Data tab and could be further validated against the master awards database maintained by MARAC if necessary.

## B. Process Steps for Initial Customization and Setup by a New User

No.	Subject:	Discussion / Instruction:
1	Identification of Spreadsheet Owner/User	The filename of the spreadsheet and the various tabs within the spreadsheet provide labels identified as "Callsign" which should be updated to reflect the actual callsign of the owner of this data. Specifically,

		do the following: a) Change the file name to reflect the user's callsign in lieu of the word "CALLSIGN" b) Modify cells C1 on the "Data" tab and D1 on the "User Credit Log" tab to show the user's callsign.
2	Populate your personal info in the User Credit Log	<p>1) Open the spreadsheet (if not already open) and then click the "User Credit Log" tab at the bottom left of the Excel window</p> <p>2) This sheet is used to record when you earned each star earned for completing USA-CA one or more times as well as when you earned a Bingo credit for completing the Bingo requirements one or more times</p> <p>3) Look up your personal award history with MARAC for these awards by going to the MARAC County Hunters Database at: <a href="http://www.marac.org/database/default.asp">www.marac.org/database/default.asp</a> Then enter your callsign in the "Call Lookup" field on the left side of the menu, then click the "Go" button directly under that call. You will see information unique to your address, email address, member expiration date, etc. in the top part of the screen. Scroll down below that data to see another panel of data pertaining to all awards you have achieved. You can retrieve the dates for each star and bingo credit received from this table to enter in the User Credit Log tab on the spreadsheet.</p> <p><i>Note: These dates are an important part of documenting how many self-credits you were eligible to take credit for on a particular date when you transmitted from a county. It may be needed by the Awards Secretary (or alternate) when processing any new award application – therefore it needs to be completed.</i></p>

### C. Process Steps Required to Log an Entry for Self-Credit in a New County

No.	Subject:	Discussion / Instruction:
1	An entry does not need to be made for every county transmitted from.	See information in section A.6 above regarding when it is or is not necessary/appropriate to log a transmit from a particular county in this spreadsheet.
2	Find the specific row related to State X and County Y which you transmitted from	Look in column A for the state and then in column B within that state for the correct county
3	Determine if you have current needs which can be satisfied through taking self-credits before or after	To determine your needs using MARAC Logger, go to the Log Entry – Fixed screen. Enter the state and county you are evaluating going to or have actually

	transmitting from a county	gone to and then click on the callsign field. This will cause the dynamic needs list to appear showing any needs you currently have for that county. Compare these needs to the list of awards you can now earn self credit for (which are not already programmed into Logger) to determine if you can earn (or have earned) needed credits by transmitting from the county.
	Considerations regarding why it is important to know your needs in a particular county	<p>1) Knowing this <u>before</u> you plan your trip should help you in determining which counties in the area you need to transmit from to help fill in needs (assuming you have some discretion in deciding your route and want to make the best use of resources to benefit your county hunting goals).</p> <p>2) Knowing this before you create a new entry in the spreadsheet for that county is necessary to determine if you need to take the time and effort to start the entry and what credits you should log or not log when making an entry.</p> <p>3) If you don't need anything in that county that you can earn for yourself by transmitting from the county, there is no reason to take the time to do so because it will potentially cause problems later when you have to hide unnecessary data before submitting the self-credit data for support of an award application.</p>
4	Create a new entry for a county not previously transmitted from	<p>Enter data in the following columns of the spreadsheet:</p> <ol style="list-style-type: none"> <li>1) columns C through F for every entry</li> <li>2) selected columns in columns G through W which reflect credits earned by the operator under the new rules changes approved on 2/15/17</li> </ol>
5	Data to be entered in columns G through N, P, R, T, V, and W	<p>For these columns, enter only the number "1" (without quotation marks) if a need was satisfied by transmitting from the county. These numbers are summed in the subtotals for that state to indicate how many total self-credit claims are being reported for each different award where the self-credit rule changes apply. Note: only credits the mobile/portable operator can give to other operators while transmitting from the county can be claimed. For example, an operator can only claim the prefix for which he/she qualifies, the number of stars or bingo credits he/she currently has, etc.</p>
6	Data to be entered in columns O, Q, and S.	<p>For columns O, Q, and S, enter the actual number of stars or bingo credits earned (limited by how many of each type you can convey to other operators who work you while you are transmitting at that time).</p>
7	Data to be entered in column U	This column is only to be used to indicate the

		particular band(s) for which a "single band" credit was earned while transmitting from the county on this or a previous date/time. If multiple band needs were earned, they should be entered with a comma separator between each band (e.g., "17, 20, 40"). Note: if you don't show an unfulfilled need for a particular band in your primary logging tool for the county then it is not necessary to put any data in this field.
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#### D. Process Steps Required to Determine/Log Additional Self-Credit at a Later Date

No.	Subject:	Discussion / Instruction:
1	Locate the correct row in the spreadsheet corresponding to the state/county which you transmitted from	Scroll down the spreadsheet to the correct state in column A and then the correct county within that state in column B.
2	Determine if you have earned any additional credits beyond those previously claimed for this state/county	1) Review previous credits already recorded on that row for self-credits you have previously claimed 2) Evaluate whether you achieved additional credits by transmitting from the county on the most recent date (including additional bands which you need credit for and which you transmitted from on this occasion, any additional stars or Bingo Cinco credits you have earned since the previous transmission from this county, etc.)
3	If you identify that you have additional self-credits to apply in that county, then:	1) Modify the operation and contact data in columns C – F to reflect the most recent date of transmission from the county 2) Enter any additional credits by adjusting the data in the various columns G through W. Note: The maximum value of self-claimed credits that can be earned cannot exceed the total value of credits that operator is capable of giving to other operators at any point in time. 3) If additional single band credits are earned (posted in column U) on a second or third transmission date in the same county, a notation in Column X should be made to indicate which bands were earned on each different transmission date (e.g., 40m on 6/15/17, 17m on 8/26/17, etc.)
4	If you determine there are no additional credits to be applied as a result of D.2 above, then:	Leave everything on that row as it is and proceed to examine any other counties you may have transmitted from on the same trip.

#### E. Process Steps REQUIRED Before Submitting This Data with an Application

No.	Subject:	Discussion / Instruction:
1	POLICY pertaining to use of this spreadsheet as supporting documentation for an award	<p>1) This spreadsheet is ONLY to be used for self-credit claims if you are unable to capture self-claimed credits when transmitting from a county in some other "Primary Logging Tool".</p> <p>2) When submitting data in this spreadsheet to the Awards Secretary as evidence of necessary credits obtained in addition to other data in a "Primary Logging Tool", the data herein must be condensed in accordance with the guidelines below to minimize the amount of data which has to be reviewed/evaluated in granting the award sought.</p>
2	REQUIREMENTS for condensing data prior to submission	<p>1) The user will need to provide a list of needs for the award sought which are NOT reflected in the records contained in the "Primary Logging Tool". If the Primary Logging Tool is MARAC Logger, go to the main menu, then PRINT, and then NEEDS. Select the book associated with the award you seek, leave the "State:" field set to "All", and then click the "Write to File" button in the "Report" box on the lower right corner of the screen. A file will be generated and placed in the designated "Logger Data" folder. If the Primary Logging Tool is NOT Logger, then an equivalent report will be necessary from the award requestor.</p>
		<p>2) The user will need to verify that all of the needs listed in the document in section E.2.1 above are satisfied by self-credits recorded in their spreadsheet "CALLSIGN_Self-Credit_Indiv3077_Data.xlsx" (where CALLSIGN has been replaced by their unique callsign). If not, they are not ready to submit their application for the award.</p>
		<p>3) If the user verifies that all of the missing needs from the Primary Logging Tool are accounted for in the data contained in the data file referenced in item 2 above, then they should proceed to step E.3 below to prepare their submission.</p>
3	PROCEDURAL STEPS for preparing your submission	<p>1) Create a file from your "Primary Logging Tool" reflecting all the credits you have logged from other people for contacts satisfying the particular award you seek.</p>
		<p>2) Create the needs list discussed in section E.2.1 above showing the missing needs for all states/counties pertaining to the award you seek.</p>
		<p>3) Make a copy of your master data file where you have collected self-credits (the spreadsheet associated with this HELP file) (which should be named "CALLSIGN_Self-Credit_Indiv3077_Data.xlsx) and</p>

		name the copy to be "CALLSIGN_Self-Credit_Indiv3077_AWARD.xlsx" (where CALLSIGN is your unique callsign and "AWARD" is replaced with an appropriate abbreviated name for the award you seek, e.g. USACA-6 <sup>th</sup> , Bingo2, etc.).
		4) At this point, be sure your main data file for self-credit is safely saved in its entirety and ONLY MODIFY the COPY FILE which has been named using the award you seek in step 3 above. The copy will NOT have to be restored to its original complete state when it has been used as part of the submission. It can be archived or destroyed.
		5) Hide all columns of data in columns G through W that DO NOT apply to the award you are seeking. This will simplify further review of the data as compared to the needs list. (Help associated with how to hide columns or rows is provided in section F below).
		6) Compare the COPY FILE data to the NEEDS LIST data generated in step E.3.2 above using the COPY FILE since it is sorted by state and then county. Any rows of data (including state headers and summary lines not pertaining to the states represented on the NEEDS LIST) should be hidden. (Help associated with how to hide columns or rows is provided in section F below).
		7) After steps 5 and 6 above are completed, go back and verify that the remaining data in the COPY file is limited to only what is necessary to satisfy the missing items in the NEEDS file.
		8) Open the Marac.org website and go to the "Awards" tab and then the "Worked All Counties Application" tab. Fill in all of the required fields including the specific award you are applying for.
		9) Rather than pasting a spreadsheet into the text field located at the bottom of the form, it is recommended that you should create a separate email to the Awards Secretary with your three files to be used for verification as attachments (Primary Logging Tool file, Needs file, and Self-Credit file).
		10) Submit the completed online form for Worked All Counties and separately send the three attachments via email to the Awards Secretary. Be sure to indicate the method of payment and whether sufficient funds are available on account or whether you will be submitting payment by check (include check number).



## F. Process Steps for Hiding Columns or Rows in a Spreadsheet (using MS Excel)

No.	Subject:	Discussion / Instruction:
1	Applicability of instructions to spreadsheet tools other than MS Excel	The spreadsheet distributed for use which is referenced in this document was created in Microsoft Excel. There are tools which are known to perform similar functions and may have the capability to read and edit the associated file. However, the process steps described below pertain only to MS Excel and may be different in other tools. No attempt has been made to research other tools or produce instructions for those tools.
2	Why does a user need to know how to hide columns or rows in a spreadsheet?	The procedural steps in section E.3 above require the user to condense the data content of any file produced with this spreadsheet when submitting it as a verification of self-claimed credits not currently recognized by MARAC Logger. The steps to condense the data require the user to hide various columns and field in the database.
3	Are the instructions pertinent to all versions of MS Excel?	The instructions were created using the version of Excel released with MS Office 2016. There may be minor differences in how the commands are made available within menus in prior versions of Office, but the commands have remained consistent through the evolution of the product and should be easy to find.
4	How to hide a column or multiple columns	<p>1) move the cursor to the column identifier row (above row 1) on the spreadsheet and then click the left mouse button on the identifier of the first of potentially several columns you wish to hide. While holding down the left mouse button, drag the cursor across the identifiers of any other columns you wish to hide, then release the left mouse button. All of those columns should be shaded.</p> <p>2) Move the cursor to the “Cells” section of the toolbar at the very top of the Excel window and click the “Format” choice. A drop down list of choices will appear. In the “Visibility” section of the drop down, choose “Hide &amp; Unhide” followed by “Hide Columns” in the subsequent drop down list that appears. This will temporarily hide all selected columns.</p> <p><i>Note: To make any column or columns reappear in case you selected too many to hide initially, go back to the column identifiers and select visible column identifiers before and after the column(s) you wish to restore, then click “Format” in the Cells section of the toolbar, then select “Hide &amp; Unhide”, followed by</i></p>

		<i>“Unhide Columns”. You can then rehide some of those columns by following steps 1) and 2) above again to rehide the columns you wish to hide.</i>
5	How to hide a row or multiple rows	<p>In this case, you will select row identifiers to the left of the first column of information in the spreadsheet and perform the same steps as above for columns. The only difference is after selecting the row identifiers to be hidden, go to the “Format” option in the toolbar, then select “Hide &amp; Unhide”, then “Hide Rows”.</p> <p><i>Note: If some rows were accidentally hidden, you can use the same process described two rows above this note to unhide the rows, then reselect the correct rows to be hidden and do that process again.</i></p>

**G. (POSSIBLE FUTURE USE) Process Steps for \_\_\_\_\_**

No.	Subject:	Discussion / Instruction: