

UTAH VALLEY UNIVERSITY

A SPREADSHEET FOR TRACKING COMPLIANCE, ELIGIBILITY, AND NCAA CERTIFICATION



EXECUTIVE SUMMARY

The Utah Valley University athletic department strives to remain in compliance with university and NCAA standards. This includes large amounts of academic information that must be carefully tracked and managed. The department has asked that I create a spreadsheet (available on the UVU athletics network) that will help to accomplish the following:

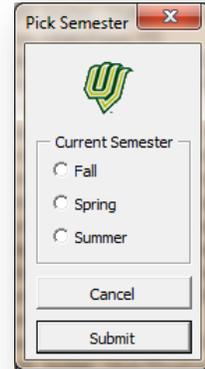
- Reduce the amount of duplicated work by automatically pulling updated rosters from UVU's database
- Produce student-athlete/team summary reports that are simple to understand
- Reduce the amount of information that must be entered by hand (to save time and reduce user error)

The above objectives are met by the Excel workbook that does the following:

- Uses VBA to sort and display information by team
- Uses VBA and user forms to run reports, create summary boxes, and easily edit information
- Uses formulas and conditional formatting to give accurate information regarding eligibility
- Pulls the roster data directly from the UVU athletics website (www.wolverinegreen.com) onto the spreadsheet for the most up to date information

IMPLEMENTATION

Upon opening the workbook a startup form appears which allows the user select the current semester which is essential information for the spreadsheet to produce accurate information. The current semester will change some of the formulas and calculations used in determining eligibility. This form will automatically appear when the spreadsheet is opened.



THE "SELECT TEAM" SHEET

This sheet is the most useful sheet for the advisors and compliance officers. No edits will be made on this sheet. The following sections will explain the functionality of this sheet. The user can click the "Change Current Semester" button if he/she wishes to make a different selection than what was selected when the workbook first opened.

TEAM	UVU ID	STUDENT-ATHLETE	SEM	MAJOR
Women's Track	10			
Women's Track	10			
Women's Track	10			
Women's Track	10			
Women's Track	10			
Women's Track	10			
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Women's Track	10			
Women's Track	10			

SELECTING AND CLEARING THE TEAM

When a team is selected from the drop down list, the VBA code gathers the corresponding information from the “ALL” sheet. The “Clear” button in the top left will clear that information if needed, although another team can be selected without clearing the data first.

TEAM REPORT

When the “Team Report” button is clicked, a form with essential information – such as team GPA and percentage of student-athletes who are eligible – appears for UVU’s advisors and compliance officers. This is accomplished by populating the form labels with information in columns along with some formulas to figure averages, percentages, and sums.

ROSTERS

When the “Rosters” button is clicked, the UVU athletics website will be accessed for data. The team rosters on the corresponding sheets will be updated with the most current information. The user can then check the data on the “Select Team” and “All” sheets for discrepancies. Each time the button is clicked, the data on the team roster sheets is clear and the most recent roster information from the website is imported.

THE TEAM ROSTER SHEETS

This sheet pulls information off of www.wolverinegreen.com using the Excel web query tool. The data is placed into the workbook on the corresponding team roster sheets which are labeled with the team’s three letter code.



No.	NAME	Ht.	Pos.	Yr.	Hometown/High School/Last College
2	Isiah Williams	73	G	SR	Chicago, Illinois/Farragut HS/Eastern Utah
3	Keawe Enos	73	G	SO	Mesa, Arizona/Red Mountain HS/Mesa CC
5	Kevin Woods	73	G	SR	Bloomington, Illinois/Chicago Leo Catholic HS
12	Holton Hunsaker	72	G	SO	North Salt Lake City, Utah/Woods Cross HS
15	Geddes Robinson	77	F	SR	Bronx, New York/God's Academy HS/Western Nebraska
20	Alfonzo Hubbard	76	F	JR	Gallup, New Mexico/Gallup HS/Salt Lake CC
24	Zach Jones	80	F	JR	Phoenix, Arizona/Arcadia HS/Central Arizona
32	Taylor Brown	77	G	SO	Draper, Utah/Alta HS
33	Keith Thompson	78	F	SR	Bellflower, California/Mayfair HS/Citrus College
34	Ben Aird	81	C	SO	Bountiful, Utah/Bountiful HS
42	Rory Fannon	81	C	SR	Milford, Auckland, New Zealand/Westlake Boys
45	Will Sinclair	80	C	FR	Lilydale, Victoria (Australia)/Lilydale Heights College



WEB QUERY

When the “Roster” button on either the “Select Team” or “All” sheet is clicked, the user needs to wait for a moment while the data from the UVU athletics website is loaded into the workbook. The team rosters on the corresponding sheets will be updated with the most current information. The user can then check the data on the “Select Team” and “All” sheets for discrepancies. Each time the button is clicked, the data on the team roster sheets is clear and the most recent information from the website is imported.

THE “ALL” SHEET

This sheet is where all of the academic information is stored. The academic advisors and compliance officers will need to update this information by hand. As long as this information is accurate, the rest of the spreadsheets will be produce the information needed.

The screenshot displays a spreadsheet with columns for TEAM, UVU ID, STUDENT ATHLETE, Sum DA, 2010-2011 Total, and Total Hrs. The data is filtered for Men's Baseball. An overlaid form titled 'Student-Athlete Information' is shown for the student with UVU ID 106076. The form includes the UVU logo and the following details:

Field	Value
Name	[REDACTED]
Credits Earned	43
Sport	Men's Baseball
Semester	4
GPA	2.97
Eligible	SUMMER
Notes	NEEDS 7 DA this SUMMER, OK ON 6 because only 4th semester

The form also features navigation buttons: '<< Previous', 'Next >>', and 'Save'.

SNAP SHOT

Clicking the “Snap Shot” button will pull up a user form that displays the student-athlete information of whoever is in the active row. This form allows the user to navigate to the previous or next student-athletes. Some important information is displayed which is pulled directly from the corresponding columns in the spreadsheet. One nice feature of the snap shot is that it allows the user to edit the notes section for each student-athlete directly from the user form. The information is then saved to the spreadsheet when the “Save” button is clicked.

ROSTERS

When the “Rosters” button is clicked, the UVU athletics website will be accessed for data. The team rosters on the corresponding sheets will be updated with the most current information. The user can then check the data on the “Select Team” and “All” sheets for discrepancies.

ADD ROW

A user can click the “Add Row Above Active Cell” button on the top right to add a row that will contain all of the formulas and formatting. This sheet has all of the formulas and conditional formatting included that the user will need in order to determine eligibility. Maintaining the formatting, conditions, and formulas in the new cells is essential for accurate reports regarding eligibility.

LEARNING AND CONCEPTUAL DIFFICULTIES

This project taught me how essential a good plan is. Programming in VBA is similar to writing a paper. I needed to outline my ideas and have an overall purpose or goal before I could focus my effort to produce something coherent and worthwhile.

Creating this workbook helped me learn and apply class concepts such as user forms and automating Internet Explorer. I became much more familiar with using VBA to control the workbook functions (=AVERAGE, =SUM, conditional formatting) and external Microsoft programs (parsing data in an .html file, interacting with Internet Explorer).

A difficulty I ran into was dealing with the many different errors that occurred as I was debugging the internet Explorer control. The already existing Agent class module is complex and somewhat difficult for me to understand each step. Therefore, finding the cause of the error often entailed me needing to go through the code line-by-line to see if I entered information that was incompatible with the Agent class module. I ended up having to meet one on one with the professor to see what is feasible. After meeting with the professor and speaking to my boss, I eventually settled on pulling the roster data from the UVU athletic website. This site is not password protected and it contains accurate roster information. The only downfall is that the website only refreshes the data once per week, so changes will not appear immediately as they would in the password protected database.

One other difficulty I encountered was the fact that changes made by the VBA code cannot be undone. This issue was compounded with the fact that all of the spreadsheets in the workbook are connected and pull/push data from sheet to sheet. After a few mistakes I learned to save a copy of the workbook before I ran the code in case unforeseen (and irreversible) events occurred.

PROJECT WRITE-UP

A major benefit of this workbook is that it is shared on a network drive. Any time a user makes an update to this file, everyone who has access to the file on the network will see that change. This feature will reduce the amount of duplicated work and ensure that co-workers are on the same page.

The workbook that UVU requested contains three separate spreadsheets described below.

SELECT TEAM

The purpose of this sheet is to provide a place where the advisors can frequently come to for easy access to data. This is where they will come when they have questions regarding eligibility for a student-athlete or team but do not need to make any edits to the data.

From this sheet they can sort the information by team and run the team report. As each team is displayed, the advisor can check the roster to make sure there are no discrepancies. The user will also be able to select between fall, spring, and summer as the current semester. This will allow accurate information regarding eligibility to be displayed.

ALL

This is the master spreadsheet where the advisors and compliance officers can actually edit and enter information. This is the only sheet that needs to be updated by hand which will reduce duplication efforts and user error. Users need to be very careful to ensure that the information entered is accurate. The information the user will enter included the student-athlete's major and degree hours needed.

This sheet has all of the formulas and conditional formatting included (a user can click a button to add a row that will contain all of the formulas and formatting as well) that the user will need in order to determine eligibility.

ROSTER

The team roster sheets (organized by the team's three letter sport code – MBA = Men's Baseball) exist solely to provide the user with the most up-to-date roster information that is officially recognized by UVU. The rosters will help the athletic department to determine and identify any discrepancies between UVU's official records and the coaches' individual rosters. This will reduce any NCAA violations that could potentially occur due to student-athletes participating who are not recognized by UVU and/or the NCAA.

APPENDIX

ELIGIBILITY FORMULAS

Below are the eligibility requirements followed by the cell formulas to figure eligibility?

Meets 6/18/24?	Meets GPA?	Meets PTD?
YES	YES	YES

Meets 6/18/24:

=IF(OR(L2<6,AND(NOT(ISBLANK(R2)),R2<6)),"NO",IF(ISBLANK(R2),"YES",IF(D2<=2,IF(X2<24,"NO","YES"),IF(T2<18,"NO","YES"))))

Meets Grade Point Average (GPA):

=IF(D2<2,"NA",IF(D2<=4,IF(F2<1.8,"NO","YES"),IF(D2<=6,IF(F2<1.9,"NO","YES"),IF(F2<2,"NO","YES"))))

Meets Progress Towards Degree (PTD):

=IF(D2<4,"NA",IF(D2<6,IF(AD2<0.4,"NO","YES"),IF(D2<8,IF(AD2<0.6,"NO","YES"),IF(AD2<0.8,"NO","YES"))))

“SELECT TEAM” SHEET SCREENSHOT

Below is a screenshot of the “Select Team” sheet with the names and student IDs removed

