# How to use Roadbook Template

### Header page-

Items marked in Red are to be changed to event information and coloured Black . Number of pages depends on length of roadbook. (To find how many pages go to File, Print, select ENTIRE WORKBOOK then, CLICK PREVIEW and Scroll through book until you reach last page)

### Roadbook Information-

This page contains information about how the roadbook was compiled and other usefull tips. (if you can think of a better heading for the page please feel free to use.)

### Speeding penalties-

As per Current CAMS Manual for Motor Sport unless specified different in event supplementary regulations.

### Running Schedule-

The itinerary is linked to each stages worksheet. All that is required to be input is the Start time for the first car, Time allowed for each road section (as- hh:mm:ss eg. 00:15:00), Service and Re-group times (as- number eg 10) and number of Competitors (this is outside the printable area).

### Leg Map-

Insert copy of map covering all stages for the Leg.

### Stage Worksheets-

Items in Red, Stage map, Stage description (Optional) and Total Distance to each tulip are the areas you need to change (the worksheet will calculate Part Distances, Stage Reverse Distance and Total Reverse Distance).

**Creating Tulips**- use the drawing tools (INSERT – SHAPES) to create curves and straight arrows etc. (To create curved arrows use straight arrows then RIGHT CLICK on arrow and EDIT POINTS then RIGHT CLICK again and select the options you want to get the shape you are after eg. Add point then select curved).

Information - Description of Tulip and any road side information (eg Street names).

**Insert Or Delete Rows**- Add or delete rows as required when a row is added or deleted you need to fix the automatic numbering etc. of cells below. To do this click and drag from cell above affected row and down to cell below affected row and then Click FILL – DOWN from the HOME tab. Repeat procedure for all Columns except Total Distance. Remove duplicated dots and lines from cells

### Road Card Worksheet-

Insert event logo or wording into top corner, otherwise delete wording.

Delete or add rows for number of stages

For help please contact either:

Jason Lange – 0402070220