

Airtable Table Usage Guide

How to use:

Section 1

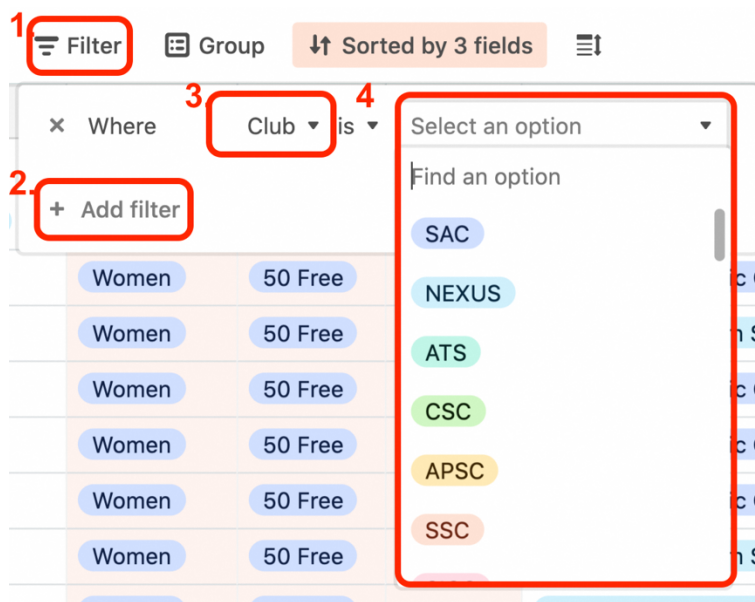
Method 1



Search feature, find specific Names or Events.

Method 2

Show Times by Event / Club / Swimmer.



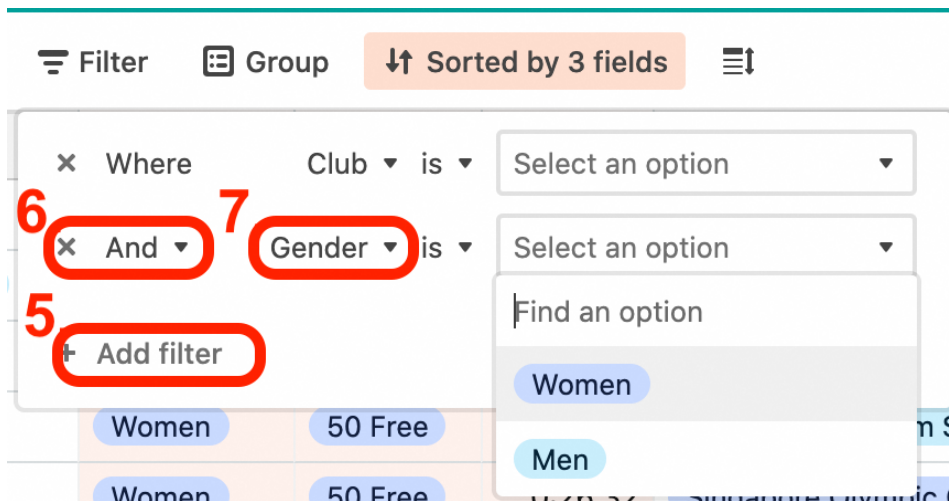
Step 1: Select Filter, to sorting the content shown.

You can filter by Club, Events and/or Name etc.

Step 2: Select Add filter to show WHERE - Filters the column according to your selection

Step 3: Select the first WHERE filter, Club

Step 4: Select the Club which you want to see results of.

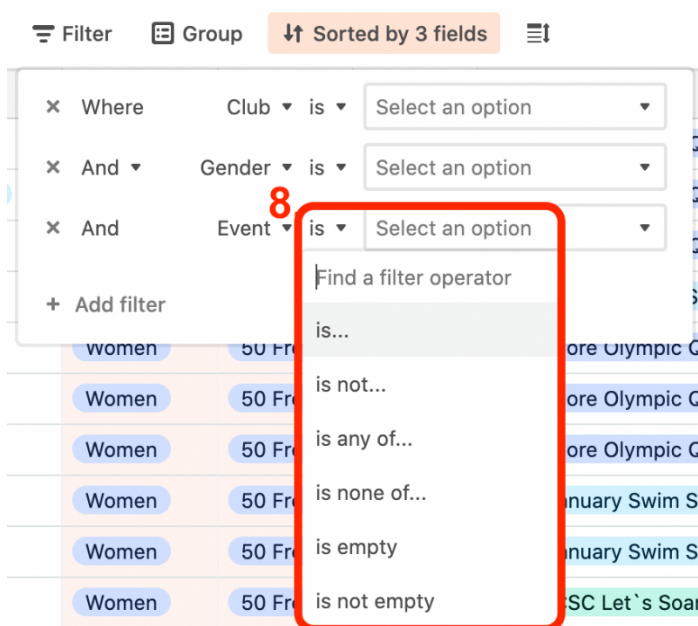


Step 5.: Add more filters as needed, by clicking “Add Filter”

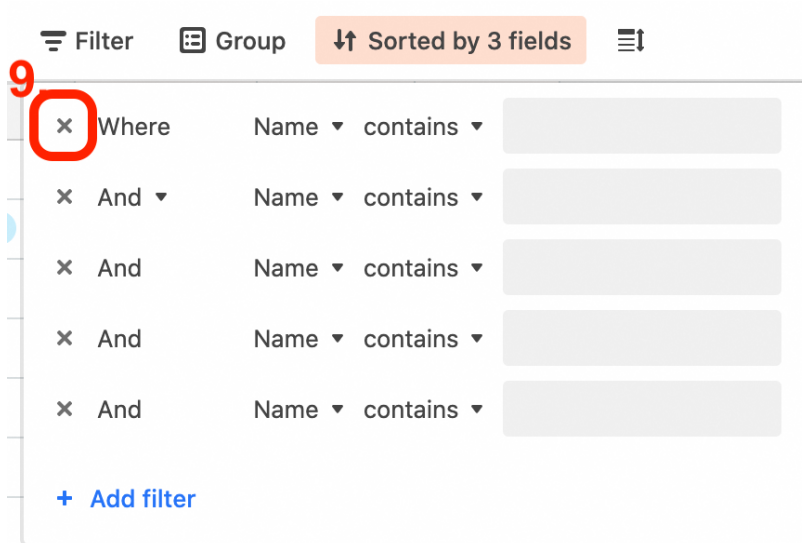
Step 6: AND Additional filters to add to your selection

OR - An alternative filter criterion, filters cases outside of WHERE and AND criteria selected.

Step 7: Select the next WHERE filter, “Gender” and the list of option can be seen after clicking on “Select an option”.

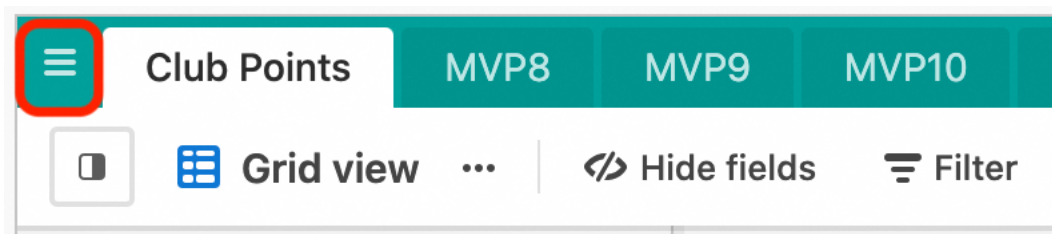


Step 8: More filter operators can be found by clicking on the “is” option. Experiment to see how more filters can be applied.



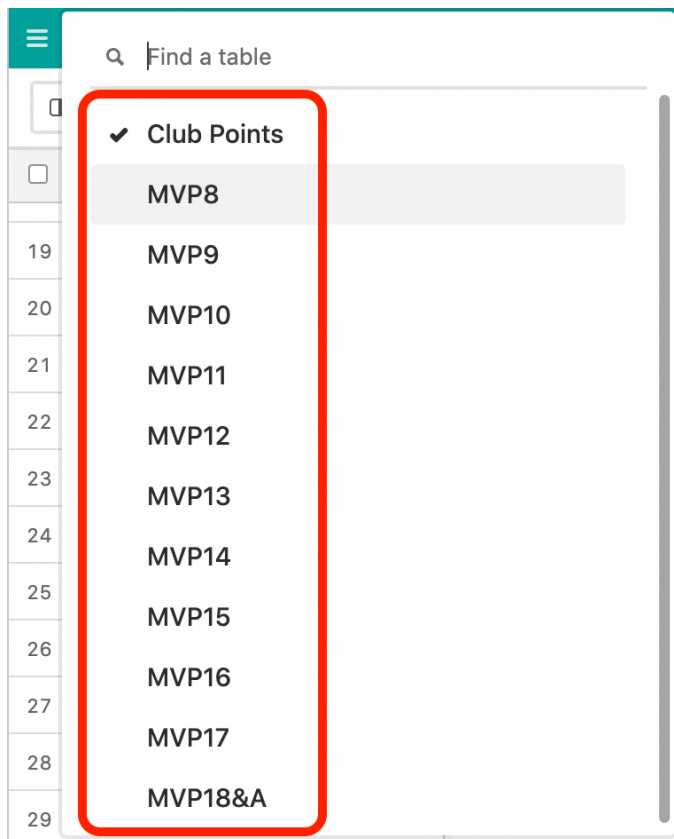
Step 9: Click on “X” to remove filters

Section 2



To move between Tabs,

Step 1: Click on the icon with 3 horizontal lines to view the list of sheets



Step 2: Clicking on the sheet name will change to the sheet selected. Sheet shown is indicated by the tick (✓)

This database is best viewed on a Computer. On mobile devices, select "Request Desktop View" or its equivalent via the browser.