Lane draw and draw sheets

The last step before the actual meeting is to do the lane draws and to print the draw sheets.
Select **Teams** from the main menu and then click on **Draw**.

Click on any event to see the athletes entered for the event

To do the initial draw, click on **Mark all Events.**

Select the draw method.

Random – Athletes are placed using a random number generator. Athletes of the same team may be placed in the same heat and may be in adjacent lanes.

Team Rotation – Teams are selected randomly for event 1 and then moved up 1 lane at a time for following events. If there are more than 1 athlete in a team for the same event the generated order is repeated withi the event.

PB placing – Previous PB's (Best Performances) must be available and the draw is done from the middle of the track outward in both directions with the best PB in the middle. This method is rarely used because PB values are rarely reliable at school meetings.

Random is the most common as no preference is given to any athlete. This is also used for the first round at international meetings.

Most schools prefer **team rotation** but this is not always fair. In all events from 150m to 400m (including hurdles), the team in the lane to the left of it's opposition, will have the inner lane advantage for 7 out of 8 events on a 8 lane track. For the shorter sprints and field events it will be the same as random.

Now click on **Draw and Save**.

The lane allocation or order of participation is done and can be viewed as above.

If entries are changed it is not necessary to redraw all events. Just mark the changed event(s) and click on **Draw and Save.**

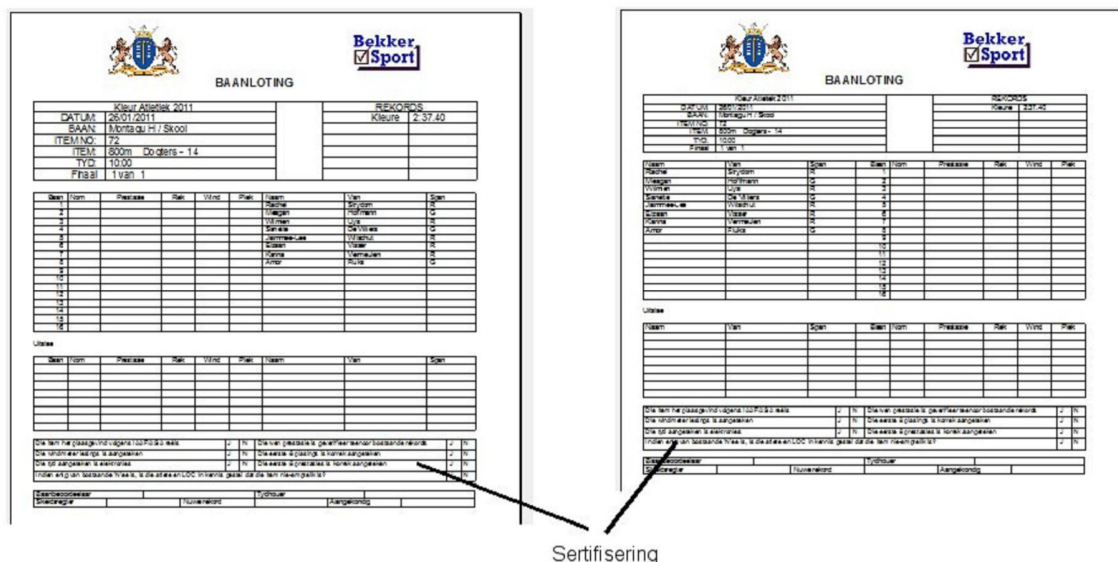If there is a need to change the allocation manually, click on All/Single. The options at the bottom will change. You can the chang the heat number and/or the lane number of any athlete. Be careful not to have two athletes in the same heat wit the same lane numbers as this will result in an error when printing.

The next step is to print the draw sheets. There are a few important options before printing.

Firstly select the layout option.

The ASA standard is shown on the left and the alternative option on the right.
The only difference is in the position of the athlete names on the sheets..

Sertifisering

The other options are:

Print blank sheets – If you don't want the names on the sheets or if you need a blank sheet for a specific event.
Athletes on all levels – This is normally off and may print duplicate names.
Own logo – Print your logo on the left top of all sheets.
Blank sheets for empty events – Normally no sheets are printed if no entries were found for the event..

For most meetings all of these can be removed.
It is a nice to have to mark only **Result area** and **Combine heats**.

Wind meter – Print an additional page long jump and pole vault to capture wind meter readings.
Result area – Creates a table at the bottom for the officials to write the final results. This can also be given as 1, 2, …. next to each athlete's name without a result area.

Lap counter – Print an additiona page for all events longer than 800m to mark completed laps.
Certify – Print a standard certify notice area for tha officials to complete. Only required from Provincial level.
Combine heats will print heats on the same page. If not marked heats for the same event will be on separate pages/

To reduce your workload in sorting of documents, do the following:
1   Click **Mark Field Events** and print these sheets. Sort them for the different types..
2   Click **Mark Track Events**. Print a full set for the finish line. Then print the summary for the starter.

Don't ever do a full <u>Draw and Save</u> again after printing as this may cause different sheets at the events not corresponding to the order at the result capturing area.

Reprints of any sheet can be done at any time to replace lost sheets during the meeting.

In there are entry changes, only redraw such events and then print them immediately. Make sure to replace the old draw sheets with the new ones.