Hulp dokumente om makliker te werk.
Documents to assist and explain procedures.

Shortend Manual.

Index

Sarel Bekker – 083 734-7079
sbekker@bsport.co.za

Hulp dokumente om makliker te werk.
Documents to assist and explain procedures.

General.
Use the options on the left from top to bottom

1 **Setting** – The date an name of the meeting and other setting for the meeting and track.
2 **Program** – Complie the event list for the meeting and update records.
3 **Teams** – Import teams and prepare the draw sheets.
4 **Meeting** – Capture the results during the meeting.
5 **Reports** – Print reports after/during the meeting.
6 **Activate** – Use Backup and Restore to create secure backups and to recover meeting information.

Firstly, the Excel spread sheets must be distributed to visiting teams or internally to the team managers. The names of the spread sheets usually reflect the name of the team such as Dagbreek.xls of White.xls. The spread sheets can be used in english or afrrikaans. It is available under documents of from Windows start, Bekker Sport, Teams/Spanne.

There is a generic letter that can be modified and distributed with the spread sheets to provide information about the completion of the sheets as well as other meeting requirements.

Settings.

This is the name of the meeting, the name of the track and the date of the meeting.

Sarel Bekker – 083 734-7079
sbekker@bsport.co.za

The other information on this page is used as follows::

Result format	○ ASA ⦿ Standard	Leave this as standard to get multiple results/page
Minimum Age	SYouth 6 Years ▾	
Maximum Age	Junior 19 Years ▾	Min/max ages on the meeting
Placement method for heats to final	Standard ASA ▾	Can be changed during the meeting
Height above sea level	1400m to 1499m ▾	Influence track table values
Scoring method	Point system ▾	Will include points and table values
Are athlete numbers used	No ▾	Only for major events (SA champs)
Use Best Performance (BP)	No ▾	Personal best is required
Maximum events per athlete	3	Warn if more events are registered
(Used as a warning only)		
Timing method	⦿ Electronic ○ Hand	Can be changed during the meeting
☐ **Updating records during the meeting**		Only used after the meeting

Select the Meeting Information page.

Point scoring values.

Number of scoring positions
Score values

○ 1	7	○ 9
○ 2	5	○ 10
○ 3	4	○ 11
○ 4	3	○ 12
○ 5	2	○ 13
⦿ 6	1	○ 14
○ 7		○ 15
○ 8		○ 16

Select the number of scoring positions

Type the scoring values that you will be using during the meeting.

If you use bonus values for records, these values can be changed during the meeting.

The above information is used during the draw of lanes for the meeting. It must reflect the available tracks of the venue and the number of hurdle sets available.
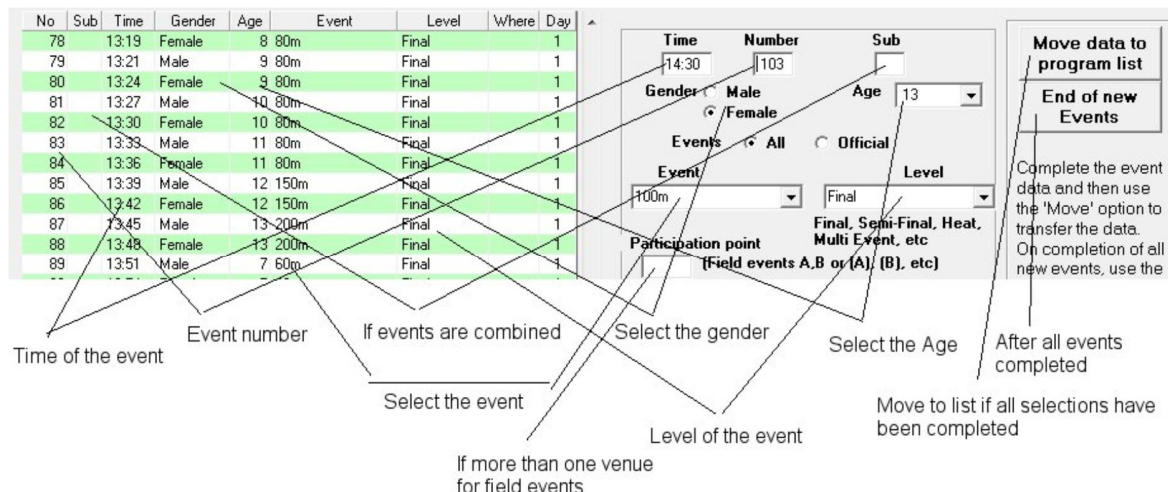

The groups are used in the reports after the meeting. Normally only two groups for junior ans senior sections but it can be expanded to individual age groups.

Program.

The next step is to compile the event list for the meeting.

If the program is the same as a previous meeting or with only small deviations from a previous meeting, the previous meeting can be restored using the **Activate** page and the **Restore** option. The **Settings** is then used to modify the meeting information. If the new meeting is totally different start by selecting the **Clear** option to remove the previous event list.

Use the New Event option to compile the list.

Move data to program list completes each entry in the list. If you are finished or have to stop entering data, use **End of new Events** and then you MUST use the **Save** option to make all changes permanent..

To correct errors, first use the **End of new Events** followed by **Save**. You can the correct any event using the **Modify** option.

Changes on event number, sub or time can be done directly on the event list. Other changes (Gender, Age, Event, Level) must be done using the **Modify** option. Aftet ang change you must use the **Save** option.

Records.

The next step is to create or update the required record set(s).

Change one of the current names you will not use or add a **New** set.

Next to the name is the symbol that will appear net to the athlete's name if a record is broken or equaled. This is normally R but you can use any symbol.

An A at the end indicates that the set is Active and will be used during the meeting.
To set as set active or to remove the active symbol, click on the set name.

You can set more than one set active for a meeting and all active sets will be used. Nore than one symbol can then appear next to an athlete's name to indicate which record(s) was achieved.

Once all is shown correctly, click on **Save**.

Now click on the set you want to work with and click on **Display**.

Initially a list of all possible events will be displayed.

Click on **Program Events** to shorten the list to only those in your even list.

Event	Gen-Age	Surname	Name	Record	Year	Date	Team	Track
100m	G - 15			11.75		03/10/2017		
200m	G - 15			24.03		03/10/2017		
400m	G - 15	VAN STADEN	JADA	55.95	2018	10/03/2018	D10	PILDITCH
800m	G - 15			2:09.75		03/10/2017		
1500m	G - 15	Makgatha	Naledi	4:30.21	2019	03/08/2019	D10	PILDITCH
3000m	G - 15	Potgieter	Nadia	9:41.20	2017	10/03/2017	D4	GERMISTON
90mH (76,2 cm)	G - 15			12.65		03/10/2017		
300mH (76,2 cm)	G - 15			42.38		03/10/2017		
1500mSc (76,2 cm)	G - 15	Mashishi	Khunedi	5:12.95	2019	03/08/2019	D10	PILDITCH
LJ	G - 15	Gerber	Joane	5.67	2018	10/03/2018	D4	PILDITCH
HJ	G - 15	Botha	Micayla	1.73	2019	03/08/2019	D3	PILDITCH
TJ	G - 15	Gibhardt	Shikira	11.70	2018	03/10/2018	D7	PILDITCH
PV	G - 15					06/03/2020		
SP (3 kg)	G - 15	ROETS	DANE	15.14	2017	03/10/2017	D2	GERMISTON
DT (1 kg)	G - 15	Khunou	Lesedi	44.08	2019	03/08/2019	D4	PILDITCH
JT (500 g)	G - 15			44.65		03/10/2017		
HT (3 kg)	G - 15	Bester	Nicole	34.07	2019	03/08/2019	D7	PILDITCH
5000mW	G - 15	KHOLA	KETHUMETSI	29:52.30	2018	03/10/2018	D9	PILDITCH
100m	B - 15			10.78		03/10/2017		
200m	B - 15			21.07		03/10/2017		

All Events   Select   Save

The only required fiel to complete is the actual record. All other information is optional.

All values for field and track events up to 400m is entered as 99.99.

Longer distances are entered as 5:15.30, etc.

NB 400m can be entered as 72.32 or as 1:12.32.

If the Record Update is used after a meeting, all fields will be filled with the new information.

Team import.

On receiving the team lists, check the following before importing.

On the **Teams** page of the spreadsheet the team's name and abbreviation must be completed. All other information is optional but nice to have.

On the **Male** and **Female** pages, check:
        1 The age must be a number and all ages completed.
        2 No open lines between athletes.

The lists are normally saved in C:\Athletics\Import but it can be in any othe directory or even on a USB as long as you know the location to be able to browse to it.

From the main page click on **Teams**.

If there are any teams displayed from a previous meeting, first delete these.

Click on **Import**.

Use the drive and directory areas to locate the spreadsheets if they are not shows directly.

Click on the team required and wait for the information to display on the left side of the screen.

Recheck the name, abbreviation and number of athletes. If all is in order, click on **Import** and wait for completion.

Repeat this for all teams.

To check if it was done, click on **Athletes** on top of the screen and then on the team that was imported.

Shorten the list by clicking on **Program Events** at the bottom.

Hulp dokumente om makliker te werk.
Documents to assist and explain procedures.

Just do a spot check without comparing all athletes to the spreadsheet.

Relays are not imported. If you do have relays at the meeting, click on the **Teams** option on top and then select the team. Shorten the list using the **Program Events** option at the bottom.

Mark the relays required and click Save.

Repeat this for all teams.

If all teams are to be entered for all relays then this can be done by clicking on the **Register all Relays** option.

Sarel Bekker – 083 734-7079
sbekker@bsport.co.za

Lane draw and draw sheets.

The last action before the meeting is to do the lane allocations and to print the draw sheets.

Select the **Teams** option and then click on **Draw** on top.

Click on any event to display the athletes entered.

Click on Mark All Events.

Select the preferred method of allocation.

Random – Athletes are placed using a random number generator with no preferences.
Team Rotation – Teams are selected randomly for event 1 and then athletes from these teams are placed. For all following events the teams rotate 1 lane up per event.
PB Placing – This is rarely used as the PB (Personal Best) of the athletes must be available. These values are mostly questionable.

Now click on **Draw and Save**. Wait for completion.

You will be able to see the heat and lane allocations as in the image above.

Select the additional options before printing.

If additional sheets are required with no names on it.

Normally these 4 are unchanged.

Hulp dokumente om makliker te werk.
Documents to assist and explain procedures.

☑ Wind meter
☑ Result area
☑ Lap counter
☑ Certify
☐ Combine heats

For lower level meetings:
Remove **Wind meter**
Remove **Lap Counter**
Remove **Certify**
Mark **Combine heats**. If more than one heat is required it will print on the same page.

To reduce sorting time, print the draw sheets in the following order.
1   Click **Mark Field Events** followed by **Display Sheets**. Print and sort them.
2   Click Mark Track Events followed by **Display Sheets** and print them.
3   Click on **Display Summary** and print this for the starter.

Meetings.

When the Meeting option is selected, the program is displayed.

Completed events are shown in colour an when clicked the results are shown.

To capture the results, click on the event and then select the **Capture** page on top.

Sarel Bekker – 083 734-7079
sbekker@bsport.co.za

Available athletes are shown on the left.

Click on an athlete and the information will move to the center.

Enter the results under Performance.

The results of long distances can be entered as 5.14.20 which will be displayed as 5:14.20

If only minites and seconds are given such as 3:12 it must be entered as 3.12.0 to display 3:12.00

When all results are in click on:

1 **Place** to sort the athletes according to the performances and to allocate positions as well as the point scores.
2 **Save** to make the result permanent.
3 Optional **Display** to print the results.

If an athlete was selected in error, mark it and then click **Delete**. It will be moved back to the list on the left.

If an athlete does not appear in the available list, click on **New Athlete.**

Bekker ☑Sport

**Hulp dokumente om makliker te werk.
Documents to assist and explain procedures.**

Bekker ☑Sport

This will display:

Click on the correct team.

A list of athletes for the specific gender an age will display.

If the athlete is already in the team, click on the name and then on **Add to Event.**

If the name is not on the list, click on **New Athlete**.

Below the names will be a new empty space.

Type the name of the athlete, click **Save** and then the option **Add to Event.**

You can add more by repeating the above.

When all is done, click on **Cancel** to close this window and proceed with the results.

If an event was completed in heats but the event is a single final, enter the results selecting All instead of a single heat..

Use the **Same Leg** option to get a single result.

Reports.

During the meeting there is an option tho get intermediate results on the **Score / Backup** page. These scores does not include the scores of relays.

There are a large number of reports available an the most common reports normally required are explained.

Victor/Victrix.

This is normally based on table scores and not on the point scores.

Some schools use point scores but table scores gives more relavant results.

To explain this, consider the following:
If in a specific age there are 2 athletes, booth exceptional and performing at SA level. They compete and in their 4 events each wins 2 and is 2nd in the other 2. On a point system each one will get $7 + 7 + 5 + 5 = 24$ points. In all four events they score above 800 table points and thus in total above 3200 points.
In another age group a 3rd athlete has average performance (with no competition in his group) and an average of 600 points to give a total of 2400 table points but on the point scoring system he has won all 4 events giving 4 x $7 = 28$ points.
Obviously on of the first 2 athletes will be the best performing athlete of the meeting.

Only remove this if a team is excluded an it only participated as a quest.

Normally 3 or 4 events/athlete. This is top performance and not mass results.

Any number to check the difference an closeness of competing athletes.

IAAF only for Senior competitions.

If group was set then this will select the best in each of the groups.

Use Display. Set is only used if a group of different reports are required as a single document.

Beste performances.

This report is used to determine the best performace in a single event and can be used to determine trophy winners such as:
 Best track athlete
 Best field athlete
 Best middle distance athlete
 Best performance in a specific age.
 And many more.

Only remove this if a team is excluded an it only participated as a quest.

Remove this if specific events must be excluded.

If removed the same athlete may appear in the list for more than one event.

If group was set then this will select the best in each of the groups.

Number of athletes in the report. Normally changed to 40 to give the Top 40 performances of the meeting

Use Display. Set is only used if a group of different reports are required as a single document.

If you want to email the displayed report, click on Cancel and the on Edit.

The last report displayed will open in MS Word as a .rtf file.

You can modify it and then use the File, Save As option to save it anyware as a .doc or .docx file with any name that will make sense about the report.

This appies to all reports displayed.

Sarel Bekker – 083 734-7079
sbekker@bsport.co.za

Scores.

This is to get the winning team of the meeting

This depends on your preference.

Also mark Both to get total scores.

These are all specific fine detail options and can be used as is.

If this is removed you can select to use a number of resuls giving something like a top 10 or top 20 result. This is the normally table based and not on point scores.

You can select if relays must be included in the scores.

If group was set then this will select the best team in each of the groups.

Use Display. Set is only used if a group of different reports are required as a single document

If you want to email the displayed report, click on Cancel and the on Edit.

The last report displayed will open in MS Word as a .rtf file.

You can modify it and then use the File, Save As option to save it anyware as a .doc or .docx file with any name that will make sense about the report.

This appies to all reports displayed.

Sarel Bekker – 083 734-7079
sbekker@bsport.co.za

Teams.

Print these for the team managers after the meeting. Full results can be E-mailed later.
You can also use this teport before the meeting to allow team managers to check the entries before the meeting.

Remove this to get a list of teams and to select for reports. Only required if semi-finals was used

Mark for before meeting reports and/or if these must be in the final list. Normally unmarked after the meeting.

This is the report order.

The most common selection is Gender, Age Alphabetical.

Mark ASA for schools.

Use Display. Set is only used if a group of different reports are required as a single document

If you want to email the displayed report, click on Cancel and the on Edit.

The last report displayed will open in MS Word as a .rtf file.

You can modify it and then use the File, Save As option to save it anyware as a .doc or .docx file with any name that will make sense about the report.

This appies to all reports displayed.

Reprint.

Use this after the meeting normally to email the full results to visitors.

Places/Event ☑ All places	Normally left marked
Event Selection ⦿ All events ○ Series ○ Groups ○ Selective ○ Records improved	A nice option to use here is Groups. Leave all events marked, iven if you did not have it during the meeting. The report will then show the results grouped together by type.
Result Type ⦿ Finals ○ Heats ○ All results ☐ Include Multi Events	Mark all results if there were heats and it must be included.
Ages ☑ All	Leave the mark on.
Include: ☐ ASA points ☐ IAAF Points	Mark ASA for schools.
Set Display	Use Display. Set is only used if a group of different reports are required as a single document

If you want to email the displayed report, click on Cancel and the on Edit.

The last report displayed will open in MS Word as a .rtf file.

You can modify it and then use the File, Save As option to save it anyware as a .doc or .docx file with any name that will make sense about the report.

This appies to all reports displayed.

Activate.

Use this regularly to make backups. The backups can also be used to transfer results between differen PC's.
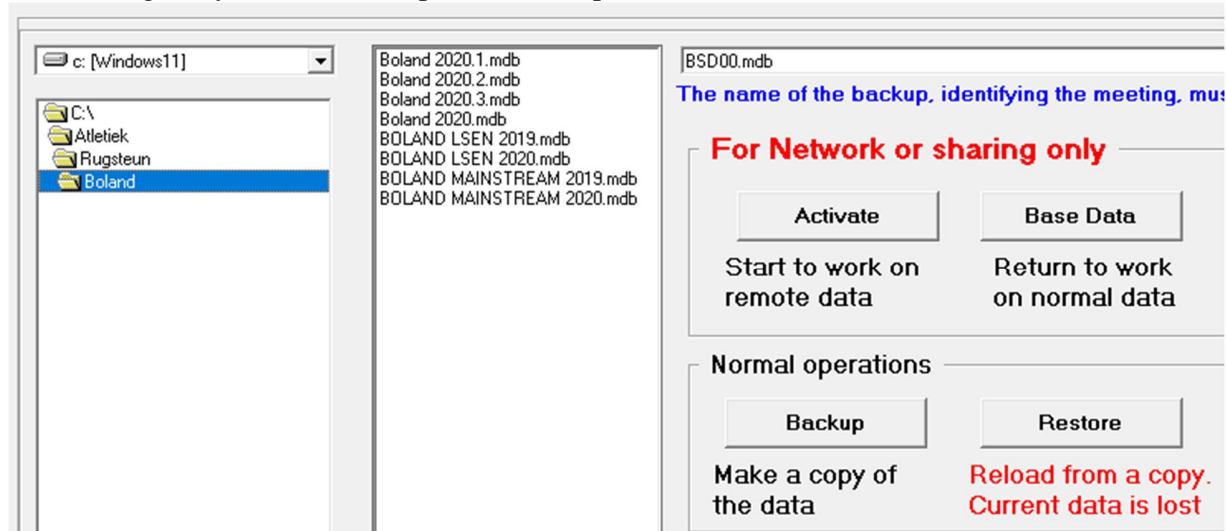
NB. For normal use, only use the bottom two options – Backup or Restore.

To make a backup change the BSD00.mdb to a name reflecting you meeting such as Inter house 2022.mdb

Then click on Backup. It will show a message that the backup was successful.

For follow-up backups, click on the name to be used if it is not correctly displayed on top and then click on Backup. Be careful not to use the wrong name as date overwritten can not be retrieved.

A message will display that the backup already exist and you have to confirm that it must be replaced.

To retrieve a previous backup, click on the name and then on Restore. Again the current information will be lost.
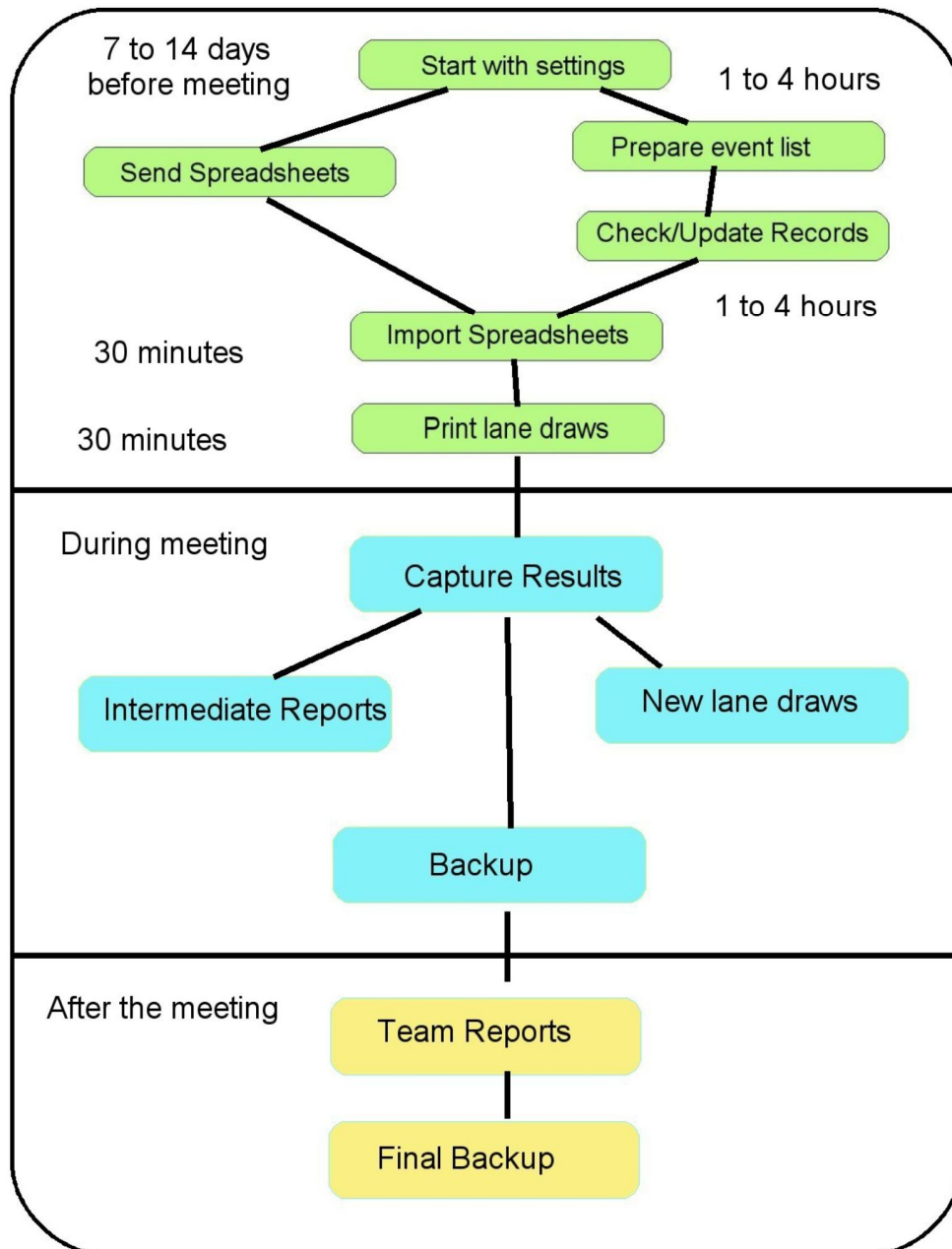
Recommended backup points are:
    After retrieving a previous meeting as starting point for the new meeting and the settings was done.
    After making changes to the event list.
    After making changes to the record set(s).
    After teams were imported.
    After the lane draw was done.
    On completion of the meeting.
    A final backup after records were updated.

Task order

The following diagram show approximate time required and the order of functions.

7 to 14 days before meeting — Start with settings — 1 to 4 hours

Send Spreadsheets

Prepare event list

Check/Update Records

Import Spreadsheets — 1 to 4 hours

30 minutes

30 minutes — Print lane draws

During meeting — Capture Results

Intermediate Reports

New lane draws

Backup

After the meeting — Team Reports

Final Backup

After completion and if a follow-up meeting is scheduled, you can use the Team Select option to create the Excel spreadsheet for the next meeting.

.

Sarel Bekker – 083 734-7079
sbekker@bsport.co.za