



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



Shortend Manual.

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General.

Use the options on the left from top to bottom

2020-2023 Athletic Performance Evaluation (APE) Tables
Revision 12 - August 2019

Settings	Utilities
Program	Table
Teams	Registration
Meeting	Own Data
Reports	Afrikaans
Activate	Other Sport

Current active data:
CData
Date: 2018/03/23
Meeting: 2018 BCVO Landswey Atletiekbye
Track: DP de Villiers Stadi
Your data is in the base area.

Usage days remaining
224

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Table data is protected by copyright

Exit

- 1 **Setting** – The date and name of the meeting and other setting for the meeting and track.
- 2 **Program** – Compile 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 or White.xls. The spread sheets can be used in English or Afrikaans. It is available under documents of from Windows start, Bekker Sport, Teams/Spaanse.

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.

Date and Track

Track: Hoërskool Transvalia

Meeting: Interlaer Kring 2

Number of days: 1

Date(s): Day 1, 18, February, 2012

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

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

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

Select the Meeting Information page.

Point scoring values.

Number of scoring positions	
Score values	
<input type="radio"/> 1	<input type="text" value="7"/>
<input type="radio"/> 2	<input type="text" value="5"/>
<input type="radio"/> 3	<input type="text" value="4"/>
<input type="radio"/> 4	<input type="text" value="3"/>
<input type="radio"/> 5	<input type="text" value="2"/>
<input checked="" type="radio"/> 6	<input type="text" value="1"/>
<input type="radio"/> 7	
<input type="radio"/> 8	
<input type="radio"/> 9	
<input type="radio"/> 10	
<input type="radio"/> 11	
<input type="radio"/> 12	
<input type="radio"/> 13	
<input type="radio"/> 14	
<input type="radio"/> 15	
<input type="radio"/> 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.



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Tracks used for Draw sheets

Track events	Hurdles
Up to 100m <input type="text" value="10"/>	to 110m <input type="text" value="10"/>
120m to 200m <input type="text" value="8"/>	120m to 200m <input type="text" value="8"/>
300m <input type="text" value="8"/>	300m <input type="text" value="8"/>
400m <input type="text" value="8"/>	400m <input type="text" value="8"/>
Middle distances, Walk and Steeple Chase <input type="text" value="16"/>	
Field events <input type="text" value="16"/>	

If these values are set above 16, the maximum number of names per sheet will be 24.

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.

Groups used in Final Reports

Number of Groups	Minimum Age	Maximum Age
<input type="radio"/> 1	<input type="text" value="7"/>	<input type="text" value="9"/>
<input checked="" type="radio"/> 2	<input type="text" value="10"/>	<input type="text" value="13"/>
<input type="radio"/> 3		
<input type="radio"/> 4		
<input type="radio"/> 5		
<input type="radio"/> 6		
<input type="radio"/> 7		
<input type="radio"/> 8		

Select the number of groups

Type the minimum and maximum ages for each group

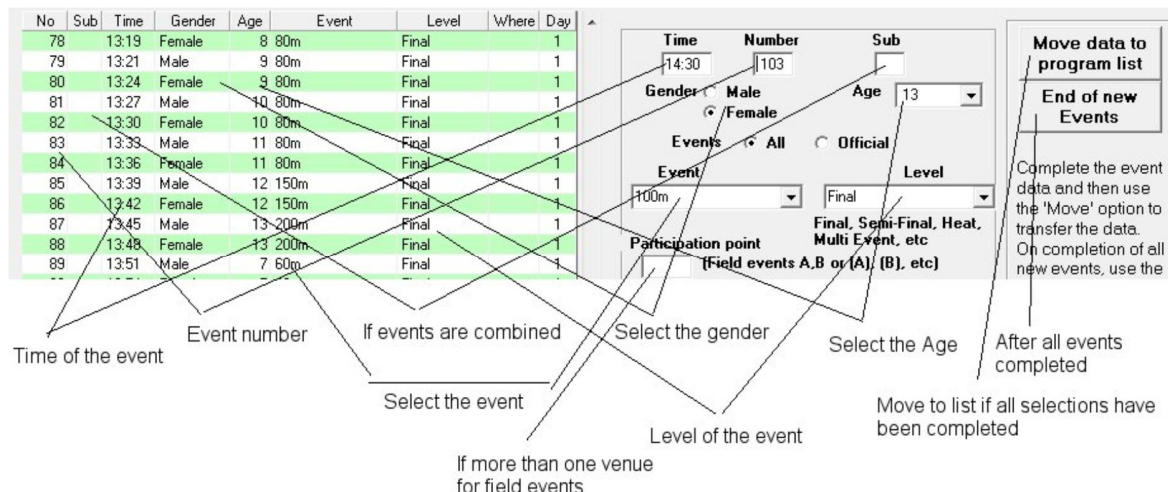
The groups are used in the reports after the meeting. Normally only two groups for junior and senior sections but it can be expanded to individual age groups.

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.



Time of the event

Event number

If events are combined

Select the gender

Select the Age

Select the event

Level of the event

If more than one venue for field events

Move data to program list

End of new Events

Complete the event data and then use the 'Move' option to transfer the data. On completion of all new events, use the

After all events completed

Move to list if all selections have been completed

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.



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Records.

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

The 'Compile' window has a tab labeled 'Compile'. Below it is a section titled 'Available Records' containing a table with the following data:

World	W
Africa	A
South Africa	S
Provincial	P
District	D
Gauteng	R A

Below the table are several buttons: 'New', 'Delete', 'Save', 'Display', 'Export', and 'Import'.

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 next 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. More 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.

The 'Records' window has tabs for 'Print', 'Analyze', 'Records', 'Import/Export', and 'Create P'. The 'Records' tab is selected, showing a table titled 'Gauteng (R)'. The table has columns: Event, Gen-Age, Surname, Name, Record, Year, Date, Team, and Track. The data is as follows:

Event	Gen-Age	Surname	Name	Record	Year	Date	Team	Track
60m	G - 14					06/03/2020		
80m	G - 14					06/03/2020		
100m	G - 14					06/03/2020		
150m	G - 14					06/03/2020		
200m	G - 14					06/03/2020		
300m	G - 14					06/03/2020		
400m	G - 14					06/03/2020		
600m	G - 14					06/03/2020		
800m	G - 14					06/03/2020		
1000m	G - 14					06/03/2020		
1200m	G - 14					06/03/2020		
1500m	G - 14					06/03/2020		
2000m	G - 14					06/03/2020		
3000m	G - 14					06/03/2020		
5000m	G - 14					06/03/2020		
10000m	G - 14					06/03/2020		
4x100m	G - 14					06/03/2020		
4x200m	G - 14					06/03/2020		
4x400m	G - 14					06/03/2020		

At the bottom of the window are buttons for 'Program Events', 'Select', and 'Save'.



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

Print

Analyze

Records

Import/Export

Create Pr

Gauteng (R)

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	Khunedli	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			24.07		03/10/2017		

All Events

Select

Save

The only required field 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 other directory or even on a USB as long as you know the location to be able to browse to it.

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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 shown directly.

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

Team Data	
Ekurhuleni South	D6
Athletes - Male	81
Athletes - Female	66

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.

Teams		Athletes		Draw		Import			
Team	Abr	Axsel, Channele						Events: 3	
Ekurhuleni East	D5	Name	Surname	Gen	Age	Num	ID	PB	Event
Ekurhuleni North	D17	Channele	Axsel	G	15				60m G-15
Ekurhuleni South	D6	Jessy	Bekker	G	15				80m G-15
Gauteng North	D1	Juanita	Bester	G	19				100m G-15 P
Gauteng West	D2	Dianique	Bezuidenhout	G	15				150m G-15
Johannesburg Cer	D14	Jordan	Binneman	G	15				200m G-15 P
Johannesburg East	D9	Chante	Boshoff	G	17				300m G-15
Johannesburg Nor	D10	Anika	Brink	G	19				400m G-15 P
Johannesburg So	D11	Amily	Chauke	G	19				600m G-15
Johannesburg We	D12	Angelique	De Jager	G	15				800m G-15 P
Sedibeng East	D7	Sunelle	De Klerk	G	15				1000m G-15
Sedibeng West	D8	M	Deikson	G	15				1200m G-15
Tshwane North	D3	Sibonga	Dlamini	G	15			0	1500m G-15 P x
Tshwane South	D4	Chanel	Du Preez	G	17				2000m G-15
Tshwane West	D15	Alara	Eich	G	19				3000m G-15 P
		Bernike	Erasmus	G	19				5000m G-15
		Ruzel	Geldenhuis	G	17				10000m G-15
		Channele	Genis	G	15				80mH 76.2 cm G
		Karla	Graham	G	15				90mH 76.2 cm G P
		Aneskah	Grove	G	17				200mH 68.0 cm G
		Ellenique	Grubb	G	17				200mH 76.2 cm G
		Lu-Rika	Helberg	G	15				300mH 76.2 cm P
		Amy	Jv Vuuren	G	17			0	1000mSc 76.2 cr
		Tayla	Lesar	G	17			0	1500mSc 76.2 cr P x
		Beate	Lindse	G	17				2000mSc 76.2 cr
		Tiane	Lotter	G	17				3000mSc 76.2 cr
		Mpho	Mashiyane	G	15				400mG-15 P

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

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Teams	Athletes	Draw	Import
eam	Axsel, Channele		Events: 3
kurhuleni East D5	Name Surname Gen Age Num ID	PB Event	
kurhuleni North D17	Channele Axsel G 15	100m G-15 P	
kurhuleni South D6	Jessy Bekker G 15	200m G-15 P	
lauteng North D1	Juanita Bester G 19	400m G-15 P	
lauteng West D2 x	Dianique Bezuidenhout G 15	800m G-15 P	
ohannesburg Cer D14	Jordan Binneman G 15	0 1500m G-15 P x	
ohannesburg Eas D9	Chante Boshoff G 17	3000m G-15 P	
ohannesburg Noi D10	Anika Brink G 19	90mH 76,2 cm G- P	
ohannesburg Sou D11	Amily Chauke G 19	300mH 76,2 cm G P	
ohannesburg We D12	Angelique De Jager G 15	0 1500mSc 76,2 cm P x	
edibeng East D7	Sunelle De Klerk G 15	LJ G-15 P	
edibeng West D8	M Derkson G 15	HJ G-15 P	
shwane North D3	Sibonga Dlamini G 15	TJ G-15 P	
shwane South D4	Chanel Du Preez G 17	PV G-15 P	
shwane West D15	Alara Eich G 19	SP 3 kg G-15 P	
	Bernike Erasmus G 19	DT 1 kg G-15 P	
	Ruzel Geldenhuys G 17	JT 500 g G-15 P	
	Chanelle Genis G 15	HT 3 kg G-15 P	
	Karla Graham G 15	5000mW G-15 P	
	Aneskah Grove G 17		
	Elizavira G 17		

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.

Teams	Athletes
Team Abbriv	PB Event
Noord-Kaap NK	4x100m G-10 P x
Noord-Transvaal NT	4x100m B-10 P x
Noordwes NW x	4x100m G-11 P x
Omega OM	4x100m B-11 P x
Oos-Transvaal OT	4x100m G-12 P
Sentraal Transvaal ST	4x100m B-12 P x
	4x100m G-13 P
	4x100m B-13 P x
	4x100m G-14 P x
	4x100m B-14 P
	4x100m G-15 P x
	4x100m B-15 P x
	4x100m G-16 P
	4x100m B-16 P x
	4x100m G-17 P x
	4x100m B-17 P x
	4x100m G-18 P x
	4x100m B-18 P x
	4x100m G-19 P
	4x100m B-19 P

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.



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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.

Teams					Athletes		Draw			Import			S
No	Time	G-A	Event	Lvl	Name	Surname	Team	Heat	Track	LN	Level	PB	
1	07:45	G-14	3000m	Fin	Tiaan-hendrik	Conradie	NK	1	1	0	Fin	0	
2	07:45	G-15	3000m	Fin	Louis	Joubert	NT	1	2	0	Fin	0	
3	07:45	G-16	3000m	Fin	Mighael	Minnaar	NW	1	3	0	Fin	0	
4	07:45	G-17	3000m	Fin	Jan-Hendrik	van Staden	OT	1	4	0	Fin	0	
5	07:45	G-18	3000m	Fin	Pieter	Campher	ST	1	5	0	Fin	0	
6	07:45	W-19	3000m	Fin	Pieter	Barnard	NK	1	6	0	Fin	0	
7	07:45	G-11	Long Jump	Fin	Vorster	Spies	NT	1	7	0	Fin	0	
8	07:45	B-11	Long Jump	Fin	JC	van Niekerk	NW	1	8	0	Fin	0	
9	07:45	G-12	Shot Put 3 kg	Fin	Ethan	Pretorius	OT	1	9	0	Fin	0	
10	07:45	B-12	Shot Put 3 kg	Fin	Thinus	van der Merwe	ST	1	10	0	Fin	0	
11	07:45	G-13	High Jump	Fin	Zuan	Langman	NT	1	11	0	Fin	0	
12	07:45	B-13	High Jump	Fin	Calvyn	Rossouw	NW	1	12	0	Fin	0	
13	08:00	B-14	3000m	Fin	Raymond	Greyling	ST	1	13	0	Fin	0	
14	08:00	B-15	3000m	Fin									
15	08:00	B-16	3000m	Fin									
16	08:00	B-17	3000m	Fin									
17	08:00	B-18	3000m	Fin									
18	08:00	M-19	3000m	Fin									

Click on any event to display the athletes entered.

Click on Mark All Events.

Select the preferred method of allocation.

Draw Method

☒ Random

☐ Team Rotation

☐ PB Placing

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.

☐ Print blank sheets

☒ Athletes on all levels

☒ Own Logo

☒ Blank sheets for empty events

If additional sheets are required with no names on it.

Normally these 4 are unchanged.

- ☒ 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.

Item List								Capture		Draw Sheet		Scores / Backup		Record Upc	
Day	Number	Time	Gender	Age	Event	Level	In								
1	1	07:45	G	14	3000m	Final	X								
1	2	07:45	G	15	3000m	Final									
1	3	07:45	G	16	3000m	Final									
1	4	07:45	G	17	3000m	Final	X								
1	5	07:45	G	18	3000m	Final									
1	6	07:45	W	19	3000m	Final									
1	7	07:45	G	11	Long Jump	Final	X								
1	8	07:45	B	11	Long Jump	Final	X								
1	9	07:45	G	12	Shot Put 3 kg	Final	X								
1	10	07:45	B	12	Shot Put 3 kg	Final	X								
1	11	07:45	G	13	High Jump	Final	X								
1	12	07:45	B	13	High Jump	Final	X								
1	13	08:00	B	14	3000m	Final	X								
1	14	08:00	B	15	3000m	Final	X								

Bekker

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7 G-11 Long Jump Final

Place	Athlete	Team	Result	Record	Leg	Table
1	Marieta, Moller (5)	ST	3.66		1	513
2	Liemoni, Joubert (16)	OT	3.66		1	420
3	Mari, Donovan (7)	NT	3.62		1	402
4	Maria, Strauss (14)	ST	3.49		1	340
5	Elrie, van N Kuyper (9)	OT	3.38		1	288
6	Karlien, Hanekom (10)	ST	3.36		1	278
7	Valerie, de Bruyn (15)	NT	3.25		1	225
8	Thea-Mari, Nel (11)	NT	3.13		1	166

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.

Athlete			7 G-11 Long Jump Final										Marieta, Moller (5)		
Athlete	Team	No	Athlete	Team	Performance	Place	ASA	Points	Record	Leg	Track	Level	PB		
Ane, Hall (8)	NW		Marieta, Moller (5)	ST	3.66	1	513	7		1	5	0	0		
Anke, Janse van Rensburg (13)	OT		Liemoni, Joubert (16)	OT	3.66	2	420	5		1	16	0	0		
Desmari, Kirsten (6)	NK		Mari, Donovan (7)	NT	3.62	3	402	3		1	7	0	0		
Mamiliene, Celliers (2)	NT		Maria, Strauss (14)	ST	3.49	4	340	2		1	14	0	0		
Tanya, Flynn (12)	NW		Elrie, van N Kuyper (9)	OT	3.38	5	288	1		1	9	0	0		
			Karlien, Hanekom (10)	ST	3.36	6	278	0		1	10	0	0		
			Valerie, de Bruyn (15)	NT	3.25	7	225	0		1	15	0	0		
			Thea-Mari, Nel (11)	NT	3.13	8	166	0		1	11	0	0		
			Chamé, van der Westhuizen (4)	OT						1	4	0	0		
			Michaela, Foutie (3)	NW						1	3	0	0		
			Jana, Hugo (1)	NK						1	1	0	0		



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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 minutes 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:

Place	Save	Display
Order	Rebuild	Delete
Did Not ..	Calculate	<input type="checkbox"/> Detail

- 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**.

Read All
New Athlete
Same Leg



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This will display:

Noordwes		Michaela, Fourie	
Team	Abriviate	Surname	Name
Noord-Kaap	NK	Michaela	Fourie
Noord-Transvaal	NT	Angelique	Opperman
Noordwes	NW	Marelie	Geldenhuis
Omega	OM	Ane	Hall
Oos-Transvaal	OT	Tanya	Flynn
Sentraal Transvaal	ST		

New Team	New Athlete	Add to Event
Save	Save	Cancel

Click on the correct team.

A list of athletes for the specific gender and 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..

Read All
New Athlete
Same Leg

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



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Reports.

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

There are a large number of reports available and 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 relevant results.

To explain this, consider the following:

If in a specific age there are 2 athletes, both 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 $4 \times 7 = 28$ points.

Obviously one of the first 2 athletes will be the best performing athlete of the meeting.

Only remove this if a team is excluded and it only participated as a guest.

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

Any number to check the difference and 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.



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Beste performances.

This report is used to determine the best performance 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 and 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 then 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 anywhere as a .doc or .docx file with any name that will make sense about the report.

This applies to all reports displayed.



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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 results 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.

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

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Teams.

Print these for the team managers after the meeting. Full results can be E-mailed later.

You can also use this report before the meeting to allow team managers to check the entries before the meeting.

General

☒ All Teams

☐ Include Heats

☐ Include unplaced Athletes

☒ All placings

Order

☐ Performance

☒ Gender performance

☐ Alphabetical

☐ Gender Alphabetical

☐ Gender Age Alphabetical

☐ Program order

Include:

☐ ASA Points

☐ IAAF Points

Genders

☐ Male

☐ Female

☒ Both

Set **Display**

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 anywhere as a .doc or .docx file with any name that will make sense about the report.

This applies to all reports displayed.



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Reprint.

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

Places/Event
☒ All places

Event Selection
☒ All events ☐ Series ☐ Groups
☐ Selective ☐ Records improved

Result Type
☒ Finals ☐ Heats ☐ All results
☐ Include Multi Events

Ages
☒ All

Include:
☐ ASA points ☐ IAAF Points

Set Display

Normally left marked

A nice option to use here is Groups.

Leave all events marked, even if you did not have it during the meeting.

The report will then show the results grouped together by type.

Mark all results if there were heats and it must be included.

Leave the mark on.

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 anywhere as a .doc or .docx file with any name that will make sense about the report.

This applies to all reports displayed.

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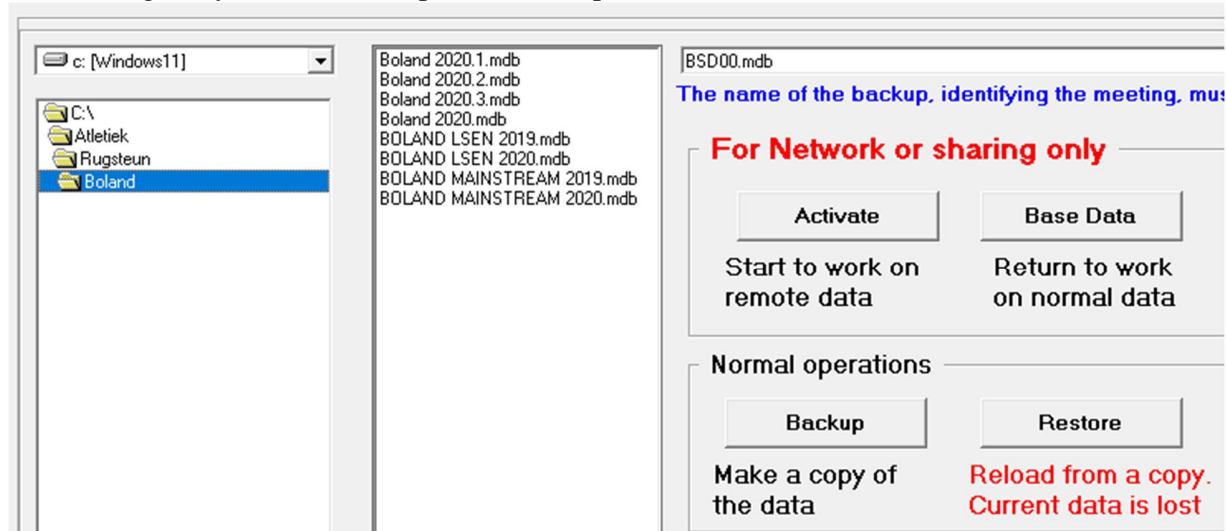


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Activate.

Use this regularly to make backups. The backups can also be used to transfer results between different 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 your 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 data overwritten can not be retrieved.

A message will display that the backup already exists 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.

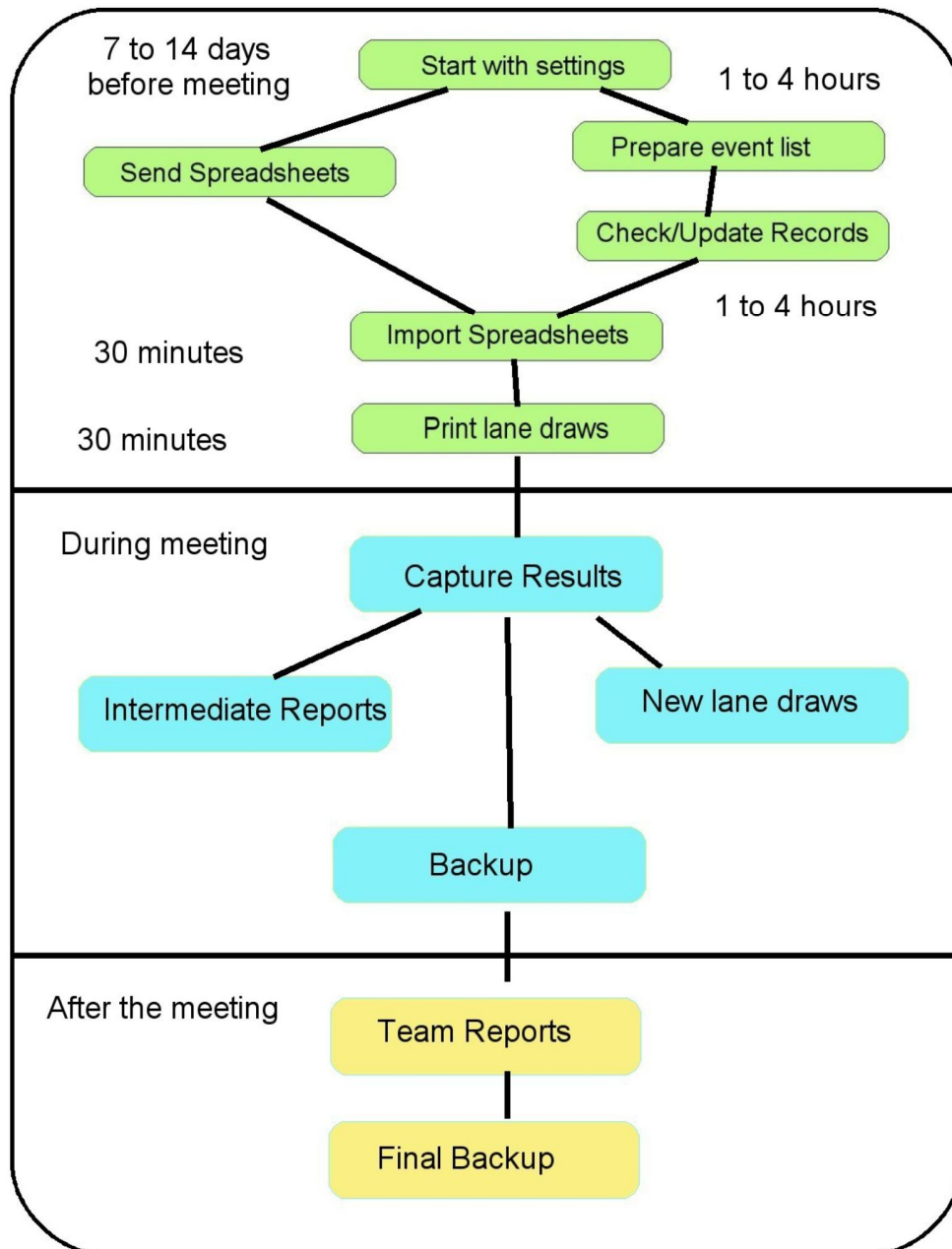
Recommended backup points are:

- 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.

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Task order

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



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.