

#### MatchDay Tab – Coloured Red

- Cell C3 - Select Division – Drop box available in the cell
- Cell C4 – Select Match Number – should be set at 1 for this round
- Cell C5 – Select Venue
- Cell C6 – Select YES if photo-finish being used
- Cell D6 – You can use this option if you don't need all lanes for your track races and prefer to leave lane 1 empty.
- Use the Refresh icon to bring in all the declarations for your match
- That is it. All the other fields – Host, Team Names & Abbreviated Names for each bib should populate automatically
- This will automatically adjust the lane draws and field orders of competition.
- At this point you can print out a complete set of 'blank' i.e. with all info except athlete names, field cards in order of competition.

#### To Enter Track Results & Relays – use the Track, Relays and Middle D tabs – coloured brown

- Events listed in timetable order.
- Enter bib and performances as per track judge sheets
- 800m, 1500m, Steeplechase & 3/5000m events which are run together (A & B) are input on the Middle D sheet, in the order of finishing, regardless of A or B. The system will separate strings and feed results to track result sheet.
- Format is set to electronic timing. This can be altered for those not intending to use photo finish.
- Middle distance track events need to be entered as m.ssss i.e. No colon, no second decimal point needed – so as to keep amount of key strokes required to a minimum.
- Bib numbers for relay numbers should be entered as a single digit even though an athlete on the last leg may be wearing a double-letter number as per the track judges' sheet.

#### Field Results

- Results input via the Distance & Height Input Sheet (not the Field tab)
- Events listed in timetable order
- For all distance events the order of competition on the card and the screen should be the same. Working from top of the card to bottom in order of competition just enter the best of all performance
- If 2 distance performances are the same this will be highlighted in the relevant column you are working on. Please check the official field card and work out which athlete has the better 2<sup>nd</sup> trial. Add 0.001 to the best performance of the better of the 2 athletes involved. If you don't do this one of the athletes will be missed off the field result sheet proper.
- For all height cards you need to enter position AND best performance given by judges in rank order of the whole competition. So, if there are 9 athletes (5x A & 4xB) the performances should be ranked 1 to 9. Where there are any equal places given please show the position followed by an incremental decimal point for each occurrence for that position. So, if there are 2 equal places given for 4<sup>th</sup> position ENTER 4.1 and 4.2

The field officials do not need to separate into As or Bs and don't need to complete the footer of the field cards. This has no benefit to the system and only serves to delay getting the card to the Field Referee and then to the Scorer.

### Non-scoring

Non scoring athletes should be listed, with the events they propose to do, on the yellow Non-Scoring tab. Up to 30 per Men and 30 per Women per Club.

When a non-scoring result comes in either from track or field cards, simply select the event from the filter in column D (for Men) or column I (for Women) and enter the performance achieved (and wind reading if appropriate) alongside the name. Remove filter and wait for the next result.

### Outputs

- A full set of field cards with names declared so far on the portal
- Startlists for announcer and starters' team showing lane or line orders and club names and names declared
- Relay lane draws with club names and leg runners as declared

### End of Meeting

- Please save your working excel file with a name relevant to your particular meeting
- Send the whole file to Mick Bromilow at SAL and to me at [saf.liverpool@gmail.com](mailto:saf.liverpool@gmail.com)
- Create a PDF. To do this follow these steps
  1. Select MatchDay tab, hold down the SHIFT key on your key board and still holding the SHIFT select the Non-Scoring tab. This creates a Group in Excel. The file name on the very top green bar should show you file name followed by [Group]
  2. File, Save AS
  3. Keep the same file name as shown (this ensures each PDF created is unique) select PDF (\*.pdf) from the drop-down options available.
  4. Return to the excel file tabs and click on dashboard. This removes the Group.
  5. Email the PDF to your clubs, Mick and myself

The results pack 6 pages in total is the cover sheet (Match Day) 1 page plus Track (3), Field (2) – link the tabs to create a group and print out.

If you can display results during the day this may give rise to queries which can be checked but should reduce the number of post-match calls and emails.

PLEASE CALL 07507 853112 IF YOU NEED ANY ASSISTANCE SETTING UP THE FILES OR ON THE DAY ITSELF.

Please bear in mind that the system will work whether there is internet available at the stadium or not. There are 2 main principles involved with the software. Team managers are responsible for their athlete names. Host clubs & scorers are responsible for results, points, positions & scores. Experience tells us that however conscientious and diligent a scorer has been to input all the declarations and name changes there will inevitably be further changes post-match. So, on that basis results issued on the day have always been 'provisional'. Same with these sets except that the match scores and points shouldn't change, only athletes associated to performances should. The set issued during the day should be used for immediate audit/scrutiny by those at the stadium to check for accuracy in positions and scores rather than names only. This set will not be the definitive set sent to Po10.

If the scorer is freed up from having to cope with input declarations and name changes it is hoped results can be processed as soon as the first event is completed, and points updates announced throughout the afternoon to keep the tension there til the last events.