



**Instructions  
for  
Lower Age Group  
Results program  
UK youth development  
league**

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**These instructions are for use with Microsoft Office.  
If you are using a MAC, please contact the YDL Results Coordinator  
immediately [alan@ukydl.org](mailto:alan@ukydl.org) 07920 056324**

**1. Match Recorder:**

- I. Ensure you are registered on your club’s Team Managers’ Portal as the Match Recorder (this is done on the team manager portal (see screen shot below)).

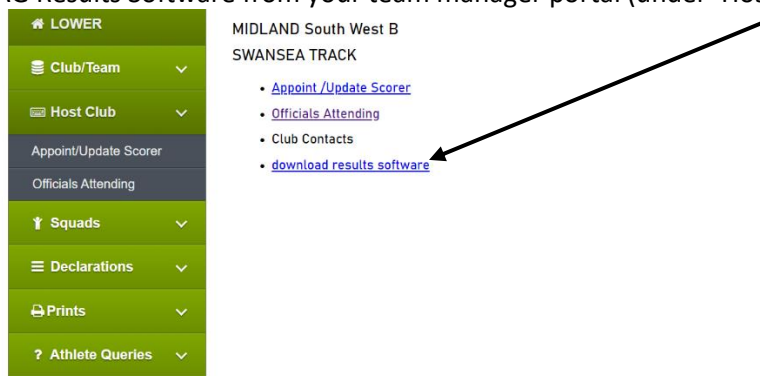
**2. Contact all Clubs in Your Division:**

Your club’s YDL named contact has been sent details of all clubs within your division.

- I. Remind team managers to use the ‘Team Managers’ Portal’ to declare their team and give them the email address of your appointed match recorder.
- II. Please make sure that visiting teams are given the absolute deadline for updating the portal. League Rules state that teams **MUST** be declared at least 24 hours prior to the match.

**3. Download the Results Software:**

- I. LAG Results Software from your team manager portal (under ‘Host Club’



**4. Using the Software:**

- I. Click on **Enable Editing** then **Enable Contents**.
- II. Open the ‘**Match Day**’[red] tab.
- III. Use the drop-down menu to select the correct data for your match.

1	LEVEL	LOWER
2	REGION	MIDLAND
3	DIVISION	South/West 18
4	MATCH	1
5	P/FINISH	YES
6	Date	21/04/2018
7	Venue	@ Yate
8	Host Club	North Somerset AC

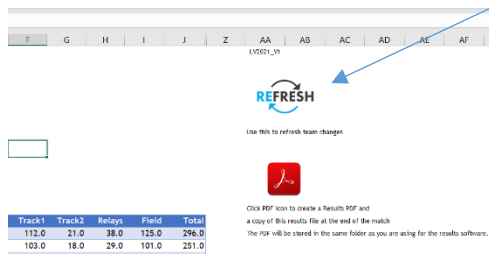
ID	Team Name	Abbrev.	Officials	Track1	Track2	Rules	Field	Total
1	Bristol & West	BBW/West						
2	Forest of Dean	FoD						
3	Hareford & Cr	Hare						
4	Heath Newton	Heath						
5	Newport Har	Newp						
6	North Som	N.Som						
7	Rhymney Valley AC	RVAC						

- i. **Select Your Region**
  - a. **Midland, North, South or Scotland**
- ii. **Select Your Division**
- iii. **Select P/Finish - YES or No**
- iv. Check that the correct date, venue and host club are correct.
- v. Competing clubs are listed

**d. Save The File to Your Computer Desktop:**

- i. **File Name:** -
- ii. e.g. LAG YDL 21 Midland NE A
- iii. **Save as Type:**
- iv. Excel Macro-Enabled Workbook.

e. Keep the **Match Day** tab open



**1. Click on the refresh icon,**  
*[this will automatically import athletes' names declared by team managers using the portal when you enter results.]*

**Remember to Save Every Time You Enter Data or Make a Change**

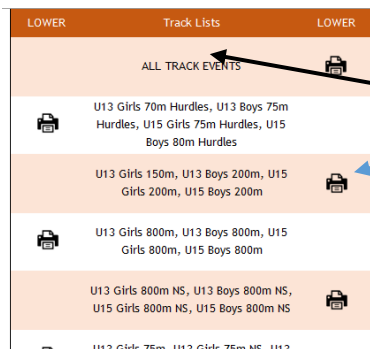
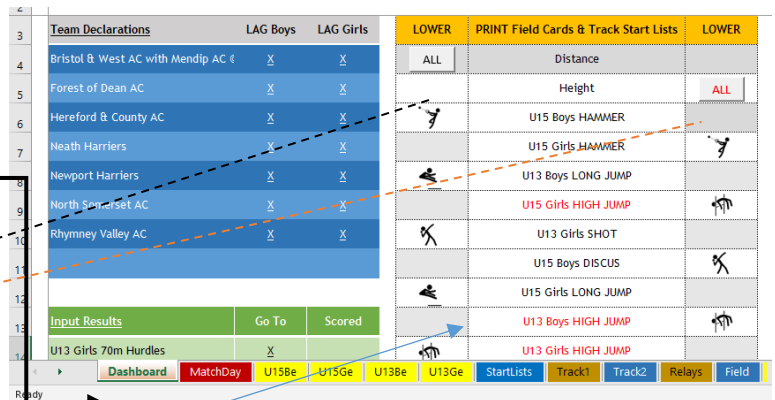
**5. Team Changes during the Match:**

- I. If an internet connection is available at the venue **use the refresh icon, throughout the day**, as this will automatically import changes made by team managers using the portal.
- II. If an internet connection is not available you will need to **refresh your data when you get back home** to pull through any changes made during the day
- III. **Non-Scoring:**
  1. In many cases the non-scoring athletes are run in separate races from the scoring races. The athletes should wear the bib numbers as they appear on the portal.
  2. If non-scoring athletes are running in the same race as scoring competitors, then you will need to mark their bib in such a way to indicate they are non-scoring – you can add an 'X' to the number or use a coloured marker pen to add a mark to the bib – anything that will distinguish between scorers and non-scorers.
  3. The software can only accept club bib numbers into the results.
  4. In the Lower Age Group, **two** U13 and **two** U15 athletes per gender per team will be allowed in the non-scoring 800m and 75m/100m events **ONLY**.

**Remember to Save Every Time You Enter Data or Make a Change**

**6. Printing Field Cards and Start lists:**

- a. Open **Dashboard** tab
- b. To print all field cards, click on:
- c. **ALL (Distance)**
- d. **ALL Height**
- e. If you wish to print amended field cards use the icon next to the relevant field event



- i. To print all start lists, click on:
- ii. Printer icon **ALL TRACK EVENTS**
- ii. If you wish to print amended start lists use the printer icon next to the relevant series of events.

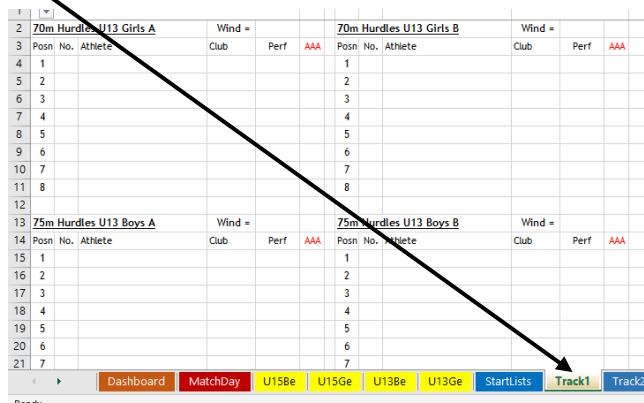
**Remember to Save Every Time You Enter Data or Make a Change**

**7. Entering Results:**

**a. Format for Entering Track Results:**

**N.B. Only use the tabs indicated below, you shouldn't try to use the other tabs**

1. Open **Track 1** tab to enter results for all individual track events up to and including **800m**.

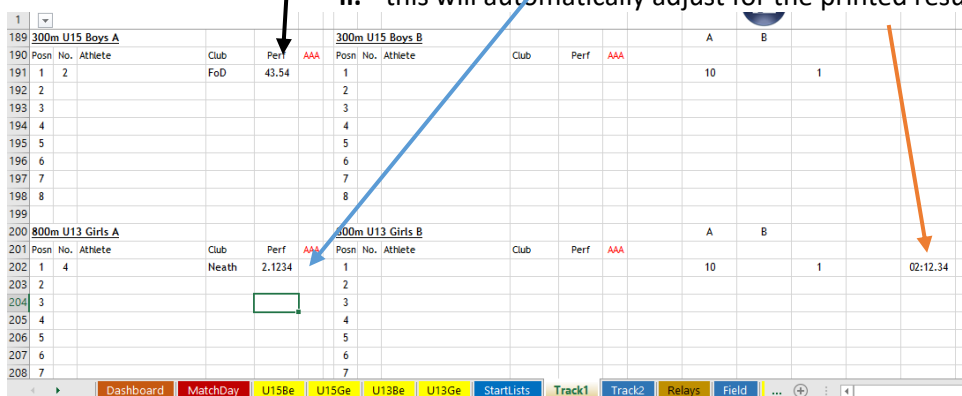


**i. Format for Entering Track Results Up to and Including 800m: Up to 800m.**

- a. Type in the performance to 2 decimal places if Photofinish is used. E.g. **12.87**
- b. Type in the performance to 1 decimal place if Photofinish is not used. E.g. **12.8**
- c. If a wind gauge is used,
  - i. please ensure wind speeds are recorded for each individual race.
  - ii. Enter negative wind speeds using the – key
- d. For **300m & 400m** type in the performance as a two-digit number with one or two decimal places. E.g. **67.43**

**e. 800m.**

- i. Type in the performance as indicated below. e.g. **2.2181** [2.2180 if hand times are used] (*no colon and no decimal point between the seconds*)
- ii. this will automatically adjust for the printed results.



**Non-scoring results are also entered on the Track One Tab.**

Type in the number as declared on the portal, next to the athlete's name, then enter the performance. If the name doesn't appear, then they may not have been declared – contact the relevant team manager and ask them to check.

Enter the athlete's performance [and wind speed if recorded] using the formats above.

III. Open **Middle D** tab to enter results for all track events **over 800m**.

ii. **Format for Entering Track Results over 800m:**

1. Type in the performance as indicated below. e.g. **5.2181** [5.2180 if hand times are used] (*no colon and no decimal point between the seconds*)
2. this will automatically adjust for the printed results.

1					
2	1	2		SBE Wales	4.5144
3	2	33		Swfn	4.5200
4	3	5		Wye	4.5223
5	4	22		SBE Wales	4.5401
6	5	11		Card Arc	5.2181
7	6	1		Card Arc	5.4567
8	7	55		Wye	6.1011
9	8				
10	9				
11	10				
12	11				
13	12				
14	13				
15	14				
16	15				
17	16				

**Remember to Save Every Time You Enter Data or Make a Change**

REC			A	
Perf				
46.76		9	1	letters_A
47.56		7		
			A	
Perf				letters_A
1.0PM				
			A	
Perf				letters_A
			A	
Perf				letters_A

Open **Relays** tab to enter results for all relays.

**Format for Entering Relay Results: 4 x 100m**

- i. Type in the performance to 2 decimal places if Photofinish is used. E.g. **45.83**
- ii. Type in the performance to 1 decimal place if Photofinish is not used. E.g. **45.8**

**4x 300m Type** in the performance as indicated below. e.g. **3.0751**

[3.075 if hand times are used] (*no colon and no decimal point between the seconds*) this will automatically adjust for the printed results.

**Remember to Refresh the data regularly throughout the day.**

**Entering field events**

Open **Distance Input** to enter results for all throws and long jump.

U15 Boys Hammer					U15 Girls Hammer				
Order	Bib	Athlete	Club	Perf	Order	Bib	Athlete	Club	Perf
4	1	4	Neath		1	4	Neath		
5	2	6	N Som	37.36	2	6	N Som		
6	3	7	RVAC		3	7	RVAC		
7	4	5	Newp		4	5	Newp		
8	5	1	BBW/Men	32.00	5	1	BBW/Men		
9	6	3	Here		6	3	Here		
10	7	2	FoD	33.07	7	2	FoD		
11	8	-			8	-			
12	9	44	Neath		9	44	Neath		
13	10	66	N Som		10	66	N Som		
14	11	77	RVAC		11	77	RVAC		
15	12	55	Newp		12	55	Newp		
16	13	11	BBW/Mend		13	11	BBW/Mend		
17	14	33	Here		14	33	Here		
18	15	22	FoD		15	22	FoD		
19	16	--			16	--			

- I. Enter the **best performance** from the field card for the athletes listed.
- IV. If two or more cells are highlighted this indicates equal performances.
- V. From the field card add .001 to the higher placed athlete. e.g.
  - i. If there are more than two equal performances add .002, 001 etc
  - ii. E.g. three equal performances 5.23- the best of the three as indicated on the field card record as 5.233, the second-best record as 5.232 and the third record as 5.231

Order	Bib	Athlete	Club	Perf	enter
3	1	4		5.23	5.233
4	2	6		5.23	5.231
5	3	5			
6	4	1			
7	5	3		5.23	5.232
8	6	2			

- VI. Enter **X** in case of no jump or no throw, but do **NOT** enter an X when no attempt has been made.

**Remember to Save Every Time You Enter Data or Make a Change**

- b. Open **Height Input** to enter results for all high jumps and pole vaults.
  - i. Enter the **best performance** from the field card for the athletes listed.
  - ii. For the height cards you will also need to enter the athletes finishing position 1 to 10, 1 to 12, 1 to 14 or 1 to 16 depending on the number of teams in your division.

Order Posn	No.	Athlete	Club	Perf	Order Posn	No.	Athlete	Club	Perf	Order Posn	No.	Athlete
4	1			3.20	1	1.1	B		3.00	1	6	
5	2	5			2		E			2	4	
6	3	3			3		C			3	2	
7	4	2		3.10	4	1.2	D		3.00	4	5	
8	5	6			5		F			5	1	
9	6	3	1	3.00	6	1.3	A		3.00	6	3	
10	7				7					7		
11	8				8					8		
12	9	22			9		BB			9	66	
13	10	55			10		EE			10	44	
14	11	33			11		CC			11	22	
15	12	44			12		DD			12	55	
16	13	66			13		FF			13	11	
17	14	11			14		AA			14	33	
18	15	..			15		..			15	..	
19	16	..			16		..			16	..	

- iii. In the case of a tie, as indicated on the field card, [which will have the performances highlighted] you will need to enter the positions 1.1, 1.2 for athletes who tie in first place. 3.1,3.2,3.3 for athletes who tie in third place etc.
- iv. **Enter X** in case of no height achieved.

**WHEN THE FIELD JUDGES COMPLETE THE FIELD CARDS, THEY ONLY NEED TO RANK THE PERFORMANCES 1 TO 8, 1 TO 10, 1 TO 12 etc DEPENDING ON THE NUMBER OF TEAMS IN YOUR DIVISION. THEY DO NOT NEED TO SPLIT THE A AND B ATHLETES.**

**ALWAYS REFRESH THE DATA AT THE END OF THE MATCH.**

**8. On the Evening of the Match:**

- a. You will need to email a pdf copy of the results to each team at the end of the match, if you can't do this at the match, try to send it out as soon as you can *{this will allow team managers the opportunity to check results immediately after the match}*  
**Remind them to check their portals to make sure all their athletes are correctly declared.**
- b. Also, you need to email the provisional results to the YDL webmaster [stuart@ukydl.org.uk](mailto:stuart@ukydl.org.uk) and your **Regional Coordinator**.
  - i. Midland Joyce Tomala [joyce@ukydl.org.uk](mailto:joyce@ukydl.org.uk)
  - ii. North Alan Johnson [alan@ukydl.org.uk](mailto:alan@ukydl.org.uk)
  - iii. South Lorraine Vidler [lorraine@ukydl.org.uk](mailto:lorraine@ukydl.org.uk)
  - iv. Scotland Leslie Roy [leslie@ukydl.org.uk](mailto:leslie@ukydl.org.uk)
- c. Ask all team managers to check the results and notify you by lunch time of the next day of any errors.
- d. Refresh the data and amend the provisional results if errors have been highlighted by the **team managers**.

**9. By 09:00 the Tuesday After the Match:**

- a. Send the whole [amended] results program Excel file, not the PDF, to:
  - i. **Power of Ten** [admin@thepowerof10.info](mailto:admin@thepowerof10.info)
  - ii. **Athletics Weekly** [results@athleticsweekly.com](mailto:results@athleticsweekly.com)
  - iii. **The YDL League Administrator** [marian@ukydl.org.uk](mailto:marian@ukydl.org.uk)
  - iv. **The YDL Results Coordinator** [alan@ukydl.org.uk](mailto:alan@ukydl.org.uk)
- b. **Once the results have been sent to Power of 10 and the League Administrator, please refer all further changes to the League Administrator** so that the paperwork can be checked to verify the changes.

**10. As soon as the results file has been sent to the League Administrator or within two Days of the Match:**

- a. **SEND ALL PAPERWORK to the League Administrator in the grey envelope provided.**  
{*This has been sent to your club's YDL contact*} including;
  - i. **All field cards,**
  - ii. **All track/Photofinish slips,**
  - iii. **All chief officials signing in sheets – all other officials can be printed up from your team manager portal**
  - iv. **All photography permission slips**
- b. **Please Note:** It is **vital** that all paperwork is sent to the League Administrator in order to verify results.

**11. If you have any problems with the results on match day,**

**please use the telephone helpline - 07920 056324**

**On behalf of the Youth Development League thank you for your help in producing accurate results. This is very much appreciated.**