



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@ukyd.org 07920 056324**

1. Match Recorder:

- I. Ensure you are registered on your club’s Team Managers’ Portal as the Match Recorder.

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.
- III. Remind visiting teams that they should **bring a hard copy** of their team declaration which should be handed to the results coordinator on arrival at the stadium.

3. Download the Results Software:

- I. LAG Results Software from the YDL website ‘Documents’ page. www.ukydl.org.uk

League Handbook / Programme (Combined)	Pdf	<table border="1"> <tr> <th colspan="2">COMPUTERISED RESULTS PROGRAM</th> </tr> <tr> <td>Team Managers Portal.....</td> <td>Link</td> </tr> <tr> <td>Team Managers Portal Instructions Guide.....</td> <td>Download</td> </tr> <tr> <th colspan="2">LOWER AGE GROUP</th> </tr> <tr> <td>LAG Results Software.....</td> <td>Lower Age Group (LV2018_1.1)</td> </tr> <tr> <td>LAG Results Software Operator Instructions.....</td> <td>Download</td> </tr> <tr> <th colspan="2">UPPER AGE GROUP</th> </tr> <tr> <td>UAG Results Software.....</td> <td>Upper Age Group (UV2018_1.1)</td> </tr> <tr> <td>UAG Results Software Operator Instructions.....</td> <td>Download</td> </tr> </table>	COMPUTERISED RESULTS PROGRAM		Team Managers Portal.....	Link	Team Managers Portal Instructions Guide.....	Download	LOWER AGE GROUP		LAG Results Software.....	Lower Age Group (LV2018_1.1)	LAG Results Software Operator Instructions.....	Download	UPPER AGE GROUP		UAG Results Software.....	Upper Age Group (UV2018_1.1)	UAG Results Software Operator Instructions.....	Download
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Guide to Hosting a League Meeting	Pdf																			
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UKA Track & Field Licence 2018 (Formerly Permits)	Pdf																			
Competing Clubs	Pdf																			
Composite Teams	Pdf																			

HEALTH & SAFETY	
Accident Guidance Notes	Download Here
Accident Report Form	Online

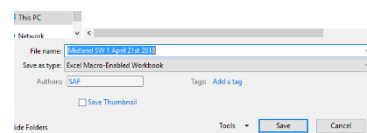
4. Using the Software:

- 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.

- i. **Select Your Region**
 - a. **Midland, North, South/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 19 Midland Premier SW
- iii. **Save as Type:**



iv. Excel Macro-Enabled Workbook.

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

1. Click on the Download icon

You only need to use this once prior to the start. It downloads League Records and Current Standings. These are not going to change during your match unless you change any of the information on the Match Day tab, in which case you'll need to click on the 'Download' icon again.

2. Click on the refresh icon,

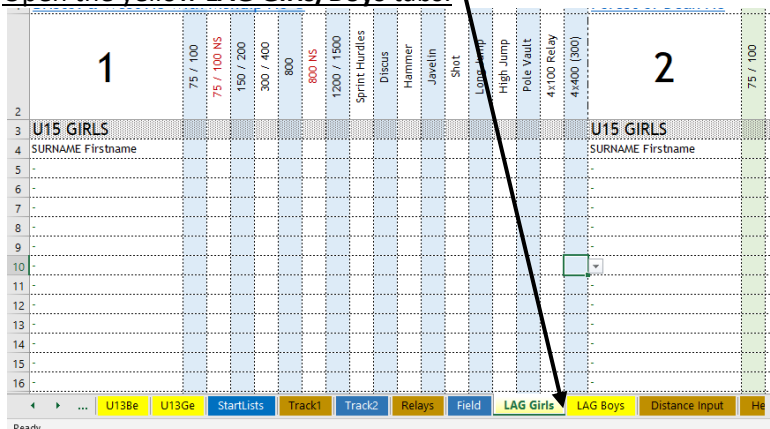
[this will automatically import the athlete's names declared by team managers using the portal when you enter results.]

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. **Recording Changes:** If an internet connection is not available changes may be made as listed below.

a. **Open the yellow LAG Girls/Boys tabs:**



- i. These tabs are used to **record changes** to the original declarations as well as adding athletes that were not previously declared.
- ii. Type the athlete's name. It is vital that you use the correct format e.g. TOMALA Joyce [surname first **capitalised** followed by given name **sentence case**]. **Please note all names added on these tabs must be in this format.**
- iii. Use the club's team number for each declared athlete.
- iv. For athletes declared as the **A** competitor use e.g. 1,2, 3 etc.
- v. For the **B** competitor e.g. 11,22,33.
- vi. The program will highlight cells if:
 1. The athlete has entered too many events- ask the team manager to check the events.
 2. The athlete has been entered for the 800m and 1500m (or 1200m), which is against League rules. - ask the team manager to check the events.
 3. Too many athletes, per team, have been entered for an event -ask the team manager to check the events.

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

Team Declarations	LAG Boys	LAG Girls	LOWER	PRINT Field Cards & Track Start Lists	LOWER
Bristol & West AC with Mendip AC	X	X	ALL	Distance	ALL
Forest of Dean AC	X	X		Height	
Hereford & County AC	X	X		U15 Boys HAMMER	
Neath Harriers	X	X		U15 Girls HAMMER	
Newport Harriers	X	X		U13 Boys LONG JUMP	
North Somerset AC	X	X		U15 Girls HIGH JUMP	
Rhymney Valley AC	X	X		U13 Girls SHOT	
				U15 Boys DISCUS	
				U15 Girls LONG JUMP	
				U13 Boys HIGH JUMP	
				U13 Girls HIGH JUMP	

LOWER	Track Lists	LOWER
	ALL TRACK EVENTS	Printer icon
Printer icon	U13 Girls 70m Hurdles, U13 Boys 75m Hurdles, U15 Girls 75m Hurdles, U15 Boys 80m Hurdles	
Printer icon	U13 Girls 150m, U13 Boys 200m, U15 Girls 200m, U15 Boys 200m	
Printer icon	U13 Girls 800m, U13 Boys 800m, U15 Girls 800m, U15 Boys 800m	
Printer icon	U13 Girls 800m NS, U13 Boys 800m NS, U15 Girls 800m NS, U15 Boys 800m NS	
Printer icon	U13 Girls 75m, U13 Girls 75m NS, U13	

- 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 track events up to and including 800m, except relays.

70m Hurdles U13 Girls A					Wind =	70m Hurdles U13 Girls B					Wind =
Posn	No.	Athlete	Club	Perf	AAA	Posn	No.	Athlete	Club	Perf	AAA
1						1					
2						2					
3						3					
4						4					
5						5					
6						6					
7						7					
8						8					

75m Hurdles U13 Boys A					Wind =	75m Hurdles U13 Boys B					Wind =
Posn	No.	Athlete	Club	Perf	AAA	Posn	No.	Athlete	Club	Perf	AAA
1						1					
2						2					
3						3					
4						4					
5						5					
6						6					
7						7					

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.

300m U15 Boys A						300m U15 Boys B						A		B	
Posn	No.	Athlete	Club	Perf	AAA	Posn	No.	Athlete	Club	Perf	AAA				
191	1		FoD	43.54								10		1	
192	2														
193	3														
194	4														
195	5														
196	6														
197	7														
198	8														
199															

800m U13 Girls A						800m U13 Girls B						A		B	
Posn	No.	Athlete	Club	Perf	AAA	Posn	No.	Athlete	Club	Perf	AAA				
202	1	4	Neath	2.1234								10		1	02:12.34
203	2														
204	3														
205	4														
206	5														
207	6														
208	7														

- ii. Enter Non-scoring results on **Track One Tab**.
 - 2. Type in the number as declared on the portal, next to the athlete's name, then enter the performance.
 - 3. **If they have not been declared on line**, or added via the Yellow tab, type in the number allocated to the athlete followed by the athlete's name {use the same format as previously. Capitalise surname, lower case given name} and their event, then enter the performance.
 - 4. Enter the athlete's performance [and wind speed if recorded] using the formats above.

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

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

viii. 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.

2	1	2	SBE Wales	4.5144
3	2	33	Swln	4.5200
4	3	5	Wye	4.5323
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

Perf	A
46.76	5
47.58	1
letters_A	
Perf	A
1.09H	
letters_A	
Perf	A
letters_A	
Perf	A
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)

- iii. this will automatically adjust for the printed results.

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

b. 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
1	4	Neath			1	4	Neath		
2	6	N Som		37.36	2	6	N Som		
3	7	RVAC			3	7	RVAC		
4	5	Newp			4	5	Newp		
5	1	BBW/Me		32.00	5	1	BBW/Mend		
6	3	Here			6	3	Here		
7	2	FoD		33.07	7	2	FoD		
8	-				8	-			
9	44	Neath			9	44	Neath		
10	66	N Som			10	66	N Som		
11	77	RVAC			11	77	RVAC		
12	55	Newp			12	55	Newp		
13	11	BBW/Mend			13	11	BBW/Mend		
14	33	Here			14	33	Here		
15	22	FoD			15	22	FoD		
16	--				16	--			

- I. Enter the **best performance** from the field card for the athletes listed.
- III. If two or more cells are highlighted in red this indicates equal performances.
- IV. 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
1					
2	1	4		5.23	5.233
3	2	6		5.23	5.231
4	3	5			
5	4	1			
6	5	3		5.23	5.232
7	6	2			

- V. 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

c. 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		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		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 in red] 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 jump**

WHEN THE FIELD JUDGES COMPLETE THE FIELD CARDS, THEY ONLY NEED TO RANK THE PERFORMANCES 1 TO 10, 1 TO 12, 1 TO 14 OR 1 TO 16 DEPENDING ON THE NUMBER OF TEAMS IN YOUR DIVISION. THEY SHOULD NOT SPLIT THE A AND B ATHLETES.

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

8. Allocating Officials Points:

- a. Ask the announcer to ensure all officials have signed in.
- b. **If officials have not signed in do not allocate points**
- c. Points should be allocated as indicated in the example:
- d. **Open the Match Day tab**

1	Abbey Harriers	1	1	25	y	55	
2	Ancaster	1	1	25	y	55	Club didn't produce full set of officials therefore no bonus points
3	Blackwood	1	1	25	y	55	
4	Caerphilly	1	1	25	y	55	
5	Cwm Runners	1	1	25	Y	55	Only 2 officials but no level 2 therefore 5 points deducted
6	Melksham	1	1	25	y	55	Club didn't produce full set of officials therefore no bonus points
7	Warwick AC	1	1	25	Y	55	Only 4 officials but no level 2 therefore 5 points deducted
8	Tredeggar	0	0	25	Y	25	

- i. Total points awarded for each club's officials should be entered as below.

Bib	Team Name	Abrev.	Officials
1	Abbey Harriers	Abb	56
2	Ancaster	Anc	56
3	Blackwood	BLA	56
4	Caerphilly	CAE	56
5	Cwm Runners	CWM	56
6	Melksham	Mel	56
7	Warwick AC	War	56
8	Tredeggar	Tre	24

- ii. The total points awarded to each team are automatically calculated.

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

9. Printing Results:

Team Declarations	LAG Boys	LAG Girls	LOWER	PRINT Field Cards & Track Start Lists	LOWER	RESULTS PACKS	TIMETABLE	BY AGE GROUP
Bristol & West AC with Mendip AC	X	X	ALL	Distance		Track1	1/26	U15B 0/17
Forest of Dean AC	X	X		Height	ALL	Page 1	0/4	
Hereford & County AC	X	X		U15 Boys HAMMER		Page 2	0/4	U15G 0/17
Neath Harriers	X	X		U15 Girls HAMMER		Page 3	0/4	
Newport Harriers	X	X		U13 Boys LONG JUMP		Page 4	1/4	U13B 0/12
North Somerset AC	X	X		U15 Girls HIGH JUMP		Page 5	0/4	
Rhymney Valley AC	X	X		U13 Girls SHOT		Page 6	0/4	U13G 1/12
				U15 Boys DISCUS		Page 7	0/2	
				U15 Girls LONG JUMP		Track2	0/4	ALL 1/12
				U13 Boys HIGH JUMP		Page 1	0/4	
U13 Girls 70m Hurdles	X			U13 Girls HIGH JUMP		Relays	0/6	

- In all cases when a page is complete, a printer will display against the option.
- Each of the options show how many events have been completed out of the number on the page.
- If you hover over the timetable column, the cursor changes to a hand which means you can print that sheet off after less than the designated number of events on the page. [The idea is that rather than simply displaying every event as it finishes, you display a page as it is completed].
- E.g., the first page of track results would print after the 4 hurdles races (A and B). Note the results don't print off automatically, you have to select to print.

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

10. On the Evening of the Match:

- Ensure each team has a copy of the results at the end of the match, if Wi-Fi is not available you will need to print a copy of the results for each team. *{this will allow team managers the opportunity to check results immediately after the match}*
- Email the provisional results to all teams in your division, the YDL webmaster stuart@ukydl.org.uk and your **Regional Coordinator**.
 - Midland Joyce Tomala joyce@ukydl.org.uk
 - North Alan Johnson alan@ukydl.org.uk
 - South Lorraine Vidler lorraine@ukydl.org.uk
 - Scotland Leslie Roy leslie@ukydl.org.uk
- Ask all team managers to check the results and notify you by lunch time of the next day of any errors.
- Amend the provisional results if errors have been highlighted by the **team managers**.

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

11. By 09:00 the Tuesday After the Match:

- Send the whole [amended] results program file, not just the PDF, to:
 - Power of Ten** admin@thepowerof10.info
 - Athletics Weekly** results@athleticsweekly.com
 - The YDL League Administrator** marian@ukydl.org.uk
 - The YDL Results Coordinator** alan@ukydl.org.uk
- 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.

12. 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. **Hard copies of all declaration sheets, including non-scoring declarations.**
 - ii. **All relay declarations,**
 - iii. **All change slips,**
 - iv. **All field cards,**
 - v. **All track/Photofinish slips,**
 - vi. **All officials signing in sheets**
 - vii. **All photography permission slips**
- b. **Please Note:** It is **vital** that all paperwork is sent to the League Administrator in order to verify results.

13. 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.