



INSTRUCTIONS
FOR
UPPER 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 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. UAG Results Software from the YDL website ‘Documents’ page. www.ukydl.org.uk

League Handbook / Programme (Combined)	Pdf
Guide to Hosting a League Meeting	Pdf
League Records	Pdf
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

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

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.

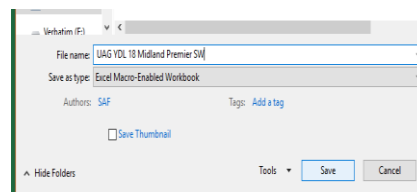
1		
2	LEVEL	UPPER
3	REGION	NORTH
4	DIVISION	West 1
5	MATCH	1
6	P/FINISH	YES
7	Date	29/04/2018
8	Venue	@ Bebbington Oval
9	Host Club	Wirral AC
10		
11		
12	Bib.	Team Name
13	1	Bolton United Harriers
14	2	Creative & Nantwich AC
15	3	Lancaster & Morecambe AC
16	4	Leigh Harriers & AC
17	5	Preston Harriers
18	6	Stockport Harriers & AC
19	7	West Cheshire AC
20	8	Wirral AC

Dashboard	MatchDay	U20Me	U17Me	U15Me
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- i. **Select Your Region**
 - a. **Midland, North, South**
- 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. UAG YDL 19 Midland Premier SW
- iii. **Save as Type:**
- iv. Excel Macro-Enabled Workbook.



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

TOTAL EVENTS: 76
NO COMPETITORS/EVENT CANCELLED/NAR: -
EVENT SCORED: 76
REMAINING: -

REFRESH
Use this to refresh team changes

Download
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.

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.

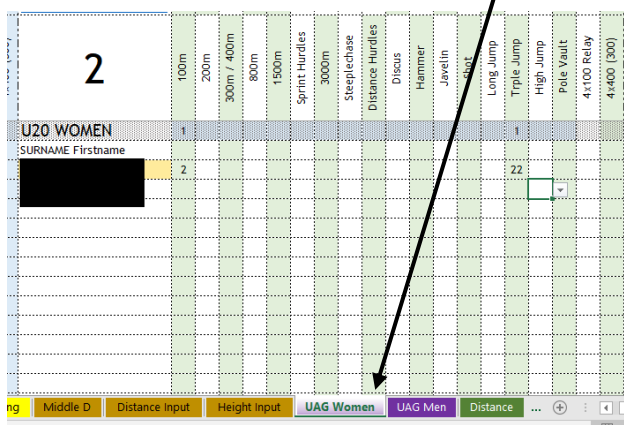
2. Click on the refresh icon,

[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 purple **UAG Men/Women** 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 U20 athletes declared as the **A** competitor use e.g. 1,2, 3 etc.
- v. For the U20 **B** competitor e.g. 11,22,33.
- vi. For the U17 athletes declared as the **A** competitor use e.g. A, B, C, D etc.
- vii. For the U17 **B** competitor e.g. AA, BB, CC, DD etc.

viii. When making changes for any U17 athletes who are competing in U20 events you MUST enter the changes; including relays; in the U17 columns.

2	100m	200m	300m / 400m	800m	1500m	Sprint Hurdles	Steeplechase	Distance Hurdles	Discus	Hammer	Javelin	Shot	Long Jump	Triple Jump	High Jump	Pole Vault	4x100 Relay	4x400 (300)
	22	22	B					B		2	B		2					

{these start at row 35} however make sure the U20 numbers are used [see the example]

- ix. The program will highlight cells if:
1. The athlete has entered too many events- ask the team manager to check the events.
 2. Too many athletes, per team, have been entered for an event -ask the team manager to check the events.

x. Non Scoring:

1. Non-scoring athletes will need to be issued with a different number.
2. Do not use any numbers that are being used for scoring athletes, eg 1,11, 2,22,3,33, A,AA,B,BB, etc.
3. You will need to keep a record of the athlete's number and club on a separate sheet. {please see the sheet sent to you by the League Administrator} You can then transfer the information directly onto the non-scoring results page.

UPPER MIDLAND South/West 1 MATCH 1 @ Hereford			
2	Cardiff Archers	Perf	W/S
3	1 124	-	-
4	-	-	-
5	-	-	-
6	-	-	-
7	-	-	-
8	-	-	-
9	South + East Wales @	Perf	W/S
10	2 225	-	-
11	-	-	-
12	-	-	-
13	-	-	-
14	-	-	-
15	-	-	-
16	Swindon Harriers	Perf	W/S
17	3	-	-
18	-	-	-

4. When entering the non- scoring results, enter the number allocated to each athlete as shown in the example.
5. Each club can only declare a maximum of 6 non-scoring athletes per gender. No more than three of these events, per gender, may be field events.

These are examples of the numbers issued to the athletes in non-scoring events. They MUST wear these numbers when competing in non-scoring events

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

- xi. When declaring relays **do not use club** numbers. Athletes are declared as per the leg they run.
1. For U20 relays use 1,2,3,4.
 2. For U17 relays use A, B, C, D.
 3. **U17 athletes who are competing in U20 relays MUST be entered in the U17 columns. {these start at row 35} but with the U20 bib numbers, ie 1,2,3,4 NOT letters.**

	AA	AB	AD	AE	AF	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV
South East Wales ©								2	22	B	1	2	3	4	A	B	C	D		
	2	100m	200m	300m / 400m	800m	1500m	Sprint Hurdles	3000m	Steeplechase	Distance Hurdles	Discus	Hammer	Javelin	Shot	Long Jump	Triple Jump	High Jump	Pole Vault	4x100 Relay	4x400 (300)
U17 WOMEN																				
		22	22				B					Z								1
		2	B									B			2					2
																				A
																				B

Make Sure the U20 numbers are used if U17 are running in the U20 relay teams.

- xii. When Team Managers make changes during the day they **MUST** use the 'Declaration Change Slip' if Wi-Fi is not available.
1. Please do not tear the slips, every team should be allocated a sheet each which **should be retained by the recorder at all times.**
 2. Team Managers should be reminded to ensure they identify the age group of the athlete and their club. *This is particularly important if U17 athletes are competing in U20 events.*

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

6. Printing Field Cards and Start lists:

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

Team Declarations	UAG Men	UAG Women	UPPER	PRINT Field Cards & Track Start Lists	UPPER
Cardiff Archers	X	X		ALL	Distance
South East Wales ©	X	X			Height
Swindon Harriers	X	X			U20 Men & U17 Men HAMMER
Team Sport ©	X	X			U20 Men & U17 Men LONG JUMP
Wyesire ©	X	X			U20 Women & U17 Women POLE VAULT
Yeovil Olympiads P. Wets C	X	X			U20 Women & U17 Women HAMMER
					U20 Men & U17 Men HIGH JUMP
					U20 Women & U17 Women LONG JUMP
					U20 Men & U17 Men JAVELIN
					U20 Women & U17 Women SHOT
					U20 Women & U17 Women JAVELIN
					U20 Men & U17 Men TRIPLE JUMP

UPPER	Track Lists	UPPER
	ALL TRACK EVENTS	
	U20 Men 400m Hurdles, U17 Men 400m Hurdles, U20 Women 400m Hurdles, U17 Women 300m Hurdles	
	U20 Men 1500m, U17 Men 1500m, U20 Women 1500m, U17 Women 1500m	
	U20 Men 100m, U17 Men 100m, U20 Women 100m, U17 Women 100m	
	U20 Men 400m, U17 Men 400m, U20 Women 400m, U17 Women 300m	
	U17 Women 80m Hurdles, U17 Men 3000m, U20 Men 3000m, U20 Women 100m Hurdles	

- To print all start lists, click on: Printer icon **ALL TRACK EVENTS**
- 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.

400m Hurdles U20 Men A						400m Hurdles U20 Men B					
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					

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

- a. Type in the performance to 2 decimals 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.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	AF	AG
1																		
2			400m Hurdles U20 Men A							400m Hurdles U20 Men B					A	B		
3	Posn	No.	Athlete	Club	Perf	AAA	Posn	No.	Athlete	Club	Perf	AAA						
4	1	2		SBE Wales	56.78	3	1	22		SBE Wales	63.20			9	7			
5	2						2											
6	3						3											
7	4						4											
8							8											
243																		
244			800m U20 Women A							800m U20 Women B					A	B		
245	Posn	No.	Athlete	Club	Perf	AAA	Posn	No.	Athlete	Club	Perf	AAA						
246	1	A		Card Arc	1.5584		1	BB		SBE Wales	2.1345			9	7			
247	2						2											
248	3						3											
249	4						4											
250	5						5											
251	6						6											
252	7						7											
253	8						8											
254																		
255			800m U17 Women A							800m U17 Women B					A	B		
256	Posn	No.	Athlete	Club	Perf	AAA	Posn	No.	Athlete	Club	Perf	AAA						
257	1						1											

- ii. Enter Non-scoring results on **Non-scoring tab**.
- Type in the number allocated to the athlete, next to the athlete's name, then enter the performance.
 - If they have not been declared on line**, 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.
 - Left hand side – enter male non-scoring
 - Right hand side – enter female non-scoring
 - Enter the athlete's performance [and wind speed if recorded] using the format below.

2	Cardiff Archers								Cardiff Archers									
3	1	124		100m	12.3	-2.2	1	140		High Jump	1.53							
4		135		200m	34.32	-1.8												
5		136		Long Jump	5.03	-1.1												
6																		
7																		
8																		
9	South + East Wales @								South + East Wales @									
10	2	225					2	97										
11																		
12																		
13																		
14																		
15																		
16	Swindon Harriers								Swindon Harriers									
17	3						3											
18																		
19																		
20																		
21																		

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**.

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

- 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*)
- this will automatically adjust for the printed results.

1																		
2	1	2		SBE Wales														4.5144
3	2	33		Swin														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

FH01 U20 Women Pole Vault				FH02 U17 Women Pole Vault				FH03 U20 Men High Jump							
Order	Posn	No.	Athlete	Club	Perf	Order	Posn	No.	Athlete	Club	Perf	Order	Posn	No.	Athlete
1	1	2		SBE Wals	3.20	1	1.1	B		SBE Wals	3.00	1	6		
2	5			Wye		2		E		Wye		2	4		
3	3	3		Swin		3		C		Swin		3	2		
4	2	4		Gwent	3.10	4	1.2	D		Gwent	3.00	4	5		
5	6			Yeo-Wells		5		F		Yeo-Wells		5	1		
6	3	1		Card Arc	3.00	6	1.3	A		Card Arc	3.00	6	3		
7	-	-				7		-				7	-		
8	-	-				8		-				8	-		
9	22			SBE Wales		9		BB		SBE Wales		9	66		
10	55			Wye		10		EE		Wye		10	44		
11	33			Swin		11		CC		Swin		11	22		
12	44			Gwent		12		DD		Gwent		12	55		
13	66			Yeo-Wells		13		FF		Yeo-Wells		13	11		
14	11	11		Card Arc		14		AA		Card Arc		14	33		
15	--	--				15		--				15	--		
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.
- 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
 - i. Total points awarded for each club’s officials should be entered as below.

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	Tredegear	0	0	25	Y	25	

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	Tredegear	Tre	6

- 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:

The screenshot shows a complex web interface for managing sports results. It features several columns: 'Team Declarations' with a list of teams like Cardiff Archers and Gloucester AC; 'UAG Men' and 'UAG Women' with checkboxes; 'UPPER' sections for 'Distance' and 'Height' events; 'RESULTS PACKS' with event details like '100m' and '400m'; 'TIMETABLE' with icons for printing; and 'BY AGE GROUP' with categories like 'U20M' and 'U17M'. A navigation bar at the bottom includes options like 'Dashboard', 'MatchDay', 'U20M', 'U17M', 'U20W', 'U17W', 'Track', 'Middle D', 'Distance Input', 'Relays', 'Height Input', 'Startlists (Track)', 'Track2', 'Field', and 'No...'. A small note at the bottom right says 'FOR ASSISTANCE WITH THE SOFTWARE, CONTACT: 01292 451111'.

- 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
- 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 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.