Instructions
for
<u>Lower Age Group</u>
Results program
UK youth
development league

Contents:

Match Day Helpline: WhatsApp Simon Fennell on 07507 853112

Please note, these instructions are for use with Microsoft Office.

PRE-MATCH

1. **Match Recorder:**
   Ensure you are registered on your club's Team Managers' Portal as the Match Recorder under the Host Club tab.

2. **Contact all Clubs in Your Division:**
   Your club's YDL named contact has been sent details of all clubs within your division.
   a. 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.
   b. Also make sure teams have declared their officials on their portals as you will need this to be able to add the officials points.

3. **Download the results software**
   a. Create a new folder in your user area and name it with a recognisable name eg 'YDL LAG results'.
   b. Go to the Host Club tab on your TM Portal, and you will see the LAG Results Software on the left-hand side of the page
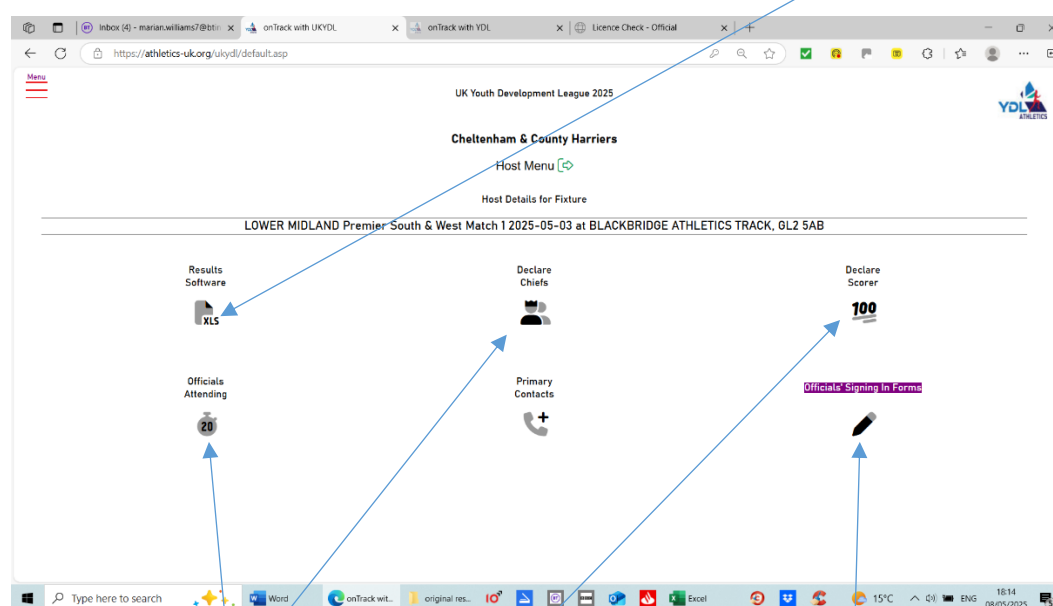
Make sure that all your chiefs and other personnel running the match are declared

You can check how many officials have been declared by all clubs, this will be useful for your chief officials to work out the duties. You will also need to print up the signing in sheets on the day before the match by clicking on the 'Signing in Sheets' on the day of the match. You need to save this in the same folder as your results software.

SAVE the results software to your computer – choose a File name that reflects your division:

eg LAG Mid 1A Match 1 (save as a Macro-Enabled Workbook). Close the folder, then re-open it. This should now be ready for you to access the file safely. You should take some time to familiarise yourself with the software and any changes that have been introduced this year.

Make sure you're using the latest version of the software by downloading it again the evening before your meeting and save it with the same file name. You could even do this when you get to the venue as it takes so little time to set a match up, **providing there is an internet connection at the track**.

You will also need to set up the officials signing in sheets in the same way as the results software and you can bring the names of your officials through by clicking on the Download button. You can then print up the signing in sheets already completed with the names and URNs of those who have been declared.

4. **Using the Software:**

a. Open your file and click 'Enable Editing'. Open the <mark>MatchDay</mark> tab on the bottom left. This takes you to this page:
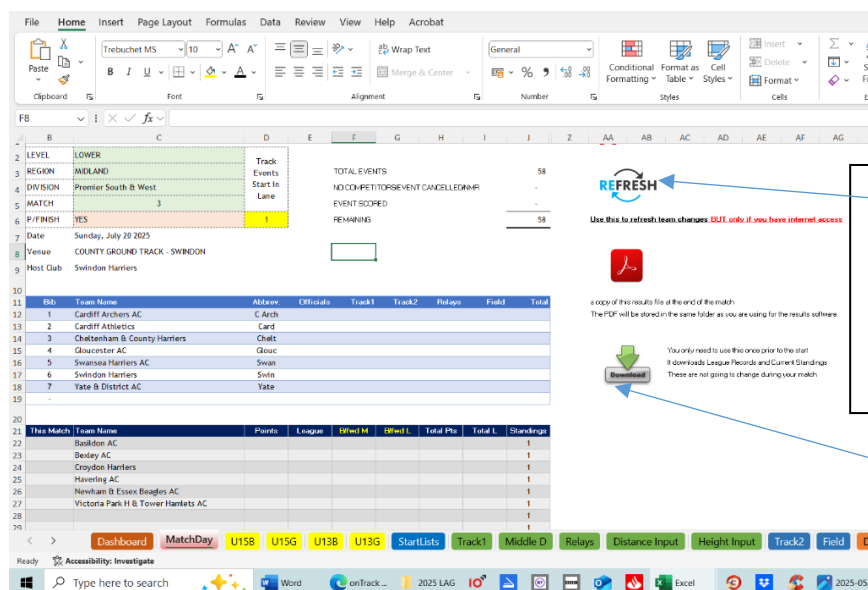
On the left-hand side is a panel for selecting your match.
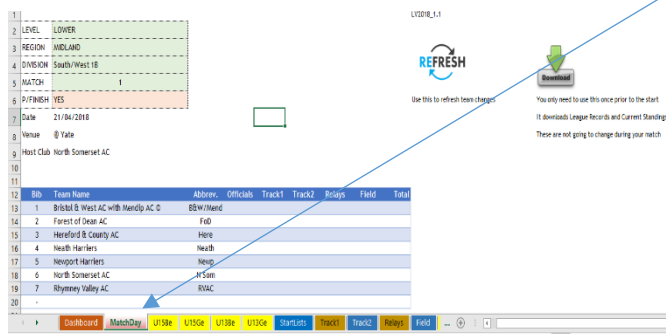
Select REGION (Midland, North or South)
Now select DIVISION
MATCH – select 1, 2, or 3
For P/FINISH select YES or NO
Then chose the lane for track events to start - (1,2, or 3)

you should see the team names and venue change for your match.

a. Keep the MatchDay tab open, then you can import the athletes who have been declared

2 Click on the refresh icon
[this will automatically import athletes' names declared by team managers using the portal when you enter results.] *Only to be used when you have an internet*

1.   Click on the Download icon
This will import all the League records and current standings. You only need to do this once when you set up the match.

5. <u>Start Lists</u>

If you select the blue **STARTLISTS** tab at the bottom, a screen similar to the one below is displayed:

Scrolling through the lists you can see the status of each teams' athletes.

If the lane number is in red that athlete is not registered with their HCAF and is ineligible to compete. There is time for the club to correct the error to enable that athlete to compete in the league, but you need to inform the club concerned of any issues over eligibility.

If the lane number is in yellow, there are some issues over how the athlete has been entered onto the portal. The athlete is OK to compete and is just a warning to check the details. This can be pointed out on the day to the team manager. It will be a difference between the team managers portal and the Trinity database. It might be a different DoB or a first name spelt differently. It is nothing for you to worry about.

If the number is in Purple, that athlete is doing too many events. This can be pointed out to team managers on the day. Do not worry about this. If it is still purple at the end of the meeting the League Administrator will sort it out.

<u>THAT IS ALL YOU NEED TO DO BEFORE THE MEETING OTHER THAN FAMILIARISING YOURSELF WITH THE PROGRAM</u>

MATCH DAY

When you open the file, click on the Match Day Tab and press the *refresh button.* **REFRESH**

Throughout the meeting team managers will be making their team changes via the team managers portal. As long as you have an internet connection, you need to keep pressing 'Refresh' on a regular basis throughout the day.

**This will then update any results previously entered as well as events still to be scored.**

If you don't have an internet connection, **you'll have to refresh the data when you get back home** to pull through any changes made on the day by team managers**.**

There are no manual changes on the day. They are all done through the team manager's portal.

6. Dashboard

The first thing you will need to do is print off the field cards. From the initial Match Day screen above, select the DASHBOARD tab.

You will now see the screen below.
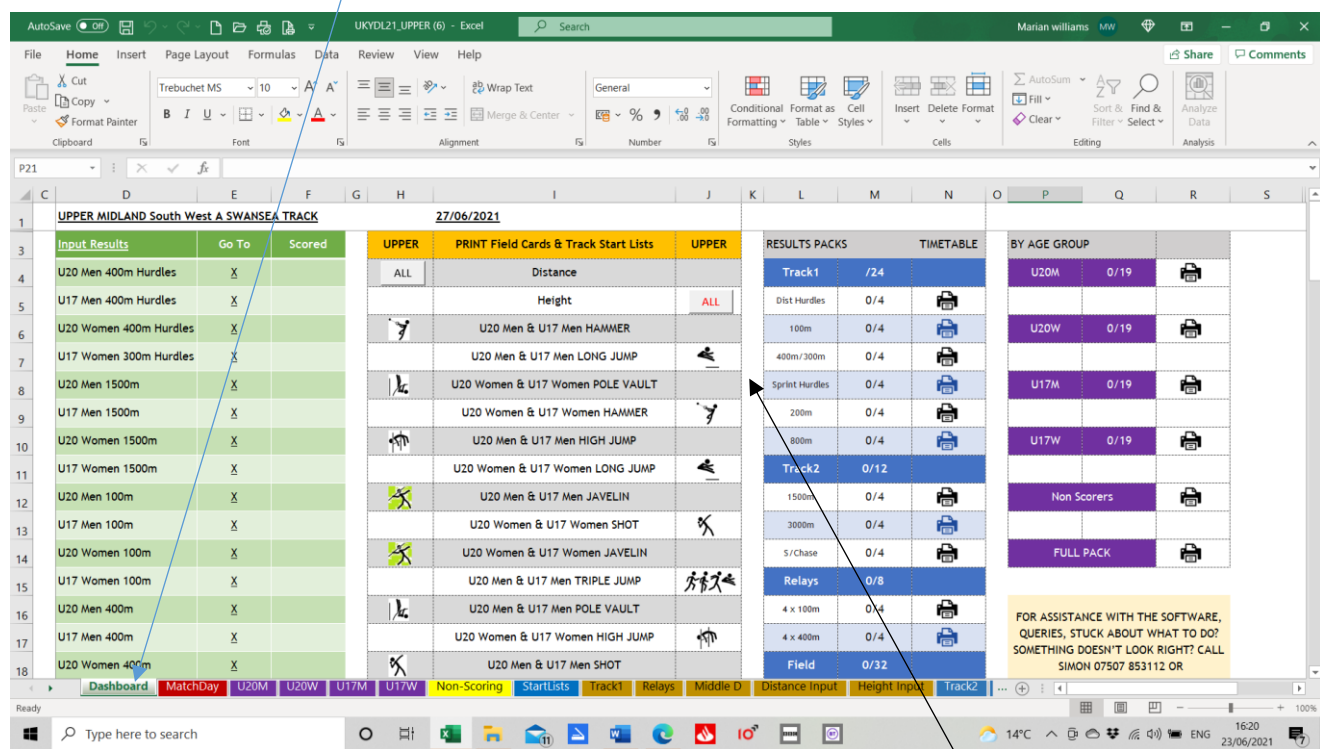
At this point, you are looking at the middle box "PRINT FIELD CARDS"

You can print each individual event as required by clicking on the icon at the side of each event, but this should be at least an hour before the start of that event.

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

7. **Entering results** - only use the Green Input tabs for entering results

You will see blue boxes on the right hand side of the screen, these will show the Points for Performance, They are not used to score the match but do give information as the relative performances.

- **100m through to 300m:** Select the TRACK 1 tab. Remember for all track events, if A and B strings are run together in any of the races, the fastest athlete automatically becomes the A string regardless of which way they have been declared.

  For each race enter the athlete's number and time for each position. Use the format 61.25 (**NOT 1.0125**) for times in excess of 1 minute. The name and club will autofill from the declarations.

- **Entering distance for 800m**: these are also entered on the TRACK 1 tab. (As above, if A and B strings are run together, the fastest athlete becomes the A string).

For each race enter the athlete's number and time for each position.

For the time, use the format 1.5834 which will translate to 1:58.34 (*For manual times you will need to enter 1.584 which will translate to 1:58.40*)

This is done to make it easier to enter the distance times.

The final results will have the times reformatted into the correct format.

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

- **Non Scoring athletes**

Non-scoring results **are also entered** on **the Track1 Tab.**
Type in the number as declared on the portal then enter the performance. If the athlete's name doesn't appear, then they may not have been declared – contact the relevant team manager and ask them to check, and update, their portal as necessary.

- o 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.
- o If non-scoring athletes are running in the <u>same race as scoring competitors</u>, then they will either need to wear a different bib number or you can mark the club bibs in such a way as to distinguish between scorers and non-scorers. If you chose to issue different numbers, you must keep a separate list of names, bib numbers, club name and event(s) because **the software can only accept club bib numbers into the results**.

Remember - 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.**

- • **Entering distance times over 800m**. Select the MiddleD tab.
  For each race enter the athlete's number and time in the order in which they finish.

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

For the time, use the format 4.5144 which will translate to 4:51.44. This is done to make it easier to enter the distance times. (*Manual time 4.514 will translate to 4:51.40*)

NOTE: For **event cancelled** enter 99 in the position 1 of the A race
For **event with no competitors** enter 98 position 1 of the A race

- • **Entering Relays.** Select the Relays Tab.
  For 4 x 100m races, enter the team number and performance for each position. (For times in excess of 1 minute use the format 61.27 NOT 1:0127)

  For 4 x 300m use the format 3.2906, this will translate to 3:29.06 in the results (3.291 if times are manual).

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

Entering Field Events (Distance). Select the Distance Input Tab. The athletes will appear in the same order as the printed field card making entry easy.

Enter each athlete's performance in the appropriate event. Simple enough.

If a competing athlete has not registered a performance, enter "X". in the performance column.

NB *If an athlete shows in the list BUT hasn't competed leave the performance column blank – **do not use an "X" for a no-show.***

You will see from the example above how distances for the hammer have been entered.

You will also see a help box open up when you click in the performance box, which should provide extra help. The example above is complete

Equal placing

If two or more cells are highlighted this indicates equal performances.

From the field card:
if two athletes are equal, add .001 to the higher placed athlete.
If there are two or more equal performances add .002, 001 etc
eg for three equal performances of 6.22 – for the best of the three enter as 6.223, for the second-best enter as 6.222 and for the third best enter as 6.221

NB When the results have been picked up on the yellow age group tabs, the performances will show just the 2 decimal places, but they will have been sorted into the correct finishing positions using the third decimal place entered

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

Entering Field Events (Heights). Select the **Height Input** tab 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 positions** 1 to 10, 1 to 11, 1 to 12 etc depending on the number of athletes competing.

	B	C	D	E	F	G	H
19	16		--		.		
20							
21	U15 Boys Pole Vault						
22	Order	Posn	No.	Athlete	Club	Perf	
23	1		3		Stoke		
24	2	4	2		Charn	3.15	
25	3	1	6		R&N	3.30	
26	4	6.1	1		Bir	2.85	
27	5	6.2	5		Notts	2.85	
28	6	2	4		MMK	3.20	
29	7		7		SSH		
30	8		.				
31	9		33		Stoke		
32	10	3	22		Charn	3.15	
33	11	8	66		R&N	2.70	
34	12	5	11		Bir	3.00	
35	13		55		Notts		
36	14		44		MMK		
37	15		77		SSH		
38	16		--		.		
39							
40							

In the case of a tie, as indicated on the field card, you will need to enter the positions eg 6.1, 6.2 for athletes who tie in first place. (3.1,3.2,3.3 for athletes who tie in third place etc.)

Enter X in case of no height achieved, but do NOT enter an X when no attempt has been made.

> WHEN THE FIELD JUDGES COMPLETE THE FIELD CARDS, THEY ONLY NEED TO RANK THE PERFORMANCES 1 TO 8, 1 TO 9, 1 TO 10 etc DEPENDING ON THE NUMBER OF ATHLETES COMPETING. THEY DO NOT NEED TO SPLIT THE A AND B ATHLETES.

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

8. **PRINTING OF RESULTS**

All printing is done from the DASHBOARD, which has a wealth of uses
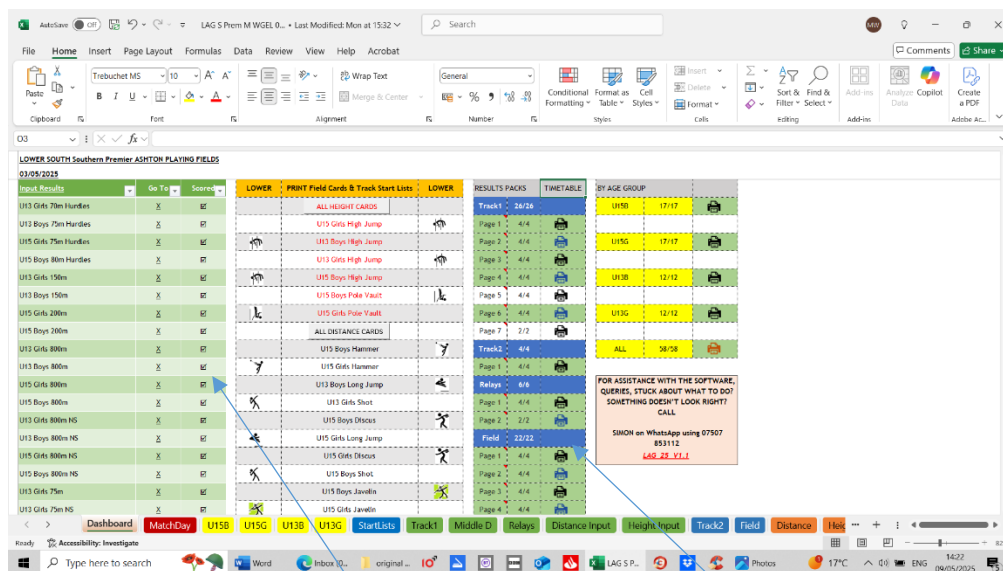
The box on the left shows you when results have been entered – a cross will appear in this space.

You can also click on the event itself, and it will take you to the right place to enter the performances.

All printing is controlled by the box on the right. Under the blue headers, Track1, Track 2, Relays, and Field you will see events and 0/4 or 1/4 etc. These will change as results are entered. Once you get to 4/4 all results for that event have been entered so you can now print off for displaying if you wish.

AFTER THE MATCH

9. On the evening of the match.

Once you have saved and refreshed **everything,** you will need to send the results to all the visiting teams for them to check. Use the **PDF** button on the Red MatchDay tab to convert the file (provided you have wifi at the track) and then email the results to the teams.

DO remind them to check their portals to make sure all their athletes are correctly declared, and to let you know by the following day, if there are any errors or queries.

You will also need to email the provisional results to the YDL web manager - results@ukydl.org.uk
and your **Area Coordinator**:

Midland	vacancy – send to	Marian@ukydl.org.uk
North	Nicola Thompson	Nicola@ukydl.org.uk
South	Stuart Horsewood	Stuarthorsewood@ukydl.org.uk
Scotland	Leslie Roy	Leslie@ukydl.org.uk

10. Finally

If any amendments have been requested by team managers, you need to check them against the paperwork and make any changes necessary then refresh the data to bring through any name changes on team portals.

This final version is the one you will need to send to Power of 10, and the League Administrator before 9:00 am on the Tuesday following your match. Once the results have been sent to Po10 etc you needs do no more, all queries should be sent to the Administrator who will deal with them.

SEND ALL PAPERWORK to the League Administrator in the grey envelope provided. (*This has been sent to your club's YDL contact)* **including:**
  All field cards
  All top copies of track/Photofinish slips
  All officials signing in sheets
  All photography permission slips

Please Note: It is **vital** that all paperwork is sent to the League Administrator in order to verify results.

ASSISTANCE - For any help during the day WhatsApp Simon Fennell on 07507 853112

or you can telephone Marian Williams – League Administrator if necessary.

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