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

Contents:

Match Day Helpline: WhatsApp Simon Fennell on <u>07507 853112</u>

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 UAG results'.
   b. Go to the Host Club tab on your TM Portal, and you will see the UAG Results Software on the left-hand side of the page
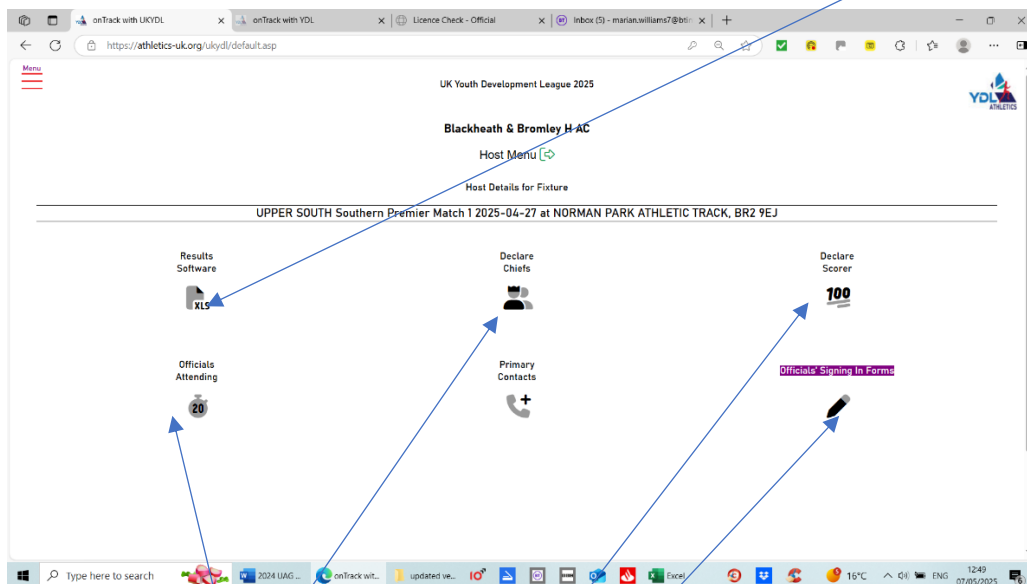
Make sure that all your chiefs and other personnel running the match are declared
You can check how many officials have been declared by all clubs, this will be useful for your chief officials to work out the duties. You will also need to print up the signing in sheets on the day before the match by clicking on the 'Signing in Sheets' and downloading the names.

SAVE the results software to your computer – choose a File name that reflects your division: eg UAG 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 save the officials signing in sheets to the same folder as the results software. This will allow you to 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 **MatchDay** tab on the bottom left. This takes you to this page:

On the left-hand side is a panel for selecting your match.

Now select REGION (Midland, North or South)
Now select DIVISION
MATCH – select 1, 2, or 3
For P/FINISH select YES or NO
Select which timetable you will be using (MAIN or LONG) – **the long timetable is an option for those Premier divisions who need it.**
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.

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

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.

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 connection

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

5. Start Lists

If you select the **STARTLISTS** tab at the bottom, the following screen 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.

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

MATCH DAY

When you open the file, click on the Match Day Tab and press the *refresh b* 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.
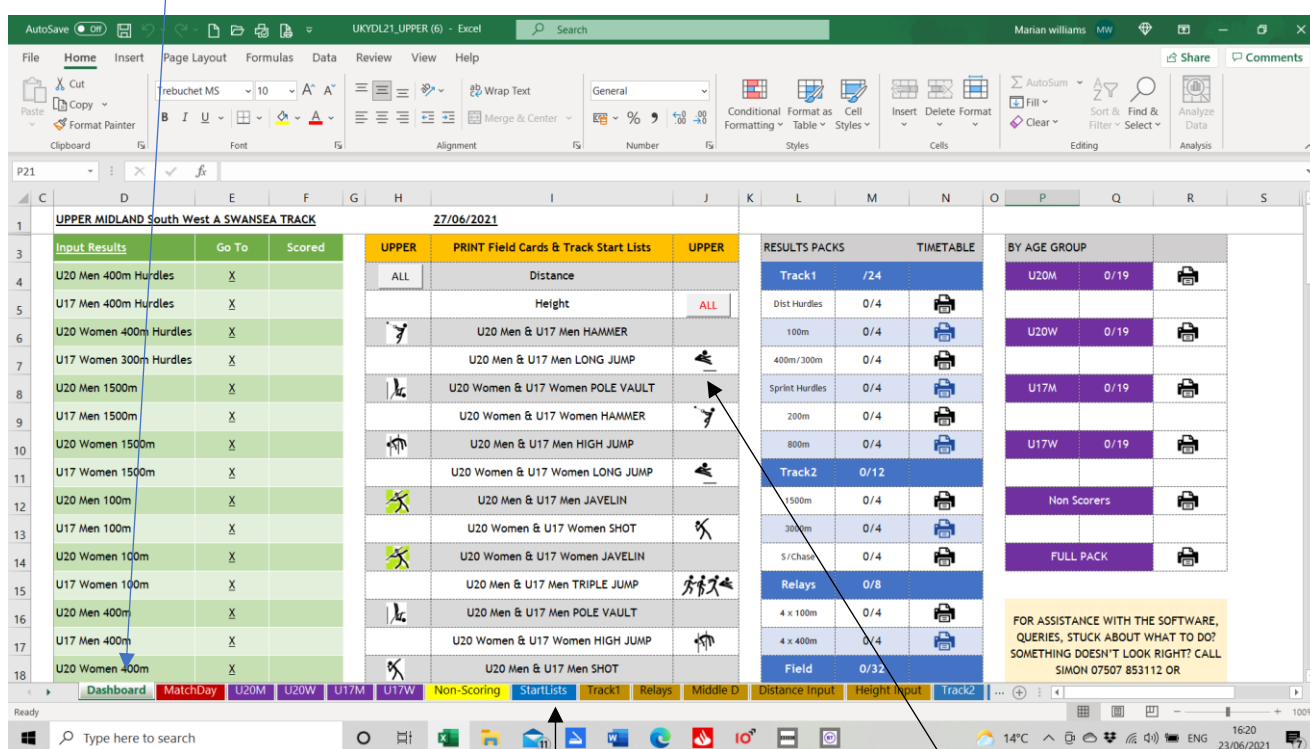
At this point, you are looking at the middle box "PRINT FIELD CARDS"

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.

Track Start Lists.

From the STARTLISTS tab you can simply print off all the start lists at the beginning of the meeting, or you can select which page to print for a specific block of events during the meeting if required.

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7. Entering results - only use the <mark>Green</mark> Input tabs for entering results
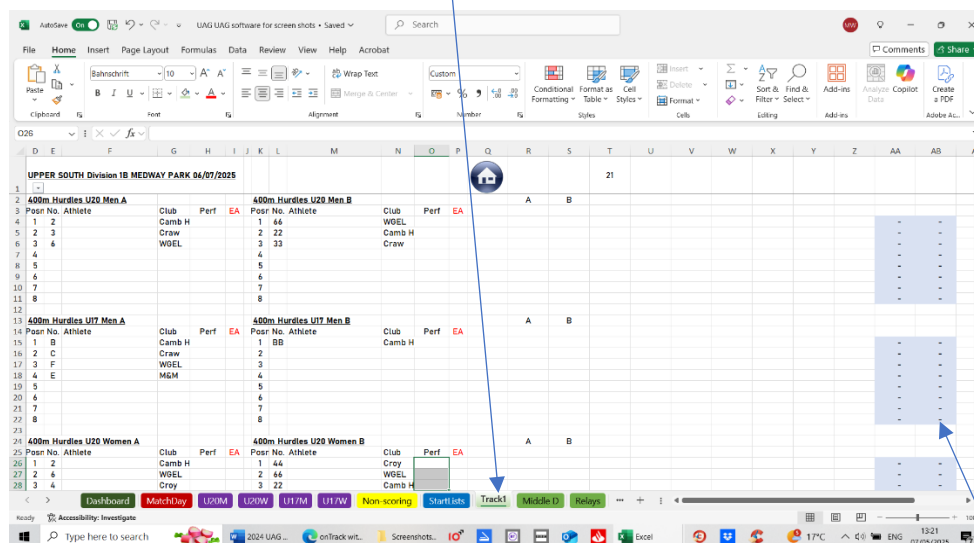
You will see blue boxes on the right hand side of the screen, these will show the Points for Performance, They are not used to score the match but do give information as the relative performances.

Format for entering Track results

i 100m through to 400m: Select the <mark>TRACK 1</mark> 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 <mark>TRACK 1</mark> 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. (Remember U17 athletes can only entered using letters)

For the time, use the format 1.5834 which will translate to 2:1:58.34(*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.

ii Entering distance times over 800m. Select the <mark>MiddleD</mark> tab.

For each race enter the athlete's number and time in the order in which they finish.
For the time, use the format 10.3217 which will translate to 10:32.17. This is done to make it easier to enter the distance times. (*Manual time 10.322 will translate to 10:32.20*)

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

If an athlete is disqualified enter DQ instead of the time
or if an athlete did not start once on the line enter DNS instead of the time.
If an athletes did not finish a race, enter DNF instead of the time.
All these should be on the track slips from the track judges.

iii 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 or 4 x 400m use the format 4.2906, this will translate to 4:29.06 in the results (4.291 if times are manual).

iv Entering non-scorers' performances. Select the **Non-scoring** tab.
You will need all team managers to indicate what bib number their non-scoring athletes will wear (they must all be declared on the portal). There are sheets you can use, if teams don't print their own to hand in. Transfer the bib numbers to the athletes listed in the Non-scoring tab.
All Non-scoring athletes (and their events) declared will be showing in the list, **if they are not showing**, you must contact the relevant team manager and ask them to add their athlete to the portal in the correct manner. **DO NOT MANUALLY ADD NON-SCORERS TO THE LIST**

Format for entering Entering Field Events

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

	Order	Bib	Athlete	Club	Perf		Order	Bib	Athlete	Club	Perf
			FD01 U20 Men Hammer						FD02 U17 Men Hammer		
	1	4	Benjamin FENWICK (U20)	Nhants	44.87		1	D	William RICHARDS-BALDWIN (U17)	Nhants	42.24
	2	2	Oliver RISBOROUGH (U20)	Charn	45.99		2	B		Charn	
	3	1		Bir			3	A		Bir	
	4	5		Notts			4	E		Notts	
	5	3		MMK			5	C		MMK	
	6	6		R&N			6	F		R&N	
	7	-					7	-			
	8	-					8	-			
	9	44		Nhants			9	DD		Nhants	
	10	22	Mark NASILASILA (U20)	Charn	47.36		10	BB		Charn	
	11	11		Bir			11	AA		Bir	
	12	55		Notts			12	EE		Notts	
	13	33		MMK			13	CC		MMK	
	14	66		R&N			14	FF		R&N	
	15	--		-			15	--		-	
	16	--		-			16	--		-	

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

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

FD08 U17 Women Shot				
Order	Bib	Athlete	Club	Perf
1	C		MMK	
2	B	Mary NASILASILA (U17)	Charn	8.30
3	F		R&N	
4	D	Violet SNELGROVE (U17)	Nhants	7.20
5	A		Bir	
6	E		Notts	
7	-			
8	-			
9	CC		MMK	
10	BB	Jessica ASQUITH (U17)	Charn	
11	FF		R&N	
12	DD	Nia WAKLEY (U17)	Nhants	7.20
13	AA		Bir	
14	EE		Notts	
15	--		-	
16	--		-	

If two athletes have the same performance their distances will be highlighted as shown:

In this case you check which athlete has been given the higher position by the field judge or referee, and simply add a third decimal place to the better performer ie 7.201. This will still show as 7.20 in the results, but the software will detect the higher number to ensure the athletes are in the correct positions.

If there are 3 highlighted performances then add 0.002 (ie 7.202) to the best performer's score, then 0.001 (ie 7.201) for second. NB The third best performance doesn't need anything to be added as that is recorded as 7.200 automatically.

ii Height Events. Select the Height Input Tab

In this type of event, you need to enter the heights cleared in the Performance column and **then in the position columns, the position finished in the event ie 1 to 7 or 1 to 12 etc** depending on how many athletes competed. You DO NOT split them into A and B strings. *This should have been completed by the field officials before sending it to the results recorders.*

Again, if an athlete no heights, enter "X" in the performance. *You don't record an "X" if the athlete hasn't competed.*

Obviously, in PV and HJ, you quite often get equal positions.

This is done as follows:

If 2 athletes are tied for 2nd place, the positions entered 1, 2, 2, 4 should be entered as 1, 2.1, 2.2, 4

If 3 athletes are tied in 4th place, the positions entered 1, 2, 3, 4, 4, 4, should be entered as 1, 2, 3, 4.1, 4.2, 4.3

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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.

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 send a copy to your Area Co-ordinator and Web manager – these email addresses are on the recorder's notes sent out by the league shortly before your match.

10 Finally
   You will need to Refresh the data and save it again as this will bring through any changes team managers have made to their teams. **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 all queries should be sent to the Administrator who will deal with them.

   ASSISTANCE - For any help during the day WhatsApp Simon Fennell on 07507 853112
   or you can telephone Marian Williams – League Administrator if necessary.