



Instructions  
for  
Lower Age Group  
Results program  
UK youth  
development league

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# 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 in the Host Club tab.

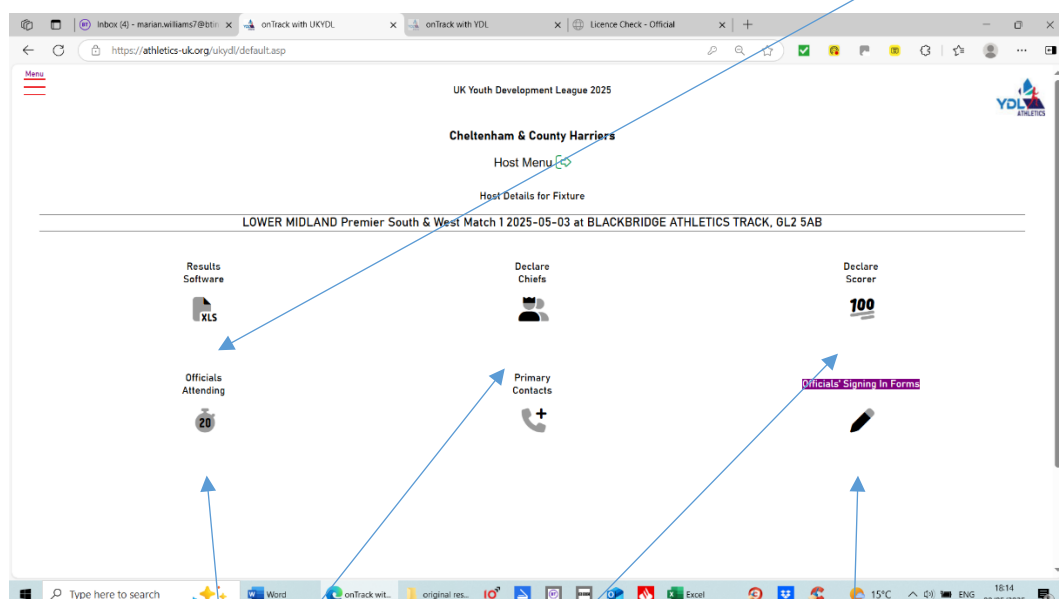
### **2. Contact all Clubs in Your Division:**

*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.

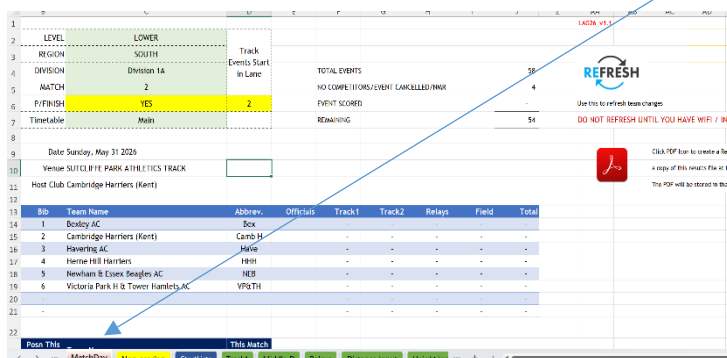
Make sure you're using the latest version of the software by downloading it again the evening before your meeting and save it with the same file name. You could even do this when you get to the venue as it takes so little time to set a match up, **providing there is an internet connection at the track.**

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 **MatchDay** 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  
Choose which timetable you are going to be using.  
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

LEVEL	UPPER	Track Events Start in Lane
REGION	NORTH	
DIVISION	Premier East	
MATCH	2	
RFINISH	YES	1
Timetable	Long (Premier)	

TOTALEVENTS	76
NOCOMPETITORS/SEVENT CANCELLED/MINOR/NOT ON1	4
EVENT SCORED	-
REMAINING	72

Date Sunday, May 24 2026  
 Venue UNIVERSITY OF YORK  
 Host Club City of York AC

Bib	Team Name	Abbrev.	Officials	Track1	Track2	Relays	Field	Total
1	City of Sheffield & Dearne AC	Sheff+D		-	-	-	-	-
2	City of York AC	York		-	-	-	-	-
3	Doncaster & Chesterfield @	Don&Clfd		-	-	-	-	-
4	Gateshead Harriers & AC	Gate		-	-	-	-	-
5	Kingston upon Hull AC	KuH		-	-	-	-	-
6	Leeds City AC	Leeds C		-	-	-	-	-
7	Spennborough & District AC	Spenn		-	-	-	-	-
8	SV Dons @	SYD		-	-	-	-	-

Posn This Match	Team Name	PTS Match Points	League Points	Bfwd Match	Bfwd League	Total Match	Total League	Standings
	SV Dons @	-		3810	4.5	3810	4.5	4
	Spennborough & District AC	-		276.0	2.0	276.0	2.0	7
	Leeds City AC	-		276.0	2.0	276.0	2.0	7

**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.*

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

**5. Start Lists**

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

Lane	No.	Athlete	Club
1	5	Ella LOWER	NEB
2	2	Lauren GRAY	Camb H
3	1	Hannah O'RIELLY	Bex
4	3	Emma PENLINGTON	Have
5	4	Sara SMITH	HHH
6			
7			
8			

Lane	No.	Athlete	Club
1			
2	E	Isabel HYDE	NEB
3	B	Riley POLE	Camb H
4	A	Lucy LILLIE	Bex
5			
6			
7			
8			

Line Up	No.	Athlete	Club
1			
2			

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

If the lane number is in red that athlete is not showing registered with their HCAF and is technically ineligible to compete. However, 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, and they can sort it out.

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 usually something that can easily be resolved by the club themselves.

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 PROGRAMME

# MATCH DAY

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



The scores from previous matches should already be showing but it not, just press the Download button again.



**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.**

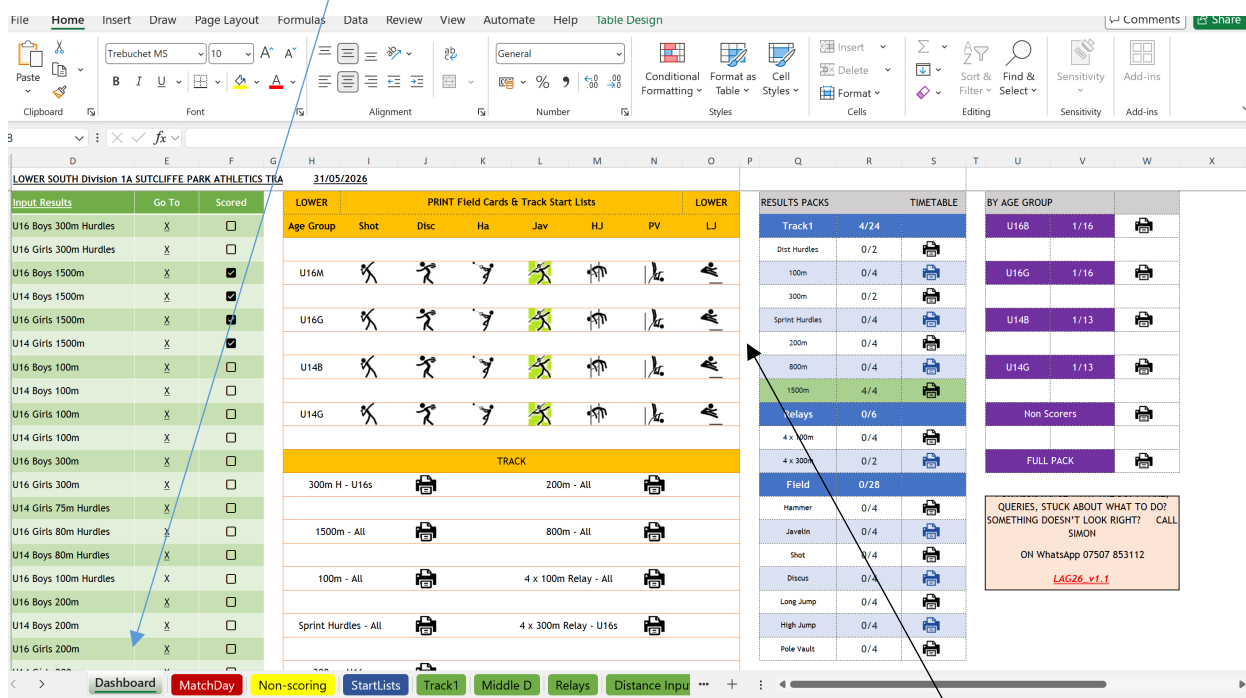
If you don't have an internet connection, **you'll have to refresh the data when you get back home** to pull through any changes made on the day by team managers.

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.

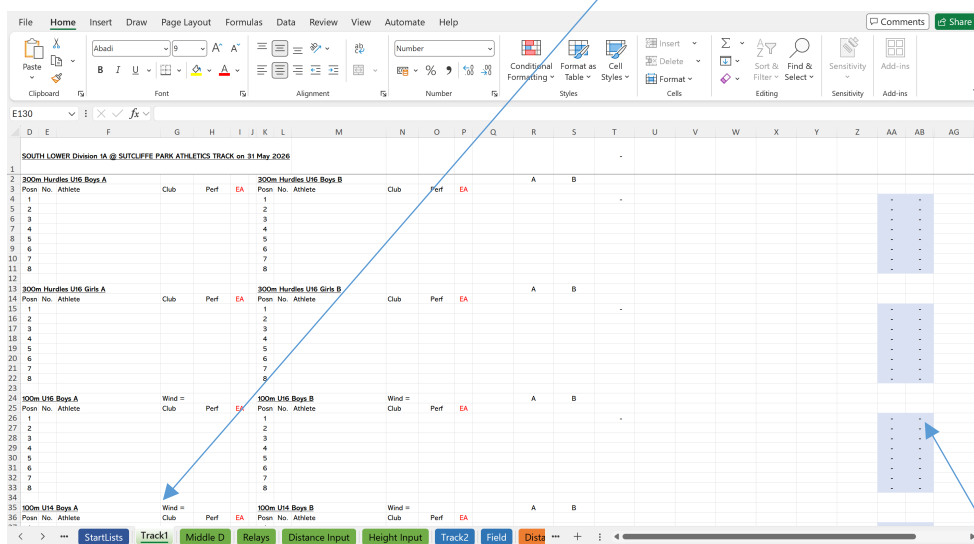


At this point, you are looking at the middle box "PRINT FIELD CARDS"

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 1.5444 which will translate to 1:54.4 (For manual times you will need to enter 1.544 which will translate to 1:54.40)

SOUTH LOWER Division 1A @ SUTCLIFFE PARK ATHLETICS TRACK on 31 May 2026					
78	800m U16 Boys A			R	800m U16 Boys B
79	Posn No.	Athlete	Club	Perf	EA
80	1	11 Rory LOGG (U16)	Bex	1.5907	9
81	2	5	NEB	2.0278	9
82	3	3 Angus MITCHELL (U16)	Have	2.0456	9
83	4	6 Lewis RELLY (U16)	VP&TH	2.0589	9
84	5				
85	6				
86	7				
87	8				
88					
89	800m U14 Boys A				800m U14 Boys B
90	Posn No.	Athlete	Club	Perf	EA
91	1	6 Sebastian CRAIG (U14)	VP&TH	1.5444	9
92	2	11	Bex	1.5701	9
93	3	5	NEB	1.5988	9
94	4	3 Ryan MCVAY (U14)	Have	2.0111	9
95	5				
96	6				
97	7				
98	8				
99					
00	800m U16 Girls A				800m U16 Girls B

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 entered on the YELLOW Non Scoring tab.**

1. The athletes should wear the bib numbers they have been given by the host club. Clubs should use the proforma sheets to write down the athletes who have been declared, fill in their bib numbers and then hand it in to the results team.
2. Transfer these numbers onto the Yellow non-scoring tab matching the number to the athletes, this makes it easier to identify the athletes when you come to record the performance
3. In the Lower Age Group, **up to four athletes can be declared in each separate age group, making a maximum of 16 in total, however only one per age group can be declared in a field event.**

- **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.

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			

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.

U15 Boys Hammer				U15 Girls Hammer				U13 Boys U14 Long Jump		
Order	Bib	Athlete	Club	Order	Bib	Athlete	Club	Order	Bib	Athlete
1	5		Notts	1	5		Notts	1	4	
2	7		SSH	2	7		SSH	2	2	
3	6		R&N	3	6		R&N	3	3	
4	4		MMK	4	4		MMK	4	1	
5	2		Charn	5	2		Charn	5	7	Asher SMITH
6	1		Bir	6	1		Bir	6	5	
7	3		Stoke	7	3		Stoke	7	6	
8	-			8	-			8	-	
9	55		Notts	9	55		Notts	9	44	
10	77		SSH	10	77		SSH	10	22	
11	66		R&N	11	66		R&N	11	33	
12	44		MMK	12	44		MMK	12	11	
13	22		Charn	13	22		Charn	13	77	Elijah HARTLA
14	11		Bir	14	11		Bir	14	55	
15	33		Stoke	15	33		Stoke	15	66	
16	-			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

### Equal placing

Order	Bib	Athlete	Club	Perf
1	4	Rubi IHEME-MADUKAIRO	Glouc	6.80
2	1	Ruby AHERNE	C Arch	6.80
3	5	Eva BEZODIS	Swan	4.80
4	7	Natalee SOUCH	Yate	5.13
5	3	Isla RICHENS	Chelt	5.84
6	6	Rosatie HISCOCK	Swin	4.89
7	2	Eloise WILLIAMS-JONES	Card	6.02
8	-			
9	44	Keira WITCOMB	Glouc	5.73
10	11	Esme BURT	C Arch	6.48
11	55	Freya CLEVERLY	Swan	5.29
12	77	Zoe CULLIMORE-DAVIES	Yate	4.60
13	33	Marina SHEERIN	Chelt	6.01
14	66	Sophie SILTO-BAKER	Swin	4.82
15	22	Rachel HARRIES-JONES	Card	6.44
16	-			

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 eg 6.801

If there are three 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 input 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.

Order	Posn	No.	Athlete	Club	Perf
1	3	3		Stoke	
2	4	2		Charn	3.15
3	1	6		R&N	3.30
4	6.1	1		Bir	2.85
5	6.2	5		Notts	2.85
6	2	4		MMK	3.20
7	7	7		SSH	
8	-	-		-	
9	33	33		Stoke	
10	3	22		Charn	3.15
11	8	66		R&N	2.70
12	5	11		Bir	3.00
13	55	55		Notts	
14	44	44		MMK	
15	77	77		SSH	
16	--	--		-	

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 sixth place. (For more than two equal places then add 0.1, 0.2, 0.3 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

If you need to print the 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](mailto:results@ukydl.org.uk) and your **Area Coordinator**:

Midland	vacancy – send to	<a href="mailto:Marian@ukydl.org.uk">Marian@ukydl.org.uk</a>
North	vacancy – send to	<a href="mailto:Nicola@ukydl.org.uk">Nicola@ukydl.org.uk</a>
South	Stuart Horsewood	<a href="mailto:Stuarthorsewood@ukydl.org.uk">Stuarthorsewood@ukydl.org.uk</a>
Scotland	Leslie Roy	<a href="mailto:Leslie@ukydl.org.uk">Leslie@ukydl.org.uk</a>

## 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 - [TrackandField@powerof10.uk](mailto:TrackandField@powerof10.uk)

and the League Administrator [Marian@ukydl.org.uk](mailto:Marian@ukydl.org.uk)

before 9:00 am on the Wednesday following your match. Once the results have been sent to Po10 etc you need do no more, all queries should be sent to the Administrator who will deal with them.

**SEND ALL PAPERWORK in the grey envelope provided to whoever is scrutinising your match.** *(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**

**Any accident forms**

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

**ASSISTANCE - For any help during the day, you can WhatsApp Simon Fennell on 07507 853112,**

**however Simon will set up a WhatsApp Chat group for each match, and this will also be a useful place to ask for help from others also doing the results.**

**Please advise your results recorder to ask to be included in this group.**

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