

CaRob Computing's

SportsTrak 2100

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CaRob Computing

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Installation

SportsTrak runs a standard Windows installation. If it doesn't start automatically, run Setup.exe from the CD

SportsTrak installs by default in C:\SportsTrak.

SportsTrak's installation makes no changes to the registry. It creates SportsTrak.ini in the Windows folder. This file stores current window positions, and other non-critical SportsTrak settings. The installation also creates a desktop icon and a program menu option.

To copy SportsTrak to another computer or to a network, simply copy a working SportsTrak folder and the folders of any required data. You then only need to place a shortcut to Sportstrak.exe for it to be fully functioning.

Registration Code

Every SportsTrak requires a unique registration code. Without the code, SportsTrak will operate for around a month and a half. Once CaRob receives payment we fax or email the code to the contact person.

Enter the registration code from the File menu

Prior SportsTrak familiarity?

Read Chapter 10 for the main differences in this version and data conversion. Then Chapter 2 takes you through a setup guide for a house carnival.

Upgrading from an older version of SportsTrak?

The older SportsTrak installed to C:\Sportrak. This one to C:\SportsTrak, slightly different, so this installation will not over-write an older version. SportsTrak 2100 co-exists perfectly with an older SportsTrak except that they use different data formats, so don't expect them both to work with the same data.

See Chapter 10 for data conversion.

New to SportsTrak?

If you are organising a typical school carnival, you need to

- Read through Chapter 1
- Work through Chapter 2 on setting up and running a carnival, perhaps using the sample data provided.
- Glance through Chapter 3 to see a few useful things, but take note of how records have to be managed after a carnival.
- Chapter 9 is important for data import, and you will need to show it to your computer person, not necessarily worry about it yourself.

The rest of the manual tends to be more specialist and can be referred to only if you need it.

Pre-requisite skills

Because SportsTrak manages data in different folders, it is expected that SportStrak users understand files and folders and how to copy, create, or move them.

The best tool for this is Windows Explorer. If you are not familiar with it, get an experienced computer user to show you.

The ability to use Excel on text files is useful, and some skills are covered in Chapter 9

Updates to SportsTrak

SportsTrak is always changing as people find bugs or request additional features and reports. Look on ***www.carobcom.com*** for any updates.

Support

We provide ongoing support to our clients, free of charge under normal circumstances. Both the program authors have day jobs, so day-time contact is not always directly possible. If you leave us a message, with a brief description of your issue, we will return your call. Leave an after hours phone number if that is convenient, or a mobile number.

Email:	carobcomputing@hotmail.net.au		
Fax:	03 5523 5144		
Phones	(After Hours or leave a message)		
	03 5526 7277 (Peter Robertson)	03 5523 2120 (Tom Carswell)	

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Chapter 1

Overview

What SportsTrak does and some terminology used.

SportsTrak is used to manage and score school sporting carnivals:

- Athletics
- Swimming
- Cross country

Event Level

The carnival programs may be based on age group or year level.

Age groups can be represented as U/13 or 14Yr.

SportsTrak often refers to the age or year level as the *level* of an event.

Scoring

Points are awarded to teams and individuals. The points awarded may be based on

- placings (Normal Scoring in SportsTrak)
- performance against set standards (Standards Scoring)
- direct entry of a score (Points Scoring)

Teams

Teams in SportsTrak are typically houses or schools if the carnival is interschool. Teams could also be form groups when a carnival is Form-Based.

In SportsTrak, the word 'Team' can mean House, School, or Form depending on the context.

The word Team can also be used in the context of a Team event, i.e. an event in which a team of competitors participates, usually a relay.

Student data

SportsTrak maintains a student database. Usually you would import this data from an administration database in the form of a text file. This is the only part of SportsTrak where significant other computer expertise is required. Usually the Sport Coordinator would need to liaise with administration or computer staff to do this.

Reference Date

SportsTrak automatically determines students' age groups based on a Reference Date that you enter for a carnival.

Library of Events

You build a program of events in SportsTrak from an approved list of event types called the Library of Events. An event type must be listed in the Library before you can place it into the program. For example if you want Caber Tossing as an event, you would add it to the Library with some details about it: Caber Tossing, Individual Event, Field, based on Distance, Normal Scoring

This gives SportsTrak all the information it needs to know about the event.

Note that the age group or gender is **not** included in the library of events. Age group and gender are added on the program.

Grades

Events on the program are given a Grade. A grade is essentially a specific scoring scheme. 'A' grade is usually the highest. You may have 100 m A grade, where winners score 12 points, and 100 m B grade where winners score 8 points. Grades are not part of the Library of events: they are added to the program.

The term 'OPEN'

Common usage of the word 'Open' is to designate the senior event in the age range. SportsTrak does not use this convention. In SportsTrak, an OPEN event is one where younger participants may compete. SportsTrak's senior event is usually U/21.

In SportsTrak you may have events such as:

U/21 Male Butterfly OPEN

U/15 Male Butterfly OPEN

because you expect younger competitors in them.

Divisions

Example: You may have 6 age groups, male and female. You award a trophy for Junior Aggregate based on the house with the best score for the lower two age groups, both genders.

In SportsTrak, you do this by setting up a Division, naming it as you like, but telling it which age groups and genders are involved.

At the end of the carnival it is easy to print the Divisional Scores and ascertain your Junior, Intermediate and Senior Aggregate champion teams.

Individual Championships

Points awarded for placings are usually credited to the team and to the competitor.

An option exists so that you may prohibit a competitor competing out of their age group from scoring individual championship points. Under this option, the points go to the house only. So an U/13 boy cannot get U/13 championship points for going in an U/14 event.

Regardless of how this option is set, if an event is OPEN then all competitors will score championship points. So if the event is U/21 and OPEN, an U/17 competitor will get points, even if the option in the paragraph above is active.

Overriding the placement of points

In unusual cases, you may have a need for points to go to the house and never to the individual or vice versa.

This can be done by setting up a scoring grade that behaves this way. For example, Grade N may apply to some sort of novelty event. It could be set to give points to the team, but not the individual.

Competitor and non-competitor

SportsTrak allows pre-entry of students into events. A 'competitor' is someone in an event, whereas a 'student' may not be in an event.

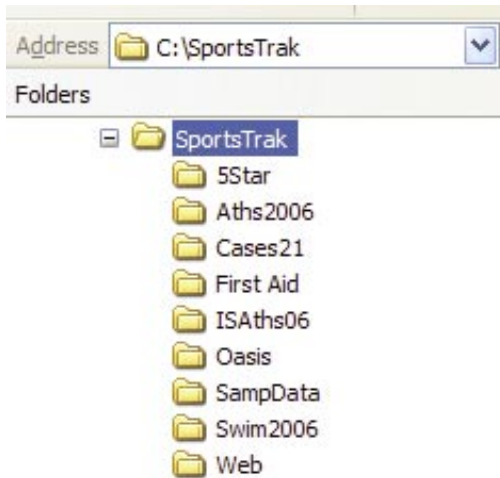
Non-competitors are students who have not been entered into events. Thus a non-competitors' report gives a list of students who may be available for other duties during the carnival.

Participant and non-participant

Participants are any athlete who competes during the carnival. It often happens that a student is a competitor because they have been listed into an event, but they fail to compete for some reason. Thus in SportsTrak, they are regarded as a competitor, but are a non-participant. This distinction forms the basis for the non-participants report that may be printed after a carnival that show those students who were expected to compete but who didn't.

SportsTrak's Organisation

Folders



SportsTrak is a program that operates on a set of data tables.

The program files are always in the SportsTrak folder but the data files can be in any folder. Each carnival has its own folder for its data.

This screen shot shows a typical layout. The folders Aths2006, Swim2006, and ISAths06 each contain a complete carnival for the year 2006. They are easy to find and identify.

You can easily burn the entire SportsTrak folder to a CD or copy to another location as a backup.

Database operations

SportsTrak's data folders store an extensive range of information including:

- Student data
- Library of event types
- Program of events
- Age groups
- Team (house) details
- Past records
- Scoring system
- Past winners
- Details of the current carnival
- List of competitors
- Results



You will have to ***add, change and delete data records***. When you have to add a lot of data (all of your students) you will ***import*** that data from another computer.

Data that you maintain yourself is usually displayed in a table, as shown at left for houses. A single row of a table is called ***a record***.

Edit-In-Place

Simple data like this has a label ***Edit In Place***. This means if you insert or change a record you do it directly in the table, a bit like you do with a spreadsheet.

Tables and Forms

Some records have many fields, some of which may be required, others optional. For example, an event on the program.

These records are typically viewed on a table and edited on an **Update Form**.

The Insert or Change buttons will open the record.

Usually **double clicking** will also open a record for editing.

The <ESC> key will cancel and close any form.

The 'Browse the Program of Events' window displays a table of events. The table has columns: No, Event Name, M/F, Level, Gr, Time, Final, and Day. The events listed are 15-26 (400m, Discus, High Jump, Javelin) and 27-41 (Long Jump, Shot Put, Triple Jump, 400m, 3000m, 100m). The 'Changing a Schedule Record' dialog box is open, showing details for Event No. 27, Event Name 'Long Jump', and Event Time '11:15AM'. The dialog includes fields for Gender (Male, Female, Unisex), Other Information (Pit 1), Level (U/16), Grade (A), and a checkbox for 'Check this box if event is OPEN to other Levels'.

The 'Select an Event' dialog box is shown, listing various events: 100m, 1500m, 1500m Walk, 200m, 3000m, 400m, 4x100m Relay, 800m, Discus, High Jump, Hurdles, Javelin, Long Jump, Shot Put, Steeplechase 2000m, and Triple Jump. The 'Long Jump' event is selected. The 'Changing a Schedule Record' dialog box is also visible, showing the same event details as in the previous screenshot.

The form provides **check boxes**, **radio buttons**, **drop list boxes** or other guides to assist you and to restrict you to logical input.

The <TAB> key moves you from field to field on the form. <SHIFT-TAB> moves in reverse order

Lookup Table

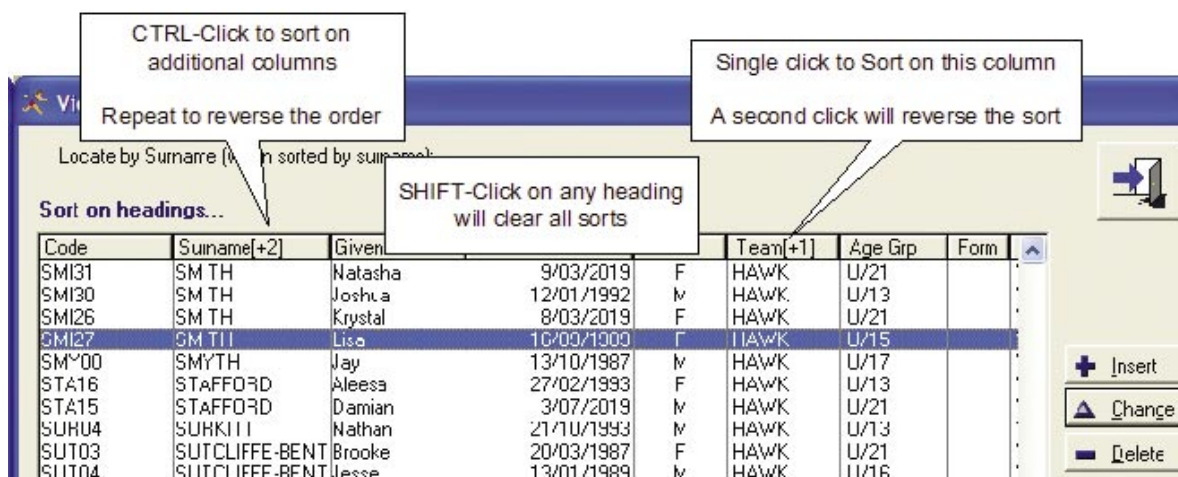
Where a standardised name (such as event name) is being entered, if you get it wrong, a **lookup table** pops up and you can choose the correct item.

Instead of fully typing a word, *it is often easiest to type a mistake deliberately*, then press the <TAB> key to automatically bring up the lookup table from which to select.

The <ESC> key will close any window and cancel the update. Sometimes you get stuck in a loop where you want to cancel, but SportsTrak tries to force you to make a choice. <ESC> will get you out of it.

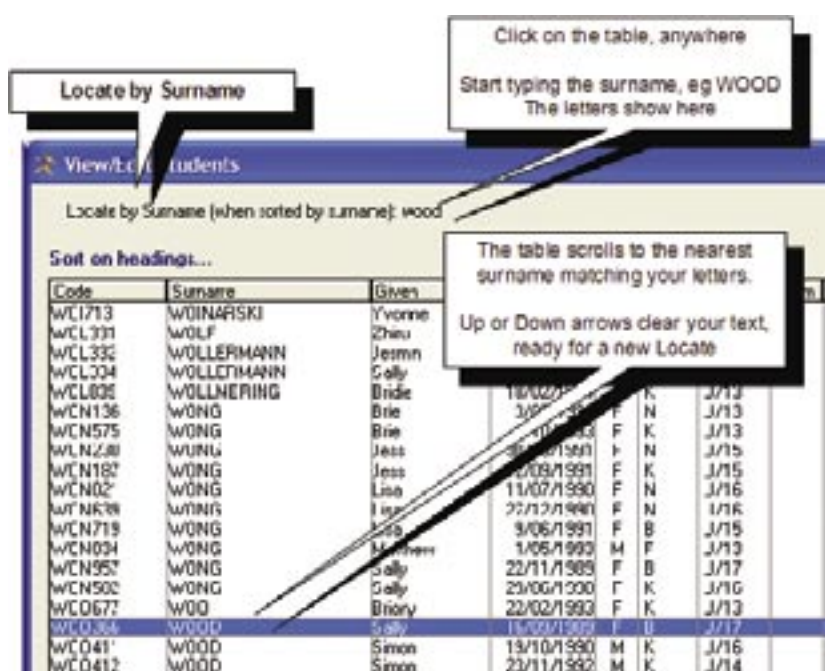
Sort Headers

Where tables offer Sort Headers, you can sort on one or more columns in forward or reverse order as shown here.



Locators

A locator is present on tables with many records and is indicated by a prompt like *Locate by Surname* or *Locate Event Name*.



It allows *automatic scrolling* based on the data in one of the columns.

A typical use is to find one student from 1000 in a list.

First *click the table anywhere* so Windows 'knows' what your mouse is focussed on.

Then *type the first few letters* of the word in you want to scroll to. The letters show above the table as you type, and the table simultaneously scrolls to the nearest matching record.

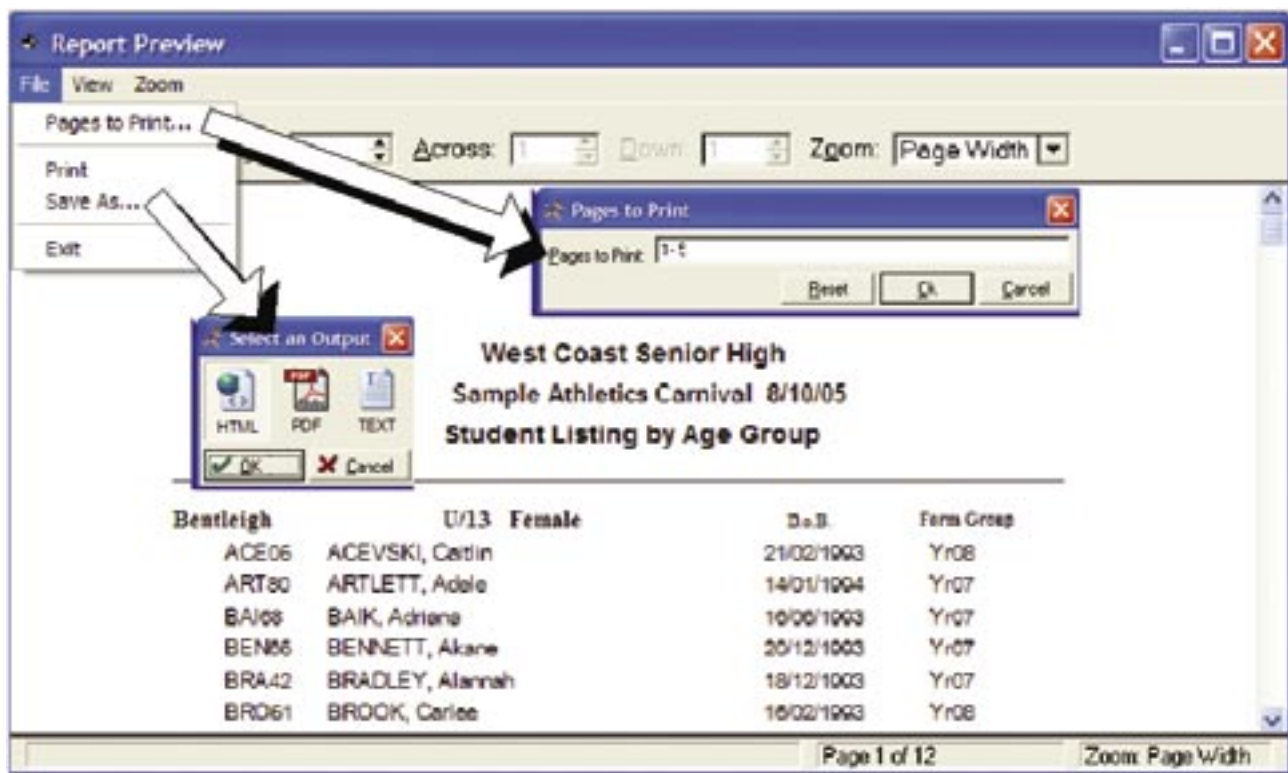
The *Up or Down Arrow* will totally clear the locator text. Use the *Backspace Key* to remove characters.

When located, you can edit that record as usual.

General Printing

As long as a printer is installed under Windows, it will work with SportsTrak. Choose a printer from the File menu.

All reports preview to screen where you can view the output.



At this stage you may:

- cancel
- print all pages
- select some pages to print

To print specific pages, go to File, Pages to Print. Enter page numbers separated by commas e.g. 1,4,5, or a range of pages by using a dash e.g. 1-5, or combination e.g. 1,5-9.

Print to Text, HTML, or Acrobat Reader document

From the preview window, all or most reports offer the ability to:

- print to an Acrobat .pdf file
- print to a text file
- print to an html file

Go to File, Save As...

Select one of these options and you will be prompted for a file name and location.

Chapter 2

Running your Carnival

SportsTrak Setup Guides

Setting up a carnival requires you to:

- set up a data folder for the carnival
- copy or import existing data into that folder.
- check and correct data and settings

All activities associated with this can be performed from the menu options, however it is better to use the setup guides provided.

The setup guides take you through all steps needed to prepare a carnival. The guides also offer advice and perform some logic checks.

The guides are windows with advice or prompts. They have buttons that take you to the relevant SportsTrak utility. The guides do not change any data themselves. They take you in a logical sequence through all the set up phases and allow you to make any changes necessary by pointing you to the relevant SportsTrak feature.

The SportsTrak utilities are all available from the menu structure, so you can make changes from outside the guide structure if you wish.

This chapter will not go into detail that is covered by the guides themselves. It will give an overview of the process and point out things you should be aware of.

Three basic types of intra-school carnival can be run:

- Inter-house using age groups
- Inter-house using year levels
- Form based using year levels

For the most part, there is little difference in the preparation for any of these.

Age Group Based

Students compete with their age group for their house. (or if inter-school, the house is their school). Age groups cut across year levels in school, so generally the whole school attends. Students can compete at higher year age groups but you must decide whether the points contribute to individual age championship. An event labelled *open* may be on the program as U/21 (or 20Yr). This means that the points earned by a younger competitor do count for individual championships, regardless.

Inter-school carnivals are usually set up as House Age Based where the house is the school.

Form-based

Form based use the form code e.g. A, B, C, instead of the house code, and don't concern themselves with totals across year levels. Students belong to a year level and compete for their form.

Year Level Based

Students belong to a house and compete within their year level. The advantage of this organisation is that events can be held on different days and only students within the year level are affected.

Using Age Groups

Nearly all carnivals should have age groups set up, because better competitors move to an inter-school carnival that is usually age-based.

So even if you run a Form or Year Level based carnival, set up age groups based on the inter-school arrangement.

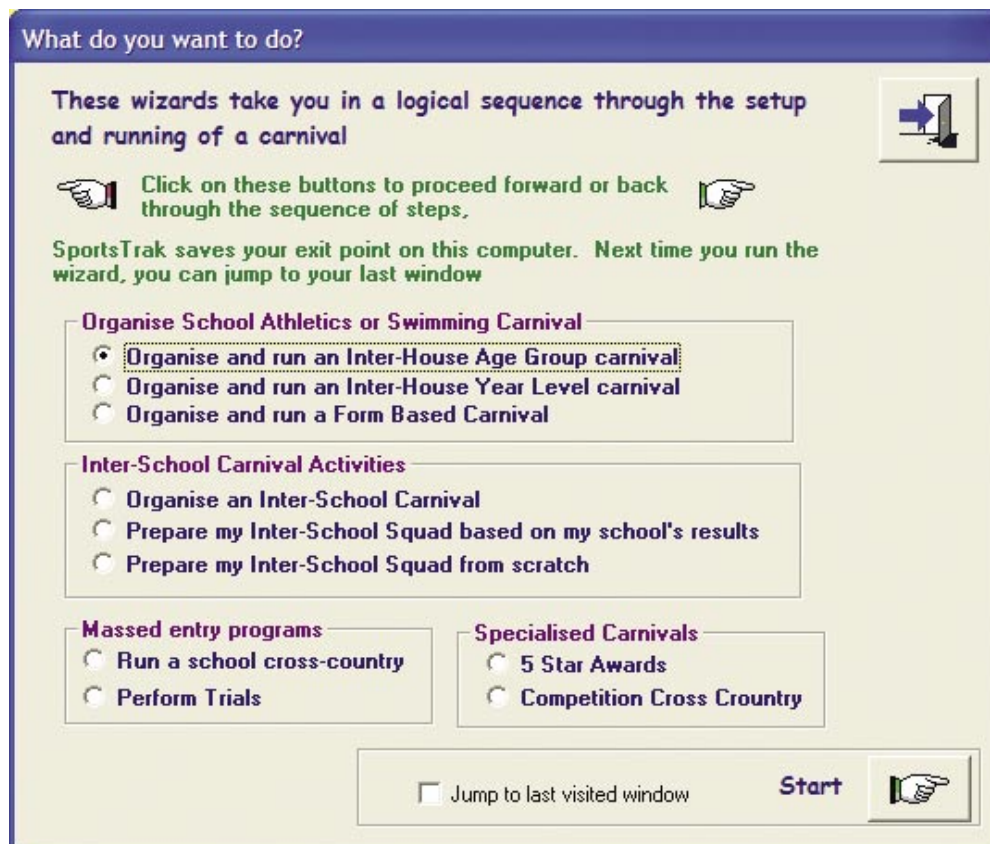
You must set a reference date from which students' age groups are determined. This is variously 1 Jan, 30 Apr, or 30 June depending on local practice. The student data needs the date of birth to be included. That way all students can be correctly allocated to their age group without mistake.

At the end of your local school carnival, SportsTrak can list your best performers by age group, even if you have a year level based program. This greatly aids your inter-school team preparation.

Starting with a Setup Guide



Call the set up guide from the button on the main toolbar.



Select the appropriate option from the first three for your particular school carnival.

Clicking **Start** will take you through the setup process.

This chapter will not show most of the guide windows because they are self explanatory, but will highlight important issues.

This chapter works through the age based carnival. The other two are very similar.

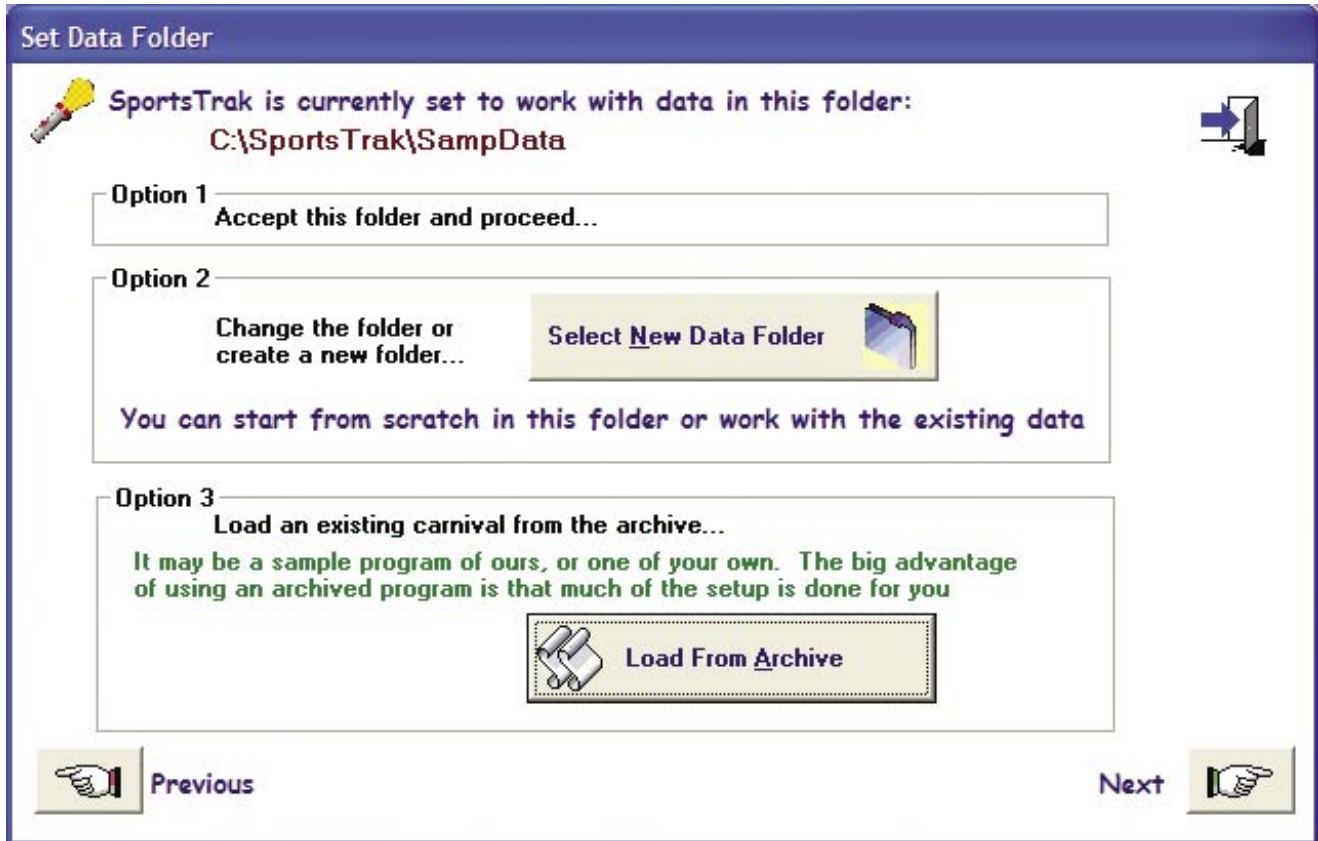
Setting the data location and getting some useful data in.

Every carnival has its own folder, that you create and name

e.g. Swimming for 2006 is in C:\SportsTrak\Swim06

Athletics is in C:\SportsTrak\Aths06

Set up a new folder with Windows Explorer or use Option 2 below.



If you create a new folder you will have to enter age groups, houses, score-systems and the like. This might be what you do first time up.

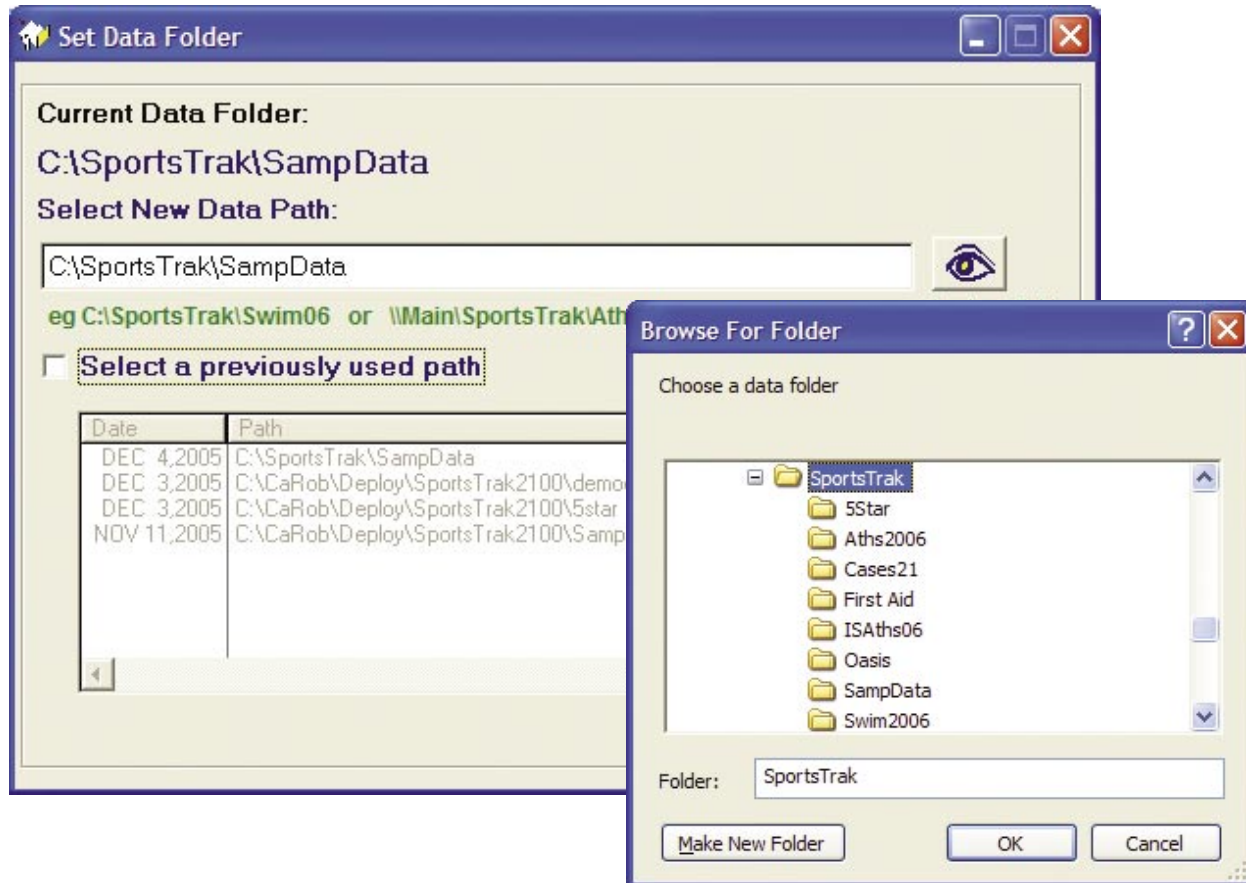
It is best however to copy an existing folder and then make changes because a lot of the data will be set up correctly. The folder you copy could be the SampData provided in SportsTrak, or one containing a previous carnival of your own.

Alternatively, after you have run a carnival, it can be saved in the archive and used in later years as a sort of template for the upcoming carnival. This is Option 3 above.

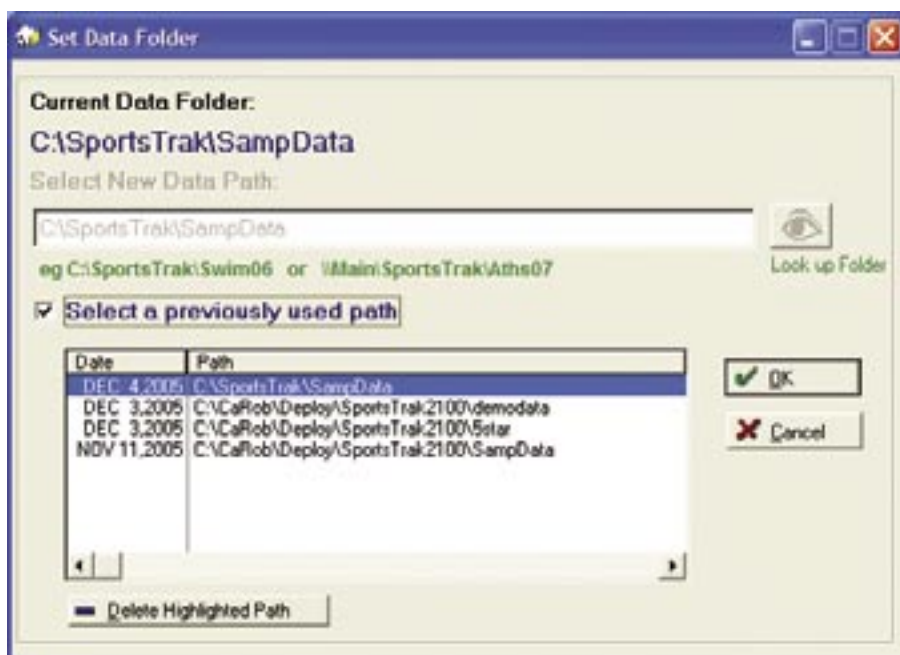
Set the data path

Background > Set Data Location

You may lookup and select a data path. While looking up, you may also create the folder.



Every new data path that you use is saved. This makes it quick to change from one carnival to another.



- To use a previous path, check the box, and make a selection.
- Delete any stored paths that you don't need.

If you select a new data path, SportsTrak will create a library of events and scoring system if they do not exist. You may alter these yourself later.

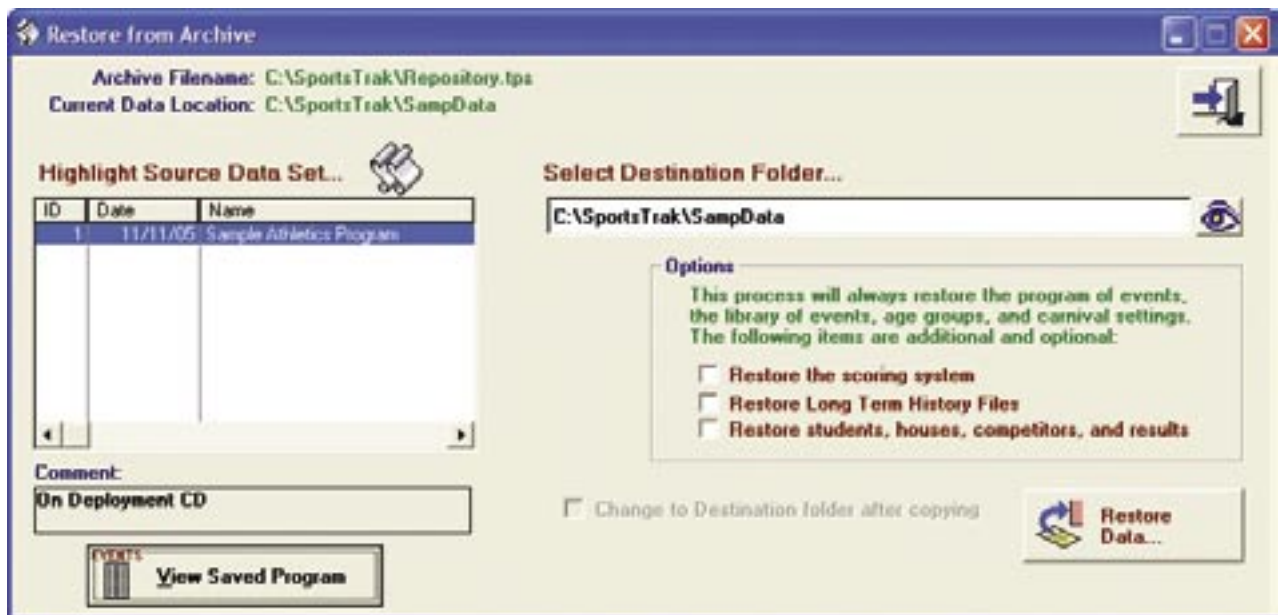
Restoring From the archive

Import/Export > Restore from archive

If you are using the same program as last year, this is the option.

The archive is a file in which you may store whole carnivals. It is located inside the SportsTrak program folder and holds any sample data CaRob may provide and any carnivals you have saved.

The window shows you the saved carnivals and allows you to view the program of events.



The prompts indicate your options. Essentially, if you leave the check boxes unchecked, you will restore the program of events and immediately related information such as age groups and the library of events.

Removing Data

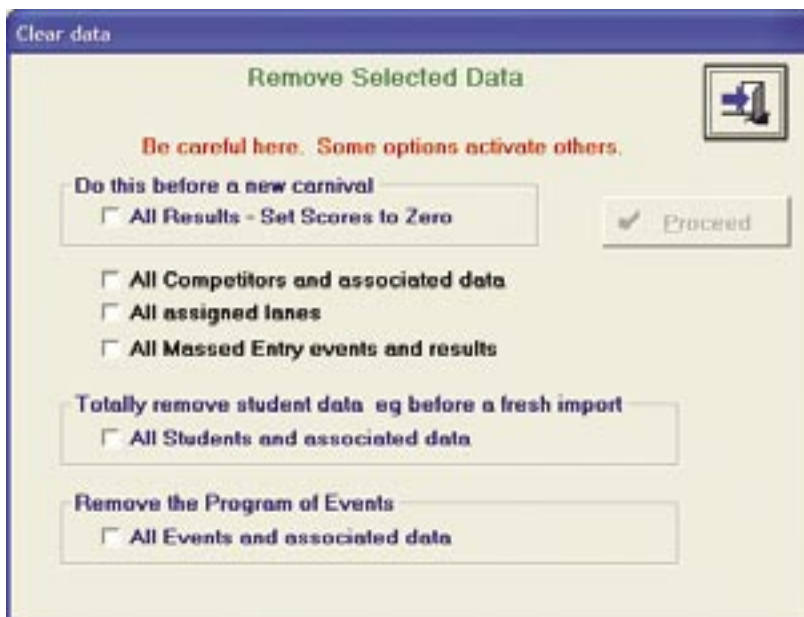
If you have used some of our sample data or some old carnival of your own some of the data will not be wanted.



- Click the Remove Data button to cull un-required data.

Or use the menu item
Carnival Setup > Remove Selected Data

The Data Removal Window



You will most likely check the first four boxes.

If you have some old data from your own school you may want to keep the student data.

If it is CaRob's sample data, you certainly won't want the student data.

- For your first carnival with SportsTrak, you will want to enter your own carnival so check the last box.

Then click the button to Proceed. You will be asked to confirm.

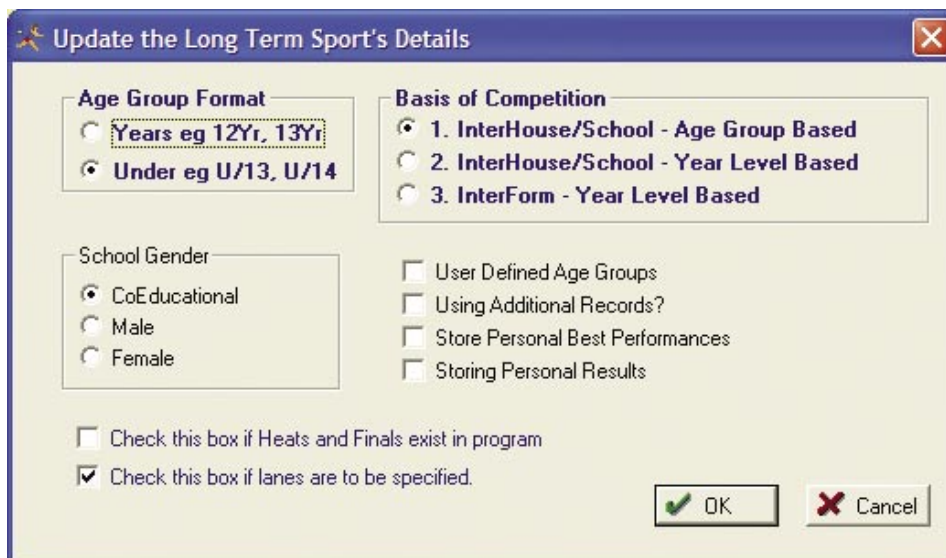
Checking and correcting the settings



Background Settings

Background > Long Term Settings

The first button brings up this form:



User defined age groups are not commonly used. If the built in age groups do not suit, this feature can be activated to set your own.

Additional Records are when a competition is checking another set of records as well as the usual records. The usual may be the school records, whereas additional records might mean state records. Not commonly used.

Personal Best Performances

SportsTrak can store PB's for students as they compete. These PB's can be carried from carnival to carnival and updated automatically.

Personal Results are like PB's but saving every result, PB or not, for all competitors.

If running ***Heats or Finals*** then check the box, so the correct options appear as you enter the event program.

If you want houses to be allocated to ***lanes***, check the last option,

Carnival Settings

Carnival Setup > Carnival Settings

The screenshot shows the 'Carnival Settings' dialog box. At the top, the 'Carnival Name' field contains 'HOUSE SWIMMING SPORTS 2006'. To the right are 'OK' and 'Cancel' buttons. Below the name field is the 'Carnival Type' section with three radio buttons: 'Athletic' (unselected), 'Swimming' (selected), and 'X-Country' (unselected). To the right of this is the 'Day 1' date field showing '14/02/2006' with a calendar icon. Below the type section is the 'Number of Days' section with three radio buttons: '1 Day' (selected), '2 Days' (unselected), and '3 Days' (unselected). To the right is the 'Default Gender' section with two radio buttons: 'Male' (selected) and 'Female' (unselected). At the bottom is the 'Reference Date for Age Group Calculation' section. It has a label 'Important' in red, a date field showing '30/06/2006' with a calendar icon, and an example 'eg 30/04/2006'. To the right of the date field is a green text box that says: 'Leave this empty ONLY if this carnival is year level based, and the inter-school is year level based.'

The ***carnival name*** is important because it appears at the top of every print out.

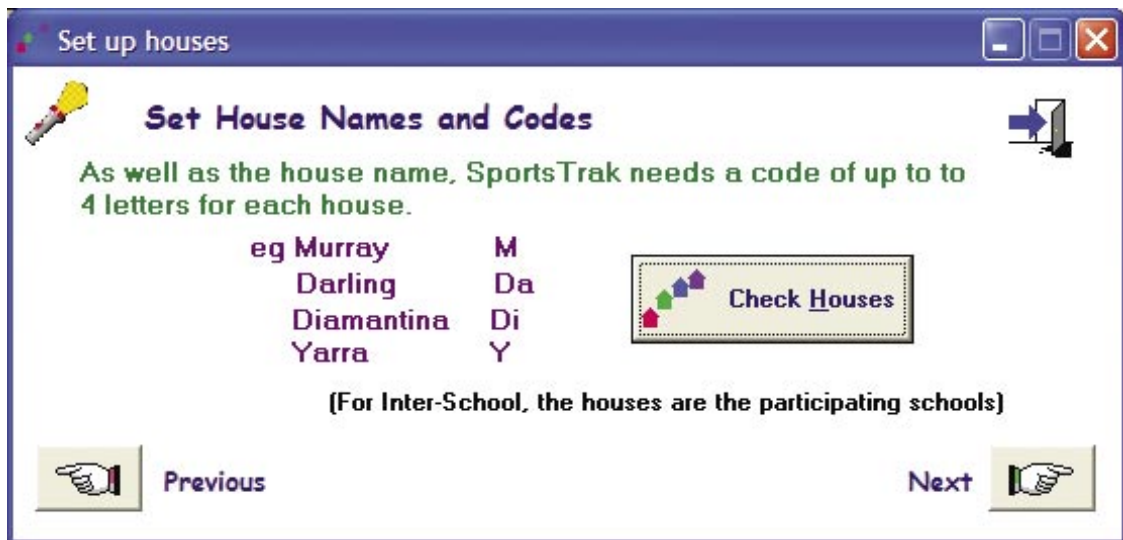
Default gender is the gender that is chosen by default when adding an event or a student. The setting is not critical, merely a convenience.

Number of days is the period for which the carnival will run, usually one.

The ***reference date for age groups*** is the date upon which age group calculations are based. Omit this data only if you are running a year level carnival and your competitors are not progressing to an age based carnival.

Setting House Codes and Names

Background > Teams (Houses)



For an inter-school carnival, this is where you put the school names
e.g. West Coast College with a code WCC



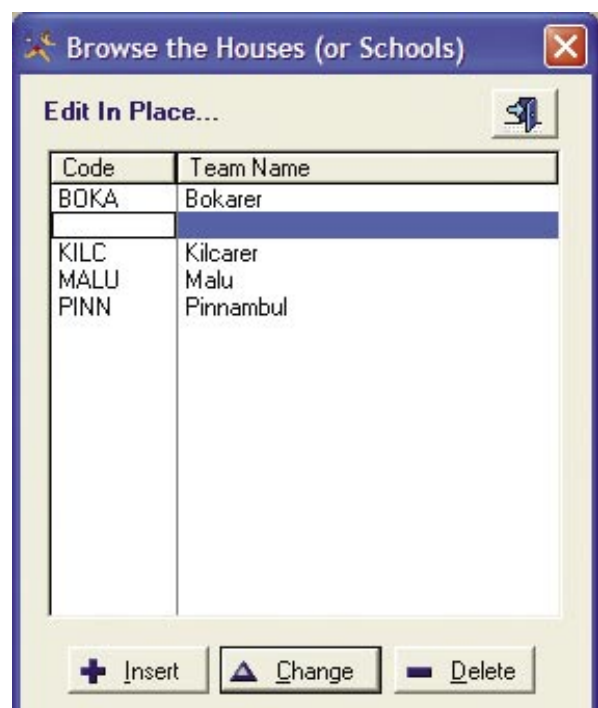
This table uses **Edit in Place**. If you double click on an entry you can change it on the line.

Clicking insert will let you enter the letters directly into the table.

<TAB> moves between columns

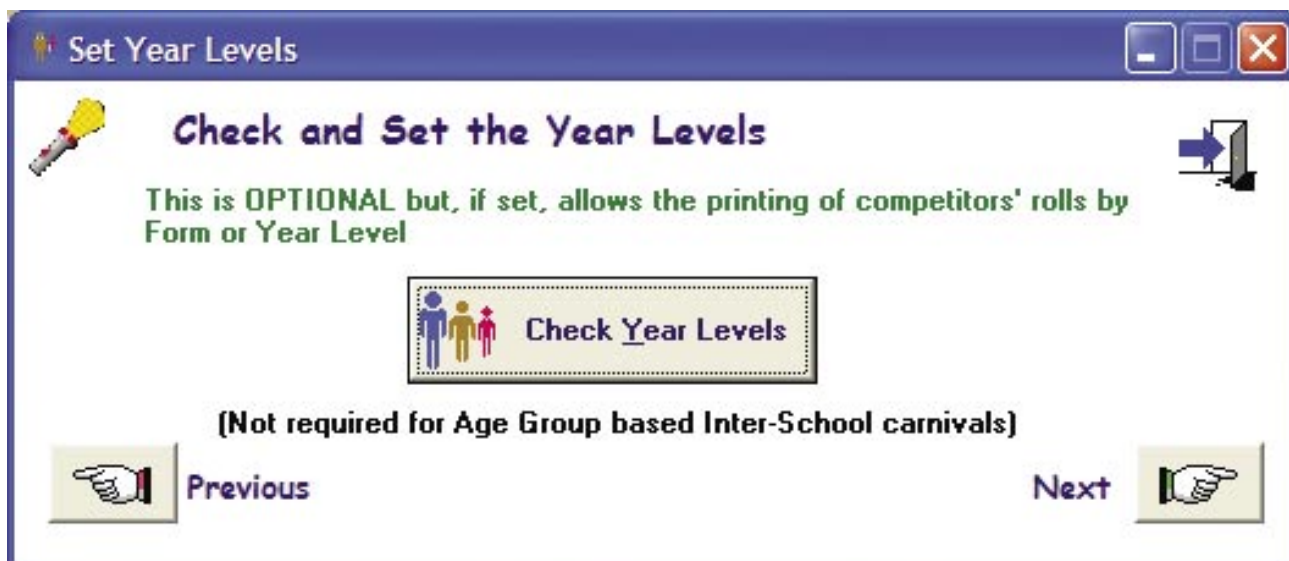
<ENTER> accepts

<ESC> cancels



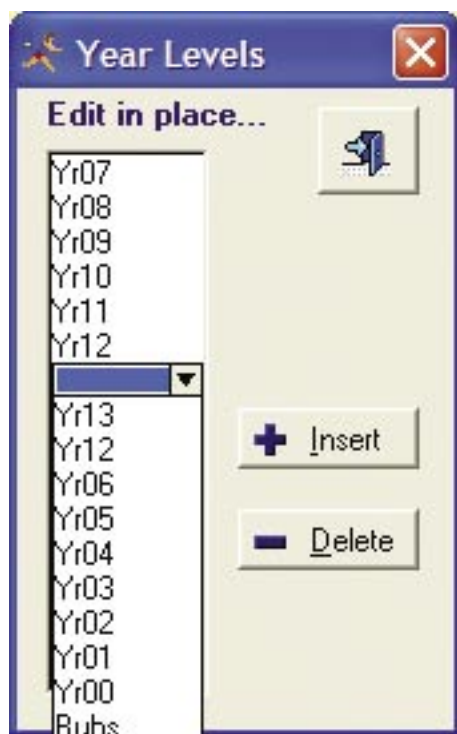
Set Year Levels

Background > Year Levels



Do this for form based and year level based carnivals.

It is optional for age group based carnivals.



This table also uses edit-in-place, but only offers Insert and Delete. (You cannot alter an entry)

When inserting, you choose from a drop list of valid options as shown.

<ESC> will cancel an entry.

Set Form Groups

Background > Form Groups

Set Form Groups

Enter the Form Groups (Home Groups) used in your school (optional)




If you want to be able to:

- print out competitor lists and rolls by form group
- easily find a competitor you need to communicate with

then you should enter in the names of the form groups here.

Enter Form or Home Groups as A, B, C ... - Don't enter 8A 8B 8C ...
The Year Level is stored separately (see the previous window)
A student in 8A will belong to Year Level 8 and Form Group A




Form groups can be up to 4 letters long. If you have long group names, you will have to improvise within these constraints.

 **Previous**  **Browse/Edit Forms** **Next** 

(Not required for Age Group based Inter-School carnivals)

Browse Form Groups

Code	Form Name
A	Antelopes
B	Buccaneers
C	Form C
D	Form D
E	Form E
F	Form F
G	Form G

Form or home groups can have any name but the code should match what is imported from the school's official data base.

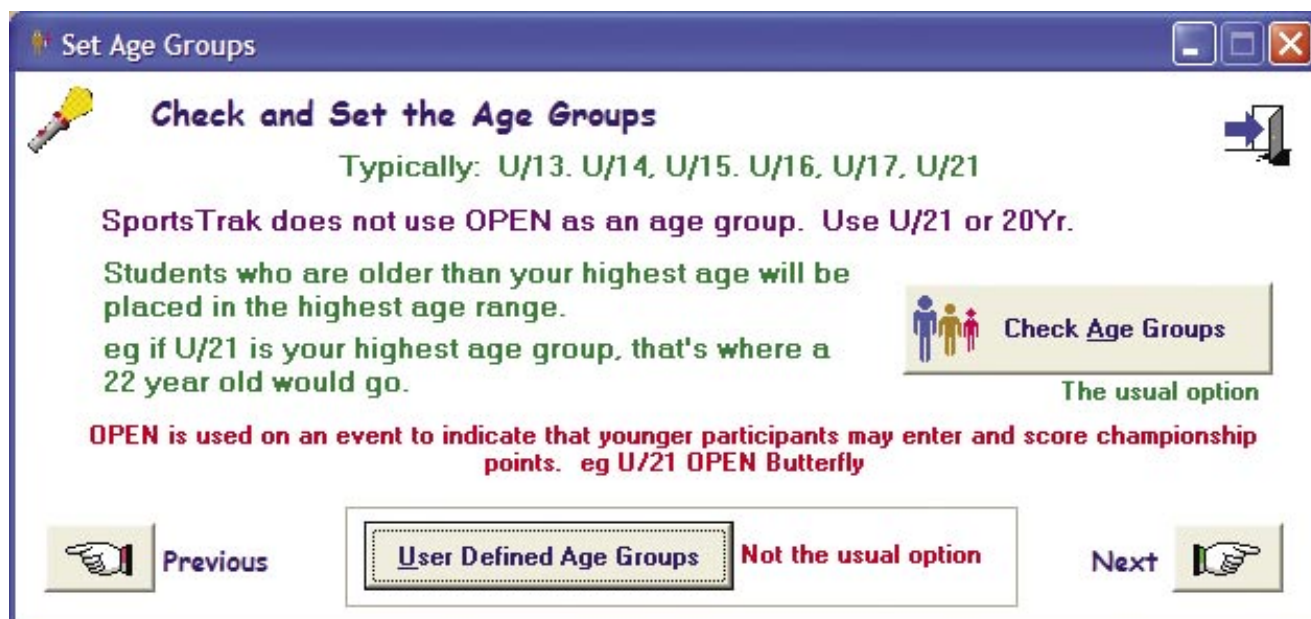
If your school's notation is the conventional 8A, 9A etc, use A as the form group, not 8A or 9A. The form's name can be Form A.

SportsTrak will get the year level, 8 or 9 from the student's year level.

Your home groups may be named after a teacher code e.g. CLT without reference to a year level. This is fine. You should make the code CLT and the name could be the same.

Set Age Groups

Background > Age Groups



For form based and year based carnivals, if the competitors progress to an age based carnival, you should set the age groups.

Use the main button Check Age Groups.

The other button at the bottom takes you to the User Defined Age Groups wizard (below). Most people don't need this feature.



User defined age groups can be used if you are running events for adults or you can't use the standard ones for some reason.

User defined age groups refer to age groups where you set the name and define the age limits.

e.g. 50+ Youngest 50 Oldest 54
 55+ Youngest 55 Oldest 59

We don't recommend using them simply because most schools do not need to. The built-in age groups will suit fine.

Disadvantages of user defined age groups.

They may not be consistent with your inter-school carnival age groups thus making extra work to determine your inter-school team.

You have to take care that your arrangement is logical:

e.g. 1 50+ Youngest 50 Oldest 55
 55+ Youngest 55 Oldest 59

A 55 year old is in both age groups

e.g. 2 U/15 Youngest 14 Oldest 14
 U/16 Youngest 15 Oldest 15
 INT Youngest 14 Oldest 15

Which age group is a 15 year old in?

Properly set up however, user defined age groups work fine.

This topic is also covered with some screen shots in Chapter 3

Chapter 2 - Running your Carnival

Scoring System

Carnival Setup > Scoring Method

Set Score System



Scoring System

Normal Scoring in SportsTrak
Most carnivals use Normal Scoring - where the points are based on place. eg 1st Place - 10 pts, 2nd - 8 pts, 3rd - 6pts etc.


Grades
Scoring systems are set up in Grades. You must have at least 1 grade - A Grade. After that you might have B, C to cover lower levels of event. These grades typically give points down to 8 or 12 places.


You can have grades from A to Z. X can be used for Cross-Country, H for heats or any other variation.


Where do the points go?
For individual events, the points earned go to both:
1 - the athlete for age-group (or year-level) championship
2 - the house for house championship (or school if interschool)
For relays (or any team event) points go only to the house

You can over-ride this and say that for a certain grade, points are directed at only one of the two.



 Previous

Next 

- Use the Scoring Options button above to edit your settings, (below).

Update the Method of Scoring

Predominant Scoring System

☒ Normal - Points based on placing

☐ Standards - Points based on performance, measured against standards

☐ Points - Points directly allocated to each competitor eg Diving

For most carnivals, choose Normal

☐ I am using more than one scoring system for events in this carnival

☒ Points earned by competitors competing out of their age group are to count for their age group championship

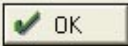
Maximum number of events a competitor may enter:


☐ Check this box to include relays in a competitor's quota.

☐ Equal 1st's to each receive 1st place points, equal 2nd's to receive 2nd place points etc.
Leave box unchecked if you want for example, equal 1st's to each receive the points for 1st and 2nd divided in two.

Bonus for Setting Record

Record Broken Bonus: Record Equalled Bonus:

 OK

 Cancel

SportsTrak 2100

Page 32

Scoring Systems Described

Normal Scoring

- the typical situation where 1st place gets (say) 12 points, 2nd gets 10 points, etc.

This is the usual option to choose.

Points Scoring

- where points are directly entered as the performance.

examples:

a novelty event, Cork Scramble: Team A gets 24 corks so 24 points, Team B gets 18 corks so 18 points.

This is unlikely to be the predominant scoring method.

If you are going to have any Points event on your program, in addition to the Normal scoring events, then check the box: *I am using more than one scoring system...*

Standards Scoring

Where the points that competitors receive depend upon their performance. This is used by many schools.

The performance table is referred to as the standards and must be entered for every event, every performance increment, and every age group.

We provide a set of standards in our sample data. The file is named ***Standard.tps*** and would need to be copied into your working data folder for you to look at.

The five star awards included in SportsTrak have their own standards. You may know them as the Mars or SPC Hot Tracks awards, now IGA Hot Tracks. These differ slightly in how they work in that every age group has the same points for the same performance. This means older competitors tend to get higher points. Most schools using standards have them age-adjusted so that a younger competitor gets a better reward for the same performance as an older one.

If you have standards of your own that you would like in SportsTrak, contact CaRob and we'll try to import them. We'd need them in a table format such as Excel.

Chapter 2 - Running your Carnival

Set Grades (button on setup guide)

Carnival Setup > Set Points Quick

First 15 Places for A, B, and C events

Edit Points for Grades and Places relevant to your carnival...

Place	Individual Events			Team Events (eg Relay)		
	A	B	C	A	B	C
1	24	12	0	48	24	0
2	22	11	0	44	22	0
3	20	10	0	40	20	0
4	18	9	0	36	18	0
5	16	8	0	32	16	0
6	14	7	0	28	14	0
7	12	6	0	24	12	0
8	10	5	0	20	10	0
9	0	0	0	0	0	0
10	0	0	0	0	0	0
11	0	0	0	0	0	0
12	0	0	0	0	0	0
13	0	0	0	0	0	0
14	0	0	0	0	0	0
15	0	0	0	0	0	0

OK
Cancel

Double-Click to Edit
Up & Down arrows
move between rows
<TAB> & <SHIFT TAB>
move between columns
<ESC> or <ENTER> to
finish editing

Individual Events points
go towards both Individual
Championship and House
Championship

Team Events are events
such as relays and the
points go towards House
Championships only

SCORES
BHS 128
PSC205
Set Points
Quick (old)

This table uses Edit-in-Place. Instructions are on the window.

You may use any grade from A to Z although A, B, C are the most commonly used.

Athletics and Swimming carnivals will use mainly A grade for individual and A Grade for team events. Secondary events may be given B or C grade with lesser points.

Set Points Quick (old) refers to the same feature from SportsTrak 2000 and has the advantage of including grades D, E, F, G in a convenient format.

Setting Grade Points if the previous method is too restrictive

If you need to go beyond G Grade or beyond 15 placings then the previous method won't work. You may want a cross-country score system called grade X, ranging from 1st place down to 100th.

Go to the menu item

Carnival Setup > Points System

Grade	Class	Place	Points
A	I	1	24
A	I	2	22
A	I	3	20
A	I	4	18
A	I	5	16
A	I	6	14
A	I	7	12
A	I	8	10
A	I	9	0
A	I	10	0
A	I	11	0
A	I	12	0
A	I	13	0
A	I	14	0
A	I	15	0
A	T	1	48
A	T	2	44
A	T	3	40
A	T	4	36
A	T	5	32
A	T	6	28
A	T	7	24

This table shows each grade placing for individual (I) or team (T) events.

Each placing can be individually inserted or edited, but that is tedious.

Using the **Enter Place Range** button allows you to add a group of placings for any grade where the points change in regular interval from place to place.

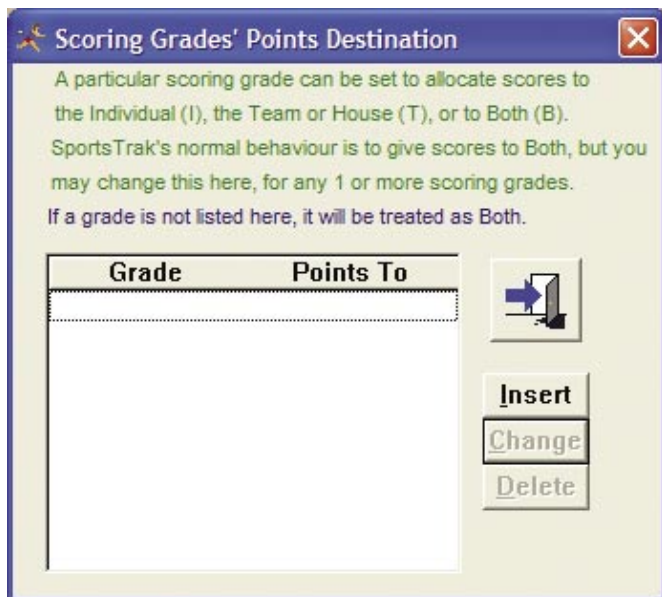
The following example is for a cross-country where the team with the lowest points wins.

(For this to work, teams require the same number of competitors to finish)

Clicking **Generate** creates the placings based on your instructions.

Scoring Grade Exceptions

Carnival Setup > Specify where points go



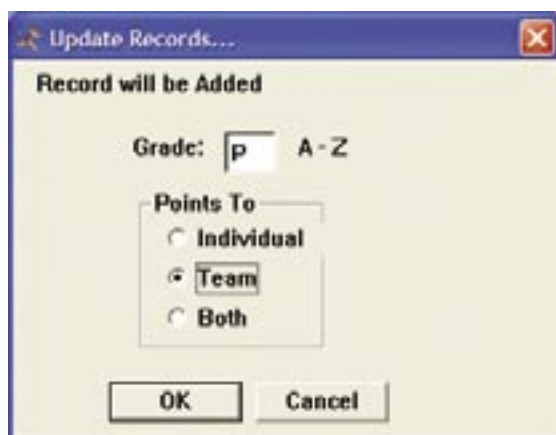
Most people won't require this facility.

Usually, the points earned by a competitor accrue to their own age/level championship and to their team total.

If you have some events where you want the points to go to the team only, or the individual only, then you must use a particular scoring grade for that event and add it to this table.

Let's say I want the egg and spoon race to count only for the team score.

I decide to make the event P grade and enter some placings and points.



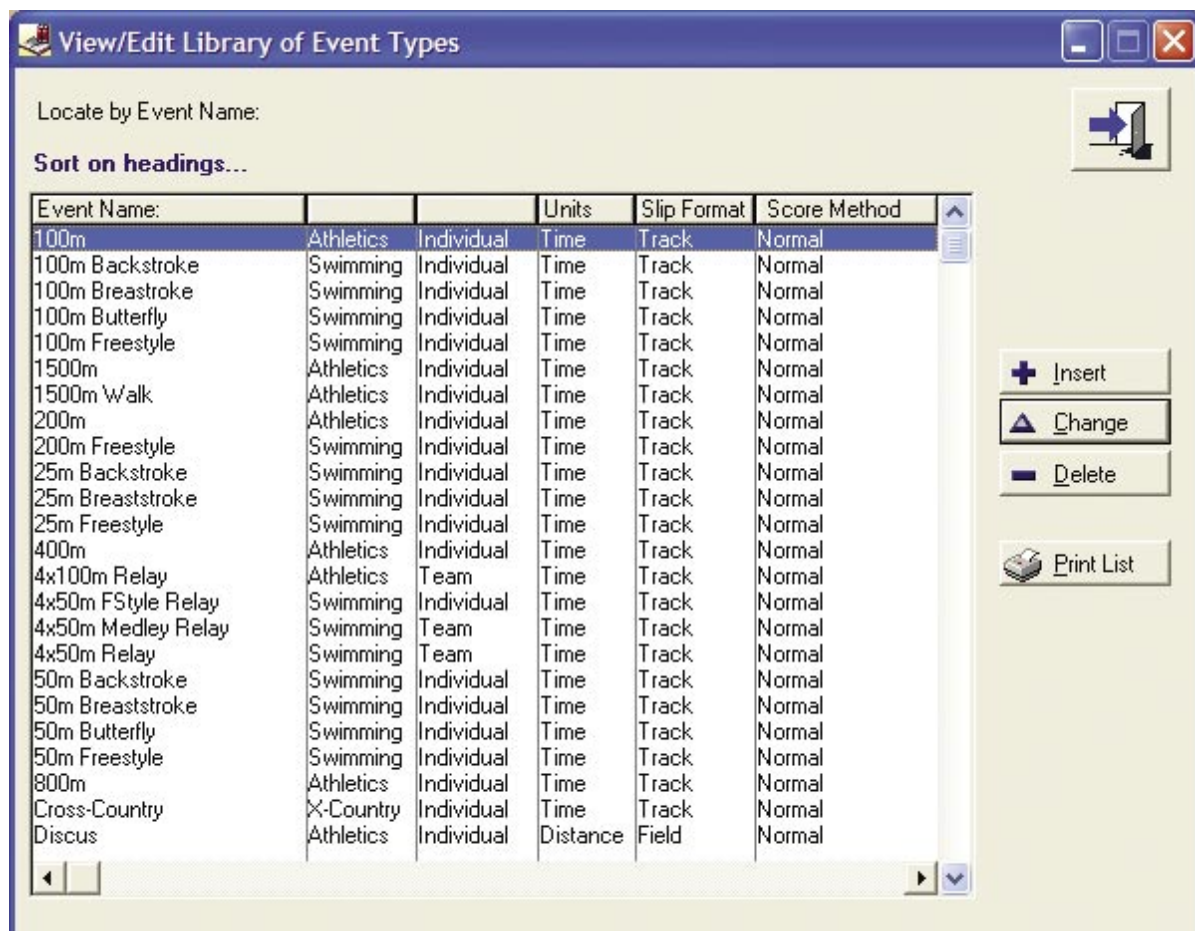
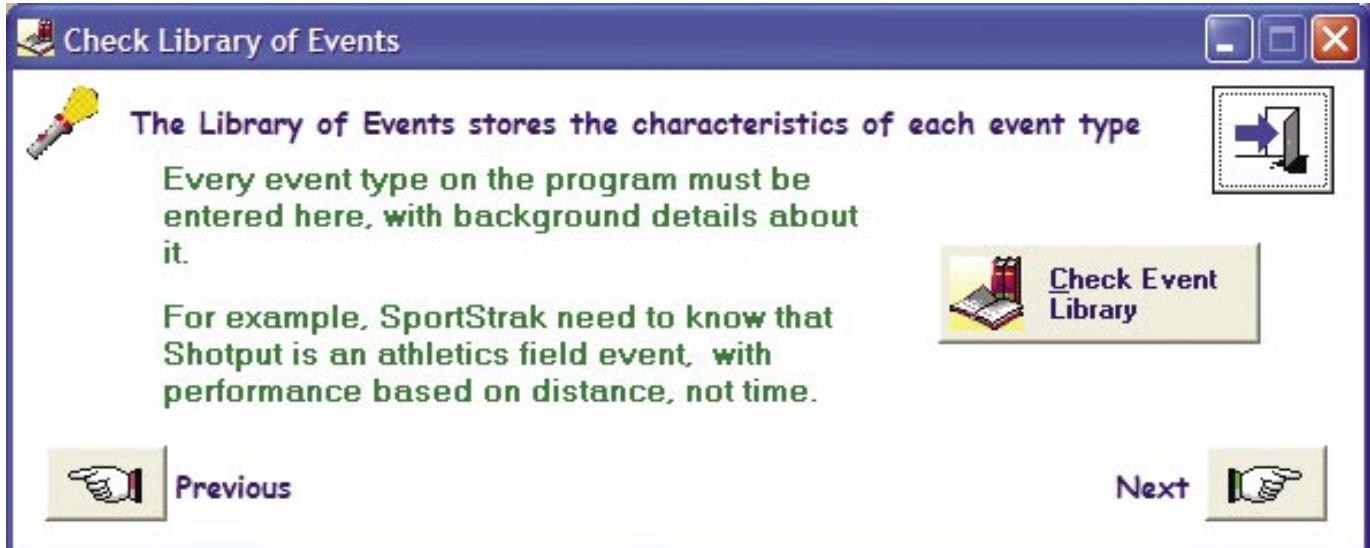
Then I insert an entry to this table as shown.

The Both option is not required. If you want the scores to go to both team and individual then it is simpler to not have an entry for that grade in this table.

Library of Events

Background > Library of Events

The event library is where SportsTrak reads details about each event type. An event cannot be on the program if it is not listed in here. SportsTrak can't score the event without this information.



Chapter 2 - Running your Carnival

Selecting Change or Insert will bring up this form:

Event Type Will Be Changed

Event Name:

☒ OK ☒ Cancel

Carnival Type

- ☒ Athletics
- ☐ Swimming
- ☐ X-Country

Category

- ☒ Individual
- ☐ Team

Marshal Slip Format

- ☒ Track (or Pool)
- ☐ Field Event
- ☐ High Jump

Scoring Method

- ☒ Normal
- ☐ Standards
- ☐ Points

Unit

- ☒ Time
- ☐ Distance

Examples:

Javelin -	Athletics	Individual	Field	Normal	Distance
100m Freestyle -	Swimming	Individual	Track	Normal	Time
4x100m Relay -	Athletics	Team	Track	Normal	Time

Do not add gender or age - simply the event name.

Note that the event name does not include the age group. Just put the event type: javelin, 100m freestyle, farnarkle, etc.

The name entered here is what prints on the program. So be careful to use correct and consistent style.

Don't mix upper and lower case. 100m 100M

Be consistent with 100m versus 100 m; they are different

Any time SportsTrak does not find an event library in a folder that is supposed to have one then it automatically creates one with standard swimming and athletics events.

Inter-school carnival considerations

We recommend that you use the event library provided by SportsTrak.

If you want to easily progress your best competitors to the interschool carnival, your event library must use the same spelling as the inter-school program. That means all schools with SportsTrak in your association need the same names.



Our general advice is to not get too clever: stick with what is provided.

If the events do not suit your association, have your association organiser create your own version. In this case, all schools in the association need to use it for their intra-school carnivals. He or she must distribute the file *basevent.tps* to all member teams to use for each of their carnivals.

Score Divisions

Carnival Setup > Score Divisions



Scoring Divisions

 **Set Scoring Divisions** 


Score Divisions allow you to combine age groups and gender to determine various championships that your school may award.

eg1: You want a Junior Overall Champion team. You set up a division named Junior Championship with age groups U/13, U/14 (or 12Yr, 13Yr) and both genders.

eg2: You want a Senior Male Championship. Set up a division named Senior Boys Championship with age groups U/21, U/17 (20Yr, 16Yr) and male gender.


 **Previous** **View/Edit Divisions** **Next** 

Use this optional feature to create sub-totals of your house totals for various championships.


Set up Scoring Divisions 

This feature is used to determine team points in structures different from simply overall house points. For example you may want a Junior Championship, based on the scores, male and female, from the three lowest age groups.


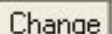
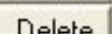
Results can be viewed or printed after the carnival from the Division Results menu option.


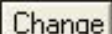
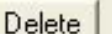


Division	Gender
Junior Championship	Both
Senior Championship	Both



Age Group
U/16
U/17
U/21

First insert a name for the championship and whether it is M, F or Both.

Then insert the associated age groups on the right.

Use Carnival Reports > Division Results to print the report after the carnival.

Program of Events

Carnival Setup > Program of Events

Set Program of Events

 **Create or Edit the Program of Events** 

At minimum, an event requires a Time, a Number, Name (from the event library), Gender, Age (or Year), Scoring Grade (A, B etc) eg: 10:00AM 1 100m Butterfly F U/21 A

If you want younger competitors to legitimately enter (and score age group championship points), label it OPEN. eg: 10:00AM 1 100m Butterfly F U/21 A OPEN

First Time Users:
You should directly enter your main Athletics and Swimming programs into SportsTrak. After that, they can be re-used every year.

Any user:
If you imported a program from the repository, make you you check it here.
You may add non-event items on to the program... eg Assembly, Lunch.


Optional - if you have an existing program to modify

Work in Text (eg spreadsheet) 

Automatically generate a program
May not suit all, but worth a look if starting from scratch. 

 Previous Next 


Click **Browse/Edit Program** for this window:


Browse the Program of Events 

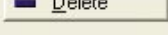
Program of Events | Additional Program Items


Dbl-Click on Headings to Sort

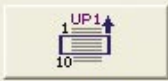
No.	Event Name		M/F	Level	Gr.	Time	Final	Day
1	100m Freestyle	OPEN	F	U/14	A	10:00AM		
2	100m Freestyle	OPEN	M	U/14	A	10:03AM		
3	100m Freestyle	OPEN	F	U/16	A	10:06AM		
4	100m Freestyle	OPEN	M	U/16	A	10:09AM		
5	100m Freestyle	OPEN	F	U/21	A	10:12AM		
6	100m Freestyle	OPEN	M	U/21	A	10:15AM		
7	50m Freestyle		F	U/13	A	10:20AM		
8	50m Freestyle		M	U/13	A	10:22AM		
9	50m Freestyle		F	U/14	A	10:24AM		
10	50m Freestyle		M	U/14	A	10:26AM		
11	50m Freestyle		F	U/15	A	10:28AM		
12	50m Freestyle		M	U/15	A	10:30AM		
13	50m Freestyle		F	U/16	A	10:32AM		
14	50m Freestyle		M	U/16	A	10:34AM		
15	50m Freestyle		F	U/17	A	10:36AM		
16	50m Freestyle		M	U/17	A	10:38AM		
17	50m Freestyle		F	U/21	A	10:40AM		
18	50m Freestyle		M	U/21	A	10:42AM		
19	50m Freestyle		F	U/13	B	10:44AM		
20	50m Freestyle		M	U/13	B	10:46AM		
21	50m Freestyle		F	U/14	B	10:48AM		
22	50m Freestyle		M	U/14	B	10:50AM		
23	50m Freestyle		F	U/15	B	10:52AM		
24	50m Freestyle		M	U/15	B	10:54AM		
25	50m Freestyle		F	U/16	B	10:56AM		
26	50m Freestyle		M	U/16	B	10:58AM		
27	50m Freestyle		F	U/17	B	11:00AM		

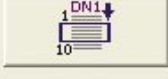
 Insert

 Change

 Delete

 Adjust Times

 UP 1

 DN 1

The table can be sorted on any heading by double clicking.

The tab ***Additional Program Items*** is for non-sporting program items that require listing on the program.

Examples are

9:30AM	Assembly
12:30PM	Lunch
2:30PM	Clean up
2:40PM	Presentations

Adjust Times allows the event time for a range of events to be moved up or down a set amount.

The ***Up and Down buttons*** allow a range of events to be shifted in the program. Usually done when re-arranging the program.

Example:

You have a complete sequence of events from 1 to 102 and require a new event 12. You cannot insert a new event and number it event 12 because you already have an event 12.

Move One or More Events by One Place

Moving all events DOWN by one
DOWN means 'Down the Program to Higher No's'

Low End of Range:

High End of Range:

Move Events

This procedure can't be done if results exist.
Any event in the way will be **OVERWRITTEN**

- Click the Down button to get this screen

Clicking move takes every event down by one event, leaving a gap between 11 and 13 into which you can place a new event 12. (see below)

You can re-number an existing event as 12 if preferred, rather than inserting a new one..

8	50m Freestyle	M	U/13	A	10:22AM
9	50m Freestyle	F	U/14	A	10:24AM
10	50m Freestyle	M	U/14	A	10:26AM
11	50m Freestyle	F	U/15	A	10:28AM
13	50m Freestyle	M	U/15	A	10:30AM
14	50m Freestyle	F	U/16	A	10:32AM

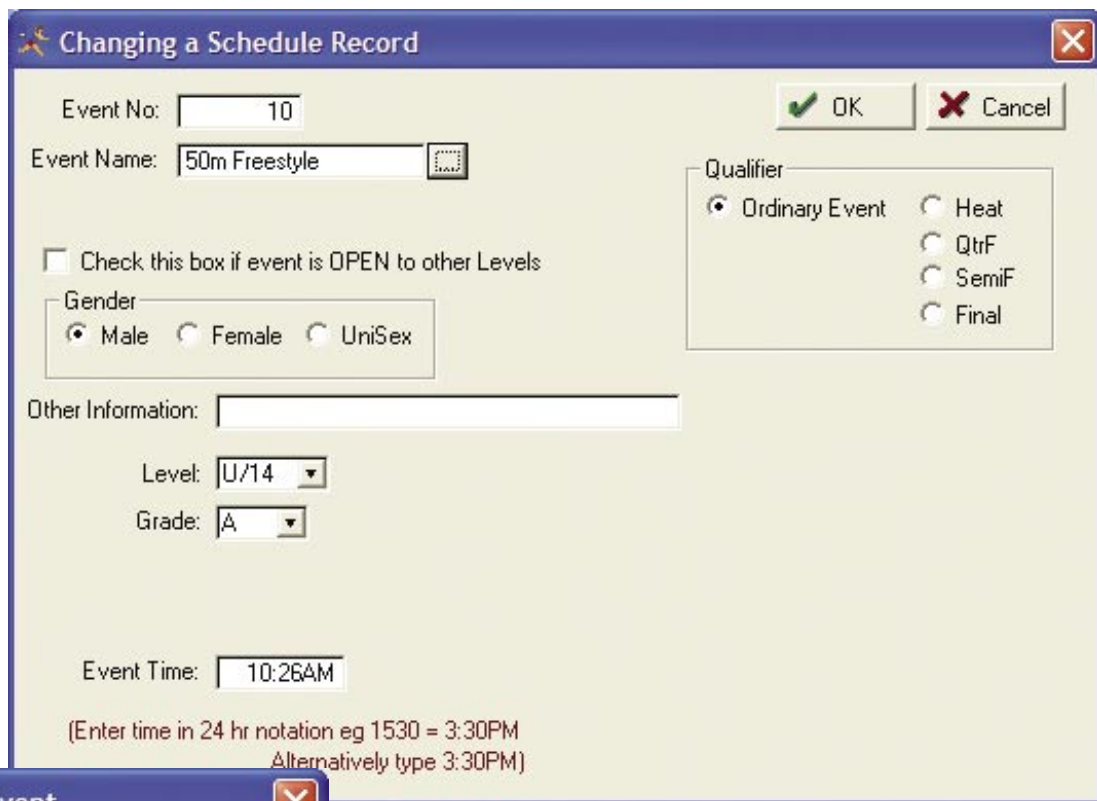
Import /Export Program (on the setup guide window) is an option that is documented on its screens and can be explored by people who are confident with text files and spreadsheets.

Autogenerate Program allows you to set times and timing for selected events and ages and then automatically create a program. It is described fully in Chapter 3.




The update event screen

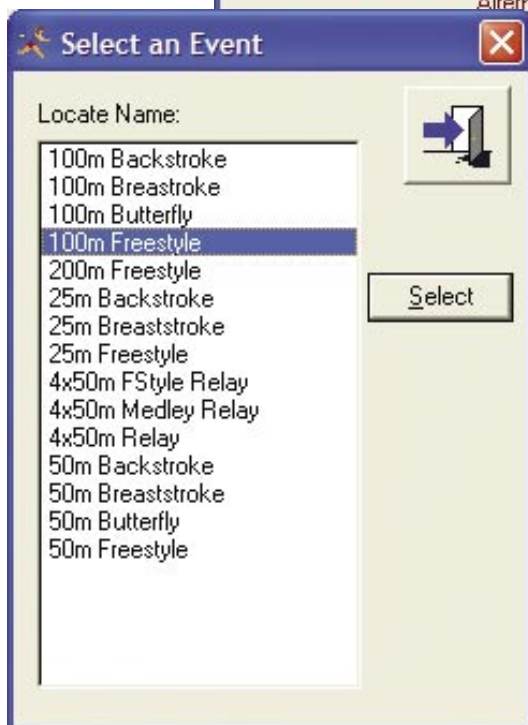
- Click Insert or Change to bring up this window.

You will not see the Qualifier options if you are not using heats and finals in your program




The 'Changing a Schedule Record' dialog box contains the following fields and options:

- Event No:
- Event Name: 
- ☐ Check this box if event is OPEN to other Levels
- Gender: ☒ Male ☐ Female ☐ UniSex
- Other Information:
- Level:
- Grade:
- Event Time:
(Enter time in 24 hr notation eg 1530 = 3:30PM
Alternatively type 3:30PM)
- Qualifier:
 - ☒ Ordinary Event
 - ☐ Heat
 - ☐ QtrF
 - ☐ SemiF
 - ☐ Final
- Buttons:  



The 'Select an Event' dialog box contains the following elements:

- Locate Name:
- 
- List of events:
 - 100m Backstroke
 - 100m Breaststroke
 - 100m Butterfly
 - 100m Freestyle**
 - 200m Freestyle
 - 25m Backstroke
 - 25m Breaststroke
 - 25m Freestyle
 - 4x50m FStyle Relay
 - 4x50m Medley Relay
 - 4x50m Relay
 - 50m Backstroke
 - 50m Breaststroke
 - 50m Butterfly
 - 50m Freestyle
-

After 'Event Name' is a lookup button. All event names must be listed in the library of events, so this button takes to a list of events. You can type in an event name if you like, but if SportsTrak doesn't recognize it, you will be shown the library of events from which to choose.

Level is either Age Group or Year Level depending on your carnival.

Level and Grade have drop boxes from which to choose.

Heats and Finals are discussed in Chapter 4.

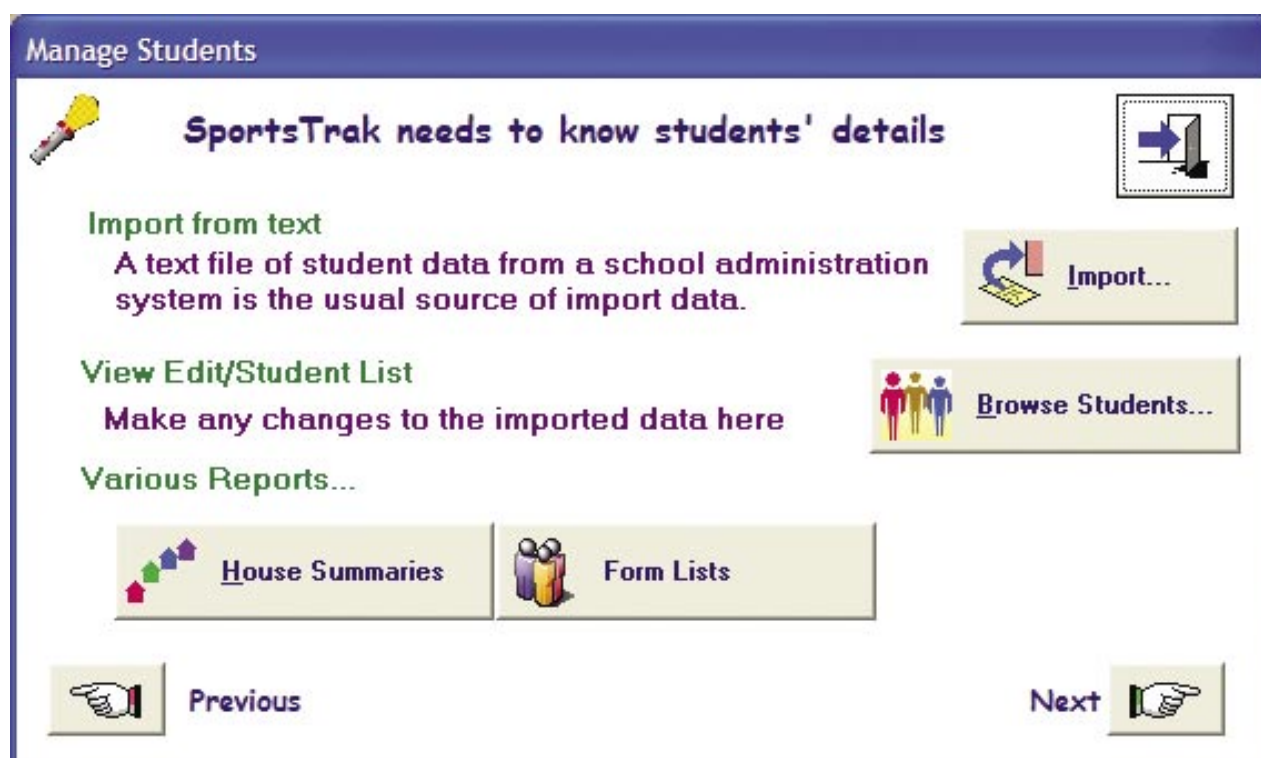
First time users, this may be useful to you:

AutoGenerate a program of events is a utility that you might find useful. It generates a set of events for selected event types and specified age groups - but not heats or finals. It is discussed in Chapter 3 and found under the menu:

Carnival Setup > AutoGenerate Program of Events

Student Management

Import/Export > Import Student Data
Carnival Setup > Students



Importing Students

Importing students is the only reasonable way to get hundreds of students' data into SportsTrak.

The process is described in detail in Chapter 9

Browse Students

After importing, check the student data for accuracy by browsing the list.

Check

- columns have the appropriate data in them
- age groups are as expected
- students have house codes

Mistakes may be caused by:

- the original administration data being wrong for some students. If this is the case, fix the student details yourself, but make sure the administration data is corrected, so the problem doesn't recur.
- incorrectly configured import file. If so, read Chapter 9 more carefully and repeat the import.
- Your age group reference date is wrong. Or you haven't got houses entered. If so fix up your own data and re-import.

Student Reports

These reports can help your organisation.

House Summaries give numeric breakdowns by age group and gender for each house

Form Lists show house membership by home group

From the menu item *General Reports*

- Students not in a house

- Students by Team (house lists)

- Students by Form Group



Pre-Entry of Competitors into Events

General Reports > Blank Entry Sheets

Carnival Setup > Events and Competitors


Carnival Setup > Competitors with their Events



Competitor Entry



 **You may pre-enter competitors into events (optional)** 

Pre-entry of competitors assists organisation:
Students know which events they are in, judges' slips come pre-printed, the program can list competitors, and it assists results entry.

Competitor entry does not have to be done perfectly:
SportsTrak easily accommodates variations if the actual competitors are not the same as were listed.

1. Blank Entry Sheets
Prints a tick sheet that can be used in house meetings for students to nominate into events
 **Entry Sheets**

2. Enter Competitors
Either, find a competitor and add events, or find an event and add competitors
Can be done on a network by several workstations
 **Competitor**  **Event**
To set lanes, use menu **Carnival Setup > View/Edit Lanes**

 **Previous** **Next** 

Pre-entry of competitors into events allows

- competitor listed programs to be printed
- easier results entry

Even partial pre-entry will help during results entry because some of the competitors may be listed and will not have to be looked up. Competitors who are listed but did not compete can be ignored.

The blank entry sheets can be taken to house meetings for entrants to be marked. The sheet then comes back to SportsTrak to enter the competitors from the sheets.

Some schools get house captains or house teachers to do the data entry. If so, activate passwords and allow the house representatives Operator level access,

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Blank Entry Sheet example

Kilcarer U/15 Female	3 OPEN U/16 100m Freestyle A	5 OPEN U/21 100m Freestyle A	11 50m Freestyle A	23 50m Freestyle B	35 50m Freestyle C	41 50m Breaststroke A	53 50m Breaststroke B	59 50m Backstroke A	71 50m Backstroke B	73 OPEN U/16 50m Butterfly A	75 OPEN U/21 50m Butterfly A	77 OPEN U/21 200m Freestyle A	83 4x50m Medley Relay A	95 4x50m FStyle Relay A	103 OPEN U/21 Best Costume A
DOMBURG, Leticia L	✓		✓			✓								✓	
GARLAND, Jodie															
HARDING COLLISS, Megan A															
HOLLIS, Katherine				✓											
JENSEN, Megan C					✓										
JOHNSTON, Elizabeth M															
KING, Rhianna L			✓					✓						✓	

Take this sheet to house meetings and tick the entries.

Competitors may be added in either of two ways:

- View the events and add the competitors
- View the competitors and add their events

Events with their competitors

Events and Competitors

Locate Event Number: 0

Event	Sort on Headings	Name	Team	Lane		
1 100m Freestyle	OPEN F U/14 A					
2 100m Freestyle	OPEN M U/14 A					
3 100m Freestyle	OPEN F U/16 A					
4 100m Freestyle	OPEN M U/16 A					
5 100m Freestyle	OPEN F U/21 A					
6 100m Freestyle	OPEN M U/21 A					
7 50m Freestyle	F U/13 A					
8 50m Freestyle	M U/13 A					
9 50m Freestyle	F U/14 A					
10 50m Freestyle	M U/14 A					
11 50m Freestyle	F U/15 A					
12 50m Freestyle	M U/15 A					
13 50m Freestyle	F U/16 A					
14 50m Freestyle	M U/16 A					
15 50m Freestyle	F U/17 A					
16 50m Freestyle	M U/17 A					
17 50m Freestyle	F U/21 A					
18 50m Freestyle	M U/21 A					
19 50m Freestyle	F U/13 E					
20 50m Freestyle	M U/13 E					
21 50m Freestyle	F U/14 E					
22 50m Freestyle	M U/14 E					

Add or Remove Competitors

Print

Flag as Emergency

Restricted Look Up

Single Event and Competitors

Remove Competitor

Whole School Look Up

Many Events and Competitors...

Edit Lane/Emerg/Performance

Add Teams

Restricted lookup

Displays students of correct age group and allows them to be tagged for the event

Follow the instructions to tag the competitors and then click the Add Tagged button

The table after adding some competitors

Whole school Lookup

Similar to the above but shows all students and allows them to be tagged for the event

Flag as emergency will mark that competitor as an emergency

Two reports are available from the Print buttons that list competitors in events.

The *Lane/Emerg/Performance button* can usually be ignored.

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Competitors and Events

Competitor	Age	Sex
ABDILLA, Maria	U/13	T
ABDILLA, Maria	U/13	T
ADAMS, Charmaine	U/13	T
ADAMS, Charmaine	U/13	T
ADAMS, Daniel	U/13	D
ADAMS, Daniel	U/13	D
ADAMS, Dean	U/13	T
ADAMS, Dean	U/13	T
AGIUS, Amy	U/13	D
AGIUS, Amy	U/13	D
AGOSTINO, Melissa	U/13	D
AGOSTINO, Melissa	U/13	D
ALBERT, Rannan J	U/15	FINN
ALBERT, Stephen J	U/14	MALU
ALCHIN, Cerys	U/13	D
ALCHIN, Cerys	U/13	D
ALEXANDER, Adam C	U/16	BOKA
ALEXANDER, Kim M	U/14	BOKA
ALEXANDER, Michael J	U/21	BOKA
ALLEN, Ben G	U/13	BOKA
ALTERNETTI, Antonina	U/13	D
ALTERNETTI, Antonina	U/13	D
AN, Davy	U/13	L
AN, Davy	U/13	L
AN, Maria	U/13	L
AN, Maria	U/13	L
ANDERSON, Christopher M	U/21	KJLC

The *restricted lookup* shows events for which this competitor is eligible. They can be tagged and added to the competitor.

Full lookup shows all events. It is mainly useful if you have to give an older age group event to a younger student and the restricted lookup doesn't show it.

Multiple Entry

Multiple Entry is the simplest and quickest way to add events.

Highlight the student, and select Multiple Entry

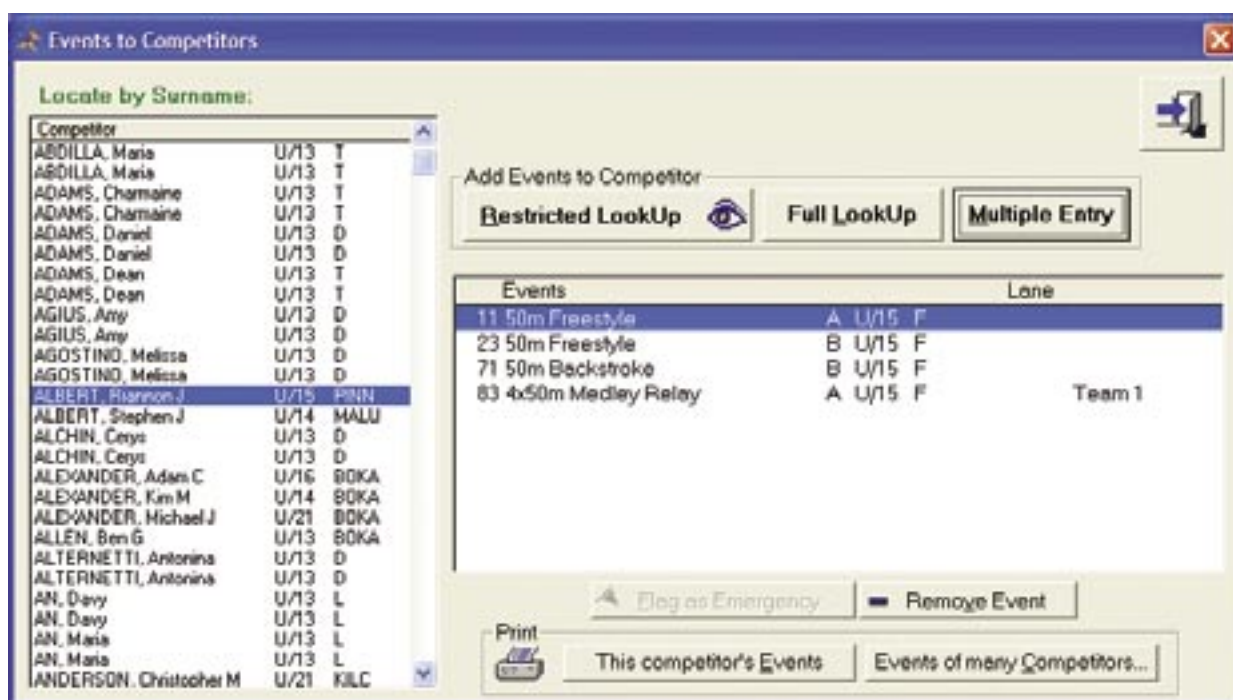
Enter a list of event numbers, separated by a non-numeric character.

Enter Event Numbers: 11 23 71 83

eg1: 5 10 15 123 eg2: 5,10,15,123

With the competitor entry sheet at hand, have someone read the event numbers and enter them separated by space or comma as shown above.

Click OK



If the competitor is allowed in the event (correct age group, correct gender), the event is added to the student.

The reports on this window print competitors with the events in which they've been entered. These are useful for any carnival but especially if you are preparing your team for an interschool competition.

Each competitor can be given a slip with details of their events.

Printing Programs and Marshal Sheets

Printing...

Printing Before the Carnival

All SportsTrak's reports will go first to a Print Preview window where you can check them. You don't have to print.

The print preview window gives you the ability to print selected pages only, or to print to other formats such as text file. Look under the preview window's menu for these options.

Before the carnival you need to print programs, judges slips, and perhaps slips for each competitor showing their events.

You might want to print non-competitors to choose students as officials.

Print Programs...

Marshal Slips...

Competitors and non-competitors...

Previous

Next

Print Programs... gives several formats for printing your program of events: portrait or landscape, with or without competitors.

Marshal Slips... (below) Print the marshal/judges slips before the carnival. If competitors are pre-entered they will be listed. Note choice of A4 or A5 and various selection options.

Print Marshal Slips

You must tag which events to print and may tag a single house (or school).

Team to Print: **ALL**

Sort on headers...
Locate Event No (when sorted on Event No): 0

Event	Name	Level	Grade	Time	Tag	
1	100m Freestyle	OPEN	F U/14	A	10:00AM	<input type="checkbox"/>
2	100m Freestyle	OPEN	M U/14	A	10:03AM	<input type="checkbox"/>
3	100m Freestyle	OPEN	F U/16	A	10:06AM	<input checked="" type="checkbox"/>
4	100m Freestyle	OPEN	M U/16	A	10:09AM	<input checked="" type="checkbox"/>
5	100m Freestyle	OPEN	F U/21	A	10:12AM	<input checked="" type="checkbox"/>
6	100m Freestyle	OPEN	M U/21	A	10:15AM	<input checked="" type="checkbox"/>
7	50m Freestyle		F U/13	A	10:20AM	<input checked="" type="checkbox"/>
8	50m Freestyle		M U/13	A	10:23AM	<input checked="" type="checkbox"/>
9	50m Freestyle		F U/14	A	10:24AM	<input checked="" type="checkbox"/>
10	50m Freestyle		M U/14	A	10:26AM	<input checked="" type="checkbox"/>
11	50m Freestyle		F U/15	A	10:28AM	<input checked="" type="checkbox"/>
12	50m Freestyle		M U/15	A	10:30AM	<input checked="" type="checkbox"/>
13	50m Freestyle		F U/16	A	10:33AM	<input checked="" type="checkbox"/>
14	50m Freestyle		M U/16	A	10:34AM	<input checked="" type="checkbox"/>
15	50m Freestyle		F U/17	A	10:36AM	<input checked="" type="checkbox"/>
16	50m Freestyle		M U/17	A	10:38AM	<input checked="" type="checkbox"/>
17	50m Freestyle		F U/21	A	10:40AM	<input checked="" type="checkbox"/>
18	50m Freestyle		M U/21	A	10:43AM	<input checked="" type="checkbox"/>
19	50m Freestyle		F U/13	B	10:44AM	<input checked="" type="checkbox"/>
20	50m Freestyle		M U/13	B	10:46AM	<input checked="" type="checkbox"/>
21	50m Freestyle		F U/14	B	10:48AM	<input checked="" type="checkbox"/>
22	50m Freestyle		M U/14	B	10:50AM	<input checked="" type="checkbox"/>
23	50m Freestyle		F U/15	B	10:52AM	<input checked="" type="checkbox"/>
24	50m Freestyle		M U/15	B	10:54AM	<input checked="" type="checkbox"/>
25	50m Freestyle		F U/16	B	10:56AM	<input checked="" type="checkbox"/>

Print tagged events

Print Size
☐ Full Page (A4)
☒ Half Page (A5)

Tag/Untag Events

☒ One event

☒ All events

☒ 1st of a range

☒ Last of the range

☒ 1 event type

☒ Track

☒ Field

☒ Untag all

Competitors and Non-Competitors

The screenshot shows a software window titled "Print Competitors and their Events". It contains three main sections for filtering data:

- Print All Levels / Highlighted Level:** A list of levels (U/13, U/14, U/15, U/16, U/17, U/21) with U/14 highlighted.
- Print All Teams / Highlighted Team:** A list of team names (Bokarer, Kilcarer, Molu, Pinnombul) with Bokarer highlighted.
- Print Both Sexes / Male / Female:** Radio buttons for selecting the gender.

Below these sections is a "Choose Report..." section with the following options:

- Competitor Reports:** Includes a "Full list" button and a "4 Competitors per page" button.
- Non-competitors:** A button to view non-competitors.

These reports are most useful to house organisers to see who is entered into the events.

4 Competitors per page is set up to be easy to guillotine. Each competitor can be given a slip with their events on it. Useful for inter-school participants.

Non-Competitors gives list of students who are not entered into events. This provides a possible source of assistants.

These and other reports can be found under the menu General Reports

Another useful report, not available from the setup guide, is:

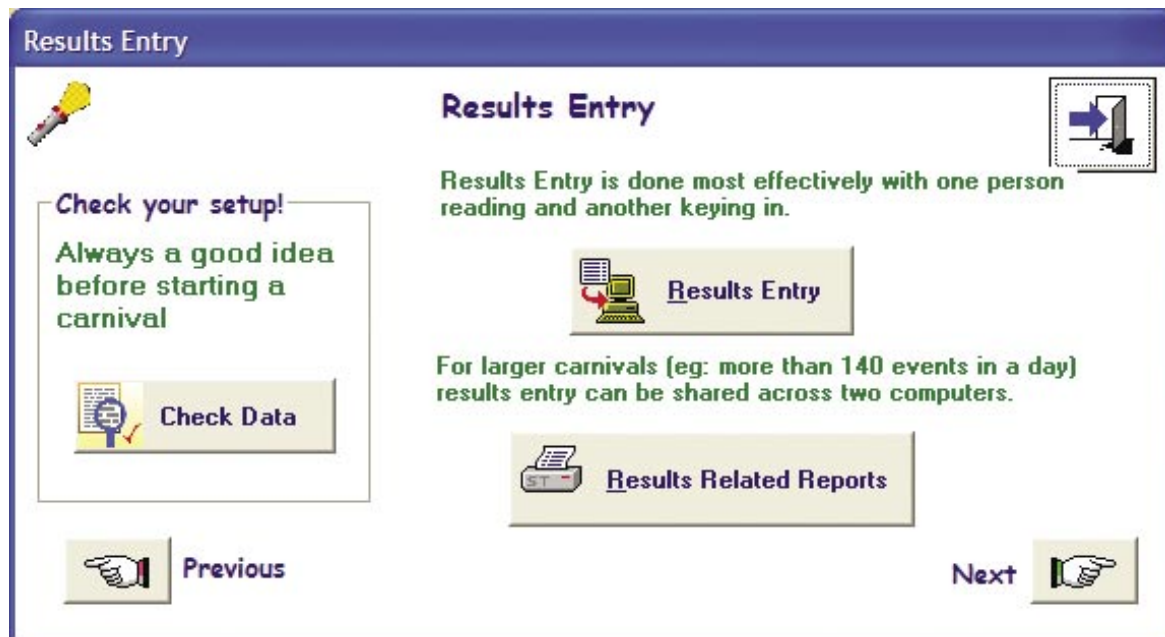
General Reports > Competitor Roll Lists

It prints an attendance roll of competitors by home group or year level that is useful if you are taking the team from school.

Results Entry

Carnival > Results Entry

or from toolbar



Data Checking is important this point.

If you have followed the setup guide to this point it is unlikely that there will be problems.

However, sometimes people copy data from other carnivals and unknowingly introduce inconsistencies in data. The data check will print a summary of its findings and any apparent errors.

Results Entry

These pages are essential reading for anyone performing results entry

Program of Events

Locate Event No: 0 ... or Sort on Headers

En	No.	M/F	Level	Name	Gr.	Type	Open
✓	1	F	U/14	100m Freestyle	A		Open
✓	2	M	U/14	100m Freestyle	A		Open
✓	3	F	U/16	100m Freestyle	A		Open
✓	4	M	U/16	100m Freestyle	A		Open
✓	5	F	U/21	100m Freestyle	A		Open
✓	6	M	U/21	100m Freestyle	A		Open
✓	7	F	U/13	50m Freestyle	A		
✓	8	M	U/13	50m Freestyle	A		
✓	9	F	U/14	50m Freestyle	A		
✓	10	M	U/14	50m Freestyle	A		
✓	11	F	U/15	50m Freestyle	A		
✓	12	M	U/15	50m Freestyle	A		
✓	13	F	U/16	50m Freestyle	A		
✓	14	M	U/16	50m Freestyle	A		
✓	15	F	U/17	50m Freestyle	A		
✓	16	M	U/17	50m Freestyle	A		
✓	17	F	U/21	50m Freestyle	A		
✓	18	M	U/21	50m Freestyle	A		
✓	19	F	U/13	50m Freestyle	B		
✓	20	M	U/13	50m Freestyle	B		
✓	21	F	U/14	50m Freestyle	B		
✓	22	M	U/14	50m Freestyle	B		
✓	23	F	U/15	50m Freestyle	B		
✓	24	M	U/15	50m Freestyle	B		
✓	25	F	U/16	50m Freestyle	B		
✓	26	M	U/16	50m Freestyle	B		
✓	27	F	U/17	50m Freestyle	B		
✓	28	M	U/17	50m Freestyle	B		
✓	29	F	U/21	50m Freestyle	B		
✓	30	M	U/21	50m Freestyle	B		
✓	31	F	U/13	50m Freestyle	C		
✓	32	M	U/13	50m Freestyle	C		
✓	33	F	U/14	50m Freestyle	C		
✓	34	M	U/14	50m Freestyle	C		

House/Team Scores

Team	Team Name	Score
MALU	Malu	819.5
PINN	Pinnambul	805.0
BOKA	Bokaner	593.5
KJLC	Kilcarer	555.0

+ Additional Points

Enter Results Various Reports

Results of event 1

Place	Name	Pts	Team	Performance	Rec	Status
1	ANDERSON, Jessica A	10.0	BOKA	1:20.80		
2	ASHWOOD, Laura J	8.0	KJLC	1:25.33		
3	MUIRHEAD, Nicole	6.0	PINN	1:41.91		
4	SAMPSON, Katherine M	2.5	BOKA			
4	BROWN, Tatjana R	2.5	MALU			
6	BALL, Lana M	1.0	MALU	99:99.06		

This window shows events with results (ticked) and current house scores, and

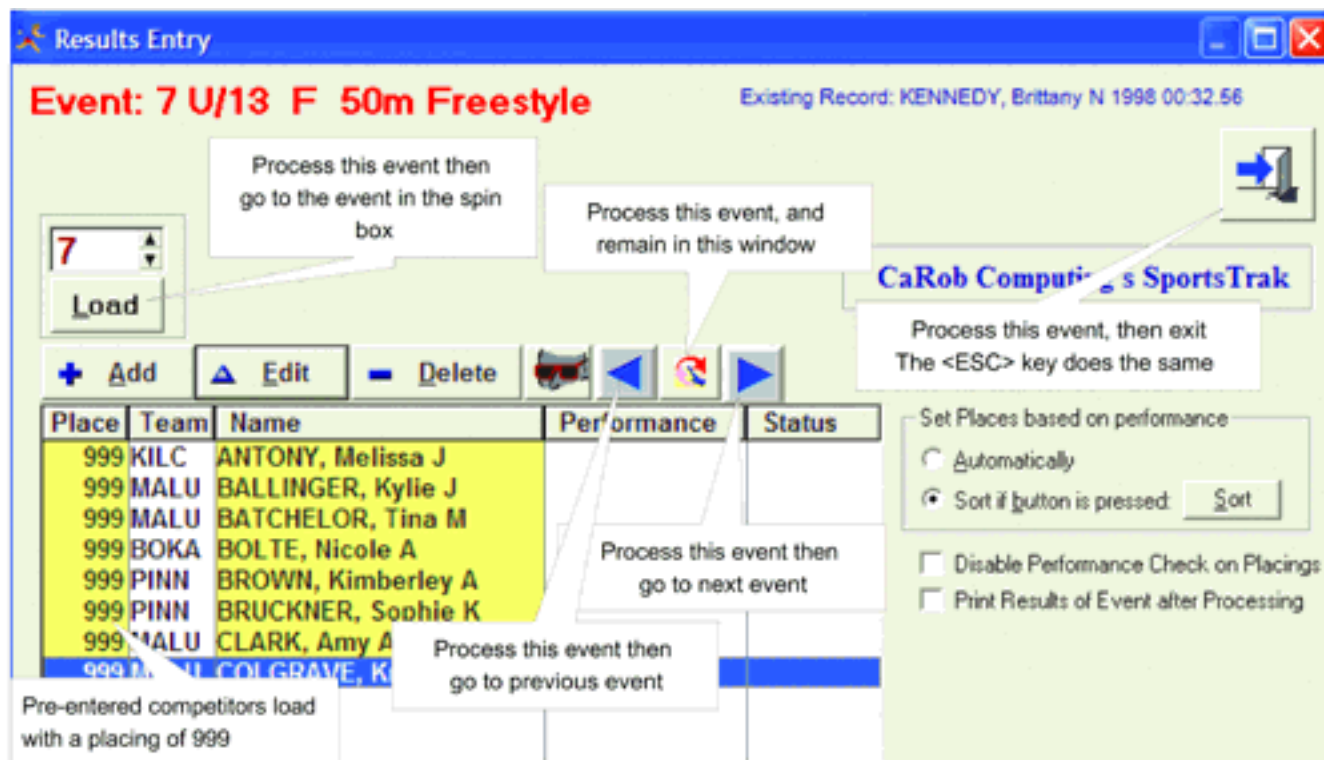
If the highlighted event has no results, the table on the bottom right shows any pre-entered competitors. If there are results, they are listed.

- Double click an event, or click Update Results to bring up the Results Entry Window (next page)

Chapter 2 - Running your Carnival

Results Entry Window

This is where you manage results for a single event.

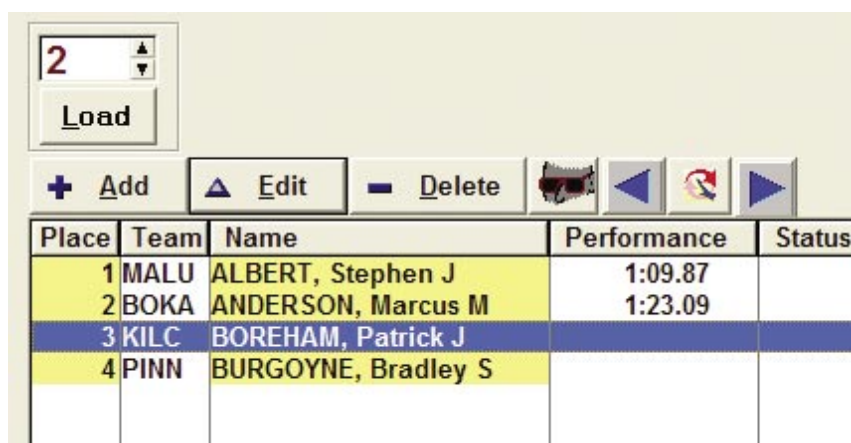


Pre-entered competitors load into the table with a place of 999.

Add allows you to add a competitor and give a place and performance

Edit allows you to change a competitor's place and performance

Delete removes the highlighted competitor



The button with the sunglassed character is called **anonymous entry**.

It allows you to enter a competitor for a house but where you don't care who the individual is. You are just asked for a team code.

Performances are optional as shown above.

Status includes DSQ - Disqualified, DNF - Did not Finish, DNS - Did not Start. Blank - All clear.

Editing a result

If you have pre-entered competitors, you need to change the 999 placing to the actual place.

Place	Team	Name
999	KILC	ANTONY, Melissa J
999	MALU	BALLINGER, Kylie J
999	MALU	BATCHELOR, Tina M
999	BOKA	BOLTE, Nicole A
999	PINN	BROWN, Kimberley A
999	PINN	BRUCKNER, Sophie K
999	MALU	CLARK, Amy A
999	MALU	COLGRAVE, Krystle M

Click the *Edit* button or *double-click the competitor* or *press <ENTER>*

Status: ☒ All Clear ☐ Did Not Start ☐ Did Not Finish ☐ Disqualified

Place: Competitor: Time:

BROWN, Kimberley A **PINN**

The *place* automatically increments. So start at first place and work up. That means you won't often have to actually change it.

Equal placings are handled simply by giving the same place. e.g. equal first: enter placing 1 for the first competitor, change the automatic second place for the next competitor back to 1. The next competitor will then automatically come up as 3.

We recommend using the keyboard rather than the mouse for faster operation.

<ENTER> - update a result

<INS> - add a competitor

 - delete

<TAB> - move forward through fields

<SHIFT TAB> - move back through fields

<ESC> - close window

Status

- All Clear is the default, meaning "no problems"

In a typical school carnival DNS, DNF, and DSQ can be ignored. If someone doesn't start or they are disqualified, their result is omitted. These options are for formal carnivals where a record of the fate of every competitor is required on results sheets

Performance Entry

For *time* events:

- Do not type the punctuation marks.
- Don't type leading zeroes
- Finish on the hundredths

example

enter 01:25.8 as 12580 followed by <ENTER>

Place	Team	Name	Performance	Status
1	PINN	BROWN, Kimberley A	1:25.80	
999	KILC	ANTONY, Melissa J		
999	MALU	BALLINGER, Kylie J		
999	MALU	BATCHELOR, Tina M		
999	BOKA	BOLTE, Nicole A		
999	PINN	BRUCKNER, Sophie K		
999	MALU	CLARK, Amy A		

For *distance or height* events, you need the decimal points.

Editing a result (continued)

999 Placings

Pre-entered competitors load with a place of 999. If they finish the event you must correct their place, of course.

If they do not start the event, do not bother to delete them from the results. The processing will totally ignore any 999 placing.

The only exception to this would be if you wish to record formally that they did not start in which case you would flag the result as DNS so it shows on results.

Adding a competitor and result

Often, a finisher in the event is not pre-entered, so you need to add them to the results. In this case you need to select them from a list.

example: Jane Wheildon came second, but she is not on the list.

+ Add			
Place	Team	Name	Performance
1	PINN	BROWN, Kimberley A	1:25.80
999	KILC	ANTONY, Melissa J	
999	MALU	BALLINGER, Kylie J	
999	MALU	BATCHELOR, Tina M	
999	BOKA	BOLTE, Nicole A	
999	PINN	BRUCKNER, Sophie K	
999	MALU	CLARK, Amy A	

- Click the **Add** button
or **press <INSERT>**

The window below shows the place automatically incremented to 2 and the competitor code is <new>

Status			
<input checked="" type="radio"/> All Clear	<input type="radio"/> Did Not Start	<input type="radio"/> Did Not Finish	<input type="radio"/> Disqualified
Place:	Competitor:	Time:	
<input type="text" value="2"/>	<input type="text" value="<new>"/>	<input type="text" value="00:00.00"/>	
		<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

- Press <TAB> twice
<TAB> moves the cursor from a field into the next field.

The second tab tries to move your cursor out of the code to the time. SportsTrak however checks the data in each field before it moves. It finds no student with a code of <new> so it will force a lookup table to appear.

The lookup table

Select Student by Surname

Locate on Surname: <ESC> to exit

Code	Name	Age	DoB	M/F	Team
BAL03	BALLINGER, Kylie J	U/13	1/11/1986	F	MALU
BAN52	BANKS, Devon K	U/16	29/01/1984	M	PINN
BAN61	BANKS, Sandy L	U/17	3/09/1982	F	PINN
BAR05	BARBER, Eboni-Rose A	U/14	30/10/1985	F	BOKA
BAR66	BARBER, Emma K	U/16	4/11/1983	F	KILC
BAR53	BARR, Adam	U/21	26/02/1982	M	BOKA
BAR02	BARR, Dawn L	U/15	6/05/1985	F	MALU
BAR03	BARRY, Bradley S	U/14	26/06/1986	M	BOKA
BAR57	BARRY, Darrell C	U/17	22/05/1983	M	BOKA
BAR91	BARRY, Matheau J	U/16	6/03/1984	M	MALU
BAR54	BARTLETT, Felima L	U/21	23/06/1982	F	KILC
BAR04	BARTLETT, Michaela K	U/14	21/11/1985	F	BOKA
BA360	BASIC, Jason	U/17	21/04/1983	M	BOKA
BAT01	BACHELOR, Richard P	U/14	11/04/1986	M	BOKA
BAT02	BACHELOR, Tina M	U/13	28/10/1986	F	MALU
BEA01	BEATON, Joel D	U/13	24/01/1987	M	PINN
BEC50	BECIREVIC, Enes G	U/16	23/10/1983	M	KILC
BEH60	BEHNCKE, Mark R	U/17	16/10/1982	M	BOKA
BEK01	BEKS, Jason A	U/17	30/03/1983	M	KILC
BEL03	BELDEN, Justin L	U/14	2/03/1986	M	BOKA
BEL60	BELL, Jacqueline	U/21	28/12/1981	F	PINN
BEL01	BELL, Matthew P	U/15	12/12/1984	M	MALU

Insert Change Delete Select

This table lists everyone.

Locate on surname means it automatically scrolls to a surname as you type it.

Enter W H E I as in "Wheildon"

Select Student by Surname

Locate on Surname: whei <ESC> to exit

Code	Name	Age	DoB	M/F	Team
WHE01	WHEILDON, Jane A	U/13	25/12/1986	F	KILC
WHI01	WHITING, Danni J	U/14	30/11/1985	F	PINN
WIC50	WICKS, Jamie T	U/21	7/05/1982	M	BOKA

The table scrolls to Wheildon. **Press <ENTER>** and she goes in to the results.

Status
☒ All Clear ☐ Did Not Start ☐ Did Not Finish ☐ Disqualified

Place: Competitor:

WHEILDON, Jane A **KILC**

Time:

☒ OK ☒ Cancel

Place	Team	Name	Performance
1	PINN	BROWN, Kimberley A	1:25.80
2	KILC	WHEILDON, Jane A	1:27.80

Now enter her time (if you need to) and **press <ENTER>** again.

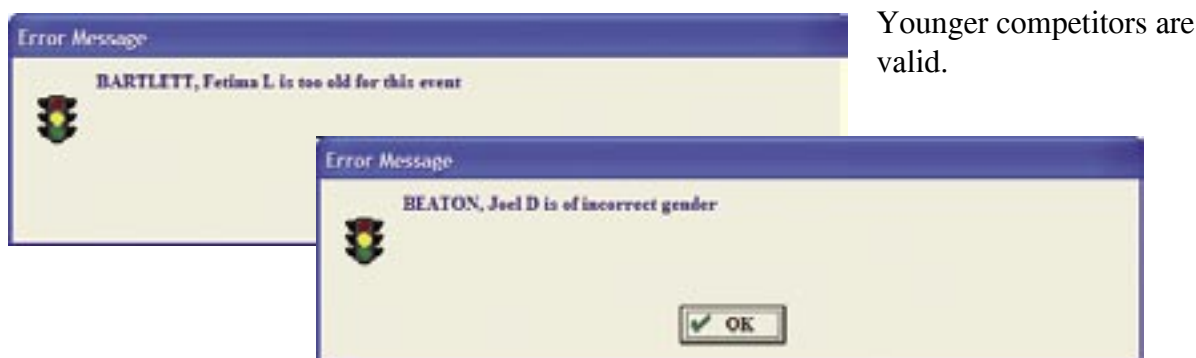
Getting Stuck with the Lookup Table

If your cursor is on <new> and you change your mind about adding a competitor, the Cancel button doesn't work because the look up table takes over, and keeps popping up.

In this case *press <ESC>* to close the windows.

Lookup Table Checks

If you select a competitor from the lookup table who is too old for the event or of the wrong gender, the choice will not be allowed.



What if my student data is wrong?

Occasionally you will find a student whose age, gender, or house is simply incorrect, and it needs fixing before the competitor is accepted.

This can be done through the lookup table (or through the main student data table on the toolbar).

The lookup table offers full editing capabilities over the student data and can be used to correct the data.

Status:
☒ All Clear ☐ Did Not Start ☐ Did Not Finish ☐ Disqualified

Place: Competitor:
 Time:
BOL TE, Nicole A **BOKA**

In this example, we find Nicole Bolte is actually in house PINN but SportsTrak has her in as BOKA.

Status:
☒ All Clear ☐ Did Not Start ☐ Did Not Finish ☐ Disqualified

Place: Competitor:
 Time:
BOL TE, Nicole A **BOKA**

Edit the competitor code field so that it is an invalid code, then press <TAB>

This will force the lookup table to appear...

The image shows two overlapping windows from the SportsTrak 2100 software. The background window is titled 'Select Student by Surname' and contains a table of students. The foreground window is titled 'Changing a Student Record' and shows the details for a selected student.

Select Student by Surname

Code	Name	Age	DoB	M/F	Team
BOL01	BOLTE, Alyce K	U/16	9/05/1984	F	BOKA
BOL50	BOLTE, Nathaniel P	U/21	15/11/1981	M	BOKA
BOL03	BOLTE, Nicole A	U/13	26/11/1986	F	BOKA
BOL02	BOLTE, Sarah L	U/16	15/05/1984	F	PINN
BOO02	BOOTH, Melissa E	U/16	7/05/1985	F	PINN
BOR02	BOREHAM, Casey F	U/16	27/03/1984	M	BOKA
BOR01	BOREHAM, Leigh M	U/15	18/09/1984	M	BOKA
BOR04	BOREHAM, Michael M	U/14	10/10/1985	M	PINN
BOR03	BOREHAM, Patrick J				
BOV60	BOWERS, David A				
BOW01	BOWERS, Douglas D				
BOY54	BOYCE, Sally-Ann S				
BOY53	BOYD, Kym				
BOY51	BOYD, Samantha				
BOY52	BOYER, Blair I				
BOY50	BOYER, Kelvin I				
BRA01	BRADSHAW, Darren J				
BRE50	BREWSTER, Andrea				
BRI01	BRIIGGS, Campbell K				
BRI02	BRINKLEY, Jade				
BRO52	BROWN, Benjamin L				
BRO01	BROWN, Kimberley A				

Changing a Student Record

Surname: Given: Initial:
☐ M ☒ F
 Student Code:
 DoB: dd/mm/yy
 Team: Bokas
 Form: Form F
 Year Level:

- Find the competitor to be amended and click Change.

You may edit any of their data.

If they are in the wrong age group, you may have to fudge the Date of Birth so that the age group works out correctly.

This screenshot shows the 'Changing a Student Record' window with the data updated from the previous state. The team has been changed from BOKA to PINN.

Changing a Student Record

Surname: Given: Initial:
☐ M ☒ F
 Student Code:
 DoB: dd/mm/yy
 Team: Pinnambul
 Form: Form F
 Year Level:

Here the house has been rectified, from BOKA to PINN.

Click OK to go back to the table and **<ENTER>** to accept the competitor.

The result form then reflects the alteration.

This screenshot shows a result form with the updated student information. The team is now PINN.

Status: ☒ All Clear ☐ Did Not Start ☐ Did Not Finish ☐ Disqualified
 Place: Competitor:
 Time:
 BOLTE, Nicole A PINN

Results Reports

A large range of different reports are available after (or during) results entry.

From the Setup Wizard this window gives access to most of them.



Carnival Reports

Team Results/Scores
Brief Team Scores
Division Results/Scores
Records Set Today
Champions Report
Track and Field Champions
Individual Scores...
Results of Events...
Best Performers...
Results of Best Individuals...
Results of Selected Individuals...
Participation Report
Non-Participants Report
PB's Set Today
Best Forms Overall Report
Best Forms per Year Level Report
Students in Higher Age Groups
Students Competing out of Agegroup

Otherwise they are all accessible from
Carnival Reports

All reports print to screen, and you may choose to print selected pages.

Team Results/Scores (1 in above screen) gives an age group breakdown of house scores.

Brief Team Scores (2 above) gives house totals only.

Champions Report (4 above) lists level champions, but should be used with **Results of Best Individuals** (6 above). The latter report gives a breakdown of where your highest placed competitors achieved their points and it lets you pick any discrepancy.

Additionally, if you have certain criteria that the champion must meet, (e.g. must be in 5 events and at least 2 must be track and at least 2 must be field) then the latter report lets you work it out.

Best Performers (7) gives a list of the best performers for each event type. This is very useful as the basis of your interschool squad.

It amalgamates results from different events as long as they are of the same event type,

So if you have 100m A and 100m B, this report looks at all performances and lists the best.

Even if your carnival is based on Year Level, this report can give the best performers by Age Group, which you may want for your inter-school carnival.

The reports are many and varied and most are the result of users' requests. If you have a particular need, contact us and we can possibly add extra reports, especially if your request may be useful to other users.

Recalculating All Scores



This option re-processes all events based on the entered results.

It allows you to change the scoring system, and then recalculate all scores based on the new scoring system.

Update History Files

History > Update History from Carnival Results



After the results of a carnival are finalised, history files need updating. The most important of these is the long term records, because you need these for next year's program of events.

Other history files store:

- the house placings
- individual champions
- optionally, competitors' personal bests (PBs)
- optionally, all competitor results



*Click the **Update Histories...** button (or use the menu):*

If you are using the optional items (PBs and all results) there will be two more options on this window.

The buttons on the right let you view existing data, just so you know what you are dealing with.

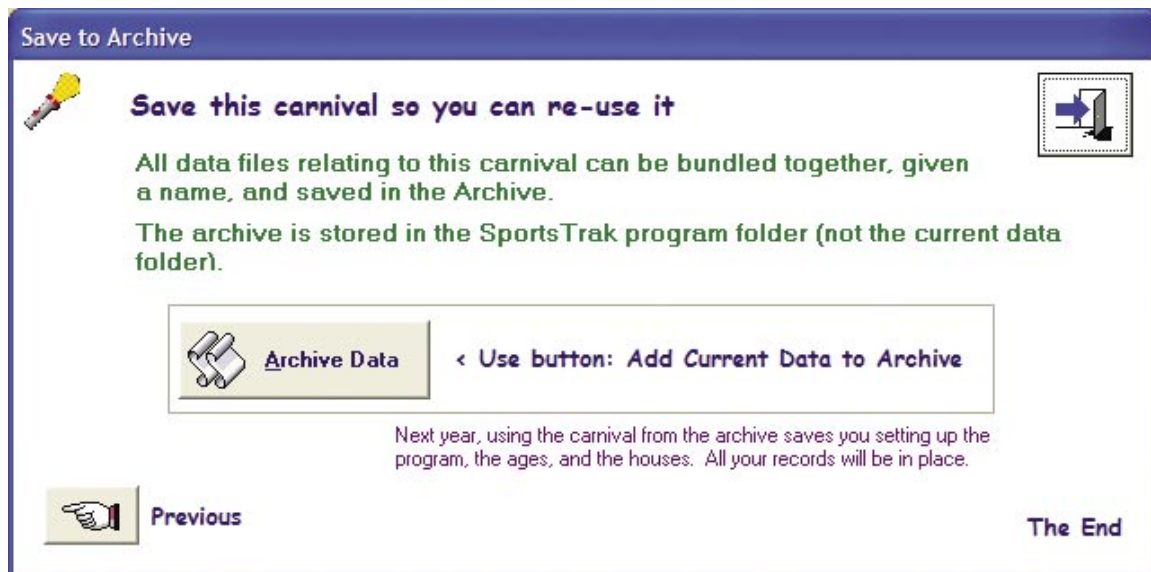
The Move button at the bottom will add your data to the long term files, and by browsing, you can check.

In particular, after moving the data, you should not see any Daily records, because they should now be in the Long Term area.

See the section in Chapter 3 for more details on management of history files

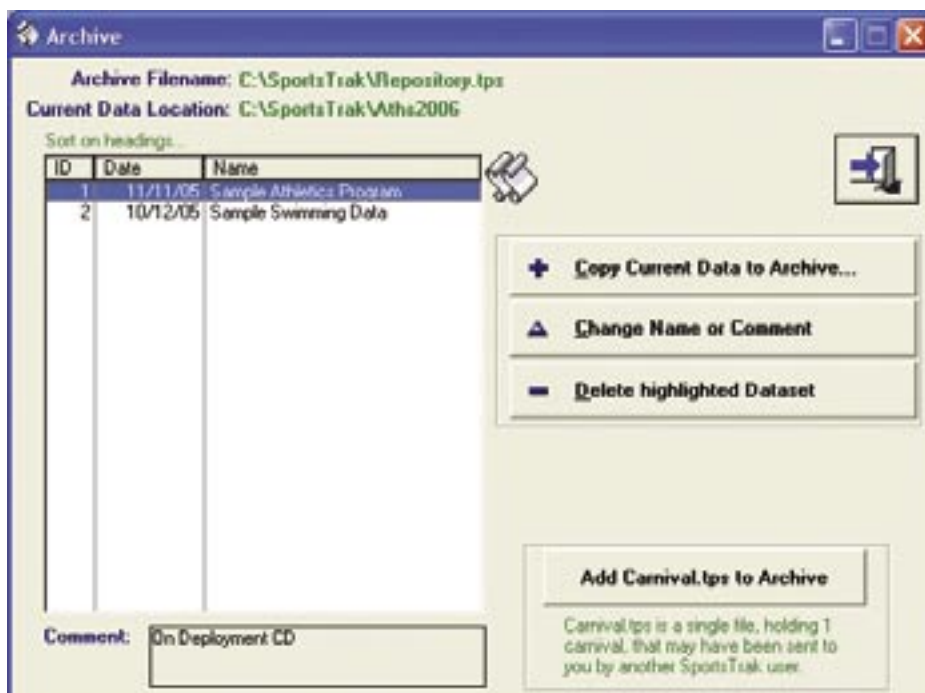
Saving to Archive

Import/Export > Save to Archive



Archive data is stored in the SportsTrak program folder, so is always accessible, no matter what folder your carnivals are set up in.

If you have saved this year's carnival in the archive, it is easy to set up next year's carnival by setting up a new folder and importing this data. All you need to do then is clear results and import your students again and you are ready to go.



Use the top option here to copy your data into the archive.

You give each data set a meaningful name so it is identifiable in the table.

Chapter 3

Other Utilities and Advice

Check Setup

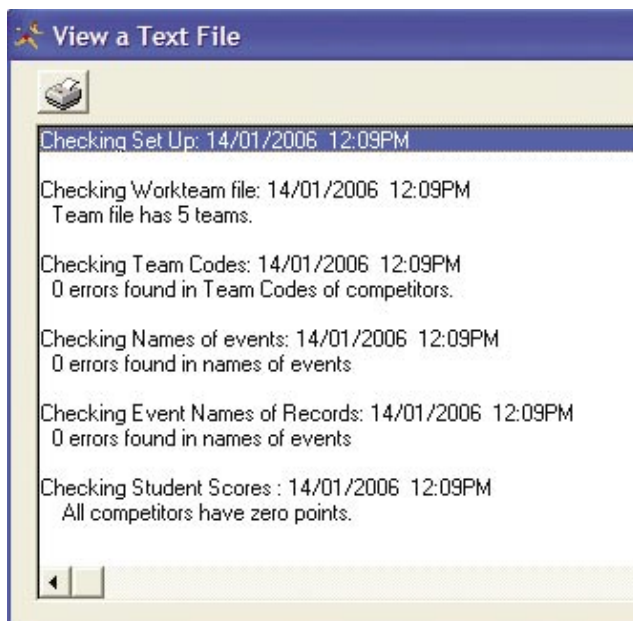
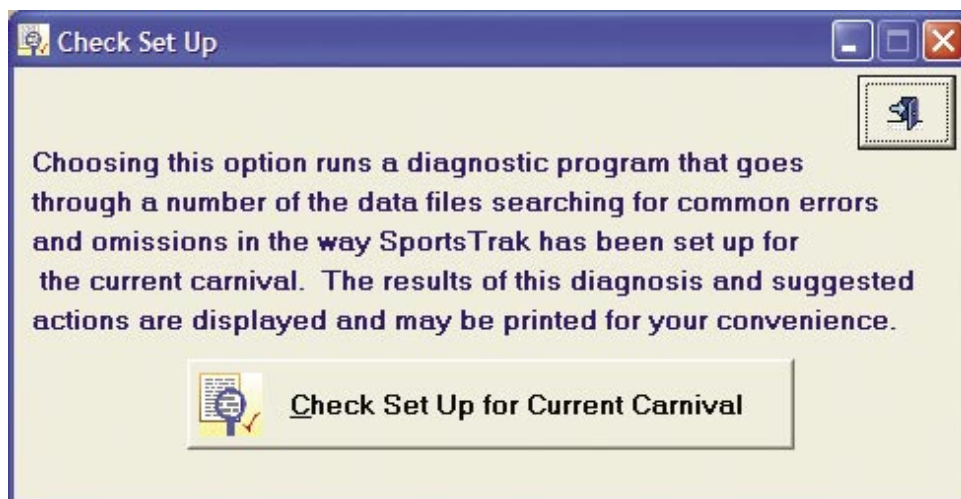
Before running a carnival it is a good idea to check the setup with this utility. Use it particularly if you have brought in data from outside the current folder.

The utility checks logical connections between files, checks that students' teams are valid, and so on.

Example: One problem that has arisen in the past is that coordinators copy the student file after the swimming carnival and use it for athletics, rather than a fresh import of students. This is a good idea except that these students are all carrying points from swimming with them, so in the athletics carnival, the individual points scored are wrong. Check Setup detects this sort of thing.



- Click the check button on the toolbar, or
Carnival Setup > Check Setup



- Click the button and after some message screens, this message window will display the findings.
- Scroll down to see all the messages.

Setting Lanes

Carnival Setup > View/Edit Lanes

Events with Lanes/Competition Order

Locate Event No: 0

No	Event Name	M/F	Level	Gr
1	100m Freestyle	F	U/14	A
2	100m Freestyle	M	U/14	A
3	100m Freestyle	F	U/16	A
4	100m Freestyle	M	U/16	A
5	100m Freestyle	F	U/21	A
6	100m Freestyle	M	U/21	A
7	50m Freestyle	F	U/13	A
8	50m Freestyle	M	U/13	A
9	50m Freestyle	F	U/14	A
10	50m Freestyle	M	U/14	A
11	50m Freestyle	F	U/15	A
12	50m Freestyle	M	U/15	A
13	50m Freestyle	F	U/16	A
14	50m Freestyle	M	U/16	A

Lane	Team Code
1	BOKA
2	KILC
3	MALU
4	PINN
5	BOKA
6	KILC
7	MALU
8	PINN

Double Click to Edit in Place

Insert Change Delete

or Use buttons above to modify lanes for the highlighted event.

Assign Lanes to a number of Events

This window lets you highlight any event and set the lane order using edit-in-place.

To cover many events, click the button

Assign Lanes to a number of Events

Assign lanes to a range of events

Tag/Untag Events

Track Events Field Events

Lanes for the first tagged event will be set as shown. The other events' lanes will rotate from these.

Locate Event No: 0

Set the lanes below for the FIRST event in your selected range

Lane	Team Code
1	KILC
2	MALU
3	BOKA
4	KILC
5	MALU
6	PINN

Double Click to Edit in Place

Insert Change Delete

Add Each House Once Clear All

Event	Level	Grade	Time	Tag	
1	100m Freestyle	OPEN F	U/14 A	10:00AM	✓
2	100m Freestyle	OPEN M	U/14 A	10:03AM	✓
3	100m Freestyle	OPEN F	U/16 A	10:06AM	✓
4	100m Freestyle	OPEN M	U/16 A	10:09AM	✓
5	100m Freestyle	OPEN F	U/21 A	10:12AM	✓
6	100m Freestyle	OPEN M	U/21 A	10:15AM	✓
7	50m Freestyle	F	U/13 A	10:20AM	✓
8	50m Freestyle	M	U/13 A	10:23AM	✓
9	50m Freestyle	F	U/14 A	10:24AM	✓
10	50m Freestyle	M	U/14 A	10:26AM	✓
11	50m Freestyle	F	U/15 A	10:28AM	✓
12	50m Freestyle	M	U/15 A	10:30AM	✓
13	50m Freestyle	F	U/16 A	10:32AM	✓
14	50m Freestyle	M	U/16 A	10:34AM	✓
15	50m Freestyle	F	U/17 A	10:36AM	✓
16	50m Freestyle	M	U/17 A	10:38AM	✓
17	50m Freestyle	F	U/21 A	10:40AM	✓
18	50m Freestyle	M	U/21 A	10:42AM	✓
19	50m Freestyle	F	U/13 B	10:44AM	✓

Double Click to tag highlighted event

Set Lanes

Method: ☐ Fixed ☒ Rotate

Set for all tagged events

Use the buttons at the top to ***select a range of events*** that will be numbered on the same system.

In the left hand table, ***set the lanes*** as you wish ***for the first tagged event***.

Choose Fixed or Rotate

Click the button to set the lanes for all events in the range.

Using more than one computer and combining data

Where a carnival program has a high data input load it is possible to spread the workload over several machines.

As a guideline, with competitors pre-entered, around 200 events can be managed in 4-5 hours. Without pre-entry about 160 events is an upper limit for one machine.

A cross country often has many competitors' results arriving in a very short time span. You could use one computer per age group.

You may also use it to spread the load of pre-entering competitors. e.g. one computer set up per house.

How to do it

Set up the program on one machine.

Install SportsTrak on other support machines. Copy the data folder from the main machine on to these machines.

Perform data entry on the different machines.

When ready to combine, back up the data from the support computers to a memory stick or disk.



On the main computer's SportsTrak, use **Utilities > Combine Carnival Data**

Use the Lookup button to *select the data folder containing the data* to be imported.

Click **Import**.

Repeat for each support computer.

Another option - Networking

In recent years networking has become a lot more common place and the same sharing of work load can be achieved by networking multiple computers to a single set of data. This gives continually correct carnival scores and eliminates combining altogether.

See Networking in Chapter 12 for details.

Set Background Image

You may change the background image from

File > Set Background Logo



The image can be .gif or .jpg and must be in the SportsTrak folder.

Reset Windows to Default Locations

Windows can be moved around the screen, sometimes to places you don't want..

Occasionally a window totally moves outside the screen area and cannot be seen. This makes it seem to you as if the program is not responding. If this happens try pressing <ESC> to close the invisible window.

File > Restore Windows to Default Locations

will reset all windows to visible positions.

Autogenerate program of events

This feature will generate a program of events following some guidelines that you set. It won't necessarily be perfect, but can be edited later. It won't generate heats or finals.

- Set the Carnival Type

Carnival Setup > Carnival settings

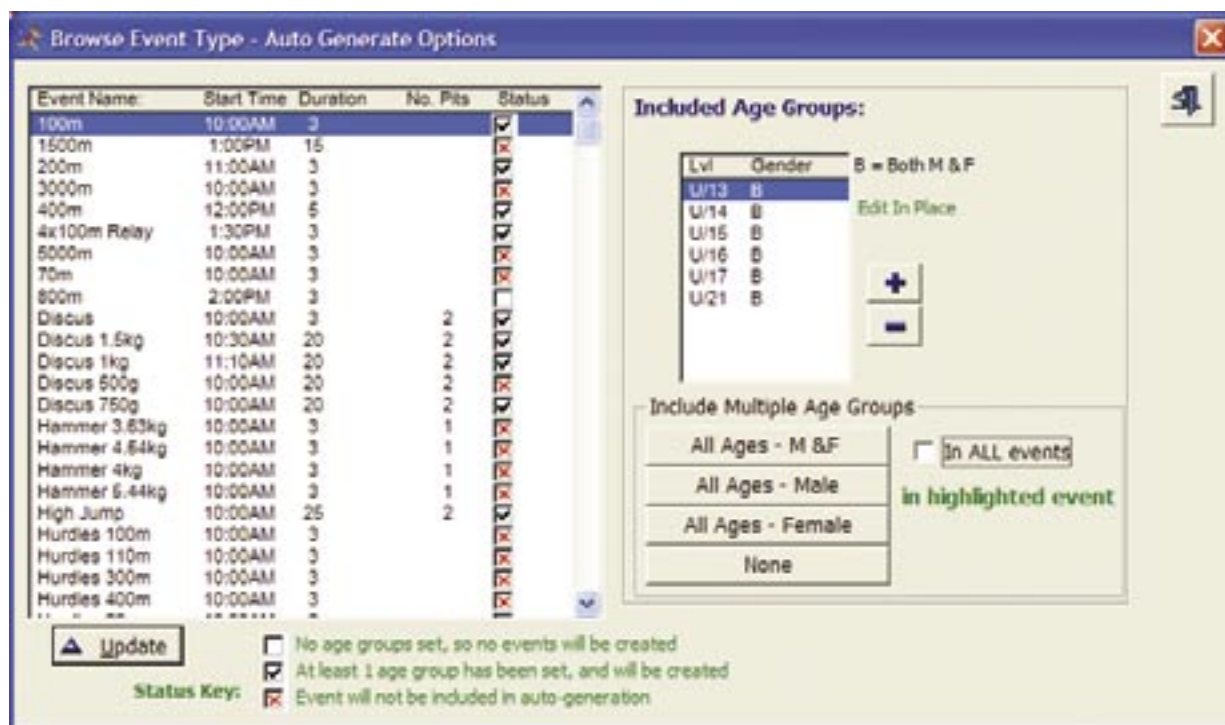
- Then select

Carnival Setup > Auto generate Program of Events

- Click the first button - Set Details ... to bring up the following window.



The relevant events from your event library will be listed.



The age groups shown are for the highlighted event, in the case above, 100m. ***To be included in the program, an event type must have at least one age group set for inclusion.***

The various options on the right hand side allow you to specify age groups, and whether they are for Male, Female or Both genders.

When age groups have been selected, the event is displayed with a tick, so in the above example, it can be seen that the 800 m is not yet set.

- Click Update on any highlighted event

Update Options for Auto Generation of Program

800m

Start Time: 2:00PM Time of 1st event of this type

Duration: 3 Time in minutes until next event of this kind

No. of Pits: 1 2 For field events

☐ Exclude from auto generation
if checked, will not be included.

OK Cancel

- You may **totally exclude** an event type from the program by checking the exclude option. The event then displays with a red cross.

- For included events, set a time for the first event of that event type, followed by the duration.

The duration is the interval you want between events of this type.

With field events, if you have two pits, these events will be set to run concurrently.

Enter time as 4 digits, then <ENTER>:

9:00AM can be entered as 0900 <ENTER>

1230PM can be entered as 1230 <ENTER>

Any event with a missing start time will default to 10AM.

Program of Events - Auto Generate

Set details for each event type

Generate program

View/Edit

- When satisfied with your settings for all the events, click Generate Program.

If a program already exists, you will get a message

Are you sure?

A program exists. Overwrite?

Yes No

The program will generate and you may View/Edit it from the third button.

Tip. An effective way to make large changes to a program, particularly rearranging event sequences, is to export it to text, load it in Excel, rearrange the event numbers or times, save it and re-import it. Do not change the names of anything or switch columns.

See menu

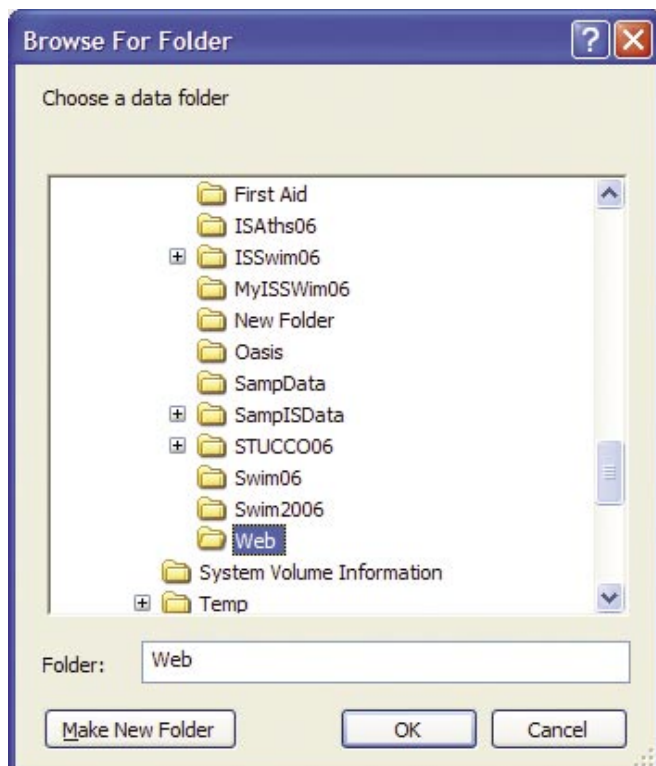
Import/Export > Import/Export program...

Creating Web Pages

SportsTrak can create a full set of linked web pages detailing the program of events, competitors, results, records etc.



- Click the toolbar web button.



- Use the Lookup button to create or select an empty folder. Web in this screen shot.

- Click create pages

SportsTrak will create a title page named ***page1.htm*** from which many other pages will link. You could easily have several hundred html pages created.

- View the pages by opening page1.htm in your browser - see next page.

Copy the entire web folder to any web server and provide a single hyperlink from one of your web pages to page1.htm

Sample screen shots of the generated web pages

SportsTrak the Professional Carnival Management System

West Coast Senior High

HOUSE SWIMMING SPORTS 2005

16/02/2005

Events with Competitors and Results	Long Term Records
Single Page Results Summary	Scores
Competitors with their Events and Results	Records at this Carnival

page1.htm

Program of Events

Event	Event Name	Open	M/F	Level	Grade	Time	Link	
1	100m Freestyle		F	U/14	A	10:00AM	Competitors	Results
2	100m Freestyle		M	U/14	A	10:03AM	Competitors	Results
3	100m Freestyle		F	U/16	A	10:06AM	Competitors	Results
4	100m Freestyle		M	U/16	A	10:09AM	Competitors	Results
5	100m Freestyle		F	U/21	A	10:12AM		
6	100m Freestyle		M	U/21	A	10:15AM		
7	50m Freestyle		F	U/13	A	10:20AM	Competitors	Results
8	50m Freestyle		M	U/13	A	10:22AM	Competitors	Results

Events with Competitors and Results hyperlink

HOUSE SWIMMING SPORTS 2005

Results: Event 2 M U/14 100m Freestyle

Competitor	Team	Place	Performance	Points	Record
ALBERT, Stephen J	MALU	1	1: 9.87	24.0	Record
ANDERSON, Marcus M	BOKA	2	1:23.09	22.0	
BOREHAM, Patrick J	KILC	3	99:99.99	20.0	
BURGOYNE, Bradley S	PINN	4	99:99.99	18.0	

Results of Event 2

History Files and their Management

A number of files in SportsTrak store data that provides an historical record of your carnivals.

Long term records

Store the records of events that are printed on your program of events, and are checked during results entry. A very important file.

During a carnival, records broken are not directly entered into long term storage; they are store in a separate file, Records Set Today. At the end of any carnival, you must go to

History > Update History Files

to move those records into long term storage (see next page)

Past team scores and champions.

Usually for interest only.

Optional history files

Data that you may choose to record during a carnival includes:

Personal Best Performances

Stores PBs for all competitors during a carnival and from year to year.

Personal Results

Stores all competitors results from year to year.

Additional Records

Allows SportsTrak to check against a second set of records. An example may be at a zone inter-school carnival, where as well as managing zone records, it is desired to check against state records.

Activate these from

Background > Long Term Settings

Work with these optional items from the History Menu

Moving to Long Term Storage

During the carnival, the records and related data are not automatically moved into long term storage. This occurs because if a record breaker was later disqualified, the old record that now consequently still stands, would have been lost.

- After all results are clear, use

History > Update History Files



The buttons allow you to browse the existing contents of these data files.

- Tick the options for movement to long term storage.

This is usually all of them.

- Click the button at the bottom.

You will receive an Are You Sure? message.

- Use the browse buttons to check what has been transferred.

Now you have to make sure this data is available for next year's carnival. See next page.

After the carnival - set up for next year

The updated history files are all required for next year's carnival.

This is an issue because these data files are stored in the data folder of the current carnival. Next year you will have a different folder, so the records won't be there.

The tried and tested solution.

Let's say you have just completed Athletics 2006, stored in folder Aths2006, and have updated the history files.

- Using Windows Explorer, make a new folder Aths2007 next to the current one, Aths2006.
- Copy the contents of Aths2006 into Aths2007

The folders are now identical in content.

- Using SportsTrak, set the data location to Aths2007
- Go to Carnival Setup > Remove Selected Data
- Totally Remove All Students and Associated data

This will remove, students, competitor lists, results, and set all scores to zero.

- Go to Carnival Setup > Carnival Settings and update the dates by one year.

This folder is now ready for action next year. It has your program of events, records, houses, age groups etc all set up.

Next year you import a fresh batch of students, perhaps pre-enter them into events, and you are ready to go.

This takes only a couple of minutes to do at the end of any carnival.

- This newly created folder is important for next year so needs to be copied and kept in a safe place. A good idea would be to burn the entire SportsTrak folder and data folders to a CD. Another possibility is to copy it all to a server where backups are performed.

The archive

See end of Chapter 2 for storing a carnival in the archive.

The archive is the file *repository.tps* in the SportsTrak program folder. It can store full details of any carnival.

If you lost (or didn't create) a carnival for next year then you can restore last year's from archive and perform the steps above.

User Defined Age Groups

SportsTrak has built-in age groups that cover the range used within schools.

Occasionally this set of ages is not suitable. For example, SportsTrak is used by an athletics club with adult competitors, and age groups are desired in bands, e.g. 30-34, 35-39.

In this situation, User-Defined Age Groups are required.

- Activate the feature from

Background > Long Term Settings

- Define your Age Groups

Background > User Defined Age Groups

Order	Name	Gender	Low Age	Hi Age	Description
1	JNR	Both	1	14	Junior
2	INT	Both	15	16	Intermediate
3	SNR	Both	17	99	Senior

A browse window shows the currently defined age groups

This example shows how the age ranges should:

- not overlap
- cover all expected ages

In SportsTrak, anyone younger than the youngest age group goes in the youngest age group. Any older than the oldest age group goes in the oldest age group.

(cont..)

Chapter 3 - Other Utilities and Advice

- Click Insert or Change to update an entry

Update Age Range...

Order: 1 lowest - 14 max to indicate ranking of age groups

Name: eg: JNR, U/15, VET

Description:

Gender

☐ Male

☐ Female

☒ Both

Low Limit of Age Group:

High Limit of Age Group:

Record will be Changed

Each age group has a particular order. This is chronological order, from low to higher.

The name is a four letter code that will appear as the age group of a competitor or an event.

It is possible to have the age group gender specific.

Set the low and high limit, so that this age range complements the other ranges, without overlap.

This is wrong:

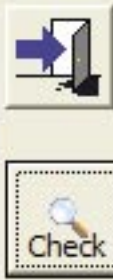
JNR	12 - 14
INT	16 - 17
SNR	17 - 21

Where would a 15 year old fit?
Is a 17 year old in INT or SNR?

Error Checking

The **Check Button** gives a report that shows if there are any inconsistencies

Order	Name	Gender	Low Age	Hi Age	Description
1	JNR	Both	1	14	Junior
2	INT	Both	14	15	Intermediate
3	SNR	Both	17	99	Senior



This data is incorrect.

Performing the check tells me:

Checking Age Ranges: 14/01/2006 3:02PM	
Minimum Age is: 1	
Maximum Age is: 99	
Male Age 14 fits into 2 age groups	
Male Age 16 fits into 0 age groups	
Female Age 14 fits into 2 age groups	
Female Age 16 fits into 0 age groups	

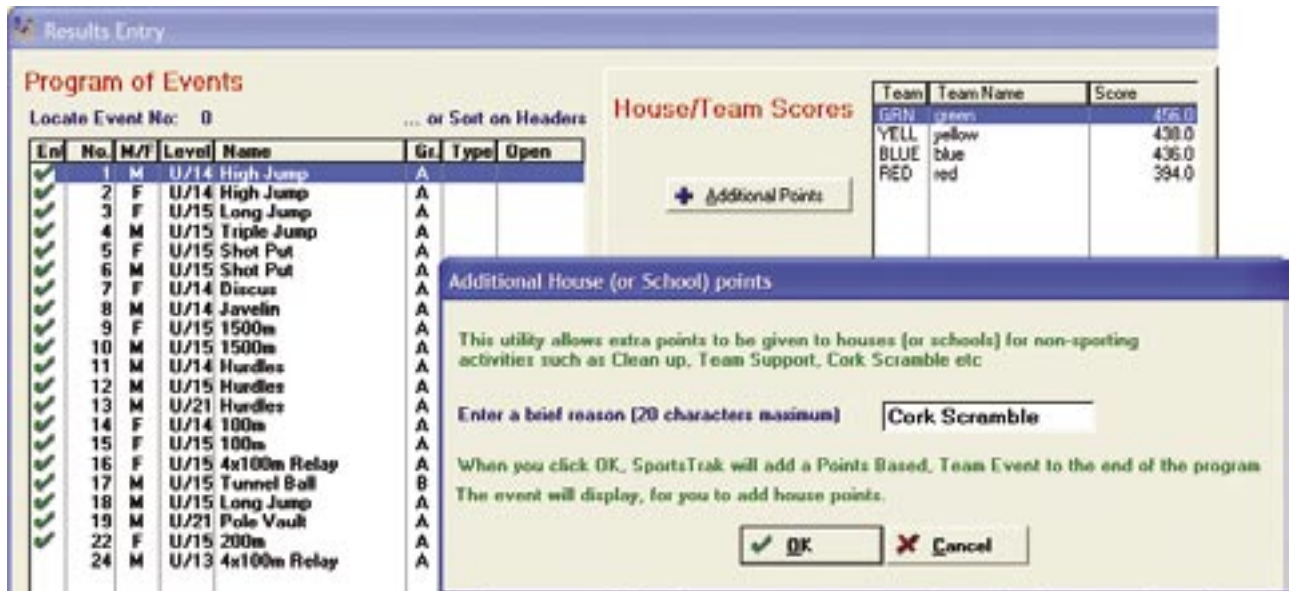
I need to fix the age groups so all competitors fit in an age group and fit in only one age group.

See comments in Chapter 2 on User Defined Age groups.

Add arbitrary points to the houses

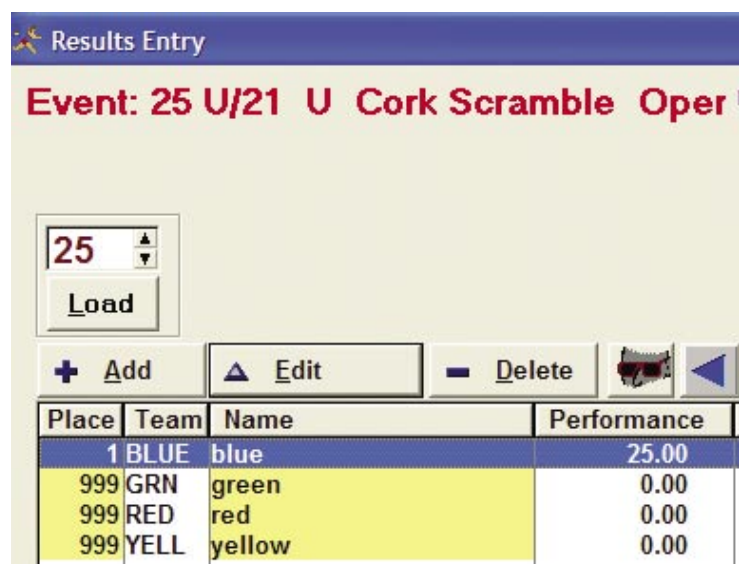
SportsTrak doesn't let you just add points to a house. All points must be accounted for.

- From the results entry table, click the Additional Points button



- Add a name or reason for the additional points
- Click OK

SportsTrak adds a team event to the program with that name and immediately puts you into the results entry window where you can give each house their points.



Chapter 4

Heats and Finals

4 - Heats and Finals

This chapter has three sections:

- **How SportsTrak manages Heats and Finals**
- **Step by Step Instructions**
- **A Worked Example**

How SportStrak manages Heats and Finals

Terminology used in SportsTrak

Final means any event where the competitors progress no further. Technically, it includes stand-alone events, but the word makes more sense if you consider it to mean the last event in a hierarchy leading from Heats &/or Quarter Finals &/or Semi Finals

Heat, SemiF, QtrF are labels for an event where the best place-getters will progress to another event in the same carnival. Apart from the label, they all behave the same way: The best performers are taken and placed in a higher level event that you must give SportsTrak information about.

For a very structured carnival, you might have

- 4 QtrF events leading to 2 SemiF events leading to 1 Final

More commonly for school carnivals, though:

- Several Heats leading to 1 Final.

In this chapter, when 'Heat' is referred to, it can usually also mean SemiF or QtrF.

Finals can work with their heats in any of four ways:

1. Method D - Best overall

Results from all the heats are sorted and the best performers progress to the final, regardless of which house (or school) or which heat they came from.

2. Method B - Best per Team

The final takes competitors with the best performances from each Team. e.g. best 2 from each house (or school) move to the final.

3. Method C - Best per Heat

The final takes the competitors with the best performances from each Heat. e.g. the best 2 from each heat move into the final.

4. Method A - Best Overall, but final doesn't run.

Occasionally, heats are run and you want the best performers to be treated as if they had competed against the competitors in the other heats. You do not want to actually run a final event.

As heats are processed competitors are allocated to the final. After all heats have been processed, the final must be called up and it can be processed as if it had run, based on the performances obtained in the heats.

This situation can occur if the time is too short to run the intended final, or it can be a way of running trials.

How SportsTrak processes Heats

As heats are run, and each set of results is entered, SportsTrak will *process that heat, plus any other heat for the same final*, and based on the method (A to D) selected for the final, will automatically move the best place-getters into the final as competitors.

Lanes in Finals

When all the heats have been run, you should print a marshal slip for the final and all the competitors will be entered, with lanes based on:

First finalist...	Lane 5
	Lane 4
	Lane 6
	Lane 3
	Lane 7
	Lane 2
	Lane 8
Eighth finalist...	Lane 1

For finals with more than eight competitors, the lanes are rotated based on the teams.

Processing the final

When you call up the final, SportsTrak will have loaded all the contestants and you only need to assign a place and performance to each.

SemiF and QtrF

If that final is a Semi Final or Quarter Final, then the results will be processed *as a heat* for the next level of final. Thus the best contestants will automatically move from heat, through lesser finals to the Final, without having to be manually entered. Each marshal slip will be automatically correct.

Scoring

Competitors will score points from all heats and finals based on the grade of the scoring system you assign. If you don't want heats to score points then assign a scoring system to them that has zero points for each placing.

Are heats and finals limited to timed events?

No. Heats may be based on distance events such as long jump, or high jump, if desired.

If you wish to edit the finalists before a final.

If you want to delete or add a finalist or change the order of lanes, go to Carnival Setup > Events and Competitors, call up your event and make your changes.

Step by step instructions

(Make sure that you are familiar with Chapter 2)

1. When building the program of events, INSERT heats before finals. When entering a heat, you will specify which event is the final, and the final will be automatically inserted into the schedule with mostly correct details. The time is arbitrarily set to be 2 hours ahead. The final descriptor is set to FINAL.
 2. After entering the heats, EDIT the final that was created. You need to check whether its a QtrF, or SemiF, or leave it as Final. Correct the time. If this Final is actually a SemiF or QtrF then you need to specify the event number of its Final.
 3. Add the other heats. When you specify the final, the process will recognise event details and automatically add them for the Heat.
 4. If desired, pre-enter competitors into the heats.
 5. On carnival day, run all the heats as normal events, entering performances for all place-getters.
- If you don't wish to enter precise times beyond a particular placing, then leave the time as 00:00.00 and SportsTrak will convert it to 99:99.99, the maximum time. This will cause these competitors to bring up the rear during processing, and presumably be omitted from the final.
7. After all heats have been run, print a marshal slip for the final to show the allocated lanes.
 8. Process finals normally. If you use the Method A finals (where the final is not actually run) you must process the final after entering all heat results.

Illustrated example of entry of heats into a program

Background > Long Term Settings

Update the Long Term Sport's Details

Age Group Format

- ☐ Years eg 12Yr, 13Yr
- ☒ Under eg U/13, U/14

Basis of Competition

- ☒ 1. InterHouse/School - Age Group Based
- ☐ 2. InterHouse/School - Year Level Based
- ☐ 3. InterForm - Year Level Based

School Gender

- ☒ CoEducational
- ☐ Male
- ☐ Female

☐ User Defined Age Groups

☐ Using Additional Records?

☐ Store Personal Best Performances

☐ Storing Personal Results

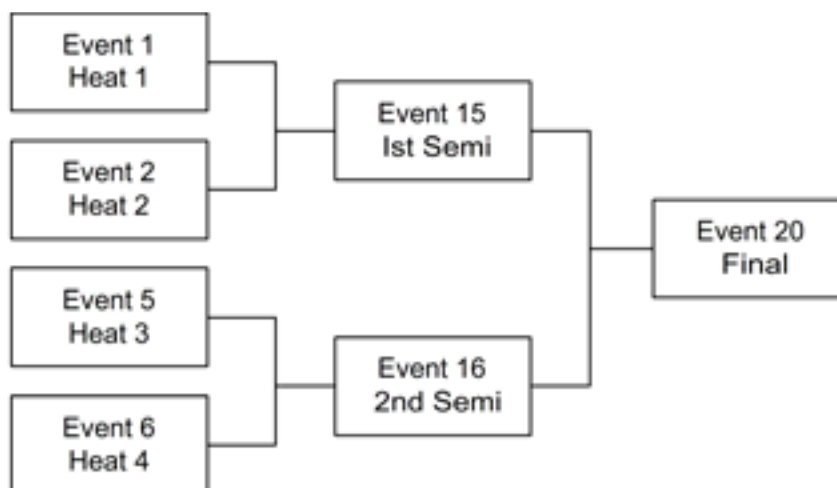
☒ Check this box if Heats and Finals exist in program

☐ Check this box if lanes are to be specified.

☒ Check this box if you wish heats to be seeded in V-formation

OK Cancel

Check that the Long Term Settings has **Heats and Finals** enabled
A program can now be entered where winners of heats progress to semi-finals and a final.



Heats and Finals for U/13 Male 100m in athletics

Events 1, 2, 5, 6 (above) may be labelled as either Heats or Quarter Finals. Their results determine the competitors in events 15 and 16, each of which should be labelled as a Semi Final.

For any non-final (Heat, QtrF, or SemiF), SportsTrak needs to know the next event that the winners progress to. Thus for Events 5 and 6 (above), when asked for their final, enter 16.

The steps involved in this setup are described over the next few pages.

Building the Program

Carnival Setup > Program of Events

Start by entering details of heats, not finals.

- Starting with Event 1, select 'Heat' for the event qualifier and you are immediately prompted for the name of the Final, so put in '15'.

Note that when prompted for a final, you must enter the next final in the sequence. Thus if you enter an event as a Quarter-Final, its final must be the Semi-Final. There is little difference between Heat, SemiF, and QtrF in SportsTrak. They all connect with a higher final that you specify. The main difference is that Heat cannot be seeded by other preceding events, but all of the grades of final may be.

Entering a heat

- Complete the other details:

Scoring Level 'C'

M for male

U/13 age group

10:00 am.

After you complete this form, you will find that Event 15 has been created automatically with the same event name and same age and gender.

Its time is set to two hours ahead of the heat, purely arbitrarily, but you can change that.

(continued...)

Chapter 4 - Heats and Finals



Browse the Program of Events

Program of Events

Additional Program Items

Dbl-Click on Headings to Sort

	No.	Event Name		M/F	Level	Gr.		Time	Final
	1	100m		M	U/13	C	Heat	10:00AM	15
	15	100m		M	U/13	A	Final	12:00PM	

You may either edit Event 15 or insert a new heat at this point. We will stick to the heats for the moment.

- Add Event 2, select 'QtrF' (or Heat), set the final to 15, the scoring to 'C', and SportsTrak will know most of the other details. Time is set to 10:03 am.
- Enter Events 5 and 6 in the same manner except specify Event 16 as the final. Most other details will be the same as Events 1 and 2, except for the times.

At this point, the table of events appears similar to:

	No.	Event Name		M/F	Level	Gr.		Time	Final
	1	100m		M	U/13	C	Heat	10:00AM	15
	2	100m		M	U/13	C	Heat	10:03AM	15
	3	100m		M	U/13	C	Heat	10:06AM	16
	4	100m		M	U/13	C	Heat	10:09AM	16
	15	100m		M	U/13	A	Final	12:00PM	
	16	100m		M	U/13	A	Final	12:06PM	

(continued...)

Semi-Finals

Events 15 and 16 are not the Final, so they must be edited. They are also not to be A grade events.

- EDIT events 15 and 16 in turn.

Changing a Schedule Record

Event No: OK Cancel

Event Name:

☐ Check this box if event is OPEN to other Levels

Gender
☒ Male ☐ Female ☐ UniSex

Other Information: Final No:

Level: Grade:

Event Time: Total Number in Final:

(Enter time in 24 hr notation eg 1530 = 3.30PM
Alternatively type 3.30PM)

Qualifier
☐ Ordinary Event ☐ Heat
☐ QtrF ☒ SemiF ☐ Final

Method of Seeding this Final
☐ A - Heats processed into final. Final is not run.
☐ B - Best from each TEAM go into the final.
☐ C - Best from each HEAT go into the final.
☒ D - Best from ALL heats go into the final.

When Event 15 is edited, it must be set as a SemiF with Event 20 as its final. SportsTrak will add 'SemiF' to the name for the program. You won't be able to change the U/13 or the Male part. Its scoring level can be set to 'B'.

The final type must be specified. 'D' is chosen.

- Edit Event 16. Set its name the same as Event 15, 100m Semi-Final, and its final also as Event 20.

The table of events should now look similar to:

No.	Event Name	M/F	Level	Gr.		Time	Final
1	100m	M	U/13	C	Heat	10:00AM	15
2	100m	M	U/13	C	Heat	10:03AM	15
3	100m	M	U/13	C	Heat	10:06AM	16
4	100m	M	U/13	C	Heat	10:09AM	16
15	100m	M	U/13	B	SemiF	12:00PM	20
16	100m	M	U/13	B	SemiF	12:06PM	20
20	100m	M	U/13	A	Final	1:00PM	

(continued...)

The Final

- Edit Event 20. It is a Final. Its Scoring Grade is 'A' and final type 'D'.

Changing a Schedule Record

Event No: 20

Event Name: 100m

☐ Check this box if event is OPEN to other Levels

Gender: ☒ Male ☐ Female ☐ UniSex

Other Information:

Level: U/13

Grade: A

Event Time: 1:00PM

(Enter time in 24 hr notation eg 1530 = 3:30PM
Alternatively type 3:30PM)

Qualifier:

☐ Ordinary Event ☐ Heat ☐ QtrF ☐ SemiF ☒ Final

Method of Seeding this Final:

☐ A - Heats processed into final. Final is not run.
☐ B - Best from each TEAM go into the final.
☐ C - Best from each HEAT go into the final.
☒ D - Best from ALL heats go into the final.

Total Number in Final: 8

SportsTrak now knows about the interconnections between these events as can be seen from the table of events.

The following screen shots show how the heats (Events 1 and 2) are processed based on performance, providing the competitors in the semi-final, Event 15.

Event: 1 U/13 M 100m Heat

1
Load

+ Add ▲ Edit - Delete

Place	Team	Name	Performance
1	GRN	CARMICHAEL, Adam S	14.00
2	YELL	CARR, Adam P	14.50
3	YELL	DAVIS, Benjamin P	15.00
4	GRN	DE WAAS, Blair R	15.50
5	YELL	DUFTY, Daniel N	16.00
6	RED	ELDRIDGE, Christopher	16.50
7	RED	ELLIS, Daniel	99:99.07
8	BLUE	EVANS, Christopher S	99:99.08

(continued...)

Event: 2 U/13 M 100m Heat

2
Load

+ Add ▲ Edit - Delete

Place	Team	Name	Performance
1	RED	HULLEY, Brent	13.90
2	RED	IMBI, Daniel	14.20
3	RED	KELLY, Corinne	14.40
4	GRN	KERR, Andrew S	15.10
5	YELL	KING, Adam P	15.30
6	GRN	KING, Baden R	15.40
7	GRN	KURTIN, Aaron R	99:99.07

Screen shots for Events 1 and 2 with sample results

Of the two heats, Hulley is the best performer (Heat 2), then Carmichael (Heat 1), Imbi, Kelly (Heat 2), Davis (Heat 1)

Printing the marshal slip for Event 15 shows the competitors entered, with lanes assigned so that, if they perform as they did in their heats, a V shape will form in the field.

**West Coast Senior High
HOUSE SWIMMING SPORTS 1999**

Event: 15 M U/13 100m B SemiF 12:00PM

Lane	Competitor	Team	Place	Time
1	KERR, Andrew S	GRN		
2	CARR, Adam P	YELL		
3	IMBI, Daniel	RED		
4	HULLEY, Brent	RED		
5	CARMICHAEL, Adam S	GRN		
6	KELLY, Corinne	RED		
7	DAVIS, Benjamin P	YELL		
8	KING, Adam P	YELL		

The winners of Event 15 will proceed in the same way to the final Event 20, along with the winners from Events 5 and 6 through to Event 16.

Chapter 5

Massed Entry

Massed Entry

Carnival > Massed Results Window

What is it?

Massed Entry is an area of SportsTrak that allows you to quickly enter results for a given event type for any student, without having to worry about the age group or gender.

It can be used with multiple computers working with shared data on a network, so if you have to enter hundreds of results in a couple of hours you can spread the work load.

These raw results can then be used as the input data for a program of events. This means that if students are competing in a cross country, or performing trials, you don't have to choose which age/gender event they should be in. SportsTrak works it out.

Performances may be entered as

Just a performance e.g. 12.7 12.3 14.7

Just a place: 1 2 3 4 5

Both the above.

How can I use it?

Trials

Example: Selecting an Inter-school squad

You need competitors for an inter-school age group based carnival. You use Physical Education classes to obtain trial performances from each student. These performances are entered in the Massed Entry area, over several weeks, for different events.

You have in SportsTrak a program of events as used in the inter-school carnival.

SportsTrak can work through the program of events and choose the best performers by age and gender to enter as competitors into the events. (Option 1 in the diagram on next page)

You can then edit these competitors and print lists to help the organisation of your squad.

The trial results can also be fully scored as if they competed in their programmed event. (Option 2)

Standards based participation carnival

You want all students to compete in as many events as possible and be rewarded based on their performance (standards scoring). Student rotate through various field and track events obtaining performances.

- Connect several computers into a network, working on a common set of data.
- Enter a program of events that includes one event for each event type, age and gender. Check your scoring settings.
- As students' results come in, enter them via Mass Entry on any computer.

After results are entered, they are processed using the program of events and the results are scored. (Option 2 in diagram over page)

All house and individual scoring is completed automatically.

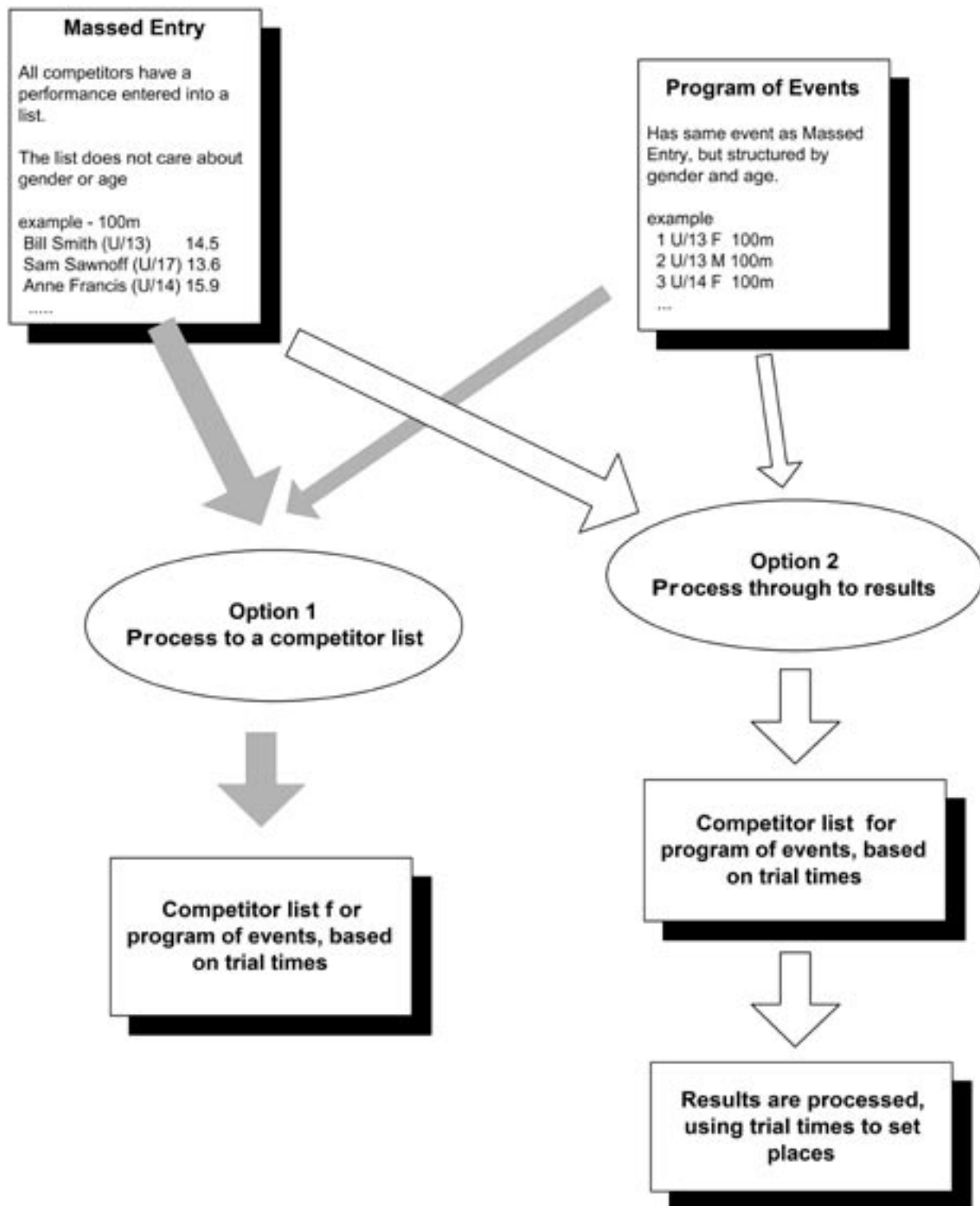
Cross-country

Competitors run the cross country and are given a place and perhaps a time. The results come to a small network of computers and are entered using Massed Entry.

Option 2 is used to process these results using the program of events. Starting with Event 1, all U/13 M competitors with a result are included and sorted and scored.

See later in this chapter for more details.

Overview



You may enter trial results for any number of students in any number of events. The events to be trialled must exist in the library of events. However you are perfectly free to invent any event name you like, such as 7A 100m, 7B 100m, etc but make sure they are in the library of events..

Using Massed Entry for Trials

The steps involved in setting SportsTrak up for a Trial are illustrated by a specific example below.

- **Set up for a new trials.**

Background > Library of Event Types

All trial event names must exist in the library of events.

Carnival Setup > Carnival Settings

Set Athletics or Swimming as your carnival type.

- **Ensure student data is correct.**

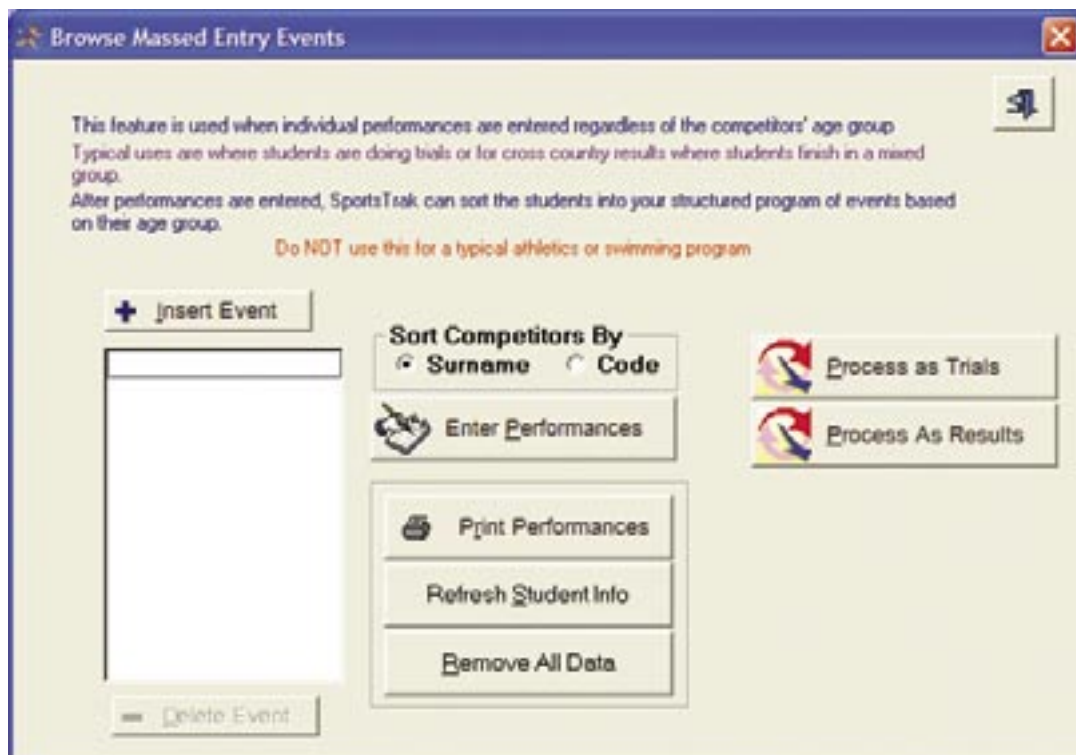
Carnival Setup > Students

- **Ensure that a scoring system exists for all possible placings.**

- **For results entry, go to:**

Carnival > Massed Results Window

This brings up the following window.



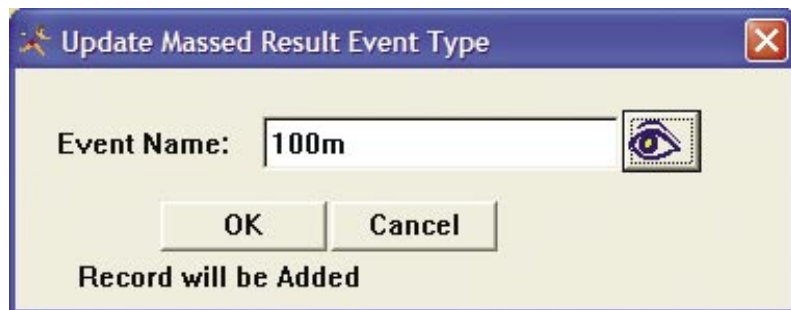
Click ***Insert Event*** to bring up the Update Form.



Click the eye button to look up your event name



Click Select



Click OK

All students will be added to the 100m and you may give them a time or a place.

You may have as many events as you like in this table, and work with them all at once.



- Click the **Enter Performances** button to bring up this table.

Competitor Results by Surname for 100m

Update Competitor's:
☐ Both Place and Result ☒ Result Only ☐ Place Only

Locate by Surname:

Competitor	Team	Level	Result	Place
ALBERT, Danielle M	YELL	U/13		0
ANDERSON, Emma C	GRN	U/17		0
ANDREW, Bradley J	RED	U/17		0
ANDREW, Campbell A	YELL	U/17		0
ANNETT, Casey	RED	U/13		0
ANTONY, Adrian M	RED	U/14	16.34	2
ANTONY, Emma L	BLUE	U/14		0
ATCHISON, Alana R	GRN	U/13		0
BAKER, Amber-Louise	BLUE	U/13	15.15	1
BALL, Christopher J	YELL	U/14		0
BALLINGER, Cindy A	GRN	U/17		0
BANKS, Amy J	RED	U/17		0
BARBER, Ellen J	YELL	U/14		0
BARR, Alyce L	GRN	U/14		0
BARRY, Allan K	GRN	U/14		0
BELDEN, Christopher B	GRN	U/17		0
BEU, Catherine	RED	U/13		0
BIASOL, Chantal A	GRN	U/17		0
BISSETT, Bradley J	RED	U/17		0

Edit

This table scrolls quickly using a locator operating off the student surname.

For trials, it is usual to select **Update Competitor's: Result Only** (Place is only relevant if you know results are being entered in place order.)

- Press **<Enter>** to bring up an update form. Enter the result (ignore place).

For a value of 16.78, enter 1678. For 16.5 enter 1650.

Update Records...

Record will be Changed
 100m
 BARR, Alyce L
 U/14

Place: Time:

OK Cancel

- Enter as many results as you need.

Chapter 4 - Massed Entry

To enter 13.55 seconds, type 1355 and press <ENTER>. SportsTrak will convert it to the format 00:13.55

The process is very flexible. If you switch off the computer before processing, the mass entry table is not lost. You can take results over several days if desired, before processing.

Printing

A range of reports are available. All will print to screen so can be used simply for viewing, even if no printer is attached.



Print All by Performance

It is a good idea to print this to check results. It is easy to make a typographical error. Most typos will produce an unrealistic performance which will show up upon scanning this report.

West Coast Senior High Trials 2006 16/08/06 Massed Results for 100m

BAKER, Amber-Louise	16.16 U/13	BLUE
ANDREW, Campbell A	16.43 U/17	YELL
BALLINGER, Cindy A	16.98 U/17	GRN
ANTONY, Adrian M	16.34 U/14	RED
BARR, Alyce L	16.60 U/14	GRN
ANDREW, Bradley J	16.66 U/17	RED
BISSETT, Bradley J	16.86 U/17	RED
BANKS, Amy J	17.18 U/17	RED
ANTONY, Emma L	17.64 U/14	BLUE
BIASOL, Chantal A	17.66 U/17	GRN
BARRY, Allan K	17.66 U/14	GRN
ALBERT, Danielle M	17.66 U/13	YELL
BEU, Catherine	18.46 U/13	RED

Print By Gender Performance

West Coast Senior High Trials 2006 16/08/06 Massed Results for 100m

Female

BAKER, Amber-Louise	15.15	U/13	BLUE
BALLINGER, Cindy A	15.98	U/17	GRN
BARR, Alyce L	16.50	U/14	GRN
BANKS, Amy J	17.10	U/17	RED
ANTONY, Emma L	17.54	U/14	BLUE
BIASOL, Chantal A	17.65	U/17	GRN
ALBERT, Danielle M	17.85	U/13	YELL
BEU, Catherine	18.45	U/13	RED
ATCHISON, Alana R	19.64	U/13	GRN
ANDERSON, Emma C	19.72	U/17	GRN
BARBER, Ellen J	23.55	U/14	YELL
ANNETT, Casey	23.76	U/13	RED

Male

ANDREW, Campbell A	16.43	U/17	YELL
ANTONY, Adrian M	16.34	U/14	RED
ANDREW, Bradley J	16.55	U/17	RED
BISSETT, Bradley J	16.85	U/17	RED
BARRY, Allan K	17.65	U/14	GRN
BALL, Christopher J	18.75	U/14	YELL
BELDEN, Christopher B	21.34	U/17	GRN

Print a selected team's results

West Coast Senior High Trials 2006 16/08/06 Massed Results for: Green 100m

U/13 Female

ATCHISON, Alana R	19.64
-------------------	-------

U/14 Female

BARR, Alyce L	16.50
---------------	-------

U/14 Male

BARRY, Allan K	17.65
----------------	-------

U/17 Female

ANDERSON, Emma C	19.72
BALLINGER, Cindy A	15.98
BIASOL, Chantal A	17.65

U/17 Male

BELDEN, Christopher B	21.34
-----------------------	-------

Processing the results



Select one of the two processing options.

For either option you require events in the program that correspond to the name of your trial event(s).

No.	Event Name	M/F	Level	Gr.	Time
1	100m	M	U/13	A	12:00PM
2	100m	F	U/13	A	12:00PM
3	100m	M	U/14	A	12:00PM
4	100m	F	U/14	A	12:00PM
5	100m	M	U/15	A	12:00PM
6	100m	F	U/15	A	12:00PM
7	100m	M	U/16	A	12:00PM
8	100m	F	U/16	A	12:00PM
9	100m	M	U/17	A	12:00PM
10	100m	F	U/17	A	12:00PM
11	100m	M	U/21	A	12:00PM
12	100m	F	U/21	A	12:00PM

Neither method of processing is destructive to your data.

The **Delete Event** button removes the highlighted event and all related data.

The **Remove All Data** button removes all events and their data.

Process as Trials


Add competitors based on trial performances

Event Type: 100m

Process by:

☐ Place

☒ Performance

 Add to Events

Select:

☒ Best by House Number per House To Add: eg Do you want the best 2 from each house, or the best 8 overall?

☐ Overall Best

Place better performers:

☒ Earlier in an event sequence

☐ Later in an event sequence

This process does not distinguish between A and B grade events. You have to tell it. So, if A events precede B events in the program, select the first option.

Use these options to determine how your events are filled.

Selecting Competitors

Best by House

Use this to give equal representation to each house in each event.

Overall Best

Regardless of the house, say how many will go into each event.

Both these settings determine the maximum number of competitors in the events. If you have more than one event for each age group/gender then the competitors overflow into subsequent events.
(next option)

Place Better Performers...

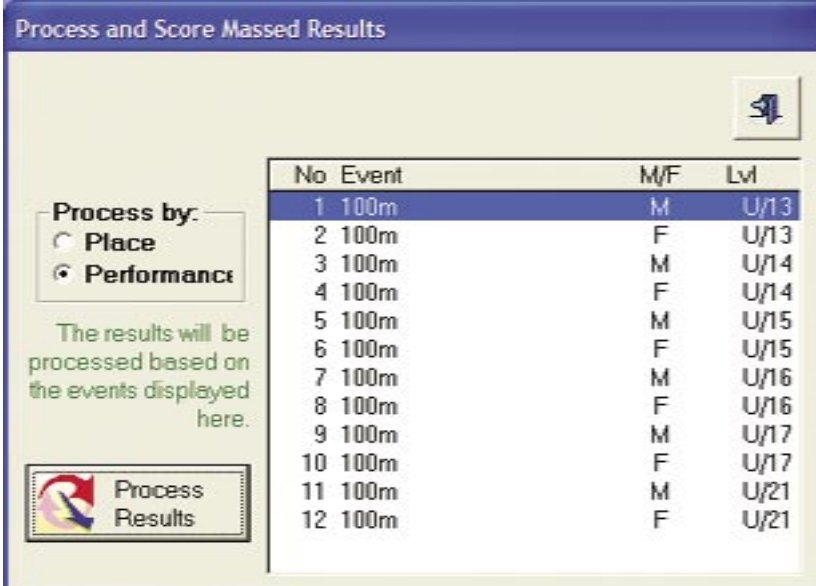
The last option is used if you have multiple events for each age group, say 100m U/13 Male A grade and also 100m U/13 Male B grade.

If the A grade event precedes the B grade event, then choose the first option.

Finally click *Add to Events*

Process as Results


You may choose to process by Performance or Place. For Trials, Performance is usually the one to select. For cross-country you probably haven't given every finisher a performance so Place is probably the way to go.



Process and Score Massed Results

Process by:
☐ Place
☒ Performance

The results will be processed based on the events displayed here.

 Process Results

No	Event	M/F	Lvl
1	100m	M	U/13
2	100m	F	U/13
3	100m	M	U/14
4	100m	F	U/14
5	100m	M	U/15
6	100m	F	U/15
7	100m	M	U/16
8	100m	F	U/16
9	100m	M	U/17
10	100m	F	U/17
11	100m	M	U/21
12	100m	F	U/21

Processing places all competitors in the first event of the right Age and Gender. It doesn't matter how many competitors there are. The event is then processed automatically.

Processing Results or Adding as Competitors does not affect the Massed Results. They remain, and you can make later changes and re-process if you wish.

Sample of Results after Processing

West Coast Senior High

Trials 2006 16/08/06

Results of Events

					Time/Dist	Pts	
Event:	2	U/13 F 100m	A				
1	BAK61	BAKER, Amber-Louise	Blue		16.16	24.0	NR
2	ALB01	ALBERT, Danielle M	Yellow		17.66	22.0	
3	BEU60	BEU, Catherine	Red		18.46	20.0	
4	ATC01	ATCHISON, Alana R	Green		19.64	18.0	
5	ANN01	ANNETT, Casey	Red		23.76	16.0	
Event:	3	U/14 M 100m	A				
1	ANT60	ANTONY, Adrian M	Red		16.34	24.0	NR
2	BAR01	BARRY, Allan K	Green		17.66	22.0	
3	BAL01	BALL, Christopher J	Yellow		18.76	20.0	
Event:	4	U/14 F 100m	A				
1	BAR02	BARR, Alyce L	Green		16.60	24.0	NR
2	ANT01	ANTONY, Emma L	Blue		17.64	22.0	
3	BAR66	BARBER, Ellen J	Yellow		23.66	20.0	
Event:	9	U/17 M 100m	A				
1	AND03	ANDREW, Campbell A	Yellow		16.43	24.0	NR
2	AND04	ANDREW, Bradley J	Red		16.66	22.0	
3	BIS60	BISSETT, Bradley J	Red		16.86	20.0	
4	BEL03	BELDEN, Christopher B	Green		21.34	18.0	

West Coast Senior High

Trials 2006 16/08/06

Team Score Summary

Team	Track	Field	Other	Total
GRN Green	144	0	0	144.0
RED Red	124	0	0	124.0
YELL Yellow	86	0	0	86.0
BLUE Blue	46	0	0	46.0

Using Massed Entry for a Cross-Country

Much of this is the same as for Trials (previous pages) so the differences will be emphasised.

Carnival Setup > Carnival Settings

Carnival Name:

OK Cancel

Carnival Type
☐ Athletic ☐ Swimming ☒ X-Country

dd/mm/yyyy
Day 1

Number of Days
☒ 1 Day ☐ 2 Days ☐ 3 Days

Default Gender
☒ Male ☐ Female

Reference Date for Age Group Calculation
Important Leave this empty ONLY if this carnival is year level based, and the inter-school is year level based.
eg 30/04/2006

Make sure the setup says Cross Country

You need a program of events, with only one event type, Cross Country on it. If you have male and female competitors and six age groups you will have 12 events.

Event 1	U/13	M	Cross-Country
Event 2	U/13	F	Cross-Country
Event 3	U/14	M	Cross-Country
Event 4	U/14	F	Cross-Country
Event 5	U/15	M	Cross-Country
Event 6	U/15	F	Cross-Country
Event 7	U/16	M	Cross-Country
Event 8	U/16	F	Cross-Country
Event 9	U/17	M	Cross-Country
Event 10	U/17	F	Cross-Country
Event 11	U/21	M	Cross-Country
Event 12	U/21	F	Cross-Country

Carnival > Massed Results Window

Add the single event Cross-Country

+ Insert Event

Cross-Country

Sort Competitors By
☒ Surname ☐ Code

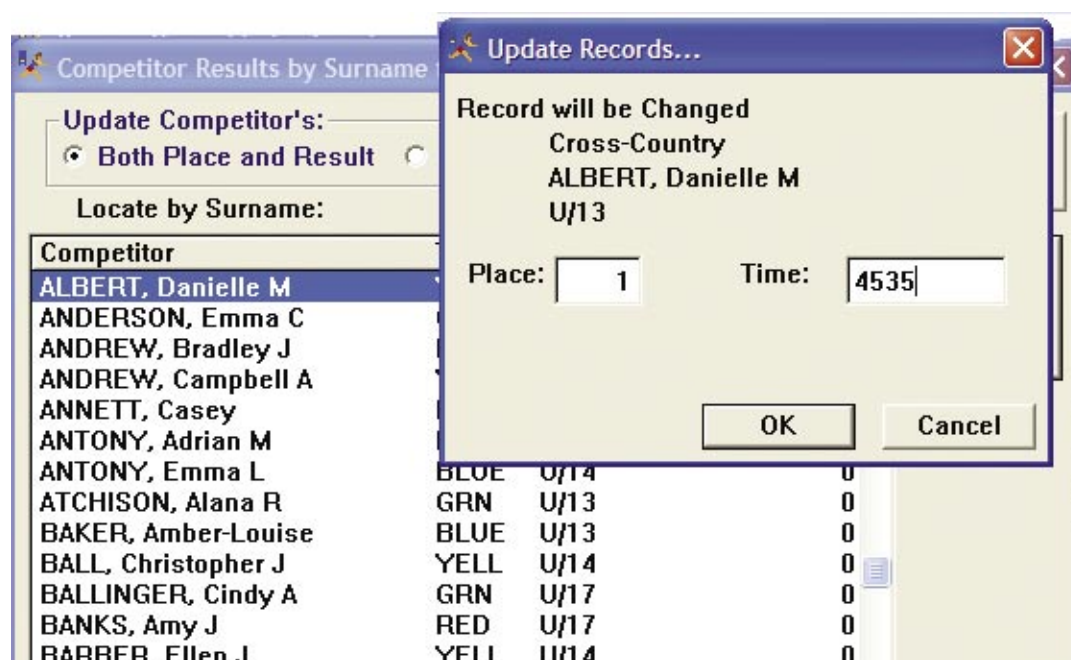
Enter Performances

Process as Trials

Process As Results

Entering performances

For the first few places in each age group you should record the performance, but for lesser placings this is too tedious.



After the winners are in, choose Place only and the place will automatically increment.

You need to organise your results entry in some way so that the results are coming in ordered by place.

Your results will look something like this (below). The table sorts itself by place.

The 'Competitor Results by Surname for Cross-Country' window is shown. The 'Update Competitor's' section has 'Place Only' selected. The table below shows the results sorted by place.

Competitor	Team	Level	Result	Place
ALBERT, Danielle M	YELL	U/13	45.35	1
ANDERSON, Emma C	GRN	U/17	34.67	2
ANDREW, Bradley J	RED	U/17	33.24	3
ANDREW, Campbell A	YELL	U/17		7
ANNETT, Casey	RED	U/13		5
ANTONY, Adrian M	RED	U/14		8
ANTONY, Emma L	BLUE	U/14		6
ATCHISON, Alana R	GRN	U/13	47.80	4
BAKER, Amber-Louise	BLUE	U/13		9
BALL, Christopher J	YELL	U/14		11
BALLINGER, Cindy A	GRN	U/17		10
BANKS, Amy J	RED	U/17		12
BARBER, Ellen J	YELL	U/14		0
BARR, Alyce L	GRN	U/14		0
BARRY, Allan K	GRN	U/14		0
BELDEN, Christopher B	GRN	U/17		0
BEU, Catherine	RED	U/13		0
BIASOL, Chantal A	GRN	U/17		0
BISSETT, Bradley J	RED	U/17		0

The place is not age group specific. There is only one first, one second and so on, based on overall placing.

Don't try to correct placings into their age groups.

The processing looks at relative placings in each age group. It doesn't worry about specific values.

Print by Performance

This report prints competitors in an order based first on any times that have been entered, followed by place if there is no performance.

West Coast Senior High

Cross Country 2006 16/08/06

Massed Results for Cross-Country

ANDREW, Bradley J	33.24	U/17	RED
ANDERSON, Emma C	34.67	U/17	GRN
ALBERT, Danielle M	45.35	U/13	YELL
ATCHISON, Alana R	47.80	U/13	GRN
ANNETT, Casey	5	U/13	RED
ANTONY, Emma L	6	U/14	BLUE
ANDREW, Campbell A	7	U/17	YELL
ANTONY, Adrian M	8	U/14	RED
BAKER, Amber-Louise	9	U/13	BLUE
BALLINGER, Cindy A	10	U/17	GRN
BALL, Christopher J	11	U/14	YELL
BANKS, Amy J	12	U/17	RED
BARR, Alyce L	13	U/14	GRN
BELDEN, Christopher B	14	U/17	GRN
BIASOL, Chantal A	15	U/17	GRN
BOERSMA, Alexander M	16	U/14	RED
BOWERS, Cameron M	17	U/14	RED
BROWN, Adam L	18	U/14	GRN

Processing

Process and Score Massed Results

Process by:
☒ **Place**
☐ **Performance**

The results will be processed based on the events displayed here.

Process Results

No	Event	M/F	Lvl
1	Cross-Country	M	U/13
2	Cross-Country	F	U/13
3	Cross-Country	M	U/14
4	Cross-Country	F	U/14
5	Cross-Country	M	U/15
6	Cross-Country	F	U/15
7	Cross-Country	M	U/16
8	Cross-Country	F	U/16
9	Cross-Country	M	U/17
10	Cross-Country	F	U/17
11	Cross-Country	M	U/21
12	Cross-Country	F	U/21

Use the options

Process as Results
by Place

After processing, the results can be viewed from Carnival Reports and will be of the form shown here.

West Coast Senior High
Cross Country 2006 16/08/06
Results of Events

					Time/Dist	Pts
Event:	2	U/13 F Cross-Country	A			
1	ALB01	ALBERT, Danielle M	Yellow		45.35	24.0 NR
2	ATC01	ATCHISON, Alana R	Green		47.80	22.0
3	ANN01	ANNETT, Casey	Red			20.0
4	BAK51	BAKER, Amber-Louise	Blue			18.0
Event:	3	U/14 M Cross-Country	A			
1	ANT50	ANTONY, Adrian M	Red			24.0
2	BAL01	BALL, Christopher J	Yellow			22.0
3	BOE50	BOERSMA, Alexander M	Red			20.0
4	BOW50	BOWERS, Cameron M	Red			18.0
5	BRO52	BROWN, Adam L	Green			16.0
Event:	4	U/14 F Cross-Country	A			
1	ANT01	ANTONY, Emma L	Blue			24.0
2	BAR02	BARR, Alyce L	Green			22.0

Chapter 6

Cross-Country with STUCCO

STUCCO stands for SportsTrak Utility for Cross-Country Organisation and was previously a utility separate to SportsTrak, but working with SportsTrak data. It was written to manage the Western Australian All Schools Cross Country.

In this version of SportsTrak we decided to incorporate it because it may be useful to other clients.

To STUCCO or not to STUCCO?

For a typical school cross country where participation is the main aim, do not use STUCCO. Instead, use the Massed Entry method described in the previous chapter.

STUCCO assumes

- **Scoring is based on place. 1st place = 1 point, 2nd = 2 points etc. The lower the score for a team or individual, the better.**
- **schools can have a maximum number of competitors per event e.g. 8 or 10. STUCCO does not police this. This is the organiser's role.**
- **to be eligible for a team championship a minimum number of competitors must complete the course for that school. e.g. 3.**

So for the female championship at say U/14, the best (lowest) three scores are totalled. The team with the lowest aggregate for the set number of runners is the winner of the U/14 female championship.

If a school does not have the minimum number of runners it is not eligible for the team championship.

- **For the Overall U/14 Championship, scores are taken from both Male and Female championships and totalled. The lowest wins. If a school lacks either a Male or Female total, they are not eligible for the Overall Age Group Championship.**

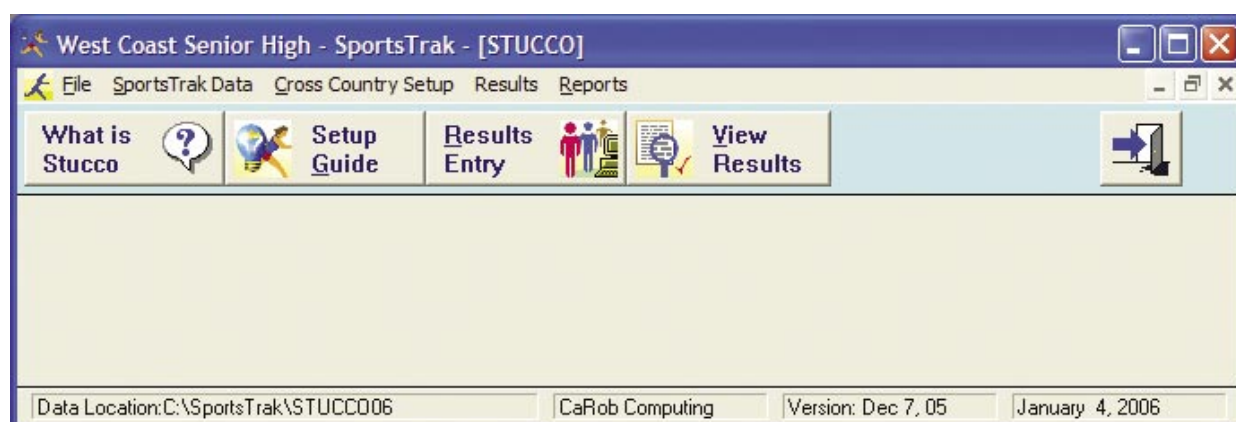
- **Regardless of team numbers, any individual is eligible for individual championships.**

The constraints imposed by these rules require specialised report summaries which is why STUCCO is different to SportsTrak's general results entry mode.

How to use STUCCO

STUCCO may be run from the menu

Utilities > STUCCO Cross Country Utility



or from



Setup Guide > Competition Cross Country



Start by working through the setup guide because it gives you all the preliminary steps in a logical sequence along with advice. Later you may jump straight into STUCCO from the menu.

Setting up STUCCO

Set up a new data folder (using Windows Explorer)

Set SportsTrak's data path to this folder.

Add your Age Groups

Add your team names and codes (Houses or more likely Schools)

SportsTrak Utility for Cross Country Organisation

C:\SportsTrak\STUCC006

To set up the cross country correctly, work through each tab in order...

1. Details | 2. Settings | 3. Events | 4. Competitors

Check these details: If they are not correct, modify in SportsTrak menu, or from the Inter-school Cross-Country wizard.

Age group reference date:
January 1, 2006

Age Group	Code	Team Name
U/13	B	Bookaloo
U/14	C	Cockatoo
U/15	G	Gundaroo
U/16	K	Karkoo
U/17	N	Nardoo
U/21		

The first STUCCO window, showing ages, teams, and age group reference date

Check the settings on the next tab (below)

SportsTrak Utility for Cross Country Organisation

C:\SportsTrak\STUCC006

To set up the cross country correctly, work through each tab in order...

1. Details | 2. Settings | 3. Events | 4. Competitors

Name of Competition:
Cross Country Championship

Events will be generated for the gender(s) set here.

Event Gender(s) Required
☐ Male ☐ Female ☒ Both

These settings determine how the team scores are determined

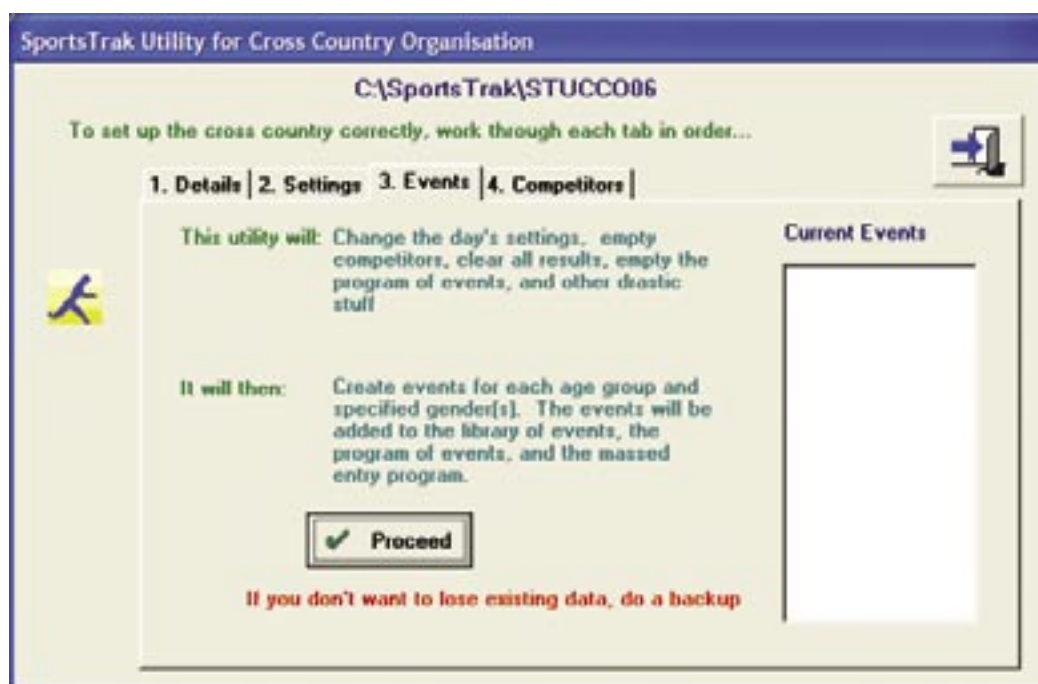
Numbers per team for each event

No of Runners that Score for Team: 3 eg 3

Maximum No. of Runners: 10 eg 10

Creating Events with STUCCO

The next tab creates the events, one per age group and gender.



*Click
Proceed*

You have no choice over the event names and they do not show in the main SportsTrak program of events.



Competitors

You need to import or enter your competitors. This can be performed from the STUCCO window (below) or from SportsTrak's usual utilities.

1. Details | **2. Settings** | **3. Events** | **4. Competitors**

If you haven't done so yet, import your competitors or enter them.

Import Students**Browse/Edit Students**

When you are satisfied that the competitor data is accurate and complete, you must allocate them to their event (below)

**Allocate competitors**

This process adds each competitor directly into their correct age group event and is compulsory.

**Print Team Numbers**

Allocate Competitors sets up STUCCO with each competitor placed in their correct event and is a required action.

**Allocate competitors**

This process adds each competitor directly into their correct age group event and is compulsory.

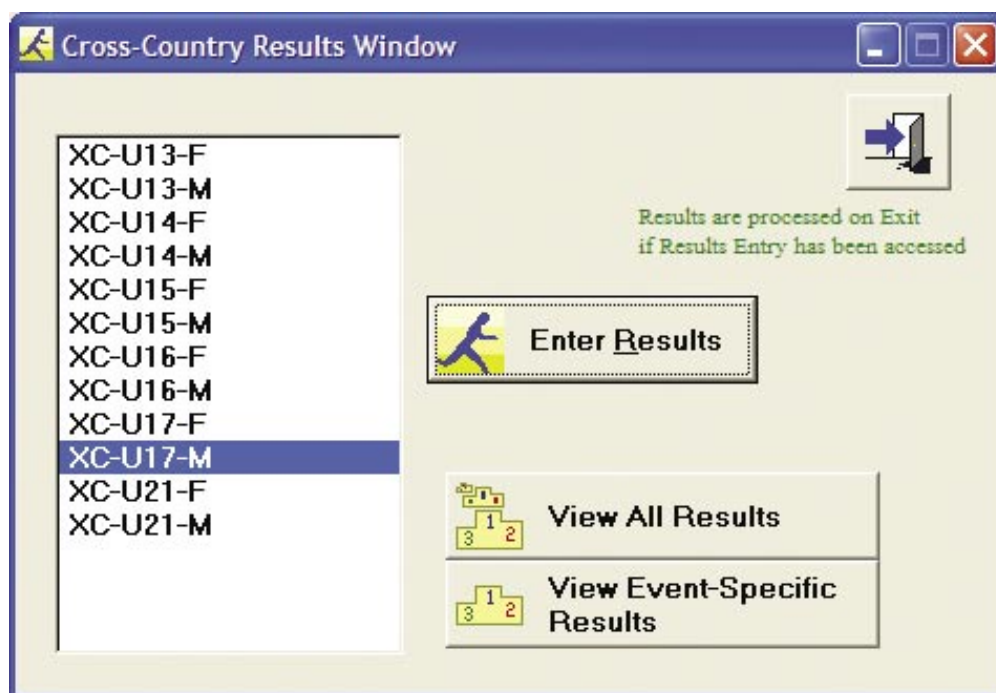
1763 Competitors added or upda

Results Entry

At this stage it is best to have several computers networked to the shared data folder.

In the above example, 12 events each have a possible 10 runners from each of 5 teams. This gives 600 possible results to be entered in a short time frame.

Ideally one computer per event.



With the correct event highlighted, *click Enter Results*

Results Entry (cont)

Editing Display... 178 in event

Update Competitor's...

☐ Place Only ☐ Result Only ☒ Both Place and Result

Locate by exact Competitor Code:

Code	Competitor	Team	Result	Place
ADN433	ADNSLIE, Anna	G	43.00	1
AP5736	APSWOUDE, Clare	K	45.00	3
ARD691	ARDEN, Becky	N		6
ARG088	ARGYROPOULOS, Anna	B		0
BAI189	BAILEY, Andrea	C		0
BAT375	BATCH, Anna	N		0
BAU302	BAULLO, Anna	C		7
BEH970	BEHAN, Anastasia	N		8
BER125	BERRYMAN, Annette	N	45.00	3
BOW972	BOWDEN, Carlin	B	43.00	1
BOY678	BOYLE, Annabelle	K		0
BOY771	BOYLE, Bernadette	C		0
BRO203	BROWNING, Anne	C		0
BRO741	BROWNE, Betty	G		0
BRY906	BRYDON, Elise	N		0
BRY907	BRYDON, Ally	N		0
BUN819	BUNN, Bride	K		9
CAM026	CAMPESATO, Belinda	C		15
CAP087	CAPPELLETTI, Arabella	C		0
CHA141	HAZAN, Angelique	N		10
CHO672	CHOW, Briony	K		5

Double-Click or <ENTER> or Button to edit result

Update Result

Results Display... 15 results

Sort on Headers...

Pl.	Code	Name	Time	Team
1	ADN433	ADNSLIE, Anna	43.00	G
1	BOW972	BOWDEN, Carlin	43.00	B
3	AP5736	APSWOUDE, Clare	45.00	K
3	BER125	BERRYMAN, Annette	45.00	N
5	CHO672	CHOW, Briony		K
6	ARD691	ARDEN, Becky		N
7	BAU302	BAULLO, Anna		C
8	BEH970	BEHAN, Anastasia		N
9	BUN819	BUNN, Bride		K
10	CHA141	HAZAN, Angelique		N
11	WIS178	WISE, Clare		G
12	ZHA844	ZHAO, Ann		G
13	WEN869	WEN, Elva		C
14	WON187	WONG, Clare		C
15	CAM026	CAMPESATO, Belinda		C

Competitors and results for a specific event

Place or Result?

"Result" means a competitors' time.

All competitors **must have a place** (to set their points), but the time result is optional.

When updating a result you have the option for place only, result only or both.

A typical option would be to go Place and Result for the first few competitors, then Place only.

STUCCO keeps track of placings automatically on a single work station, so it is best to use one computer for a particular event.

Another option is to give everyone a time result. If this option is chosen, you can ignore the placing during results entry. Under the STUCCO Results menu is an option for sorting based on result. This will set the placings based on the competitors' times. This option means results can be entered by several computers on a network, and it won't matter if the placings are not correct during results entry.

Update a Result

Updating Result

ANDREATTA, Giulia

Code: **AND362** Team: **N**

Event: **XC-U15-F**

Time: **00:35.48** Place: **2**

Updating Time and Place

Time should be entered in format 3548. It will auto format.

Update a Result

Updating Result

AINGER, Katherine

Code: **AIN904** Team: **N**

Event: **XC-U15-F**

Place: **22**

Entering Place only

The place increases by one each time automatically, so it is best to use one computer for a single event if on a network. If two computers are used for a single event, the placings will not be logical.

Update a Result

Updating Result

DRAY, Holly

Code: **DRA921** Team: **G**

Event: **XC-U15-F**

Time: **4250** Place: **21**

Entering Result only

For 42 mins 50 secs, enter:

4250 <ENTER>

If using Result only, you probably need to give everyone a time, then use the utility

Results > Sort Results...

to allocate placings.

Results Entry (cont)

Finding competitors in the list using the locator

Editing Display... 246 in event

Update Competitor's...
☐ Place Only ☒ Result Only ☐ Both Place and Result

Locate by exact Competitor Code:

Code	Competitor	Team	Result	Place
ACE051	ACEVSKI, Jennifer	G		0
AIN904	AINER, Katherine	N		22
AMO369	AMON, Francesca	N		0
AND362	ANDREATA, Giulia	N	35.48	2
APP632	APPLETON, Juliette	B		0
APP634	APPLETON, Jacqui	C	43.56	7
ART807	ARTLETT, Fiona	B	44.67	8
ATK467	ATKINSON, Giselle	N	56.98	19
AZE615	AZER, Kathryn	G	52.87	12
BAK394	BAKER, Grace	C	38.97	3
BAK667	BAKER, Emma	K	45.80	10
BAR336	BARTLETT, Emily	G	50.45	11
BAT340	BATTLAY, Felicity	C	40.40	5
BAT377	BATCH, Hope	C		0
BAW623	BAWDEN, Jessica	K	45.70	9
BEN257	BENDER, Kate	G		0
BLA485	BLAZEY, Emma	B	54.80	14
BOL143	BOLDERSTON, Laura	C	56.00	15
BOR113	BORECKYI, Georgia	K	1:24.30	20
BOT341	BOTTOMLEY, Emily	G		0
BRA825	BRASCH, Isabella	K		0

This list has 246 competitors in it.

STUCCO is designed to find a competitor, by their code, instantly.

Type the competitor's complete code and press <ENTER>

During rapid data entry, this seems to be the fastest, with least error, method of locating a competitor.

As you type the code, it should appear in green next to the locator prompt. (wil179 below). The table will scroll to that code. <ENTER> will bring up the update form.

Competitor Results XC-U15-F

Editing Display... 246 in event Refresh Displays

Update Competitor's...
☒ Place Only ☐ Result Only ☐ Both Place and Result

Locate by exact Competitor Code: wil179

Code	Competitor	Team	Result	Place
WAL153	WALKER, Emma	G		
WAL174	WALKER, Jessi	C		
WAL663	WALLIS, Nicola	N		
WAL781	WALTON, Holly	G		
WAL963	WALSH, Lizzie	C		
WAR600	WARREN, Kristen	B		
WAR749	WARE, Emma	C		
WAT044	WATTANAVEKIN, Matthew	G		
WEI193	WEI, Georgina	N		
WEI455	WEIR, Jackie	B		
WHE729	WHELAN, Erica	C		
WHI111	WHITE, Jorja	B		
WHI213	WHITEHEAD, Jackey	C		
WIL106	WILLIAMS, Jenny	B		
WIL179	WILSON, Emily	G		

Update a Result

Updating Result

WILSON, Emily

Code: WIL179 **Team: G**

Event: XC-U15-F

Place: 23

☒ **OK** ☐ **Cancel**

If nothing happens... you see no green code as you type, click on the competitor table (the left hand one) and try it again.

If anything is entered for the locator, it must be a complete, valid code.

Code	Competitor	Team	Result	Place
WEI455	WEIR, Jackie	B		0
WHE729	WHELAN, Erica	C		24
WHI111	WHITE, Jorja	B		0
WHI213	WHITEHEAD, Jackey	C		0
WIL106	WILLIAMS, Jenny	B		0
WIL179	WILSON, Emily	G		23
WIL602	WILLIAMS, Imogen	K		0
WIL727	WILSON, Erin	B		0

A invalid locator

Pressing <ENTER> on an invalid code brings up an error message

Error Message

Competitor wil502 is not in this list

OK

When you click OK, the locator will be cleared and you can try again.

If you realise you have made a mistake before hitting <ENTER>

- the Backspace Key removes the characters you have typed
- Up or Down arrow keys completely clear the locator

Processing the Results

What does processing do?

Processing works through each event and determines:

- the points score for each school based on the best competitors' placings. A school may have 10 competitors, but the best 3 may have been set to count for the team championship.
- which schools have met the eligibility requirements for age group championships. If you set 3 as the minimum requirement, any school with 2 or less competitors would naturally tend to have a lower (and better) score. Therefore these schools are not eligible for team championships.
- male and female team championships. If a school has a valid result for each age group in male or female events, then their points are totalled, and the lowest wins the gender aggregate.
- overall best school. Any school with a valid score for female aggregate and male aggregate, across every age group, has the male and female totals combined for a grand aggregate. The lowest score wins the overall schools championship.

How to process

When you exit the results entry window, you will be asked if you wish to process. You can answer Yes or No, but you must process once. It doesn't matter how many times you do it, but do it once, after all results are in.



You may also process from

Results > Process

View Results

From the menu

Results > Browse Team Points

Aggregate Scores

Sort on headers except age group...

Female...

Male...

Combined

TEAM	U/13	U/14	U/15	U/16	U/17	U/21	Total	Place	U/13	U/14	U/15	U/16	U/17	U/21	Total	Place	Total	Place
B	1	1	26	43	21	4	96	0	5	23	38	40	19	10	135	0	231	0
C	34	23	15	34	8	42	156	2	12	17	24	17	19	25	114	0	270	0
G	24	31	44	37	25	24	185	3	24	26	19	31	23	37	160	1	345	2
K	17	11	20	11	31	18	108	1	17	50	32	6	44	30	179	2	287	1
N	17	11	23	15	23	13	102	0	10	14	15	19	11	22	91	0	193	0

This table gives the age group breakdown of school points.

Bookaloo has not placed in the female final. It has won the U/13 and U/14 female events, but with only a single competitor. Those competitors will win the individual age group championships, but the school is not eligible for U/13 or U/14 female championship because it hasn't fielded the required 3 runners. Because it hasn't a valid team total for all age groups, it can't be placed in the overall female placings

Kardoo has won the female championship, come second in the male, and have won overall with the lowest combined total for male and female.

Print results

Use

View & Print Results button

or menu item

Reports > Results Reports...

to bring up the report window.

Print Results

Results Reports **View Team Scores**

Raw Results

Print all - by Gender

Print Team's Results

Team Name

Bookaloo

Cockatoo

Gundaroo

Karkoo

Nardoo

Team Aggregate Scores

Best 3 runners contribute to team score

Overall points Male

Teams' Results Female

Placings & Performances

M/F Results by Age Group Print best 3

Male - by Age Group

Female - by Age Group

M/F by Age and Team

☐ Show all results

Print best 3

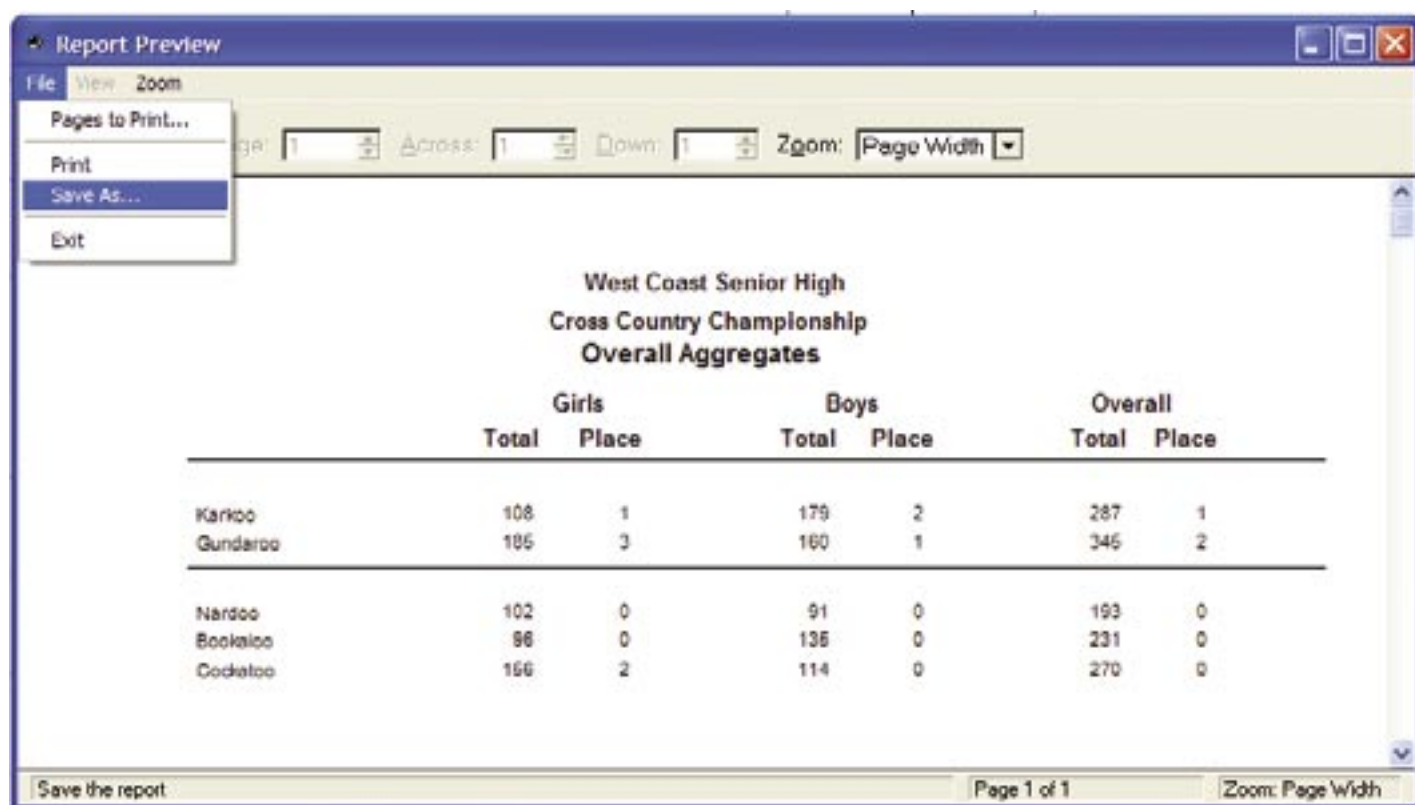
Buttons in red give the main team summaries. Other buttons give individual performances.

The Raw Results buttons pay no attention to the settings regarding numbers of performers. They simply list the data that was entered.

All reports print to screen, so you can try them all out without requiring a printer (or wasting paper if you have one).

All reports may be printed to HTML, Acrobat Reader pdf, or text (see next page).

Sample Reports



Report Preview

File View Zoom

Pages to Print...
Print
Save As...
Exit

Page: 1 Across: 1 Down: 1 Zoom: Page Width

West Coast Senior High
Cross Country Championship
Overall Aggregates

	Girls		Boys		Overall	
	Total	Place	Total	Place	Total	Place
Karkoo	108	1	179	2	287	1
Gundersen	105	3	160	1	345	2
Nardoo	102	0	91	0	193	0
Bookaloo	98	0	135	0	231	0
Cockatoo	166	2	114	0	270	0

Save the report Page 1 of 1 Zoom: Page Width

Overall Aggregates

Features of Print Preview

To print *selected pages* of a report, go to

File > Pages to print



and enter in a page number, page numbers separated by commas, or a range indicated by a dash.

When you hit the print button, only specified pages will print.

To *print to a file*, rather than a printer, go to

File > Save As...

Choose one of the three options. Click OK. You will be prompted for a file name.



Other sample reports

There are 10 printouts of various configurations in STUCCO.
These samples cover most but not all of them.

**West Coast Senior High
Cross Country Championship
Boy's Aggregates**

	U/13	U/14	U/15	U/16	U/17	U/21	Total	Place
Gundaroo	24	20	19	31	23	37	160	1
Karkoo	17	50	32	6	44	30	179	2
Nardoo	10	14	15	19	11	22	91	0
Cockatoo	12	17	24	17	10	25	114	0
Boikaloo	5	23	38	40	10	10	135	0

Male Age Group Aggregates

**West Coast Senior High
Cross Country Championship
Girl's Aggregates**

	U/13	U/14	U/15	U/16	U/17	U/21	Total	Place
Karkoo	17	11	20	11	31	18	108	1
Cockatoo	34	23	15	34	8	42	156	2
Gundaroo	24	31	44	37	25	24	185	3
Boikaloo	1	1	20	43	21	4	90	0
Nardoo	17	11	23	15	23	13	102	0

Female Age Group Aggregates

West Coast Senior High
Cross Country Championship
Age Group Championship

U/15	Male	Place		Female	Place		
Nardoo			15 Pts	Cockatoo		15 Pts	
MOO406	MOORE, Robert	3	40.40	BAK394	BAKER, Grace	3	38.97
BEN435	BENNAQUI, Robert	4	40.45	BAT340	BATTLAY, Felicity	5	40.40
SEX980	SEXTON-GATES, Harold	8	42.90	APP634	APPLETON, Jacqui	7	43.56
Gundaroo			19 Pts	Karkoo		20 Pts	
HOW804	HOWARD-RAPHAEL, Henry	1	34.44	CHO623	CHOW, Jacqui	1	34.80
MAN738	MANAKES, Quentin	7	42.57	BAW623	BAWDEN, Jessica	9	45.70
MAC235	MACINTYRE, Simon	11	43.65	BAK667	BAKER, Emma	10	45.80
Cockatoo			24 Pts	Nardoo		23 Pts	
OPP273	OPPY, Harry	1	34.44	AND362	ANDREATTI, Giulia	2	35.48
MCIT89	MCINERNEY, Luke	5	41.20	COS079	COSTA, Joanne	6	43.50
TOO262	TOOTH, Jason	18	48.90	CAT355	CATIONS, Laura	15	56.00
Karkoo			32 Pts	Bookaroo		26 Pts	
ARC482	ARCHER, Jason	9	42.98	CAS156	CASH, Emily	4	39.90
GRE181	GREENWOOD, Simon	10	43.56	ART807	ARTLETT, Fiona	8	44.67
WAN316	WANG, Robert	13	44.70	BLA485	BLAZEV, Emma	14	54.80
Bookaroo			38 Pts	Gundaroo		44 Pts	
WAN330	WAN, Robert	6	41.98	BAR336	BARTLETT, Emily	11	50.45
MIK836	MIKHAEL, Tim	15	45.89	AZE615	AZER, Kathryn	12	52.87
MOR378	MORRIS, Jason	17	48.65	DRA921	DRAY, Holly	21	42.50

One page from the Age Group Championship report

West Coast Senior High
Cross Country Championship
Results by Age Group

U/14		Male		Female			
1	BARNETT, Ian	G	43.33	1	ATKINSON, Danielle	B	42.50
2	ADAMSON, Stanley	B	54.44	2	ANGELOVSKI, Edwina	K	
3	CANZONERI, Harry	N		3	BRODY, Caitlin	C	
4	CRAY, Silvester	C		4	BROWN, Georgina	K	
5	HU, Robert	N		5	ALTSON, Frances	K	
6	HUYNH, Matthew	N		6	BROWN, Annie	K	
7	JOHANSON, Harold	N		7	BEECROFT, Eliza	C	
8	KANG, Henry	N		8	AUREL-SMITH, Clare	K	
9	HEHIR, Sam	G		9	ARCHER, Clare	G	
10	TSAPEPAS, Colin	B		10	ZHANG, Chen	G	
11	TEOH, Sam	B		11	ZIMET, Devika	N	
12	WISCHER, Matthew	B		12	CHAN, Elle	G	
13	ROWE, Silvester	C		13	DE ROZARIO, Emily	C	

Best 3 competitors per school - 1 page per age group

Chapter 6 - STUCCO

West Coast Senior High Cross Country Championship Results and Placings by Age Group and Team

U/17	Male	Place		Female	Place		
Bookaloo							
NSU723	NGUYEN, Luke	7		CHA458	CHANSAKULPORN, Natasha	6	
MEN268	MENNEN, David	12		WAT950	WATSON, Olivia	15	
Cockatoo							
BRO001	BROADBENT, Henry	1	38.10	ARA333	ARANYOS, Sunni	1	39.60
WU808	WU, Tim	8		BER713	BERTIE, Sharon	2	
WOO412	WOOD, Simon 2	10		ARC278	ARCADI, Sarah	5	
MCN501	MCNEIL, Mark	13					
SAM186	SAMARANAYAKE, Fred	15					
Gundaroo							
GIO415	GIOVANNUCCI, Mark	3		DRU919	DRUCKER, Lucy	7	
MOL847	MOLAN, Luke	6		DIX282	DIXON, Stephanie	8	
ROB649	RODWELL, Sam	14		XU435	XU, Nicola	10	
Karkoo							
LEV623	LEVER-DAVIDSON, Ernest	11		BIE895	BIELEFELD, Martine	4	
WOO411	WOOD, Simon	16		YAN040	YANG, Victoria	13	
HEA651	HEAD, Fred	17		WAN170	WANG, Rachael	14	
				BEN909	BENJAMIN, Miranda	16	
Nardoo							
DAI035	DAISH, Matthew	2		BEA906	BEAUMONT, Stephanie	3	
EWA985	EWAN, Ernest	4		DAR069	DARBY, Ruth	9	
BRO977	BRODY, Ernest	5		WIL927	WILKINSON, Peggy	11	
WHE157	WHEATLEY, Harry	9		YOU140	YOUNES, Phoebe	12	
CHR601	CHRISTOV, Percy	18					

M/F by Age & Team - Showing all results

West Coast Senior High
Cross Country Championship
Female Results by Age Group

All Results

U/14

Place	Code	Competitor	Time	School
1	ATK363	ATKINSON, Danielle	42.50	Bookaroo
2	ANG636	ANGELOVSKI, Edwina		Karkoo
3	BRO503	BRODY, Caitlin		Cockatoo
4	BRO766	BROWN, Georgina		Karkoo
5	ALT774	ALTON, Frances		Karkoo
6	BRO879	BROWN, Annie		Karkoo
7	BEE066	BEECROFT, Eliza		Cockatoo
8	AUR314	AUREL-SMITH, Clare		Karkoo
9	ARC325	ARCHER, Clare		Gundaroo
10	ZHA718	ZHANG, Chen		Gundaroo
11	ZIM929	ZIMET, Devika		Nardoo
12	CHA969	CHAN, Elle		Gundaroo
13	DE 743	DE ROZARIO, Emily		Cockatoo

West Coast Senior High
Cross Country Championship
Female Results by Age Group

Best 3 per Team

U/14

Place	Code	Competitor	Time	School
1	ATK363	ATKINSON, Danielle	42.50	Bookaroo
2	ANG636	ANGELOVSKI, Edwina		Karkoo
3	BRO503	BRODY, Caitlin		Cockatoo
4	BRO766	BROWN, Georgina		Karkoo
5	ALT774	ALTON, Frances		Karkoo
7	BEE066	BEECROFT, Eliza		Cockatoo
9	ARC325	ARCHER, Clare		Gundaroo
10	ZHA718	ZHANG, Chen		Gundaroo
11	ZIM929	ZIMET, Devika		Nardoo
12	CHA969	CHAN, Elle		Gundaroo
13	DE 743	DE ROZARIO, Emily		Cockatoo

Age Group Results

Top one shows all results

Bottom one shows only the best 3. 8th place is not listed in second report because she was the 4th competitor from Karkoo.

Chapter 7

5 Star Awards

What are the 5 Star Awards?

The 5 Star Achievement Awards system is generally linked to a corporate sponsor and over the years has been the Mars Awards, SPC Hot Tracks, and IGA Hot Tracks.

Specific information, documentation, and certificates can be obtained from Athletics Australia.

The system awards students a certificate with from 1 to 5 stars depending upon their performance in standardised athletics events.

Students compete in a range of track and field events. Often this is done in schools over several weeks of Phys Ed classes. The performance of each student is recorded, and checked against a table of performance standards to obtain a points score for each event.

Students receive a points score based on the total of their best three points events. The best three must include at least one track and at least one field event.

The points total translates into the number of stars they receive on their certificate. The number of stars is based on points received, age group and gender.

Why use SportsTrak for this?

Because it's too hard to do it by hand!

You would have to record results of at least 5 events for every student, look up tables to determine the points value, decide the best three, make sure there is a track and a field event represented in the best three, add the best three points, and use the total in another table to find the number of stars to award.

SportsTrak can manage this task easily because it simply a special use of standards scoring. SportsTrak, set up with standards, easily determines a points value for any given performance.

The extra step, not normally performed in ordinary carnivals, is to filter the results based on the 5 Star rules, and work out the Star Level. This is the extra utility SportsTrak provides.

SportsTrak can't print the certificates, but if anyone requests it of us we would probably do it.

Setting up

Background details

Inside your SportsTrak folder should be a folder named 5Star. This folder contains three data files required by SportsTrak.

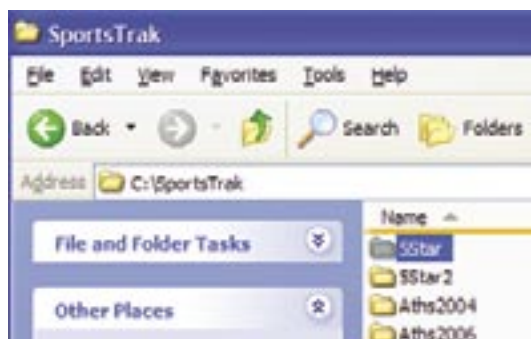
The first data file is named *Standard.tps* and it contains the points awarded to each performance. These standards cross reference with event names, so to make sure your event names are correct we provide a specialised library of events. This data file is named *basevent.tps*. The file that links the star levels to competitors' points is *StarLevl.tps*

These three files must be copied from the 5Star folder to your working folder.

In addition, we have provided a program that you may find of use. It is a program of events for age groups U/13 to U/21, covering events 100m, 200m, 400, 800m, discus, shot put, javelin, high jump, long jump, and triple jump. This file is named *schedule.tps*.

You do not need to use all the events for this program to be useful, and you can easily alter it to suit yourself.

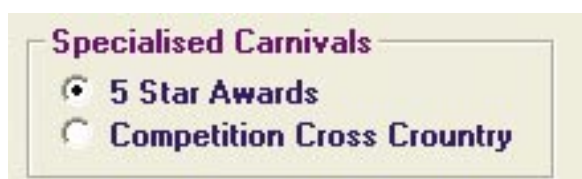
Steps



1. Check you have the folder C:\SportsTrak\5Star on your computer



2. Run SportsTrak and use the Setup Guide, Specialised Carnivals, 5 Star Awards.



3. Step through the two information windows.
4. Set Data Folder - probably use option 2 and create a new folder, e.g. C:\SportsTrak\5Star.
5. Copy in 5 Star files
Tick the box to also copy the program of events only if you do not have your own program of events



6. Remove Selected Data. If you have copied an old folder of your own, you may need to remove competitors, results, students etc.

7. 5 Star Settings



These settings must be correct. Go into each window and set them correctly.

The rest of the setup guide takes you through the setup of a regular carnival, houses, student data as covered in Chapter 2.

Perform Results Entry normally

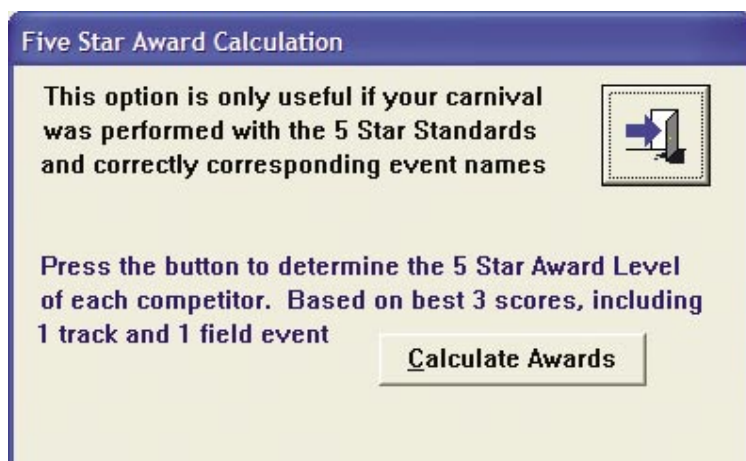
Working out star levels

You may work out star levels any time. You do not have to wait for all results to be entered.

Utilities > 5 Star Awards



Use the second button



Click Calculate Awards

You will see a message indicating the number of competitors processed.

Close this window and click the third button

Browse/Print the Awards

A browse box will display (next page)

Chapter 7 - 5 Star Awards

Competitors who have met 5 Star conditions						
Print by Performance		Print by Level				
Stars	Points	Competitor	Level	Event 1	Event 2	Event 3
5	159	LAU, Georgia	U/15	High Jump	Javelin 600g	800m
2	120	AINGER, Katherine	U/15	High Jump	Long Jump	800m
1	108	LEACH, Janette	U/15	Long Jump	400m	Discus 1kg
0	91	AARON, Sarah	U/16	High Jump	Triple Jump	400m
0	80	ABEYSINGHE, Kerry	U/16	High Jump	400m	Shot Put 4.54kg
0	81	ADLER, Kathryn	U/16	High Jump	400m	Triple Jump
0	90	ANDERSON, Jason	U/16	400m	Triple Jump	

A star level of zero means a competitor went in the required events but performed too poorly to score a star. They are entitled to a participation certificate.

The reports take the format shown below.

West Coast Senior High Standards Carnival 6/01/06 5 Star Achievement Report - Overall Print Date: 8/01/06						
5 Star						
LAU, Georgia	U/15	G	159.0	Yr09		
2 Star						
AINGER, Katherine	U/15	N	120.0	Yr10		
1 Star						
LEACH, Janette	U/15	G	108.0	Yr09		
0 Star						
AARON, Sarah	U/16	B	91.0	Yr12		
ABEYSINGHE, Kerry	U/16	N	80.0	Yr10		
ADLER, Kathryn	U/16	C	81.0	Yr10		
ANDERSON, Jason	U/16	N	90.0	Yr11		

West Coast Senior High Standards Carnival 6/01/06 5 Star Achievement Report by Level Print Date: 8/01/06						
U/15						
5	LAU, Georgia	G	159.0	Yr09		
2	AINGER, Katherine	N	120.0	Yr10		
1	LEACH, Janette	G	108.0	Yr09		
U/16						
0	AARON, Sarah	B	91.0	Yr12		
0	ABEYSINGHE, Kerry	N	80.0	Yr10		
0	ADLER, Kathryn	C	81.0	Yr10		
0	ANDERSON, Jason	N	90.0	Yr11		

Chapter 8

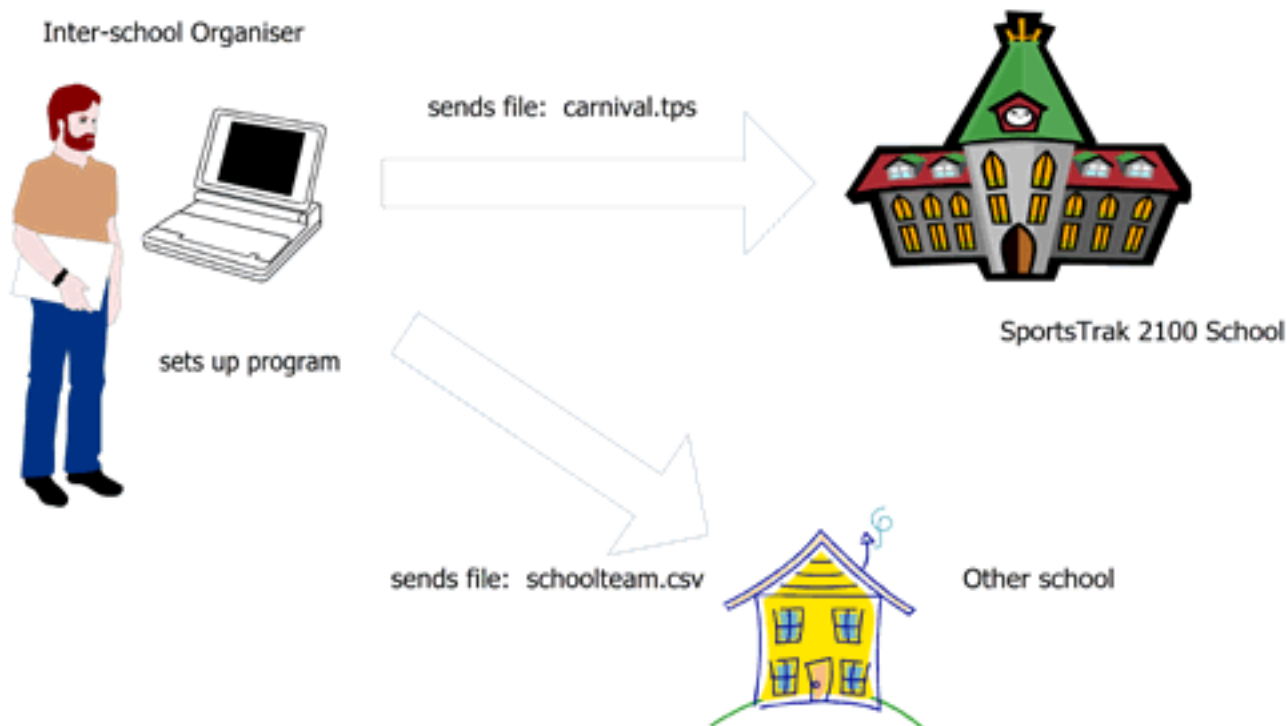
Inter-school Carnivals

Overview

An inter-school carnival is little different from an inter-house carnival, except most competitions pre-enter competitors.

The inter-school organiser:

- sets up the program of events
- specifies the number of competitors required per event
- creates two export files
 - one for use by SportsTrak 2100 schools
carnival.tps
 - one for any other school to use with Excel
schoolteam.csv
- sends these files to participating schools for them to enter their squad.
- Receives schools' squads in a computer file for import into the inter-school program.



Participating schools with SportsTrak 2100

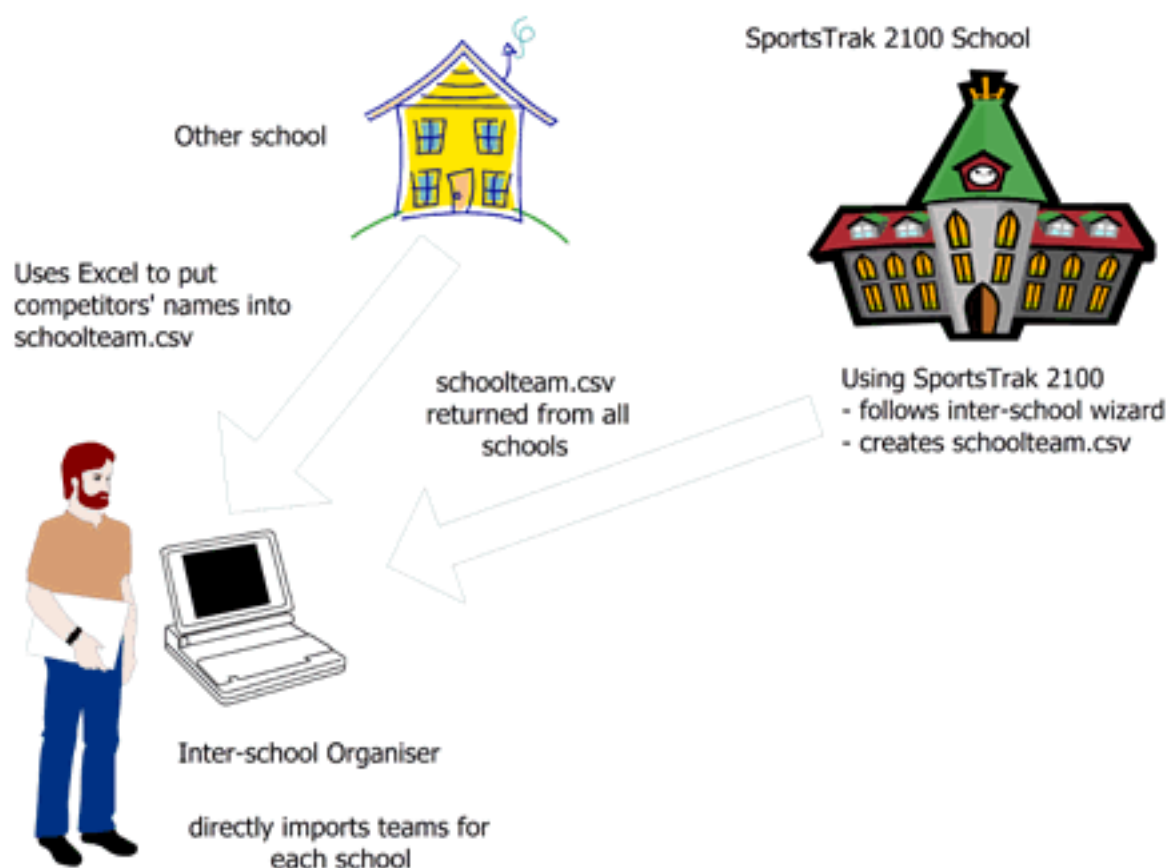
These schools receive *carnival.tps* that SportsTrak can import. It contains a full image of the inter-school carnival: events, age groups, team codes, age group reference date etc.

They follow a setup guide to get their competitors from their inter-house carnival or directly enter their competitors in SportsTrak. They export their competitors to *schoolteam.csv* and send it back to the organiser.

Schools without SportsTrak 2100

These schools use *schoolteam.csv*, load it into Excel and directly enter the names of competitors in each event.

They save the file (slightly renamed with the school's code e.g. SchoolTeam_BHS.csv) and also return it for import.



This chapter has four sections:

The organiser's setup guide

Using schoolteam.csv in Excel

Setup guide - Participating schools using house results from SportsTrak 2100

Setup guide - Participating schools who don't have results from SportsTrak 2100

Inter-school Organisation

Summary of SportsTrak tasks for the organiser

Set up a carnival in SportsTrak. This will include:

- setting up the program of events
- treating participating schools as if they are houses, give them a name and code
- checking that records are up to date

Export the carnival to schools in two forms:

- A single file *carnival.tps* - has the entire carnival wrapped up inside and can be used by SportsTrak 2100 schools.
- A comma-separated text file *SchoolTeam.csv*. It can be opened and edited in Excel by schools without SportsTrak 2100.

Receive data files from schools and import them

All schools will send their data back in the .csv text file format.

SportsTrak will read and import competitors from this file.

This data may need editing.

The setup guide for inter-school organisation

Follow the first of the three guides to set up the carnival.



1. Set up your carnival

The first window in the setup guide tells you to set up the carnival the same as for a house based carnival, following the appropriate guide. This process is covered in Chapter 2 of this manual.

After setting up the carnival, move to the next window of the guide.


2. Specify how many competitors from each school

This guide takes you to a utility where you can do this for each event.




Chapter 8 - Inter-school Carnivals


Setting competitor numbers

 Enter number of contestants per school...

Use this table to set the number of entrants from each school that you expect into each event. Do not include emergencies.

Default Number:  Set all to Default

Event No	Event	M/F	Age Group	Grade	Entries Per School
1	100m Freestyle	F	U/14	A	2
2	100m Freestyle	M	U/14	A	2
3	100m Freestyle	F	U/16	A	2
4	100m Freestyle	M	U/16	A	2
5	100m Freestyle	F	U/21	A	2
6	100m Freestyle	M	U/21	A	2
7	50m Freestyle	F	U/13	A	2
8	50m Freestyle	M	U/13	A	2
9	50m Freestyle	F	U/14	A	2
10	50m Freestyle	M	U/14	A	2
11	50m Freestyle	F	U/15	A	2
12	50m Freestyle	M	U/15	A	2
13	50m Freestyle	F	U/16	A	2
14	50m Freestyle	M	U/16	A	2
15	50m Freestyle	F	U/17	A	2
16	50m Freestyle	M	U/17	A	2
17	50m Freestyle	F	U/21	A	2
18	50m Freestyle	M	U/21	A	2
19	50m Freestyle	F	U/13	B	2
20	50m Freestyle	M	U/13	B	2
21	50m Freestyle	F	U/14	B	2
22	50m Freestyle	M	U/14	B	2
23	50m Freestyle	F	U/15	B	2
24	50m Freestyle	M	U/15	B	2

 Edit

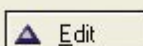
Double Click on an event to edit it. Double Click headings Event No or Event to sort on them.

Prior to creation of your export file, SportsTrak needs to know how many competitors you expect for each event from each school. Use the Default option to set all events to the most value e.g. 2 in the above example.

If other events, e.g. relays (below) then require a different number then edit the number by double clicking on the event.

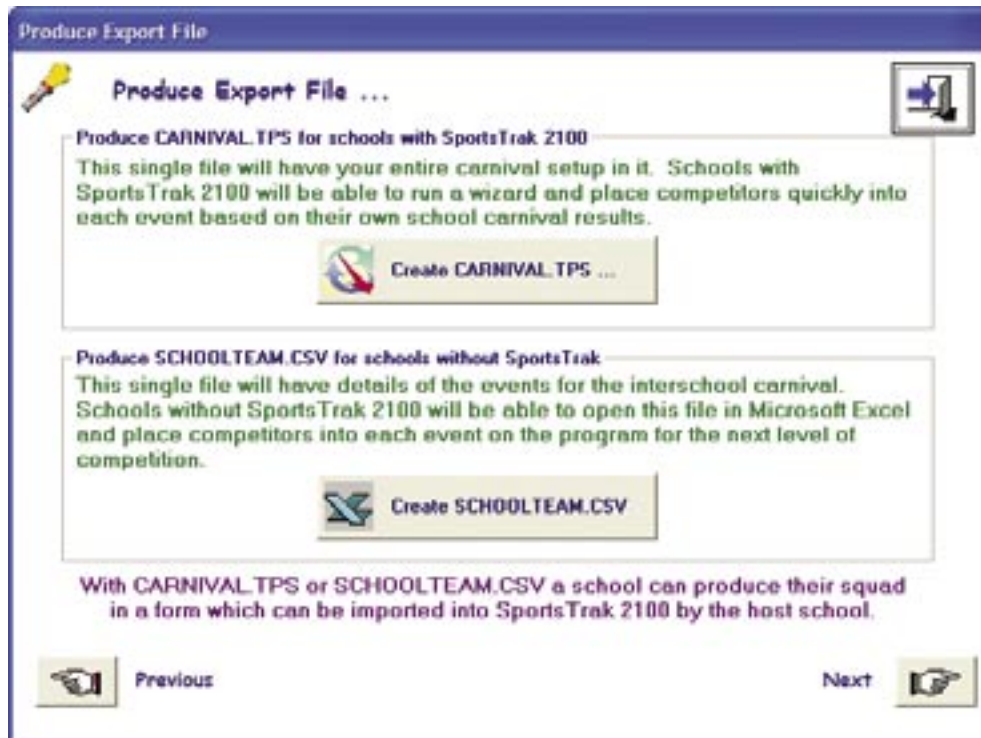
Edit-in-place is used, so you can change the values, and arrow down the list easily.

Event No	Event	M/F	Age Group	Grade	Entries Per School
72	50m Backstroke	M	U/15	B	2
73	50m Butterfly	F	U/16	A	2
74	50m Butterfly	M	U/16	A	2
75	50m Butterfly	F	U/21	A	2
76	50m Butterfly	M	U/21	A	2
77	200m Freestyle	F	U/21	A	2
78	200m Freestyle	M	U/21	A	2
79	4x50m Medley Relay	F	U/13	A	1
80	4x50m Medley Relay	M	U/13	A	2
81	4x50m Medley Relay	F	U/14	A	2

 Edit

If you leave an entry as zero, SportsTrak will assume 2.

3. Make the export files



The setup guide describes each file.

It may be a good idea to give both files to all participants so they can choose which method they use.

Carnival.tps



This file has a label associated with it so the data can be easily identified later on.

Enter a meaningful label.

e.g.
Association
Carnival Type
Year

Take note of the folder in which these files are created.

Export SchoolTeam.csv

You have a couple of options here, as shown below.



Individual events only

You may export only individual events. This means you get back the competitors in these events and they will be pre-loaded in your carnival. Relays, though, will not have pre-loaded competitors, so during results entry, you would have to add each school that placed in the event.

Team Names Only

If *Checked*, you only expect school coordinators to put a school code in as their competitor for a relay. Probably the most common option.

If *Unchecked*, you are inviting them to enter the names of their members of the relay teams. This option takes more work on their part, but produces a program that lists the relay team members against those events.

Press *Create SchoolTeam.csv* to create the file in the indicated folder.

Allow for an emergency

If *Checked*, an extra line will be added for every event, labelled with an E in the Emergency column, that can be used if the schools wish.

Click *Create SchoolTeam.csv* and it will create in the current data folder.

Opening the file in Excel should show something like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
2		1 U/14 OPEN	F	100m Freestyle	A								Not Req'd
3		1 U/14 OPEN	F	100m Freestyle	A								Not Req'd
4	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
5		2 U/14 OPEN	M	100m Freestyle	A								Not Req'd
6		2 U/14 OPEN	M	100m Freestyle	A								Not Req'd
7	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
8		3 U/16 OPEN	F	100m Freestyle	A								Not Req'd
9		3 U/16 OPEN	F	100m Freestyle	A								Not Req'd

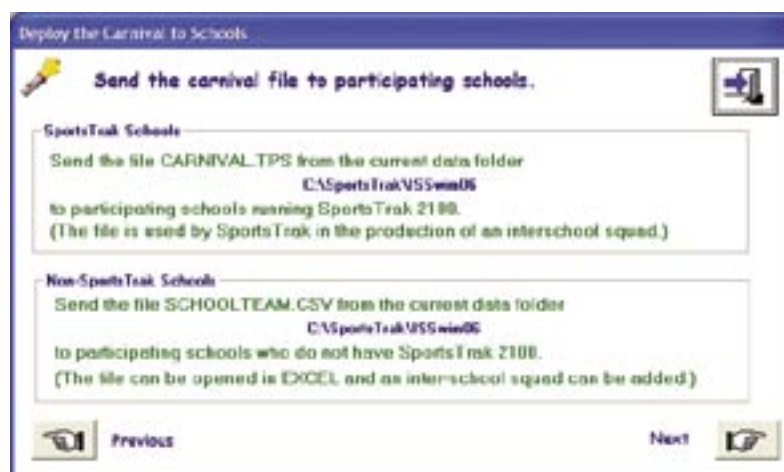
Your school coordinators can fill in the required information

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
2		1 U/14 OPEN	F	100m Freestyle	A	Garbo	Greta		SMCC				Not Req'd
3		1 U/14 OPEN	F	100m Freestyle	A	West	Mae		SMCC				Not Req'd
4	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
5		2 U/14 OPEN	M	100m Freestyle	A	Flynn	Errol		SMCC				Not Req'd
6		2 U/14 OPEN	M	100m Freestyle	A	Grant	Cary		SMCC				Not Req'd

The Time and Distance fields are *not* usually required. At a formal carnival, the organiser may want the lanes to be populated into vee formation. This requires knowledge of competitors' relative performances, so in such a case prior Times may be requested.

The heading lines are there as a guide to the users. During import they are ignored. This means that in Excel, the rows may be sorted in different ways, e.g. by Column F to group competitors together.

4. Send these files to your schools



You may send these files via email or any other medium.

Schools will now enter their competitors following the instructions in the next section of this chapter.

When they send their file back to you, make sure any files named SchoolTeam.csv are renamed with their code.
e.g. SchoolTeam_SMCC.csv

This will prevent confusion about where the data is from.

5. Import data from your schools

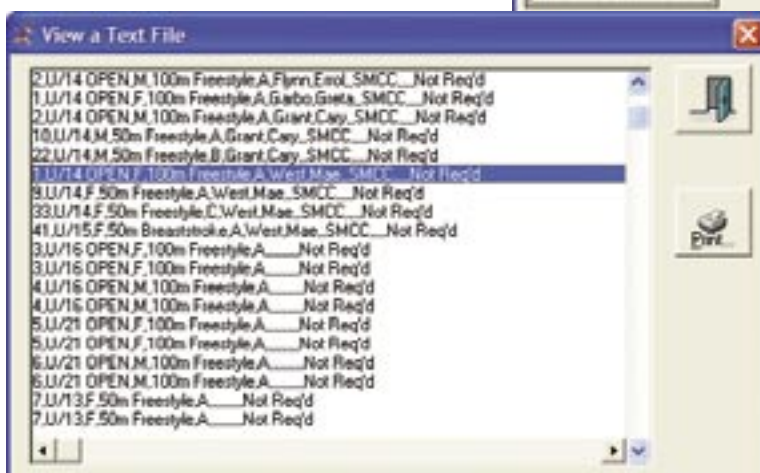


Click the Import button...



Use the lookup button to locate the file for import

Click Accept...



The view button on the bottom left lets you check that the selected data file has correct data (left)

Click **Import** when ready

Repeat the last steps of the wizard for each team to import.

Viewing the competitors (Events and competitors) shows the imported competitors.

Events and Competitors									
Locate Event Number: 0									
Event					Sort on Headings				
1	100m Freestyle	OPEN	F	U/14	Name				
2	100m Freestyle	OPEN	M	U/14	Garbo, Greta				
3	100m Freestyle	OPEN	F	U/16	West, Mae				
4	100m Freestyle	OPEN	M	U/16					
5	100m Freestyle	OPEN	F	U/21					
6	100m Freestyle	OPEN	M	U/21					

Viewing the student file shows the students added

View/Edit Students								
Locate by Surname (when sorted by surname):								
Sort on headings...								
Code	Surname	Given	DoB	M/F	Team	Age Grp	Form	Yr Lvl
FLY01SMCC	Flynn	Errol	3/05/1992	M	SMCC	U/14		
GAR01SMCC	Garbo	Greta	3/05/1992	F	SMCC	U/14		
GRA01SMCC	Grant	Cary	3/05/1992	M	SMCC	U/14		
WES01SMCC	West	Mae	3/05/1992	F	SMCC	U/14		

What the import process does

It ignores header lines, only looking at lines in the .csv file that commence with an event number.

It read the competitor's name and looks for a match in the SportsTrak student file.

If it doesn't find the name:

- SportsTrak creates a code as shown above... a five character identifier with the school code added on.
- It makes up a date of birth using the age group reference date and the event's age group to determine it.
- It adds the student using these details
- It adds that competitor to the event.

If it finds the name:

- SportsTrak checks the other details. Mae West above is listed as U/14 but if later on she is listed in an U/13 event, SportsTrak assumes she must really be U/14 and adjusts her birth date and age group accordingly.

Guide for School Coordinators

Creating your inter-school squad

Overview

Your inter-school carnival organiser wants to know who is competing in which events.

You could write it out and send it, but it creates a lot of work at the other end. It is best if the data can be given in a form that is easily imported. This guide tells you how to create such a file

If you don't have SportsTrak 2100

You will receive a file named *SchoolTeam.csv*. This is a file in plain text format that is easily opened and worked with in Excel. (CSV stands for Comma Separated Variable and means the data in the files is separated by commas)

This file will have the events listed with one row for each potential competitor. You fill in the relevant details, save the file using your school name or code, and set it back to your organiser.

With SportsTrak 2100

The inter-school organiser sends a file named *carnival.tps*. This file is used by you to replicate the inter-school carnival on your own computer.

- If you have run a related inter-house carnival, SportsTrak can do much of the squad selection work for you, by working through the inter-house results.
- If you haven't got inter-house results to work from, you may build your inter-school squad in SportsTrak 2100.

You create an export file and send it to your organiser.

Each of these options is described in the following pages.

Using SchoolTeam.csv

This file has been provided by the inter-school organiser.

Open SchoolTeam.csv with Excel

It will look something like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
2		1 U/14 OPEN	F	100m Freestyle	A								Not Req'd
3		1 U/14 OPEN	F	100m Freestyle	A								Not Req'd
4	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
5		2 U/14 OPEN	M	100m Freestyle	A								Not Req'd
6		2 U/14 OPEN	M	100m Freestyle	A								Not Req'd
7	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
8		3 U/16 OPEN	F	100m Freestyle	A								Not Req'd
9		3 U/16 OPEN	F	100m Freestyle	A								Not Req'd

Individual Events

Each line with an event number is for a single competitor.
If two lines are shown for each event, but you only have one competitor, ignore the second line. Do not bother deleting it.

Required data

For each competitor you **must** fill in

column F - Surname

column G - Given

column I - Your school code as used in the inter-school carnival. Your organiser needs to tell you this.

Optional data

You **may** fill in column H - Initial, but only if it distinguishes two students who otherwise have the same name.

Time - optional on request of coordinator

If your organiser wishes competitors to be placed in lane based on performance (e.g. to give a vee formation in the pool), you may be requested for column K - Time. This should be their most recent time for that event.

Enter the time in this format MMSSH - minute:seconds:
hundredths, with leading zeros not required.

examples:

22.75 enter as 2275

11.7 enter as 1170

1:05.5 enter as 10550

Note all times must end with hundredths even if they were not measured that accurately.

Emergencies

If you wish to enter someone as an emergency, place an E in column L

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
2		1 U/14 OPEN	F	100m Freestyle	A	Garbo	Greta		SMCC				Not Req'd
3		1 U/14 OPEN	F	100m Freestyle	A	West	Mae		SMCC				Not Req'd
4	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
5		2 U/14 OPEN	M	100m Freestyle	A	Flynn	Errol		SMCC				Not Req'd
6		2 U/14 OPEN	M	100m Freestyle	A	Grant	Cary		SMCC				Not Req'd

Sample Data for Individual Events

Relay Events

	A	B	C	D	E	F	G	H	I	J	K	L	M
256	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
257		86 U/16	M	4x50m Medley R/A		TeamCode	Only	Reqd					1
258	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
259		87 U/17	F	4x50m Medley R/A		TeamCode	Only	Reqd					1
260	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
261		88 U/17	M	4x50m Medley R/A		TeamCode	Only	Reqd					1
262	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo

Usually you just put your school code against the event. One line for each team that you have entered.

	A	B	C	D	E	F	G	H	I	J	K	L	M
256	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
257		86 U/16	M	4x50m Medley R/A		TeamCode	Only	Reqd	SMCC				1
258	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
259		87 U/17	F	4x50m Medley R/A		TeamCode	Only	Reqd	SMCC				1
260	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
261		88 U/17	M	4x50m Medley R/A		TeamCode	Only	Reqd	SMCC				1

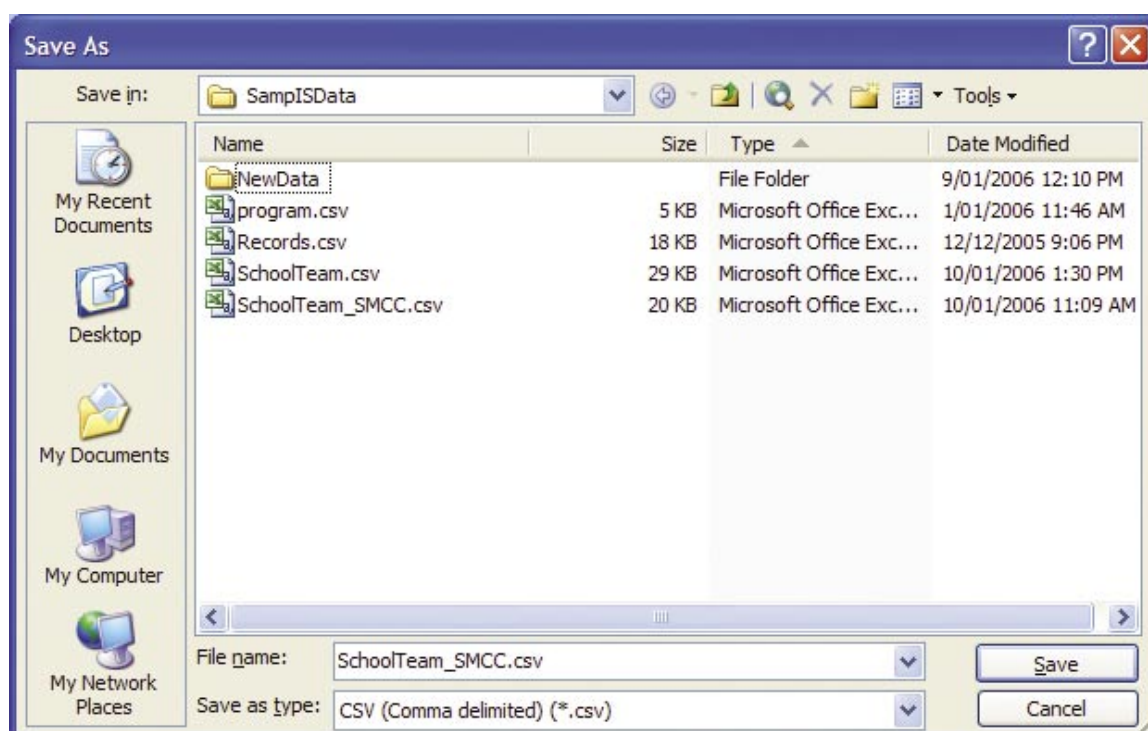
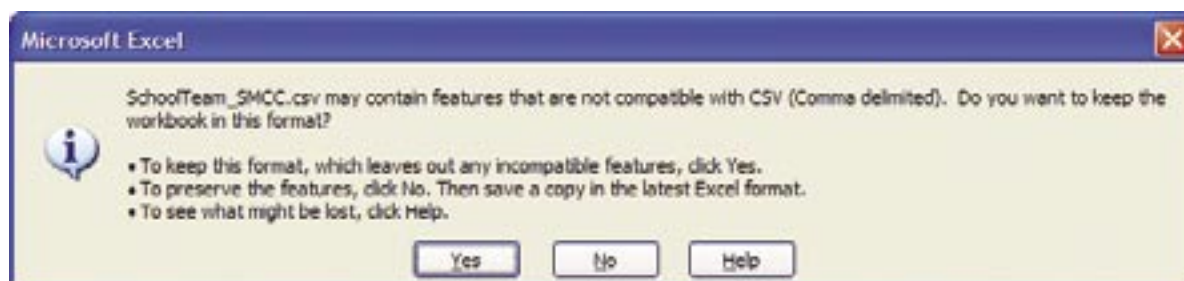
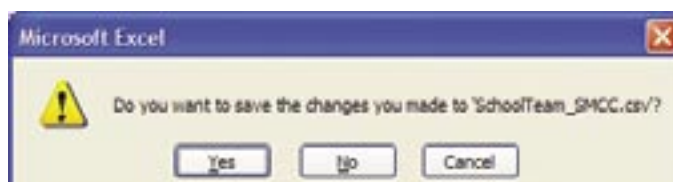
Note how Excel auto-completes a cell. On typing S (in cell I261) Excel completes it based on the previous entries. Just press <ENTER> to accept.

In the name part of the spreadsheet it says TeamCode Only Req'd. This means don't put names in, just the team code.

Adding individual competitors to the relays

	A	B	C	D	E	F	G	H	I	J	K	L	M
275	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
276		87 U/17	F	4x50m Medley Relay	A								1
277		87 U/17	F	4x50m Medley Relay	A								2
278		87 U/17	F	4x50m Medley Relay	A								3
279		87 U/17	F	4x50m Medley Relay	A								4
280	EventNo	Level	Gender	EventName	Grade	Surname	Given	Initial	TeamCode	Distance	Time	E if Emerg	TeamNo
281		88 U/17	M	4x50m Medley Relay	A								1
282		88 U/17	M	4x50m Medley Relay	A								2

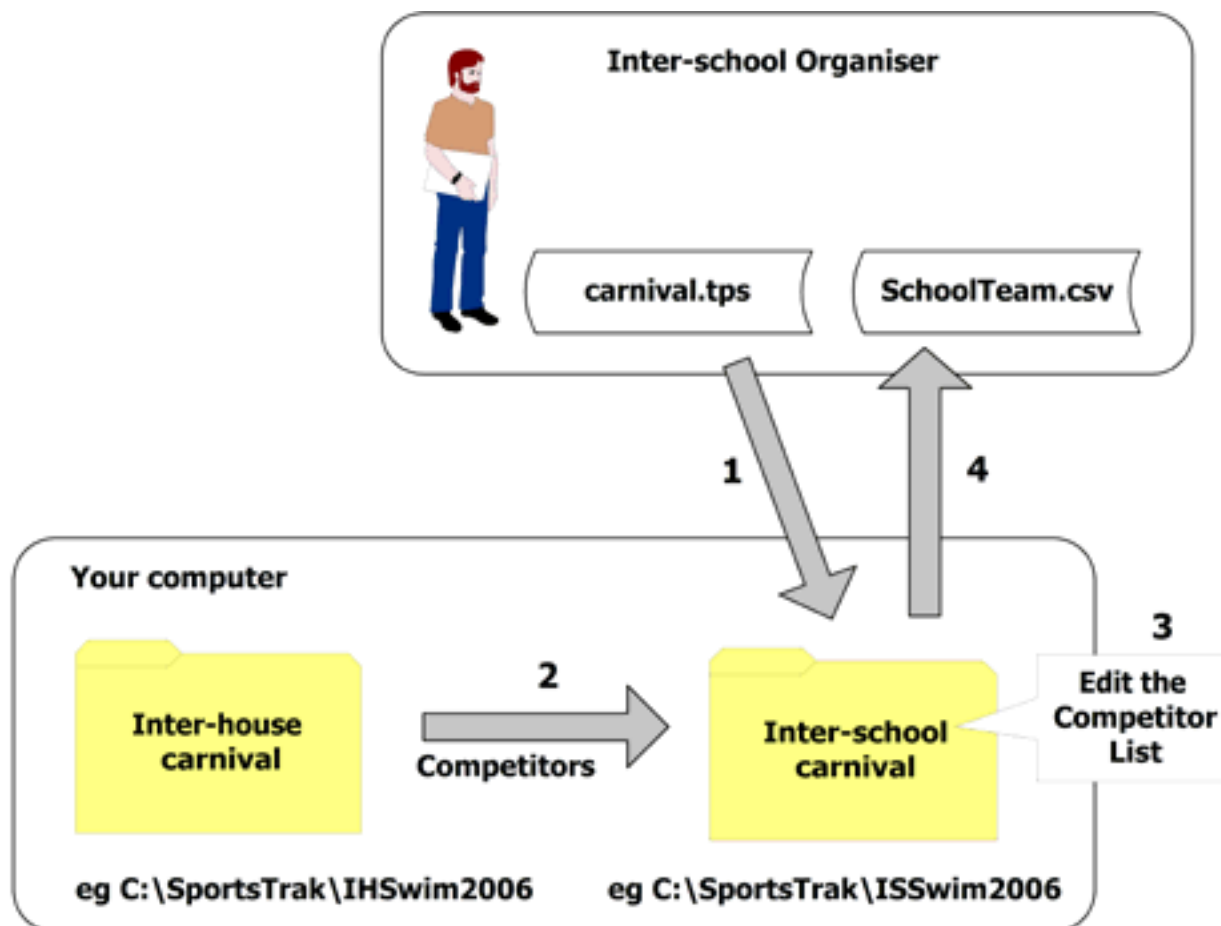
If your relay team looks like this in Excel, it means your inter-school organiser wants names of competitors so they can list on the program of events. Add names and codes the same as for an individual event.

Saving your Spreadsheet**Go to File > Save As...****Put your school's code in the file name as shown****Save as type .csv as shown.****Click Save, and you will get this message...****Click Yes****When quitting Excel, you will get this prompt to save...**

This is asking whether you want to save the file as an Excel .xls file.

Click No**Send the data file to your inter-school organiser**

From Inter-house to Inter-school



Overview

You should already have your inter-house carnival in a folder on your computer.

A file named *carnival.tps* is required from your inter-school organiser. It sets up the inter-school carnival in a folder on your SportsTrak computer. Step 1 in diagram

Thus you have two key data folders: inter-house and inter-school.

Run the setup guide.

- It asks you to identify the two data folders.
- It asks you to confirm which event types from inter-house match with event types from inter-school.
- It moves the best inter-house performers into the inter-school events. Step 2 in diagram
- You can edit the competitors yourself until you are satisfied. Step 3 in diagram
- You export your squad to a data file then send this file to the inter-school organiser for import. Step 4 in diagram.

Detailed Guide - suggested steps

Before running the setup guide

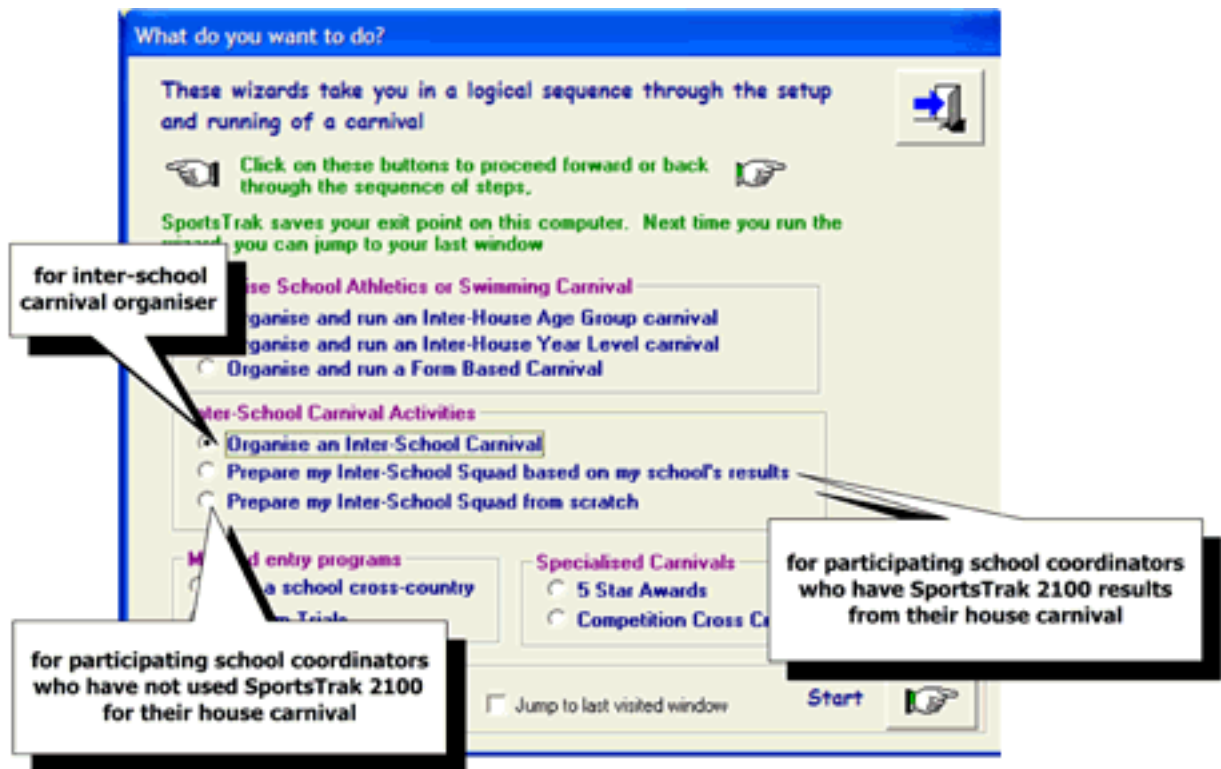
Make sure:

- you know the folder containing your inter-house carnival
- you have the file carnival.tps from the inter-school organiser.

Using windows explorer:

- Create a folder for the Inter-school carnival
e.g. C:\SportsTrak\ISSwim06
- Copy carnival.tps into this folder

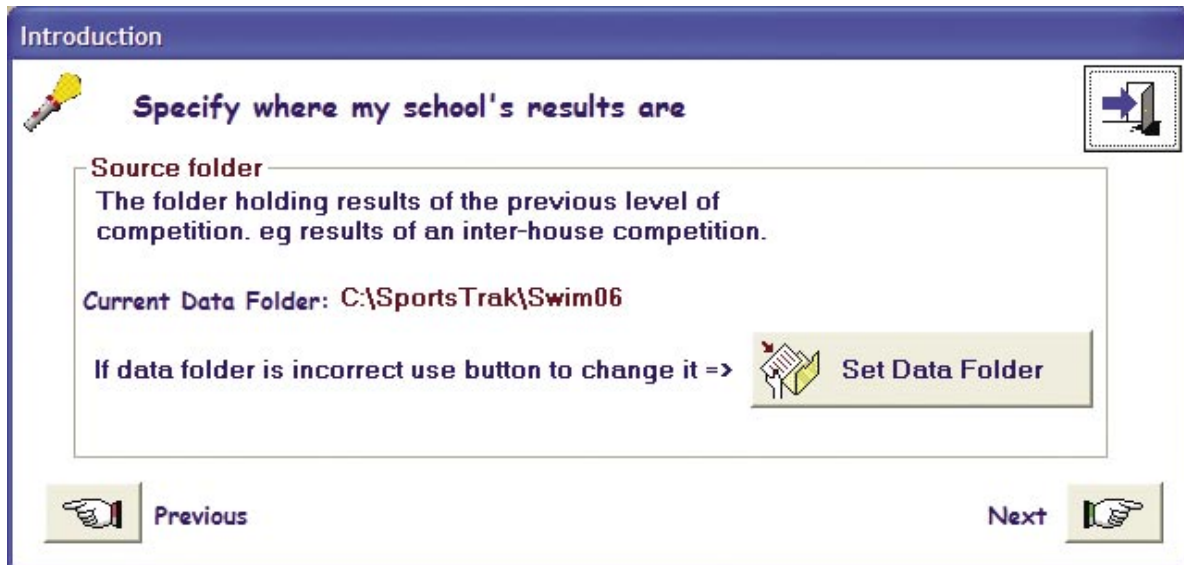
Now run the second setup guide from the inter-school section below



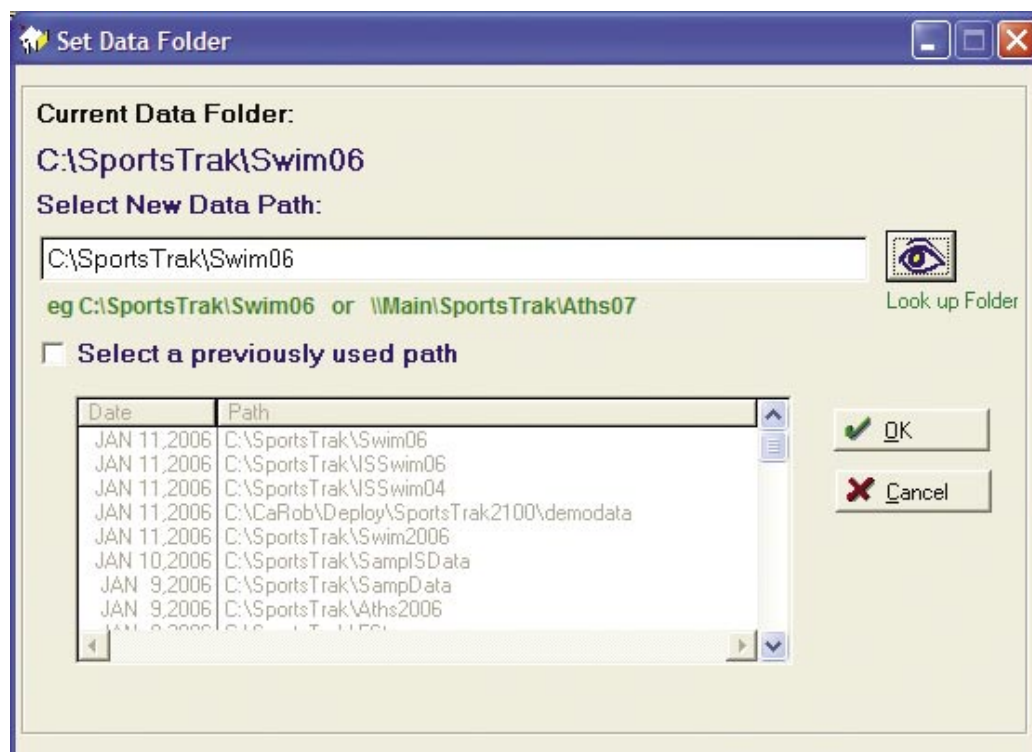
Chapter 8 - Inter-school Carnivals

Step 1. Identify the folder with your inter-house carnival

You need to start with SportsTrak's data folder set to your house carnival. The first step of the guide checks this.



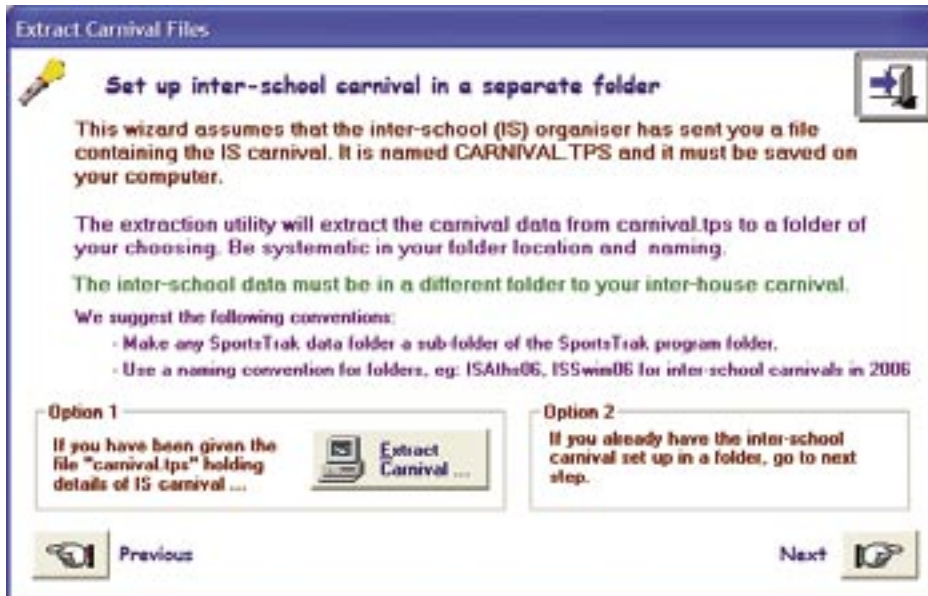
If you need to change it, click *Set Data Folder*



Identifying the inter-house carnival folder

Set the folder, click OK, then go to the next setup window.

Step 2. Extract carnival.tps into the inter-school folder



Use option 1 for the initial setup of the inter-school carnival.

If it is already set up, you can immediately proceed to the next window.



After selecting option 1:

Use the lookup buttons to select the carnival.tps file and the data folder into which the data needs extracting.

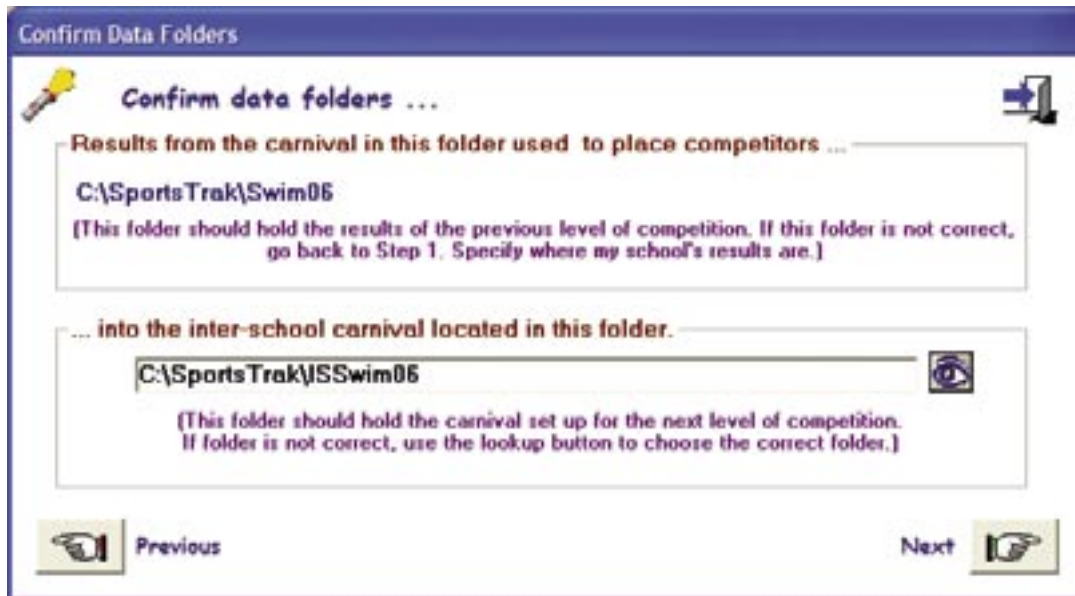
Click the *Extract* button when ready.

You will be asked to confirm, and then should see the message:



Close the window and proceed

Step 3 - Confirm data folders



The screenshot shows a software window titled "Confirm Data Folders". At the top, there is a yellow key icon and the text "Confirm data folders ...". Below this, the first section is labeled "Results from the carnival in this folder used to place competitors ...". It contains a text box with the path "C:\SportsTrak\Swim06" and a note in parentheses: "(This folder should hold the results of the previous level of competition. If this folder is not correct, go back to Step 1. Specify where my school's results are.)". The second section is labeled "... into the inter-school carnival located in this folder.". It contains a text box with the path "C:\SportsTrak\ISSwim06" and a note in parentheses: "(This folder should hold the carnival set up for the next level of competition. If folder is not correct, use the lookup button to choose the correct folder.)". At the bottom left, there is a "Previous" button with a left-pointing arrow icon. At the bottom right, there is a "Next" button with a right-pointing arrow icon.

This step is a confirmation of which folders are being used. You shouldn't have to change anything here.

Step 4. Check Names of Events

Check event names

 **Check names of events ...** 

SportsTrak needs to know which events from the House/School carnival are to be used to create the squad for the next level of competition.

 **Check Event Names ...**

 **Previous** **Next** 

Click *Check Event Names*

The window shows the inter-school events on the left matched with events from your carnival of the same name.
In this example, a couple of events aren't matched.

Check Names of Events ...

If an inter-school is unmatched by an event in column 2, then SportsTrak will not attempt to fill it. You could do it yourself later.

Relay events in column 1 can be filled by competitors from an individual event in column 2.
eg 4 x 100m relay in Col 1 could be matched with 100m in Col 2.

Alternatively, if you match Relay (Col 1) to Relay (Col 2) then the best teams' names will be entered.

MATCHING EVENTS	
Inter-school events	Inter-house events supplying competitors
100m Freestyle	100m Freestyle
200m Freestyle	200m Freestyle
4 X 50m Medley Relay	
4 X 50m Relay	
50m Backstroke	50m Backstroke
50m Breaststroke	
50m Butterfly	50m Butterfly
50m Freestyle	50m Freestyle

 **Edit Inter-house event**

Double-Click to Edit

Match Events by Name

Chapter 8 - Inter-school Carnivals

Checking events continued...

Check Names of Events ...

If an inter-school is unmatched by an event in column 2, then SportsTrak will not attempt to fill it. You could do it yourself later.

Relay events in column 1 can be filled by competitors from an individual event in column 2.
eg 4 x 100m relay in Col 1 could be matched with 100m in Col 2.

Alternatively, if you match Relay (Col 1) to Relay (Col 2) then the best teams' names will be entered.

MATCHING EVENTS	
Inter-school events	Inter-house events supplying competitors
100m Freestyle	100m Freestyle
200m Freestyle	200m Freestyle
4 X 50m Medley Relay	
4 X 50m Relay	
50m Backstroke	50m Backstroke
50m Breaststroke	
50m Butterfly	
50m Freestyle	100m Backstroke 100m Breaststroke 100m Butterfly 100m Freestyle 200m Freestyle 4x50m FStyle Relay 4x50m Medley Relay 50m Backstroke 50m Breaststroke 50m Butterfly 50m Freestyle Cork Scramble

Double-Click to Edit

To match an event with the 50m Breaststroke, double click the blank entry. A drop down list of all event types that are on your program of events appears.

MATCHING EVENTS	
Inter-school events	Inter-house events supplying competitors
100m Freestyle	100m Freestyle
200m Freestyle	200m Freestyle
4 X 50m Medley Relay	
4 X 50m Relay	
50m Backstroke	50m Backstroke
50m Breaststroke	50m Breaststroke
50m Butterfly	50m Butterfly
50m Freestyle	50m Freestyle

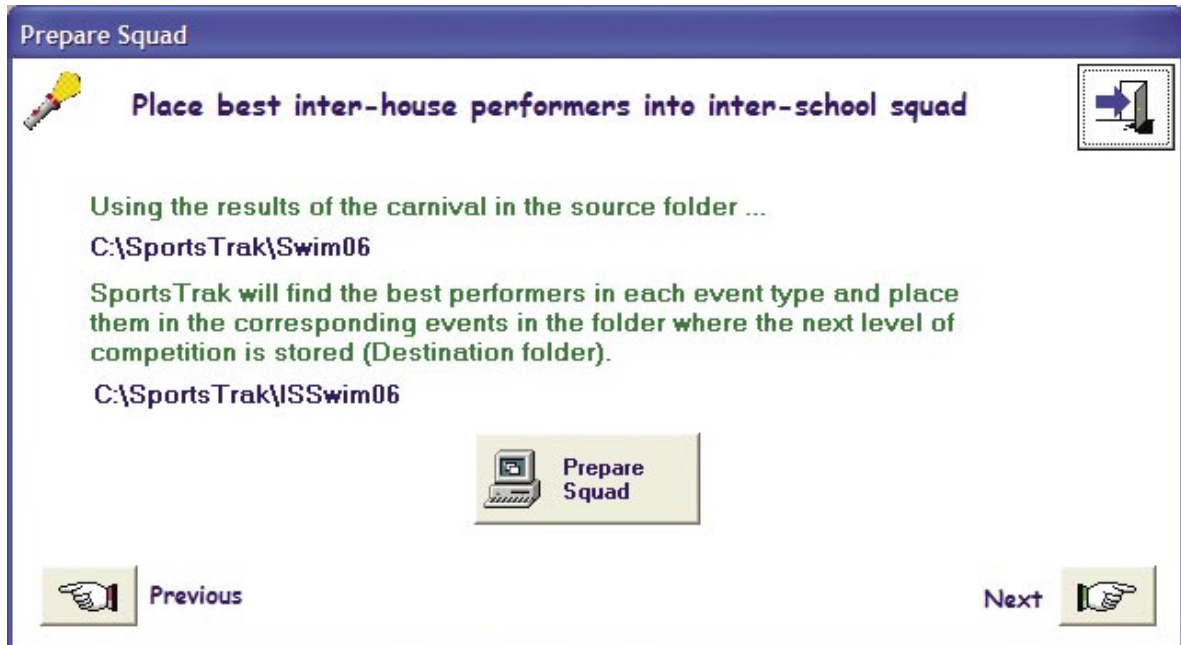
In this example I choose 50m Breaststroke, and I see that the spellings are different.

MATCHING EVENTS	
Inter-school events	Inter-house events supplying competitors
100m Freestyle	100m Freestyle
200m Freestyle	200m Freestyle
4 X 50m Medley Relay	
4 X 50m Relay	50m Freestyle
50m Backstroke	50m Backstroke
50m Breaststroke	50m Breaststroke
50m Butterfly	50m Butterfly
50m Freestyle	50m Freestyle

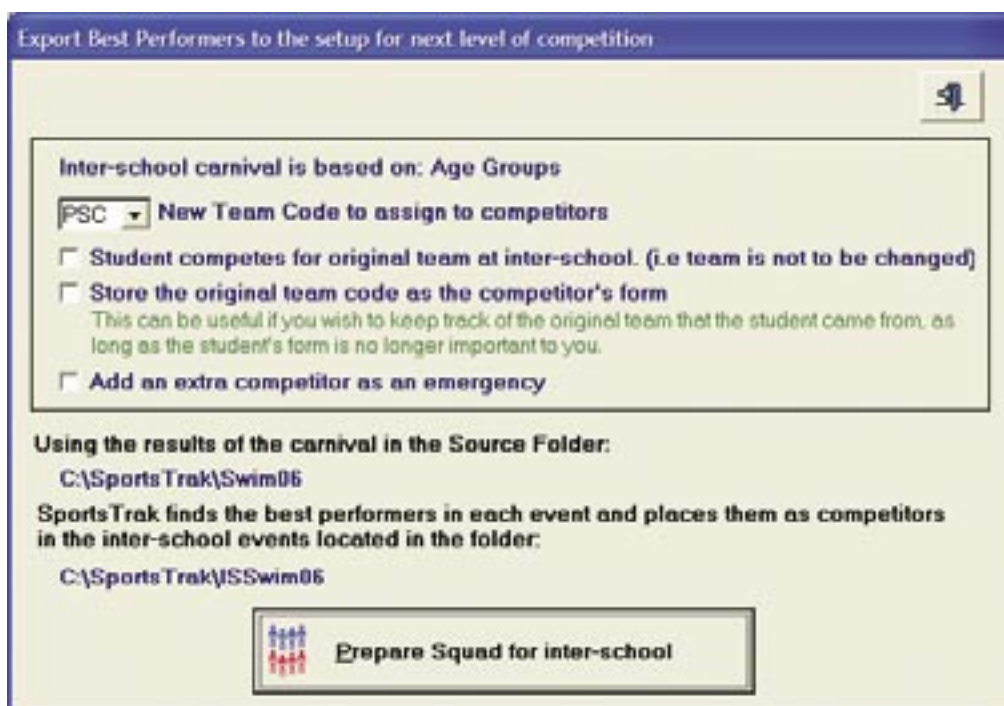
The 4 X 50m Relay will get its members from the 50 m Freestyle so that event can be selected.

The Medley Relay cannot be matched and can't be done automatically.

Step 5. Have SportsTrak select your squad



Click *Prepare Squad*



Check the options, then Click the *Prepare Squad* button.

Export Best Performers to the setup for next level of competition

All Done. 86 Competitors added to Individual Events

You will see the number of competitors who have been added.

Close the window and proceed

Before the next setup window displays you receive a message

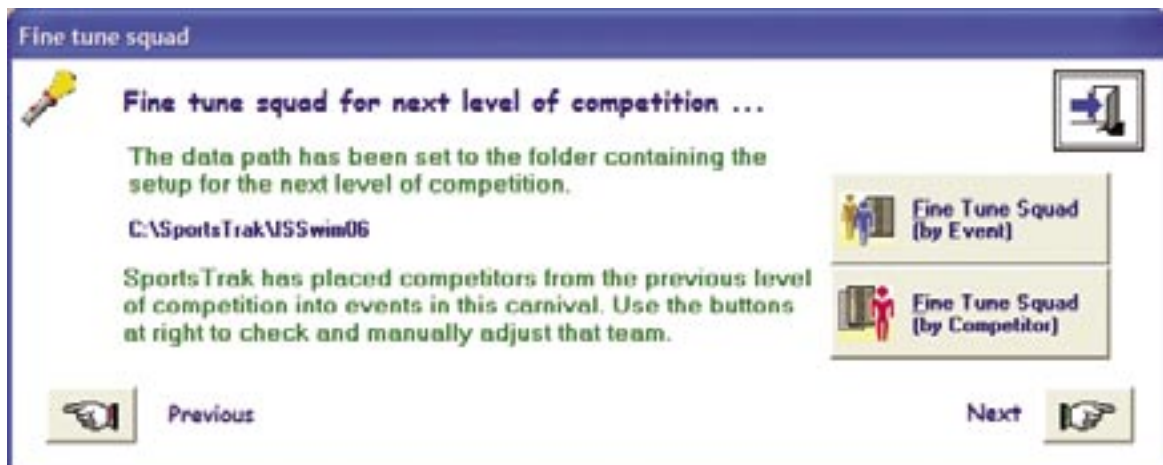


This is to alert you to the fact that SportsTrak has changed data locations.

This means that when you leave the setup guide, SportsTrak will be looking at inter-school data, not inter-house where the setup guide started.

Step 6. Fine tuning your squad

It is unlikely that the squad produced by SportsTrak is exactly what you want, but it should be approximately correct. You can now directly edit the competitors to your own liking.



The two buttons on this guide take you to the standard competitor editing utilities (next page). It is assumed that you know how to work with them. Described in Chapter 2.

After getting your team right, you may print a range of reports from the General Reports Menu. These include competitor rolls, individual slips for each competitor, and competitor listed programs.

Events and Competitors

Locate Event Number: 0

Sort on Headings

- Lane determined by Lane Setup
- Lane Setup overridden by user

Event	Team	Name	Team	Lane
550m Butterfly	OPEN F U/21	ANGUS, Jessica A	PSC	
650m Butterfly	OPEN M U/21	SCHULTZ, Nicola J	PSC	
750m Butterfly	OPEN F U/16	ENGLAND, Miranda W	PSC	(em)
850m Butterfly	OPEN M U/16			
950m Butterfly	OPEN F U/14			
1050m Butterfly	OPEN M U/14			
1150m Freestyle	F U/13			
1250m Freestyle	F U/14			
1350m Freestyle	F U/15			
1450m Freestyle	F U/16			
1550m Freestyle	F U/17			
1650m Freestyle	F U/21			
1750m Freestyle	M U/13			
1850m Freestyle	M U/14			
1950m Freestyle	M U/15			
2050m Freestyle	M U/16			
2150m Freestyle	M U/17			
2250m Freestyle	M U/21			
2350m Freestyle	F U/13			
2450m Freestyle	F U/14			
2550m Freestyle	F U/15			
2650m Freestyle	F U/16			

Add or Remove Competitors

Restricted Look Up

Whole School Look Up

Add Teams

Print

Single Event and Competitors

Many Events and Competitors...

Flag as Emergency

Remove Competitor

Lane/Emerg/Performance

Create SCHOOLTEAM.CSV

Competitors to Events window

Events to Competitors

Locate by Surname:

Create SCHOOLTEAM.CSV

Add Events to Competitor

Restricted LookUp

Full LookUp

Multiple Entry

Events	Lane
550m Butterfly	OPEN A U/21 M
2250m Freestyle	A U/21 M
48200m Freestyle	OPEN A U/21 M
6150m Backstroke	A U/21 M

Print

Flag as Emergency

Remove Event

This competitor's Events

Events of many Competitors...

Events to Competitors window

Step 7 - Create the Export File

Export Team to SCHOOLTEAM.CSV file

The squad created by SportsTrak and fine tuned by you is now ready to be exported to a single file called SCHOOLTEAM.CSV.

Once created SCHOOLTEAM.CSV should be sent to the host school where your squad can be imported into their setup for the next level of competition carnival.

SCHOOLTEAM.CSV will be created in this data folder
Data Path: C:\SportsTrak\ISSwim06

Previous Finish

Export squad to SCHOOLTEAM.CSV ...

Click the *Export* button

Create SCHOOLTEAM.CSV to send to host school

This utility creates a data file that stores your squad for the inter-school carnival. The details in this file will come from the list of competitors in this folder.

Once created, the file must be returned to the host school where the team can be imported.

Team Code: a four letter code to distinguish your SchoolTeam.csv file from other schools
The team code will be added to the filename to make it easily identifiable to the inter-school organiser.
eg If the code is PSC then the export file produced will be called SchoolTeam_PSC.csv

☐ Export Individual Events Only

Relay Teams identified by:
☒ school code
☐ names of members

Create SchoolTeam.csv

SchoolTeam_PSC.csv will be created in this data folder
Data Path: C:\SportsTrak\ISSwim06

You are prompted for a team code to add to the file name so that it can easily be identified, especially when the inter-school organiser has several of these files.

If you tick *Export Individual Events Only*, relays will not be exported.

Under the relay options:

- the first option simply lists your school as a competitor
- the second option places the competitors who are in the relay team, if you have specified team members.

Create SCHOOLTEAM.CSV to send to host school

This utility creates a data file that stores your squad for the inter-school carnival. The details in this file will come from the list of competitors in this folder.

Once created, the file must be returned to the host school where the team can be imported.

Team Code: a four letter code to distinguish your SchoolTeam.csv file from other schools


The team code will be added to the filename to make it easily identifiable to the inter-school organiser. eg If the code is PSC then the export file produced will be called SchoolTeam_PSC.csv


☐ Export Individual Events Only

Relay Teams identified by:

☒ school code

☐ names of members

 **Create SchoolTeam.csv**

 **View Text File**

SchoolTeam_PSC.csv has been created in this data folder:

Data Path: **C:\SportsTrak\ISSwim06**

After export, the button on the right appears, letting you view the file you have created. This lets you do a quick check that it is correct.

View a Text File

```
"EventNo","Level","Gender","EventName","Grade","Surname","Given","Initial","TeamCode","Distance","Time","E if Emerg",
"6","U/21 OPEN","M","50m Butterfly","A","BELL","Justin","P","PSC","0","004001","C","Not Req'd"
"6","U/21 OPEN","M","50m Butterfly","A","CARTER","Justin","R","PSC","0","999904","C","Not Req'd"
"EventNo","Level","Gender","EventName","Grade","Surname","Given","Initial","TeamCode","Distance","Time","E if Emerg",
"7","U/16 OPEN","F","50m Butterfly","A","ALLWOOD","Laura","J","PSC","0","004861","C","Not Req'd"
"7","U/16 OPEN","F","50m Butterfly","A","THORNE","Stacie","M","PSC","0","999904","C","Not Req'd"
"EventNo","Level","Gender","EventName","Grade","Surname","Given","Initial","TeamCode","Distance","Time","E if Emerg",
"8","U/16 OPEN","M","50m Butterfly","A","SMITH","Aaron","R","PSC","0","005040","C","Not Req'd"
"8","U/16 OPEN","M","50m Butterfly","A","HATTEN","Zeke","C","PSC","0","005996","C","Not Req'd"
"EventNo","Level","Gender","EventName","Grade","Surname","Given","Initial","TeamCode","Distance","Time","E if Emerg",
"9","U/14 OPEN","F","50m Butterfly","A","ALLWOOD","Laura","J","PSC","0","004861","C","Not Req'd"
"9","U/14 OPEN","F","50m Butterfly","A","THORNE","Stacie","M","PSC","0","999904","C","Not Req'd"
"EventNo","Level","Gender","EventName","Grade","Surname","Given","Initial","TeamCode","Distance","Time","E if Emerg",
"10","U/14 OPEN","M","50m Butterfly","A","SMITH","Brett","J","PSC","0","004630","C","Not Req'd"
"10","U/14 OPEN","M","50m Butterfly","A","HATTEN","Zeke","C","PSC","0","005996","C","Not Req'd"
"EventNo","Level","Gender","EventName","Grade","Surname","Given","Initial","TeamCode","Distance","Time","E if Emerg",
"11","U/13","F","50m Freestyle","A","ANGUS","Jessica","A","PSC","0","004392","C","Not Req'd"
```

You have now created the export file.

Send it to the inter-school organiser.

Email it as an attachment if you have the address.

Create your inter-school squad from scratch

Who needs this?

These pages are for SportsTrak 2100 users who do not have useful inter-house carnival results in SportsTrak 2100 format, but who need to produce a squad for the inter-school carnival.

This guide assumes that you are familiar with SportsTrak's normal utilities for setting up competitors and importing student details

Chapter 2 describes typical competitor entry
Student Data Import is described in chapter 9.

Is there another way of doing it?

The alternative process you could employ is to enter your team directly into the Excel data file sent out by the inter-school carnival organiser. This is described earlier in this chapter.

Why do it this way?

One advantage to using SportsTrak to create your squad is that, done correctly, the data you create is likely to be error free. The alternative, using Excel, requires a lot more typing of names, and is open to mis-spelling and typographical errors.

Another advantage is you can use all of SportsTrak's reports that help you with local administration. Competitor's rolls, Slips for each competitor, competitor listed rolls, and others.

What is involved?

A file named *carnival.tps* is required from your inter-school organiser.

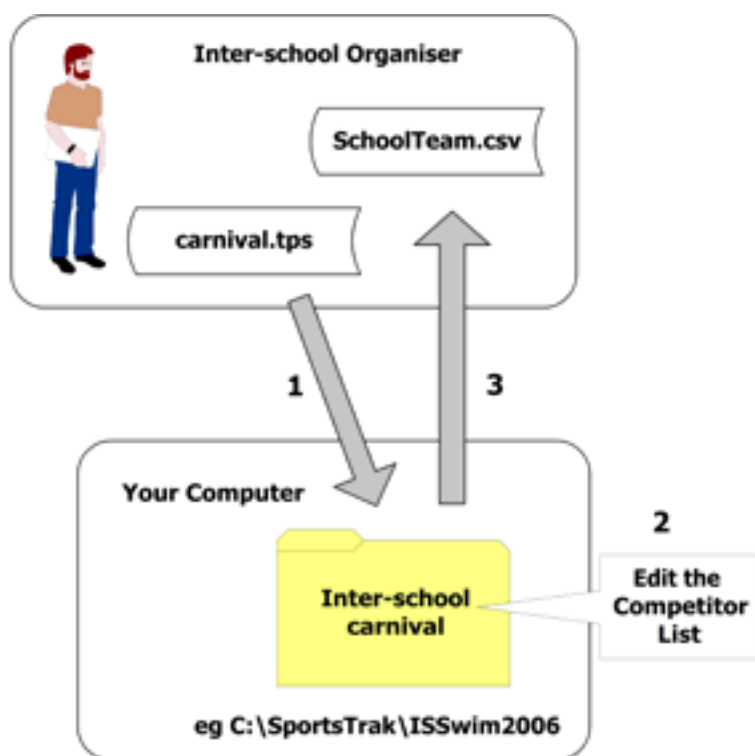
You will run the setup guide

- Prepare my inter-school squad from scratch.

- It will use *carnival.tps* to create the inter-school carnival program in a folder of your choice on your SportsTrak computer.

Step 1 in diagram

- It will prompt you to import your students if you haven't already done so.



- You can then place your students into their events on the program.

Step 2 on diagram

- You export your squad to a data file and send it to the inter-school organiser for import.

Step 3 in diagram

This process is illustrated on the following pages.

Detailed Guide - suggested steps

Before running the setup guide

Make sure you have the file *carnival.tps* from the inter-school organiser.

Using windows explorer, create a folder for the inter-school carnival

e.g. C:\SportsTrak\ISSwim06


- Copy carnival.tps into this folder

Now run the *third* setup guide from the inter-school section below



Step 1 - Setting up the carnival data and making sure SportsTrak knows where it is.

Extract Carnival Files



Set up IS carnival files in a separate folder

This wizard assumes that the inter-school (IS) organiser has sent you a file containing the IS carnival. It is named CARNIVAL.TPS and it must be located on your computer.

SportsTrak keeps each carnival in a separate data folder, so the inter-school data must be kept in a separate folder to your inter-house carnival.


The extraction utility here invites you to extract the carnival files to a folder of your choosing. In doing so, be systematic in your folder location and naming.

We suggest the following conventions:

- Make any SportsTrak data folder a sub-folder of the SportsTrak program folder.
- Use a naming convention for folders, eg: ISAth06, ISSwim06 for 2006 IS carnivals

Option 1


You have been given the file "carnival.tps" holding details of IS carnival ...



Extract Carnival ...


Option 2

You already have details of IS carnival set up in a folder




Set Data Path ...

Current data path: C:\SportsTrak\SSWim06



Back

Next



Option 1 is used to initially set up the data files.

Option 2 is used if they have been set up previously and you need to reset SportsTrak's data location correctly.

Choosing Option 1

Extract carnival details from carnival.tps

Current Data Location:
C:\SportsTrak\SSWim06

Select Carnival to Extract from ...

C:\SportsTrak\SSWim06\Carnival.tps

File successfully located...

Carnival to be extracted:
Comment:

Select Destination Folder...

C:\SportsTrak\SSWim06

☒ Change to Destination folder after copying

This process will import the event library, program, age groups, houses (schools), carnival settings, scoring system, records, and if included, students, competitors, and results.



Extract Carnival Data...

Use the lookup buttons to:

- Select the carnival.tps file that you have received. It doesn't really matter where it is, but in the existing data folder is logical.
- Identify the folder that is to contain the inter-school data.



Click
Extract Carnival Data


Close the window and proceed to the next step.


Chapter 8 - Inter-school Carnivals


Step 2 - Student Data



Manage Students

**SportsTrak needs to know students' details**

Import from text
A text file of student data from a school administration system is the usual source of import data.**Import...**

View Edit/Student List
Make any changes to the imported data here**Browse Students...**

Change Team Codes of Students ...
The team codes of the imported students may need to be altered to match the code used for your school at the inter-school carnival**Change Students' Team Codes**

**Previous****Next**

You require student data before you can place them as competitors.

The best option is to import them. This process is covered in the next chapter.

You don't have to import them. You may use the Browse button above and enter them in yourself.

View/Edit Students

Locate by Surname (when sorted by surname):
Sort on headings...

Code	Surname	Given	DoB	M/F	Team	Age Grp	Form	Yr Lvl	Points
AQAD01	ADAMS	Dwaine							
AHM00	AHMED	Amina							
ALB00	ALBERT	Daniel							
ALB01	ALBERT	Joshua							
ALD00	ALDRIDGE	Saul							
ALE02	ALEXANDER	David							
ALE00	ALEXANDER	Marita							
ALE01	ALEXANDER	Zoe							
ALL00	ALLEN	Christop							
ALL01	ALLWOOD	Laura							
AM000	AMOR	Jacob							
AND01	ANDERSON	Scott							
AND02	ANDREW	Daniel							
AND03	ANDREW	Philip							
AND00	ANDREWS	Jared							
AND04	ANDREWS	Luke							
ANG00	ANGUS	Jessica							
ANT00	ANTONY	Vanessa							
ARM02	ARMISTEAD	Aaron							
ARM01	ARMISTEAD	Brooke							
ARM00	ARMISTEAD	Lauren							
ARN00	ARNEL	Vincent							

Adding a Student Record

Surname: Given: Initial:

☐ M ☐ F
Student Code:
DoB: dd/mm/yy
Team:
Form:
Year Level:
OK **Cancel**

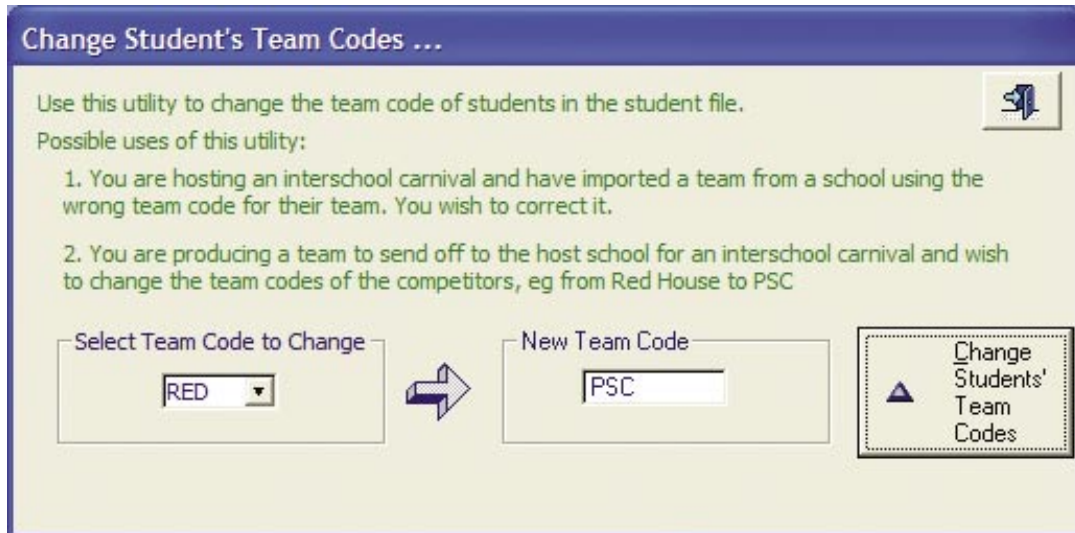
+ Insert
Change
Delete

This is quite practical if you have a limited number of competitors.

Changing Students' Team Code

If you import students from your administration system, the students' team will probably be their house. For the inter-school carnival this code needs to be the code assigned to your school, and be the same for all students.

This is the purpose of the third button. It brings up the window below. Select a house code from the drop list at left. Put the inter-school team code in the right hand field then press the button.



This has to be repeated for each house code that may be used by students.

Step 3. Entering students into events



The two buttons on this guide take you to the standard competitor editing utilities (next page). It is assumed that you know how to work with them. Described in Chapter 2.

After getting your team right, you may print a range of reports from the General Reports Menu. These include competitor rolls, individual slips for each competitor, and competitor listed programs.

Events and Competitors

Locate Event Number: 0

Sort on Headings

☒ - Lane determined by Lane Setup
☒ - Lane Setup overridden by user

Event	Open	F	U/21	A	Name	Team	Lane
550m Butterfly	OPEN	F	U/21	A	ANGUS, Jessica A	PSC	
650m Butterfly	OPEN	M	U/21	A	SCHULTZ, Nicola J	PSC	
750m Butterfly	OPEN	F	U/16	A	ENGLAND, Miranda W	PSC	(en)
850m Butterfly	OPEN	M	U/16	A			
950m Butterfly	OPEN	F	U/14	A			
1050m Butterfly	OPEN	M	U/14	A			
1150m Freestyle	F	U/13	A				
1250m Freestyle	F	U/14	A				
1350m Freestyle	F	U/15	A				
1450m Freestyle	F	U/16	A				
1550m Freestyle	F	U/17	A				
1650m Freestyle	F	U/21	A				
1750m Freestyle	M	U/13	A				
1850m Freestyle	M	U/14	A				
1950m Freestyle	M	U/15	A				
2050m Freestyle	M	U/16	A				
2150m Freestyle	M	U/17	A				
2250m Freestyle	M	U/21	A				
2350m Freestyle	F	U/13	E				
2450m Freestyle	F	U/14	E				
2550m Freestyle	F	U/15	E				
2650m Freestyle	F	U/16	E				

Add or Remove Competitors

Print

Competitors to Events window

Events to Competitors

Locate by Surname:

☒ Create SCHOOLTEAM.CSV

Add Events to Competitor

Events	Open	F	U/21	M	Lane
6 50m Butterfly	OPEN	A	U/21	M	
22 50m Freestyle		A	U/21	M	
48 200m Freestyle	OPEN	A	U/21	M	
61 50m Backstroke		A	U/21	M	

Print

Competitor	U/14	PSC
BALLINGER, Erin S	U/14	PSC
BALLINGER, Sarah J	U/16	PSC
BANKS, Mathew K	U/21	PSC
BARBER, Kelly A	U/17	PSC
BARBER, Lisa M	U/15	PSC
BARRY, Nicholas L	U/13	PSC
BARTLE, Stephanie A	U/15	PSC
BARTLETT, Brock D	U/13	PSC
BARTLETT, Jessica E	U/14	PSC
BARTLETT, Lucinda K	U/17	PSC
BASIC, Eddin	U/15	PSC
BATCHELOR, Claire M	U/14	PSC
BATCHELOR, Jessica M	U/16	PSC
BATCHELOR, Rachel M	U/14	PSC
BATCHELOR, Tiffany R	U/14	PSC
BEANLAND, Kelly M	U/15	PSC
BEAVIS, Rachel J	U/13	PSC
BEJREVIC, Emily	U/16	PSC
BELDEN, Jessica L	U/14	PSC
BELDEN, Mathew L	U/17	PSC
BELL, Justin P	U/21	PSC
BELL, Kelly Anne	U/14	PSC
BELL, Nathan P	U/16	PSC
BERKELEY, Kellie M	U/15	PSC
BERRY, Cara M	U/16	PSC
BERRY, Rebecca C	U/21	PSC
BEU, Jane E	U/17	PSC

Events to Competitors window

Step 4. Creating the Export File

This process is covered in detail in the previous section of this chapter - Step 7 of the previous section. Pages 164, 165

Chapter 9

Data Management

STUDENT.TXT Text File Format

SportsTrak will import student details from a plain text file of student details. As it imports, SportsTrak will determine students' age groups. If students have no student code or duplicate code, then a new code is determined automatically.

Structure of the student import file

The text file of student data can have any name. For simplicity, this manual refers to it as STUDENT.TXT because this describes the content and format succinctly.

Each student's details are to be on separate lines, with items (fields) separated by either COMMA or TAB characters. If an item is missing (e.g. Initial) this must be indicated by 2 commas (or tabs) in a row. Therefore each line requires 7 separators and a maximum of 8 data items.

Each line is structured with these data fields:

- | | |
|------------------|--|
| 1. Student Code | 12 characters maximum, typically 7. e.g. SMI0012
Required (if omitted SportsTrak creates one) |
| 2. Surname | 15 characters maximum
Required |
| 3. Given Name | 13 character maximum
Required |
| 4. Initial | 1 character
Optional |
| 5. Date of Birth | 8 characters in one of these formats:
dd/mm/yy e.g. 01/09/94
dd/mm/yyyy e.g. 01/09/1994
yyyymmdd e.g. 19940901
Required for age based carnivals
Optional but recommended for year or form carnivals |
| 6. Gender | 1 character M or F
Required |
| 7. House or Team | 15 characters maximum
Either full team name or team code
Required except for form based carnivals |
| 8. Year Level | 3 characters e.g. 07A, 11B, 12C
You may omit form group e.g. 07 or 12
Required for year and form based carnivals
Optional but recommended for age based carnivals |

The order of the fields is not critical, but the order shown is the default expectation at the import stage.

If the field order is different from that displayed above, you will have to rearrange the column headings at the import stage.

Examples:

Consider two students:

John K Smith, born 21 Oct 1993, Male, Henry House, Year 11C
Phillipa L Jones, born 2 Jan 1995, Female, Gordon House, Year 8A

In **Comma Delimited Format** the two records will appear like this when Student.txt is viewed in Notepad:

SMI0012, SMITH, John, K, 21/10/93, M, Henry, 11C
JON0025, JONES, Phillipa, L, 01/02/95, F, Gordon, 08A

In **Tab Delimited format**:

SMI0012	SMITH	John	K	21/10/93	M	Henry	11C
JON0025	JONES	Phillipa	L	01/02/95	F	Gordon	08A

If some data is omitted then two commas (or tabs) together indicate it:

SM10013,SMITH,Shaun,,13/10/81,M,Henry,07A
is correct for an omitted initial.

Typical records from a Student.Text file:

AIT0012, AITCHISON, Brett, , 1/04/82, M, HEDD, 09A
ALE0001, ALEXANDER, Robert, , 30/10/89, M, DUTT, 07B
AND0021, ANDERSON, Robert, , 2/10/92, M, MITC, 07C
BEL0032, BELL, Shane, , 18/11/92, M, NELS, 10D

Quotes

Many export systems will place quotes around the data. This enables commas to be part of the data, rather than being interpreted as a separator. It makes no difference to SportsTrak whether the data has quotes or not.

"BEL02", "BELL", "Shane", "", "18/11/82", "M", "NELS", "10D"

How is this data prepared?

Most schools have student data on a computerised database. These data bases all have an export function where selected data can be exported in text format as described. You must liaise with the system administrator in your school to get this data.

Show these pages to your system administrator so they know what is required

Using Microsoft Excel with delimited files

Excel is an excellent vehicle for viewing and changing a delimited text file, whether Tab or Comma delimited. This section uses Student.txt as an example but the principles can be applied to any text file required for import to SportsTrak.

Often, the text file from an administration system contains errors of information or structure.

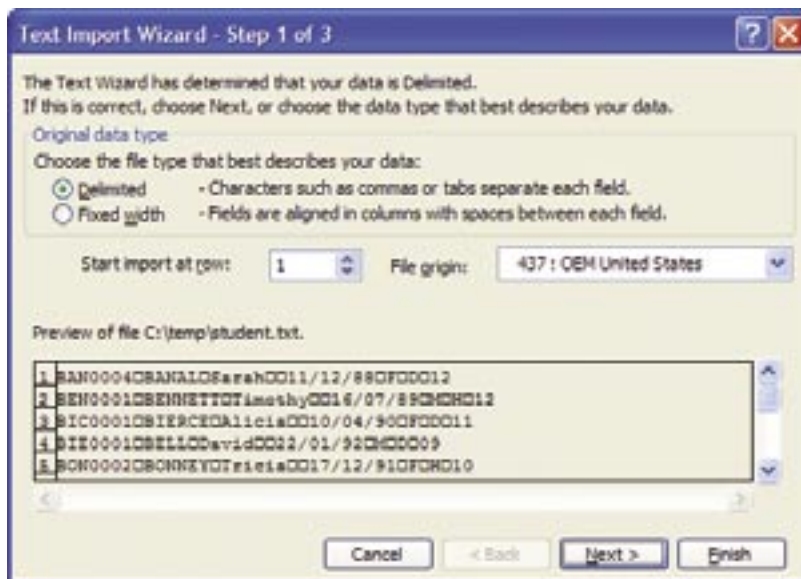
It may

- include fields that are not required
- not have required fields
- have blank data - e.g. year 7 has not been put in houses yet
- have wrong data - often dates of birth or gender
- have headings on every page

Loading it into Excel is a good way to check it, sort it, edit it, and then export it back to plain, comma-delimited text.

- Open STUDENT.TXT with Excel

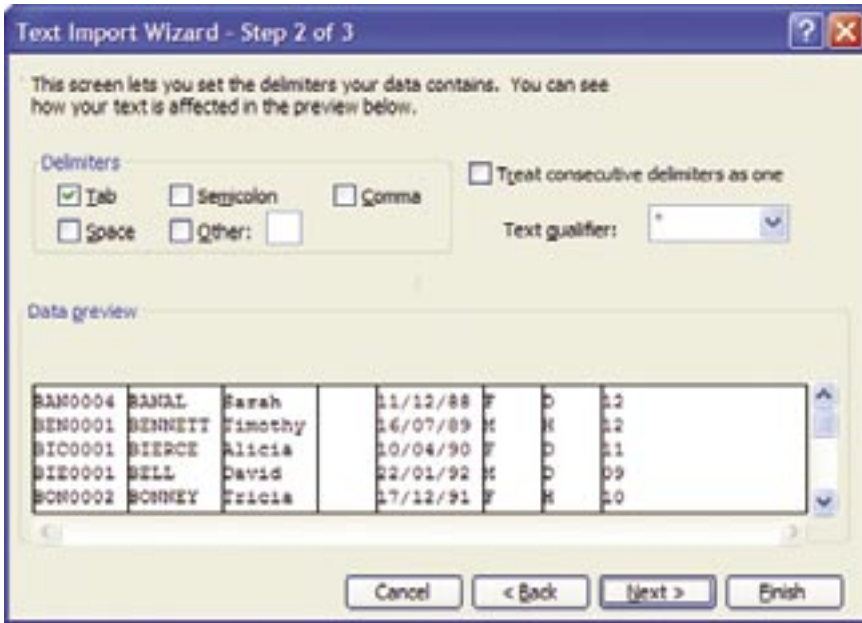
Excel recognises the delimited nature of the file and brings up a wizard to prompt you through loading.



If the file has headings on row one then start the import at row 2. SportsTrak does not want headings anywhere in the file.

The above example shows a tab delimited file. The little squares are tabs. A comma file will show the commas.

Click Next



This page asks what delimiter should be recognised.

It defaults to TAB delimited.

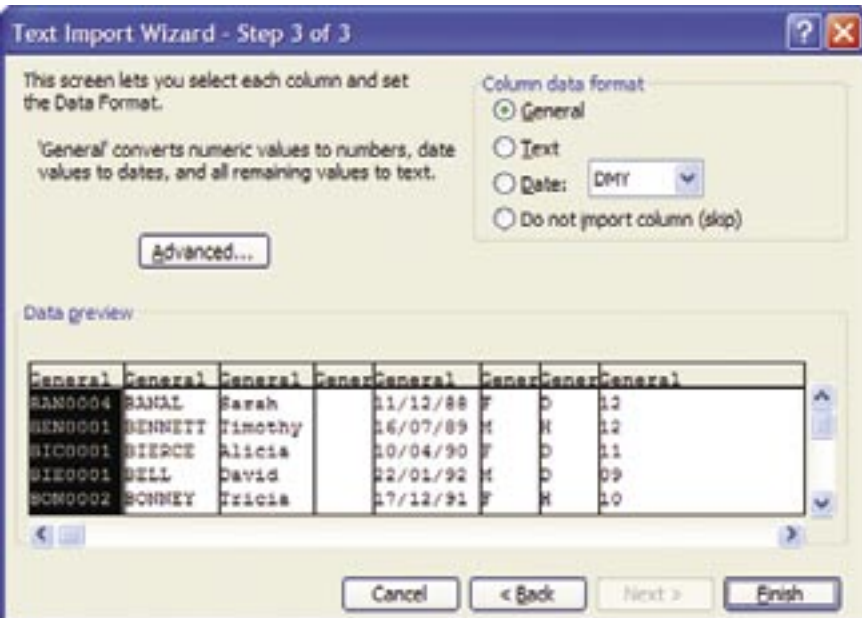
If yours is Comma, click the Comma box.

The data should display in columns.

The blank column is because this data has no student initials

Click Next

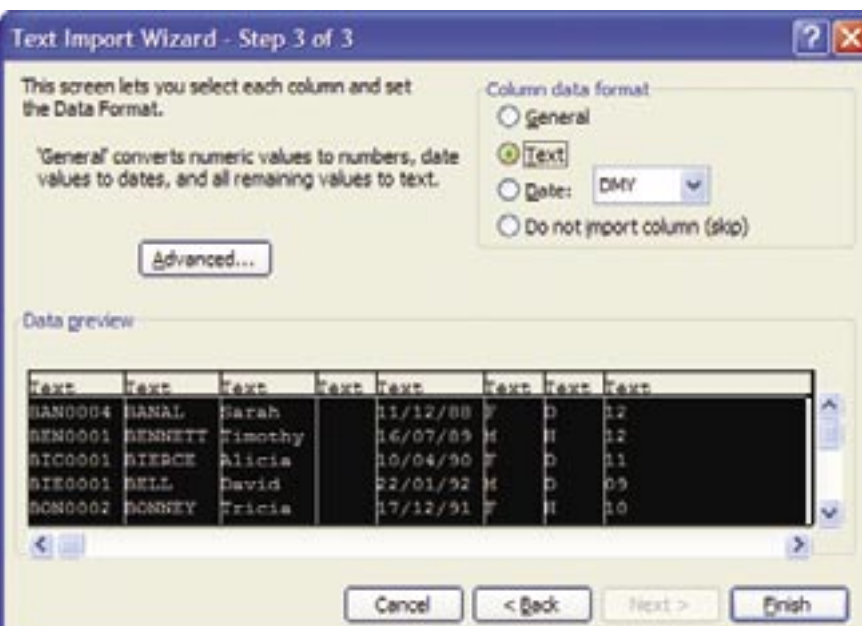
The column data format will be set at 'General' for all columns.



This is not a good idea with Excel because it tries to interpret the data during import.

Student codes like MAR02 get changed to a date, March 2nd
Dates of Birth can be changed to US format MM/DD/YYYY

It is strongly recommended that you change all columns to 'Text'. This tells Excel not to get clever, simply to import the data into rows and columns as it is.



To do this:

1. Click the first column.

It should be highlighted as shown above.

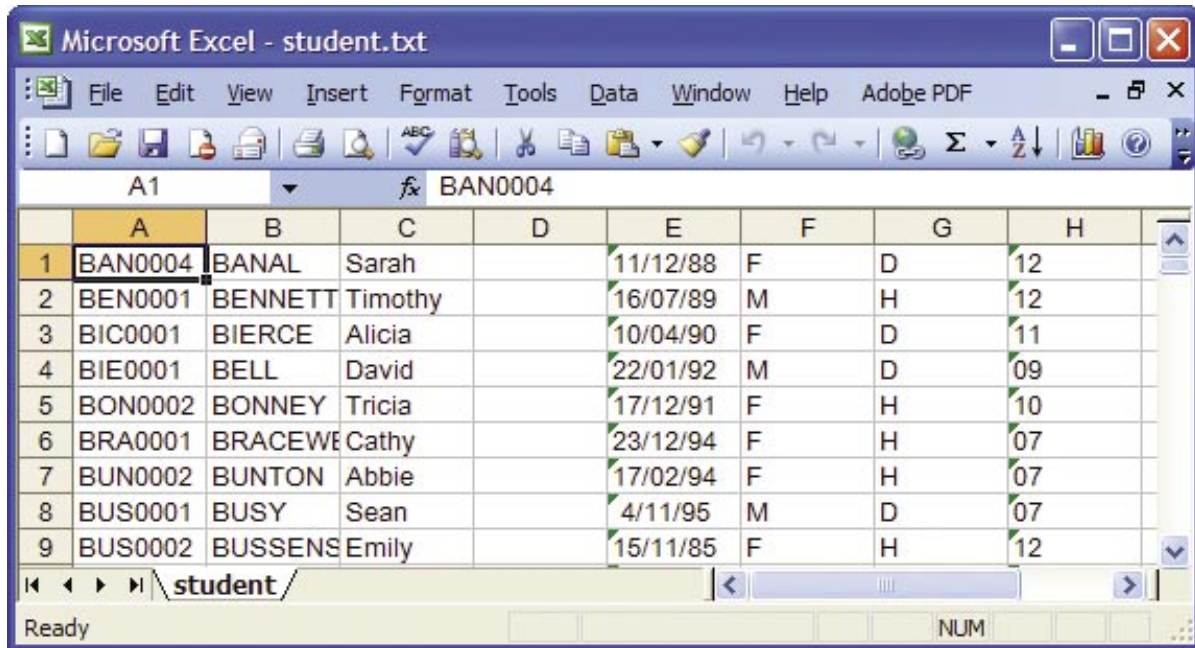
2. Shift-Click the last column.

They all should be dark.

3. Click the Text option

Click Finish

The spreadsheet will open



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - student.txt". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, Help, and Adobe PDF. The toolbar contains various icons for file operations and editing. The active cell is A1, containing the text "BAN0004". The formula bar shows "BAN0004". The worksheet contains a table with 9 rows and 8 columns (A-H). The data is as follows:

	A	B	C	D	E	F	G	H
1	BAN0004	BANAL	Sarah		11/12/88	F	D	12
2	BEN0001	BENNETT	Timothy		16/07/89	M	H	12
3	BIC0001	BIERCE	Alicia		10/04/90	F	D	11
4	BIE0001	BELL	David		22/01/92	M	D	09
5	BON0002	BONNEY	Tricia		17/12/91	F	H	10
6	BRA0001	BRACEWELL	Cathy		23/12/94	F	H	07
7	BUN0002	BUNTON	Abbie		17/02/94	F	H	07
8	BUS0001	BUSY	Sean		4/11/95	M	D	07
9	BUS0002	BUSSENS	Emily		15/11/85	F	H	12

The status bar at the bottom shows "Ready" and "NUM".

Scanning through the data quickly identifies missing fields and other problems.

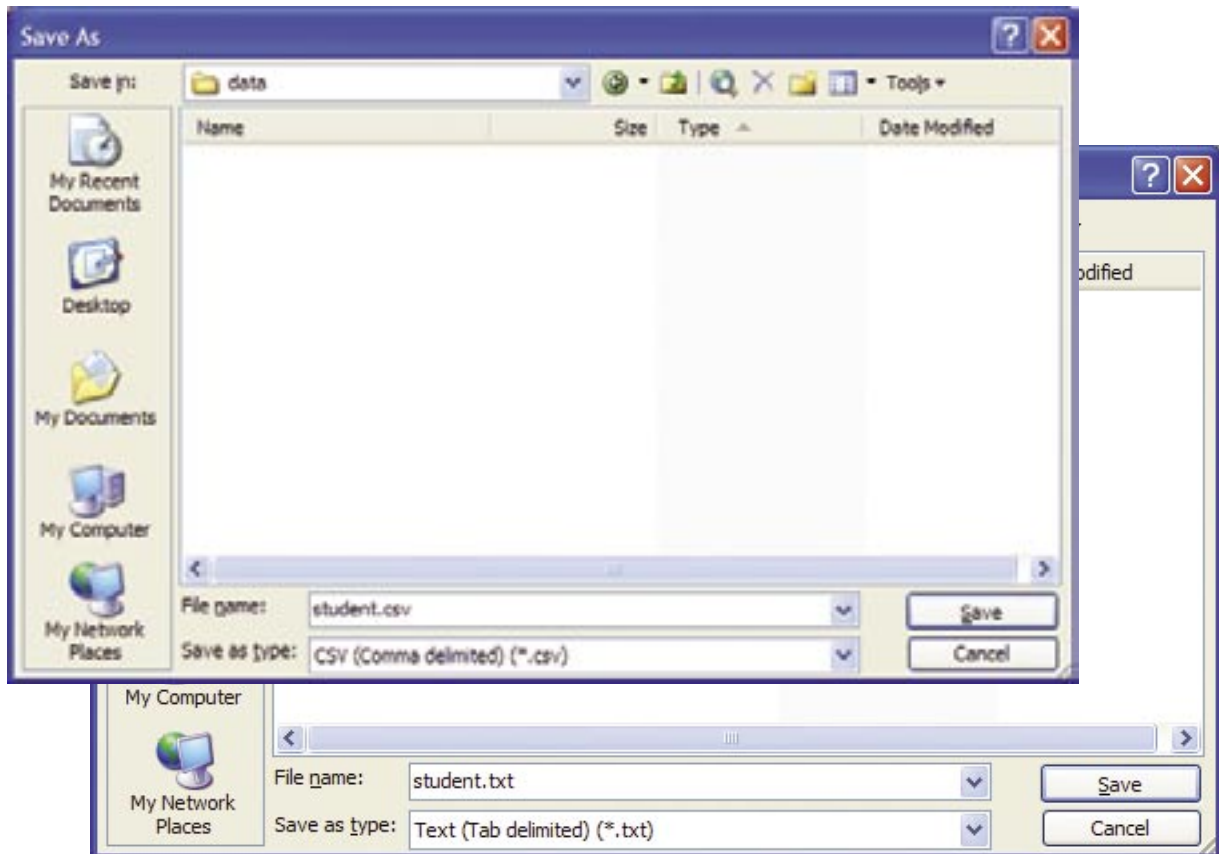
Make sure

- there are no blank lines.
 - there are no headings
 - there is no footer
 - you have all required data
- After getting your data in good shape, the file must be saved, but not in Excel format.

SportsTrak accepts student data in

- comma .csv files
 - comma .txt files
 - tab .txt files
- with any file name

go to FILE > SAVE AS



Give a meaningful name e.g. student

For the option Save as Type:

Choose either

CSV (Comma Delimited) (*.csv)

Or

Text (Tab Delimited) (*.txt)

Click Save

Import files other than student.

SportsTrak imports other data from text files (see import Export menu)

Program of Events - must be named Program.csv and must be comma delimited.

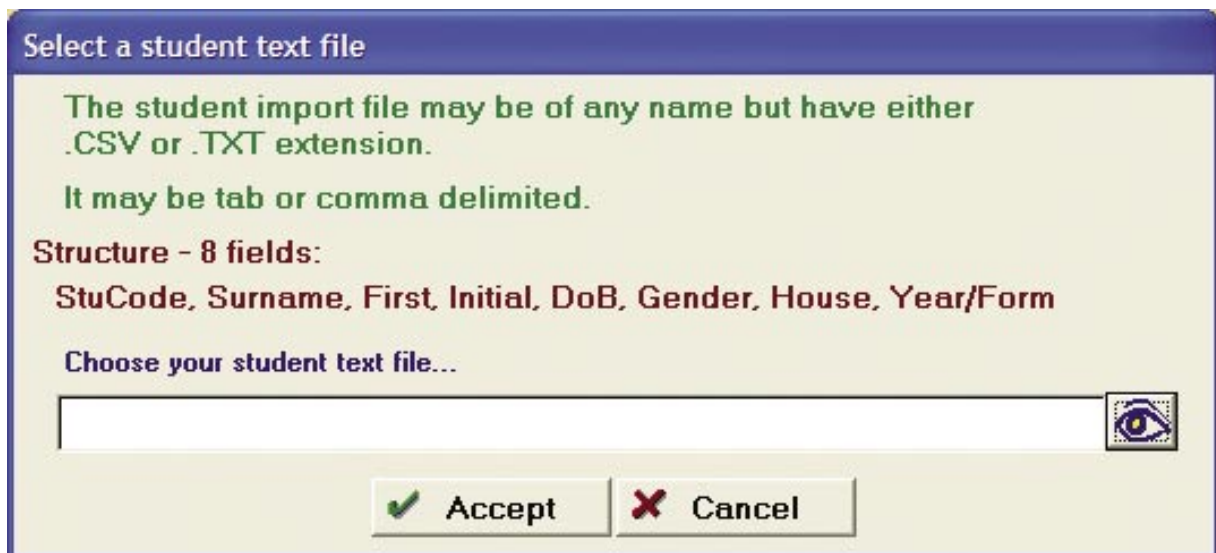
Records - must be named Records.txt

Importing Student Data

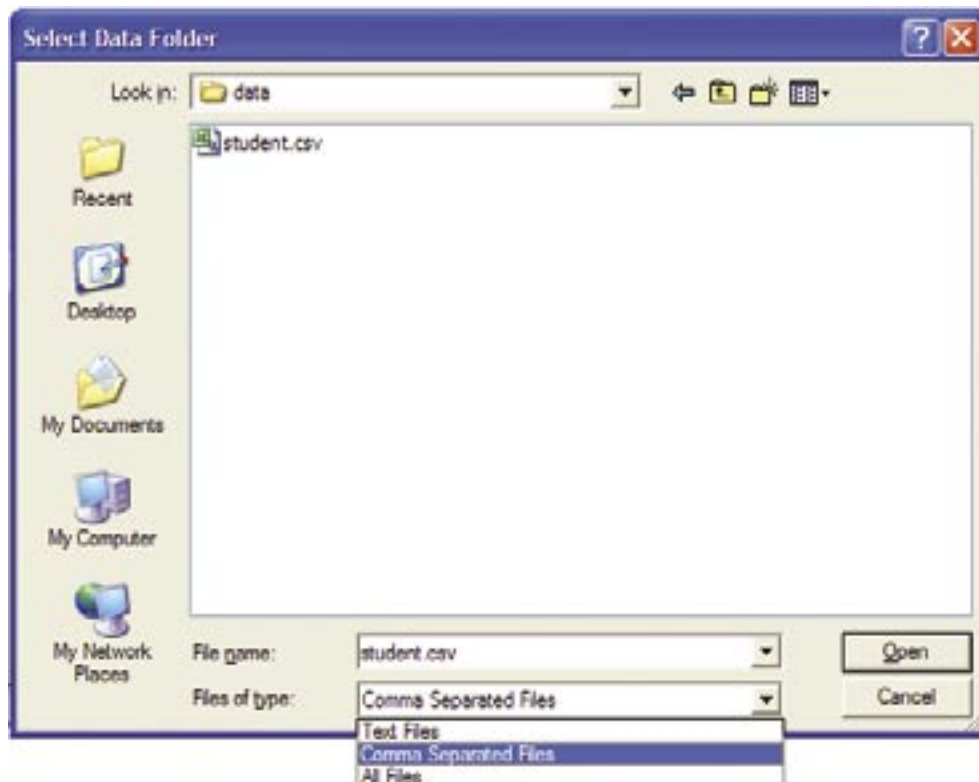
Import/Export > Import Student Data

Have student text file prepared according the directions at the start of this chapter.

Check that the age groups, age group reference date, houses and forms have been entered, depending on what your carnival is based on.



- Use the lookup button to choose your file.



The drop box at the bottom allows you to filter the view to .txt files or .csv files

- Highlight the file
- Click Open

Then Accept on the above screen

Student Import

Selected File:
C:\data\student.csv

Existing Student File to be: ☒ Appended ☐ Replaced


Format of Date of Birth in STUDENT.TXT: ☒ dd/mm/yyyy ☐ mm/dd/yyyy ☐ dd/mm/yy ☐ yyyyMMdd

Start import at Row: ☐ Append Team Code to Student Code

Age Group Reference Date: 30/06/1999

Data Fields in Student File	Field names
BAN0004	Student Code
BANAL	Surname
Sarah	First name
	Initial
11/12/88	Birth Date
F	Gender
D	House or House Code
12	Year Level (and Form)

Drag and Drop the green headings so they line up correctly with the data shown in blue.



(You cannot import if competitors or results exist.)

Existing student data may be

- Appended (added to)
- Replaced (losing existing data)
- Select the date format although the import program will attempt to determine the format itself.

Start import at Row 1, unless you have a header to ignore.

Append Team Code to Student Code is only useful for an Inter school carnival.

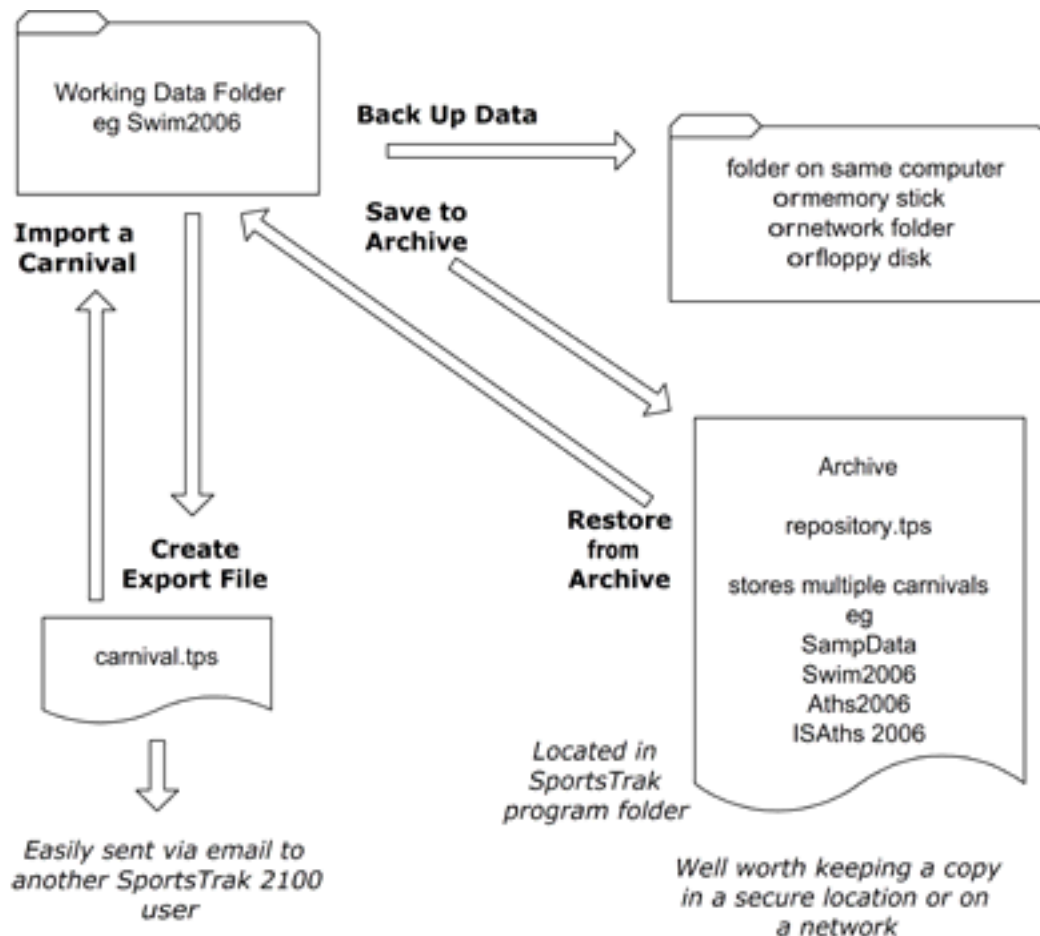
If the green field names do not match the blue data shown, drag and drop the green fields up or down to their correct locations.

- Click Import

Back Up Options

Several back Up options are available.

Each arrow on the diagram below is an option from the Import/Export Menu



Back Up Data

Makes a straight copy of your data into another folder. If you want to migrate your working data to another computer you could use this, or use it to back up data on a network for security.

The Export file - carnival.tps

Packs all of the working data files (eg Swim2006) into a single file, making it convenient to send to another user.

If you ever receive such a file, make a new empty data folder, set SportsTrak's data location to that folder, then perform the import.

The Archive - repository.tps

Stores multiple carnivals. Very useful for keeping all your historic data. A good place for starting a new carnival - simply restore one of these.

If you are going to do something you think may be risky, save to archive first because you can restore if it doesn't work properly.

Remove carnivals from the archive that are never going to be required. That will keep the file size down a bit.

To save the archive, copy or restore the file **repository.tps** from the SportsTrak program folder, usually C:\SportsTrak.

Chapter 10

Updating to SportsTrak 2100

This chapter is for people who are familiar with the older SportsTrak. It highlights the significant changes and describes how to convert older data to the new format.

Why have a new version?

New versions of software like SportsTrak take a lot of time to build and are not undertaken lightly. By rewriting SportsTrak, we were able to use a later programming language to correct design flaws, aiming to improve useability, add features, and increase user independence.

A driving pressure to alter SportsTrak was that the student code was only five characters long when most schools in recent years use a seven character student code. This code is used throughout SportsTrak and meant all parts of SportsTrak had to be altered.

SportsTrak 2000 had three main sub-menus that often had to be swapped between. SportsTrak 2100 has a single flat menu structure, making it better ergonomically.

We wanted to make it a lot easier for first time users so we created the wizards (setup guides) that direct the user through the setup and running of carnivals in a logical sequence, with explanations.

Since 1999, screen sizes have tended to increase. We wanted to use the larger viewing area better: larger windows, longer browse tables and so on.

Some parts of SportsTrak did not have a fully normalised data structure. For example, if a student was in X house, placed in an event, and then changed to Y house, the competitor list still had him as X house. Some of the data base structures have had to be re-designed.

Most schools now have computer networks. SportsTrak 2000 could share data on a network, but was not network-friendly itself.

Data Conversion

See page 194

Changes in SportsTrak 2100

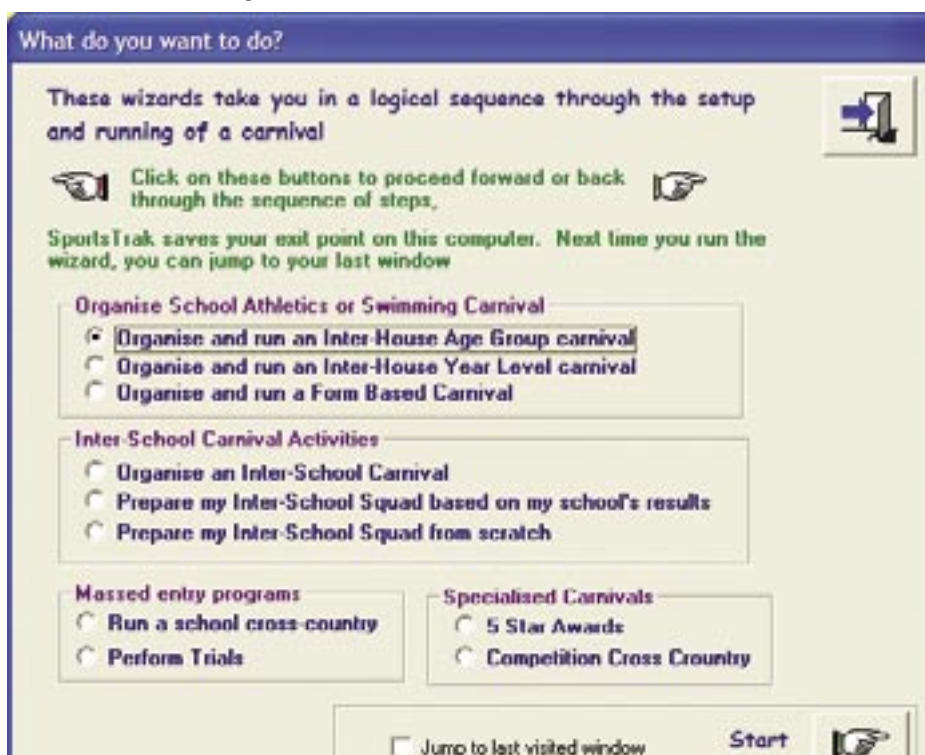
Student code now up to 12 characters long (from 5)

Flat menu structure

One menu with short-cuts to commonly used features.



Setup Wizards



Self documented guides (or wizards) that take users through the setup and running of carnivals under most SportsTrak configurations.

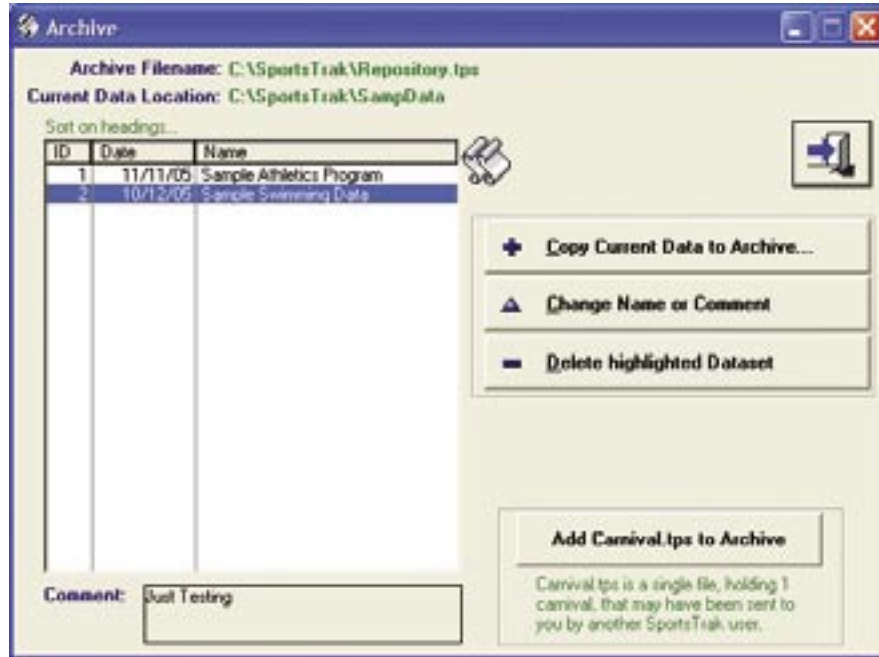


Report features

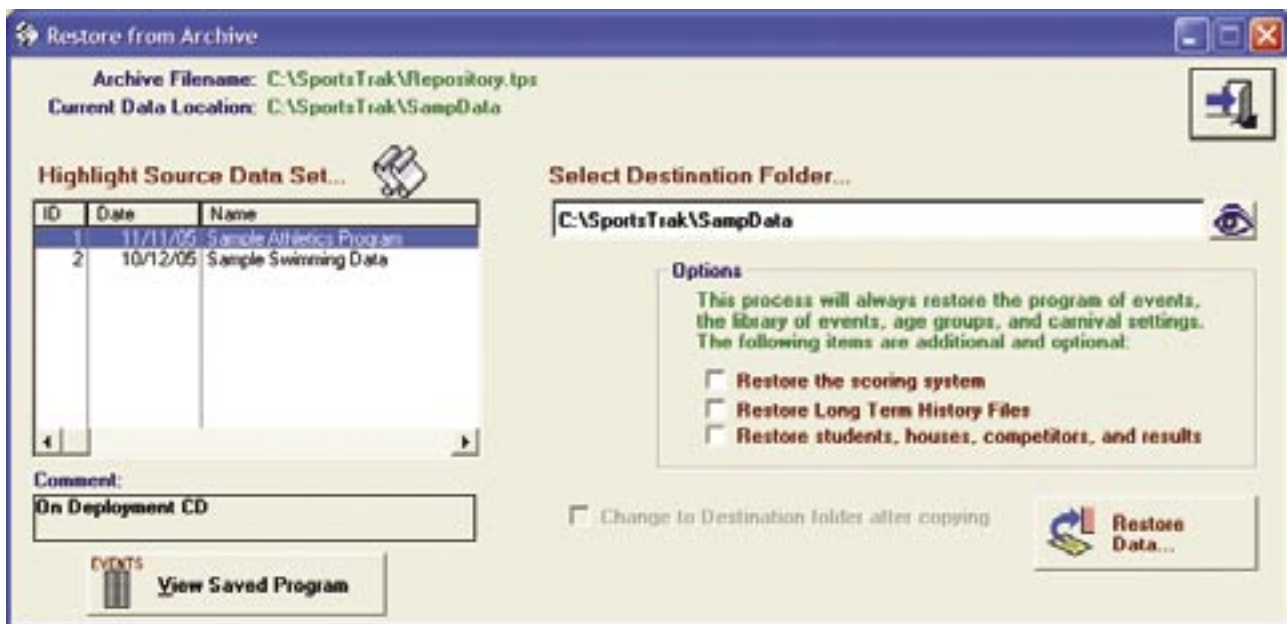
All reports print preview as before, but also offer:

- Print selected pages only
- Output to text
- Output to HTML
- Output to Acrobat Reader (.pdf) format

Archive Feature



Store any carnival in an archive.



Restore just the program or all details from the archive

Password Protection

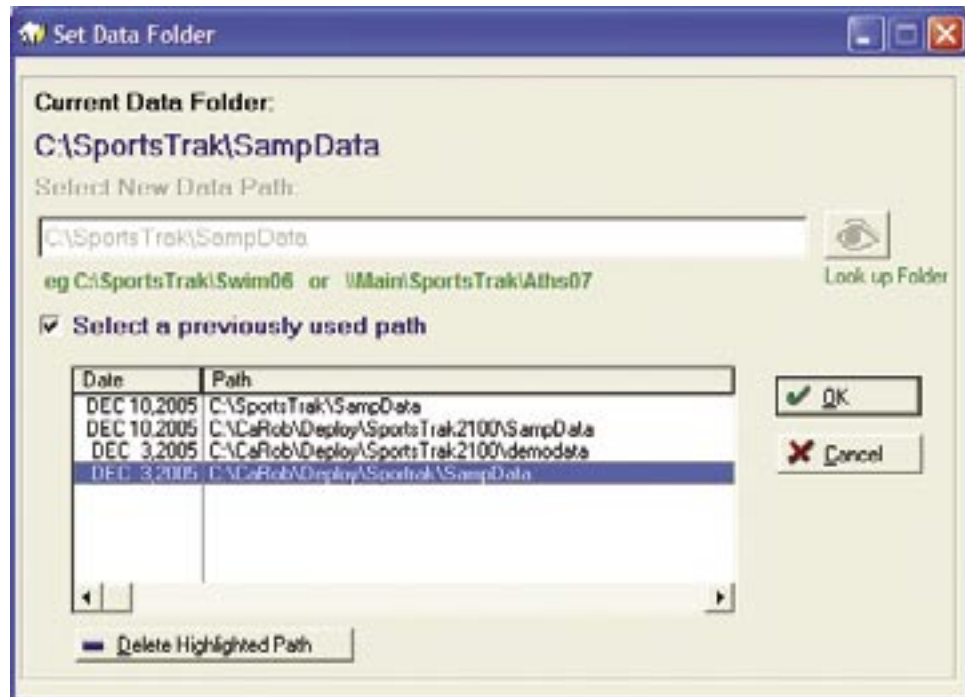
Optionally, you may activate passwords for Administrator or Operator level of access. An Operator can perform results entry, competitor entry and print reports. See Page 197.

Network Support

SportsTrak 2100 can run fully on a network. The SportsTrak folder on a server can be operated directly from any workstation without any modification to the workstation except perhaps a short cut.

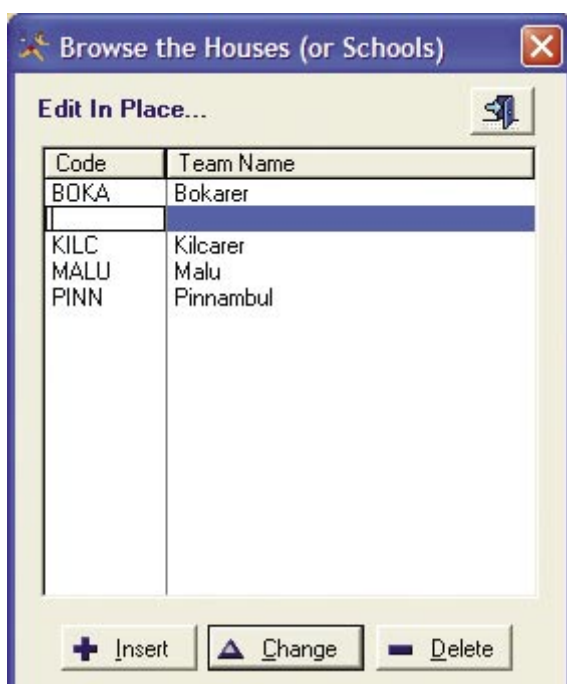
Stored data locations

All data folders used are remembered and displayed when you change folder, allowing easy selection.



Changes to Browse Tables

Many browses offer *Sort on Headers*. Clicking on a column heading sorts the list on that column. A second click reverses the sort. Ctrl-Click adds a second (or more) column to the sort. Shift-Click clears the sort.



Edit-In-Place

Some data tables use Edit-In-Place. Where data is not complex, an update form is not necessary so direct table editing can be performed.

Export data in a single file

The dialog box is titled "Create a single carnival file". It contains the following text:

This utility creates a data file named CARNIVAL.TPS that stores ALL data relating to your current carnival

This single file can then be sent to anyone who needs to be able to replicate your carnival.

Uses...

- You may send it to CaRob Computing if you have program problems or configuration questions.
- You may be organising an interschool carnival and need to send a copy of the program to the individual schools.
- You may want a convenient backup

Data Label:

Label this data with a meaningful name:
eg PSC Aths 2007 (30 chars limit)

☐ Include Carnival Files Only (will not include students, competitors, or results)

Create Carnival.tps

Carnival.tps will be created in this data folder

Data Path: C:\SportsTrak\SampleData

If you have had to send your data to other schools or to CaRob you will appreciate this.

Save all your carnival files in a single data file (carnival.tps).

This can be sent easily via email to anyone.

This file can also be read straight into your archive.

Library of Events

All carnivals must have a library of events (baseevent.tps). Previously users had to ensure that a new data folder received the library of events from elsewhere.

SportsTrak 2100 will create a library of events in any visited data folder where the library does not exist. It will also update the library if the number of events in it is less than ten.

Background Image

Personalise SportsTrak with a .jpg or .gif image of your own.

Results options

Results can include DNF (Did not Finish), DSQ (Disqualified), DNS (Did not Start)

The dialog box shows the following fields and options:

Status:

- ☒ All Clear
- ☐ Did Not Start
- ☐ Did Not Finish
- ☐ Disqualified

Place: **Competitor:**

Time:

ALLEN, Ben G **BOKA**

☒ OK ☒ Cancel

More versatile results window

Results Entry

Program of Events

Locate Event No: 0 ... or Sort on Headers

En	No	M/F	Level	Name	Gr	Type	Open
✓	1	F	U/14	100m Freestyle	A		Open
✓	2	M	U/14	100m Freestyle	A		Open
✓	3	F	U/16	100m Freestyle	A		Open
✓	4	M	U/16	100m Freestyle	A		Open
✓	5	F	U/21	100m Freestyle	A		Open
✓	6	M	U/21	100m Freestyle	A		Open
✓	7	F	U/13	50m Freestyle	A		Open
✓	8	M	U/13	50m Freestyle	A		
	9	F	U/14	50m Freestyle	A		
	10	M	U/14	50m Freestyle	A		
	11	F	U/15	50m Freestyle	A		
	12	M	U/15	50m Freestyle	A		
	13	F	U/16	50m Freestyle	A		
	14	M	U/16	50m Freestyle	A		
	15	F	U/17	50m Freestyle	A		
	16	M	U/17	50m Freestyle	A		
	17	F	U/21	50m Freestyle	A		
	18	M	U/21	50m Freestyle	A		
	19	F	U/13	50m Freestyle	B		
	20	M	U/13	50m Freestyle	B		
	21	F	U/14	50m Freestyle	B		
	22	M	U/14	50m Freestyle	B		
	23	F	U/15	50m Freestyle	B		
	24	M	U/15	50m Freestyle	B		
	25	F	U/16	50m Freestyle	B		
	26	M	U/16	50m Freestyle	B		
	27	F	U/17	50m Freestyle	B		
	28	M	U/17	50m Freestyle	B		
	29	F	U/21	50m Freestyle	B		
	30	M	U/21	50m Freestyle	B		
	31	F	U/13	50m Freestyle	C		
	32	M	U/13	50m Freestyle	C		
	33	F	U/14	50m Freestyle	C		
	34	M	U/14	50m Freestyle	C		

House/Team Scores

Team	Team Name	Score
MALU	Malu	150.0
BOKA	Bokar	110.0
PINN	Pinnambul	70.0
KILC	Kilear	64.0

+ Additional Points

Update Results

Various Reports

Results of event 8

Place	Name	Pts	Team	Performance	Rec	Status
1	ALLEN, Ben D	24.0	BOKA	33.45		
2	ANDREW, Matthew J	22.0	MALU			
3	BEATON, Joel D	20.0	PINN			
998	BRADSHAW, Darren J	0.0	PINN			DNF

Displays list of events with current team scores, and results of highlighted event in a secondary browse. If no results, it displays competitors.

Easy to give arbitrary points to a house

Additional House (or School) points

This utility allows extra points to be given to houses (or schools) for non-sporting activities such as Clean up, Team Support, Cork Scramble etc

Enter a brief reason (20 characters maximum)

When you click OK, SportsTrak will add a Points Based, Team Event to the end of the program
The event will display, for you to add house points.

You may wish to give house points for their participation, or the cleanliness of their area or whatever.

A single button brings up a window that asks for a name for the points. (e.g. Best costumes). It creates a team event with that name and brings up the results entry table for you to add the points straight in.

Championship Cross-Country Utility (STUCCO)

Previously a separate utility, Stucco manages cross country events such as Inter-school that are strongly structured.



It determines championships based on:

- The place in the age group is a competitor's score
- Lower scores are better
- A maximum number of competitors may enter from each team in each age group (say 8). The best (say 3) scores are taken to determine the team championships.
- A team without the minimum number finishing cannot win, but the competitors are still eligible for individual championships.

Improved Linked Web Pages



Select or create a folder for your web pages. One button click will create the home page and hundreds of linked pages from event table to competitors, results, and scores in that folder.

Marshal sheets may be A4 or A5 size

Results Processing

SportsTrak 2000 used a file (C:\tempres.tps) on the root of C: drive to store temporary data during results entry. This requires administrator access under Windows XP. This is now performed in memory.

Inter-school carnival organisation improvements

A wizard assists the inter-school organiser to create a single export file for the participating schools.

A wizard guides the participating schools using SportsTrak 2100 to create their squad from house carnival results, and create the return data file to the inter-school organiser.

Participating schools without SportsTrak 2100 are sent a file that can be opened and edited in Excel to enter their team. This is returned and imported into the Inter-school setup.

TeamTrak is no longer being supported.

Additional Program Items

If you want a non-sporting item on the program

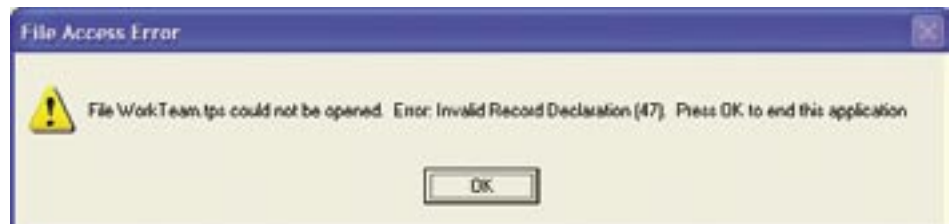
See pages 40, 41.

Data Conversion

SportsTrak 2000 Data

SportsTrak 2100 will attempt to convert the data. If the data is recent enough (beyond 2001 roughly) the following method should work. If not, send the data to CaRob for conversion.

- Have SportsTrak 2100 running and its data location set to a valid version 2100 data folder such as SampData.
- Change the data location to a set of your version 2000 data. This message will appear. Press OK.



- The following message then pops up. Click OK. SportsTrak will close down.



- Restart SportsTrak. This time you will see data conversion activity, indicated by some quickly scrolling windows. SportsTrak should now be fine with that data. If SportsTrak repeats the crashing, it means the data is older, and needs to be sent to CaRob.

SportsTrak's data conversion operates only at start up. That is why after it starts, if you change to an older data location, it crashes. But having attempted it, you have told SportsTrak what data location to use, and it remembers it. Next time you start up SportsTrak the data conversion feature recognises older data and is able to work.

Chapter 11

Networking Guide

Client Server Networking

Show this page to your network administrator.

In some schools, house captains or house masters each work on different computers to enter in their respective house competitors.

This will probably be done on the school client-server network.

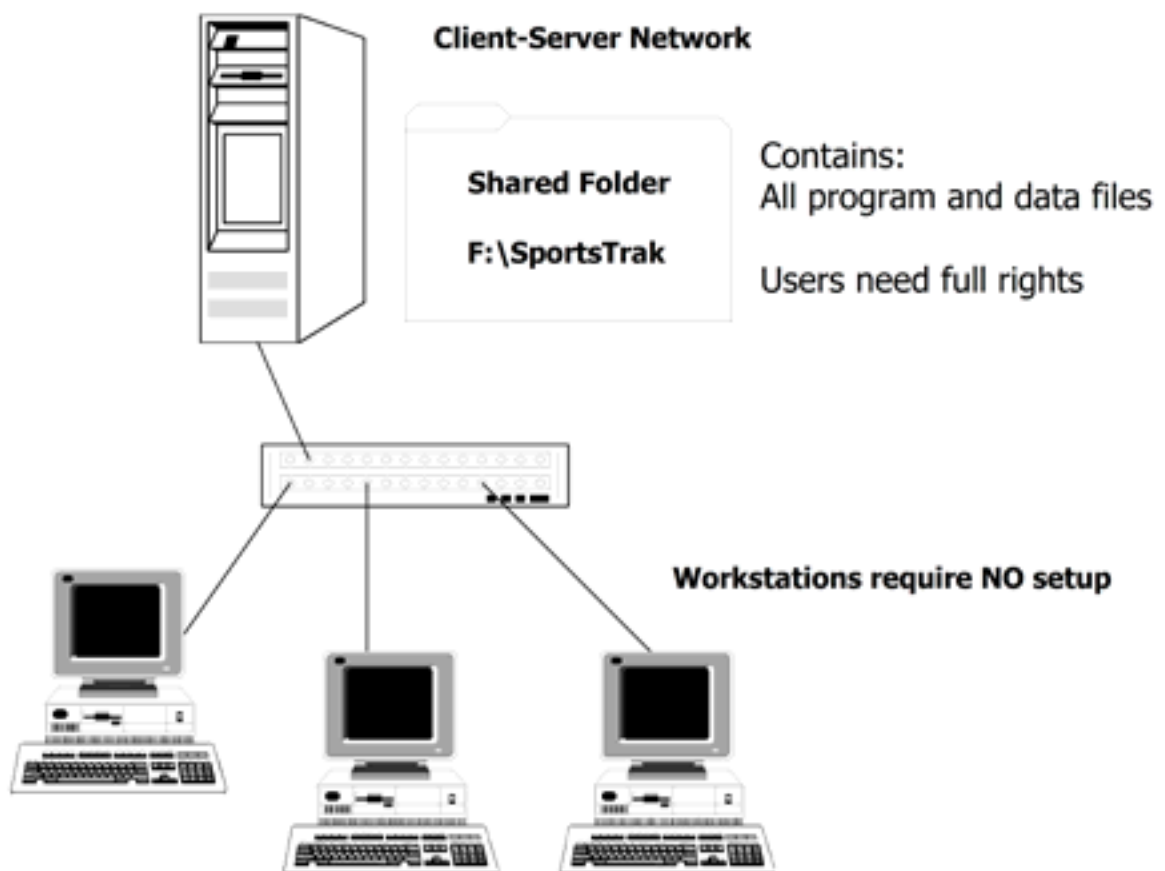
The simplest configuration is to have the SportsTrak data files (*.tps) residing in the program folder. Allow all users full access to the program folder. This saves users having to set the data path because SportsTrak will find the data in its own folder.

Typically, a sport coordinator will have SportsTrak installed and running on their personal computer (usually C:\SportsTrak). They will have the current carnival files in a data folder on the same machine. e.g. C:\SportsTrak\Aths2006

Copy the files from the folder C:\SportsTrak on to the server e.g. to F:\SportsTrak. Don't bother copying sub folders.

Now copy all the .tps files from the coordinator's data folder (e.g. Aths2006) into the same server folder.

Run F:\SportsTrak\SportsTrak.exe from the work stations.



Passwords

Either before or after the SportsTrak data is copied to the network, it should be password protected.

Use menu option

Background > Password Options



Users on the network will be prompted to log in from the File menu

Users should log in as an Operator using the operator password.



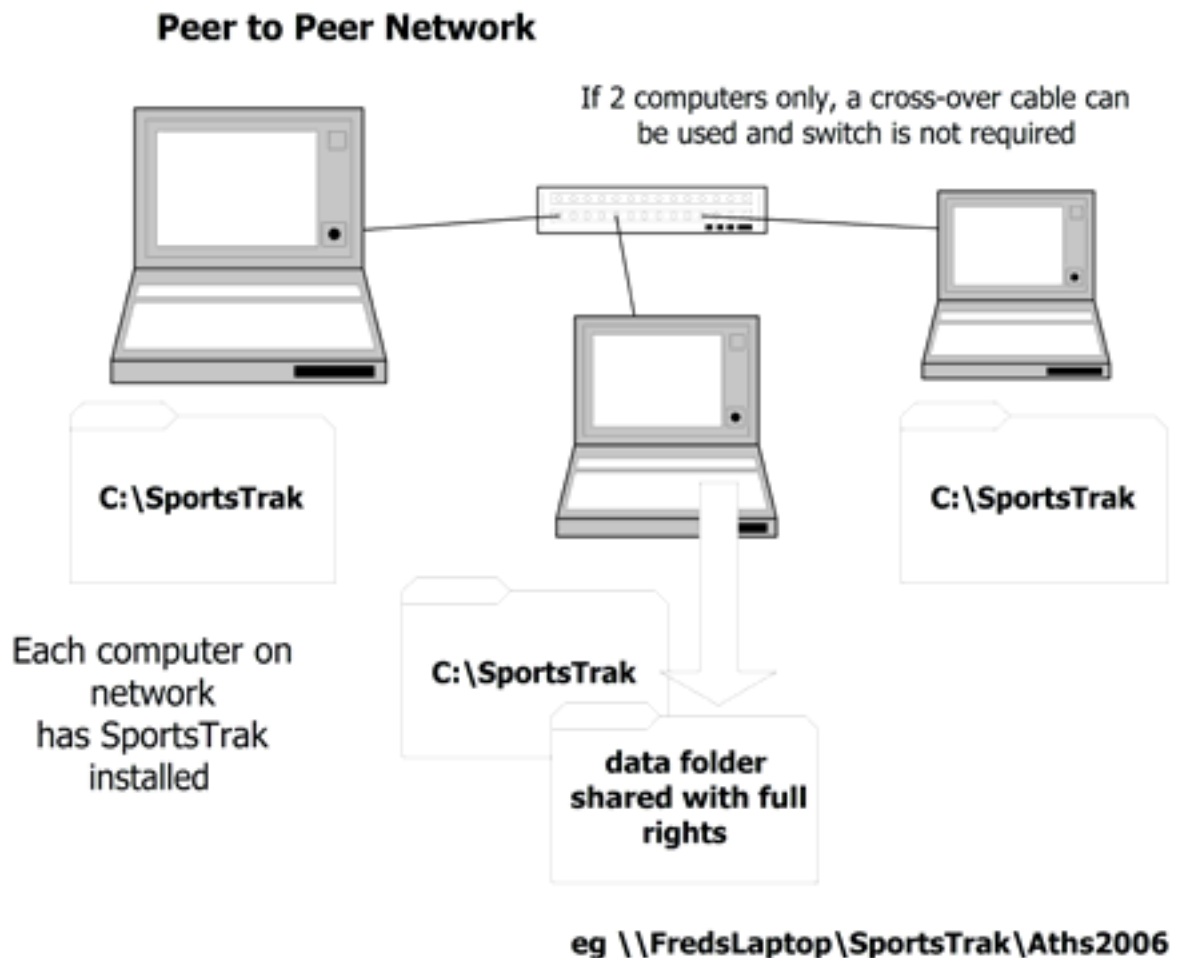
Operators are only permitted to enter competitors and to enter results.

Logging off is done from the File menu

Peer to Peer Networking - overview

Often used to allow a number of work stations to share results entry. This is probably going to be a temporary network set up for the carnival.

The best option is to have SportsTrak installed on each workstation and have a shared data folder on just one of the computers. (diagram below)



This means the program files themselves do not have to operate across the network: only the data is being transmitted across the network.

It makes it feasible to share the data entry over a relatively slow network such as 10 Mbps. 100 Mbps performance is very good.

The folder share must allow full access by workstations

Password access

To restrict users to results entry, enable passwords and allow them access as an Operator rather than Administrator.

This is described in the previous Client Server section of this chapter.

Setting up Peer to Peer

This needs to be done by someone with computer expertise. This manual provides a guide on the following pages.

Rehearse this setup well before carnival day, using the actual equipment you are going to work with!

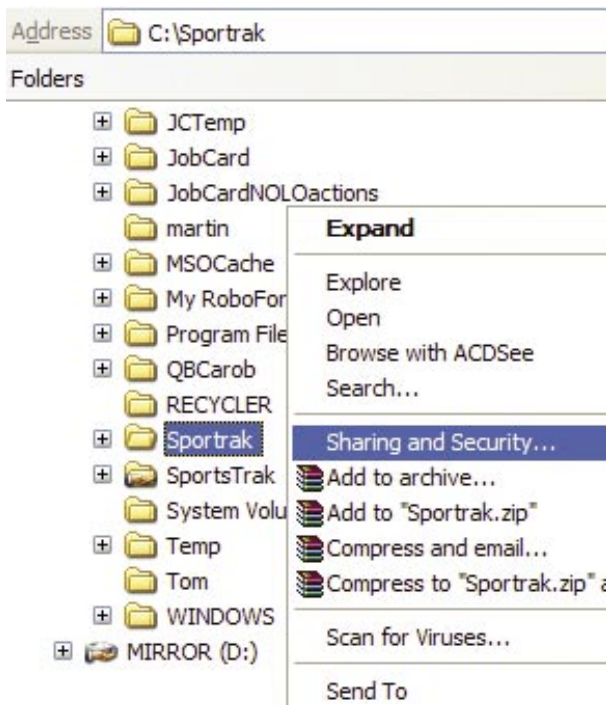
If you wait until the day of the carnival you may well find all the things that can go wrong will go wrong. Wrong cables, dodgy switches, unknown passwords, printers not functioning. Find this out in the days before!

Setting up a Peer to Peer network under windows

This can be as simple as 2 laptops with cross-over cable, or a hub connecting multiple machines in a peer to peer arrangement.
(see diagram on previous overview page)

Ensure SportsTrak is installed on each machine.

One machine must have the actual data folder for your carnival. This folder must be shared.

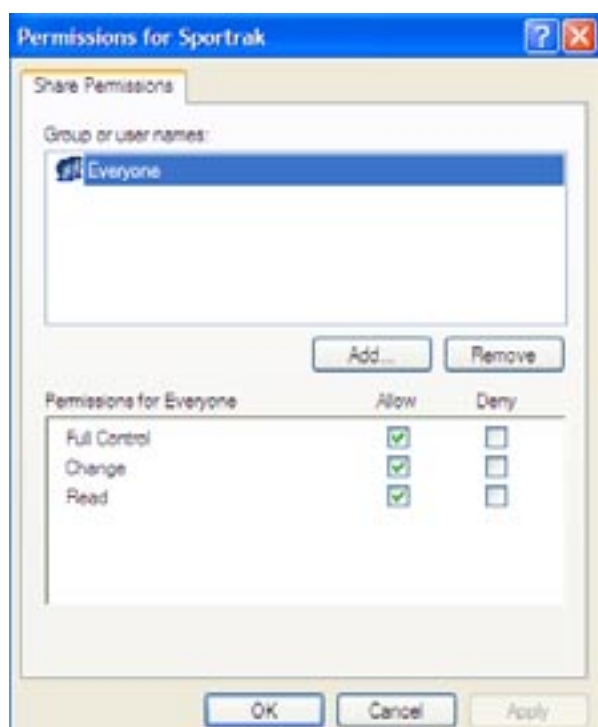


In this example I am sharing the entire SportsTrak folder, which will include sub folders where data is located.

Right-Click the folder to be shared.
Click "Sharing and security"

The folder properties will appear in one of the formats below depending upon the Windows version you have.

Give the folder a meaningful share name, which is what other machines will see.



Permissions by default should allow everyone full access. This is OK.

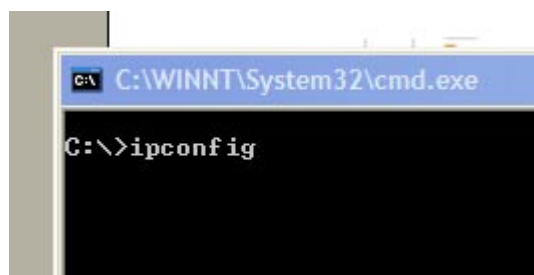


In later Windows XP, the same function is achieved with these settings.

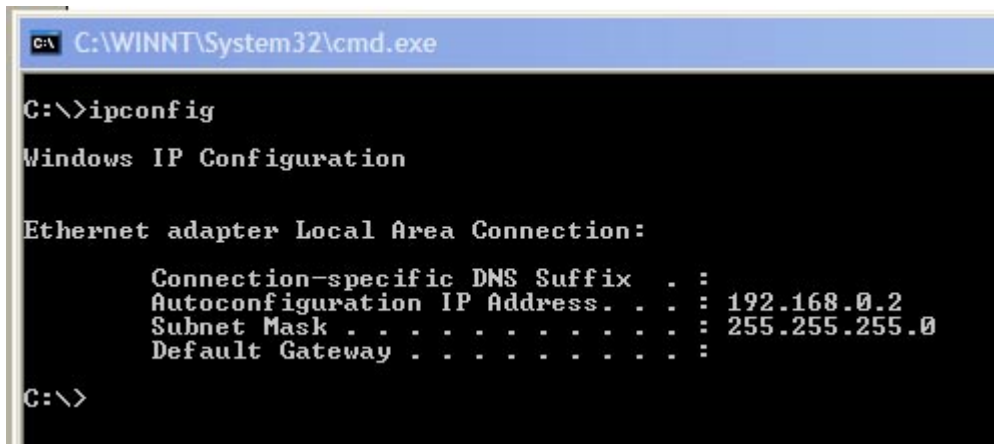
3. Check that each machine has an IP address within the same range.

Do this by clicking Start – Run – then type in “cmd” to run the command prompt.

At the prompt, type “ipconfig” to see your IP settings



(Type “exit” to close the command window when finished)



```
C:\> C:\WINNT\System32\cmd.exe

C:\>ipconfig

Windows IP Configuration

Ethernet adapter Local Area Connection:

    Connection-specific DNS Suffix  . : 
    Autoconfiguration IP Address. . . : 192.168.0.2
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 

C:\>
```

Note the address on the master machine, 192.168.0.2 and the subnet mask 255.255.255.0. (Your IP address will likely be different to the one shown here.)

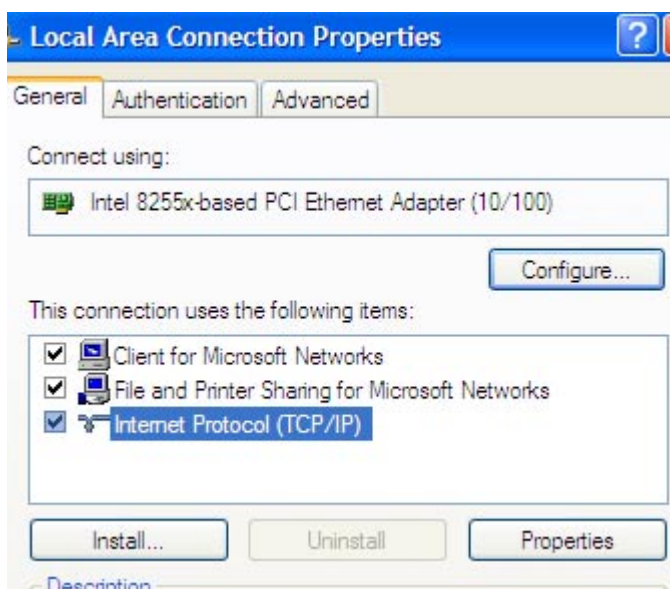
All other linking computers must belong to the same address range, with the same subnet mask.

Check the IP range of each machine by typing “ipconfig” on each.

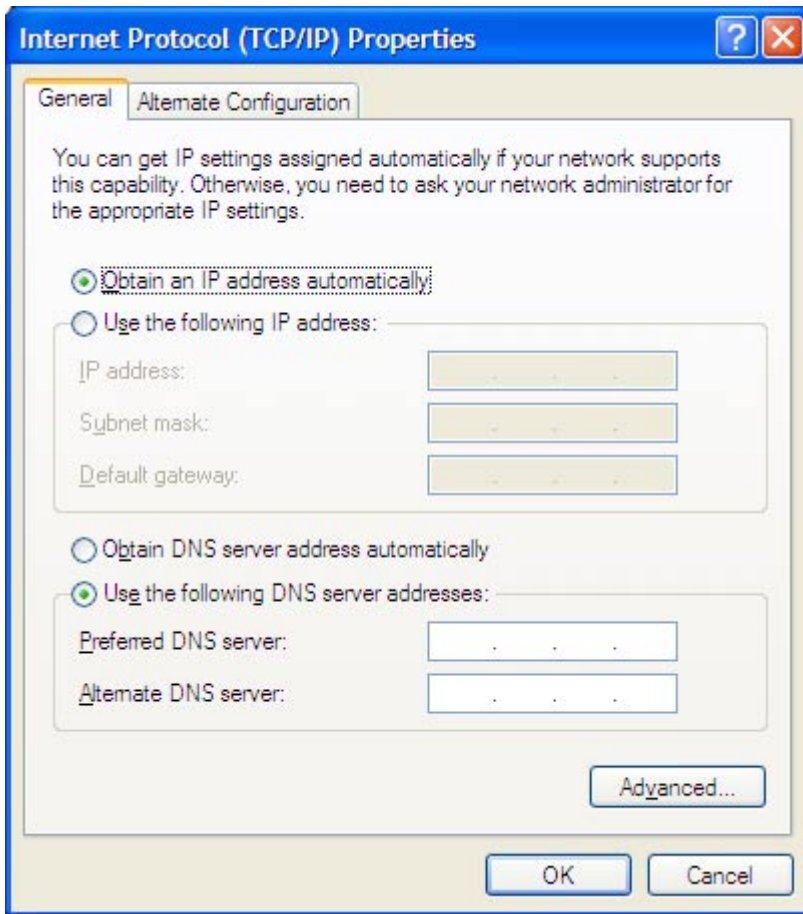
To change the IP range of the other machines, go to Control Panel, Network Connections, right click Local Area Connection,.

Record all the IP settings that you are going to change because they will need to be restored later.

On the General tab, highlight Internet Protocol (TCP/IP)

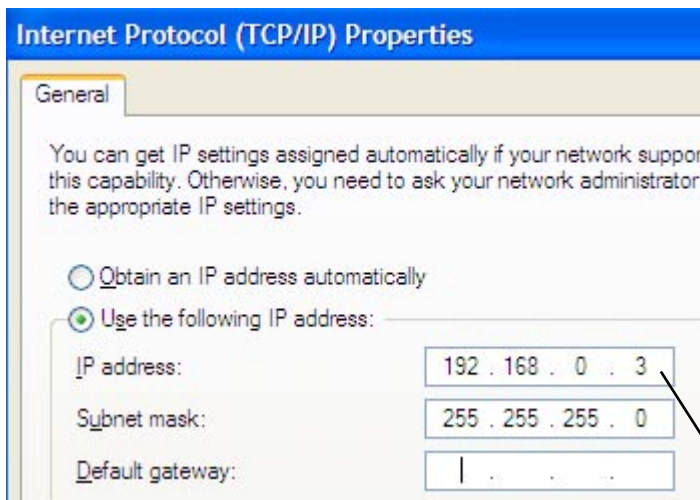


Click on the Properties button



The setting is most likely to be as shown:

Obtain an IP address automatically.



This must be changed to a static IP address by specifying the address and subnet in the boxes shown.

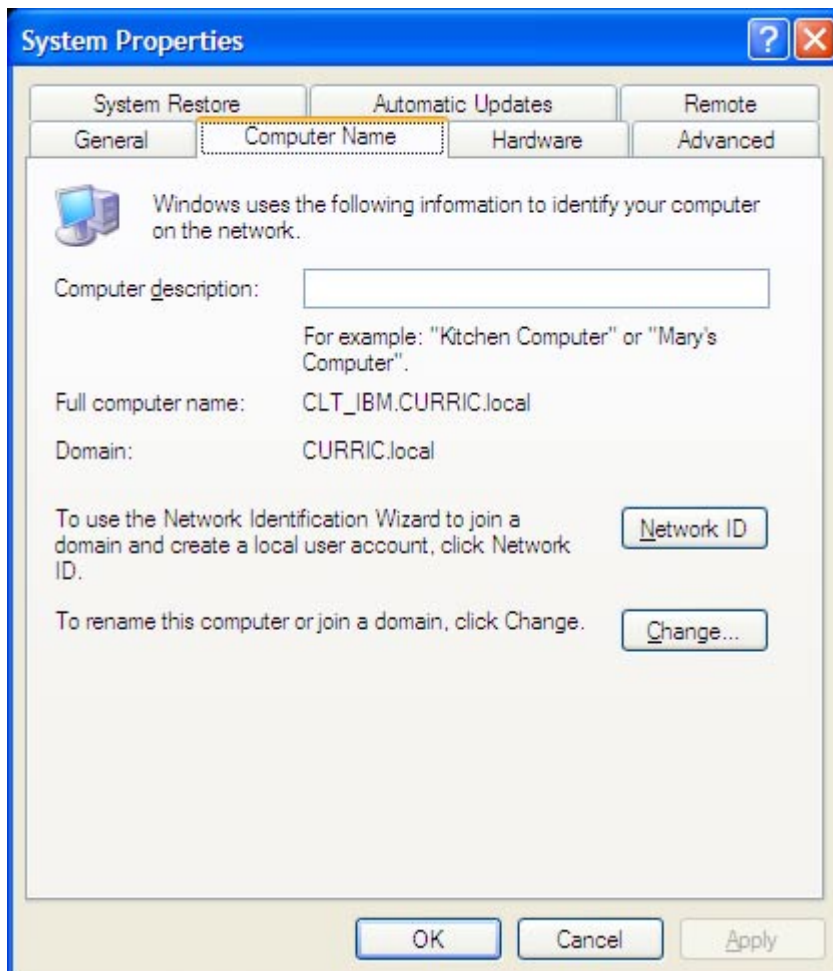
The host machine's IP address was 192.168.0.2

The other machines must have the 192.168.0 part identical, but a different value in the last section.

Thus 3, 4 or similar will do.

Connect the machines with a hub (2 or more pc's) or crossover cable (2 pc's)

If you don't already know the main machine's name, right click on My Computer, click Properties, and go to the Computer Name tab.



This machine's name is:

CLT_IBM

After the full stop doesn't matter.

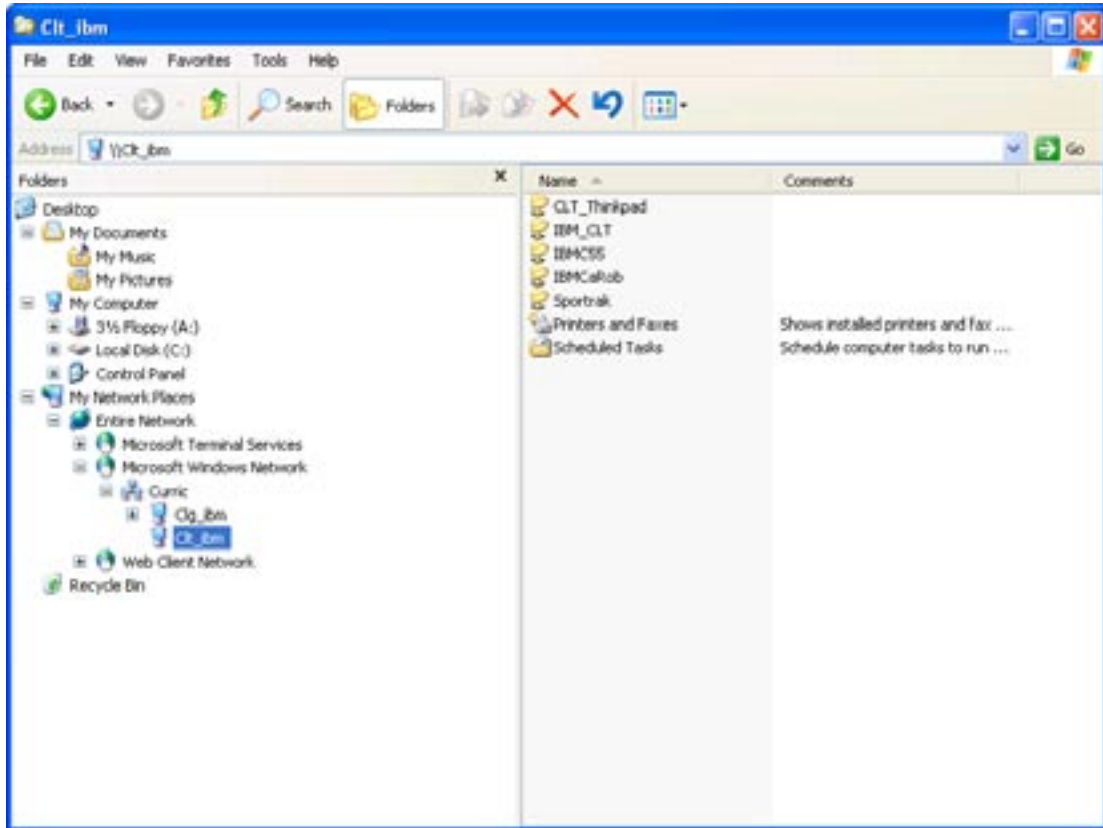
You need to know this name so you can identify it from the other PC's.

Firewall on main machine? - Turn it off

If the main machine has a firewall it is simplest to turn it off. It may prevent what it sees as unauthorised access by the other machines.

Boot each linked computer in turn.

From Windows Explorer, you should see the main PC.



(If not, click Start, Search, Computers or people, Computers on the network, and type in the main machine's name. Then click the Search button.)



When found, double click on the machine, and it may prompt for a login.

Enter details to log on to the main machine

Run SportsTrak

From the toolbar option or choose Background > Set Data Location from the menu to set the location of the data folder.

Use the lookup button to drill down through to the data folder on the master machine.



Go down through

My Network Places
Entire Network
Microsoft Windows Network
down to the master machine CLT_IBM

When you finally select the correct data folder, it will look similar to the above screen shot.

There is no drive letter; just:
\\Computer Name\Sharename\Subfolder

This is referred to as the UNC name

This copy of SportsTrak is now reading the same data as the main machine.

SportsTrak prevents more than one machine entering results for the same event. As long as two machines don't enter data for the same event at once, all machines can enter results concurrently, significantly spreading workload.

Afterwards, remember to set any altered IP settings back to what they were.

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