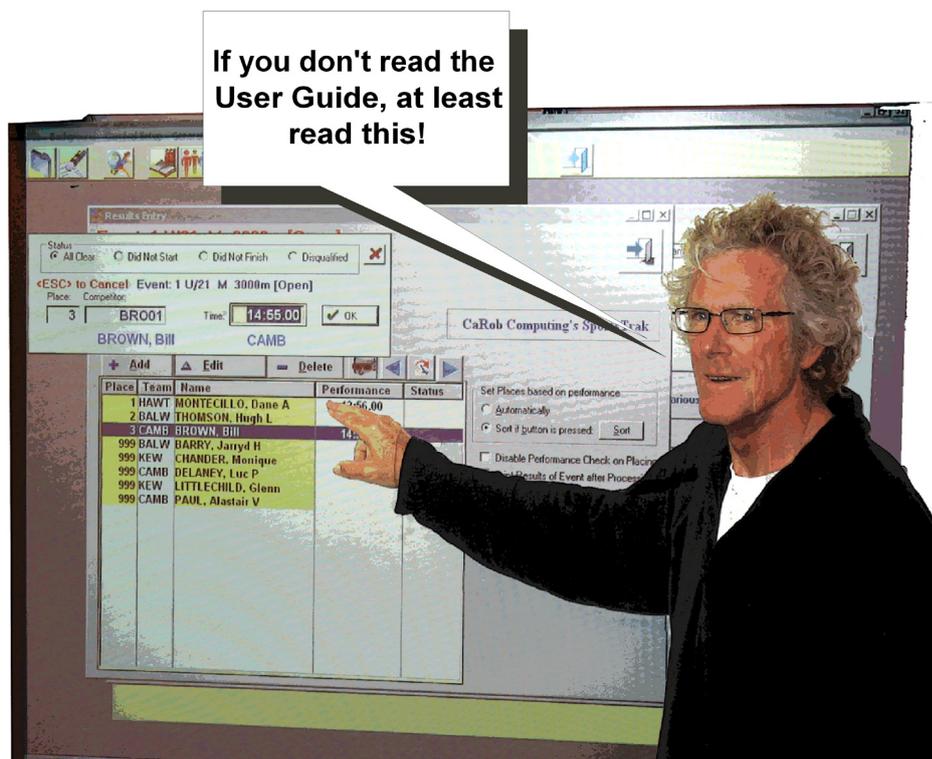


# SportsTrak Fundamentals



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# 1. Setting up SportsTrak - Folders and Carnivals

## 1.1 Where to install SportsTrak

Sportstrak **should** go into the folder C:\SportsTrak because it is simplest.

It **can** go on a network, eg H:\apps\SportsTrak

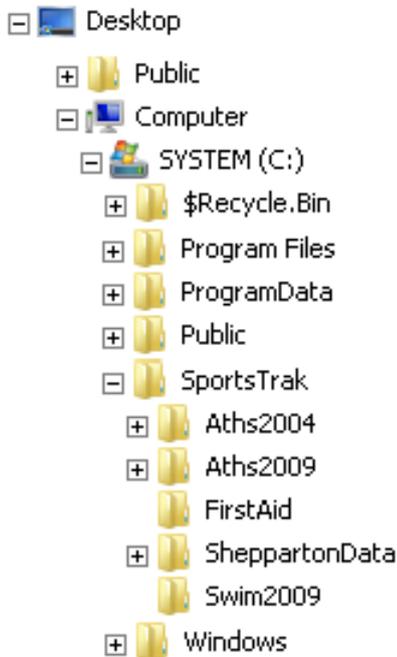
It **must not** go into the Programs folder.

It **should not** go into the Users folder.

Each carnival has its own sub-folder, that you are responsible for creating. Keep the folder names short, simple, and systematic based on Carnival Type + Year. eg sub-folders named Aths2009, Swim2009, or ISAths09.

Carnival folders **should usually** reside inside the SportsTrak folder

### Folders



A typical SportsTrak setup

With a setup like this, your entire SportsTrak can be moved easily from C: drive to a server, to a memory stick etc

## 1.2 Creating a new carnival folder

Create a new carnival folder by copying an existing folder, then renaming it.

eg After Aths09 is completed as a carnival, all records updated etc:

- Copy the folder (now called Aths09 Copy)
- Rename it: Aths2010

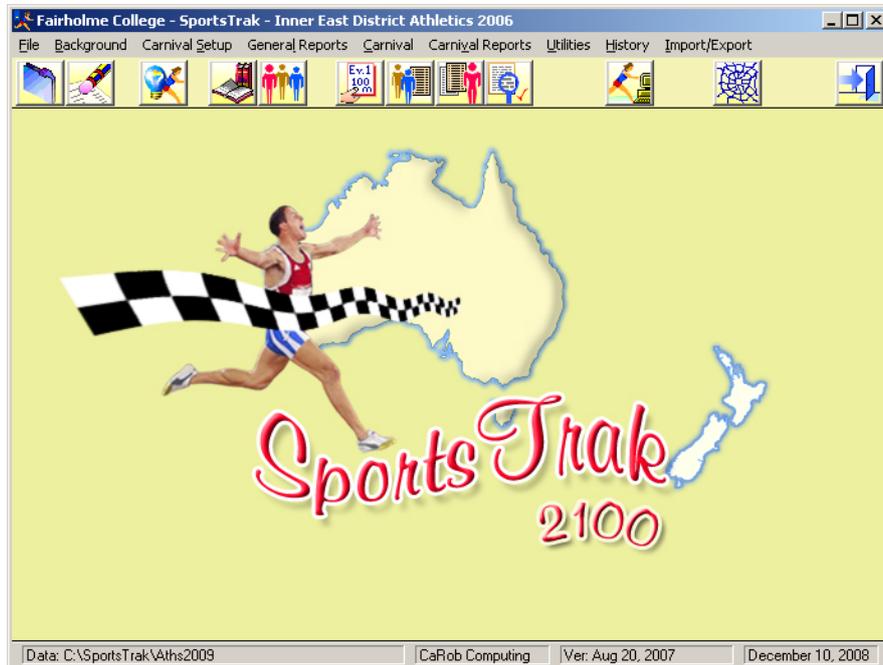
You now have all essential data files organised. You have houses, age groups, program of events, and records all set up. You can delete students, competitors, and results. You are then ready to set up with new students and competitors.

The description of the data location eg C:\SportsTrak\Aths2009 is called the **Data Path**

## 1.3 Working with different carnivals

Each carnival is a separate folder, so SportsTrak has to know which set of data it is operating on.

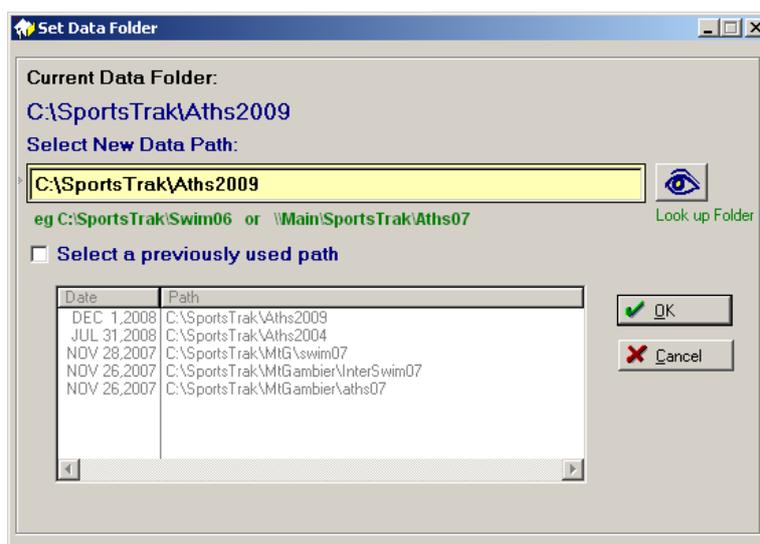
The blue folder (top left) lets you change data path



The data path is displayed in the bottom gray strip

Make sure you know which set of data you are working on and where it is saved.

To change data path, click on the blue folder...



Click the eyeball button to look up and set a new folder as your data path.

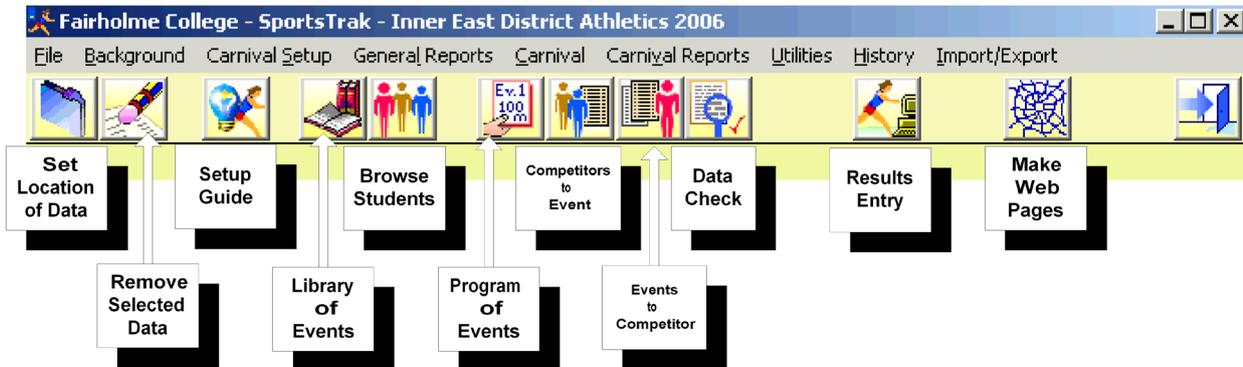
Once you have used a data path, SportsTrak stores it in the list. You can optionally:

- Click the check box "Select a previously used path"
- Highlight the path
- Click OK

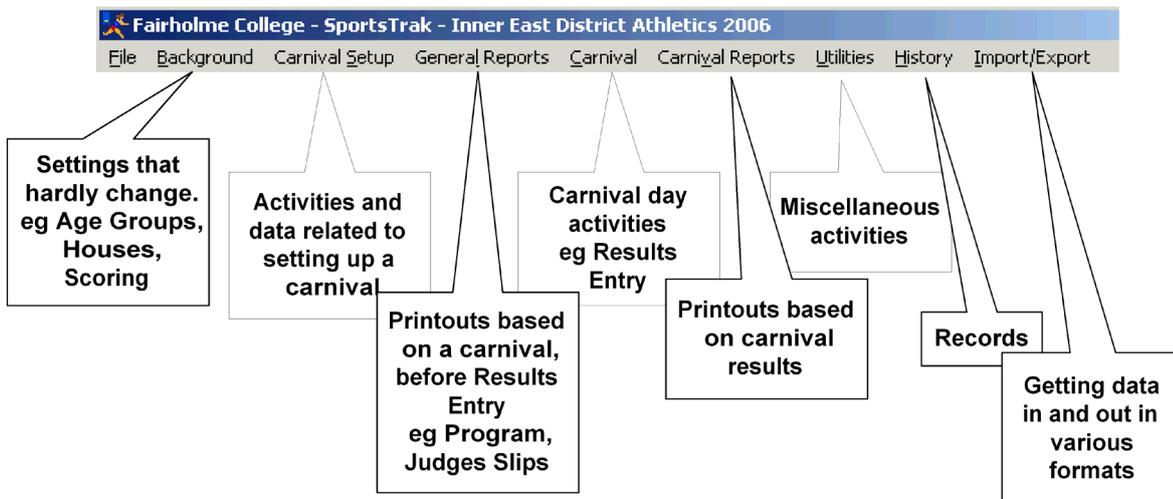
## 2. What's where in SportsTrak

The menu gives access to all functions  
 The toolbar gives access to common functions

### 2.1 The Toolbar



### 2.2 The Menu



The general trend in developing a carnival is to work from left to right, from background settings, carnival setup, various print-outs, results entry, more print-outs, and updating records

The setup guide (from the toolbar) takes you in a logical sequence through the setup of common carnival types so you don't have to know where all the items are or which order things should be performed.

However, once you know your way around you can use the menu to go straight to what you want.

### 3. Carnival Day and Results Entry



Results Entry

Results entry is the time when operators are under pressure, so maximum efficiency is required. Nearly all activities are performed on the following couple of windows. This stuff needs to be known by your results entry people.

#### 3.1 Results Entry Table

This window gives an overview of scores, competitors, results. It lets you edit individual events. You can see which events have results entered. You can do a range of print-outs.

The screenshot shows the 'Results Entry' window with several callouts:

- Program of Events**: Points to the main list of events on the left.
- Current House or Team Scores**: Points to the 'House/Team Scores' table on the right.
- Enter Results for highlighted event**: Points to the 'Enter Results' button.
- Useful print-outs eg Current Scores**: Points to the 'Various Reports' button.
- Competitors (or results) of highlighted event**: Points to the 'Pre-entered Competitors' table.
- Print a judges slip for current event**: Points to the 'Print' button with the 'Marshalling Slip' option selected.

Enr	No.	M/F	Level	Name	Gr.	Type	Open
1	M	U/21	3000m	[Open]	A		
2	F	U/21	3000m	[Open]	A		
3	M	U/17	Javelin		A		
4	M	U/15	Discus		A		
5	M	U/13	Shot Put		A		
6	M	U/14	Long Jump		A		
7	F	U/16	Long Jump		A		
8	M	U/17	High Jump		A		
9	F	U/13	High Jump		A		
10	F	U/15	100m	[D]	A		
11	M	U/15	100m	[D]	A		
12	F	U/21	100m	[D]	A		
13	M	U/21	100m	[D]	A		
14	F	U/13	100m		A		
15	M	U/13	100m		A		
16	F	U/14	100m		A		
17	M	U/14	100m		A		
18	F	U/15	100m		A		
19	M	U/15	100m		A		
20	F	U/21	Javelin		A		
21	M	U/14	Discus		A		
22	F	U/14	Shot Put		A		
23	M	U/13	Long Jump		A		
24	F	U/15	Long Jump		A		
25	F	U/16	100m		A		
26	M	U/16	100m		A		
27	F	U/17	100m		A		
28	M	U/17	100m		A		
29	F	U/21	100m		A		
30	M	U/21	100m		A		
31	F	U/13	800m		A		
32	M	U/13	800m		A		
33	F	U/14	800m		A		
34	M	U/14	800m		A		

Team	Team Name	Score

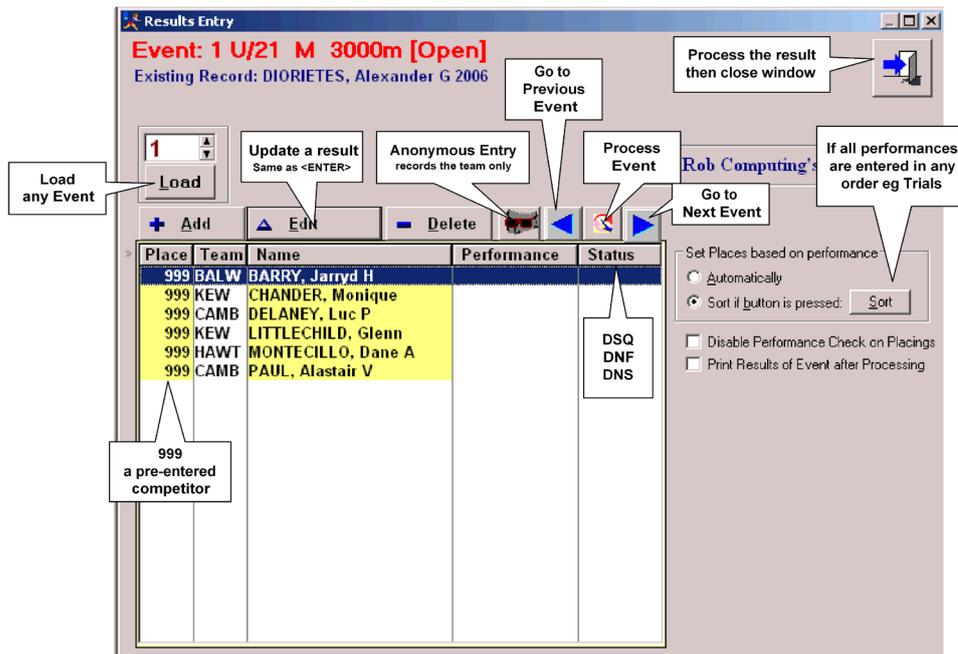
Stu Code	Full Name	Team	Age Grp	Lane
BAR01	BARRY, Jarryd H	BALW	U/21	0
CHA01	CHANDER, Monique	KEW	U/21	0
DELO0	DELANEY, Luc P	CAMB	U/21	0
LIT00	LITTLECHILD, Glenn	KEW	U/21	0
MON01	MONTECILLO, Dane A	HAWT	U/21	0
PAU01	PAUL, Alastair V	CAMB	U/21	0

Double click an event or click Enter Results to enter results for the highlighted event.

The Results Entry Window appears (next page)

## 3.2 Results Entry Window

For working on results of an individual event.



Work from the Judges' Slip in place order from 1st place down.

Pre-entered competitors are shown with a placing of 999.

If they competed, you change their place: 1, 2, 3, 4 etc (Edit button or <ENTER>)

If they did not compete, you ignore them. 999 placings are not processed.

If a contestant is not listed you add them. (+ button or <INS>)

Use blue arrow buttons to go to Next or Previous events.

Use the Load button to go to any other event.

The displayed placings are processed (scored) no matter what. If you <ESC> the window, close the window, or get another event then those placings count.

### 3.21 Using the keyboard

**Results entry is best performed using the keyboard, not the mouse.**

- <INS> The Insert key allows you to insert a contestant into the table.
- <DEL> Delete will delete a contestant from the table.
- <ENTER> The Enter key allows you to edit a placing or performance of the highlighted competitor
- <UP> <DOWN> Arrows move you through the table
- <ESC> The Escape key closes any window. Good for getting out of a bind.
- <TAB> The tab key moves from field to field on an update form.
- <SHIFT - TAB> Moves from field to field in reverse direction.

### 3.3 Putting results in

Working from the judges slip, start with 1st place and work through in order: 2nd 3rd etc.

#### 3.31 If the competitor is in the table

Highlight him or her and press <ENTER>

The screenshot shows a software interface for entering race results. At the top, there is a 'Status' section with radio buttons for 'All Clear' (selected), 'Did Not Start', 'Did Not Finish', and 'Disqualified', and a red 'X' icon. Below this, the event is identified as 'Event: 1 U/21 M 3000m [Open]'. The 'Place' field contains '1' and the 'Competitor' field contains 'MON01'. The 'Time' field is set to '00:00.00'. An 'OK' button with a green checkmark is visible. Below the form, the competitor's name 'MONTECILLO, Dane A' and the event name 'HAWT' are displayed in blue text.

The performance is highlighted. Edit it.

If it is a time, **do not** enter punctuation marks.

For 12mins 56 sec, enter 125600 and press <ENTER> (00 are the hundredths). It will display as 12:56.00

Pressing <ENTER> (or Ok button) accepts the result and returns to the table.

The screenshot shows a table with columns: Place, Team, Name[-], Performance, and Status. The table contains the following data:

Place	Team	Name[-]	Performance	Status
999	CAMB	PAUL, Alastair V		
1	HAWT	MONTECILLO, Dane A	12:56.00	
999	KEW	LITTLECHILD, Glenn		
999	CAMB	DELANEY, Luc P		
999	KEW	CHANDER, Monique		
999	BALW	BARRY, Jarryd H		

At the top of the table are buttons for '+ Add', '▲ Edit', '- Delete', and navigation arrows.

#### 3.32 If the competitor is not in the table

Use the <INS> key (or click Add).

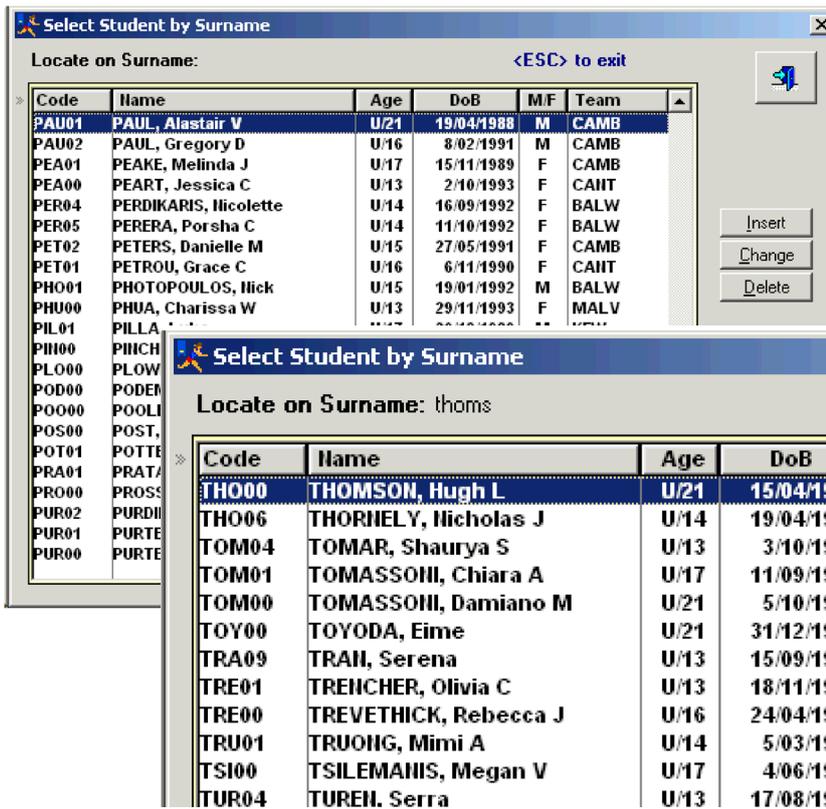
The screenshot shows the same software interface as in 3.31. The 'Place' field contains '2' and the 'Competitor' field contains '<new>'. The 'Time' field is set to '00:00.00'. An 'OK' button with a green checkmark is visible. The event name 'Event: 1 U/21 M 3000m [Open]' is shown at the top.

The update form comes up with the next place and competitor code <new>

Press <TAB> to accept the placing (or edit if you need to)  
 <TAB> to try to move past the student field to the Time field

Because <new> is not a valid student code, a lookup table of all students will appear, forcing you to select a new student. (next page)

The student lookup table



**Locate on Surname** means you can type a surname and the table will automatically scroll to it

I need Hugh Thomson so I type

T H O M S

The table scrolls down and I see Thomson highlighted.

Check that it is the right person

Press <ENTER> and Thmson's code goes in the placing form.

Status:  All Clear  Did Not Start  Did Not Finish  Disqualified

<ESC> to Cancel Event: 1 U/21 M 3000m [Open]

Place: Competitor:

2 TH000 Time: 134500

THOMSON, Hugh L BALW

Add a performance (if you need to)

Press <ENTER>

Place	Team	Name	Performance	Status
1	HAWT	MONTECILLO, Dane A	12:56.00	
2	BALW	THOMSON, Hugh L	13:45.00	
999	BALW	BARRY, Jarryd H		
999	KEW	CHANDER, Monique		
999	CAMB	DELANEY, Luc P		

and the result goes in.

In summary, the sequence for an unlisted competitor is:

- <INS> to go to the placing form
- <TAB> to go to the competitor code
- <TAB> Brings up the lookup table
- Type the first part of competitor's surname until the competitor is highlighted
- <ENTER> Accepts that competitor
- Add a performance if you need to
- <ENTER> Accepts the details on the form and returns to the table

### 3.33 If a student is not in the lookup table

When on the lookup table, press <INS> (or click Insert Button)

Add student details

Use any birth date that gives the correct age group

Press <TAB> on Team to bring up a list of houses

Year Level is needed for a Year based carnival, otherwise can be ignore. (Format Yr08)

Form can usually be ignored.

Press <ENTER> or (OK button) to put that student into student list

Code	Name	Age	DoB	M/F	Team
BRE02	BRETT, Anna R	U/17	16/03/1990	F	CAIT
<b>BRO01</b>	<b>BROWN, Bill</b>	<b>U/21</b>	<b>5/05/1985</b>	<b>M</b>	<b>CAMB</b>
BUR00	BURGESS, Carla M	U/21	2/01/1989	F	KEW
BUR02	BURROWS, Melissa A	U/17	20/05/1989	F	CAIT
BUR03	BURROWS, Rachel L	U/15	2/08/1991	F	CAIT
BUR01	BURT, Laura E	U/17	5/03/1990	F	BALW
BUS00	BUSSELL, Monique T	U/16	8/08/1990	F	CAIT
BUT01	BUTLER, Ellen O	U/17	8/05/1989	F	CAMB
BUT00	BUTLER, Michael P	U/16	12/01/1991	M	KEW
CAM01	CAM, Rachel	U/15	22/08/1991	F	CAMB
CAP00	CAPUANO, Maddison J	U/17	8/03/1990	F	CAMB
CAR03	CARLSON, Hayley T	U/13	13/10/1993	F	CAMB
CAR04	CARR, Maxwell C	U/14	9/09/1992	M	KEW

Press <ENTER> again to accept that student as a competitor in the event

Event: 1 U/21 M 3000m [Open]  
Existing Record: DIORietes, Alexander G 2006

Place	Team	Name	Performance	Status
1	HAWT	MONTECILLO, Dane A	12:56.00	
2	BALW	THOMSON, Hugh L	13:45.00	
3	CAMB	BROWN, Bill	14:55.00	
999	BALW	BARRY, Jarryd H		
999	KEW	CHANDER, Monique		
999	CAMB	DELANEY, Luc P		
999	KEW	LITTLECHILD, Glenn		
999	CAMB	PAUL, Alastair V		

### 3.34 Anonymous Entry

Often, especially in a house carnival, lower ranked placings need to be entered for house points, but you don't need to know who the individual is. This is especially so if the student is not already in the list.

In this case the Anonymous Entry button allows you to insert an unknown competitor recording the Team (house) only,

Clicking the Anonymous Button brings up:

Notice there is no competitor code, only team.

Press <TAB> <TAB>

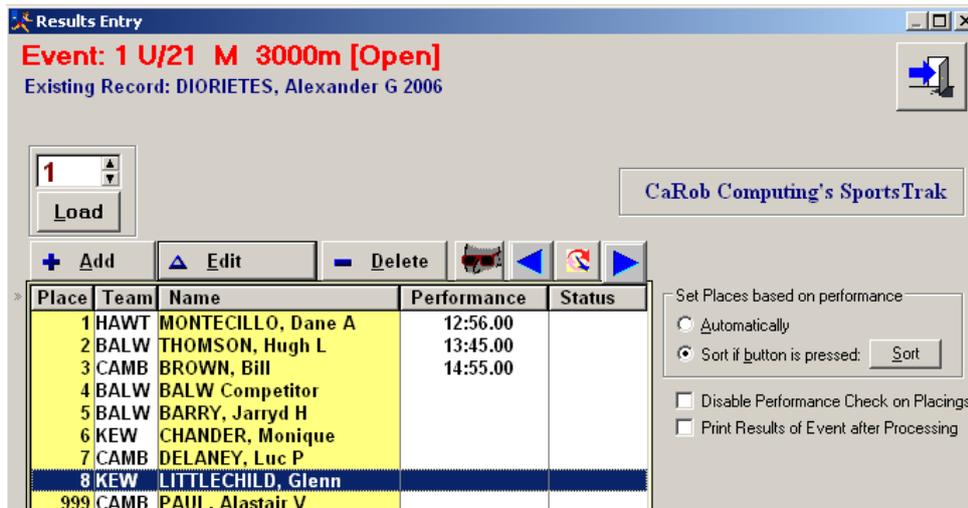
This table appears

Highlight the team and press <ENTER>

Press <ENTER> again to accept it.

Place	Team	Name	Performance	Status
1	HAWT	MONTECILLO, Dane A	12:56.00	
2	BALW	THOMSON, Hugh L	13:45.00	
3	CAMB	BROWN, Bill	14:55.00	
4	BALW	BALW Competitor		
999	BALW	BARRY, Jarryd H		
999	KEW	CHANDER, Monique		
999	CAMB	DELANEY, Luc P		
999	KEW	LITTLECHILD, Glenn		
999	CAMB	PAUL, Alastair V		

### 3.35 Finishing off the event



Keep editing or adding placings until all are in.

Ignore 999 placings (leave them there)

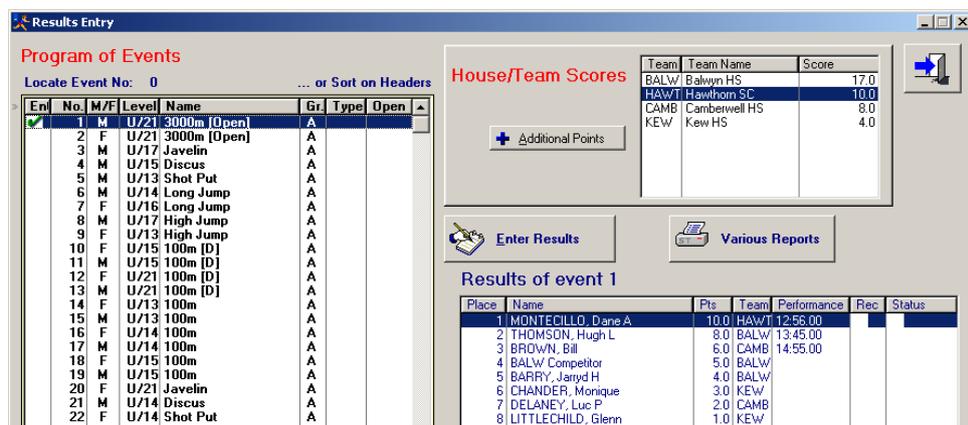
If you disqualify a competitor (or DNF, DNS), placing will be 998, and the status code will be displayed.

At this stage, you usually need to start results for another event. Use the arrow buttons to get the next or previous, or the Load button to load any event. The current event will be processed.

Processing discards 999 results. 998 places are recorded but not scored. Other placings are scored. The points are accredited to the individuals and teams, records stored and results saved.

If you exit the window in any way, the event is still processed.

If another event is not waiting, you can click the Process button and then wait to load up the next event.



After closing the Results Entry window, you can see total scores and results for the highlighted event.

### 3.36 Recalling an event

If you call up an event that has already been processed, all points previously added to individual and teams for that event are subtracted. In that way, if you make changes and re-process the event, the totals will be correct.

## 3.4 Reports (Printouts)

All reports output to a Print Preview that does not actually have to be printed.



Results Related Reports	
<b>These reports can be printed during or after results entry</b>	
<b>1. Results of Events...</b>	Results of selected events
<b>2. Brief Team Scores</b>	Team Results Summary
<b>3. Team Results/Scores</b>	Team Results - Level Breakdown
<b>4. Champions Report</b>	Highest scoring individuals by Level and Gender
<b>5. Track &amp; Field Champions</b>	Champions based on Track and Champions based on Field events
<b>6. Results of Best Individuals ...</b>	The full results of the best few competitors at each level
<b>7. Best Performers ...</b>	Gives the best performers in events by level and gender
<b>8. Records set today</b>	Records set at this carnival
<b>9. Division Results/Scores</b>	If you have set up specialist score summaries
<b>10. Participation Report</b>	Percentage participation by House and Age Group
<b>11. Non-participants Report</b>	Students who were listed to compete but did not show in results
<b>12. Results of selected individuals ...</b>	Results for selected competitors
<b>13. Individual Scores ...</b>	Scores for all competitors
<b>14. PB's Set Today</b>	Personal Bests set at this carnival
<b>15. Team Results (Track and Field)</b>	Team Results - Level Breakdown - Track and Field

### Useful reports during the carnival

- 2: Brief Team Scores - For score updates
- 8. Records Set Today - Often of interest during the day
- 12. Results of Selected individuals - If you need to know how someone has performed

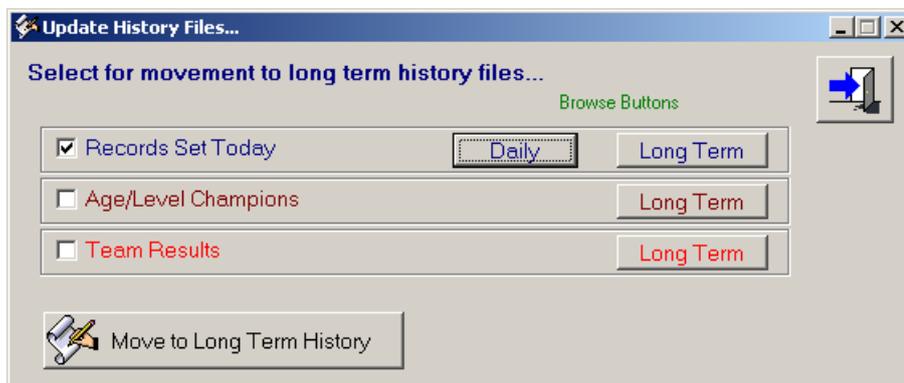
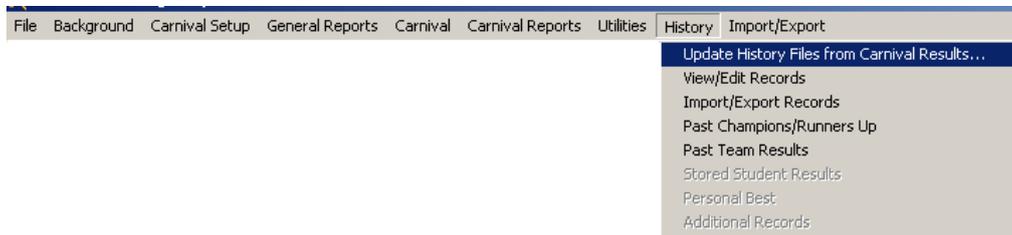
### After the carnival

- 3. Team Results/Scores - Gves full and age group breakdown of scores
- 4. Champions Report - Age (or Level) Champions
- 6. Results of Best Individuals - Actual results of best performers by age or level  
This is often better than Champions Report because you can check and compare the top few contenders in each age group in case of any disagreement or if you have special criteria that a champion must meet.
- 7. Best performers - Best performers for each event in each age group regardless of event grade. This is good for selecting an Inter-school squad.

## 3.5 Records

Records Set Today are kept separate from the long term records until after the carnival. This is in case of disqualification or changes in performance which may invalidate a record.

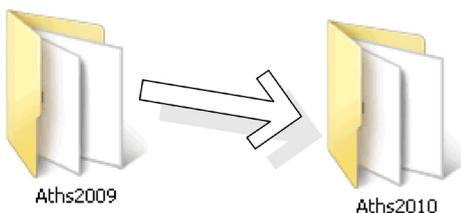
Once results are certain, Record Set Today must be moved to long term history, thereby replacing old records.



Tick Records Set Today and click Move to Long Term History

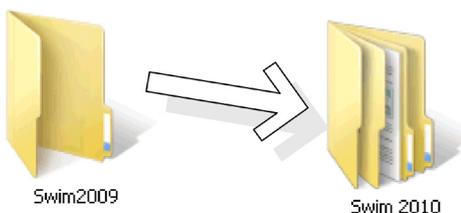
## 3.6 Getting ready for next year

If the same carnival is to run next year, make a copy of the data folder and rename it. eg If you just ran Aths2009, copy the folder and rename it to Aths2010



Run SportsTrak using this new data, and from the Carnival Setup menu:

- Remove Selected Data:  
remove All Results and Competitors
- Carnival Settings:  
set new dates one year ahead



The new folder will have nearly all data set up correctly. The program of events, records, teams, age groups, scoring system etc will all be correct.

Next year, the main tasks are to import fresh student data and pre-enter them into events.

Make several backups of this folder (eg on network, on a CD)

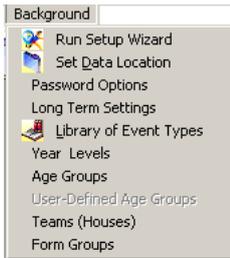
## 4. Carnival Preparation

The Setup Guide takes you through all steps in setting up typical carnivals. Once you become familiar with SportsTrak you may choose to ignore it and work directly from the menus. This section will mention the key points.

### 4.1 Folder Setup

Always the first step and has been discussed in Section 1.

### 4.2 Background files



Once set up, these settings should rarely need changing.

### 4.3 Carnival Setup



Items with icons are accessible from the toolbar also.

Carnival Settings is important, especially because it has the reference date for Age groups to be calculated from.

Remove Selected Data is often used. Use it to remove scores after a practice run, remove all competitors and results if getting ready for a new carnival etc.

Check or Edit the program of events.

Put competitors into events.

Edit student data.

Check the scoring system and points.

#### 4.31 Student Data Import

All school administrative data bases have the ability to extract data in the form of a text file. SportsTrak can import from all student data from a properly created text file in a few seconds.

The text file is named Student.txt.

It may use Comma Separation between data items:

"SWA02","SWAN","Belinda","P"," 2/05/93","F","BALW","07H"  
"TAL00","TALBOT","Campbell","J","22/07/94","M","CAMB","11G" with quotes

or

SWA02,SWAN,Belinda,P, 2/05/93,F,BALW07H  
TAL00,TALBOT,Campbell,J,22/07/94,M,CAMB,11G without the quotes

It may use Tab Separation between data items:

```
SWA0002 SWAN Belinda P 2/05/93 F BALW 07H
TAL0003 TALBOT Campbell J 22/07/94 M CAMB 11G
```

The process and options are fully described in the full user guide.

You need some-one who knows how to extract data from your school data base. This should be a school person, but could be a regional consultant.

### 4.32 General Reports



A whole range of reports are available that you can explore.

After the program of events is finalised and student data has been imported, you want to get kids into events.

The Blank Entry Sheet from General Reports is best for this.

These can be given out at house meetings and filled in. You can get emergencies marked as well (use E).

When these completed sheets are returned, it makes it easy to put students into events.

**Balwyn HS**  
**U/15 Female**

	10 100m ID1 A	18 100m A	24 Long Jump A	42 800m A	51 Discus A	61 200m A	94 90m Hurdles A	98 Javelin A	106 1500m Walk A	116 High Jump A	119 400m A	138 1500m A	155 Shot Put A	162 4 X 100m Relay A	168 Triple Jump A
BOOTH, Courtney J															
CELEBIC, Sofija															
CLIFFE, Grace E															
GRGURINOVIC, Julia P															
MARTINEZ, Aysegul															
THOMPSON, Adelaide C															

SportsTrak

The data entry for this can be undertaken by students if staff have limited time. House Captains or an IT class.



